

## ACGME ADS Update

### Annual ADS Update Check List:

Completed	ADS Section (from Top Tab)
	<b><u>Program Tab</u></b>
	<ul style="list-style-type: none"> <li>• Program Leadership Information</li> </ul>
	<b><u>Blue Button on the Right under “Additional Requirements”</u></b>
	<ul style="list-style-type: none"> <li>• Clinical Experience and Educational Work               <ul style="list-style-type: none"> <li>▪ Includes previous information that must be verified and updated</li> </ul> </li> </ul>
<i>(fyi)</i>	<i>Information links: (Duty Hours Glossary) (Duty Hours FAQ)</i>
	<ul style="list-style-type: none"> <li>• Overall Evaluation Methods               <ul style="list-style-type: none"> <li>▪ Includes previous information that must be verified and updated.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• One Year Fellowship Questionnaire (IF Applicable)               <ul style="list-style-type: none"> <li>▪ Includes previous information that must be verified and updated.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Citations &amp; Major Changes               <ul style="list-style-type: none"> <li>▪ Citations (Asked to provide a brief update on each citation. Should see a change and progress on citations each year.)</li> <li>▪ Major Changes (to the training program since the last academic year)                   <ul style="list-style-type: none"> <li>• Address concerns here.</li> <li>• This should not be blank.</li> </ul> </li> </ul> </li> </ul>
	<b><u>Faculty Tab</u></b>
<i>(fyi)</i>	<i>Information links: (Faculty Roster Instructions) (Physician Faculty Definition) (Non-Physician Faculty Definition)</i>
	<ul style="list-style-type: none"> <li>• Faculty Information *               <ul style="list-style-type: none"> <li>▪ First, verify the faculty on the faculty tab</li> <li>▪ Verify that certifications are current</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Scholarly Activity               <ul style="list-style-type: none"> <li>▪ Second, enter scholarly activity that occurred during the previous academic year only.</li> </ul> </li> </ul>
<i>(fyi)</i>	• (Can Download Scholarly Activity Template )
	<b><u>Resident Tab</u></b>
<i>(fyi)</i>	<i>Information links: (Quick Update Instructions)</i>
	<ul style="list-style-type: none"> <li>• Resident Information               <ul style="list-style-type: none"> <li>▪ First, confirm all residents with an "unconfirmed" status</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Scholarly Activity               <ul style="list-style-type: none"> <li>▪ Second, enter scholarly activity that occurred during the previous academic year only.</li> </ul> </li> </ul>

<i>(fyi)</i>	<i>(Can Download Scholarly Activity Template )</i>
	<b>Sites Tab</b>
<i>(fyi)</i>	<i>Information links: (Participating Site Definition) (Sponsoring Institution Definition)</i>
	<ul style="list-style-type: none"> <li>• Upload Block Diagram           <ul style="list-style-type: none"> <li>▪ Must be in the ACGME Sample format</li> <li>▪ Should match the Participating Site Information below</li> </ul> </li> <li>• Participating Site Information           <ul style="list-style-type: none"> <li>▪ Should be current information</li> </ul> </li> </ul>
	<b>Overview Tab</b>
	<ul style="list-style-type: none"> <li>• <b>Print Annual Update</b> –print to PDF (right next to the <b>Submit</b> button)</li> </ul>

\* **Faculty certification** is an area with a significant amount of missing and inaccurate data.

- **All faculty must have at least one specialty and type of certification entered in ADS.** The types of certifications available are ABMS, None, or Other Certifying Body. Faculty boarded in an ABMS recognized specialty (e.g., ABIM) should choose ABMS and no Other Certifying Body. American Board of Medical Specialties (ABMS) is the organization that coordinates information regarding medical specialties and certification in medicine.