

THE PROGRAM COORDINATORS' HANDBOOK



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Welcome Letter from the President of the APPD

Dear Program Coordinators:

APPD is thrilled to have this updated version of the Program Coordinators' Handbook and congratulates the authors and editors of this important contribution. The ongoing development of Pediatric Coordinators is critical to the success of pediatric education teams and this publication facilitates the sharing of expertise across all pediatric programs.

This effort represents the exceptional collaborative work that is done within the Coordinators' Section of APPD and exemplifies the teamwork that distinguishes this important section of our organization. Thank you for your dedication and commitment to the development of all programs.

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(hear my name pronounced: <https://namedrop.io/patriciapoitevien>)
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Mission

The Association of Pediatric Program Directors' mission is to ensure the health and well-being of all children, we serve pediatric programs by leading the advancement of medical education, the development of a diverse workforce, the cultivation of an inclusive clinical learning environment, and promotion of educational innovation and research.

The Pediatric Program Coordinators' Handbook was developed with several goals in mind:

1. Provide a readily available single source of pediatric residency and fellowship program information
2. Aid new program coordinators in learning the details of their responsibilities and to serve as a reminder to the veteran coordinator
3. Provide coordinators with the necessary development tools to build and enhance their professional skills as coordinators.

By using this handbook, coordinators will be able to:

1. Learn helpful tips to facilitate coordination
2. Gain insight on how to develop program materials
3. Enhance and/or fine tune personal and professional skills

The Handbook highlights the functions of the program coordinator's role. Keep in mind that this can vary from program to program, or institution to institution. These are only suggested roles.

Tip: searching this PDF is easy, just press the Ctrl+F keyboards and type what you are looking for!

Pediatric Program Information Guide

"Success" as a Pediatric Residency or Fellowship Program Coordinator takes time, training, growth, and commitment. It also takes teamwork. Understanding the value and importance of teamwork with your Program Director and office staff is essential for coordinators who wish to be leaders in this field. The leadership of program coordinators is essential to the success of pediatric programs. Therefore, it is the purpose of this section to attempt to capture the multifaceted role of the pediatric program coordinator and provide step-by-step instructions to assist you as you learn and carry out your responsibilities.

As we've seen over the last couple of years, innovations in computer and communications technology have impacted the way coordinators do their jobs. As coordinators, we need to remain flexible and continually adapt to change. As time and technology move forward, the need to periodically update this handbook will become evident. We hope all coordinators will continue to provide valuable insight and suggestions for improvement to the handbook as needed and that you will benefit from this valuable resource.

Tip: if you have any questions, please contact the APPD Coordinators' Executive Committee or email the APPD at: info@appd.org

[Accreditation Council for Graduate Medical Education \(ACGME\)](#)

The Accreditation Council for Graduate Medical Education (ACGME) is responsible for the accreditation of post-M.D. medical training programs within the United States. Accreditation is accomplished through a peer review process and is based upon established standards and guidelines. The ACGME's member organizations include: the American Board of Medical Specialties (ABMS), the American Medical Association (AMA), American Hospital Association (AHA), the Association of American Medical Colleges (AAMC), and the Council of Medical Specialty Societies (CMSS).

[Accreditation Data System \(WebADS\)](#)

ADS is a ACGME's web-based system that contains critical accreditation data for all sponsoring institutions and programs. The application serves as an ongoing communication tool with programs and sponsoring institutions, as well as Residency Review Committee staff. ADS incorporates several ACGME applications and functions. Questions can be emailed to WebADS@acgme.org.

[Alumni](#)

Many pediatric residency programs have a long and proud history of training as well as many distinguished graduates. Each program has a unique sense of tradition and many special memories. An important part of cultivating history and tradition in residency programs involves keeping track of alumni as they continue to grow throughout their careers and communicating with them on a regular basis. Your alumni will represent your program and be its voice in the community.

There are many ways to keep in touch with your alumni such as inviting them to future program events, Continuing Medical Education (CME) educational programs, receptions at annual society program meetings, and various institutional publications such as a newsletter which can keep alumni abreast of changes in your pediatric program such as pediatric education, curriculum, faculty, etc. Sections of the newsletter may be devoted to alumni news and notes from the real world of fellowships, academic medicine, private practice and hospitalist work.

