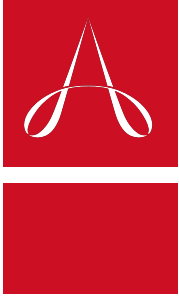




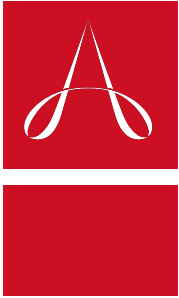
Coordinator Advisory Group

***APPD Spring Meeting – Coordinator's Section
March 20, 2018***



Who am I?

- My name is Renda Chubb.
- I am a Sr. Residency Program Coordinator at the University of Oklahoma, School of Community Medicine in Tulsa.
- I am C-TAGME.



Who am I?

- I currently oversee the coordinator responsibilities for the Pediatrics, Medicine-Pediatrics and Child Abuse Pediatrics Fellowship Program at my institution.
- I do have a full-time assistant coordinator who I am eternally grateful for.
- My group includes 34 Residents, 1 Fellow, 3 Program Directors, and 2 Associate Program Directors.



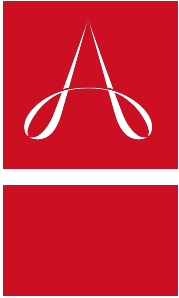
How did I become a member of this Advisory Group?

- Annual Performance Review. Program Director said, How can I recommend you for a raise?
- What are you doing to show that you are progressing and growing as a coordinator?
- What are you doing to show leadership at a national level?
- I received the email with the call for applications for the Coordinator's Advisory Group. Very important read through those read through the announcements found at acgmecommunications@acgme.org



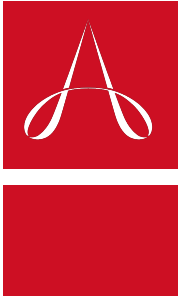
ACGME

Advisory Group Background



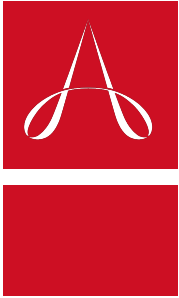
Background

- Coordinators were nominated by program director or DIO
- ACGME received nearly 200 applications
- 13 members appointed May 31, 2016



Background

- Members serve 3 year terms
- Two in-person meetings per year
- Members represent institutional, medical, surgical, and hospital-based accreditation and represent all coordinators; not just specific specialties, institutions or location



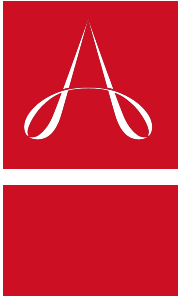
Background

- As part of the appointment process, ACGME sought diversity in terms of geography, specialty, and program/institution size
- First group of Coordinators to serve in this advisory capacity to the ACGME



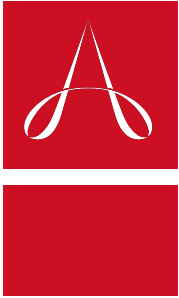
ACGME

Advisory Group Charge



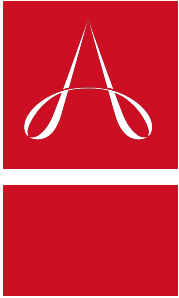
Charge

- To serve as a consultative body to the ACGME administration concerning coordinator, graduate medical education, learning environment, and accreditation matters
- All group comments and recommendations will be reviewed and evaluated by ACGME senior leadership



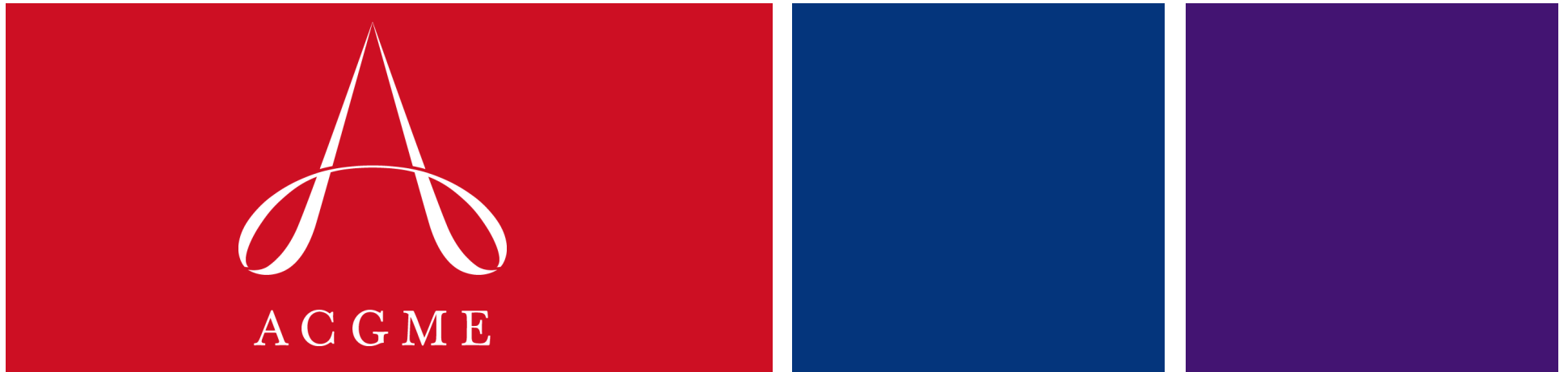
Charge

- Potential next steps for each of the recommended items will be communicated back to the group as they are considered
- The ACGME's goal in launching the Coordinator Advisory Group is to build a team that will engage with the ACGME to make the accreditation process more clear and effective

