Top 10 Things I Wish I Knew Before Completing My ACGME IM Application

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#10

WebADS@acgme.org

is your friend
#9
You must have an up to date browser

ADS no longer supports IE 8

#8
If you’ve downloaded the application and think that is it, there is an ‘application before the application’

Application Before The Application

- Basic program information
- Add program coordinator/co-program coordinator, chair of department, or co-program director (gives them ability to access application)
- Update requested positions/resident information
- Duty hours information
- Additional application questions
- Faculty info (this is #71)
- Uploading documents
Start early in gathering faculty information

Faculty Information
- PD, Associate PD
- Core Faculty
  - Including CV's
    - CV's not an upload. They are manually entered
- Subspecialty Education Leads
  - CV's

My Faculty Email:
Thank you for agreeing to be the subspecialty education coordinator for the IM program in endocrinology!
Please provide the following information and send back to me by email:

1. CV—please attach copy
2. NPI number
3. Date first appointed faculty member here at Genesys (how long have you been teaching residents here?—read month, date and year)
4. Year you first started teaching in this specialty (not necessarily at GRMC)
5. Med school
6. Med school grad year
7. Certification type (AOA or ABMS)
8. Original certification year
9. Certification status (pick one)
   a. recertified
   b. current pass, if applicable
   c. lapsed certification
   d. original certification valid
   e. lapsed certification and recertification no current resident
#6
I wish I would have used my resources wiser to help complete the application, particularly, my residents.

#5
I wish I would have used my resources wiser to restructure my program, particularly my residents.

#4
I wish I would have started filling in the blanks earlier...even when I felt parts of my program needed to be adjusted to fit the ACGME Program Requirements!
#3

Once your DIO/DME hits submit...there’s no turning back!

#2

I wish I would have had the ACGME Instruction/Process Guide document long ago! It would have saved me a lot of time!

Look for this from SCS in a Monday Memo!

ACGME Instruction/Process Guide

• Step by step guide for the IM application

• Applicable to the “application before the application” for all programs
#1

Things to keep in mind as you work on your app that you will need to produce for your site visitor:

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Educational Program:
1. Overall educational goals for the program
2. Competency-based goals and objectives for each assignment at each educational level
3. Didactic and conference schedule for each year of training

Evaluation:
1. Evaluation forms for evaluation of residents at the completion of each assignment (programs using computerized evaluation system may show documents and reports online)
2. Evaluation forms showing use of multiple evaluators (e.g., faculty, peers, patients, self, and other professional staff)

Duty Hours and the Learning Environment:
1. Program policies and procedures for residents duty hours and work environment
2. Moonlighting policy
3. Protocols defining common circumstances requiring faculty involvement (care of complex patients, ICU transfer, DNR)

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Thank You!