

WELCOME



Promoting excellence in management of graduate medical education training programs through certification.



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I have no conflicts of interest to disclose.



Why certify?



Top 10 reasons to seek certification

10. Offers greater professional recognition from your peers
9. Prepares you for greater on-the-job responsibilities
8. Improves your skills and knowledge
7. May provide increased earnings potential
6. Improves career opportunities and advancement
5. Establishes professional credentials
4. Enhances your profession's image
3. Reflects achievement
2. Builds self-esteem
1. **Demonstrates commitment to your profession**



Background

ACGME
Outcomes
Project
(2002)

Changed
responsibilities
and
expectations for
coordinators

Shift from clerical
to professional
position of
manager or
administrator

Increased the
scope of GME
program
management

Higher level
of skills, ability,
and knowledge
required



Evolution

Association of
Residency
Coordinators in
Surgery vote to
pursue certification
(2003)

9 clinical
specialties
develop
certification
assessments
(Spring, 2004)

TAGME shifts to
global certification to
include all specialties
and GME professionals
(2015)

Survey of
interest shows
overwhelming
support for
certification
(2003)

Certification
available for 30+
clinical specialties
(2012)



Details

- Incorporated in Delaware as a (501)c nonprofit organization
- Board of Directors = Executive Committee + CRB representatives
- Assessment documents are copyrighted
- Annual confidentiality statements required by all Board and committee members



Details

Executive Committee officers are nominated and elected:

| | |
|---------------------------------|--------------------------|
| President | 1-year term |
| Vice President/ President-Elect | 1-year term |
| Treasurer | 2-year term , renew able |
| Secretary | 2-year term , renew able |
| Administrative Officer | 2-year term , renew able |
| Immediate Past President | 1-year term |



Certification Review Boards (CRB)

| Hospital | Medical | Surgical | Institutional |
|---|---|--|--|
| Anesthesia Diagnostic Radiology Emergency Medicine Medical Genetics Nuclear Medicine Pathology Preventive Medicine Radiation Oncology Transitional Year + subspecialties | Allergy/ Immunology Dermatology Family Medicine Hematology/ Oncology Internal Medicine Neurology Pediatrics Physical Med / Rehab Psychiatry + subspecialties | Colon/ Rectal Surgery Neurological Surgery Obstetrics/ Gynecology Ophthalmology Otolaryngology Orthopaedic Surgery Plastic Surgery Surgery Thoracic Surgery Urology + subspecialties | GME – ACGME GME – AOA (ACGME accredited) |

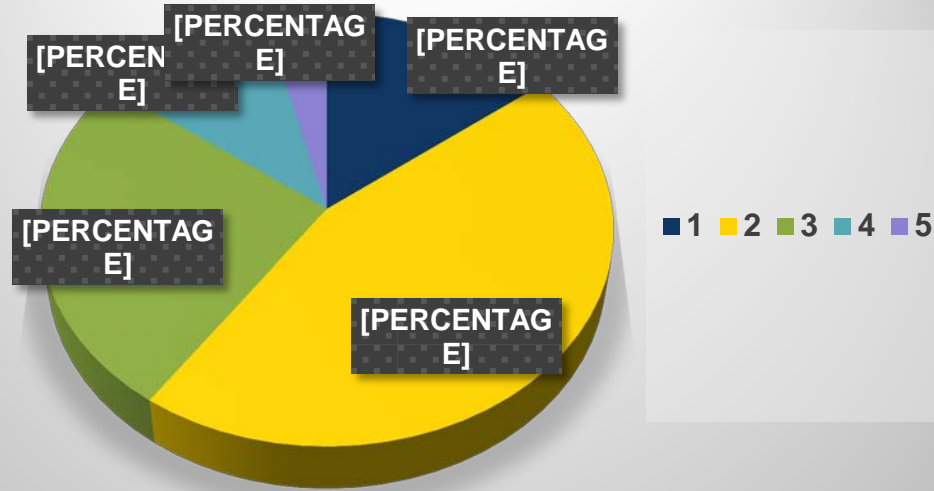


Certification Review Board (CRB)

- Framework for member representation
- Works with Executive Committee to develop and refine policies, procedures and direction
- Chair (1), voting
- Members-at-large (2), voting
- Specialty representatives (varies)
- Chair + voting members-at-large attend Board of Director activities

