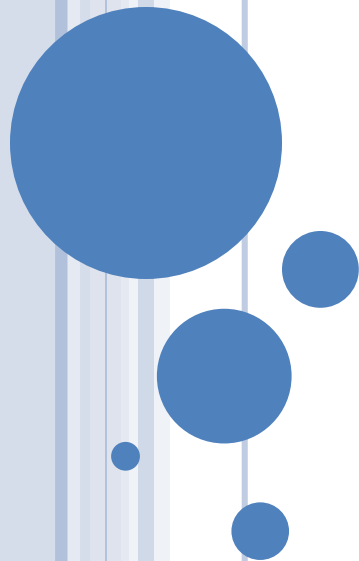




REMOVING THE MYSTERY

APPD Coordinator Executive Committee



APPD COORDINATOR EXECUTIVE COMMITTEE

- Amy Gaug C-TAGME (2019 - 2020) Chair
- Senior Program Administrator, University of Minnesota

- Beth Payne Wueste MAEd, C-TAGME (2019 - 2020) Chair-Elect
- Associate Program Director, UT Health San Antonio

- Michelle Brooks C-TAGME (2019 - 2020) Past Chair
- Program Coordinator, Stanford Children's/Stanford Pediatrics

- Tammy Bleeker, MEd (2017 - 2020)
- Assistant Director, Education & Training, University of Florida

- Francisco Hernandez MBA, BA (2018 - 2021)
- Director, Assistant DIO, Ocean Medical Center

- Cassandra Shorter BS (2017 - 2022)
- Academic Administrator, Baylor College of Medicine - Houston, Texas



DISCLOSURE

- We have no financial relationships or conflicts of interest to disclose.



AGENDA

- 1:00-1:15 pm
 - Welcome to Fall Meeting and Overview of Session
 - Beth Wueste
- 1:15 – 2:45 pm
 - Year in the Life for the practical user
 - APPD Executive Committee
- 2:45 – 3:30 pm
 - Wisdom Panel
 - APPD Executive Committee

Take Breaks when you need them!



WORKSHOP OBJECTIVES

At the end of the session, participants will be able to:

- Gain survival tips for excelling at program coordination
- Remove the mystery of the constantly evolving role of Program Coordinator



PUBLIC PARKING LOT



ONE WORD...

“Coordinator”

- Go to www.menti.com
- Use the code **24 78 94**
- Enter your Word



THE PC STORY



VAH



PSOS



OIS



UHS



ILP



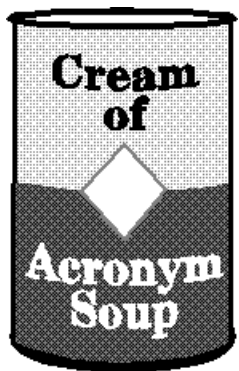
FSMB



MILESTONE



PGMEC



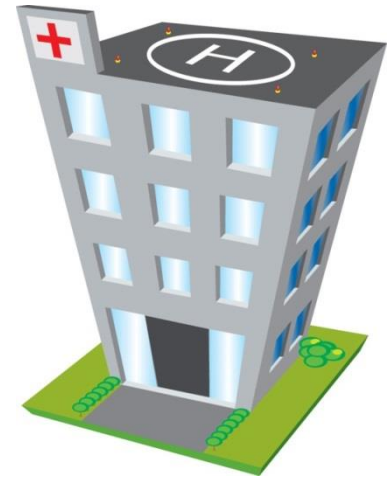
PROGRAM COORDINATORS ARE LIAISONs



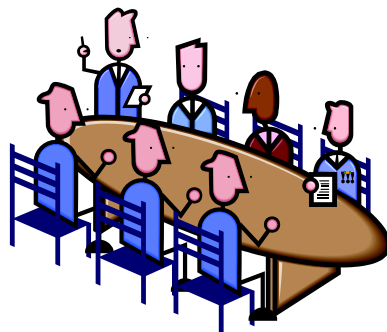
Residents/Fellows



Program Director/
APD



Hospitals



Committees

DIO
Graduate Medical
Education Office



NEEDS ASSESSMENT

- Educate myself
- Manage time
- Organize/Prioritize work
- Avoid Turnover



THE BEGINNING QUESTION...

