Program Administrator Certification

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Texas State Coordinator’s Meeting / Dallas, Texas
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I have no conflicts of interest to report.
The Simplicity of GME

CMS & HCHAPS

NAS

Milestones

CLER

Medical Home

Resident Patient Safety and Quality Initiatives

Fee for service
ACGME announced the Outcome Project and core competencies

The Outcome Project would change GME as we knew it
- Increased the scope and depth of the function of the program director and coordinator
- Change in expectations and responsibilities of the coordinator
  - Need for a higher level of skills, ability, and knowledge
  - Shift from clerical/secretarial role to the professional position of manager/administrator

Formation of the National Board for Certification for Training Administrators of Graduate Medical Education (TAGME).
TAGME

- Incorporated in Delaware
- Board Members are representatives from each specialty approved to offer certification
- Nominating committee for officers
- All tools are copyrighted
- All task force members, review boards, and board of directors must sign confidentially forms
Criteria for initial certification

- Three Years of on-the-job experience in the same clinical specialty
- Participate in a Site Visit OR Internal Review
- Ten hours of Education Credits (ECs) in 3 years
  - Attendance at national, regional, state meetings
  - Institutional/Program retreats
  - Webinars, podcasts and on-line modules
- All EC credits must be from topics related to graduate medical education
### National Conference Attendance:
Must be focused on GME-Maximum of 10 ECs

<table>
<thead>
<tr>
<th>Name of Conference:</th>
<th>Location</th>
<th>Dates:</th>
<th>No. of ECs:</th>
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</table>

### Regional/State/Institutional Meetings:
Maximum of 10 ECs

<table>
<thead>
<tr>
<th>Meeting Name: List Courses/Topics Attended:</th>
<th>Location</th>
<th>Dates:</th>
<th>No. of ECs:</th>
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### Webinars, Podcasts, Online Modules:
Maximum of 5 ECs

<table>
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<tr>
<th>Course/Topic:</th>
<th>Sponsor</th>
<th>Dates:</th>
<th>No. of ECs:</th>
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Criteria for initial certification

Personal Professional Development experiences

• Two in 3 years
  • Oral or poster presentations
  • Abstracts and/or publications
  • Participation/leadership in national organizations with the profession
  • Participation/leadership in department/institution committees
  • Department presentations, orientation, and in-service training sessions
Application

• Found on the TAGME website at www.tagme.org

• Must be completed and submitted during the application window

• Applicant information, CV, EC’s, Professional Development, PD acknowledgement, etc.
# Application

<table>
<thead>
<tr>
<th>Application Approved</th>
<th>Application Not Approved</th>
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<tbody>
<tr>
<td>Notice of acceptance is sent with further instructions</td>
<td>Letter noting missing criteria is sent.</td>
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<tr>
<td></td>
<td>Application and payment are returned.</td>
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</tbody>
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Certification Assessment Tools

- Certification assessment tools are composed of two separate parts:
  - Work Effort Tool (WET)
  - Monitored Assessment Tool (MAT)
Work Effort Tool (WET)

- Sent to you via email
- Assesses applied knowledge
- Two month window for completion
- Completed Work Effort Tool to be returned to TAGME via email
- 80% or better overall score = successful completion
Knowledge Assessed in the WET

- Duty Hours
- Competencies
- Website Navigation, Governing Bodies
- Recruitment and Recruitment Tools
- Required Annual Surveys, GME Track, ADS
- PIF and Site Visit
- Evaluations
- Procedural/Case Logs
- Academic Curriculum
- ECFMG
- ACGME Policies and Procedures
Monitored Assessment Tool (MAT)

- Timed, monitored assessment - currently 5 hours
- Matching, Multiple Choice, True/False
- **Citations are required in designated sections**
- Resource documents
- Successful completion is 80% overall
- Certification is valid for 5 years
Why are citations required?

- An underlying philosophy is that the training administrator must have the ability to find the answer through utilization of resources, NOT the necessity of having instant recall.
MAT-Knowledge Content Areas

- ACGME Global Requirements
  - 75 questions - Common Program Requirements
  - 75 questions - Institutional Requirements
- ACGME Clinical Specialty Program Requirements
  - 75 questions
Preparation for Certification

- Knowledge of the day-to-day management of a training program is a major part of preparation for certification.

- **Know your resources:**
  - ACGME Common Program Requirements
  - ACGME Institutional Requirements
  - ACGME Program Requirements
  - ACGME Glossary of Terms
  - Clinical Specialty Acronyms List

- Candidates must bring copies of the above documents to the assessment site to provide citations where required.
What if I’m not successful?

Each application is good for up to three attempts.
National Opportunities for Professional Growth

- Serve on a Review Board
- Serve on the TAGME Board of Directors
- Serve on a TAGME Committee, such as an Assessment Tools Quality Review Committee
- Bylaws, P & P, Media
- Seek a national office
- Networking opportunities
Progress…

How is TAGME doing?
25 ACGME Specialties, Subspecialties Offering Certification

1. Anesthesiology
2. Child/Adolescent Psychiatry
3. Diagnostic Radiology
4. Emergency Medicine
5. Family Medicine
6. Geriatric Medicine
7. Geriatric Psychiatry
8. Internal Medicine
9. Internal Medicine-Pediatrics
10. Neonatal-Perinatal
11. Neurological Surgery
12. Neurology
13. Obstetrics & Gynecology
14. Ophthalmology
15. Orthopedic Surgery
16. Otolaryngology
17. Pathology
18. Pediatrics
19. Physical Medicine & Rehabilitation
20. Plastic Surgery
21. Pulmonary Critical Care Medicine
22. Psychiatry
23. Surgery
24. Transitional Year
25. Urology
New Specialty Development Committee
Task Forces Developing Assessment Tools

- Institutional GME
  - ACGME Programs
  - AOA Programs
- Adult Gastroenterology
- Pediatric Emergency Medicine
- Cardiovascular Disease
New Specialty Development Committee

- Committee works with new graduate medical education groups interested in developing tools for certification
- Specialty must survey coordinators for interest first
- 6-10 members required to initiate a task force
- Procedural guides are provided to task force chair
- Mentor works closely with each task force throughout development of the tools
- Average time 12 months to complete the process
Clinical Specialty Board Representation

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

Officers:

- President- 1 year term
- Vice President/President-Elect- 1 year term
- Treasurer- 2 year term, renewable
- Secretary- 2 year term, renewable
- Immediate Past President- 1 year term
Thank you!

http://www.tagme.org

Email: info@tagme.org