



AHME ACADEMY

TUESDAY, OCTOBER 25, 2011
INTERCONTINENTAL HOTEL
9801 Carnegie Avenue ~ (216) 707-4000
CLEVELAND, OH

8:00 **Registration & Continental Breakfast**

8:20 **Welcome/Introductions**

8:30 **A Best Practice for Orientation/On-Boarding**

Kimberly E. Cornwell
GME Specialist—Institutional Coordinator
Lehigh Valley Health Network
Allentown, PA

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

- Create an audience-friendly program while satisfying regulatory, accreditation and institutional requirements
- Understand how the institutional orientation complements the residency program orientation

9:30 **Conducting Successful Internal Reviews**

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:

- 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 a program site visit, including completion of the Program Information Form (PIF)
- Identify at least 3 key elements of what an ACGME site visitor usually looks for during the site visit
- Understand the impact that the relationship between the program and institutional GME Office has on a successful 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!!

1:15 **Recruitment Best Practices** **Roundtable Discussion**

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

- Identify several enhancements to residency and fellowship recruitment gained by sharing ideas from around the country
- Develop survey instrument to improve recruitment based on poll of each year's interviewed applicants

2:00 **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 **Writing Your GME Job Description** **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:

- Create an accurate and comprehensive job description
- Petition for a more appropriate job title
- Demonstrate to Human Resources/management the importance of your role in training program administration

4:30 **Open Discussion**

Hotel Information
 Sleeping rooms are available at the Intercontinental Hotel at a rate of \$155 a night.
 Ask for "A-H-M-E" discounted room rate when you make your reservation.
Deadline for reservations is September 30,2011. Call 216-707-4000.

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: _____

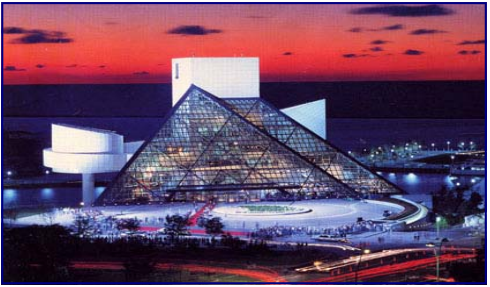
City: State: Zip: _____

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 10/11 _____ \$250	On or before 10/11 _____ \$300
On or after 10/12 _____ \$300	On or after 10/12 _____ \$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 20, 2011.