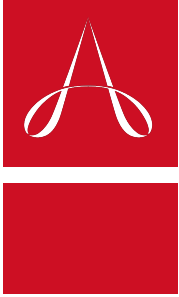


Charge

- The work product of the advisory group will not be statements or papers but will be to advise the ACGME administration and leadership in general or on specific initiatives

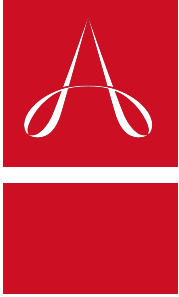


Questions and answers from the APPD Coordinator's Section



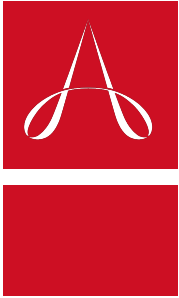
Question:

- What about those new program requirements? Can we advocate to change us to administrators, to be in line with TAGME?
- Has there been any thoughts to change the title from coordinator to program manager?



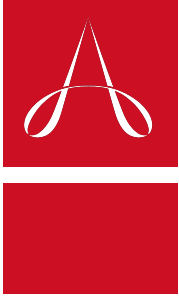
Answer:

Yes. The Coordinator Advisory Group did advocate and recommend changing the title of Program Coordinator to Program Administrator.



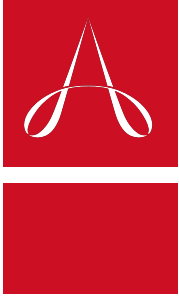
Answer:

The Common Program Requirements Phase 2 Task Force also deliberated about assigning a new name to the role, such as program administrator or manager, but determined that this would not be appropriate given the wide range of titles that program coordinators hold. Individual programs and Sponsoring Institutions remain free to assign job titles to program coordinators as appropriate to the local situation.



Question:

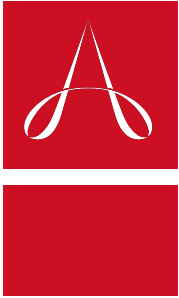
- Can we educate ACGME that it takes more than 20 hours to run a core program?



Answer:

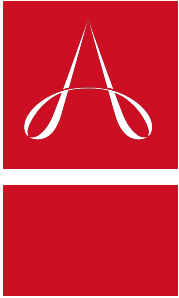
- The Common Program Requirements state that -

There must be a program coordinator. At a *minimum* the program coordinator must be supported at 50% FTE (at least 20 hours per week) for administrative time.



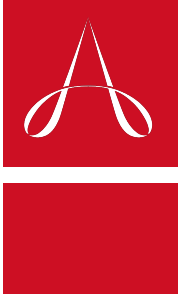
Question:

- The ACGME requires us to have 2 coordinators due to the size of our program yet the ACGME website does not allow us to list both coordinators. Will you be updating your website to allow a primary and secondary coordinator?



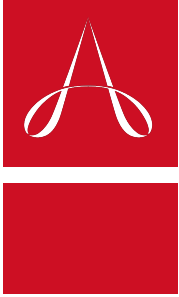
Answer:

- You can add 2 Program Coordinators by going to the WebAds section for Program Leadership, choose add personnel, complete the name and assign the role of coordinator to that person. If you have difficulties call the WebAds helpdesk at 312.755.7474



Question:

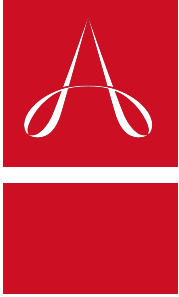
- I don't even know about this. I hear that coordinators want more access to professional development opportunities similar to those available to program directors. We have ambitious coordinators who are working toward leadership positions within the department and GME – we want access to quality mentorship and education.



Answer:

- Hopefully this presentation has been helpful. For more information you may also visit

<http://www.acgme.org/Program-Directors-and-Coordination/ACGME-Coordinator-Advisory-Group/Coordinator-Advisory-Group-Members>

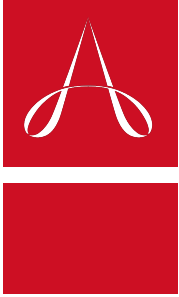


Answer:

- ACGME offers advanced training for coordinators. Training opportunities can be found at

<http://www.acgme.org/Meetings-and-Events/Courses-and-Workshops>

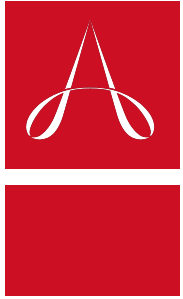
and announced in the weekly eCommunication.



