

Program Administrator Certification

Judith Olenwine, MS, C-TAGME

Chair, Surgery Training Administrators Certification

Association of Residency Coordinators in Surgery

April 27, 2013



National Board for Certification

Training Administrators of Graduate Medical Education

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

I have no conflict of
interest to report.



Training Administrators of
Graduate Medical Education

Background

- ACGME introduced the Outcome Project and core competencies
- The Outcome Project changed 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



Background

- Formation of the National Board for Certification for Training Administrators of Graduate Medical Education (TAGME).
- Initial effort led by **Surgery**, OB/GYN & Diagnostic Radiology



Training Administrators of
Graduate Medical Education

TAGME

- Incorporated in Delaware (501c)
- Board Members are representatives from each specialty approved to offer certification
- All tools are copyrighted
- All task force members, board members, review boards, and proctors must sign confidentiality forms



Training Administrators of
Graduate Medical Education

How is TAGME Structured?



Training Administrators of
Graduate Medical Education

Officers of TAGME

- 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



Training Administrators of
Graduate Medical Education

Clinical Specialty Board Representation

- Three board members per specialty
- One Review Board Chair/Voting Member (should attend annual meeting)
- Two members-at-large, welcome to attend annual meeting/conference calls
- Three-year terms, renewable



28 ACGME Specialties, Subspecialties Offering Certification

1. *Anesthesiology*
2. *AOA*
3. *Child/Adolescent Psychiatry*
4. *Diagnostic Radiology*
5. *Emergency Medicine*
6. *Family Medicine*
7. *Geriatric Medicine*
8. *Geriatric Psychiatry*
9. *Graduate Medical Education*
10. *Internal Medicine*
11. *Internal Medicine-Pediatrics*
12. *Neonatal-Perinatal*
13. *Neurological Surgery*
14. *Neurology*
15. *Obstetrics & Gynecology*
16. *Ophthalmology*
17. *Orthopedic Surgery*
18. *Otolaryngology*
19. *Pathology*
20. *Pediatrics*
21. *Physical Medicine & Rehabilitation*
22. *Plastic Surgery*
23. *Pulmonary Critical Care Medicine*
24. *Psychiatry*
25. *Surgery*
26. *Transitional Year*
27. *Urology*
28. *Child Neurology*



New Specialty Development Committee Task Forces Developing Assessment Tools

- Adult Gastroenterology
- Pediatric Emergency Medicine
- Cardiovascular Disease
- Hematology/Oncology



Training Administrators of
Graduate Medical Education

Surgery Training Administrators Certification (STAC)

- Judith Olenwine, C-TAGME, Chair
- Kim Molteg, C-TAGME, Member-at-Large
- Ruth Nawotniak, C-TAGME, Member-at-Large
- Kim Agretto, C-TAGME
- Michele Bowman, C-TAGME
- Peggy Pazos, C-TAGME
- Linda Shafer, C-TAGME
- Jill Simonson, C-TAGME
- Laura Warner, C-TAGME



Training Administrators of
Graduate Medical Education

TAGME Certification Process



Training Administrators of
Graduate Medical Education

Criteria for initial certification

- **3 years** of on-the-job experience in the same clinical specialty
- Participate in a Site Visit or Internal Review
- **10** hours of Education Credits (ECs) in **3** years. All EC's must be from topics related to GME
 - Attendance at National, Regional and State Meetings
 - Institutional/Program Retreats
 - Webinars and on-line modules
- **2** personal professional development experiences



National Conference Attendance:

Must be focused on GME-Maximum of 10 ECs

Name of Conference:	Location	Dates:	No. of ECs:
----------------------------	-----------------	---------------	--------------------

Regional/State/Institutional Meetings:

Maximum of 10 ECs

Meeting Name: List Courses/ Topics Attended:	Location	Dates:	No. of ECs:
---	-----------------	---------------	--------------------

Webinars, Podcasts, Online Modules:

Maximum of 5 ECs

Course/Topic:	Sponsor	Dates:	No. of ECs:
----------------------	----------------	---------------	--------------------

Criteria for initial certification

- Personal Professional Development Experiences
 - 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, etc.



Application

- Found on the TAGME website at www.tagme.org
- Must be completed and submitted during the application window
 - For Fall monitored assessment 9/1 to 12/31 apply between 3/1 & 5/31
 - For Spring monitored assessment 1/1 to 6/30 apply between 9/1 & 11/30
- Applicant information, CV, EC's, Professional Development, PD acknowledgement
- Fee \$300



Application

Application Approved

Notice of acceptance is sent with further instructions

Application Not Approved

Letter noting missing criteria is sent.

Application and payment are returned.



