

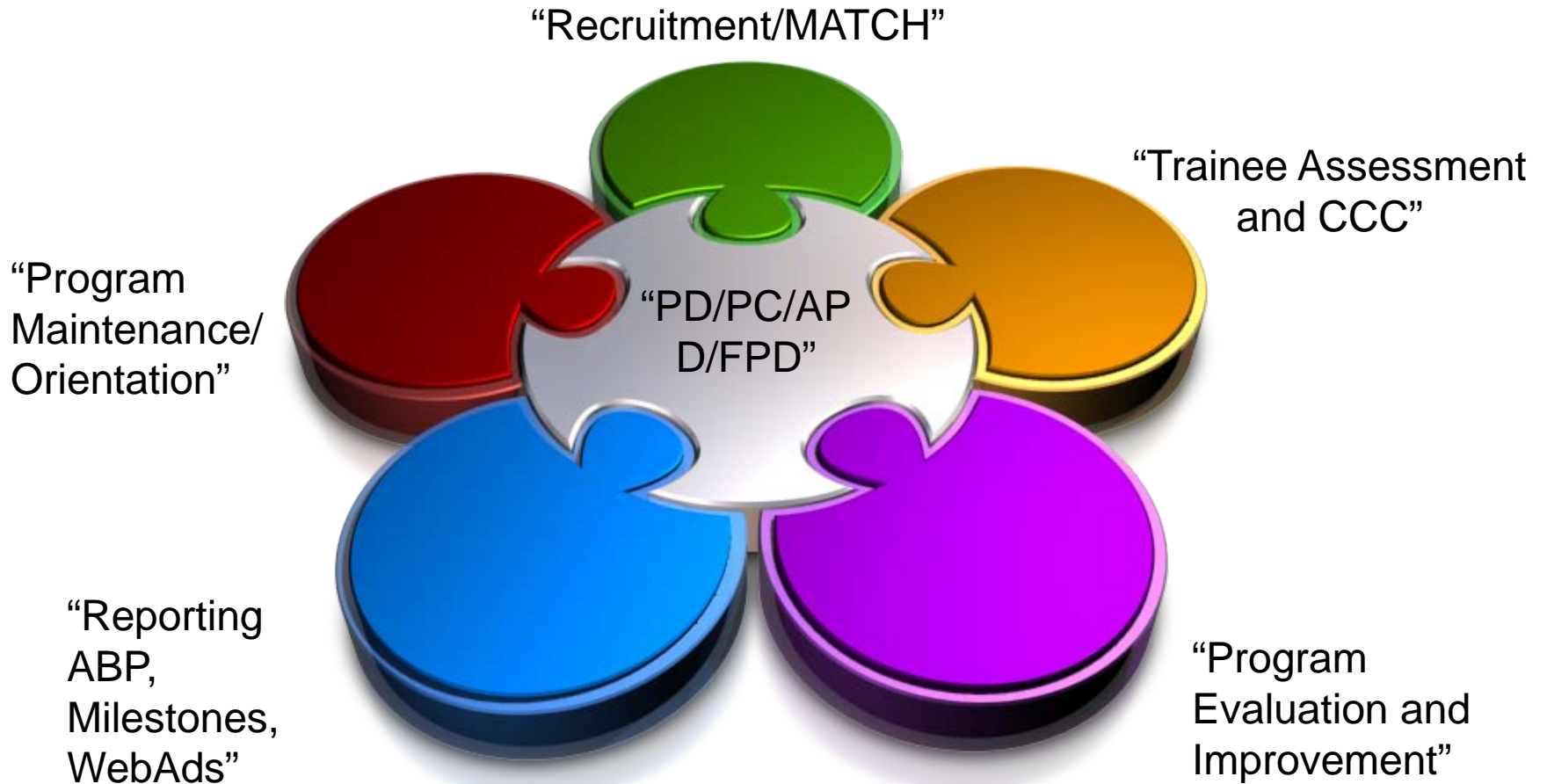


“A YEAR IN THE PROGRAM”

