

Certification for Training Administrators of Graduate Medical Education Programs

The management of graduate medical education training programs has evolved into a complex process that involves not only the understanding of accreditation and board requirements but also the ability to apply that understanding successfully. The National Board of Certification for Training Administrators of Graduate Medical Education Programs has been created to establish standards for the profession, to acknowledge the expertise needed to successfully manage graduate medical education programs and to recognize those training program administrators who have achieved competence in all fields related to their profession. Certification is voluntary.

The certification process begins with a complete application including the \$250 application fee. Certification is awarded upon the successful completion of both a work effort product and a monitored assessment.

To apply for certification, the following criteria must be met:

- 3 continuous years of experience in the same clinical specialty
- Attendance at 1 national meeting in the past 3 years whose focus must be graduate medical education
- Participation in a site visit or internal review in the past 3 years
- 2 personal professional development experiences in the past 3 years:
 - Oral/poster presentations
 - Abstracts and/or publications
 - Participation/leadership in national organizations within the profession
 - Participation/leadership in sponsoring institutional/GME committees
 - Department presentations such as orientation and in-service training sessions on program procedures for attendings and/or residents

Once the application has been approved, the candidate will receive the work effort product and have between 3 to 6 months to complete it. The candidate must also register for a monitored assessment site. On that date, the candidate will bring their completed work effort with them. At the end of the 5 hour monitored assessment, the candidate will submit both the monitored assessment and the work effort product.

A review board is convened for the purpose of reviewing the candidate's assessments. They will submit their recommendations to the National Board for conferral of certification.

The complete assessment tool includes knowledge of

- ACGME - Common Program Requirements
- ACGME - Institutional Requirements
- ACGME - Policies & Procedures
- ECFMG – Basic Overview (Spring 2006)
- Medical Reimbursement – Basic Overview (Spring 2007)
- Clinical Specialty Program Requirements

- Work Hours
- Core Competencies
- Governing Bodies, Navigation of Websites
- Recruitment and Recruitment Tools
- Required Annual Surveys: GME Track; WEB ADS; Frieda
- Evaluations
- Pertinent Acronyms and Definitions
- Procedural Logs
- Continuity of Care
- Academic Curriculum

In order to maintain certification, re-certification must be done every 3 years after the initial certification. The application for this includes

- Continuation of the initial criteria
- Attainment of CEU's from a pre-established software package that focuses on managerial skills.
- If there is a national initiative in graduate medical education, a measurement tool will be designed and required to document understanding and expertise of this initiative for continuing certification