Program Organization 101

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The Circle of Life

Recruitment & Match

PD/PC/APD /FPD

Trainee Assessment and CCC

Program Evaluation and Improvement

Reporting ABP, Milestones & WebAds

Program Maintenance
What We Said We Would Do

PROGRAM ORGANIZATION 101: Basics of day-to-day program

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:

Recruitment
Match
Orientation
Reporting to the Governing Bodies (ACGME, AAMC, ABP)
Program Assessment
Trainee Assessment
Program Evaluation
Introduce yourself to your table.

1) Program
2) Location
3) Role
Your Team

Who are they?
• Program Director, Associate Program Director(s)
• Program Coordinator(s) or Administrator(s)
• GME Leaders (DIO, GMEC)
• Faculty
• Residents, Chief Resident(s), Fellows

Why is this important?
• Different point of views
• Helps prevent errors
• Creativity and collaboration
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

PD/PC/
APD/FPD
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

- 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.
Managing Applications

**ERAS** - Who’s reviewing?
What are you looking for in an applicant?
How are you tracking the process?
How are you inviting the applicants?
Recruitment Planning

Communication with the applicants. How are you doing this? E-mail? ERAS Scheduler? Other interview management software?
Interview Day tips

The Do’s

Do be organized!

Do have backup plans and alternates.

Empower your faculty/trainees to answer the tough question about your “issues” as a program.
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”.
Post Interview Day

The Applicant
Do you have any follow up with the applicant? E-mail? Phone calls?
Follow up survey?

The Program Team
How should they evaluate? Paper? Online form? Get the data immediately from them!!

***The longer you wait, the less people remember.***
Recruitment & Interview Day

Trainees Perspective

• Organized information
• Being matched with faculty/trainees with common interests
• Feeling that their application was read
• Making sure they hear about the area
Ranking

Where do you start?
Applicant date export from ERAS? Faculty interview rankings?
It is easier for people to make suggestions about an existing list than to create one from scratch.

Who gives input on final list and how?
Electronic file review? In person meeting?

***Team participation is crucial and keep in mind what you’re looking for in a trainee. ***
Important Match Dates

Update FREIDA information (e-mail prompt in winter & spring) AAMC service, basic info about your program

Register for ERAS (email prompt spring/summer/fall)

Check ERAS mailbox daily during the season
Sept 15 Residency
July 15 Fall Specialties
Feb 3 Spring Specialties (Cardiology, Heme-Onco)
Important Match Dates

Enter Quota for NRMP (deadline 2 weeks before Rank List due)
Jan 31 Residency
Nov 15 Fall Specialties
April 27 Spring Specialties (Cardiology, Heme-Onc)

Enter AND CERTIFY rank list
Feb 21 Residency
Nov 29 Fall Specialties
May 11 Spring Specialties (Cardiology, Heme-Onc)

Match Day
March 16 Residency
Dec 13 Fall Specialties
May 25 Spring Specialties (Cardiology, Heme Onc)
Program Maintenance

PD/PC/APD/FPD
Program Maintenance

Cruise Ship:  *U.S.S. Pediatrics*

- **Passengers:** All on board, not overboard?
- **Direction:** Who do we look to?
- **Itinerary:** When are the checkpoints?
- **Schedule:** When are activities scheduled?
- **Staff:** Who are teams/ development?
- **Activities:** What all do we offer?
- **Challenges:** Where are the sharks?
- **Cost:** What all is included?
- **Cruise ratings:** What is our feedback?
Program Maintenance
A Year on the *U.S.S. Pediatrics*

- Onboarding
- Direction: Mother Ships
- Passengers/ Orientation
- Itinerary:
  - Annual check points
- Staff (admin, committees)
- Schedule (activities)
- Cost: What’s included
- Cruise Ratings
- Passenger Feedback
- Challenges
Onboarding!

Also known as: organizational socialization

Mechanism through which new employees:
  • Acquire the necessary:
    • knowledge
    • skills
    • behaviors
  • To become effective organizational members
  • To become insiders.
Bird’s eye view...
Pediatric Residency Leadership
Mother Ships

ACGME
RRC
(Residency Review Committee)
For Pediatrics-Program Accreditation

ABP
American Board of Pediatrics-
Resident Board Certification

DCGME
Institution’s Dean’s Council
Graduate Medical Education-
Policies

Pediatric Residency Program/
Hospital
Policies/Procedures

AAMC
ERAS

AAMC/AMA
GME track

YOUR
PEDIATRIC RESIDENCY PROGRAM

AAP
American Academy of Pediatrics-
Pedialink
PREP Qs
Program Maintenance
A Year on the *U.S.S. Pediatrics*

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- Schedule (activities)
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- Passenger Feedback
- Challenges
Orientation: New Interns!