A Survival Guide

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“The Circle of Life”





What We Said We Would Do:

PROGRAM ORGANIZATION 101: *Basics of day-to-day program leadership for PDs, APDs, Coordinators, FPDs.*

“This session is designed for all program leaders (PDs, APDs, Coordinators, FPDs) who are new to their roles and those wanting a refresher about the important activities of GME program leadership, including the annual cycle for both core programs and fellowships. Topics include MATCH and Recruitment, Reporting to the Governing Bodies (ACGME, ABP), Trainee Assessment, Program Evaluation. The group will participate in small group discussions at tables to allow for networking, problem solving and exploration of specific questions and topics.”



Importance of an Interprofessional Team

- Different views of the “system”
- Allows balance of work / life
- Prevents “omission” errors
- Great for “vetting”—
 - A creative, intelligent discussion; plus,

It feels good!!

Who is on the team?

- Program Director/ Associate PD
- Program Coordinator
- GME Leaders (DIO, GMEC)
- Faculty
- Residents/Fellows

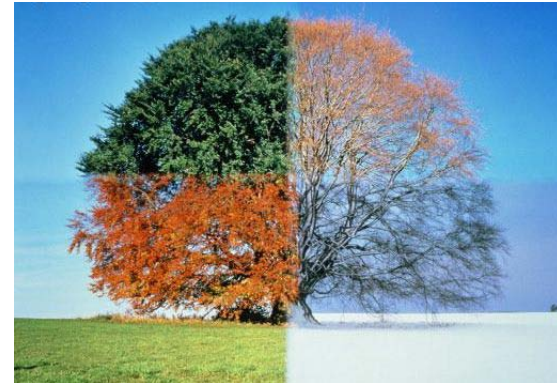




A Year in The Program

By Season

- Winter
- Fall
- Spring
- Summer



By Category

- Recruitment
- Reporting
- Program Assessment
- Trainee Assessment
- Program Evaluation and Improvement



“Recruitment/MATCH”





Recruitment/MATCH

- Decide on the number of spots you plan to fund:
 - What kind of candidate are you looking for?
 - What type of candidate can you attract?
 - What sort of program are you building?
 - What are your strengths as a program?
 - Consider doing a SWOT analysis
 - Is there funding to pay for any piece of recruitment (travel, dinner, lunch, etc.) ?



These discussions should include your entire TEAM!



Planning Your Recruitment Season and the Interview Day



- Study the ERAS and NRMP timelines first, then ask...
 - What date will you begin interviews?
 - When will you interview?
 - What day of the week?
 - What time of the day?
 - How many applicants per session?
 - Lunch? Tour?
 - How long for each interview?
 - Who should interview?
 - Do you have any data from last season's applicants about areas of improvement?
 - Be sure that your Key Stakeholders are available to reach agreement for the overall process.



Calendar View

- Update FREIDA information (winter, spring)
 - AAMC service, basic info about your program
- Register for ERAS (email in the spring/summer)
 - Your DIO initiates this process
- Check ERAS mailbox daily during the season
 - July 15 Fall Specialties
 - Sept 15 Core Program
 - Dec 15 Cardiology, Heme-Onc



...More re: the Calendar View



- Register for NRMP
 - (including participation)
 - Aug 26 for Fall Specialties Match
 - Sept 15 for Core Program
 - Feb 4 for Cardiology, Heme-Onc
- Enter Quota for NRMP
 - Deadline 2 weeks before Rank List due
 - Nov 18 for Fall Specialties
 - Jan 31 Core Program
 - April 29 Cardiology, Heme-Onc
- Enter AND CERTIFY rank list
 - Dec 2 Fall Specialties
 - Feb 24 Core Program
 - May 13 Cardiology, Heme-Onc



Managing Applications

- ERAS-PWDS
 - Built in features for tracking applications, interviews, correspondence etc.
 - Print to PDF feature if you want a hard copy
- Excel
 - Allows for spreadsheet approach to data;
 - Can sort and track numeric data;
 - Hyperlink to application file on your hard drive; and,
 - Can create from PWDS export feature



Interview Day...