- What is a Residency?
 - Residency is a stage of Graduate Medical Education. A Resident Physician is a person who practices medicine under the supervision of fully licensed physicians in a given medical specialty.
- What is a Fellowship(Subspecialty)?
 - A subspecialty, otherwise known as a fellowship, is a period of training undertaken following completion of residency, as a means to sub-specialization.
 - A fellow is considered somewhere in the hierarchy between residents and faculty.



2014 CALENDAR

HAPPY NEW YEAR

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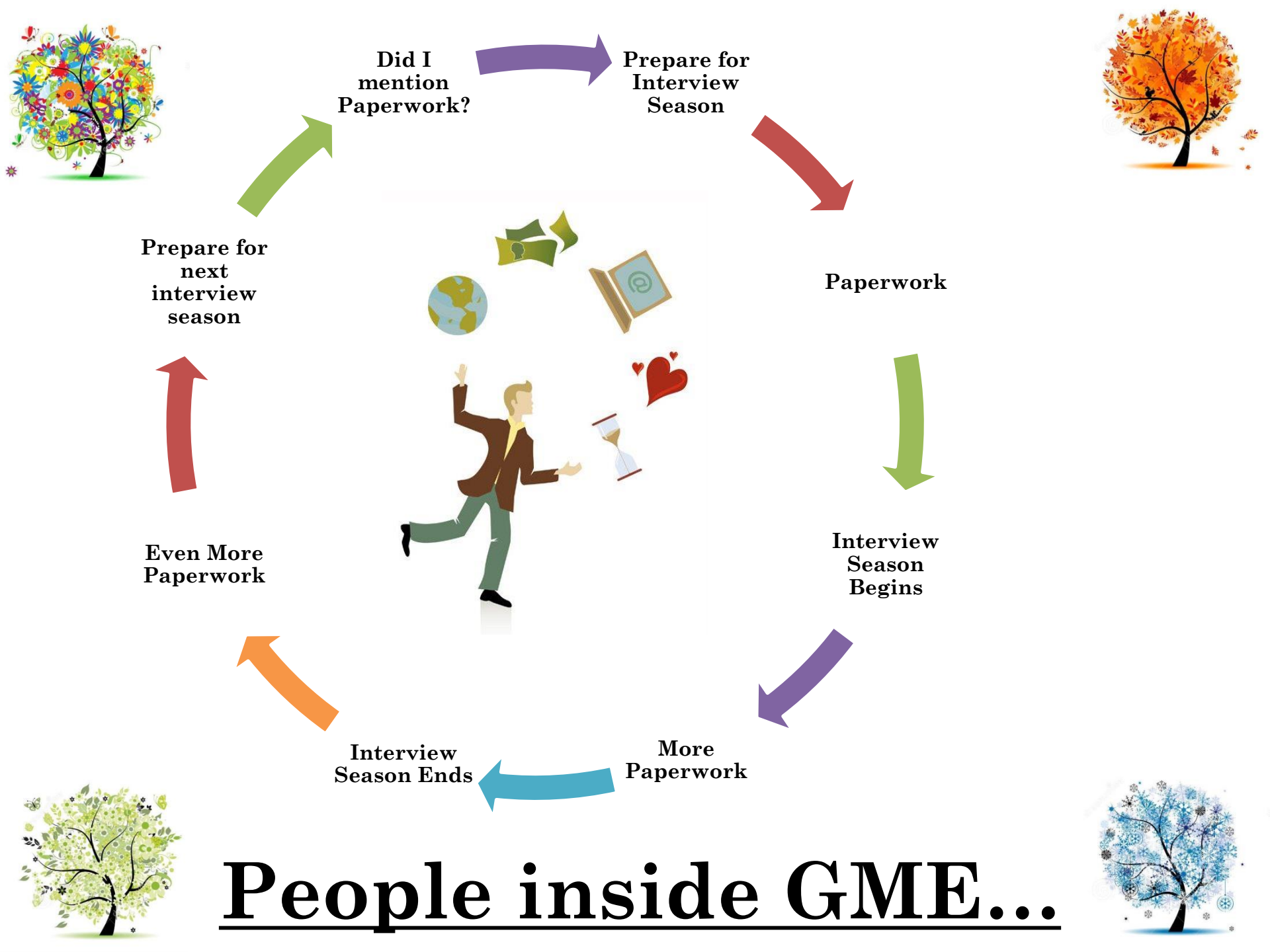
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PEOPLE OUTSIDE OF MEDICINE...





