ONTPC:
From Creation to Execution

Presented by:

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What is ONTPC?

Organization of Neonatal-Perinatal Training Program Coordinators

The mission of the Organization of Neonatal-Perinatal Training Program Coordinators is to collaborate nationally with all Neonatal-Perinatal Medicine Program Coordinators to enhance and increase knowledge of Neonatal-Perinatal Medicine subspecialty fellowship training programs.

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How Did it All Begin?



June 2020

The ONTPD, Organization of Neonatal Perinatal Training Program Directors, is the inspiration for starting a group of NPM Program Coordinators.

July 2020

NPM PC emails were collected from the ONTPD master list. Surveys were sent to gauge interest in the formation of a collaborative NPM PC organization.

Aug 2020

1st meeting with leadership committee. Discussed mission statement, frequency of meetings, where to store/share information, and general ideas. Defined roles of executive committee members, created an application, and voted for members.

Mar 2021

1st general body meeting with 26 attendees.

2021

Created private facebook group to share info, ask questions, and connect. Had 5 general body meetings averaging 20+ attendees, started virtual monthly Happy Hours. Continued quarterly Leadership meetings

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78 group members and 55 Facebook members. Formed 4 subcommittees, started joint project with TECaN/APP/ONTPD, scheduled 2 professional development trainings.

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Creation and Formation of Leadership and Executive Committees



General Overview of Executive Committee

Requirements for Executive Committee Membership:

- TAGME Certified
- Minimum of 3 years in a GME coordinator position
- Letter of Support from Program Director
- Complete Application

President (1 position) – 3-year term

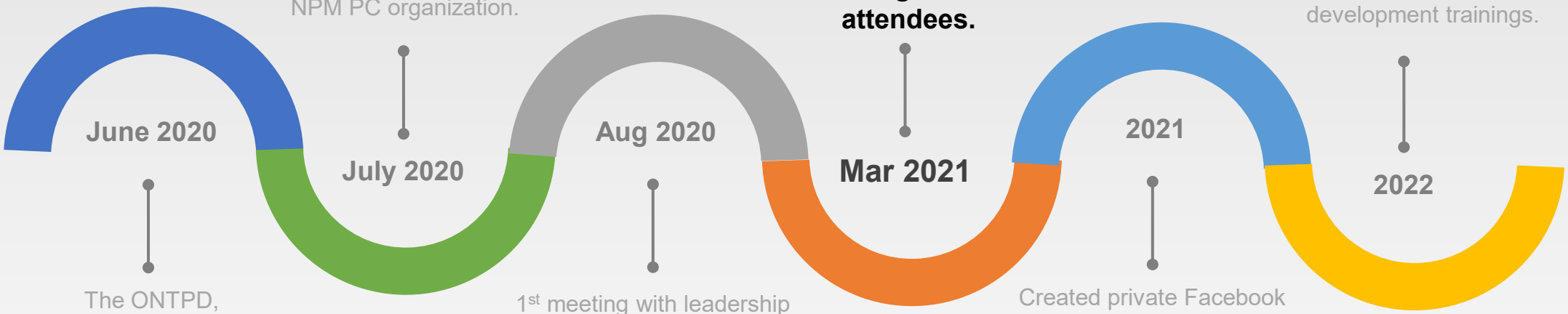
Vice-President (1 position) – 2-year term

Secretary (1 position) – 2-year term

Member-at-Large (2 positions) – 2-year term

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First General Body Meeting

20 members present

Agenda:

- Introduction
- Mission Statement
- Word Cloud
- Goals and Aims
- Survey Result Discussion & Meeting Topics
- ONTPC Future
- AAP District Poll
- Closing Remarks



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Structure of Meetings

Leadership Committee Meetings

- Quarterly, one hour general body planning meetings
- Meetings on an as need basis to discuss other group items and ideas

Meeting Topics

- Updates and announcements
- Recruitment
- Orientation
- Graduation
- CCC meetings
- Interviews
- Rank Meetings
- ERAS overview
- Applicant feedback on virtual interviews
- Open discussion
- Question and answers



General Body Meetings

- One hour quarterly meetings
- Third Thursday every three months
- Meetings are scheduled out for the year and emailed to everyone
- Members outside of the leadership and executive committees are asked to present

Virtual Happy Hours and Celebrations

- One hour virtual happy hours scheduled for a different day and time each month to accommodate everyone's schedule and availability
- Match Day celebration scheduled after the match to discuss who everyone matched

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Sharing Best Practices

Oklahoma Children's Hospital CCC Processes

CCC Meetings

1. The members of the CCC include our ACGME core faculty members, PD, and APD.
2. All members evaluate each fellow based on milestone competencies by evaluation in Med Hub.
3. The Program Coordinator then takes all the data to get an average score for each of the 6 competencies to prepare to present to the CCC for discussion.
4. If all fellows are at the levels that they need to be at to graduate to the next year, the levels of competencies is entered on ACGME by the PC.

