

Program Organization 101



Christine Barron (FD)
Tammy Bleeker (Assistant Director)
Pamela Carpenter (APD)
Kathleen Donnelly (PD)
Jenny Duncan (FD)
Ross Myers (APD)
Michele Holloway Nichols (PD)
Dave Stagliano (PD)

The Circle of Life





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

This session is designed for all program leaders (PDs, APDs, Educational Specialists or PC's, 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!

Name

Program/ Location

Role in Program

Your Team

Who are they?

- Program Director, Associate Program Director(s)
- Educational Specialists, Coordinators, Managers
- GME Leaders (DIO, GMEC)
- Faculty
- Residents, Chief Resident(s), Fellows

Why is this important?

- Different points of view
- Prevents errors
- Creativity, collaboration
- Maximizes improvement efforts



A Year in The Program

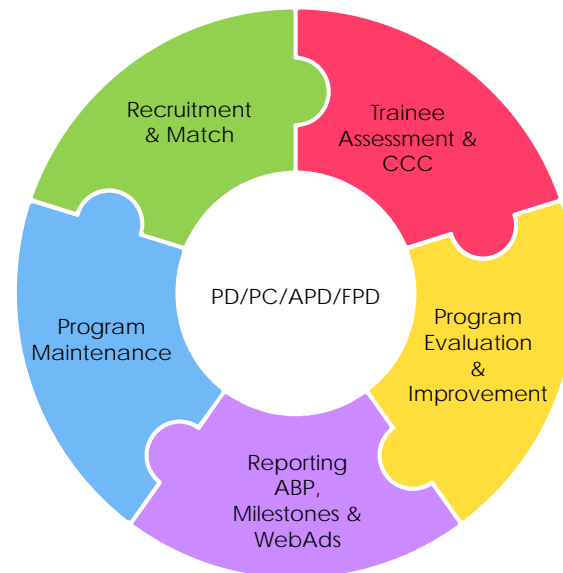
By Season

- Winter
- Fall
- Spring
- Summer



By Category

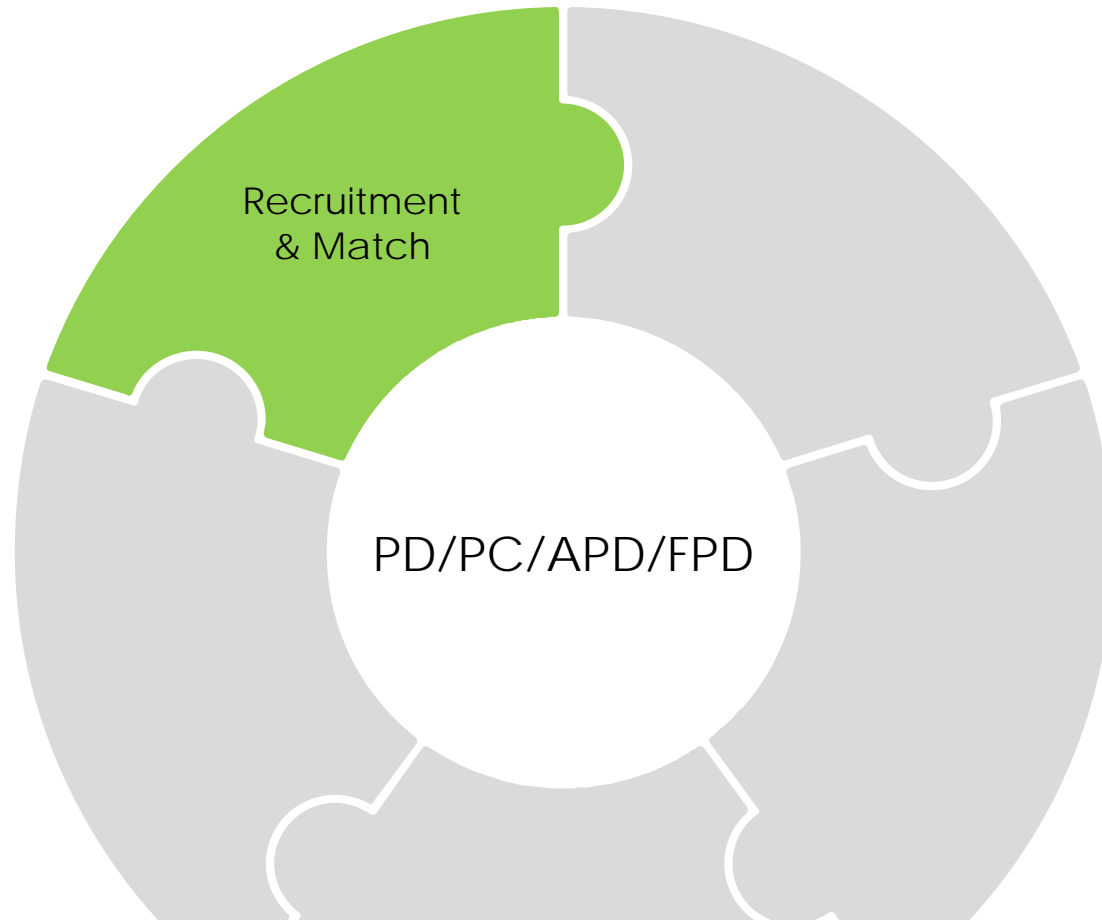
- Recruitment
- Reporting
- Program Assessment
- Trainee Assessment
- Program Evaluation & Improvement



A Year in The Program



Recruitment & Match



Ross Myers, MD, Tammy Bleeker, MEd, Jenny Duncan, MD

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 part of recruitment (travel, dinner, lunch, trinkets, etc.) ?



These discussions should include your entire TEAM!



Planning your Recruitment Season & Interview Day

- What date will you begin interviews?
- When will you interview?
- What day of the week?
- What time of day?
- How many applicants per session?
- Lunch? Tour? Rounds?
- 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 is reviewing?
- When do you start 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?
- Advance itineraries?



Interview Day Tips

The Do's and Don'ts

- Do: be organized!
- Do: have backup plans and alternates.
- Do: empower your faculty/trainees to answer the tough questions about your “issues” as a program.
- Do: have a plan for how you will assess the intangibles
- Do: have fun!
- Don't: ask forbidden questions
- Don't: try to be anything that you aren't



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”
- Find out what they are looking for in a program and show them how you can meet their goals



Post Interview Day

The Applicant

- Do you have any follow-up with the applicant? E-mail? Phone calls? Letters?
- 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.***

- Don't underestimate the importance of photos and identifying details



Ranking

Where do you start?

- Faculty interview rankings?
 - Do you have an algorithm?
 - What criteria or attributes hold the most weight?
- It is easier for people to make suggestions about
 - an existing list than to create one from scratch!
- Several rank meetings or just one?
 - Who gives input on final list and how?
 - Electronic file review? In person meeting?

***Team participation is crucial ***



Trainees' Perspective

- Organized information
- Meeting with faculty/trainees with common interests
- Feeling that their application was read
- Making sure they hear about the area
- Consider social events



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 All Fellowships



Important Match Dates

Enter Quota for NRMP (deadline 2 weeks before Rank List due)

- Jan 31 Residency
- Nov 20 All fellowships

Enter AND CERTIFY rank list

- Feb 26 Residency
- Dec 4 All fellowships

Did my Program Fill? SOAP Begins

- March 16 Residency

Match Day

- March 20 Residency (1:00 pm ET)
- Dec 18 All fellowships (12:00 pm ET)



Your turn!