ACTIVITY!!!

- 3 groups
- 2 table leaders from the EC
- 4 months of YIL to complete/review
 - review as a small group
 - One spokesperson to share with large group
 - Use the experience and knowledge at your table to complete your months
- Debrief overall activity
- Q&A



JULY...

Beginning of Training Year

Enroll new fellows into evaluation system

Take them to Human Resources

Welcome packages

Orientation

Training month

Show them around the campus

Distribute textbooks

Order lab coats

Issue meal tickets and parking passes

Distribute pagers

Make sure all databases are updated

One-on-one meeting with program director

Request vendor codes for purchasing/reimbursement

Update demographic information/emergency contact

Prepare files

Clinical Review Meeting for previous 6 months

Update training files/military training for each resident

Create continuity book

Away Electives

Goals and Objectives

Program Letters of Agreement

Curriculum

Identification of any Updates of RS Requirements

Update E*Value / New Innovations as needed

Resident

Update and Circulate Trainee Handbook

Advisor/Mentor Development

Assignment of Trainee

Schedule Initial Meeting

Program Maintenance

Complete AMA Freida / GME Track Update

360° Evaluations

Update E*Value / New Innovations as Needed

Website**Social Activities**

JULY

Residency

- Archive resident evaluations
- Summary of Rotation Evaluations
- Summative Evaluations PL3s send to GME
- Complete semi-annual review on PL1s and PL2s
- Begin Planning Year Specific retreats
- Populate Intern Files
- Update Program website and FREIDA
- Prepare reports & schedule Semi-Annual program review
- Create/Update Resident Learning Portfolio
- Assign resident mailboxes
- Update Resident Directory
- AAP – assign resident advisors
- Confirm Program Letters of Agreement
- Assign residents to GME committees
- Proctor In-Training Exam
- Begin AAMC GME Track Survey

Fellowship

- July 1 – Orientation tasks
- Enter Block schedules
- Set up evaluations
- Order books/business cards/ scrubs/ white coats, etc.
- Update program websites and FREIDA
- Prepare/ submit annual program review
- Download ERAS PDWS for Fall Match programs
- Set up ERAS scheduler – faculty access
- Finalize interview dates and assign faculty
- ERAS opens 7/15
- Register for NRMP for match
- Begin AAMC GME Track Survey



AUGUST

Residency

- Summary of Rotation Evaluation to Division Directors
- Program evaluation/review meeting
- WebADS (ACGME) Survey begins
- Finalize details recruitment: budget, schedule, hotel rooms, update materials, etc.
- Solicit applications for next academic year's Chief Resident(s)
- Help residents prepare fellowship application/process
- Confirm agenda year specific retreats
- Finalize interview dates and assign faculty
- Complete Resident portion of GME Track (FREIDA)
- ILP's Pedialink Due

Fellowship

- Begin interviews for Fall Match cycle Programs
- Semi-Annual Directors Meeting (GME/Department level)
- Assist fellows in arranging for Scholarship Oversight Committee Meetings (SOC)
- Fall cycle match opens
- Notice from ACGME for ADS updates – rolling cycles but many are due beginning of September
- Complete Fellow portion of GME Track (FREIDA)



SEPTEMBER

Residency

- Mentors luncheon, mentor meetings & reports due
- Sept. 15 –ERAS mailbox opens
- Review ERAS applications invite & schedule applicants
- *Board (ABP) resident tracking roster due*
- Check for incomplete evaluations and resend
- Final planning resident retreats
- Register program with NRMP for match (must be done by director-you should remind them)
- Attend APPD fall meeting