Certification Assessment Tools

Certification assessment tools are composed of two separate parts:

- Work Effort Tool (WET)
- Monitored Assessment Tool (MAT)



Training Administrators of
Graduate Medical Education

Work Effort Tool (WET)

- Sent to you via email
- Assesses applied knowledge
- 2 month window for completion
- Completed WET to be returned to TAGME via email



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 3.5 hours)
- Multiple Choice and Matching
- Citations are required in specialty section only
- Resource documents



Training Administrators of
Graduate Medical Education

MAT-Knowledge Content Areas

- ACGME Global Requirements
 - 55 questions - Common Program and Institutional Requirements
- ACGME Clinical Specialty Program Requirements
 - 65 questions



Training Administrators of
Graduate Medical Education

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.



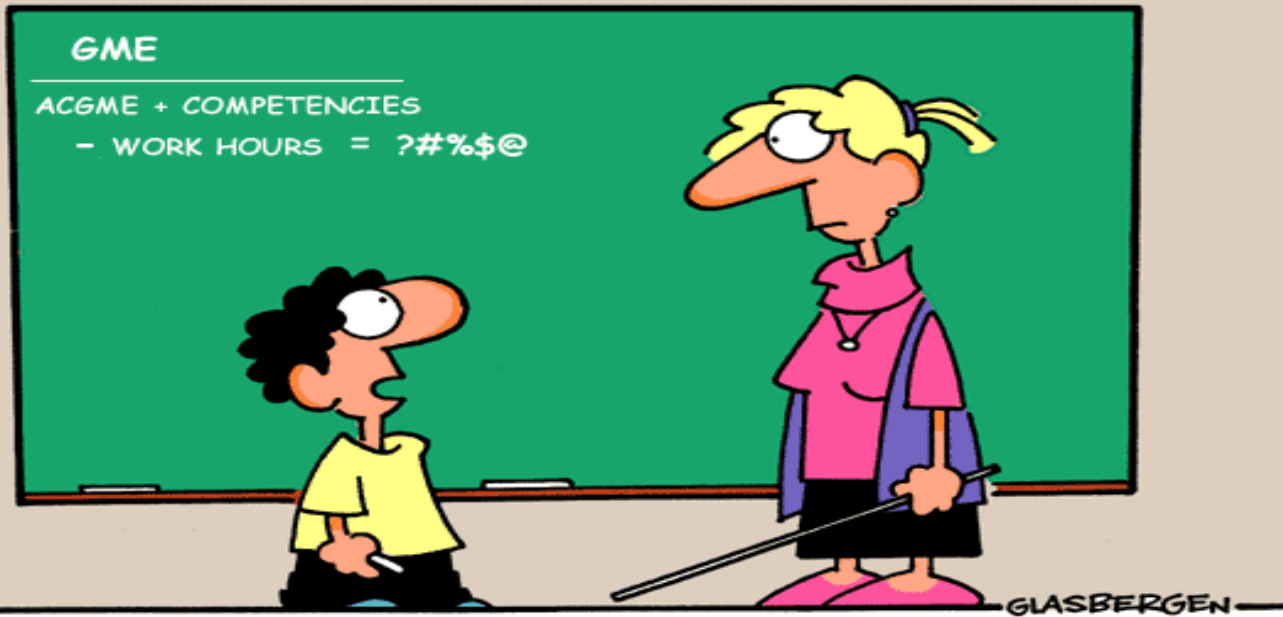
Success?

- Successful completion is 80% or better on each segment:
 - Global & Specialty WET
 - Global MAT
 - Specialty MAT
- Certification is valid for 5 years



What if I'm not successful?

Copyright 2002 by Randy Glasbergen. www.glasbergen.com



“Do I get partial credit for simply having the courage to get out of bed and face the world again today?”

Each application is good for up to three attempts.

Maintenance of Certification



Training Administrators of
Graduate Medical Education

Maintenance of Certification Criteria

- Currently in same clinical specialty in which initial certification was received
- Participate in a Site Visit or Internal Review within the past 5 years
- **20** hours of Education Credits (ECs) in the past 5 years
- **3** personal professional development experiences in the past 5 years



Training Administrators of
Graduate Medical Education

Maintenance of Certification Assessment Tool

- Maintenance of Certification is done in the same format as the Work Effort Tool.
- Candidate will not need to repeat the Monitored Assessment Tool.



What happens after I become certified?



Training Administrators of
Graduate Medical Education

National Opportunities for Professional Growth



- Serve on a Review Board
- Serve on the TAGME Board of Directors
- Serve on a TAGME Committee, such as Bylaws, P&P, Assessment Tools Quality Review Committee
- Networking opportunities