- What are your current recruitment challenges?
- Brainstorm to help each other find innovative approaches or solutions!

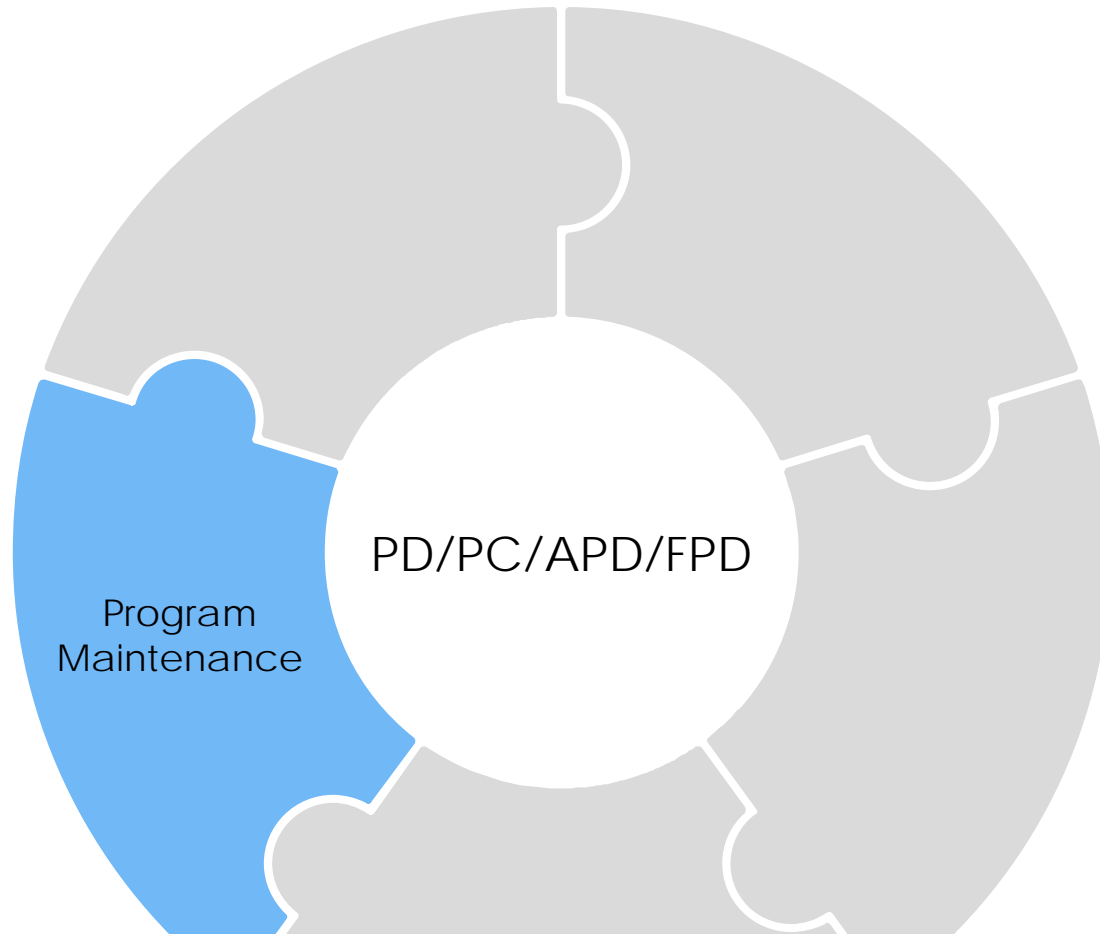


7 minutes

A Year in The Program



Program Maintenance



Michele Nichols, MD, Tammy Bleeker, Christine Barron, MD





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 our 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!

Mechanism through which new employees:

- Acquire the necessary:
 - knowledge
 - skills
 - behaviors
- To become effective organizational members
- To become insiders

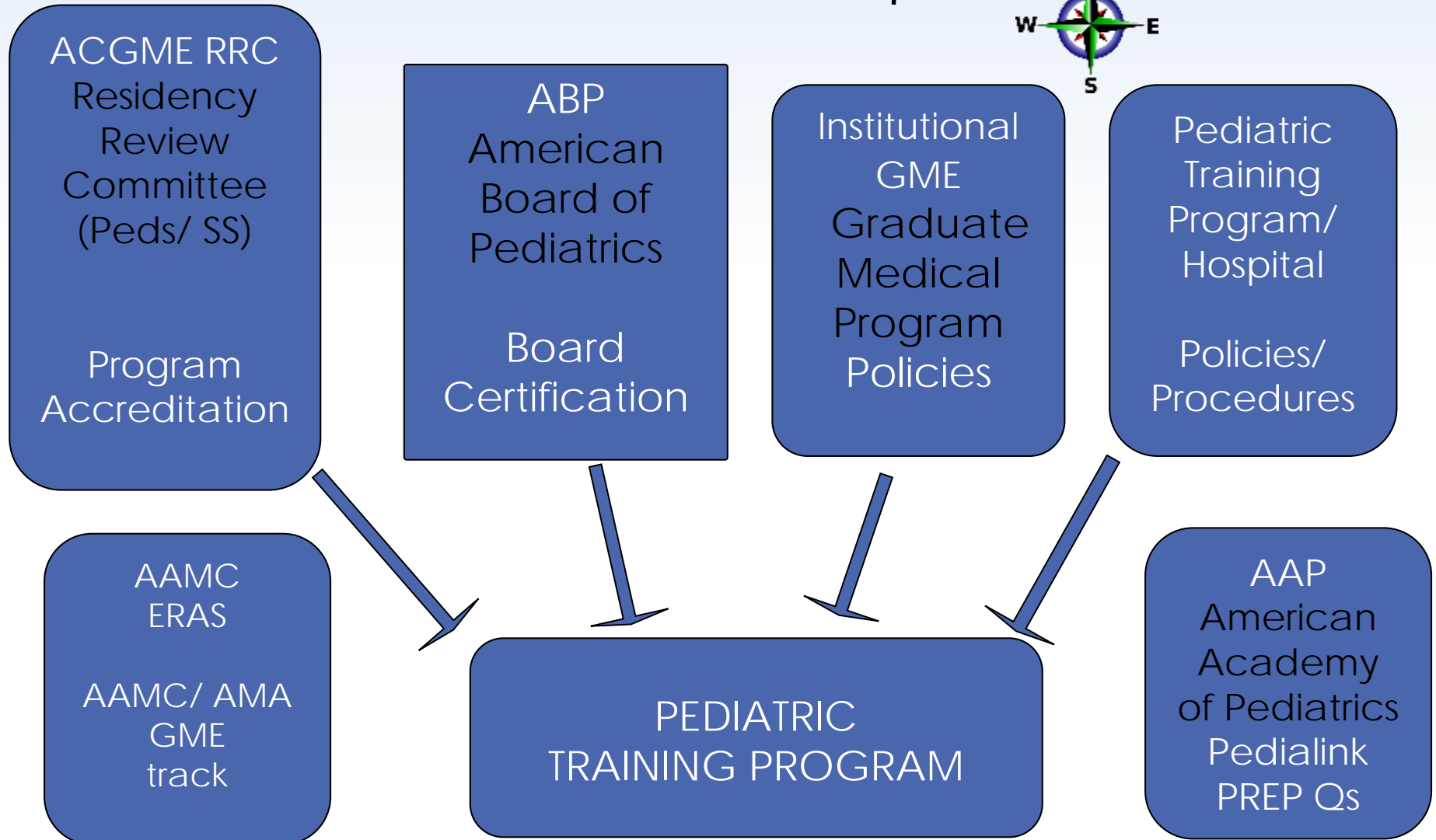


Bird's eye view...