Fellowship

- ACGME ADS program updates due for several specialties
- Continue interviews for Fall cycle programs
- Begin to plan for Semi-annual reviews (held in December or January)
- Begin to plan for semi-annual clinical competency committee meeting
- Begin thinking about Abstract submission for national meetings
- Attend APPD fall meeting



OCTOBER

Residency

- Review ERAS applications invite, schedule and conduct interviews
- ITE Scores received: share with resident, mentor and put in resident file
- Winter holiday requests due
- Formal recruitment kick-off with residents & faculty
- Follow up with year specific retreats
- Schedule planning with current residents for next academic year
- Annual Meetings – Resident Representative Attends

Fellowship

- ACGME ADS program updates due for several specialties
- Continue Fellow Interviews



NOVEMBER

Residency

- Complete mentor meetings & reports due
- Review ERAS applications invite, schedule and conduct interviews
- Clinical Competency Committee meeting – all resident progress review
- Receive notice to update FREIDA
- National Census GME Survey on GME Track
- Check for incomplete evaluations and resend

Fellowship

- Program Quota Deadline
- Site Exam Registration



DECEMBER

Residency

- Confirm mentor reports have been completed
- Finalize any year specific retreats
- Prepare reports and schedule semi-annual program review for January
- Semi-annual resident review of program evaluation (based on ACGME survey)
- Prepare rotation schedules for upcoming academic year
- Begin Visa Renewals
- Clinical Competency Committee meeting – all resident progress review

Fellowship

- Rank List Due for specialties
- Match Day for several specialties.
- Send Match Letters
- Clinical Competency Committee Meeting (hold prior to semi-annual reviews of fellows)
- Program Directors required to conduct individual fellows semi-annual evals
 - Individual meeting with Program Directors
 - Individual Learning Plan
 - Distribute/Collect 360 “Multi-Rater” Evaluations
- Collect Procedure Logs if applicable (quarterly)
- ERAS opens to programs for Spring Cycle applicant review



JANUARY

Residency

- Notify NRMP of quota change by Jan. 31
- Confirm name to be printed on PL3 Diploma/Certificate
- Confirm location for July ITE
- Finalize any remaining retreats
- Confirm space for resident orientation
- Program Evaluation and Review Meeting (minutes taken)
- Begin organizing intern orientation and updating any materials needed
- Semi-annual rotation evaluations to rotation contact
- Begin planning graduation
- Program Evaluation Committee meeting – SWOT and Action Plans

Fellowship

- Begin confirming names for certificate of completion
- Begin (or continue) orientation planning)
- Begin planning graduation
- Verify January through June block schedules
- Catch up time
- Program Evaluation Committee meeting – SWOT and Action Plans
- Some specialities interviewing
- Good time for vacation



FEBRUARY

Residency

- Rank List Due
- Review Step II Clinical Skills before submitting Rank List
- Meet with outside rotator Program Directors
- Order In-Training Exams
- Plan match day celebrations
- Certifying Exam Registration
- Send a Save-The-Date to faculty and residents for graduation
- Confirm chiefs for next academic year (if not done earlier in year)
- Formulate Orientation Outline
- Prepare Match Day info for interns
- ACGME Survey opens – faculty and residents

Fellowship

- SITE Exams
- Subspecialty interviews continued
- Continue working on orientation plans
- Submit list of reappointments to GME office (if this is your model)
- ACGME Survey opens – faculty and fellows



MARCH

Residency

- Mentor meetings begin
- Match Day
- Welcome packets to new interns
- Roster of new interns distributed
- Continue planning of intern orientation
- Post Match Survey sent
- Finalize electives and vacation requests for current residents
- Contracts sent to PL2s & PL3s
- Graduation award voting
- Import ERAS files for matched interns
- Create resident photo composite
- Update Residents and Fellows Handbook
- Finalize any remaining retreats
- Start OIS process for incoming interns
- Begin licensure process