If your program does not currently publish a newsletter or use some other method of keeping in touch with alumni on a regular basis, you may want to take this opportunity to contribute something valuable to your program. Development of social media can also be an excellent way to keep in touch with alumni and keep them updated on program events.

[Annual Program Evaluation and Self-Study](#)

The overall concept of program evaluation is that the program should be striving for self-improvement. Using the information gathered during the Annual Program Evaluation, the program should strive to address challenges that are identified, and hopefully to go beyond the minimum program requirements to be the best program possible. ACGME Self-Study Visits are scheduled every 10 years to assess program success at self-improvement. Prior to the 10-year

Self-Study Visit the program should go through the Self-Study to review the improvements that have occurred previously and develop a plan for the future.

Focused areas include:

Resident Performance

Faculty Development

Graduate Performance

Program Quality

Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

Action Plan

Annual Resident/Fellow and Faculty Survey

The ACGME's Resident/Fellow and Faculty Surveys are an additional method used to monitor graduate medical education and provide early warning of potential non-compliance with ACGME accreditation standards. All specialty and subspecialty programs (regardless of size) will be required to participate in these surveys each academic year between the months of January and June.

When programs meet the required compliance rates for each survey, reports are provided that aggregate their survey data to provide an anonymous and comparative look at how that program compares against national, institutional, and specialty averages.

Resident Survey Reports – When at least 70% of a program's residents/fellows have completed the survey and at least 4 residents/fellows have responded, reports will be available annually. For those programs with less than 4 residents/fellows who meet the 70% compliance rate, reports will only be available on an aggregated basis after at least 3 years of survey reporting has taken place.

Faculty Survey Reports – When at least 60% of a program's faculty members have completed the survey and at least 3 faculty members have responded, reports will be available annually. For those programs with less than 3 faculty members scheduled to participate who meet the 60% compliance rate, reports will only be available on an aggregated basis after at least 3 years of survey reporting has taken place.

Certification Courses

Many institutions mandate that all residents and fellows should maintain certification in the following courses. Before entering residency and depending on the specialty they are about to enter, medical students must be certified in:

Basic Life Support (BLS) which is required before taking PALS.

Advanced Cardiac Life Support (ACLS) or some equivalent lifesaving system. Offered by some pediatric residency program.

Neonatal Resuscitation Program (NRP) A 1-day program that certifies residents for two years. This course is taken either the 1st or 2nd year of residency. NRP Instructor Course - May also be offered to senior level residents.

Pediatric Advanced Life Support (PALS) A 2-day program that certifies a physician for 2 years. Residents usually take this course during their PL-1 year. PALS Recertification - A 1 day renewal program that may need to be taken during the PL-3 year.

PALS Instructor Course - May also be offered to senior level residents.

Tip: contact the GME Office for questions regarding certifications. Develop a system, such as a database or through your residency management system (RMS), to track residents' life support certifications.

Tip: Know when certification is offered in your program. Schedule facilitator and location for both certification and recertification programs. Order certification books. Distribute certification certificates to residents/fellows.

Clinical Competency Committee (CCC)

In conjunction with the program director, the CCC must meet with and review with each resident their documented semi-annual evaluation, including specialty specific milestones. Additionally, CCC members assist residents in developing individualized learning plans and develop plans for trainees failing to progress.

The minimum requirement for CCC membership is three members, but membership can be larger for some programs. In addition to the three faculty members, the CCC can include others who can give a broader view of the residents and fellows. Note that the membership of the CCC is appointed by the program director, who is still ultimately responsible for the program.

The program can decide how the program director best fits into the CCC. Some programs might want the program director to chair the CCC, while others may prefer the program director as an ex-officio member, and others still may decide not to have the program director as a member at all. The chair of the CCC could be the program director, an associate program director, or another member of the faculty. It would be important for the program director to not assert so strong of a role as to overpower the discussion of the other members. More information can be found in the Common Program Requirements (Residency), Common Program Requirements (Fellowship), Common Program Requirements (One-Year Fellowship), Common Program Requirements (Post-doctoral Education Program) and the Common Program Requirements FAQs document, all [found here](#).

