

TO TAGME OR NOT?: THAT IS THE QUESTION!

Program Administrator Certification

Melodie Allison, C-TAGME, Jaime Bruse, C-TAGME
Rebecca Hasegawa, C-TAGME, Susan Quintana, C-TAGME



APPD 2014 Annual Meeting
April 3, 2014



National Board for Certification
Training Administrators of Graduate Medical Education

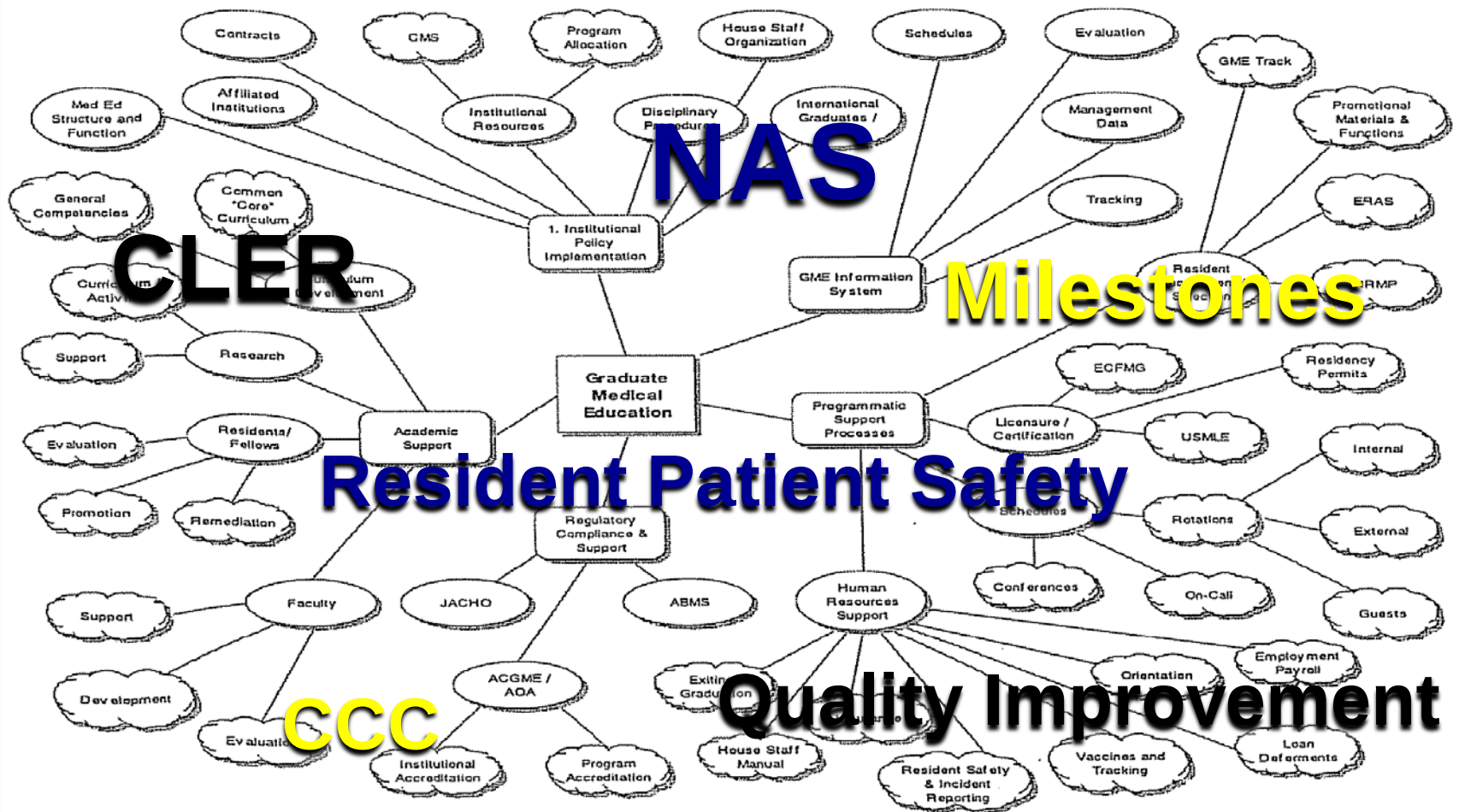
Promoting excellence in management of graduate medical education training programs through certification

No conflict of
interest to report.