Fellowship

- Collect procedure logs if applicable (quarterly)
- Start Appointment Paperwork for next academic year: New Hires, Continuing, Exiting graduates
- Conduct interviews for Spring specialty match programs
- Send updated welcome letters with in processing and orientation information info and paperwork



APRIL

Residency

- Mentor meetings and reports due
- Finalize Graduation Awards and send invitations
- Continue planning of intern orientation
- Collect resident contracts
- Request faculty mentors for new interns
- Define lecture schedule for upcoming year
- Complete block schedule for interns
- Order business cards for interns
- AAP Dues for residents

Fellowship

- Scholarly Oversight Committee Fellow meetings
- Site Scores available
- Follow up:
 - Appointments
 - Graduation
 - Orientation



MAY

Residency

- Route intern contracts for necessary signatures
- Finalize Graduation plans: venue, awards, programs, etc.
- Confirm mentor reports submitted
- Finalize orientation plans: schedule, presenters, social, etc.
- Begin FREIDA update
- Boards tracking roster
- Renew CPR certifications
- Download/Export interview information from ERAS & NRMP
- Clinical Competency Committee meeting – all resident progress review

Fellowship

- Download/Export interview information from ERAS & NRMP
- There will be some Match Days this month.
- Send Match letters
- Clinical Competency Committee meeting – all fellow progress review
 - Program Directors required to conduct with essential key faculty and fellows
- Finalize: Appointments, Graduation, Orientation



JUNE - RESIDENCY

- Confirm all mentor reports submitted
- Summative evaluations due
- Intern Orientation
- Add new residents to ACGME roster and advance current residents
- Finalize Graduation plans: venue, awards, programs, etc.
- Semi-annual rotation evaluation, faculty and resident evaluation compiled
- Update FREIDA including interview dates
- Collect forwarding address & practice info from PL3s
- Prepare NI or MedHub with schedules and updated evaluations
- Pay APPD Dues
- ABP Resident tracking roster
- Out-processing paperwork
- Graduation Celebration
- Send Board verification of Clinical Competence
- ITE schedule to residents
- Begin assembling new interns files
- Update Program Letters of Agreement
- Send post residency survey to previous year's graduates
- Finalize resident/fellow handbook changes
- Program Evaluation Committee meeting – SWOT and Action Plans



JUNE - FELLOWSHIP

- Prepare NI or MedHub with schedules and updated evaluations
- Pay APPD Dues
- Out-processing paperwork
- ABP Verification of Competency Forms Due
- Semi-Annual Evaluations:
 - Individual meeting with Program Director or designee
 - Individual Learning Plan
 - Distribute/Collect 360 “Multi-Rater” evaluations
- Final/Summative Evaluations for graduating fellows
 - “Verification Statement: “resident has demonstrated sufficient competence to enter practice without direct supervision and practice independently”.
- Collect Procedure logs if applicable (quarterly)
- Graduation Ceremonies/Events
- Complete Program portion of GME Track (FREIDA)
- Secure funding for interview season
- Finalize/confirm licensure (if this is your duty/model)
- Program Evaluation Committee meeting – SWOT and Action Plans
- Finalize fellow handbook changes



COMMON TO ALL PROGRAMS

- NRMP
- ACGME
 - PEC
 - CCC
- FREIDA/AAMC/
GME Track
- ERAS
- GME
- AAP
- ABP
- APPD
- Interviews
- Orientation
- Graduation
- Official Paperwork
- Budgets
- Wellness



SPECIFIC TO YOUR PROGRAM

- Curriculum
 - Conferences
 - Simulation
 - Procedures
 - Projects
- Meetings with
 - Chair/Division Director
 - GME
 - Residents/Fellows
- Retreats
- Parties / Social Events
- Wellness
- Hospital Committees
- Schedules
- GME – Institutional
- ILP
- National Meetings
- Salaries/Stipends



SEASONAL

- Interviews
- Match
- Orientation
- Advisors/Mentors/
SOC
- Letters of
Recommendation
- Graduation/Exit
Interviews/Summative
Evaluations
- Regulatory
 - Web ADS
 - NRMP
 - FREIDA
 - GME (Institutional)
- GME led Internal
Review