A Great Experience

- Have an organized veneer
 - Give them their itinerary--
 - Consider giving it to them that morning as it allows for last minute changes.
 - Print name tags with their name and residency site--
 - Put your institution logo on it, it's a souvenir!
 - Make sure the schedule flows and is complete with no gaps;
 - Have a *backup plan* to the *backup plan*!
- Provide a positive experience
 - Choose interviewers with positive attitudes;
 - Empower your faculty/trainees to answer the tough question about your “issues” as a program...
 - Demonstrates transparency and a willingness to address issues.





Interview Day...

Sell Your Program

- Provide details that are *unique or unusual* about your program:
 - Give the applicant something to compare against other programs.
- *DO NOT SPEAK ILL OF OTHER PROGRAMS!*
 - Looks petty and is counter productive.
 - Emphasize your strengths and what you are “known for”.



Interview Day...

Sell Your Program


- Plan for a “wrap up” period.
 - Review all the talking points of your program;
 - Make their final memory a list of features that lead them to choose your program;
 - Use this time to answer questions.
- Ask applicants if they have any questions about the current residents'/fellows' concerns.
- Escort them out of your office space to the elevator, door, etc.





Post Interview Day

- Have some sort of evaluation from your faculty/resident/fellows/coordinator about the candidates:
 - A PDF created specifically for each candidate with photo and some data about their CV;
 - The longer you wait, the less people remember.

	Cookie Monster Interview Date September 16, 2015
Undergraduate: Monsters University	
Medical School: Transylvania School of Medicine	
Residency: Sesame Street Children's Hospital	
Of Note: AOA, Chief Resident Interested in Nutritional Sciences research	
Interviewers Comments:	
Ranking:	
<input type="checkbox"/> Do not Rank	Interviewer <input type="text"/>
<input type="checkbox"/> Lower Third	
<input type="checkbox"/> Middle Third	
<input type="checkbox"/> Upper Third	

Ranking

- Begin with the DNR group:
 - Use some method of creating an initial ranking list;
 - It is easier for people to make suggestions about an existing list than to create one from scratch.
- Can use the numeric faculty interview ranking score as a start:
 - Enlist all stakeholders in the process for...

TEAM PARTICIPATION IS CRUCIAL!





“Program Maintenance”



Program Maintenance

- Ongoing process
- Timelines are essential
- Divide and conquer
- Team meetings facilitate the process





Program Maintenance

- Onboarding/Orientation
- Graduation
- Exit Interviews
- Budgets
- Annual meetings
- In-Service Exams
- Committee selection
- Schedules
 - (rotations, duties)
- Curriculum distribution
- Individualized Learning Plans (ILP)
- Faculty Development
- Procedure logs
- Patient logs
- Duty Hours
- PALS/NRP
- Put on an actual calendar!



Common to All Programs

Onboarding/Orientation

- Starts before the match
- Know your process
- Check on Visas and status
- Checklists
 - Licensing, credentials
 - Modules
- Access:
 - Emails, EMR, etc.
- Website

Graduation

- Event
 - Reserve date and space ASAP
- Schedule exit interviews
- Plan and order awards
- Summative evaluations
- Website update





Common to All Programs

In-Service Exam

- Annually in July (2nd week)
 - Fellowships are Spring
- Preparation in April (Dec FPD)
 - Registration due to the ABP
 - Block a room for residents to take the exam
 - Block vacation requests for this time window
- Further preparation in June
 - Contact IT about putting link on computers prior to ITE date
 - Make sure coverage is arranged for all residents
 - Fellows take this in Prometric
- Results in October (May FPD)

Committee Selection

- AAP Representative
- Program Evaluation
- Curriculum committee
- GMEC
- Institution specific
 - Examples:
 - CME
 - Advocacy





Common to All Programs

Faculty Evaluations

- Schedule meetings for rotation leaders
- Distribute previous years results
- Consider revisions
 - Based on changing needs in the program
 - Based on goal alignment