Clinical Experience and Education Work Hours

Formerly known as 'Duty Hours' and still commonly referred to as such, work hours are defined as all clinical and academic activities related to the program, i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

Clinical Learning Environment Review (CLER)

As a component of institutional accreditation, the ACGME established the CLER program to assess the graduate medical education (GME) learning environment of each sponsoring institution and its participating sites. CLER emphasizes the responsibility of the sponsoring institution for the quality and safety of the environment for learning and patient care, a key dimension of the 2011 ACGME Common Program Requirements. The intent of CLER is “to generate national data on program and institutional attributes that have a salutary effect on quality and safety in settings where residents learn and on the quality of care rendered after graduation.”¹

- CLER provides frequent on-site sampling of the learning environment that will: increase the educational emphasis on patient safety demanded by the public; and, provide opportunity for sponsoring institutions to demonstrate leadership in patient safety, quality improvement, and reduction in health care disparities

The CLER program’s goal is to move from a major targeted focus on duty hours to that of broader focus on the GME learning environment and how it can deliver both high-quality physicians and higher quality, safer, patient care. In its initial phase, CLER data will not be used in accreditation decisions by the Institutional Review Committee (IRC). More information can be found [here](#).

Common Program Requirements (CPR)

The set of ACGME CPR that apply to all specialties and subspecialties. More information can be found [here](#).

Conferences

The Residency Review Committee (RRC) requires sufficient didactic teaching to meet the goals of each component of residency and fellowship training programs. These regularly scheduled teaching sessions are conducted to help residents improve their fund of pediatric knowledge and learn to evaluate research findings.

Core Conferences are scheduled at selected times throughout the year. They focus on a common curriculum for all components/disciplines, which include but not limited to the following:

- Career Development
- Compassionate Care (including Death & Dying issues)
- Boards Review
- Business
- Child Advocacy
- Ethics
- Evidence Based Medicine
- Journal Club
- Morbidity and Mortality (M&M)
- Nutrition

- Professionalism
- Teaching Skills Conference
- Quality Improvement and Patient Safety

Tip: to fulfill the requirements of the ACGME, attendance should be documented and monitored. Documentation is required by the RRC and may be requested for review by the field representative during your site visit. You may be responsible for room reservations, faculty scheduling, equipment requests, etc. Many Residency Management Systems (RMS) use a QR code generator to document attendance.

Case Management Conference

A case-based conference usually presented by a trainee or a faculty member. A case is discussed and evaluated by faculty and trainees with the goal of sharing thoughts and ideas regarding the presented case and related topics.

Grand Rounds

A presentation by local or invited faculty on selected pediatric topics. Grand Rounds are typically one hour and are generally held weekly.

Journal Club

A research conference in which literature is evaluated by trainees and faculty. Journal Clubs should be held regularly.

Morbidity and Mortality (M&M)

M&M is a conference that focuses on quality improvement. The session usually evaluates cases with a systems or management learning objective or questionable outcome. Presented case(s) are discussed and/or critiqued by faculty, trainees, and administration, where appropriate.

Additional Required Subspecialty Experience (Residency)

From the ACGME Pediatric Residency Program requirements: Excluding the adolescent medicine, developmental/behavioral pediatrics and intensive care experiences, the time committed by any resident to subspecialty rotations must be a minimum of 6 months. During the 3 years of training no more than 3 block months, or its equivalent, may be spent by a resident in any one of the subspecialties in the lists below. Subspecialty research electives that involve no clinical activities need not be included in the calculation of a resident's subspecialty months.

The program must require that each resident complete a minimum of four different 1-month block rotations taken from the following list of pediatric subspecialties:

- Allergy/Immunology, Gastroenterology
- Cardiology, Hematology/Oncology
- Endocrinology/Metabolism Rheumatology
- Infectious Disease, Genetics
- Nephrology, Pulmonology
- Neurology

At least two of the four-subspecialty rotations must be taken at the primary teaching site and/or integrated hospitals. Two of these subspecialties may be combined over a 2-month block if the outpatient and inpatient experiences of the two disciplines can be successfully integrated.

Additional subspecialty experiences needed to comply with the minimum requirements may be scheduled either as block assignments or as part of rotations in the outpatient department or inpatient services. The daytime equivalent of a block month is 140 hours. These may be selected from the list above or from the following list:

- Child Psychiatry, Otolaryngology
- Dermatology, Pediatric Radiology
- Ophthalmology, Pediatric Surgery
- Orthopedics & Sports Medicine

Two subspecialty areas from this second list may be combined over a 1 to 2-month period to provide a more effective educational experience.