Training Administrators of
Graduate Medical Education

The Simplicity of GME



Background

- ACGME announced 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
 - Changed the expectations and responsibilities of the coordinator



Background

- Coordinator Responsibilities
 - Need for a higher level of skills, ability, and knowledge
 - Shift from clerical/secretarial role to the professional position of manager/administrator
- Formation of the National Board for Certification for Training Administrators of Graduate Medical Education (TAGME)



TAGME

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



How is TAGME Structured?



Training Administrators of
Graduate Medical Education

Clinical Specialty Board Representation

- Three board members per specialty with approved tools
- One Review Board Chair / Voting Member
 - (attends annual meeting, participates in conference calls)
- Two members-at-large
- Three-year terms, renewable



Officers of TAGME

President: 1 year term

Vice President / President-Elect: 1 year term

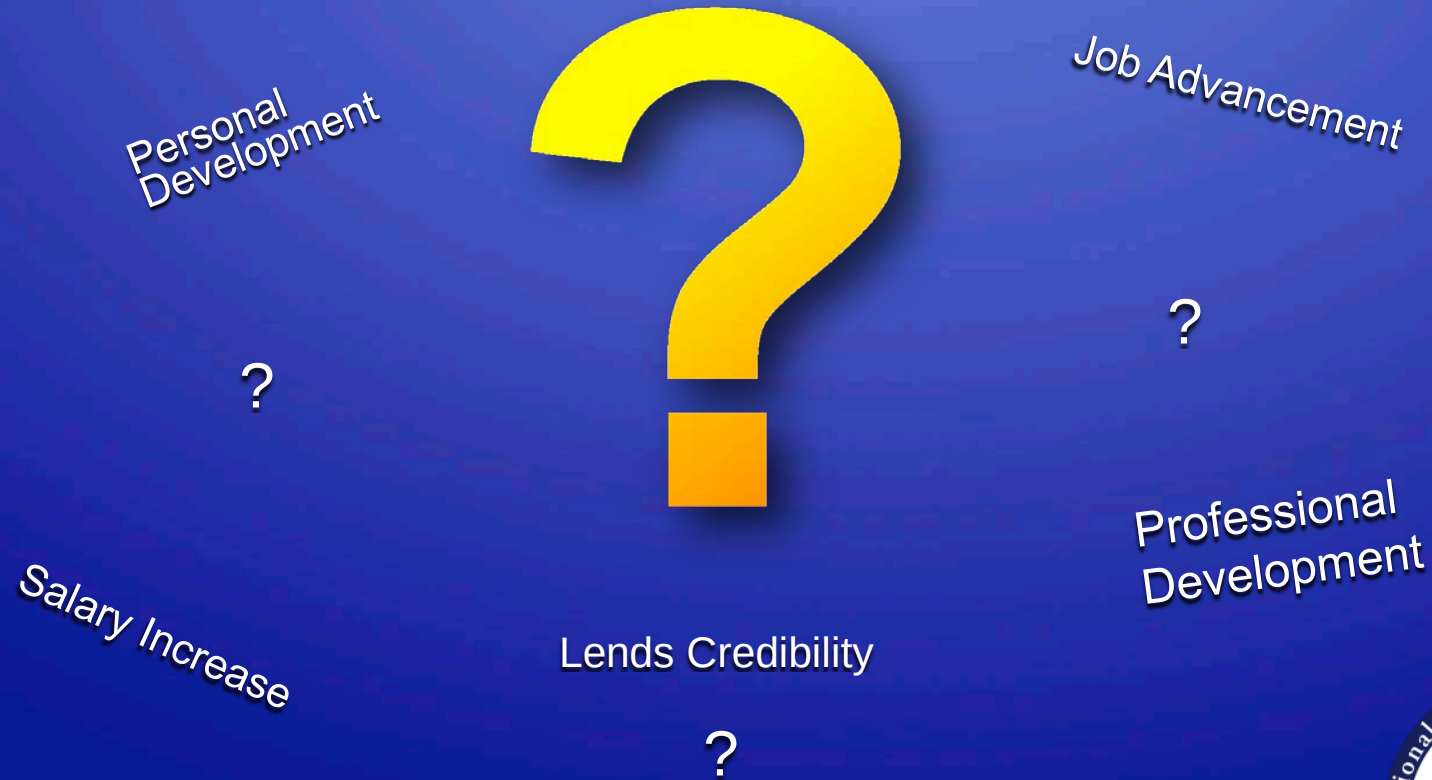
Treasurer: 2 year term, renewable

Secretary: 2 year term, renewable

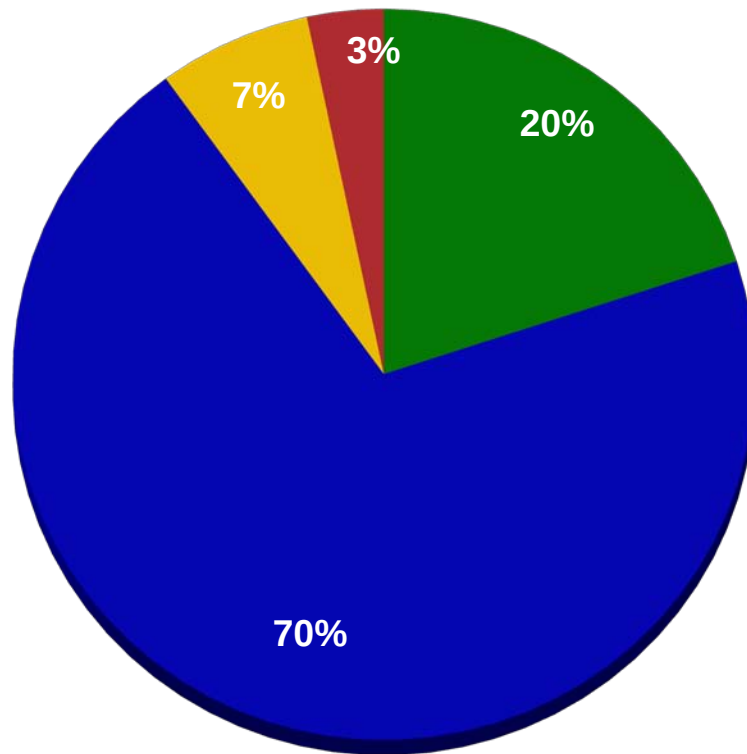
Immediate Past President: 1 year term



Why Should I Apply?