Pediatric Program Leadership

Mother Ships



Program Maintenance

A Year on the U.S.S. Pediatrics

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



New Trainee Orientation: Plan Early!!

Match Day welcome

New trainees:

- Colleagues, emails

- Orientation dates

- Welcome Events

- Schedules

Basics:

- ID, parking pass,

- health requirements

Program orientation:

- GME orientation

- Hospital orientation

- Req courses, modules,
bootcamps, simulation

- Computer training- EMR

- Shadow Day



Orientation: The Program

House Staff Office Team
(Directors, Coordinators, Chiefs)
Schedules/ Schedule requests
Clinic Assignments
Mentor/Mentee
Wellness Program
Perks

ACGME RRC/ ABP/ AAP/ GME

POLICIES

Administrative/ Professionalism
Discipline and Dismissal
Clinical/ Education Work Hours
Medical/ Sick/ Family Leave
Days off/ Vacation
Moonlighting
Procedural Competency
Resident Supervision
Transitions of Care
Promotion/ Graduation



Program Maintenance

A Year on the U.S.S. Pediatrics

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





2019

2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Year in the Program

X-Res X-SS	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
ERAS	X		X									
Recruit				X	X	X	X		Match			
		X	X	X	X	Match						
ACGME survey*							X	X	X	X		
							X	X	X	X		
GME track	X		X									
PEC		X			X			X			X	APE APE
					X						X	
CCC		X			X			X			X	
					X						X	
Mile- stones*							X					X
							X					X
Other	ITE	Web- ADS*						SITE				Grad
Semi-annual	PGYII	Web- ADS*	PGY III			PGYI		PGY II	PGY III			*PGY III
		Web- ADS*				SS						*SS

Itinerary: Annual Checkpoints



Recruiting – (ERAS/NRMP)

Residency- Sept - Mar

Fellowships- Fall

Match/Orientation (Res/ Fel)

ACGME Annual Survey*

ACGME/ AAMC/ GME

ACGME WebADS*

GME Tracker Database

APE/ PIP (GME)

Internal/ Alumni survey

CCC (2x/year)

Milestones (2x/year)*

Program Eval Com

Annual Program Eval

Semi-annual meetings

Examinations –

Res: Step III, ABP*

All: ITE*/ SITE*

Licenses (state, DEA)



Common to All Programs Annual In-Training Exam (ITE)

RRC: Administer the ABP ITE annually

Pediatric Residency (ITE) -

- July 2019

Subspecialty (SITE)-

- Feb - March 2020

Preparation:

-Registration:

ITE Feb-Apr

SITE Nov-Jan

-ITE – secure room for ITE

-Block schedule - vacations

Further ITE prep- June

- Contact IT- ITE link
- Check res ITE coverage
- Schedule ITE Proctors

SITE – Prometric Center

Results:

-ITE - October

-SITE - May



Common to All Programs

RRC: Semi-annual meetings,
Annual Individualized Learning Plan
(ILP)

- Define individual goals
- Give 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, etc)



Year in the Program

X-Res X-SS	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
ERAS	X		X									
Recruit				X	X	X	X		Match			
		X	X	X	X	Match						
ACGME survey*							X X	X X	X X	X X		
GME track	X		X									
PEC		X			X X			X			X X	APE APE
CCC		X			X X			X			X X	
Mile- stones*							X X					X X
Other Semi-annual	ITE PGYII	Web- ADS* Web- ADS*	PGY III			PGYI SS		SITE PGY II		PGY III		Grad Grad *PGY III *SS

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





Program Administration Everyone On Board!

The A+ Team:

“a group of top advisors in an organization”

Program Directors / Associate PDs
Educational Specialists: Program
Administrators, Coordinators
Chief Residents
Chairperson

A Team Passengers:

Trainees
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
 - Housestaff Council
 - Global Health Academy
 - Research Group
 - Social Committee
 - Other: Wellness, Intramural, MIPs, WIPs, WIMPs



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



Program Schedule 2019-2020

CCC	PEC	Faculty Forum	Career Development	Pediatric RAP	Global Health	Housestaff Council	Town Hall	Senior Talks	Special Events
Wed. 1:00pm HS Office	Wed. 12:00pm 5 Dearth	5 Dearth Conference Room 3	Wed 12:00pm. Neuro Libr	2 nd Wed. 12:00pm Neuro Libr	Thursday Noon Neuro Libr	2 rd Thurs. 3:00pm HS Office	2 nd Fri. 12:00pm Res Lounge	Monday. 12:00pm Bradley	In Training Exam July 12-19, 2018
		July 13 4:00pm		July 12		July 13	July 14	July 17	APPD/Arlington Sept 2018
	Aug 23		Aug 30	Aug 9	Aug 24	Aug 10	Aug 11	Aug 21	Intern Retreat Thursday/Friday Sept. 6-7, 2018
Sept 13			Sept 20	Sept 13		Sept 14	Sept 15	Sept 18	UAB Student Recruiting Lunch Sept. 19, 2018 12Noon
	Oct 25	Oct 24 12:00pm	Oct 18	Oct 11	Oct 19	Oct 12	Oct 13	Oct 16	Halloween Recruiting Kick-off Party Oct 31, 2018
				Nov 8		Nov 9	Nov 10	Nov 27	Holiday Party Gabrella House Dec 14, 2018
Dec 13				Dec 13	Dec 14	Dec 14	Dec 15	Dec 18	Spring APPD March 26-29, 2019
		Jan 24 4:00pm		Jan 10		Jan 11	Jan 12	Jan 15	PALS Refresher April 24, 2019
	Feb 7		Feb 21	Feb 14	Feb 15	Feb 8	Feb 9	Feb 19	NRP (TBD)
Feb 28			March 7	March 14		March 8	March 9	March 19	Graduation Banquet Friday June 7
		April 27 12:00pm	April 18	April 11	April 19	April 12	April 13	April 16	Intern Orientation June 14, 2019
May 9	May 2			May 9		May 10	May 11	May 21	
				June 13		June 14	June 15	June 18	

Trainee Schedule: Curriculum

Trainee curriculum –

Set schedule request 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 –

- Morning report, Noon Conference, Grand Rounds, Simulation, AHD etc.
- Set curriculum, invite speakers (chiefs or ?)
- # of Attendees, Space, Attendance Tracking
- Supplies (White board, markers, ARS, etc)
- AV equipment, Tech support
- Food

COURSES

RRC: Maintain certification in PALS,
IO Simulation, NRP

Required:

RRC: PALS

RRC: NRP

Original cert - pre-
PGY I

Re-cert- PGY II/III

Other:

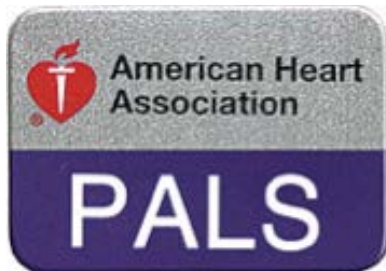
Simulation courses

Procedure courses

Educational courses

QI courses

Research courses



Social Activities

- Retreats, football games, spirit days, etc.
- Not required, but appreciated - Wellness
- Promotes bonding
- Plan ahead, advertise, arrange coverage



Graduation



- Event – plan, invite, honor
- Certificates – ending dates
- ABP verifications
- RRC: Summative Evaluation
- Awards/ parting gifts
- Turn in: pagers, fobs, badges, etc.
- Future contact (email, phone, address)
- Exit Evaluations (Graduate surveys)



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



Cost of cruise: What's included?