Additional Curricular Requirements

Departmental conferences, seminars, teaching rounds, and other structured educational experiences must be conducted on a regular basis sufficiently often to fulfill educational goals. Reasonable requirements for resident attendance should be established and resident and staff attendance should be monitored and documented. In addition to providing instruction in topics relevant to general pediatrics and to the subspecialty disciplines, there must be a structured curriculum in each of the following areas:

Medical ethics, including but not limited to the ethical principles of medical practice and the ethical aspects of:

- The relationship of the physician to patients, e.g., initiating and discontinuing the treatment relationship, confidentiality, consent, and issues of life-sustaining treatments.
- The relationship of the physician to other physicians and to society, e.g., the impaired physician, peer review, conflicts of interest, resource allocation, institutional ethics committees, and ethical issues in research.

Quality assessment, quality improvement, risk management, and cost effectiveness in medicine. Health care organization, financing, and practice management, with instruction in:

- The organization and financing of health care services for children at the local, state, and national levels, including an understanding of the role of the pediatrician in the legislative process.
- The organization and financing of office practice, including personnel and business management, scheduling, billing and coding procedures, and maintenance of an appropriate patient record system.
- Medical information sciences, emphasizing the skills necessary to prepare the resident for continued self-learning and including instruction in:
- Basic computer skills, techniques for electronic retrieval of the medical literature, and the use of electronic information networks.

- The critical evaluation of the medical literature, study design, and the applicability of clinical studies to patient care.

Clinical decision theory and its application to clinical practice.

Before the residency year begins, residents are asked to select their electives (number of electives per year will vary from program to program). Preferences are scheduled upon availability. The program coordinator, chief residents and/or the residents themselves may be responsible for scheduling electives. Regardless of the method your program employs, the program coordinator needs to be informed of all electives to provide the appropriate information and rotation evaluations to the resident and appropriate faculty, as well as assist the program director in tracking the core elective experiences of each resident.

Tip: contact the GME Office to know what the necessary forms are required for an elective rotation. Provide resident/fellow with elective request/approval form. Distribute rotation evaluations. Provide preceptor with a resident evaluation. Provide resident with a faculty evaluation. Communicate time away information/other clinical obligations when appropriate. Communicate as much as possible in advance.

Contracts

All Residents and Fellows in ACGME accredited residency programs must be provided with a written contract for each year of training. Residents and Fellows cannot participate in their residency program if a contract has not been issued. The contract is an agreement in which residents and fellows accept the responsibilities of their position along with the proposed salary and agree to comply with all institutional and program policies.

- The ACGME specifies the contract format and requires each program to provide written policies concerning resident job descriptions, curriculum, salary, benefits, vacation, sick leave, maternity/paternity/adoption leave, sexual harassment, grievance and moonlighting. In some programs, the written policies are included as attachments to the contract. Other programs may provide these policies in the form of a house staff handbook. Contracts may be emailed, or hand delivered to residents. Interns may receive their contracts and institutional policy statements during Orientation.

Tip: each institution has its own contract/agreement version in conformity with ACGME guidelines, and legal language as determined by the legal team. Always contact your Graduate Medical Education Office (GME) Office if you have any questions. The GME Office of each institution should provide an ACGME compliant contract format as well as copies of the appropriate institutional policies.

Tip: the program coordinator may be required to personalize the contracts and distribute them to each resident for signature and make sure they are returned to the program for Program Director signature, and for the Designated Institutional Official signature from the GME Office. Once signed contracts are returned, a copy should be filed in the appropriate resident's personnel online file as well as a copy to the resident/fellow for their records.

Core Competencies

The six domains of educational and clinical knowledge, skills, and attitudes that physicians must develop for independent and autonomous practice of a specialty or subspecialty. These domains are: Patient Care and Procedural Care; Medical Knowledge; Practice-based Learning and Improvement; Interpersonal and Communication Skills; Professionalism; and Systems-based Practice.

Designated Institutional Official (DIO)

The individual in a Sponsoring Institution who has the authority and responsibility for all of the institution's ACGME-accredited program.

