



Program Coordinators: A Year in Review

December 10, 2015

PARTNERS IN MEDICAL EDUCATION, INC.

Presented by:

Christine Redovan, MBA

GME Consultant

Introducing Your Presenter...



Christine Redovan, MBA GME Consultant

- **Seasoned Director of Medical Education and GME Operations**
- **Accreditation and Management success for both ACGME & AOA Programs**
- **ACGME-I Accreditation Expert**
- **Successful Continued Accreditation & New Start-Up Implementation**
- **Focused on continual readiness and offering timely and useful GME resources**

Goals & Objectives

- **Understand the evolving role of the residency program coordinator**
- **Develop an updated GME Calendar of Events**
- **Identify and explore professional development opportunities**



Brief History

- Through 2000 – mainly clerical role
 - Limited authority agent(s)
 - Very little documentation
 - Minimal requirements
- ACGME incorporated in 2000

Brief History

■ 2002 – 2011- Competency Focus

- Outcomes Project (1999 - 2008)
- Introduction of 6 core competencies
- We learned right along with PD and faculty
- Beginning of monitoring, tracking
- CPR (2007)
- Requirements revised; begin to reflect outcomes

Brief History

■ 2002 – 2011 – Duty Hour Focus

- Duty hours 2003. Monitoring, tracking and identification of fatigue
- Further defined requirements and documentation
- National Coordinator Groups
 - Specialty Specific
 - TAGME founded 2005
 - ACGME/AHME/Specialties– coordinator specific education

Brief History

■ Technology explosion along the way...

- ERAS
- NRMP
- ADS
- Web
- Smart phones
- Social media



Brief History

■ 2011 – 2013 Shift in GME

□ Residency Requirements

- Continued updates, changes, additions
- PC required in many specialties
- ACGME coordinator award 2010
- ACGME institution coordinator award 2011

□ Expectations begin to increase

□ Tasks and responsibilities begin to pile on

Brief History

■ 2014 - NAS and beyond

- GME matters to EVERYONE in the hospital
 - Finally!
- Clinical Learning Environment
- Patient Safety
- Quality Improvement
- Single Accreditation System
- Milestones
- EPA's





Where Will the Future Take Us?

- Results of duty hour trials
- Results of CLER program
- Results of Self-study program
- Effect of 2014 IOM report
- Milestones for medical students

In the past 3 years...

- CCC
- PEC
- APE
- Milestones
- EPA's
- ADS Update
- Requirements
- QI/Patient Safety
- CLER
- Special Review
- Self-Study

Coordinator Impact on Residency Program



Managing It All

- **We'll use the 6 competencies as a framework**
 - Medical Knowledge
 - Patient Care
 - Systems Based Practice
 - Practice Based Learning & Improvement
 - Communication & Interpersonal Skills
 - Professionalism

Medical *Education* Knowledge

- **Undergraduate Medical Education**
 - Student rotations
 - Explaining GME to medical students
 - Medical school milestones
 - Career counselor!
 - Relationship with medical school

Medical *Education* Knowledge

■ Graduate Medical Education

- Understanding of residency programs
- ACGME, AOA, Boards, License, USMLE, ERAS, NRMP, AAMC, AMA, etc.
- Scholarly activity, QI, Patient Safety, Fatigue
- Everything!
- Hospital and other polices; “credentialing”

Medical *Education* Knowledge

■ Continuing Medical Education

- PD, Faculty and Resident requirements
- Licensure requirements
- Certification requirements
- Closely related; CME goals and objectives

~~Patient Residency Program Care~~

- Structure
- Accreditation
- Curriculum
- Schedules
- Evaluation
- Recruitment

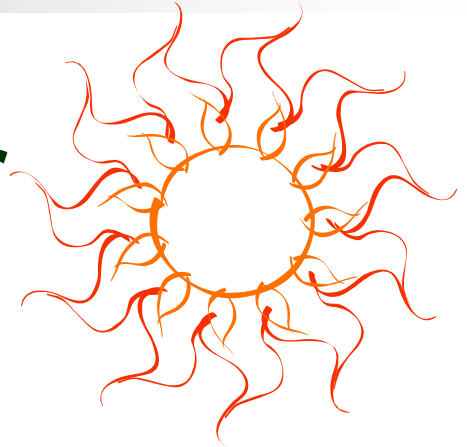


~~Patient Residency Program Care~~

- Orientation
- Residency Management System
 - Files/Data
- Documentation
- ERAS, NRMP, ADS
- PD, Faculty, Residents
- Calendar of Events



The Academic Year



■ July

- Department orientation
- Aug. FREIDA update
- GME Track Opens
- CLER blackout dates for fall visits
- Quarterly internal ADS data update
- Start APE process

■ August

- ERAS opens
- Update recruitment materials
- Prepare APE



The Academic Year

■ September

- ADS update
- Oct. FREIDA update
- Update recruitment materials
- Work on interview schedule; block out calendars now
- NRMP opens

■ October

- Prepare for recruitment
- Establish applicant review protocol
- Quarterly internal ADS data update



The Academic Year

■ November

- Dean's letters released
- Schedule interviews
- Begin interviewing
- Review APE action plan
- CLER blackout dates for winter visits

