

# Program Administrator Certification

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ACC.16  
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**National Board for Certification**  
Training Administrators of Graduate Medical Education

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

No conflicts of  
interest to report.



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# Background

- 2002: ACGME - Outcome Project & core competencies
- 2003: Survey
- 2004: Forum @ ACGME meeting
- 2005/2006: TAGME certification begins
- 2011/2012: GME professionals
- 2014: ACGME-NAS



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# Background

## Mission

To assure a comprehensive level of services, training, knowledge and leadership through certification for the administration of graduate medical education programs.

## Vision

The National Board for Certification of Training Administrators of Graduate Medical Education programs has been created to establish standards for the profession, to acknowledge the expertise needed to successfully manage GME programs and to recognize training program administrators who have achieved competence in all field of their profession.



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# TAGME Basics

- Executive Committee
  - President, Vice President/President-Elect, Executive Officer, Immediate Past President: 1 year term
  - Vice President/President-Elect: 1 year term
  - Treasurer, Secretary: 2 year term, renewable
- Standing Committees
  - Quality Review/Process Improvement
  - Nominating
  - Bylaws & Policies
  - Marketing / Web
  - Meeting Site
  - Applications
  - Scoring
  - + more



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# New for 2016

- Changes made for future assessment cycles
  - Global welcomes all
  - Format
  - Timeline
- Changes to TAGME Structure
  - Certification Review Boards (CRBs)
    - Hospital-based Specialties
    - Medical Specialties
    - Surgical Specialties
    - Institutions – ACGME/AOA



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# The Certification Process



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# Initial certification criteria

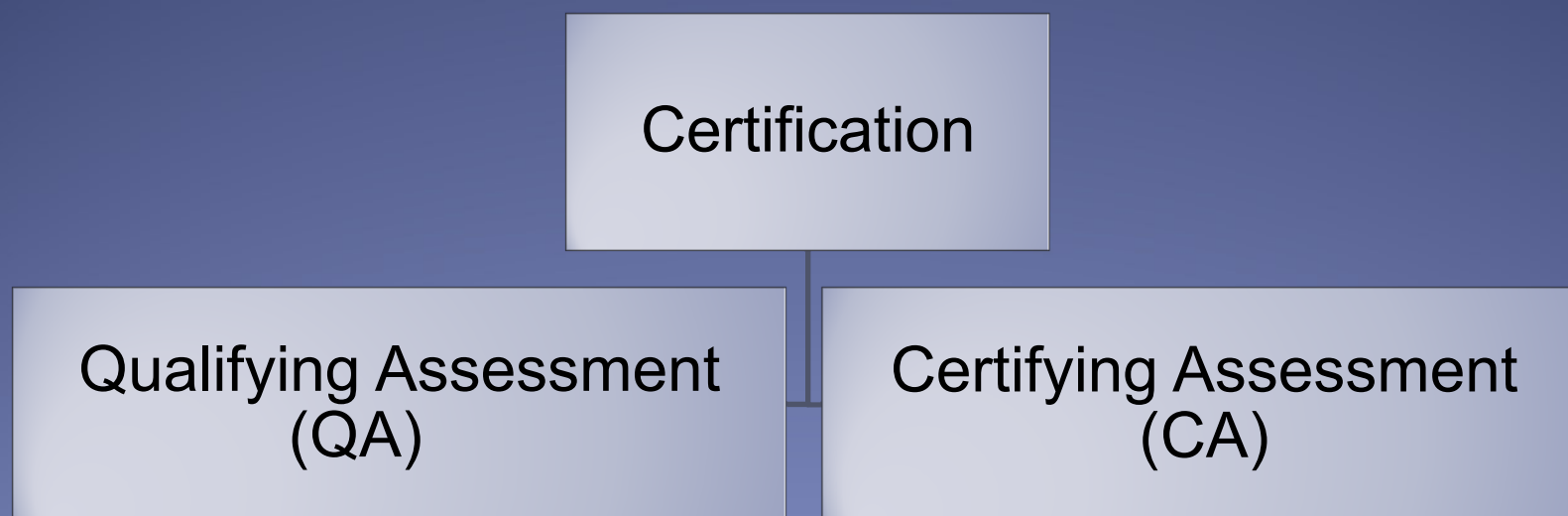
- 2 continuous years experience in the same specialty
- 15 hours of Education Credits (ECs) in 2 years
  - Attendance/presentation at National, Regional or State mtgs
  - Institutional/Program Retreats
  - Webinars and on-line modules (maximum of 5 ECs)
- Completed application form
- \$ 315.00 application fee
- Submit: January 1 – February 28



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# Global Assessment Tools



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# Qualifying Assessment Knowledge Content Areas

- ACGME Global Requirements
- ACGME Common Program Requirements
- ACGME Institutional Program Requirements
- ACGME Glossary of Terms
- ACGME Policies and Procedures
- AOA Basic Documents for Osteopathic Postdoctoral Training Institutions
- Other AOA resources as required