Educational Commission for Foreign Medical Graduates (ECFMG)

Through its program of certification, the ECFMG assesses the readiness of graduates of foreign medical schools to enter residency or fellowship training programs in the United States that are accredited by the ACGME. The ECFMG also offers a variety of other programs and services to foreign-educated physicians and members of the international medical community.

As a Program Coordinator, it is important to be aware of various visa specifications. The Educational Commission for Foreign Medical Graduates (ECFMG) is designated by the U.S. Department of State to serve as the visa sponsor for all foreign national physicians who enter the United States as exchange visitors (J-1 visa holders) to participate in programs of graduate medical education or training. Specific information on the J-1 eligibility requirements and application materials can be found on the Exchange Visitor Sponsorship Program page of the ECFMG website, [here](#).

If in the duration of their training, a J-1 visa holding resident opts for an away rotation at an outside institution, the ECFMG must be notified through the Required Notification of Off-site Rotation/Elective form, which can be found [here](#).

Tip: before assisting matched residents with any visa paperwork, discuss program coordinator responsibilities regarding visa sponsorship application requirements with your GME office.

Tip: for more information on the J-1 visa itself, visit the US Citizenship and Immigration Services website [here](#).

Related Organizations/Alphabet Soup

- [AAP](#): American Academy of Pediatrics
- [APS](#): American Pediatric Society
- [FOPO](#): Federation of Pediatric Organizations
- [SPR](#): Society for Pediatric Research
- Medical Education and Training
 - [AAMC](#): Association of American Medical Colleges
 - [ACGME](#): Accreditation Council for Graduate Medical Education
 - [AMA](#): American Medical Association
 - [APA](#): Academic Pediatric Association

- [APPD](#): Association of Pediatric Program Directors
- [COMPSEP](#): Council on Medical Student Education in Pediatrics
- [FRIEDA](#): Fellowship and Residency Electronic Interactive Database Access (part of AMA)
- [MPPDA](#): Medicine-Pediatric Program Directors Association Medical Education and Training
- Medical Specialty Boards
 - [ABMS](#): American Board of Medical Specialties
 - [ABAI](#): American Board of Allergy and Immunology
 - [ABA](#): American Board of Anesthesiology
 - [ADA](#): American Board of Dermatology
 - [ABEM](#): American Board of Emergency Medicine
 - [ABFM](#): American Board of Family Medicine
 - [ABIM](#): American Board of Internal Medicine
 - [ABMG](#): American Board of Medical Genetics and Genomics
 - [ABNS](#): American Board of Neurological Surgery
 - [ABOG](#): American Board of Obstetrics and Gynecology
 - [ABO](#): American Board of Ophthalmology
 - [ABOS](#): American Board of Orthopedic Surgery
 - [ABOHNS](#): American Board of Otolaryngology, Head and Neck Surgery
 - [ABP](#): American Board of Pediatrics
 - [ABPath](#): American Board of Pathology
 - [ABPMR](#): American Board of Physical Medicine and Rehabilitation
 - [ABPS](#): American Board of Plastic Surgery
 - [ABPM](#): American Board of Preventive Medicine
 - [ABPN](#): American Board of Psychiatry & Neurology
 - [ABR](#): American Board of Radiology
 - [ABS](#): American Board of Surgery

Elective Rotations

Electives are intended to enrich the educational experience of residents in conformity with their needs, interests, and/or professional plans. Electives must be well-constructed, purposeful, and effective learning experiences, with written goals and objectives. The choice of electives must be made with the advice and approval of the program director.

An away elective is a rotation to an institution that is not affiliated with the resident's institution. Away electives are allowed if the necessary paperwork is completed for both the sponsoring and the host institution (related to the Medicare Audit). In addition, the away elective must be approved by the host institution's program director.

Entrustable Professional Activities (EPAs)

Take a moment to read the important points about EPAs from the work of Olle ten Cate, PhD and Fedde Scheele, PhD, titled [Competency-Based Postgraduate Training: Can We Bridge the Gap between Theory and Clinical Practice?](#)

EPAs describe the routine activities of a pediatrician (in this case a general pediatrician since we want to work backwards from desired outcome of training to define the training).

We should be able to define the specialty by a limited number of EPAs therefore these are broad activities with other smaller ones nested within them (e.g., taking care of well patients in a medical home may be the EPA and then nested within that would be more narrow EPAs that address each of the pediatric age groups since the knowledge, skills and attitudes for each are different).