Question:

- What can the ACGME Coordinator Advisory Group do to help highlight the work that program coordinators do?

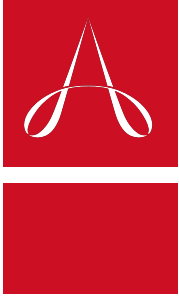
Especially to HR teams at our workplaces so that they recognize the importance of the job and the need to mitigate turnover, as well as support promotions in career growth.



Answer: The Proposed Common Program Requirements

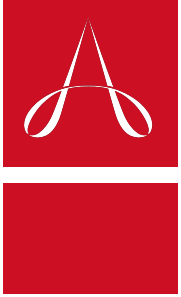
- **Background and Intent:**

Each program requires a lead administrative person, frequently referred to as a program coordinator, administrator, or as titled by the institution.



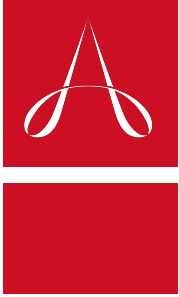
Answer:

This person will frequently manage the day-to-day operations of the program and serve as an important liaison with learners, faculty and other staff members, and the ACGME. Individuals serving in this role are recognized as program coordinators by the ACGME.



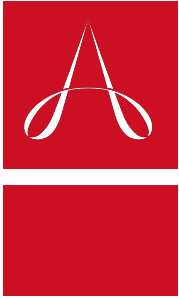
Answer:

The program coordinator is a member of the leadership team and is critical to the success of the program.



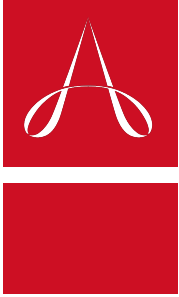
Answer:

As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.



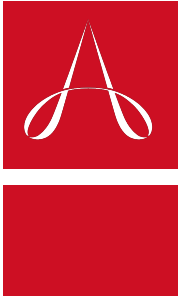
Answer:

Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.



Question:

- In 2017 the Child Neurology subspecialty updated its program requirements to include a minimum time (FTE) for program coordinators based on the number of fellows in the program. When will the remaining subspecialties adopt this criteria? Programs need these requirements to justify budget support for their coordinator positions.

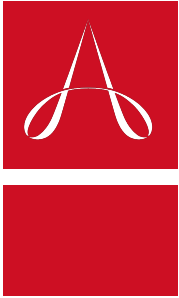


Answers:

I.A.2. At a minimum, the Sponsoring Institution must provide at least 20 percent full-time equivalent (FTE) time and funding support for the program director with an additional one percent per resident. (Core)

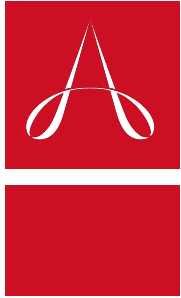
but for the coordinator it states:

I.A.3. The sponsoring institution must provide financial support for a program coordinator to assist the program director in the administration of the program. (Core)



What does it mean to me to be a part of the group?

- It is validation and recognition of the importance of the Residency Program Coordinator and the contributions that they make in Graduate Medical Education.
- We are not the Program Director. We are recognized and valued as a member of the leadership team for the administrative role we bring to the table.



Coordinator Advisory Group Members 2016-2019

Cordelia M. Baffic, University of Pennsylvania

Juanita L. Braxton, MBA, EdS, PhD, University of California (Davis) Health System

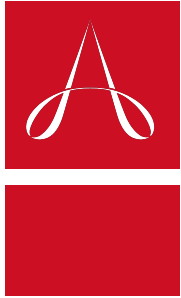
Sherry Bucholz, C-TAGME, Providence Sacred Heart Medical Center

Renda S. Chubb, C-TAGME, University of Oklahoma School of Community Medicine

Shannon H. Darrah, C-TAGME, Dartmouth-Hitchcock Medical Center

Amy C. Day, MBA, University of California School of Medicine

Maria DeOliveira, MEd, C-TAGME, Brigham and Women's Hospital



Coordinator Advisory Group Members 2016-2019

Melinda A. Feldkircher, Cleveland Clinic Foundation

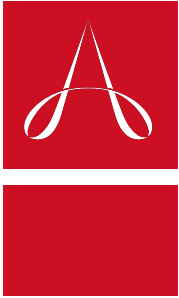
Rhea L. Fortune, Duke University Hospital

Michelle C. Kammerer-Jerome, Atlantic Health

Katherine E. Kellerman, MA, University of Kansas/Wesley Medical Center

Annette Lemire, C-TAGME, Mayo Clinic College of Medicine

Janet G. Palmer, Baylor University Medical Center



Coordinator Advisory Group