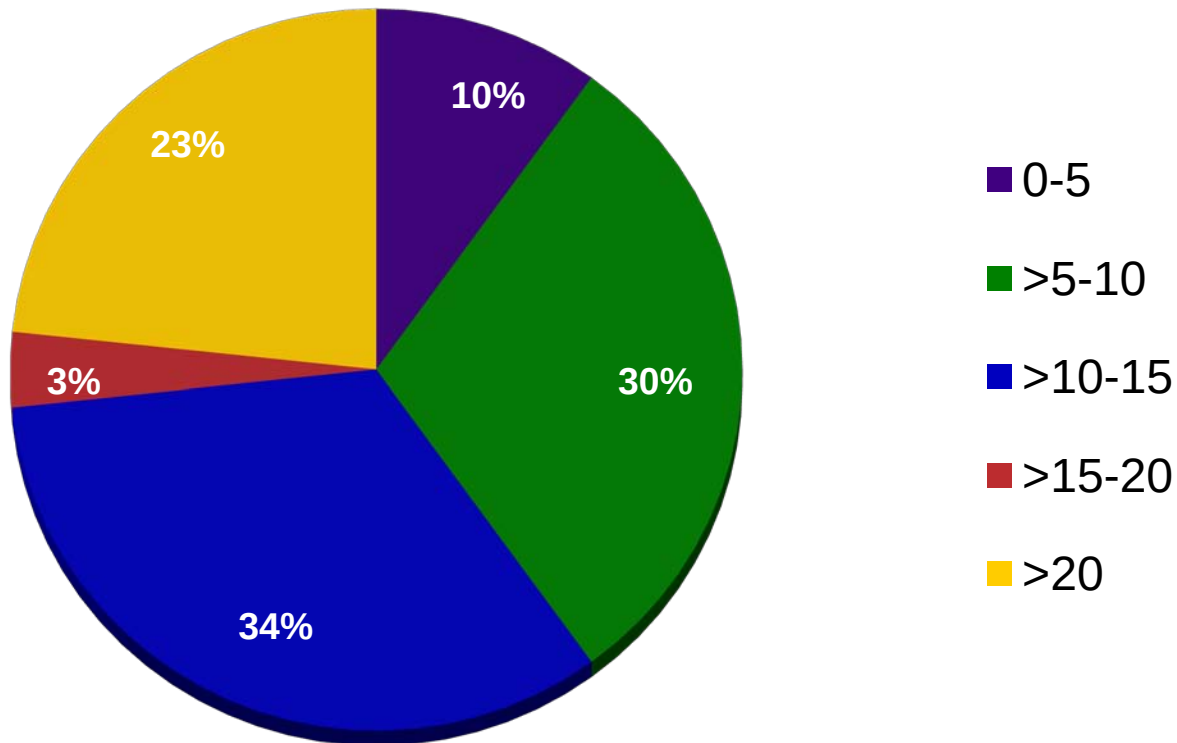
Current Job Title



- Program Manager
- Program Coordinator/Assistant
- Academic Administrator
- Department Director