EPAs can be mapped to domains of competence, competencies and milestones but this should be a judicious process of linking them only to those that are critical for making entrustment decisions.

EPAs offer a new method of assessment that focuses on the level of supervision needed to carry out the activity. The targeted question becomes “is this learner ready to be entrusted to perform this professional activity without supervision?” More information can be found [here](#).

Evaluations

Pediatric Residency and Fellowship Program evaluations are an essential tool for documenting the quality of rotations, the residents’/fellows’ experiences, and the faculties’ observations. Evaluations offer residents/fellows a voice in assessing, planning, and documenting their work. In-turn, the evaluation process offers faculty the opportunity to document each resident's efforts and help them become better learners and physicians. The program director is responsible for developing and implementing formal mechanisms for evaluation, as described below.

Evaluation of Residents/Fellows

The training program must demonstrate that it has an effective plan for assessing resident/fellow performance throughout the program and for utilizing assessment results to improve resident performance. This plan should include:

Use of dependable measures to assess residents’/fellows’ competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice, and to report to the ACGME biannually milestone-based assessments for all trainees.

- Mechanisms for providing regular and timely performance feedback to residents/fellows. The program must have formal mechanisms for monitoring and documenting each trainee’s acquisition of fundamental medical knowledge and clinical skills and their overall performance prior to progression to the level of supervised semi-independent patient management. The supervising faculty must evaluate each trainee in writing at the completion of each rotation. The trainee should be evaluated on the acquisition of knowledge, skills, and attitudes, and should receive formal feedback about these

evaluations at least twice a year. The program should advance trainees to positions of higher responsibility only based on evidence of satisfactory performance, progressive scholarship, and professional growth.

- Written documentation of regular periodic evaluation of each trainee must be maintained and must be available for review by the RRC. Program directors are required to keep accurate documentation of the general and subspecialty experience of each trainee in the program and to submit this information to the RRC upon request. The exact nature of the general and subspecialty experiences of trainees at other institutions and evaluation of their performance must be documented in the trainees' files. It is essential that trainees participate in existing national examinations. The annual In-Training Examination (ITE) and Subspecialty In-Training Examination (SITE) of the American Board of Pediatrics are examples of an objective test that can be utilized by the programs. An analysis of the results of these testing programs should be used by the program to identify the cognitive strengths and weaknesses of individual trainees and weaknesses in the teaching program and to develop remedial activity, if warranted.
- The program director and faculty are responsible for provision of a written final evaluation for each trainee who completes the program. The evaluation must include a review of the trainee's performance during the final period of training and should verify that the trainee has demonstrated sufficient professional ability to practice competently and independently. This final evaluation should be part of the trainee's permanent record that is maintained by the institution.
- The program must demonstrate that it has developed an effective plan for accomplishing this and that specific performance measures are used in each resident's evaluation. These must include, at a minimum, the assessment of the resident's competence in patient care, clinical science, practice-based learning and improvement, interpersonal skills and communication, professionalism, and systems-based practice.

Evaluation of Faculty

Teaching faculty must be evaluated at least annually. Documentation of faculty evaluation should include teaching ability and commitment as well as clinical knowledge. There must be a formal mechanism by which residents and fellows can participate in this evaluation in a confidential manner.

Evaluation of the Program

The teaching staff must be organized and have regular, documented meetings to review program goals and objectives, the program's effectiveness in achieving them, and the needs of the trainees. At least one resident/fellow representative should participate in these reviews. In particular, the quality of the curriculum and the extent to which the educational goals have been met by trainees must be addressed. The training program should use trainee performance and outcome assessment results in their evaluation of the educational effectiveness of the training program. The training program should have in place a process for using trainee and performance assessment results together with other program evaluation results to improve the training program.

This evaluation should include an assessment of the balance between the educational and service components of the training program. In addition, the utilization of the resources available to the program, the contribution of each institution participating in the program, the financial and administrative support of the program, the volume and variety of patients available to the program for educational purposes, and the quality of supervision should be evaluated. Written evaluation by trainees should be utilized in the process. As part of the evaluation of the effectiveness of the program, the program director must monitor the performance by the program's graduates on the certifying examination of the American Board of Pediatrics. Information gained from the results should be used to improve the program.

