



# Application to Accreditation

## A Coordinator's Roller Coaster Ride

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Maimonides  
Health

# The ride began in June 2022

For years, we tossed around the idea of starting an integrated program. Suddenly, it became something tangible.

And the meetings began...

- PD, APD, MYSELF
- PD, APD, DIO, MYSELF
- PD, APD, FACULTY, MYSELF
- PD, APD, OTHER PD'S, OTHER
- COORDINATORS, DIO, MYSELF



Fun Fact:  
Meetings = More Work

# July of 2022 - things are getting real...

The GMEC approves our program to apply to the ACGME. Our next RRC is scheduled to meet in the fall, but the application would be due on August 5<sup>th</sup>.

After that we were looking at January. Our DIO says: *Well, given the date of early July, we will submit it at the end of the year.* The PD says, *Wait! What? NOOOOO!*

Guess what date he chose... August 5<sup>th</sup> – 3 ½ weeks to write an application from scratch.



Me receiving news of  
the deadline date



# The Amazing Race

Our DIO gave us the go ahead to begin work on the application, but it seems impossible to accomplish



## **A new program application is the bedrock Of WEBAds...**

- Complete CVs for all faculty, years of scholarly activity
- Brand new curriculum
- Brand new policies
- Brand new evaluations
- Block Diagrams, Data Charts, etc., etc.
- Soo many questions to answer...

# Now we are running laps...

My APD and I are writing this application. He is working on curriculums and answering the questions.

I am gathering data, dates, and filling in everything that I can on my own.

As my PD is writing the book chapters, I am editing because we are working so fast that there are loads of typos, etc. Our DIO would never allow any of this to be submitted with the hundreds of mistakes in our first draft.

We ended up with 42 drafts after 2 weeks.

At this point, we have one week left to submit.

# Back to the meetings

- 7.13.22 – Application review with DIO
- 7.14.22 – Policy update meeting
- 7.21.22 – Application update
- 7.22.22 – Block diagram and meeting scheduled with GS, PD, and Coordinator

This does not include the countless meetings, emails, phone calls, and texts between myself, the DIO, APD, and GME office.



This is still true...  
Meetings = More Work



# It's August 5th: Do you know where your application is?

9 pm deadline and application is STILL being reviewed by the DIO

Minor edits made all morning

Downstate Residency Program Coordinators Forum

Our DIO is presenting at RPCF (Of course she is!)

Tears turn to sheer panic as the clock ticks

More edits and tweaks

5:15 PM, DIO submits! Application is at the ACGME with 3 ½ hours to spare



Our completed application...



156  
Pages



**Success is  
Bittersweet!**



**Breathing Resumes Until  
August 12<sup>th</sup>...**





SITE VISIT REQUEST!!!!!!

The roller coaster ride is not over!



# Deadline to the site visit scheduling – 3 days

After we completed a 156-page application, you would think that we had sent everything that was needed.

We received a new document checklist from the site reviewer...

We were allowed 32 blackout dates that included 10 people, with 3 days to get the dates sent to the ACGME.

More time constraints...



# Site visit scheduled for 10.12.22

For those of you following  
the theme, you know  
what this means...



Site Visit = More Meetings

A dark, concrete tunnel with a bright light source at the far end. The floor is covered in glowing blue light trails that curve and swirl, creating a sense of motion and depth. The walls and ceiling are made of large, dark concrete blocks.

# There might be a light at the end of the tunnel

A LOT of prep is involved in a site visit for initial accreditation.

You have to study your application, and **EVERYTHING** rides on the details...

As we get closer to the date, after all the studying and prepping and meetings, I realize that I know this material and just maybe we would be ok.



# Site Visit Day

We were very prepared, so site visit day went off without a hitch!

Everybody was where they needed to be at the assigned times.

The reviewer, while thorough wasn't as tough as we were led to believe.

Although the day was long, we felt accomplished.



**And now**

**We wait...**



# January 6<sup>th</sup> RRC Review January 7<sup>th</sup> Accredited!

After all the hard work, sleepless nights, worrying, emotions, the application process was over.





# How did I survive application summer?

- I did a **LOT** of walking
- Then, I walked some more
- May sound silly but aromatherapy helped me sleep at night or at least gave my mind something pleasant to focus on
- Listening to music



# Vent!

A photograph of two women in an outdoor setting, possibly a cafe or office patio. The woman on the left has dark curly hair and is wearing glasses and a blue shirt. The woman on the right has blonde hair in a ponytail and is wearing a patterned top. They are both smiling and looking at a laptop screen. There are coffee cups on the table in front of them. The background shows a brick wall and some outdoor furniture.

- A good support system is crucial
- Even if you don't talk about work, outside of work, it's ok sometimes
- Go to dinner, have a glass of wine or a cup of coffee with a friend, sibling, spouse, or partner
- Vent away



# What I've learned...

- It's ok to get upset, cry, and curse
- Organization is key
- Take a lot of notes at meetings
- Get up and take a break
- Get over it and carry on
- Take a moment to realize that in the midst of the chaos, you are actually learning information that is pertinent to your position
- As a coordinator, you should be seen and heard as part of the leadership team
- Be proud of your accomplishments

**On to interview season... but that's another presentation**