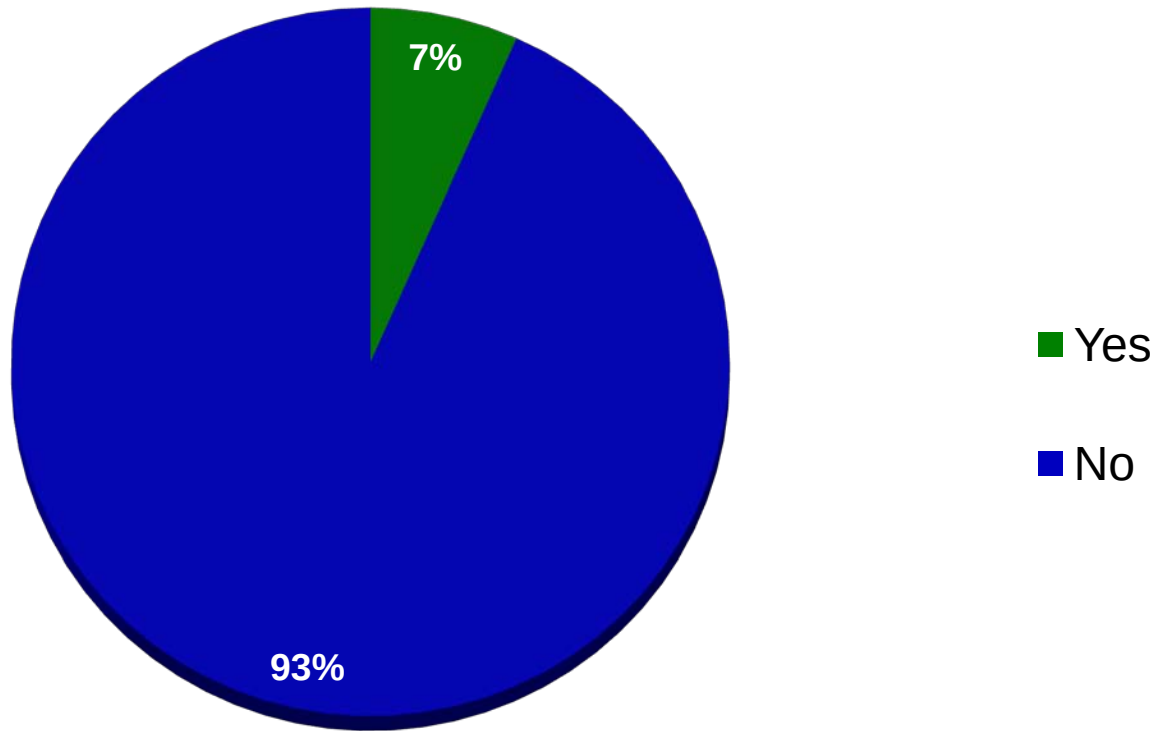
n=30

Years in Current Position



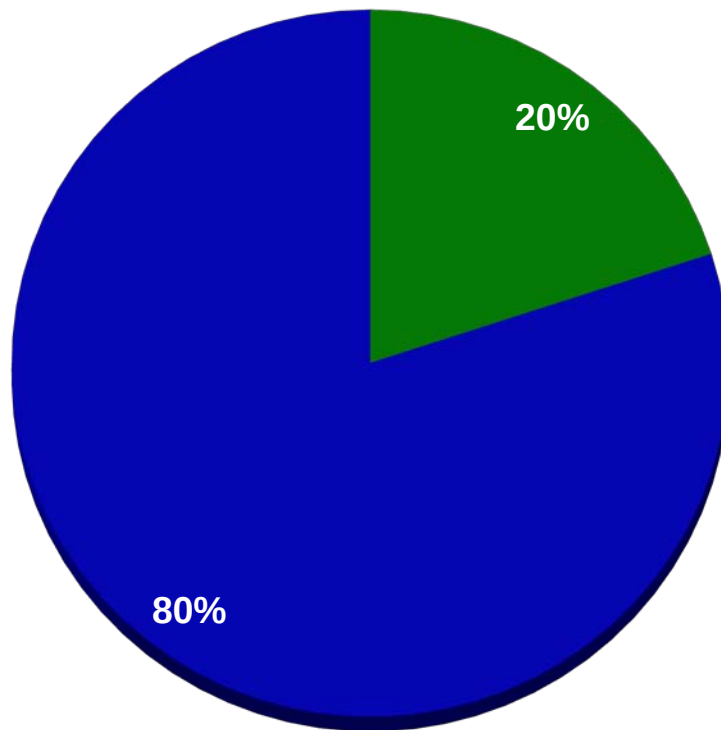
n=30

TAGME Certification Resulted in Change in Job Title?



n=30

TAGME Certification Resulted in Salary Increase?