■ December

- Interviews
- Schedule semi-annual evaluations
- Milestone Reports



The Academic Year

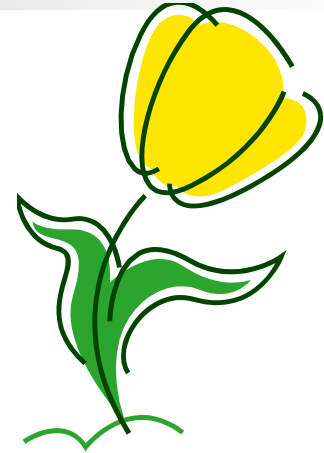
■ January

- Interviews
- NRMP quota changes
- ACGME resident surveys begin
- Quarterly internal ADS data update

■ February

- NRMP rank order list
- Determine extensions, reappointments, non-renewals
- Review APE action plan
- Review Annual Letter of Notification

The Academic Year



■ March

- NRMP match results
- Process new residents
- Notify GME office of any issues with reappointments or new hires
- CLER blackout dates for summer visits

■ April

- Update resident handbook, policy manual, departmental orientation, curriculum
- Assist incoming residents
- Begin resident schedules
- Quarterly internal ADS data update

The Academic Year



■ May

- Schedule semi-annual evaluations
- Finalize resident schedules
- GME track for Programs Opens
- Review APE action plan

■ June

- Milestone Reports
- ACGME survey results
- Graduation
- Hospital Orientation
- Review specialty match dates – all are different!

The Academic Year

■ Why a calendar?

- There is too much going on at the same time
- Deadlines may not be static
- Plan out ahead
- Visually easy to see what is due and when

■ Other ideas

- Evaluations
- Quarterly internal ADS update
- PEC meetings
- Annual Program Evaluation
- Milestone reports
- Retreats or special meetings
- GMEC meetings
- GME Office deadlines
- Personal development goals

Systems Based Practice

- Utilizing the resources of the system
 - Work effectively with GME office, other coordinators
 - Knowledge of the larger hospital system (You know who to call to get things done)
 - Advocate for quality and safe education for the residents
 - Identify and secure resources that are cost effective

Practice Based Learning & Improvement

■ Improvements based on self-evaluation

- Adjustments made when necessary
- Acknowledge and learn from hits and misses
- APE and other reviews/survey results (job review)
- Seek out and appraise GME information
- Use technology for improvement
- Participate in the education of others





Communication & Interpersonal Skills

- Effective verbal and written communication with all individuals
- Team player
- Consultant and mentor to other coordinators
- Maintain comprehensive, accurate resident files

Professionalism

- Respect all; sensitive to different cultures
- Responsive to PD, Faculty and resident needs
- Accountable to program needs
- Prioritize and meet deadlines
- Professional development



Professional Development

Why?

- Ensures continued competence
- Keeps your career moving; must develop alongside the field
- Benefits program and institution
- Align with future career goals
- Learning opens up opportunities
- Networking



Professional Development

- **Opportunities are everywhere!**
 - Formal, organized courses
 - Self-directed courses and readings
 - Mentoring
 - Learning a new language
 - Learning a new technology



Professional Development

- Specialty groups
- Leadership training
 - internal and external
- Toastmasters
- TAGME
- National meetings
- Local meetings



Professional Development

- Other institutions
- Mentoring
 - Get a mentor; be a mentor
- Library
- AHME
- ACGME & AOA
- Partners webinars



Scholarly Activity

- Posters at national conferences
- Presentations at national conferences
- Professional writing
 - Newsletters
 - Books
 - Journals
- Speakers bureau



2015

- **This past year has seen a lot of changes**
 - NAS is fully implemented
 - CLER is in second cycle
 - Self-study is in pilot phase
 - Milestones are in all specialties and sub specialties
 - Single Accreditation System

Closing Thoughts....

- Role of coordinator continues to evolve
- Initiative is a must
- Make a career plan
- Read, read, read (everything!)
- Benefits far outweigh any additional work



**“The best part of learning is
sharing what you know.”**

Vaughn K. Lauer

Partners' Online Education



Upcoming Live Webinars

My Program Received Pre/Initial Accreditation. Now What?

Tuesday, January 12, 2016
12:00pm – 1:00pm EST

CLER Pathways II

Thursday January 28, 2016
12:00pm – 1:00pm EST

Resident Wellness Initiatives

Tuesday February 9, 2016
12:00pm – 1:00pm EST

I, We, They: Self-, Team-, and Patient-Leadership Education in GME

Thursday February 18, 2016
12:00pm – 1:00pm EST

www.PartnersInMedEd.com



On-Demand Webinars

Self-Study Visits

Introduction to GME for New Program Coordinators

Milestones & CCCs

GME Financing – The Basics

Single Accreditation System

The IOM Report

Institutional Requirements: What's New?

*Contact us today to learn
how our Educational Passports
can save you time & money!*

724-864-7320





Partners in Medical Education, Inc. provides comprehensive consulting services to the GME community. For more information, contact us at:

Phone: 724-864-7320

Fax: 724-864-6153

Email: Info@PartnersInMedEd.com

www.PartnersInMedEd.com

