PATHWAYS TO PROFESSIONALISM:
Roadmap to Certification

Linda Gacioch, C-TAGME
Program Coordinator
Department of Psychiatry
University of Michigan
Immediate Past President, TAGME
gacioch@umich.edu
Professionals

- Characteristics
- Perception
- Education
- Competencies
Characteristics of Professionals

- Considered experts in their field
- High degree of generalized and systematic knowledge
- High ethical standards
- Active in professional organizations
- Method for assessing competence
Education

- Formal education
- Unique training
- Achievement of credentials
- Continuing education
Competencies

- Knowledge of requirements
- Application of knowledge to day-to-day program management
- Capacity to problem solve
- Passion and enthusiasm for the profession
- Commitment to ongoing learning
Self Perception

- How do you see yourself in your work?
- Do you value your own skills, knowledge, abilities and opinions?
- What role do you see yourself having at work?
- Do you think what you do is important?
- Your self-value will influence others.
  - How you think, act and speak reflects your self-perception
How do Others Perceive you?

- Mid-level manager?
- Advocate?
- Respected colleague?
Why is Perception Important?

To be effective and successful:

- Program Director and faculty must value your skills, knowledge, abilities and opinions.
- Residents must view you as an extension of the Program Director.
- Residents must value you as an advocate, resource, a respected professional.
- Graduate Medical Education at your institution must value you as a knowledgeable training administrator.
The Simplicity of GME
Reasons for certification

1999 ACGME Outcomes Project

- Changes in RC requirements, Accreditation and Duty Hours regulations
- Evaluate programs based on demonstrated accomplishments through assessment of program outcomes
- Models of excellence based upon core competencies for graduate medical education
Impact of Outcomes Project

- Major impact on GME programs, directors, and training administrators
  - Increased responsibility for GME Training Administrators
  - Need for GME training administrators to maintain a high level of knowledge and skills to effectively manage the day-to-day activities of the training program.
  - Key team members!
Recognition

Establish means of recognition for GME training administrators

Acknowledge the level of knowledge and responsibility

Create a national standard to measure knowledge and skills of GME training administrators
The National Board for Certification of Training Administrators of Graduate Medical Education Programs has been created to:

1. establish standards for the profession;

2. acknowledge the expertise needed to successfully manage graduate medical education programs;

3. recognize those training program administrators who have achieved competence in all fields related to their profession.
Eligibility Criteria

- 3 consecutive years of experience as training administrator
- Participation in an internal review or site visit
- 2 Professional development activities
- 10 hours of Education Credits (ECs) in the last 3 years
  - 1 EC = 45-60 minutes of GME-related program attendance

NEW!

TAGME Update March 2011
Certification Assessment Tools

- Assessment tools are composed of two parts:
  - Work Effort Tool
  - Timed, Monitored Assessment Tool
Work Effort Tool

- Assesses applied knowledge
- Sent to you via email
- Completed at your desk, at your own pace
- 2 month window for completion
- Completed Work Effort Tool returned to TAGME via email
- 80% or better overall score - successful completion
Work Effort Tool - Knowledge Content Areas:

- Duty Hours
- Competencies
- Website: Annual Surveys, Governing Bodies
- Recruitment and Recruitment Tools
- Site Visit
- Evaluations
- Procedures/Case Logs
- Academic Curriculum
- ECFMG
- ACGME Policies and Procedures
Monitored Assessment Tool

- Open-book, resource documents:
  - ACGME Common Program Requirements
  - ACGME Institutional Requirements
  - ACGME Specialty Program Requirements
  - ACGME Glossary of Terms
  - Acronyms list for Specialty

- Timed, proctored assessment

- Question format: Matching, Multiple Choice, True/False, Fill-in-the-Blank

- Citations in support of answers are required

- 5-hour time frame

- Successful completion is 80% overall
Why Require Citations?