Department of Pediatrics, Hospital, Institution

Program

- # Trainees
- PCs/ Admin - FTE
- Recruiting Season
- Intern Orientation
- In-training Exams
- Graduation
- Retreats
- Socials
- Office/ Lounge Supplies

Trainee Perks

- Parking
- Lunches
- On-call meals
- PDS (Book funds)
- Medical Licenses (TRN, ME)
- Courses (PALS, NRP, etc)
- Memberships (AAP, etc)
- Research meetings
- Incentives
- Moving allowance



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



Common to All Programs Reviews

- Annual ACGME Survey –
 - 60% faculty, 70% trainees
 - Annual reports for programs with 4 trainees
- Annual Program review (APE) - PEC
 - Program Improvements/ Goals
- ACGME WebADS - next accreditation system
- Trainee semi-annual evaluation/feedback



Faculty Evaluations

- Evaluate faculty performance annually
- Improve education, clinical & research
 - Confidential & anonymous evaluations
- Summary of feedback provided directly to faculty
- Include:
 - Clinical Teaching
 - Engagement with educational program
 - Faculty Development
 - Clinical performance
 - Professionalism
 - Scholarly Activity
- Incorporate results into program-wide faculty development plan



Individual Trainee "Report Card"

- Evaluations/ Milestones
- Duty hours
- Procedure logs
- Educational conference attendance
- ITE/ (Board examination)
- Other: (req education, license, etc)



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



Challenges: Sharks in the water



A Different Age...



Procedure Logs

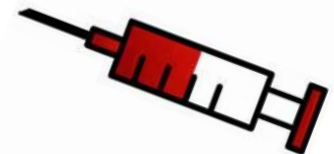
Competent in performance of:

- Bag-mask ventilation
- Bladder catheterization
- Immunizations
- Abscess Incision/ drainage
- Lumbar puncture
- Neonatal intubation
- Peripheral IV, IO placement
- Dislocation-reduction (simple)
- Laceration repair (simple)
- Foreign body removal
- Splinting of fracture
- Umbilical catheter placement
- Venipuncture

Knowledgeable of:

“must be competent in understanding of” with procedural knowledge of:

- Central line placement
- Chest tube placement
- Craniotomy
- Non-neonatal intubation
- Thoracentesis



Clinical & Educational Work Hours

- RRC: Must monitor trainee clinical and work hours
- Rules – trainees, faculty must know rules
 - Call: no more than 24 hrs (+4 hrs)
 - 1 in 7 days off averaged over 4 weeks
 - 80 hours ave/ 4 wk
 - includes clinical and educational at hospital, clinical work at home, and moonlighting
 - Does not include- studying and research
- Identify and troubleshoot problem areas
- Survey:
 - ACGME survey, institution, evaluations



Travel Journal:

Documenting the journey?



- APE
- Self Study
- Patient data feedback
- Service vs education
- Inpt vs Outpt
- Scheduling
- Handoffs
- ???????????

Cruise Ship Reminders: Common to All Programs

Trainees:

- Flu shots/ TB tests/ FIT testing (OSHA)
- Pediatric Boards sign-up (Feb – March, late fee until May)
- Step III, Medical License, DEA, NPI #'s, Medicaid #, etc.
- Credentialing for other hospitals besides home-base

Programs:

- Program Letters of Agreement (PLA) with participating sites (renew 10 yrs)
- Program Letters of Agreement - Trainee Away Rotations
- Program policy updates (annually minimum)
- Website updates (annually)



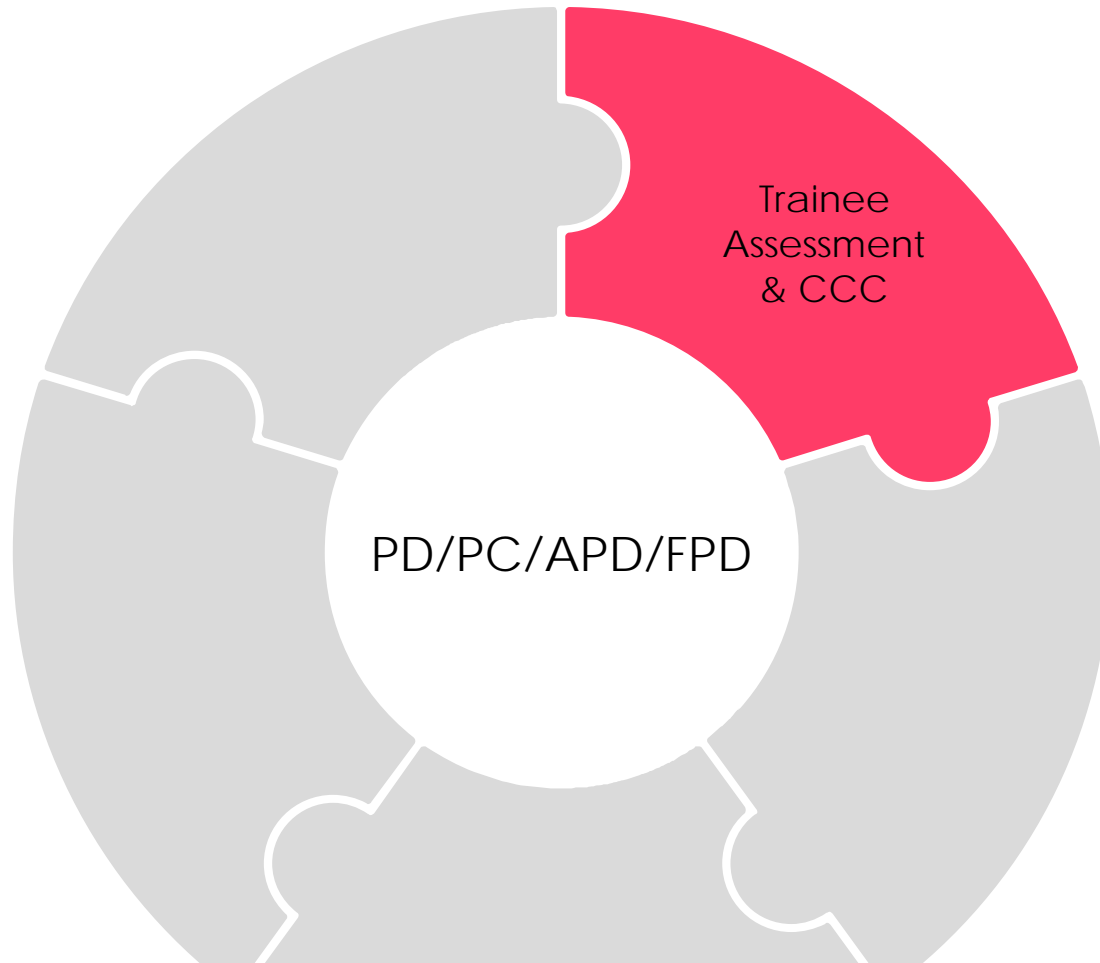


APPD

A Year in The Program



Trainee Assessment & CCC



Kathleen Donnelly, MD, Jenny Duncan, MD

Trainee Assessment

- Establish expectations
 - For the year, for the rotation, etc
 - Written G&O, in-person, both?
- Determine purpose and frequency of evaluations
- Determine the method of evaluation
- Formal evaluation vs. informal feedback