Faculty Development

- Plan early
- Use evaluation results to direct topics/areas for focus
- Track for review
 - Accomplishments
 - Participation



Common to All Programs

Individualized Learning Plans

- Advisors
- System orientation
- Reminders for tasks
- Updating
- PediaLink use



Recruitment

- Hotels
- Committee
 - Membership
 - Meeting frequency
- Interviewers and days
 - Secure a core group
 - Identify those to serve as a backup depending on the day and the time



Common to All Programs

Social Activities

- Not required but appreciated
- Promotes “bonding”
- Advance planning necessary
- Plan call coverage for residents/fellows
- “Retreats”—can put a spin on this term





Common to All Programs

Reviews Must Occur

- Semi-annual reviews *must occur with one of the following:*
 - PD, APD, or Advisor
- Annual review
 - *Must occur with PD*
- Set aside dates early



Common to All Programs

Often Overlooked Items...

- Employee health visit
 - Flu shots
 - TB tests
 - FIT testing
- Holiday schedules
- NRP/PALS recertification
- Pediatric Board sign-up
- License dates
 - NPI #'s
 - Medicaid #'s
 - Et al
- Credentialing for other hospitals besides the home-base hospital





Common to All Programs

Block Schedules

- Use January-March to work out the next academic year schedule
- Increasing competition for rotations
- Advance planning
 - ILPs
 - Exit plan for graduating residents

ACGME Survey

- Remind faculty and residents

Common to All Programs



Conferences

- Space, food
- Speakers
- Back-up
- Supplies, AV equipment
- Tech support

Simulation

- See above



Common to All Programs

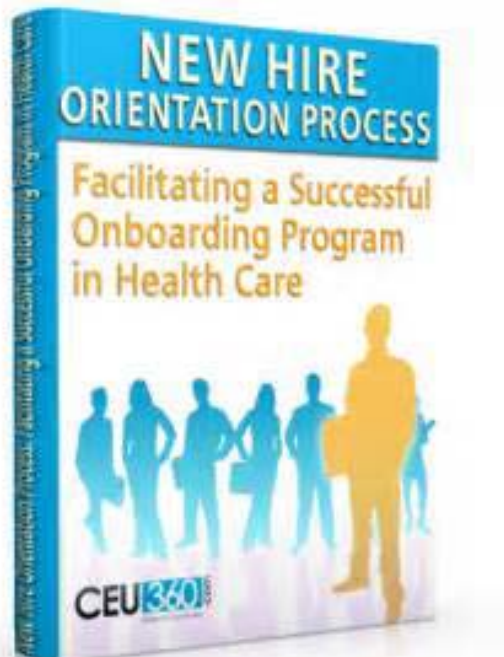


- Evaluations
- Procedure logs
- Patient logs
- Duty hours
- Conference attendance
- Website updates
- Schedules
- Orientations
- Curriculum distribution
- End of year updates
 - CVs
 - Resident scholarship



Just different ends of the process...

Orientation



Graduation



“Trainee Assessment and CCC”



Trainee Assessment

- Establish expectations:
 - For the year,
 - For the rotation.
- Determine purpose and frequency of evaluations.
- Determine the method of evaluation:
 - Will vary based on subject/rotation,
 - Will vary based on level of resident/fellow.



Trainee Assessment



- Types
 - PD/Faculty
 - Advisor
 - Chief(s)
 - Peer-to-Peer
 - INPT, ER, NICU, PICU
 - 360 degree
 - Members of the interdisciplinary team (peer, student learner, nurse, RT, faculty, parent, etc.)



Tracking Evaluations

- An automated method helps here:
 - Ex. New Innovations
 - Reminders can be set
 - Template for evals
 - Mapping the “milestones”, the journey to “competency”



Tracking Evaluations

- How do you summarize it all?
 - By program
 - Gen Peds Program vs. Primary Care Program
 - By advisor, by PD
 - Monthly—at a minimum





Method of Evaluation

*CCC Structure/Method

*Clinical Competency Committee

- Each resident/fellow level done q6 months
- All evals pulled together, reviewed, and plotted
- All projects, committee work reviewed as well by CCC*

Innovative Methods

- M&M presentations
- Research days
- Advocacy
- Professionalism
- Primary care program



Clinical
**Competency
Evaluation**



“Program Evaluation
and Improvement”



Program Evaluation and Improvement

PEC: Program Evaluation Committee

--What is the template? How is this supposed to be done?