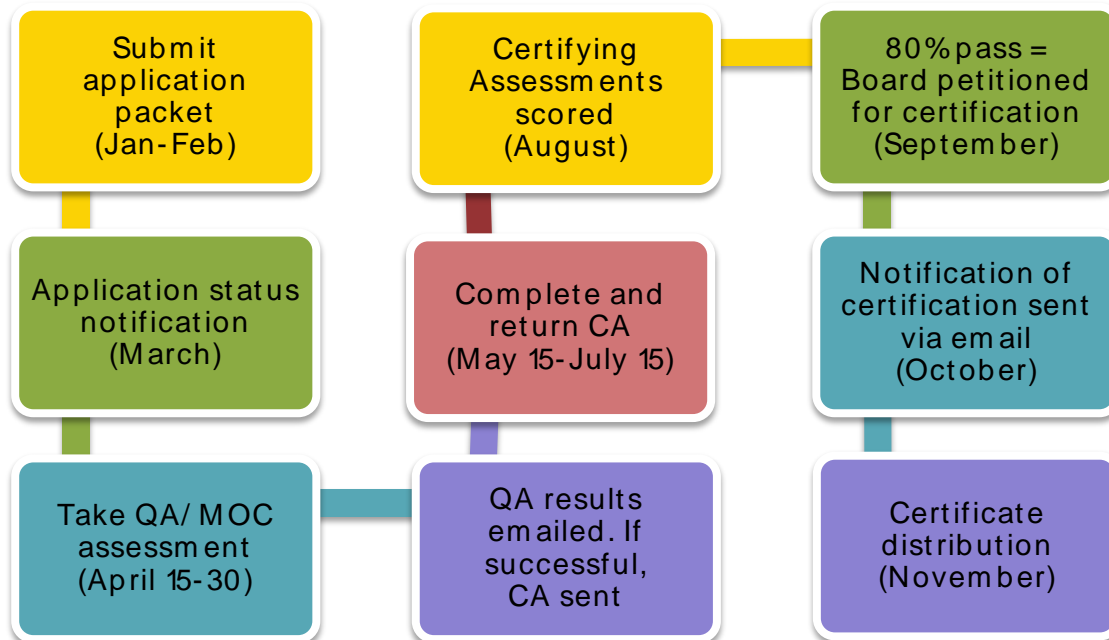


Distribution of TAGME Certificates





Process





Initial Certification Criteria

- 2 continuous years of on-the-job experience in an ACGME or AOA/ ACGME accredited specialty or sub-specialty *at the time of application submission*
- 15 hours of education credits (ECs) completed within the immediately previous 3 years
- EC topics must be related to GME and/ or professional development with the majority focused on graduate medical education
- 1 hour attending conference meeting or webinar = 1 EC



Education Credits (ECs)

Initial Certification = 15 ECs

or

Maintenance of Certification = 20 ECs



Attendance at national, state or regional GME meetings or conferences

+

Institutional meetings, webinars, podcasts or online modules (maximum 5 ECs)



American Association of Directors of Psychiatric Residency Training



Accreditation Council for Graduate Medical Education





Education Credits (ECs)



Routine GME administrator/ coordinator meetings

Clinical Competency Committee meetings

Routine GMEC meetings

Annual Program Evaluation meetings



Administrator/ coordinator semi-annual retreats

Self-study preparation activities





Begin

- Application Packet at TAGME.org available November 1
- Review the FAQs
- Complete all requested information and signatures
- Enclose payment by check or credit card authorization form
- Read the FAQs (again)
- Return completed packet via email by February 28
- Mailed applications must be postmarked by February 28



Status

Application Approved

Notice of acceptance sent with instructions for next steps.

Application Not Approved

Notification of missing criteria sent with revised deadline for additional information or corrections.

If not approved after resubmission, application and payment are returned. A \$50.00 handling fee is assessed.



Process

Qualifying Assessment (QA)

- Complete during a single, 3.5 hour session
- Web-based
- 100 randomly selected multiple choice and fill-in-the-blank questions
- Use of resource documents encouraged

ACGME Knowledge Content Areas

Global Requirements
Common Program Requirements
Institutional Program Requirements
Glossary of Terms
Policies and Procedures

AOA Knowledge Content Areas

Basic Documents for Osteopathic Postdoctoral Training Institutions
Other resources as required



Process

Certifying Assessment (CA)

- Assesses applied knowledge
- Includes citations
- 2-months to complete
- Scored by 3+ reviewers

Knowledge Content Areas

Clinical Experience & Education
Competencies
Web Navigation/ Governing Bodies
Recruitment & Recruitment Tools
New Accreditation System
WebADS
Evaluations
Procedure/ Case Logs
Clinical Competency Committees
ECFMG
ACGME Policies/ Procedures
Milestones/ Competencies



Why are citations included?

An underlying TAGME philosophy maintains that competent training program administrators should have the ability to find answers through utilization of resources: NOT the capacity of having instant recall.



Celebrate

To achieve certification, a score of 80% or higher is required on *both* the Qualifying Assessment and the Certifying Assessment

Certification is valid for 5 years.



Persevere

If unsuccessful, one retake is allowed at no additional cost.

Only the tool scoring less than 80% is repeated.

Retakes occur the following year.

After 2 unsuccessful attempts, must reapply and pay \$315 registration fee.





Prepare

- Knowledge of day-to-day program management is the major component for successful certification
- Become extremely familiar with resource documents
- Print resource documents for reference during assessments
- Seek guidance from other TAGME-certified administrators
- Questions? Contact your CRB Chair listed at TAGME.org
- Schedule study time into your calendar



Warning

Preparation is ESSENTIAL.

The assessments are extremely comprehensive.

We take certification seriously..you should too.

Study!



Maintenance of Certification (MOC) Criteria

- To remain continuously certified, MOC must occur during the 5th year of the initial certification
- 20 hours of education credits (ECs) of GME related content within the immediately previous 5 years
- 2 personal professional growth (PPG) experiences
- MOC assessment is similar in format to the QA tool



Personal Professional Growth (PPGs)

Oral presentation
at national,
regional, state,
institution or
department level

Manuscript
publication

Leadership role
at the
department level
within your
institution

Poster
presentation at
national, state,
institution or
department
level

Active role in a
national, regional,
state or institution
activity or
committee



Personal Professional Growth (PPGs)



- Chair/ Co-Chair of specialty administrator's group
- Present poster at annual institutional GME retreat
- Most GME-themed activities where you "are the teacher"



Personal Professional Growth (PPGs)



- Participation in Clinical Competency Committee
- Attendance at institutional GMEC meetings
- Activities considered as typical/ routine job duties



Grow

Seek a national office

TAGME

Serve on a CRB

Join a committee



Join

Applications Committee

Assessment Committee

Data Analysis Committee

Finance Committee

Marketing Committee

Nomination Committee

Outcomes Committee

Policies & Procedures Committee

THANK YOU



Visit: www.TAGME.org

Email: info@tagme.org