Trainee Assessment

Types

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

Tracking Evaluations

- An automated method helps
 - Ex. New Innovations
 - Reminders can be set
 - Track compliance and manage delinquencies
 - Template for evals
 - Mapping the milestones, the journey to competency
 - Milestones 2.0 in the works



Tracking Evaluations

- How do you summarize it all?
- How often do you review?
- Who reviews?
- Scheduled sessions for resident review throughout the year



CCC/Summative Evaluations

The PD must:

- Appoint the CCC, minimum 3 faculty, 1 core faculty.
- Additional faculty with "extensive contact and experience"
- Board-eligible Chief residents okay.
- PD may participate, but remains the final decision-maker

CCC must:

- Review all resident evals at least semi-annually
- Determine each resident's progress on achievement of the Milestones
- Meet prior to the residents' semi-annual evaluations and
- Advise the PD regarding each resident's progress (remediation, promotion, graduation, dismissal).

Your Turn!

Option #1:

CCC structure:

- Frequency of meetings?
- Role of the PD?
- Ideal number of faculty?
- Design of meetings to review the data?
- Role of the coordinator?

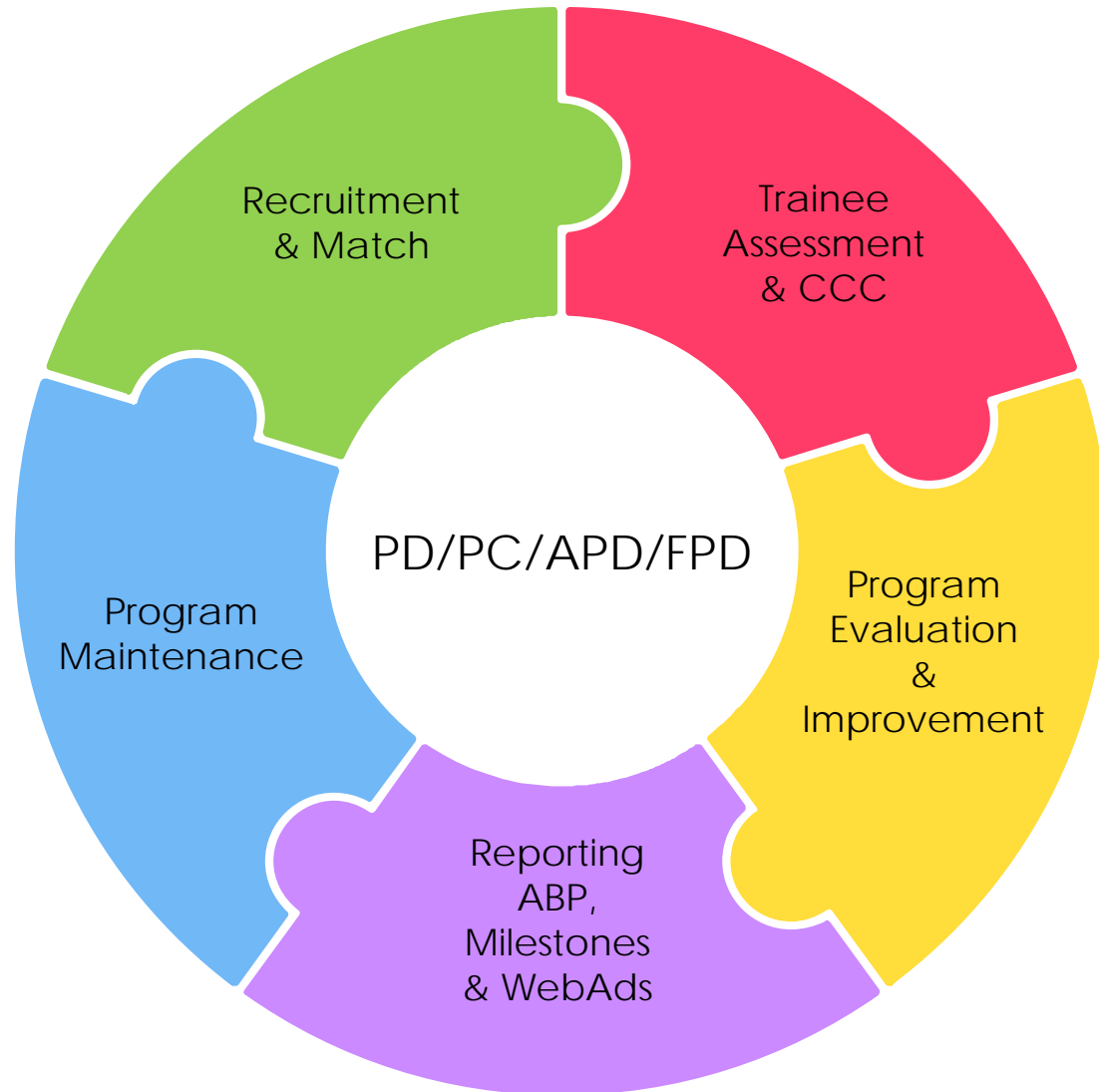
Option #2:

Assigning milestone levels:

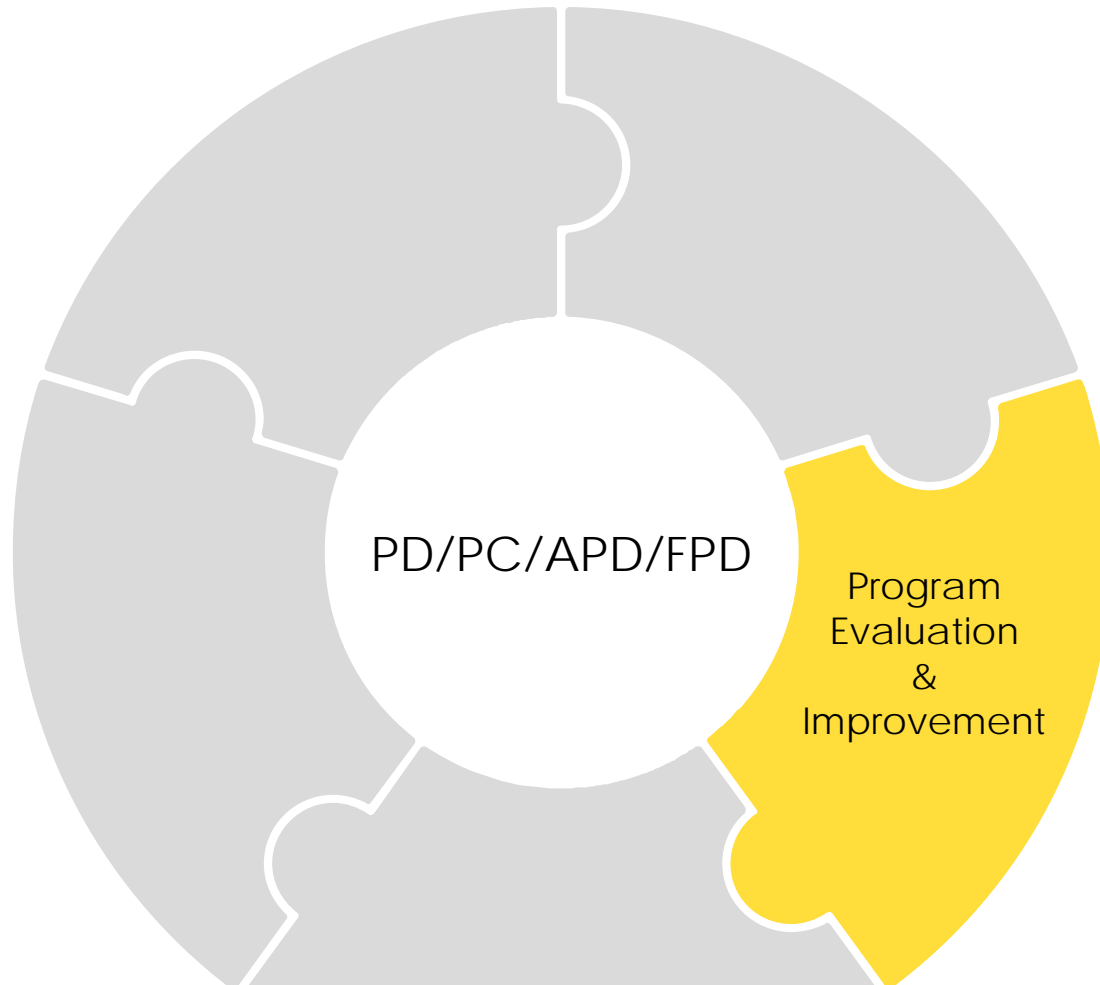
- Do assessments rate milestone levels directly?
- Do you use numeric averages, and how?
- Incorporating/ translating comments?
- How do you obtain data on the non-clinical competencies?

7 Minutes

A Year in The Program



Program Evaluation & Improvement



Ross Myers, MD , Christine Barron, MD

Program Evaluation and Improvement

- Program Evaluation Committee (PEC)
 - Program Director appoints the PEC
 - Specific PEC composition set by ACGME:
 - Two Program Faculty Members (minimum)
 - At least one must be Core Faculty
 - One trainee (minimum)
 - Specific Responsibilities
 - Advise Program Director
 - Review program goals and progress
 - Guide ongoing program improvement
 - SWOT analysis based on program aims

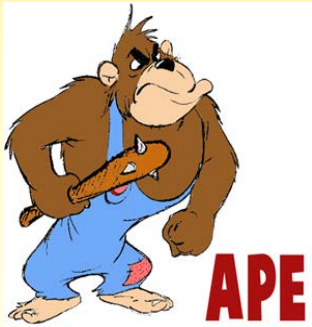


Program Evaluation Committee



The PEC should consider the following elements:

- Curriculum
- Prior Annual Program Eval outcomes
- ACGME citations, areas for improvement
- Resident and Faculty
 - Well-being
 - Recruitment/retention, Diversity
 - Scholarly activity
 - Evaluations - program, residents, faculty



Annual Program Evaluation

The PEC must document Annual Program Evaluation (APE)

- APE:
 - Initiatives to improve performance in specific areas
 - Metrics that reflect the goals that the program has set
 - Identify how improvement will be measured and monitored
 - Track improvements
- Written action plan
 - Distributed and discussed with teaching faculty and fellows
 - Submitted to the DIO



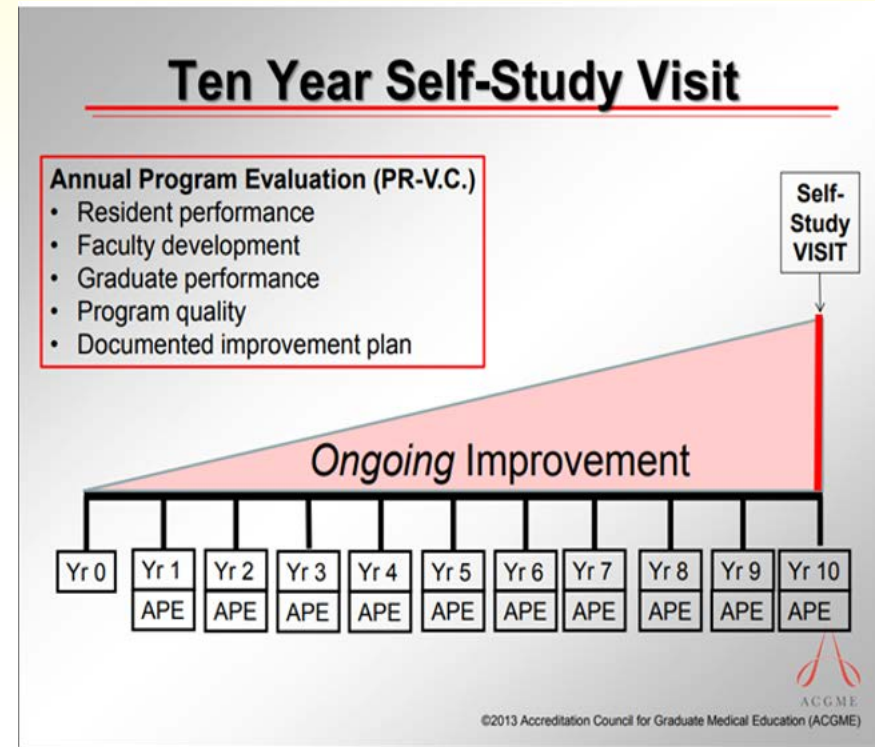
APE Action Plan & Follow up

Areas identified for Improvement 2019-2020	Point Person/ Group	Data – current	Intervention	Data-outcome	Follow up Jan/Feb 2020
ABP pass rate	Chiefs/ PD	60% pass rate over last 3 years	Board Review Course;	Evaluate pass rate after review course	Improved to 75%; continued monitoring
QI projects	QI Director, PD	Participation 25% Knowledge low	Mini-quality academy; individual meetings; increase opportunity	# of trainees participating; QI knowledge evaluation	Improved 60% participation; offer more opportunities



APE: Program Improvement Data

- Continuous improvement process
- Complete yearly
- Incorporate outcomes of sequential APE into Self-Study



Your Turn!!

PEC

- How do you organize?
- How do you follow-up on your action plan?