- There are no requirements on how the PEC should carry out its duties;
- Specific composition set by ACGME;
- The PEC or the program director may carry out the improvement plans;
- The work of the PEC can go beyond meeting minimum standards;
- Must include NAS* self-study into yearly PEC.

***Next (GME) Accreditation System**



PEC Duties

The PEC *must actively participate* in...

- Planning, developing, implementing, and evaluating educational activities of the program;
- Reviewing and making recommendations for revision of competency-based curriculum goals and objectives;
- Addressing areas of non-compliance with ACGME standards; and,
- Reviewing the program annually using evaluations of faculty, residents, and others, as specified.





Data Tracking

What data?

- The program must monitor and track each of the following areas:
 - Resident performance;
 - Faculty development;
 - Graduate performance, including performance of program graduates on the certification examination; and,
 - Program quality.

Data Tracking...

The program *must also* monitor and track:

- Progress on the previous year's action plan(s); and,
- Ideas/plans/thoughts re: implementing change, etc.





Plan of Action

- The PEC must prepare a written plan of action:
 - To document initiatives to improve performance in one or more of the areas listed in section V.C.2.;
 - To delineate how they will be measured and monitored.
- The action plan should be reviewed and approved by the teaching faculty:
 - This should be documented in meeting minutes.



Input from Residents and Faculty...

- Residents and faculty must have the opportunity to evaluate the program confidentially:
 - In writing at least annually; and,
- The program must use the results of residents' and faculty members' assessments of the program together with other program evaluation results—
 - *To improve the program!*



One More Thing...

- Curriculum specifics:
 - Via the PEC—
 - The program must document formal, systematic evaluation of the curriculum; and,
 - This must occur at least annually.



Program is responsible for rendering a written, annual program evaluation.

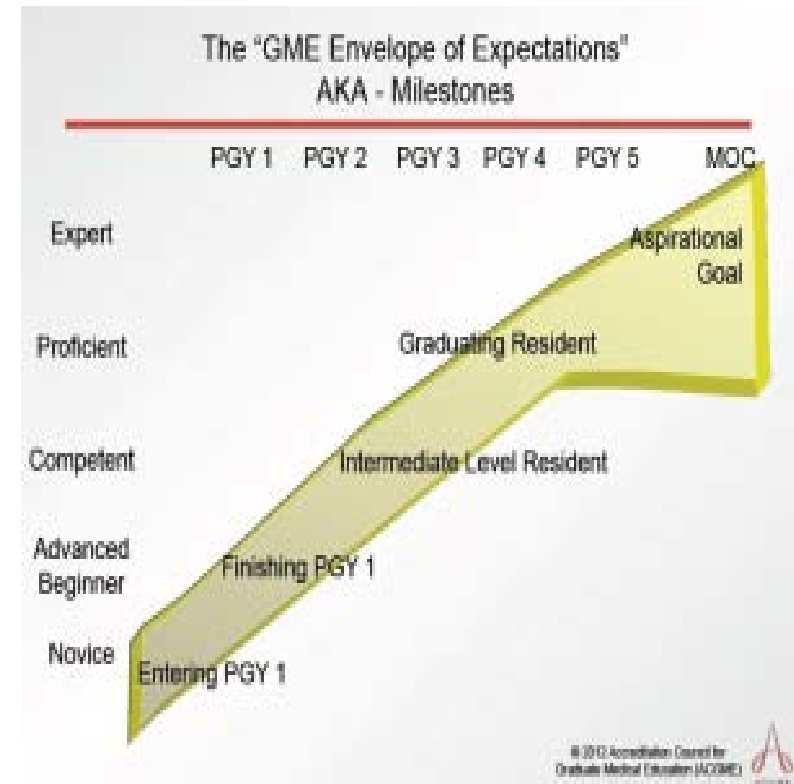


“Milestones,
ABP, WebADS”

ACGME Reporting

“Milestones”

- Reported via WebAds
 - In January
 - In June
- Manually entered data





ACGME Reporting

Surveys

- The faculty and trainee surveys come out in mid-January;
- Survey goes straight to trainees;
- PD must notify faculty of the survey and the login process:
 - Information will be in an email.