Training Administrators of
Graduate Medical Education

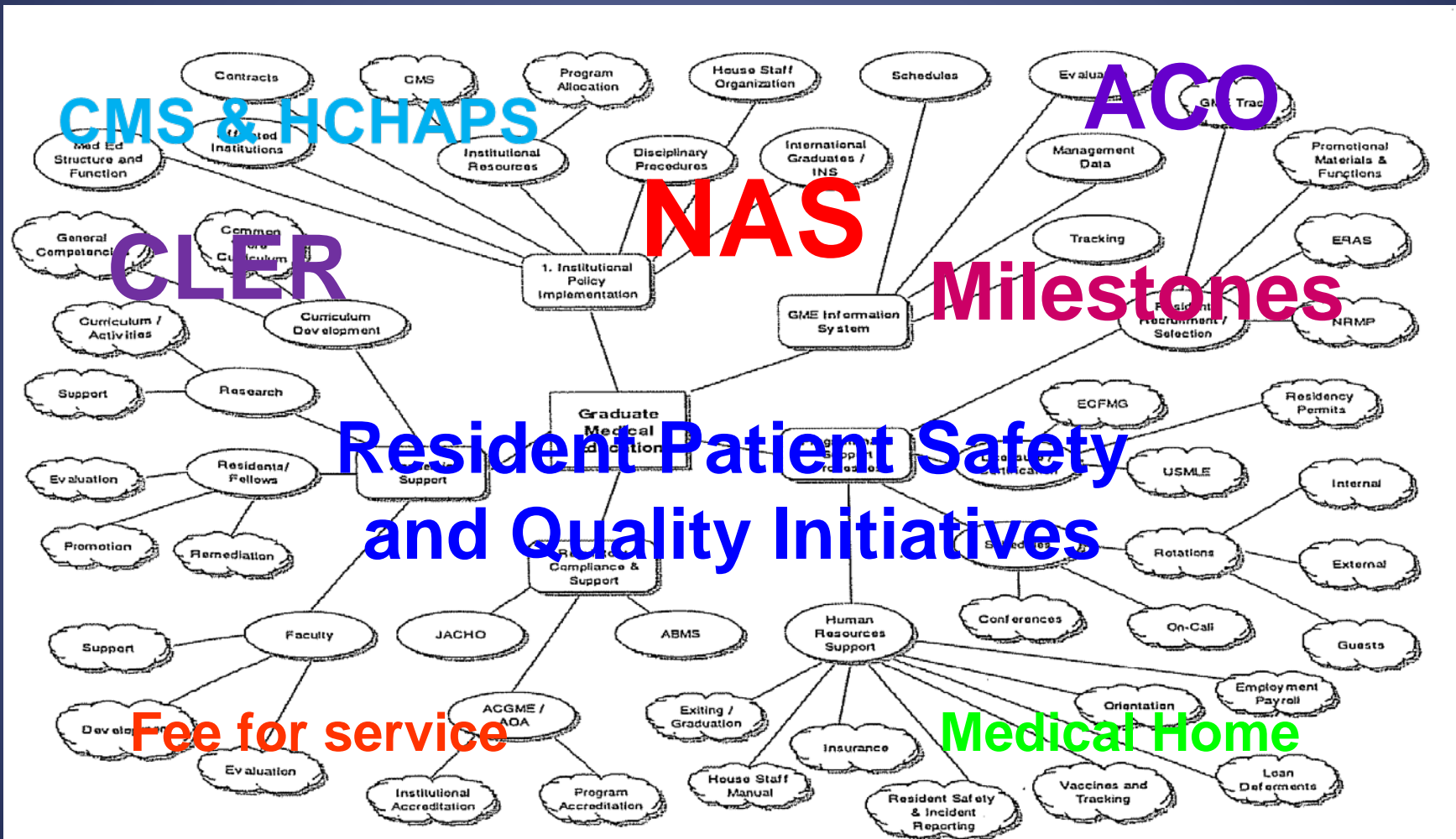
News...

TAGME & ACGME NAS



Training Administrators of
Graduate Medical Education

The Simplicity of GME



TAGME Review Boards affected by ACGME NAS on July 1, 2013

Certification for these ACGME Specialties WILL NOT
be offered during the Fall 2013 Assessment Cycle

- Diagnostic Radiology
- Emergency Medicine
- Geriatric Medicine
- GME Professionals (ACGME)
- Internal Medicine
- Internal Medicine-Pediatrics
- Neonatal-Perinatal
- Neurological Surgery
- Orthopedic Surgery
- Pediatrics
- Pulmonary Critical Care
Medicine
- Urology



Training Administrators of
Graduate Medical Education

**TAGME Certification processes
for the remaining
TAGME Review Boards
will continue without interruption**



Training Administrators of
Graduate Medical Education

Assessment Tools Update

Work Effort Tools and Monitored Assessment Tools will be revised to include updated information on ACGME:

- Next Accreditation System (NAS)
- Clinical Learning Environment Review (CLER)
- Milestones
- Specialty Program Requirement Information
- Policy & Procedures
- Glossary



Training Administrators of
Graduate Medical Education

2013 Fall Assessment

Fall Assessment
Saturday, September 14, 2013

Application Deadline
May 31, 2013



Training Administrators of
Graduate Medical Education



Training Administrators of
Graduate Medical Education

Thank you!

<http://www.tagme.org>

Email: info@tagme.org

or

[judith.olenwine@lvhn.org](mailto:judith olenwine@lvhn.org)



National Board for Certification
Training Administrators of Graduate Medical Education

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