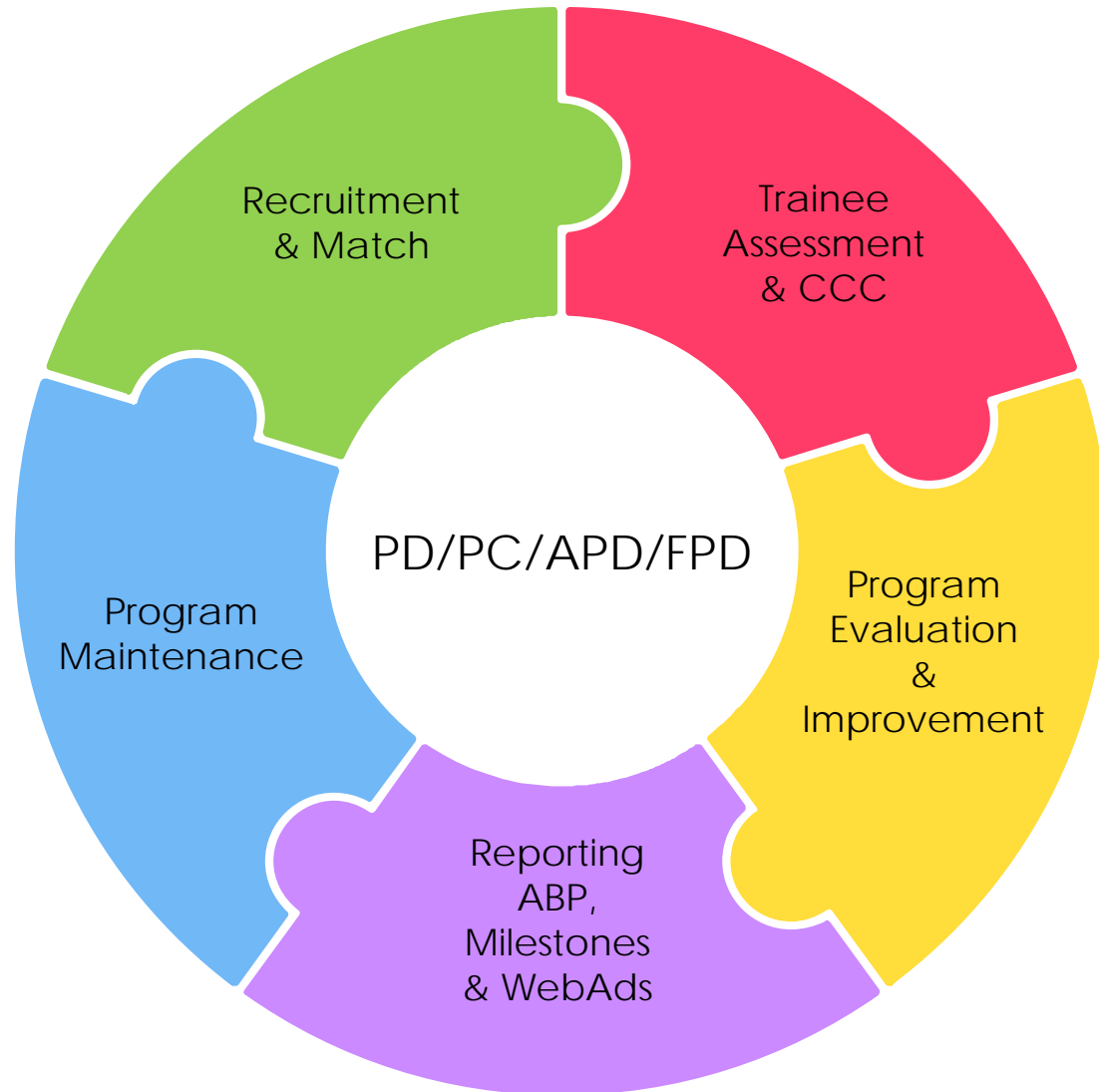
APE

- How do you compile/track components?

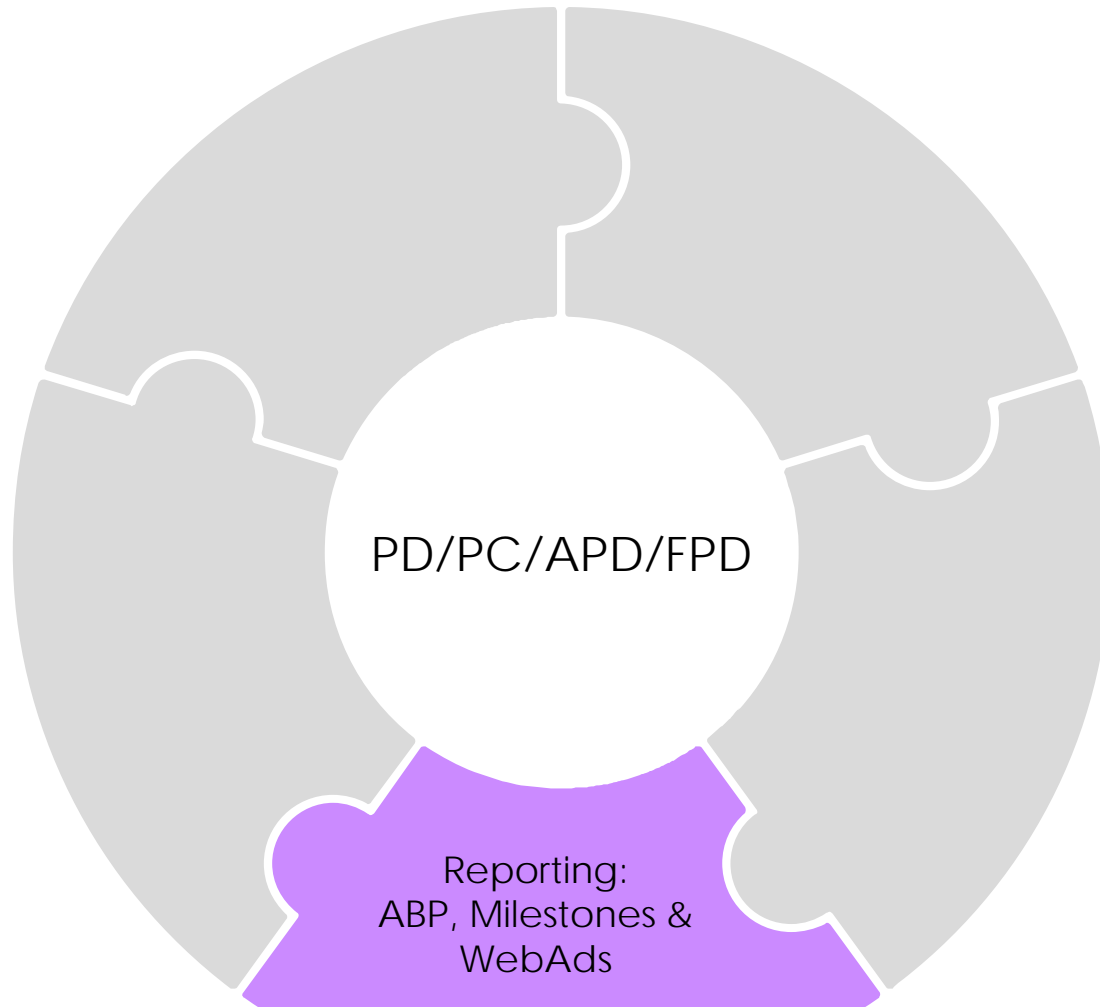


8 Minutes

A Year in The Program



Reporting



Kathleen Donnelly, MD, Jenny Duncan, MD

ACGME Reporting

Annual Program Update in ADS

- This is CRUCIAL as it now forms the core of the NAS review process.
- Due August 31st this year
 - Document ongoing program improvement
 - Response to citations
 - Address issues identified in surveys
 - Update PD CV and faculty data

DO NOT BE LATE!!