University of Florida Health Ranking Processes

Ranking

- Ranking members include all faculty (10-12 faculty) who interviewed at least one candidate and current fellows
- Candidates are ranked on interview performance, clinical and research experience, and compatibility
- 3 ranking meetings through the season (one each in Sept, Oct, and Nov) to discuss about 10-15 candidates per meeting
- Final ranking meeting in November to finalize list
- I present a PPT of candidates at each meeting with picture, scores, and eval comments from faculty.

Example Itinerary

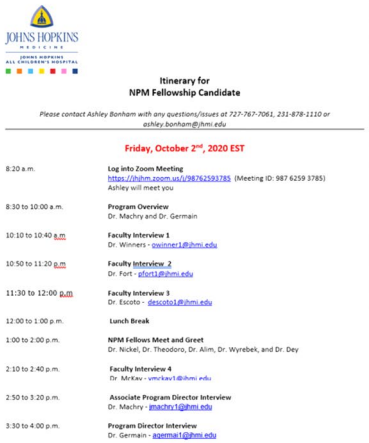
Meet with the candidate before first meeting to go over day.

10 minute break after each interview in order to allow for restroom breaks.

- Candidates are place in a break room where they can be alone for a the time.

1 hour lunch break in order to allow for time to take a break from zoom.

At the end of the day I meet with them one last time and answer any additional questions.



Itinerary for
NPM Fellowship Candidate

Please contact Ashley Bonham with any questions/issues at 727-767-7061, 231-878-1110 or ashley.bonham@jhmi.edu

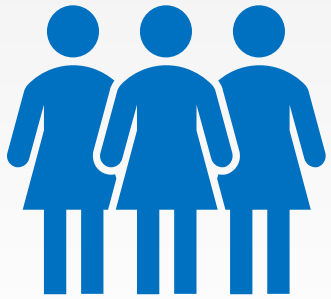
Friday, October 2nd, 2020 EST

8:20 a.m.	**Log into Zoom Meeting** https://jhhm.zoom.us/j/98762591785 (Meeting ID: 987 6259 3785) Ashley will meet you
8:30 to 10:00 a.m.	**Program Overview** Dr. Machry and Dr. Germain
10:10 to 10:40 a.m	**Faculty Interview 1** Dr. Winners - gwinner1@jhmi.edu
10:50 to 11:20 p.m	**Faculty Interview 2** Dr. Fort - jfort1@jhmi.edu
11:30 to 12:00 p.m	**Faculty Interview 3** Dr. Escoto - descoto1@jhmi.edu
12:00 to 1:00 p.m.	**Lunch Break**
1:00 to 2:00 p.m.	**NPM Fellows Meet and Greet** Dr. Nickel, Dr. Theodoro, Dr. Alim, Dr. Wyrebek, and Dr. Dey
2:10 to 2:40 p.m.	**Faculty Interview 4** Dr. McKay - vmckay1@jhmi.edu
2:50 to 3:20 p.m.	**Associate Program Director Interview** Dr. Machry - jmachry1@jhmi.edu
3:30 to 4:00 p.m.	**Program Director Interview** Dr. Germain - agermai1@jhmi.edu

Using Surveys to Improve all Programs

- ONTPC use surveys to assess how programs are addressing different aspects of program management.
- This data is presented to the group to help each coordinator bring back national data to their program.
- Examples: Recruitment recap, graduation planning, and orientation