SEMIANNUAL

- Evaluations
 - Program
 - Faculty
 - Rotations
 - Residents
 - Curriculum
- Program Evaluation Committee (PEC)
- Clinical Competency Committee (CCC)



MONTHLY/WEEKLY

- Assign and deliver learning goals & objectives and rotation evaluations
- Log and update conference schedule and attendance roster
- Evaluations – Run report for incomplete evaluations
- Educational Work Hours Monitoring
- Rotation “Issues”
- Meetings/Committees
 - Chair
 - Staff
 - Residents/Fellows
 - GME and/or Hospital Operations
 - Your family!!!!



TIME MANAGEMENT TIPS

- Create a “shell” of all activities/forms
- Work in small pieces all month
- Review Year in Life and block your dates outlook
- To do list ARE LIFE.
- Make a resource list with contact information
- WORK WITH YOUR MENTOR GROUP



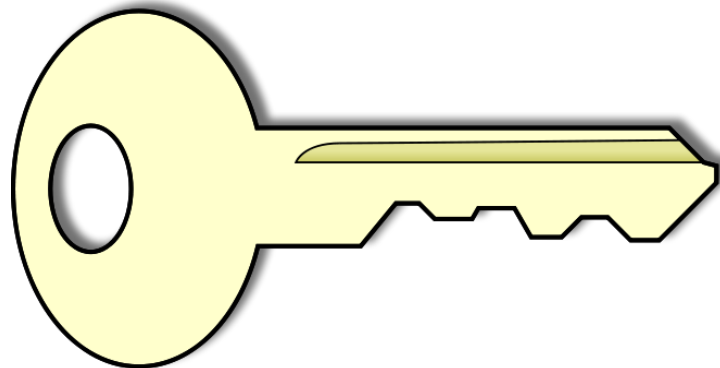
NEXT STEPS

- ✓ Year in the life is done...so you think.
- ✓ Everything is being done ahead of time....
- Now what? Where does everything go?
- How many currently have a desk manual?
 - How many wished you had one when you started or even now?
 - What would happen if you were left tomorrow?
 - Would your replacement know what to do?



AGREE/DISAGREE?

**Communication is
the key to achieving
all of our goals.**



WHERE DO I KEEP EVERYTHING?

- What is a continuity binder?
 - A living collection of documents to encourage a continuous flow of information that **can be hardcopy or electronic.**
- Why have a continuity binder?
 - **minimize** errors and offer an **opportunity** to **critically evaluate** information and procedures.



BINDER TOC

Division of <INSERT>	Program Continuity Binder
TABLE OF CONTENTS	
I. <u>Institutional</u>	
a. Key personnel/contacts	
b. Notable policies	
i. Duty Hours	
ii. Link to all policies	
c. Organizational Chart	
d. Other	
II. <u>Departmental</u>	
a. Contacts	
b. Division	
i. Contacts	
1. Specialty specific organizations	
2. Names, websites, any contacts	
ii. Policies	
1. Duty hours	
2. Moonlighting	
3. Resident reimbursement	
4. Resident leave	
iii. Office Procedures	
1. Backup system	
2. Duty distribution	
a. job descriptions	
3. File management	
a. Current training files located in Coordinators office	
4. Tabs for current training files	
5. Records Retention	
III. <u>Breakdown of Monthly Coordinator Tasks</u>	
a. Year in the Life	
IV. <u>Hospital #1</u>	
a. Contacts	
b. Meal tickets	
c. In-Processing	
i. Forms	
ii. Orientation	
1. Welcome Letter	
2. NRMP Agreement	
d. Out-Processing	
i. Official Clearance Forms	
ii. Liability for Graduating Residents Information	
Developed by Beth Payne & Yvette Foster UTHSCSA - Pediatrics 2011	