Orientation schedule – plan EARLY!
Welcome on Match Day
Send new interns info/emails of colleagues
Welcome Events
ID badge, parking pass
Health requirements

Program orientation
GME orientation
Hospital orientation
BLS/ NRP/ PALS/ other
Procedure Boot Camp
Simulation Cases
Computer training- EMR
Shadow Day
Orientation: The Program

House Staff Office Team/ Chiefs
Mentor/Mentee/ Wellness
Schedules/ Schedule requests
Primary Care Clinic Assignments
ACGME RRC/ ABP/ AAP/ DCGME

Policies
GME requirements
Jeopardy Call Policy
Holiday Vacation Policy
Administrative/ Professionalism
Bereavement Policy

Discipline and Dismissal Policy
Duty Hours Policy
Excessive Fatigue
Family Leave Policy
Moonlighting Policy
Procedure Competency
Promotion/ Graduation Criteria
Resident Supervision Policy
Stress and Grief Policy
Transitions of Care Policy
Travel Policy
Program Maintenance
A Year on the *U.S.S. Pediatrics*

- Onboarding
- Direction: Mother Ships
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- Staff (admin, committees)
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- Cost: What’s included
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Itinerary:
Annual Checkpoints

Recruiting – (ERAS/NRMP)
Residency- Sept - Mar
Fellowships- Fall, Spring
Match/ Orientation (Int/ Fel)
Milestones (2x/ year)*
ACGME Annual Survey*
ACGME/ AAMC/ DCGME
GME Tracker Database
ACGME WebADS*
APE/ PIP (DCGME)

Examinations –
Res: Step III, ABP*
All: ITE*/ SITE*

Licenses

Semi-annual meetings
Common to All Programs

Annual In-Training Exam (ITE)

RRC: Administer the ABP ITE annually

Pediatric Residency (ITE) -
  - July 2017

Subspecialty (SITE) -
  - Feb 2018

Preparation:
  - Registration:
    - ITE Feb-Apr
    - ITE Nov-Jan
  - ITE – secure room for ITE
  - Block schedule - vacations

Further ITE prep - June
  • Contact IT- ITE link
  • Check res coverage
  • Schedule Proctors

SITE – Prometric Center

Results:
  - ITE - October
  - SITE - May
Common to All Programs

RRC: Semi-annuals meetings, Annual Individualized Learning Plan

- Define individual goals
- Self-assessment
  Personal attributes
  Clinical competency
- Summarize learning needs
- Define learning objectives
- Establish strategies to accomplish

- Track, monitor, review, update annually with:
  - Mentor or
  - Director
- Document – AAP Pedialink, ILP program
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Program Maintenance
A Year on the *U.S.S. Pediatrics*

- Onboarding
- Direction: Mother Ships
- Passengers/ Orientation
- Itinerary:
  - Annual check points
- Staff (admin, committees)

- Schedule (activities)
- Cost: What’s included
- Cruise Ratings
- Passenger Feedback
- Challenges
The Cruise Team
Program Administration
Everyone On Board!

The A+ Team:
“a group of top advisers in an organization”

Program Directors
Program Managers/Coordinators
Chief Residents (Chairman)

A Team Passengers:
Residents
Program Leaders (QI, Research, Global Health, etc.)
Mentors
Faculty members
Committees
Mentees/ Mentors

RRC: The program must assist residents in faculty mentorship to create goals

- Select Faculty Mentors
- Set timing of Mentor assignment
- Match Mentors and Mentees
- Set expectations – meet, report
  - Personal advisor/ advocate
  - Research
- Give feedback
Common to All Programs

Committee Selection

- RRC: Program Evaluation (PEC)
- RRC: Clinical Competency (CCC)
- AAP Representative (Res)
- Resident Committees – Institution specific
  - Recruiting Committee
  - House Staff Council
  - Global Health Academy
  - Research Group
  - Social Committee
  - Other: Wellness, Intramural, MIPs, WIPs, WIMPs
Program Maintenance
A Year on the *U.S.S. Pediatrics*

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# Program Schedule 2017-2018

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Resident Schedules: Curriculum

Resident curriculum –

Set schedule requests deadlines
Block Schedules (12 mo/ 13- 4 wk blocks)
Check RRC, indiv program requirements
Update goals/ obj, distribute to fac/ res
Res: Individualized Curriculum (6 months)
ABP: 48 weeks/ academic year
Medical/ Personal leave
Curriculum/ Schedules
RRC: Must have regularly scheduled didactic sessions/planned educational experiences

Educational conferences –
- Intake, Noon, Grand Rounds, Simulation, etc.
- Set curriculum, invite speakers (chiefs or ?)
- Attendees, Space
- Supplies (White board, markers, ARS, etc)
- AV equipment, Tech support
- Food