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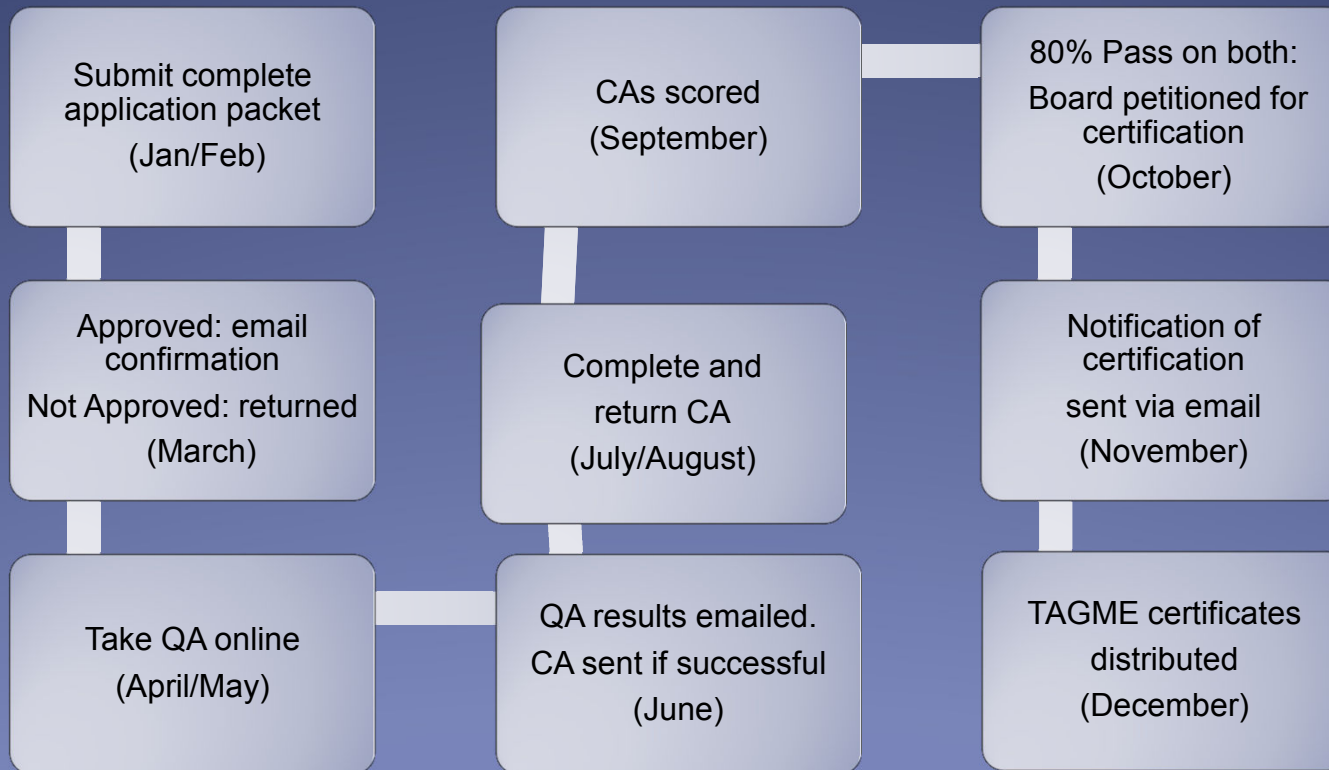
# Certifying Assessment Knowledge Content Areas

- Duty Hours
- Competencies
- Website Navigation
- Annual Surveys
- Governing Bodies
- Recruitment and Recruitment Tools
- Next Accreditation System (NAS) & ADS
- Evaluations
- Procedures/Logs
- Milestones
- Policies and Procedures
- Clinical Competency Committees
- ECFMG
- Competencies



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# Timeline



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# Preparation

- Knowledge of the day-to-day program management
- Be very familiar with your resources
  - ACGME Requirements, Glossary of Terms
  - FAQs
- Ask other TAGME coordinators for guidance
- Contact a Board Chair listed at TAGME.org
- Study!



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# Maintenance of Certification



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# Maintenance of Certification criteria

- 8 years GME experience in an accredited program
- 20 hours of Education Credits (ECs) in 5 years
  - Attendance/presentation at National, Regional or State mtgs
  - Institutional/Program Retreats
  - Webinars and on-line modules (maximum of 5 ECs)
- 2 Personal Professional Growth experiences (PPG)
- Submit completed application form and \$315. app fee
- Submit: January 1 – February 28
- QA only



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# Why TAGME?

professional  
development

share  
education  
engage

know  
experience  
learn  
corporate  
create

continuing  
responsibility  
two-directional



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# National Opportunities for Professional Growth

- Serve on a Certification Review Board
- Serve on the TAGME Board of Directors
- Serve on a TAGME Standing Committee
- Seek a national office – Executive Committee
- Networking opportunities
  - Annual Board of Director's Meetings
  - ACGME
  - Specialty meetings



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# Thank you!

<http://www.tagme.org>

Email: [info@tagme.org](mailto:info@tagme.org)



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