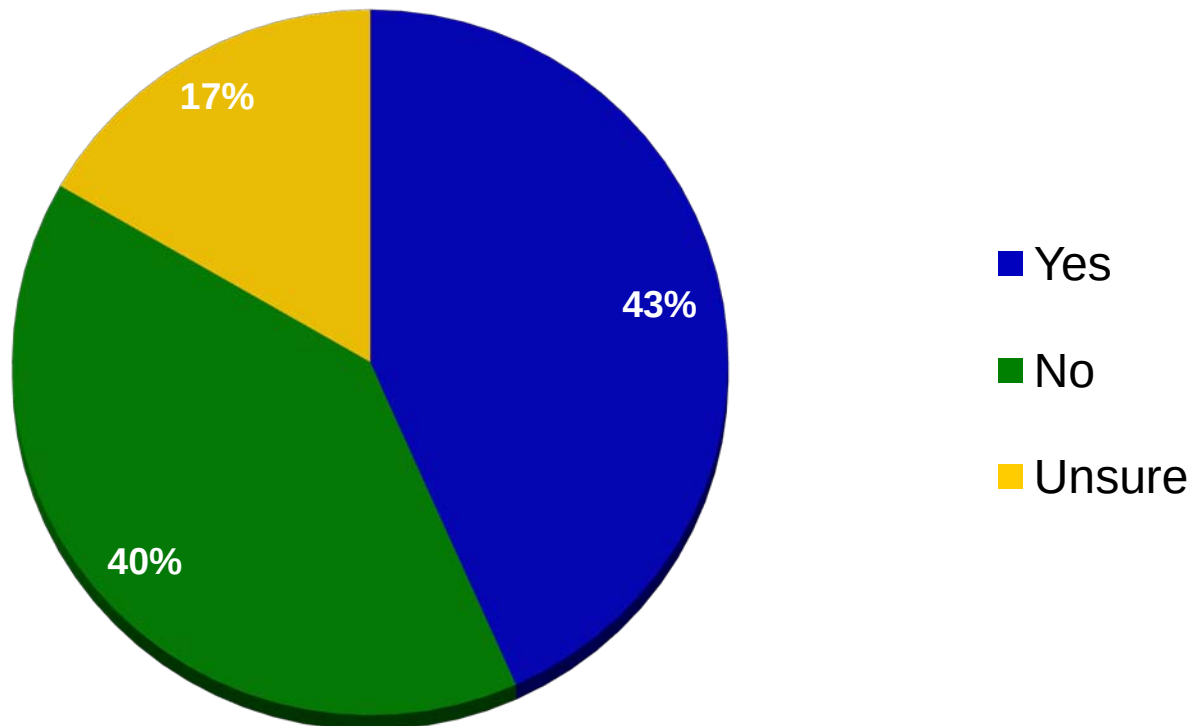


■ Yes

■ No

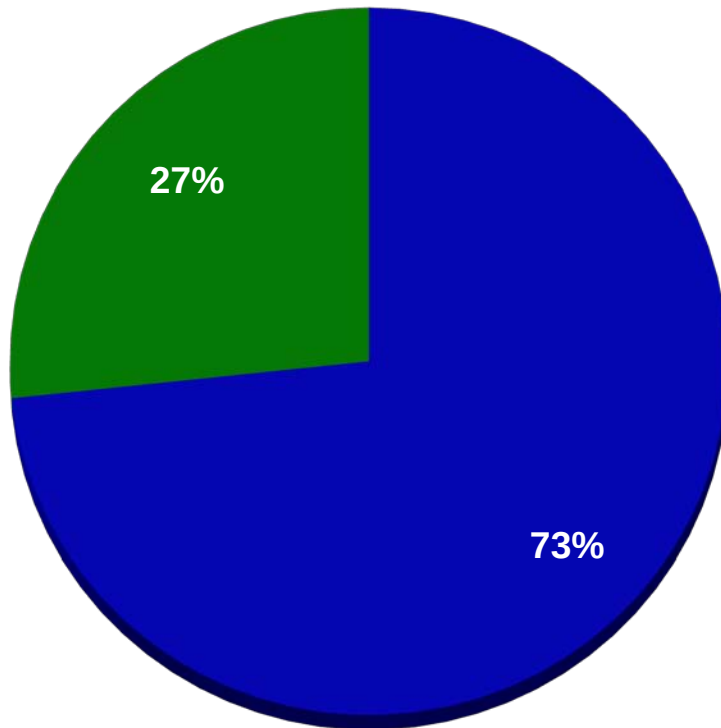
n=30

Program / Institution Pays Fee?



n=30

Plan to Re-certify?



■ Yes

■ Unsure

n=30

Why TAGME?

- “I believe TAGME certification raises the coordinator positions from clerical to professional. I saw certification as one more step on the ladder of professional development.”
- “It was an asset to me and other coordinators to certify. Recognition, verification of knowledge and self-satisfaction.”
- “To become more proficient in my field.”
- “It seemed to be an important statement as to the qualifications for doing my job. It also looks good on my resume.”
- “I pursued certification for professional and personal development. The accolades that I received came mostly from the GME office, but obviously that is not what I was looking for at all. The process taught me a lot! I would recommend to other coordinators thinking of pursuing certification....do it to expand your knowledge base and if you end up getting anything else out of it, consider that a nice bonus!”
- “It was actually two-fold. It was a way to advance on our career ladder, and it is personal satisfaction that not only am I knowledgeable enough to become certified, but I also helped develop the tools so that others could become certified also.”



How Do I Apply?

TAGME Certification Process



Criteria for initial certification

- **3 years** of on-the-job experience in the same clinical specialty
- **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



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 Information

- Found on the TAGME website at www.tagme.org
- Must be completed and submitted during the application window:

Spring Assessment Cycle

Apply September 1 - November 30

Fall Assessment Cycle

Apply March 1 - May 31

- Materials to be submitted: Applicant Information, CV, Educational Credits, Professional Development, Program Director Acknowledgement, etc.
- Cost: \$300.00



Certification Assessment Tools

Certification assessment tools are composed of two separate parts:

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



Work Effort Tool (WET)

- Assesses applied knowledge
- Tools sent electronically
- 2 month window for completion
- Completed WET returned to TAGME electronically
- Successful completion = 80% or better



Knowledge Assessed in the WET

- Duty Hours
- Competencies
- Website Navigation, Governing Bodies
- Recruitment and Recruitment Tools
- Next Accreditation System (NAS)
- Evaluations
- Procedural/Case Logs
- Academic Curriculum
- ECFMG
- ACGME Policies and Procedures



Monitored Assessment Tool (MAT)

- Timed, monitored assessment (currently 3.5 hours)
- Matching, multiple choice and citations (required)
- Resource documents
- Successful completion = 80% overall
- Certification is valid for 5 years



Why are citations required?