P a g e s 1 & 2

Division of <INSERT>	Program Continuity Binder
V. <u>VA Hospital</u>	
a. Contacts	
b. Meal tickets	
c. In-Processing	
i. Forms	
1. Required beforehand	
2. Scrubs	
3. Parking	
4. Fingerprinting	
5. Required Training & Modules	
6. Other required documents	
d. Out-Processing	
i. Forms	
VI. <u>Military</u>	
a. Contacts	
i. GME	
ii. Specialty	
b. Procedure for rotating residents	
c. Forms	
VII. OTHER INSTITUTIONS	
VIII. <u>Professional Development</u>	
a. Coordinator CV	
b. Program Coordinator Committee	
i. Handouts	
ii. Notes	
c. National Meeting	
i. Handouts	
ii. Notes	
iii. Presentations	
d. Continued Education	
e. ACTION	
IX. <u>Interview Season</u>	
a. ERAS	
i. Uploading software for current year	
ii. Setup users/access allowed within division	
iii. Database Maintenance	
1. Incoming applications	
a. Running the post-office	
b. Sorting applications	
c. Printing options (pdf)	
2. Utilizing scheduling tools	
Developed by Beth Payne & Yvette Foster UTHSCSA - Pediatrics 2011	

BINDER WITH YEAR IN THE LIFE

- Mental Health
- Cost Savings
- Records Retention
- Teaching Tool/Resource to Program
- Succession Planning
- Best Practice
- Professional Advancement



QUALITY IMPROVEMENT

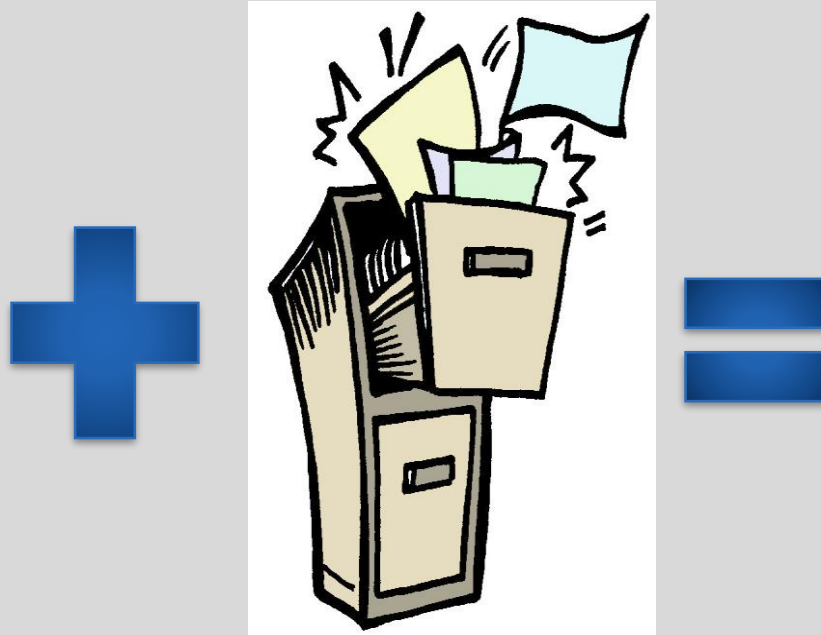
Involvement in both the year in the life development and continuity binder initiatives allow **YOU** to work in collaboration with GME offices and program leadership on shared projects to improve organizational and educational processes throughout the program, institution and national organizations.



Year in the life document

Beginning of Training Year
Enroll new fellows into evaluation system
Take them to Human Resources
Welcome packages
Orientation
Training month
Show them around the campus
Distribute textbooks
Order lab coats
Issue meal tickets and parking passes
Distribute papers
Make sure all databases are updated
One-on-one meeting with program director
Request vendor codes for purchasing/reimbursement
Update demographic information/emergency contact
Prepare files
Clinical Review Meeting for previous 6 months
Update training files/military training for each resident
Create continuity book
Away Electives
Goals and Objectives
Program Letters of Agreement
Curriculum
Identification of any Updates of RS Requirements
Update E*Value / New Innovations as needed
Resident
Update and Circulate Trainee Handbook
Advisor/Mentor Development
Assignment of Trainee
Schedule Initial Meeting
Program Maintenance
Complete AMA Freida / GME Track Update
360° Evaluations
Update E*Value / New Innovations as Needed
Website
Social Activities