- GME is dynamic, seeking continuous quality improvement
- Underlying philosophy is that the training administrator must have **ability to find the answer**, NOT the necessity of having instant recall.
Monitored Assessment Components

- 150 questions

Knowledge Assessed:
- ACGME Global Requirements
  - 75 questions on Common Program and Institutional Requirements, global acronyms, terms and definitions
- ACGME Specialty Program Requirements
  - 75 questions on ACGME specialty program requirements, specialty board certification requirements, specialty-related acronyms and terms and definitions
Upon successful completion of the assessment tools:

- Certification term is 5 years, includes the year in which certification is conferred
- Recertification is necessary to maintain certification status
Preparation for Certification

- **Experience and Knowledge** of the day-to-day management of a residency program is a major part of preparation for certification.

- **Work Effort Tool** is excellent preparation for the monitored assessment.

- **Own those requirements!**
  - ACGME Common Program Requirements
  - ACGME Institutional Requirements
  - ACGME Specialty or Subspecialty Program Requirements
  - ACGME Glossary of Terms
  - Clinical Specialty Acronyms List

- **Open Book**
  Candidates must bring copies of the above ACGME documents to the assessment site to provide citations where required.
What if I’m not successful on my first attempt?

You will have 2 additional opportunities with one year to retake the assessment at no additional cost.

“Do I get partial credit for simply having the courage to get out of bed and face the world again today?”
Fall Assessment Application Window: March 1 – May 31

Fall 2011 Certification Assessment Sites

The following assessment sites are open to candidates from all specialties approved by TAGME to offer certification. Candidates will receive an e-mail in advance of the assessment date that includes proctor information, room location, arrival time, directions, and parking information.

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<tr>
<th>Date</th>
<th>Time</th>
<th>Site Details</th>
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<tr>
<td>Friday, September 23, 2011</td>
<td>9:00 AM – 2:00 PM</td>
<td>Neurology Annual Meeting</td>
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<td>San Diego, CA 92101 Hotel phone # 619-232-1234</td>
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<td>Saturday, September 24, 2011</td>
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## 22 ACGME Specialties, and Subspecialties, Offering Certification

1. Anesthesiology
2. Child/Adolescent Psychiatry
3. Diagnostic Radiology
4. Emergency Medicine
5. Family Medicine
6. Internal Medicine
7. Internal Medicine-Pediatrics
8. Neonatal-Perinatal
9. Neurological Surgery
10. Neurology
11. Obstetrics & Gynecology
12. Ophthalmology
13. Orthopedic Surgery
14. Otolaryngology
15. Pathology
16. Pediatrics
17. Physical Medicine & Rehabilitation
18. Plastic Surgery
19. Psychiatry
20. Surgery
21. Transitional Year
22. Urology
Task forces developing assessment tools

- Professionals of Central GME Offices
  - ACGME Programs - 2012
  - AOA Programs - 2012
- Adult Gastroenterology
- Critical Care
- Geriatric Medicine
- Geriatric Psychiatry
- Pulmonary Critical Care
New Specialty Development Committee

- Works with new graduate medical education groups interested in developing tools for certification
- 4-10 members required to initiate a task force
- Procedural guides are provided to task force chair
- The committee assigns a mentor to work closely with each task force throughout development of the tools
- Average time: 6 – 12 months to complete the process
The Board of Directors:

- Three board members per core specialty program (upon successful submission of tools)
  - One Voting Member – must attend annual meeting; be present on conference calls
  - Two members-at-large, welcome to attend annual meeting/conference calls
  - Three-year terms, renewable
Structure of TAGME Board of Directors

- **Officers:**
  - President
  - Vice President/President-Elect
  - Treasurer
  - Secretary
  - Immediate Past President

- **2-year terms**

- **Board members** (1 voting member and 2 members-at-large per core program)
  - 3 year terms, renewable
Why certification?

- Sets a national standard for graduate medical education knowledge base
- Leads to continuous professional development and growth in your own career
- Acknowledges your expertise and skills
- Provides sense of pride and professional accomplishment
- Establishes the GME training administrator position as a profession
What certification will not do

- Guarantee you a raise or promotion.
- Will not become a pre-requisite for new hires; 3-years of job experience is a criteria for eligibility.
- Certification is VOLUNTARY
Achieving certification is not the end; it is just the beginning of your professional journey.

“When you reach for the stars you may not quite get one, but you won’t come up with a handful of mud either.”

Leo Burnett
Thank you!