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<tr>
<td>8:00</td>
<td>Registration</td>
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<td>Welcome/Introductions</td>
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| 8:30 | Orientation/Onboarding Best Practices  
Phyllis Thackrah, MS  
Administrative Director of Medical Education  
Maricopa Medical Center  
Phoenix, AZ |

**By the end of this session the learner will be able to create an audience-friendly program while:**
- Satisfying regulatory, accreditation and institutional requirements
- Complementing live speakers with web-based technology

| 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:**
- Discuss at least 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

| 10:30 | Break |
| 10:45 | Integrating Competencies Into Your Educational Program  
Vaughn V. Wright, EdD  
Education Accreditation Specialist  
Christiana Care Health System  
Newark, DE |

**By the end of this session, the learner will be able to:**
- Identify methods to assist PDs in demonstrating program improvement, evaluation, and assessment
- Identify examples of educational content for each of the competencies
- Describe the importance of an assessment system for your program
- Identify successful partnerships to implement ACGME competencies
- Identify assessment strategies that gauge a resident’s competence

| 12:00 | Lunch  
A copy of AHME’s Guide to Medical Education in the Teaching Hospital will be given away to one lucky attendee!! |
By the end of this session, the learner will be able to:
  o Identify at least two current ECFMG certification requirements
  o Provide overview of J-1 Visa sponsorship
    Key Regulations
    EVNET - the new on-line sponsorship application
    Timelines
  o Understand program responsibilities associated with J-1 physicians

Preparation for a Site Visit

By the end of this session, the learner will be able to:
  o Articulate how to prepare for a program/institutional site visit, including completion of the Program Information Form (PIF)
  o Identify three key elements of what an ACGME site visitor usually looks for during the site visit
  o Describe the role of the GMEC and requirements pertaining to the accreditation process

Break

Program Report Card

By the end of this session, participants will be able to:
  o Design and implement a comprehensive residency program report card
  o Identify objective program-specific metrics that are useful across specialties
  o Longitudinally compare residencies to each other and to past performance using report card and metrics

Hotel Information

Sleeping rooms are available at the Sonesta Hotel at a rate of $99 a night. Ask for the “A-H-M-E” discounted room rate when you make your reservation. Deadline for reservations is Monday, 1/24/11. Call 1-800-SONESTA.