All of the paperwork we create



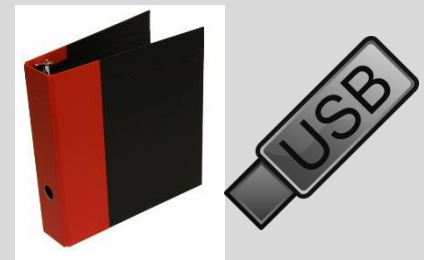
Continuity Binder

Division of -INSERT- Program Continuity Binder

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 2. Names, websites, any contacts
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 1. Orientation
 2. Welcome Letter
 - ii. NRMP Agreement
 - d. Out-Processing
 - i. Official Clearance Forms
 - ii. Liability for Graduating Residents Information

Developed by Beth Payne & Yvette Foster
UTHSCSA - Pediatrics
2011




Communication



SURPRISE!



<https://uthscsa.edu/gme/PCContinuityBinders.asp>

A decorative vertical bar on the left side of the slide, consisting of several thin, parallel lines in shades of blue and white. To the right of these lines are several overlapping circles of varying sizes, also in shades of blue, creating a modern, abstract design.

What is one thing you
wished you knew on Day 1
of being a PC?

WISDOM PANEL

APPD Executive Committee

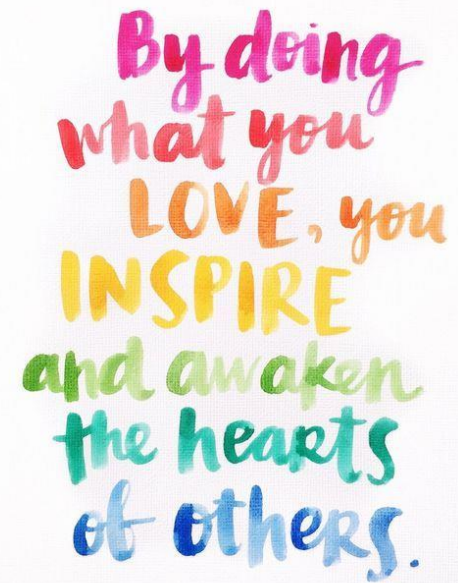
AMY'S WISDOM

- Find meaning in your work.



BETH'S WISDOM

- We are more alike than different.
 - Nobody is alone even if it feels like it occasionally.
 - Learn from others – you are only as alone as you chose to be.
- Reach out to your APPD family for help but also to network and build relationships
- Our profession is built on planning efficiently, coordinating effectively and executing with professionalism and grace



By doing
what you
LOVE, you
INSPIRE
and awaken
the hearts
of others.



MICHELLE'S WISDOM

- That I didn't have to have all the answers! I have a team, and resources available to me. "I don't know" are not swear words.
- That I am essential to the success of my program and institution (I admit, 14 years later, I'm **STILL** reminding myself of this one.)
- That Maya Angelou was right, "... people will forget what you said, people will forget what you did, but people will never forget how you made them feel."



CASSANDRA'S WISDOM

- When I started I was in the middle of a Site Visit and had no clue of what was going on. I wish there was a Training Coordinator that is scheduled to meet with you on the first week of hire, to assist you with The Things You Should Know...where to start, what's important and what's not... and what does all those acronyms mean....





Program Coordinator

MENTOR /
FRIEND / OTHER

FRANCISCO'S
WISDOM

TAMMY'S WISDOM

- 99.9% of everything can be fixed
- Don't be afraid to make mistakes, it's how we learn
- Self Care is critical
- Need at least one year under belt to begin to understand – feel much better after one full program cycle
- You will never ever catch up or really be ahead and that's ok
- Ask for a seat at the table and then show up



CLOSING THOUGHT

- Nobody in GME gets formal training so please take today as a hand up to start changing that gap in our career development
- Use this information
 - to build your program with greater preparation than other PC's
 - to dive into this wonderful role and support your Pediatric family
 - to succeed and enjoy your day to day role!

We appreciate ALL you do!



PARKING LOT QUESTIONS??

