



AHME ACADEMY

FRIDAY, NOVEMBER 4, 2011

THE CURTIS HOTEL

1405 Curtis Street ~ (303) 571-0300

DENVER, CO

8:00 **Registration & Continental Breakfast**

8:20 **Welcome/Introductions**

8:30 **Educating and Training Coordinators and Administrators**

Tia O. Drake

Director, Graduate Medical Education
Washington University School of Medicine
St. Louis, MO

By the end of this session, the learner will be able to:

- Identify three useful resources that will help to reduce the learning curve
- Describe three ways to manage data for the residency program

9:30 **Conducting Successful Internal Reviews**

Carolyn C. Snipe, MA

Director, Graduate Medical Education
North Shore LIJ Health System
Long Island, NY

By the end of this session, the learner will be able to:

- Articulate 3 key elements of a successful Internal Review policy, including appropriate Internal Review participants
- Describe the need for an institution policy that ensures standards of excellence for all sponsored programs
- Develop tools to assure appropriate documentation of key accreditation issues, i.e., develop a standard question guide and a standard internal review template
- List and describe 5 items that are used to determine compliance with program requirements

10:45 **Break**

11:00 **Preparing for a Site Visit**

Catherine M. Eckart, MBA

Director, Graduate Medical Education
University at Buffalo School of Medicine
Buffalo, NY

By the end of this session, the learner will be able to:

- BE READY for an institutional site visit, including completion of the Institutional Review Document (IRD)
- Identify at least 3 key elements of what an ACGME site visitor usually looks for during the site visit
- Understand the impact the relationship between the institutional GME Office and its programs has on a successful site visit
- Establish a timeline for planning, executing, and completing all activities related to your site visit

12:15 **Lunch - A copy of AHME's *Guide to Medical Education in the Teaching Hospital* will be given away to one lucky attendee!!**

1:30 **NRMP Update**

Mona M. Signer, MPH
Executive Director
National Resident Matching Program
Washington, DC

By the end of this discussion, participants will be able to:

- NRMP Web application (R3 System)
- New NRMP policy-related issues
- 2012 Main Residency Match Supplemental Offer and Acceptance Program

2:30 **Acculturation of International Medical Graduates (IMGs)**

Emily Hartsough
Manager, Acculturation Program
ECFMG
Philadelphia, PA

By the end of this session, the learner will be able to:

- Identify 3 ECFMG resources (Exchange Visitor Sponsorship Program, ERAS Application Services, and Acculturation Program)
- Identify typical issues associated with Acculturation (IMG Communication Skills, Orientation Tactics, Tips for Remediation, etc.)
- Identify Acculturation Program Resources
- Navigate through the Acculturation Program website resources
- Identify how to use the resources to benefit the IMGs in your program

3:15 **Break**

3:30 **Program Report Cards**

Catherine M. Eckart, MBA
Director, Graduate Medical Education
University at Buffalo School of Medicine
Buffalo, NY

By the end of this session, the learner will be able to:

- Design and implement a comprehensive residency program report card
- Identify objective program-specific metrics that are useful across specialties
- Longitudinally compare residencies to each other and to past performance using report card and metrics

4:30 **Open Discussion**

Hotel Information

Sleeping rooms are available at The Curtis at a rate of \$139 a night.
Ask for the "A-H-M-E" discounted room rate when you make your reservation.
Deadline for reservations is October 5, 2011. Call 303-571-0300 or 800-525-6651.

AHME Academy Registration Form

Please complete this registration form and mail with check or money order made payable to: Association for Hospital Medical Education (AHME), P.O. Box 725, Indiana, PA 15701 or fax credit card info to 724-864-6153. Go to www.ahme.org to register online.

Name: _____

Title: _____

Institution: _____

Address: _____

City: State: Zip: _____

Phone: _____ Fax: _____

Email: _____

Special physical or dietary needs: _____

Registered Guest Name: _____



Registration for AHME Academy

| <u>Members</u> | <u>Non-Members</u> |
|-----------------------------------|-----------------------------------|
| On or before 10/21 _____ \$250 | On or before 10/21 _____ \$300 |
| On or after 10/22 _____ \$300 | On or after 10/22 _____ \$350 |

In the event of cancellation, a refund of the registration fee, less a 25% administration fee, may be obtained only by written request to the AHME Executive Director by October 31, 2011.