An underlying philosophy is that the training administrator must have the ability to find the answer through utilization of resources, NOT the necessity of having instant recall.



MAT-Knowledge Content Areas

- ACGME Global Requirements
 - 75 questions - Common Program and Institutional Requirements
- ACGME Clinical Specialty Program Requirement
 - 75 questions

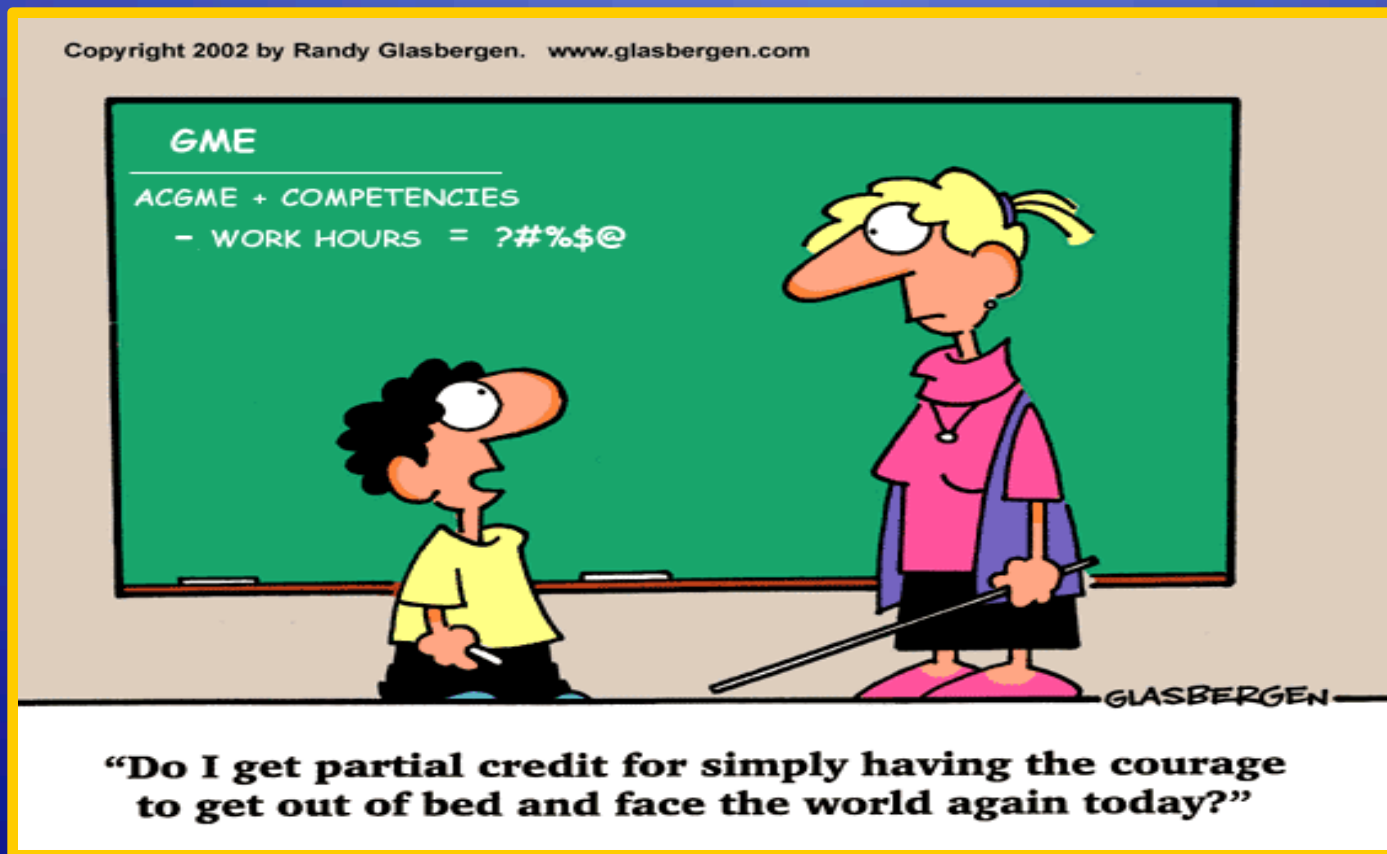


Preparation for Certification

- 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 are responsible for bringing copies of the above documents to the assessment site as a reference during the exam.



What if I'm not successful?



Each application is good for up to three attempts.



Training Administrators of
Graduate Medical Education

Maintenance of Certification



Training Administrators of
Graduate Medical Education

Maintenance of Certification Criteria

- Currently in same clinical specialty in which initial certification was received
- **20 hours** of Education Credits (ECs) in the past 5 years
- **3** personal professional development experiences in the past **5 years**
- Candidates are responsible for knowing their timeline for recertification.



Maintenance of Certification Assessment Tool

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



Progress...

How is TAGME doing?



Training Administrators of
Graduate Medical Education

29 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. *Pediatric Emergency Medicine*
22. *Physical Medicine & Rehabilitation*
23. *Plastic Surgery*
24. *Pulmonary Critical Care Medicine*
25. *Psychiatry*
26. *Surgery*
27. *Transitional Year*
28. *Urology*
29. *Child Neurology*



New Specialty Development Committee Task Forces Developing Assessment Tools

- Adult Gastroenterology
- Cardiovascular Disease
- Hematology/Oncology
- Infectious Diseases

*If your pediatric specialty does not currently have an approved assessment tool, you may choose to take the core pediatric assessment if you meet all of the qualifications.



Specialty Tools Development Committee Requirements

- Committee works with new graduate medical education groups interested in developing tools for certification
