

# Navigating the ACGME Application Process

Tim K. Brennan, MD, MPH  
Director, Fellowship in Addiction Medicine Program  
Icahn School of Medicine at Mt. Sinai  
Vice President, Academic & Medical Affairs, TAMF

AMFDA Annual Meeting  
April 11, 2018  
San Diego, CA



# If you learn nothing else from this talk...

- START THE APPLICATION PROCESS EARLY
- DO NOT SAVE FOR THE LAST WEEK OR YOU WILL BE MISERABLE

# First contact your DIO

- Become friendly with DIO
- Most institutions have a GME committee (often known as GMEC) that reviews potential new programs
- Do not be surprised if they don't know much about your program, as you aren't on their "radar" ....yet!

# DIO (cont'd)

- The DIO has considerable experience in dealing with the ACGME and helping with applications
- Do NOT re-invent the wheel for institutional policies (example: moonlighting policy)

# Second step

- Contact all of your potential faculty members and ask for their updated CV ASAP.
- Do this even if you don't plan on starting the application for a few weeks.

# The ACGME Website

- ADS – Accreditation Data System (sounds brutal, actually very user friendly)!
- You can't log-in until your DIO opens this first for you
- Another reason to first reach out to your DIO



# The ACGME Website

The screenshot displays the ACGME website homepage. At the top, there is a navigation bar with links for 'ABOUT US', 'CONTACT US', 'MEMBERSHIP', and a search bar. Below the navigation is the ACGME logo and the text 'Accreditation Council for Graduate Medical Education'. A secondary navigation bar lists 'What We Do', 'Designated Institutional Officials', 'Program Directors and Coordinators', 'Residents and Fellows', 'Meetings and Events', 'Data Collection Systems', and 'Specialties'. The main content area features a 'Physician Well-Being' section with a 'LEARN MORE' button, a 'What's New' section with a list of recent news items, and a grid of featured content including 'Site Visit', 'Journal of Graduate Medical Education (JGME)', 'Awards', 'Milestones', 'ACGME Data Resource Book 2016-2017', and 'Single GME Accreditation System'. The footer contains contact information, social media links, and a 'What We Do' summary.





### 4043540001 - ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI/ST LUKE'S-ROOSEVELT HOSPITAL CENTER PROGRAM

Addiction Medicine (Multidisciplinary) - New York, NY

#### Program Application

[Verify Application and Submit to DIO](#)

#### Program Application Instructions

##### DIO / Program Director Steps

Not Submitted

**Step 1: Select the Participating Sites** (to be initiated by the DIO and completed by the Program Director) ✓

1 site(s) have been added to this program. Click the "View" button to add more available sites or edit your existing list of participating sites.

[View](#)

**Step 2: Select the Program Director** (to be initiated by the DIO and completed by the Program Director) ✓

Timothy K Brennan MD, MPH has been selected as the program director.

[View](#)

##### Program Director Steps

Not Submitted

**Step 3: Update Program Details** ✓

Basic program information has been entered.

[View](#)

**Step 4: Add Other Program Personnel** ✓

You are required to add at least one program coordinator (max 2). You may also add a Department Chair.

The following personnel have been added: Program Coordinator, Department Chair

[View](#)

**Step 5: Update ACGME Requested/Filled Resident Positions** ✓

The number of resident positions being requested as well as the number of positions currently filled have been entered.

[View](#)

**Step 6: Update Clinical Experience and Educational Work Hours Info** ✓

Clinical experience and educational work information has been entered.

[View](#)

**Step 7: Update Additional Application Questions** ✓

All 10 of the additional application questions have been answered.

[View](#)

**Step 8: Overall Evaluation Methods** ✓

Please complete the questionnaire on the overall evaluation methods used by this program.

[View](#)

**Step 9: Update Faculty Info** ⚠

Enter the key faculty within your program. In addition, complete a CV for any physician or non-physician faculty member that requires one (a "View/Edit CV" button will appear next to faculty members requiring a CV). Please review the Physician and Non-Physician Faculty Definition on the "Faculty" tab for further clarification on which faculty members to enter into your roster.

Enter all required CV information for your physician faculty and ALL non-physician faculty (required by your specialty).

You will not see a green check mark on this step. The total number of faculty members entered will differ for each new program.

[View](#)

**Step 10: View / Update Residents**

(The DIO has indicated that this program does not currently have residents.)

[View](#)

**Step 11: Download and Complete the Specialty Specific Application**

Download and complete the MS Word specialty specific application document from the ACGME website for your specialty.

Once completed, convert it to a PDF to be uploaded with the other application attachments in Step 12.

[Download](#)

**Step 12: Upload Application Attachments** ⚠

3 of the 8 required attachment(s) still need to be uploaded.

[View](#)

**Step 13: Review Application**

You must upload all application attachments before reviewing your application.

[View](#)

**Step 14: Verify and Submit Application to DIO**

After clicking "Verify Application and Submit to DIO" button in the header, your application will be submitted to your DIO for review and final submission. After verification, the DIO will electronically submit the application to the ACGME. Applications can only be submitted to the DIO by the Program Director. Program Coordinators cannot submit new applications.

Once the DIO has submitted your application to the ACGME for final review, it cannot be changed, altered or amended.

[← back to top](#)

#### Overview Legend

⚠ Missing Data

✓ Section Complete

#### Reference Materials

#### Journal of GME

#### Program Director Program Application Guide





# A 14 Step Process

- Took me about 40 hours
- Has to be your application, not a cut and paste from a different program



# Step 1 – Select the Participating Sites

- Done by the DIO

# Step 2 – Select the Program Director

- Easy, quick



# Step 3 – Update Program Details

- Address and contact info (also easy)



# Step 4 – Add Other Program Personnel

- Non-faculty
- Consider using an existing Program Coordinator for your “parent” program.
- Ex. An addiction medicine program coming in under family medicine might ask for 0.2 FTE of the family medicine residency coordinator.