ACGME Reporting

Annual Program Update in ADS

- Update Faculty roster
 - PD determines who is core, used to be based on hours spent ≥ 15 .
- Faculty Scholarly Activity
- Trainee Scholarly Activity



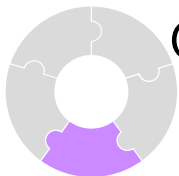
ADS Update - Scholarly Activity

Faculty

- PMID numbers for papers in last year
- # other publications
- # conference presentations
- # other presentations (grand rounds, invited talks)
- # chapters/textbooks
- # grants with leadership role
- Leadership or peer review role
- Formal coursework
- Domains of accomplishment

Trainees

- PMID numbers
- # other publications
- # conference presentations
- # chapters/textbooks
- Participated in research (Y/N)
- Teaching/presentation (Y/N, at least 30m duration)



Get data Early - catch graduates and have time to gather from faculty (Late spring/Early summer)

ACGME Reporting

Milestones

- Reported via WebAds in December and June
- ADS will show the specific deadline
- Set CCC Milestone meetings with a cushion
- Must manually enter the data... so need to double-check

Milestone Evaluations		100.00% Complete ▾
Last Milestone Evaluation Administration: Apr 22, 2019 - Jun 22, 2019		
Compliance Rate: 100.00% - [33 of 33]		
Next Milestone Evaluation Administration: <i>No Information Currently Present</i>		
Milestone Evaluation Narrative >		

ACGME reporting

Surveys

- The faculty and trainee surveys come out between January-April - You Must Notify via WebADS
- Make sure everyone understands terminology
- Required minimum response rate:
 - Faculty 60%
 - Trainee 70%



Dr. Jennifer G. Duncan,

This is your **final** reminder that your Pediatric critical care medicine - Pediatrics program has been scheduled to complete the ACGME Resident/Fellow Survey. You are responsible for notifying/reminding your survey takers by following the instructions below. The ACGME will NOT notify your survey takers directly. ***Do not forward this email to your survey takers.***

1. Log into the [Accreditation Data System \(ADS\)](https://apps.acgme.org/connect/login) - <https://apps.acgme.org/connect/login>
2. Select the **Surveys** tab and click **View Current Resident Survey Takers**
3. Review email addresses for accuracy
4. Use the top checkbox to select all survey takers (or select them individually)
5. Click **Send Reminders**
6. Inform your residents/fellows to expect an email titled: **ACGME Survey Reminder**

This process will send individualized emails to all selected survey takers containing instructions and a secure direct-login link. You can also use this method to remind anyone who has yet to complete the survey.

Survey begins: February 12, 2018

Survey deadline: March 18, 2018 at 11:59pm CST

Current response rate: 69.2% - [9] completed of [13] scheduled

Required response rate: 70% (*programs with four or fewer scheduled residents/fellows must obtain 100%*)

GME Track

(conducted jointly by AAMC and AMA)

- Info used in: FREIDA®, the AMA Residency & Fellowship Database®; and AAMC's Careers in Medicine® Residency and Fellowship Program Search
- National GME Census data also used for: research and educational purposes to inform policy analyses, to conduct research studies and outcomes evaluations, and to provide data reports and ad hoc data requests to qualified third parties.
- Program Survey
 - FREIDA update.
 - Basic data about your program
- Resident/Fellow Survey
 - Updates trainee information and their progression in the program.
- Deadline July/September, but students look earlier...

ABP Reporting

- Classically rosters snail mailed, with e-mail prompts.
- Transitioning to on-line tracking portal !
- All communications within the portal (no more emails)
- Roster confirmation and ITE results this fall
- Nonfinal evals Spring 2020
- Final Verifications 2021



THE AMERICAN BOARD *of* PEDIATRICS
Certifying excellence in pediatrics – for a healthier tomorrow

Coming Soon: The NEW Way of Tracking Your Trainees!

Greetings from the American Board of Pediatrics (ABP). We have developed a new online tracking portal for program directors and coordinators. In follow up to our presentation this spring at APPD, the ABP is excited to offer an update.

This new site allows you to track your residents -
- replacing the paper processes you may have experienced in the past.



ABP Reporting

- Nonfinal Evaluations
 - Professionalism
 - Satisfactory
 - Unsatisfactory
 - Clinical Competence
 - Satisfactory
 - Unsatisfactory
 - Marginal
 - Marginal with Advancement to the next level
 - Marginal with Extension at same level (with date)



ABP Reporting

- Clinical and Professional Evaluation - 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 - plan time for signatures from SOC



New ACGME Common Program Requirements

Are you ready for July 2020?



CULTURAL CHANGES

DIO Authority	The DIO, rather than the Review Committee, will have greater authority and responsibility to monitor compliance with specific requirements.
Enhanced Diversity	The PEC must assess the variety of fellows and residents the organization recruits and retains to ensure a diverse workforce.
Importance of Wellness	There is a need for work environments that promote well-being (e.g., sleep/rest areas close to the location of clinical responsibilities, facilities for those who are lactating, security and safety measures). [2020: Lactation Support, Disability accommodations]
Focus on the Community	Programs must integrate community needs into the training curriculum. [2020]

<http://www.ecgmc.com/thought-leadership/blog/acgme-common-program-requirements>

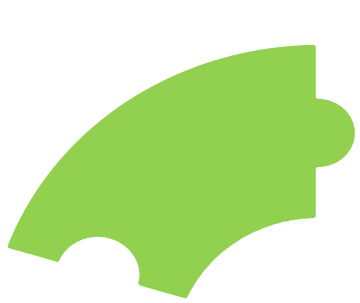
OPERATIONAL CHANGES

Program Letters of Agreement	Requirements for Program Letters of Agreement (PLAs) have been enhanced, including the necessity for DIO oversight; this may call for revised PLAs and development of a new organizational process.
Faculty Development	Faculty must participate in annual formal development to enhance their skills as educators. [2020: Educators, QI, patient safety, wellness, and PBLI efforts]
Faculty Evaluation	Faculty must receive annual feedback via evaluations, and these should be used as a basis for development plans.
Protected Minimum Time	All program directors (PDs) must have at least 20% of protected time for administration of the program; program coordinators must be supported by at least 50% of protected time.
Enhanced PD Requirements	Formalized PD qualification criteria has been added, including at least three years of sufficient experience, appropriate current certification by specialty board (AOA or ABMS), and the ability to serve as a role model of professionalism.

<http://www.ecgmc.com/thought-leadership/blog/acgme-common-program-requirements>

The Circle of Life





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

This session is designed for all program leaders (PDs, APDs, Educational Specialists or PC's, 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



Share your Questions and Ideas!

APPD.org Discussion Boards

- General Discussion
- Share Warehouse Request
- Program Directors
- Faculty and Professional Development
- Directors of Small Programs
- Community Based Programs
- Regional Discussion groups (Mid-Atlantic)



Thank
You!