Accreditation Data System

Annual Program Update in ADS

- This is CRUCIAL—
 - This now forms the core of the NAS review process.
 - Due September 3 this year
- The major focus is in the *“Responses to Citation”*—
 - Document ongoing program improvement efforts in this area.



More ACGME Reporting...

Annual Program Update in ADS (continued)

- Update Faculty Roster—

- The “trigger” for sending a faculty member the survey?

*



- Not published, but is dependent upon the hours of contact in your program!

- Need Faculty Scholarly Activity

- Need Resident/Fellow scholarly activity as well.

*
Clown Trigger Fish



ADS Update

Faculty Scholarly Activity

Please review the Faculty Roster located within the 'Faculty' Tab to ensure that your faculty roster is up-to-date before proceeding. Once verified, enter scholarly activity that occurred during the previous academic year only.

To add scholarly activity (add one year of activity only), click the "Add" link. If there was no scholarly activity for the previous academic year, click "No Scholarly Activity".

If this is a specialty program, only complete for core faculty.

If this is a subspecialty program, complete for all faculty.

[Download Scholarly Activity Template](#)[Download Scholarly Activity FAQs](#)

- Similar data is required for *Resident/Fellow Scholarly Activity*;
 - There is a similar template for download to help with data gathering.
- Gather data in late Spring or Summer to catch graduates and to have time to get data from Faculty



AAMC Reporting

National GME Census

- Update the trainee progress in your program.

Program Survey

- This is the FREIDA update;
- Includes basic data about your program;
- Final due date is in December.





ABP Reporting

Yearly Tracking Roster (July)

- Basic demographic for new trainees
- Progress of Remaining trainees
- Two evaluations
 - Clinical Evaluation
 - Professional Evaluation





ABP Reporting

Final Evaluation

(Arrives mid May, due mid June)

- You are certifying them as Board Eligible!
 - Final assessment of Trainee
 - Total clinical training time—
 - Scholarly Time for Fellowships
 - Scholarly Work Product for Fellowships



American
Board of
Pediatrics



ABP Reporting FPD

3. If a specific work product has been submitted, please indicate which product was generated (**mark only one**):

- ☐ a peer-reviewed publication in which the fellow played a substantial role
- ☐ an in-depth manuscript describing a completed project
- ☐ a thesis or dissertation written in connection with the pursuit of an advanced degree
- ☐ an extramural grant application that has either been accepted or favorably reviewed
- ☐ a progress report for projects of exceptional complexity
- ☐ other, specify _____
- ☐ not applicable because a work product has not been submitted

4. The fellow was enrolled in a graduate degree program during fellowship which was related to his/her scholarly activity:

- ☐ Yes
- ☐ No

5. An advanced degree:

- ☐ is anticipated
- ☐ has been awarded
- ☐ not applicable

6. The anticipated/awarded degree is:

- ☐ Master's degree
- ☐ Doctoral degree
- ☐ other, specify _____
- ☐ not applicable

7. If applicable, specify the discipline in which the advanced degree is anticipated or has been awarded:

8. Has this trainee met the requirements for Scholarly Activity?

- ☐ Yes
- ☐ No

Use only a #2 pencil
for completion of
this section.

