

**AADPRT Committee Chair/Liaison Representative Report**  
**Executive Council Meetings**  
**September 17-18, 2005**

Date: 9/10/05

Committee or Liaison Group Name: **TAGME Progress Report**  
**Psychiatry Coordinators Assessment Tools (PCAT) Task Force**

Chair/Representative's Name: Linda Gacioch, Administrative Coordinator, Univ of Michigan

At the 2005 Spring meeting, the AADPRT Executive Council endorsed moving forward with voluntary certification for Psychiatry residency coordinators through the National Certification for Training Administrators of Graduate Medical Education (TAGME). Over the summer, the AADPRT Coordinators Steering Committee convened a task force of five coordinators (see attachment). The charge for the task force was to develop a set of Work Effort Products and an Assessment Tool (questions) for Part II of the Certification Assessment by mid-September. Dr. Linda Andrews was appointed by the Executive Council as the faculty liaison and to work with us during the development process.

Work Effort Products

PCAT completed the Work Effort Products by mid-August. Work Effort Products are a series of written exercises that illustrate how the coordinator applies his/her knowledge and expertise to the day-to-day management of the training program.

After the coordinator completes the application process, he/she will receive the Work Effort Products via mail. The coordinator will have a 3 month window, prior to taking the Assessment, in which to complete his/her Work Effort Products. The coordinator will turn in their Work Effort Products to the Proctor on the day of the Assessment. Work Effort Products cover the following areas: 1) Duty Hours; 2) Core Competencies; 3) Website Navigation/Governing Bodies; 4) Recruitment and Recruitment Tools; 5) Annual Surveys; 6) Evaluations; 7) Case Logs, and 8) Academic Curriculum.

Psychiatry Program Assessment Tool (for Part II of the Assessment)

The Part I Assessment covers Global Requirements. These are standard questions *developed by TAGME* that cover Global Requirements which include Common Program Requirements, Institutional Requirements, ECFMG, and Medicare Reimbursement. (70 questions)

*It is the responsibility of each clinical specialty* to develop an Assessment Tool for Part II. This tool is comprised of a series of questions (multiple choice, matching, True/False) covering: 1) Core Competencies, 2) Governing Bodies, 3) Evaluations, 4) Acronyms, 5) Definitions, 6) Case Logs, and 7) Psychiatry-Specific Program Requirements. PCAT completed the Psychiatry Program Assessment Tool on September 6. Dr. Andrews agreed to contribute 5 questions for the tool also.

Final drafts of the Work Effort Products and the Assessment Tool were emailed to the Task Force and to Dr. Andrews for review/approval.

Next Steps:

- Reviewer comments are due to Linda Gacioch by September 14. Final versions will be emailed to PCAT members on/before September 16.
- Between September 17-25, each PCAT member will take Parts I and II, in a timed 4-hour simulation of the Assessment. Members will share the results via email. If needed, the Tool will be adjusted.
- September 30, copies of the Work Effort Products and the Assessment Tool to be mailed to TAGME President, Ruth Nawotniak, for approval at the Fall Meeting of TAGME, November 3-5, 2005, Atlanta, Georgia.

In August, the Coordinators Steering Committee polled the listserve in order to estimate the number of coordinators interested in sitting for the Assessment. We had 16 “eligible” coordinators indicate their desire to sit for the Assessment at the March 2006 AADPRT Meeting. Note: a percentage (undetermined at this time) of the proceeds from the \$250.00 certification fee will be returned to AADPRT to recover costs for room fees, copying, and so forth.

Psychiatry’s Work Effort and Assessment Tools will be reviewed at the TAGME Board Meeting, November 3-5, 2005.

***Action Item: Approval is requested for Linda Gacioch to attend the TAGME Board Meeting in Atlanta, as AADPRT’s representative to the TAGME Executive Board.***

This is a pivotal time for residency coordinators. We are excited about being part of the process to create national standards for our profession. On behalf of the PCAT Task Force and the AADPRT Coordinators Section, thank you for your support.

Linda Gacioch

**PCAT Task Force Members:**

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Chair, PCAT Task Force  
Administrative Specialist  
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Mia Collins  
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**Faculty Liaison:**

Linda Andrews, MD  
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