- Specialty must survey coordinators for interest first
- 6-10 members required to initiate a task force
- Procedural guides are provided to task force chair
- Mentor works closely with each task force throughout development of the tools
- Average time 12 months to complete the process



News...

TAGME & ACGME NAS



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:

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



2014 Fall Assessment Application Cycle

March 1, 2014 - May 31, 2014



Training Administrators of
Graduate Medical Education

2014 Fall Open Assessment Sites

Institution / Location	City, State	Date	Time
Rehabilitation Institute of Chicago	Chicago, IL	September 16 th	9 a.m.
Duke University	Durham, NC	September 20 th	9 a.m.
Jackson Memorial / University of Miami	Miami, FL	September 13 th	8 a.m.
St. Joseph's Medical Center	Phoenix, AZ	September 13 th	9 a.m.
Advocate Lutheran General Hospital	Park Ridge, IL	September 13 th	8 a.m.
Southern Illinois University	Springfield, IL	September 15 th	8 a.m.
Medical College of Wisconsin	Milwaukee, WI	September 13 th	8:30 a.m.
Mayo Clinic	Phoenix, AZ	September 13 th	9 a.m.
APPD Fall Meeting	Arlington, VA	September 17 th	tbd
Providence Heart Medical Center	Spokane, WA	September 13 th	8:30 a.m.
Rose Medical Center	Denver, CO	September 19 th	9 a.m.
University of Utah	Salt Lake City, UT	September 8 th	9 a.m.
St. Vincent's	Jacksonville, FL	September 20 th	9 a.m.
Lone Star Family Health Center	Conroe, TX	September 20 th	9 a.m.
University of Missouri	Columbia, MO	September 10 th	9 a.m.
Johns Hopkins University	Baltimore, MD	September 10 th	9 a.m.
University of Kentucky	Lexington, KY	September 8 th	9 a.m.

For any questions regarding the monitored assessment site locations, please email: info@tagme.org



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, Policies & Procedures, Assessment Tools Quality Review
- Serve on a National Committee (APPD, etc.)
- Seek Networking Opportunities





Training Administrators of
Graduate Medical Education

Thank you!

<http://www.tagme.org>

Email: info@tagme.org



Training Administrators of
Graduate Medical Education