# Step 5 – Update ACGME Requested/Filled Resident Positions

- Very quick

# Step 6 -Update Clinical Experience and Educational Work Hours Info

- This section has 21 questions
- Most are very straightforward



# Step 7 –Update Additional Application Questions

- This section has 10 questions
- Program Resources
- Resident Appointments
- Resident Scholarly Activities
- Clinical Competency Committee
- Program Evaluation Committee





# Step 7 Continued – Program Resources

- Program Resources
  - How will program ensure that faculty have sufficient time to supervise?
  - Briefly describe the educational and clinical resources
- How will the program ensure that faculty (physician and non-physician) have sufficient time to supervise and teach residents? Please mention time spent in activities such as conferences, rounds, journal clubs, etc. if relevant.)
- Briefly describe the educational and clinical resources available for resident education. [The answer must include how specialty specific reference materials are accessible. It should also include resources provided by the program and the institution.]



# Step 7 Continued – Resident Appointments

- Describe how residents will be informed about their assignments and duties during residency. [The answer must confirm that there are goals and objectives for each assignment and for each year, and that these will be readily available (hard copy, electronically, listserv, etc.) to all residents.]
- Will there be other learners (including, but not limited to, residents from other specialties or other programs in the same specialty, subspecialty fellows, nurse practitioners, PhD or MD students) in the program, sharing educational or clinical experiences with the residents? If yes, describe the impact those other learners will have on the program's residents.
- Describe how the program will handle complaints or concerns the residents raise with faculty or the program director. (The answer must describe the mechanism by which individual residents can address concerns in a confidential and protected manner as well as steps taken to minimize fear of intimidation or retaliation.)



# Step 7 Continued – Resident Scholarly Activities

- Will the program offer residents the opportunity to participate in scholarly activities? If yes, briefly describe the opportunity and the expectations about residents' participation. [The answer must include which research skills are taught in the curriculum.]

# Step 7 Continued – Clinical Competency Committee

- Can't be the PD (recommend the Associate PD)
- List the members of the Clinical Competency Committee (CCC) including their role in the program:
- Describe the Clinical Competency Committee's responsibilities:

# Step 7 Continued – Program Evaluation Committee

- Should be the PD
- List the members of the Program Evaluation Committee (PEC) including their role in the program:
- Describe the Program Evaluation Committee's responsibilities:

# Step 8 – Overall Evaluation Methods

- 5 Questions

- Will the program have a system in place to evaluate the resident/fellows' abilities to determine whether they may take on progressive authority and responsibilities in patient care?
- Indicate how evaluators are educated to use assessment methods so that residents/fellows are evaluated fairly and consistently. Select up to 3 of the most commonly used methods.
- Indicate how residents/fellows will be informed of the performance criteria on which they will be evaluated. Check all that apply
- Has a Clinical Competency Committee been selected to perform resident/fellow evaluations?
- Describe the system which ensures that faculty will complete written evaluations of residents/fellows in a timely manner following each rotation or educational experience.



# Step 9 – Update Faculty Info

- **This section will take a significant amount of time**
- Need the CV for all faculty members – including
  - dates of graduation from medical school
  - residency, fellowships
  - Licensures, board certifications
  - Academic appointments
  - Current Professional activities/committees within past 5 years
  - Bibliographies
  - Articles
  - Participation in local, regional and national activities
  - Presentations/Abstracts/Grants



# Faculty

- At least 1 faculty (in addition to Program Director) certified in Addiction Medicine
  - Or same alternative qualifications as Program Director
- At least 1 faculty certified in Psychiatry
- At least 1 faculty from:
  - Anesthesiology, Emergency Medicine, Family Medicine, Internal Medicine, Neurology, Ob-Gyn, Pediatrics, Preventive Medicine, or Surgery
  - This could be the Program Director



# Step 10 – View/Update Residents

- Not applicable, as we don't have any yet

# Step 11: Download and Complete the Specialty Specific Application

- 15 page document in MS Word, can't cut and paste it.
- This will take you the most amount of time of any part of the application
- Need to list all of the components of the Educational Program: Patient Care\*, Medical Knowledge\*, Practice-based Learning and Improvement, Interpersonal and Communication Skills, Professionalism, Systems-based Practice, Curriculum Organization and Fellow Experiences,
  - \* = must list the “Settings/Activities” and the “Assessment Methods” for each



# Step 12 – Upload Application Attachments

- 8 attachments (the specialty specific application is 1 of these)
- Policy for Supervision of Residents
- Program Policies and Procedures
- Letters of Agreement (ex. rotation at outside hospital)
- Semiannual and Summative Evaluations
- Program Specific Evaluation Tools
- Sample Block Diagram (follow their instructions)
- Specialty-Specific Application Questions (same as Step 11 above)
- Skills and Competencies



# Step 13 – Review Application

- Self-explanatory
- only can happen after everything uploaded)

# Step 14 – Verify and Submit Application to DIO

- Once submitted from DIO, can't change

# Remember...

- START THE APPLICATION PROCESS EARLY
- DO NOT SAVE FOR THE LAST WEEK
- When in doubt, simply explain what the fellows will exactly be doing in each rotation
- Assume that the Review Committee knows nothing about ADM and ADM-specific rotations (spell it out for them).

# Next Steps



- AMFDA -  
Addiction Medicine  
Fellowship Directors  
Association