Must Bubble One Option for Each Question

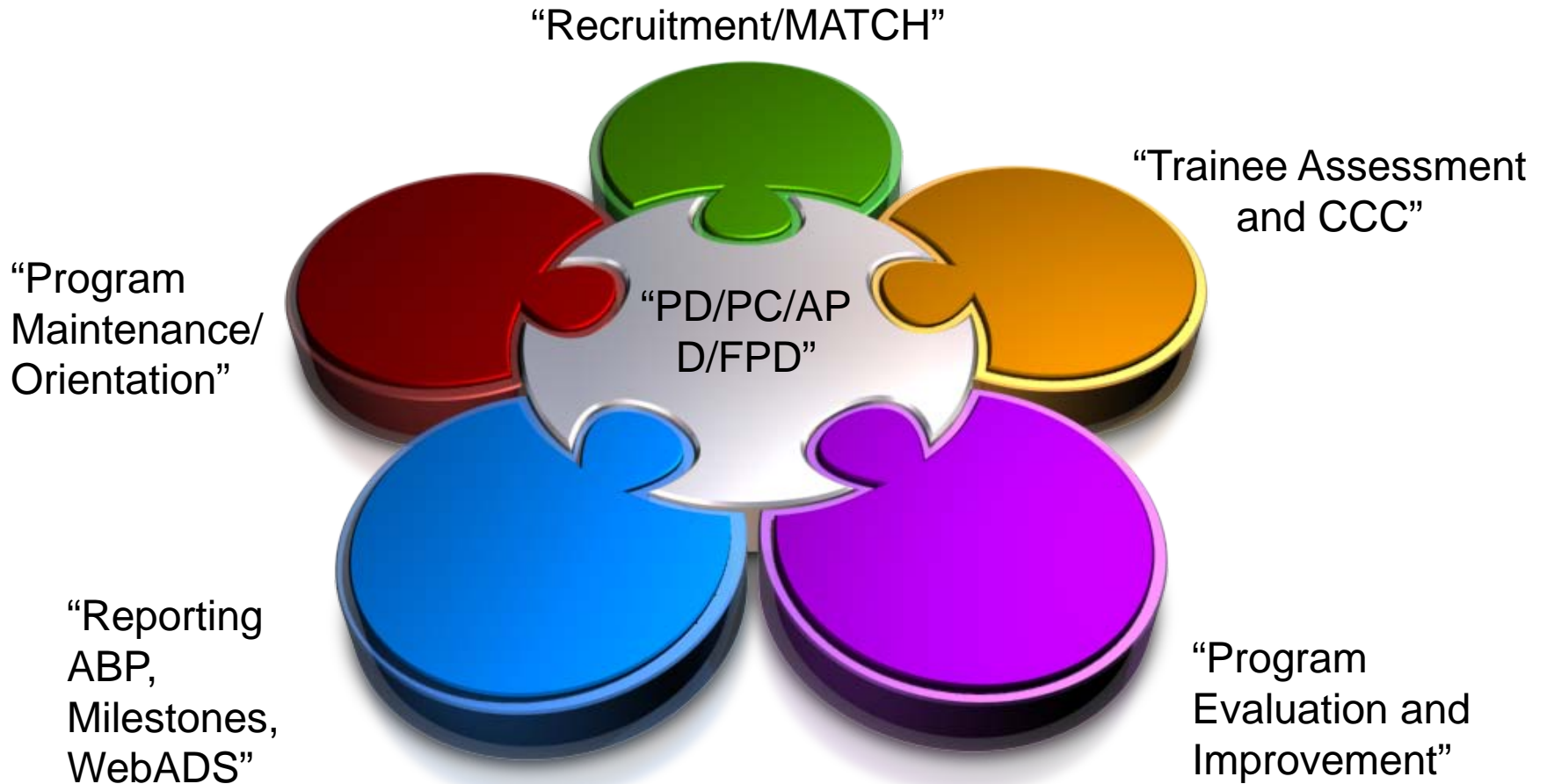


Other “reporting” Duties

Document for your program:

- CCC Meetings
- PEC Meetings
- SOC Meetings (Fellowship Specific)
- Department Education Meetings
 - Core program and FPD gathering, usually quarterly.

“The Circle of Life”





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This is what we are doing after lunch!



Thank You!