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Technology

Connecting outside of your organization

Collaboration

- Drop Box
- Mural
- Office 365

Meetings

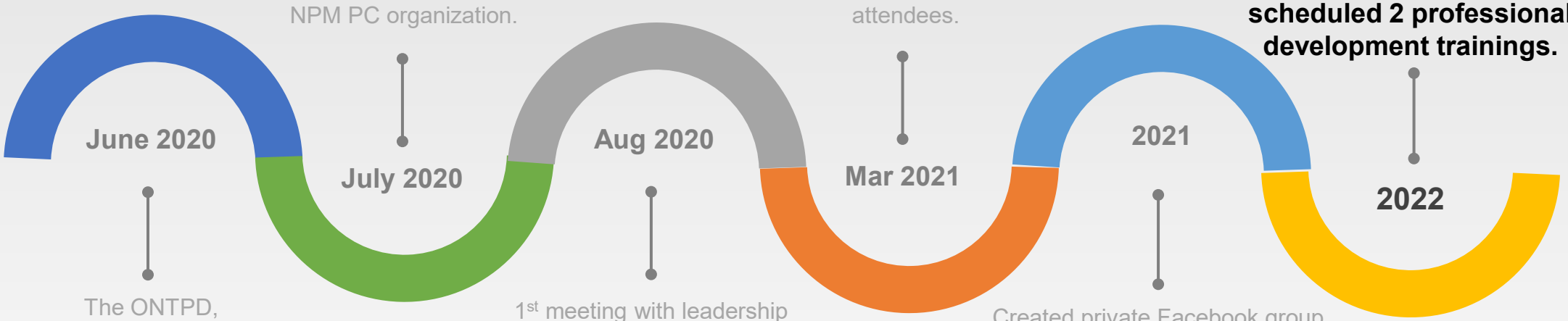
- Zoom
- Teams

Social

- Facebook

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ONTPC Future Goals and Plans

Streamline Correspondence



- Consolidate and organize emails
- Creation of newsletter
- Welcome packet to new members with official letter, information, and meeting dates

File for a 501C



- Increase credibility as an organization
- Access to grants and tax-exempt status
- US Postal Service discounts for organization mailings
- Funding for professional development & wellbeing events

Offer Professional Development Trainings



- Aimed at improving: professional skills, competence, knowledge, and communication skills
- Increase leadership potential
- Learn new technologies

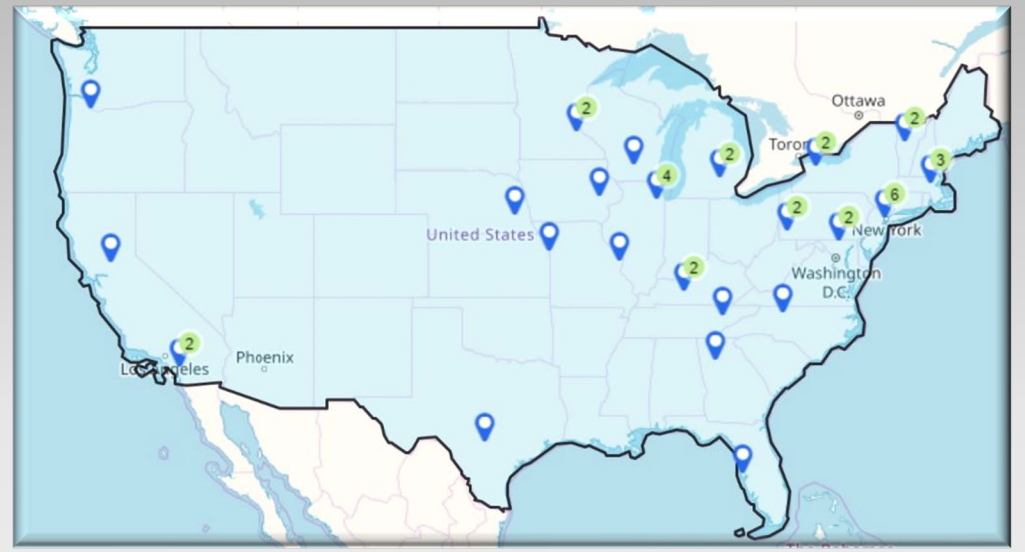
Increase Membership and Member Involvement



- Increase attendance at general body meetings
- Expand professional network for members
- Encourage participation in subcommittees
- Best practice collaboration and standardization

ONTPC Growth Over Two Years

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2020



2022

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Contributors

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Amy Vezzetti, BA, University of Pittsburgh Medical Center

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Thank You!

If you have any questions, please feel free to email Meredith Feldman at feldmanm1@chop.edu