Tip: organize yourself to ensure that all monthly/quarterly/annual evaluations (Faculty, Resident/Fellow, Rotation, Peer) are completed on time. Coordinate Semi-Annual Reviews – the ACGME requires that all trainees meet with their advisor at least twice yearly, and evaluation of reviews should be documented.

Graduate Medical Education Committee (GMEC)

The GMEC is responsible for oversight of accreditation of both the Sponsoring Institution and each ACGME-accredited program, the quality of the learning and work environment, implementation/review of institutional policies, as well as several other responsibilities. The GMEC reviews and approves applications for new programs prior to submission for ACGME consideration, requests for permanent changes in resident/fellow compliment, appointment of new program directors, and more.

A Sponsoring Institution with multiple ACGME-accredited programs must have a GMEC that includes at least the following voting members: the DIO (Designated Institutional Official), a minimum of two representative PDs (Program Directors), a minimum of two peer-selected resident/fellow representatives, and a quality improvement or patient safety officer or designee.

The GMEC must meet a minimum of once every quarter during each academic year. Each meeting of the GMEC must include attendance by at least one resident/fellow member. The GMEC must maintain meeting minutes that document execution of all required GMEC functions and responsibilities.

To read more about the GMEC responsibilities, see the ACGME Institutional Requirements [here](#)

Graduation/End-of-Year Activities

The goal of pediatric residency and fellowship training programs is to provide clinical and educational experiences that will train pediatric residents and fellows with the knowledge and experience they need to effectively care for the welfare of children and families. For Pediatric training programs, graduation symbolizes the hard work and dedication of residents and fellows over the course of their training.

Graduation Ceremonies/End of Year activities, which take place in June, may differ from program to program, but they all focus on the same theme: the celebration of intense training, commitment, and the beginning of new lives and careers. All residents and fellows look forward

to this event, not just the graduates. Participating and celebrating with peers, faculty, family, and friends is an extremely joyous occasion for all.

Tip: create a "Calendar of Events" for the entire year and send "Save-the-Date" invite for Graduation and other events. Don't forget to reserve the location in advance, request awards, gift certificates, and contact all speakers.

Tip: assist graduating residents and fellows with information regarding the next phase of their career (license applications, credentialing requests).

Tip: prepare an electronic packet of information to give to each departing resident, which can include a notarized copy of their diploma, USMLE Step 1,2,3 scores, copies of licenses, PALS, BLS, and NRP cards, a signed copy of the procedure log, etc.

In-Training Examination / Subspecialty In-Training Examination

Each year in July, the American Board of Pediatrics (ABP) sponsors the General Pediatrics In-training Examination for residents in categorical pediatrics, primary care track pediatrics, and internal medicine/pediatrics programs and other combined programs. The exam is annually, at the beginning of each academic year in July. The exam is administered by each individual program and must take place on the day or days specified by the board. Order forms are available to each individual program in February through the ABP's online portal. Each residency program is strongly encouraged to administer the exam each year as a way of assessing the cognitive knowledge of the residents in its program. Exam results can serve as a useful tool in tracking each resident's increase in knowledge as they progress through training and can serve as an indicator of an individual resident's likelihood of passing the certifying exam at the completion of residency training.

Each year in February, the ABP sponsors the Subspecialty In-training Examination (SITE) to pediatric subspecialty fellows. The SITE is offered in Adolescent Medicine, Cardiology, Child Abuse Pediatrics, Critical Care Medicine, Developmental-Behavioral Pediatrics, Emergency Medicine, Endocrinology, Gastroenterology, Hematology-Oncology, Infectious Diseases, Neonatal-Perinatal Medicine, Nephrology, Pulmonology and Rheumatology. The SITE is a 4-hour, computer-based exam that consists of approximately 150 multiple-choice questions. Because the SITE is designed as an abbreviated version of a subspecialty certifying exam and is based on the same content outlines, it provides a global assessment of one's current knowledge in a subspecialty. More information can be found [here](#).

Tip: for residency program coordinators, review the ITE Proctor Guide in advance to assist with planning.

Medicare Audit

Part of the requirements at institutions which receive Medicare funding is to provide documentation regarding what the resident has done for the fiscal year. Each institution complies with this requirement in their own way; it may be helpful to find out via your GME office what format to use.

Tip: keep documentation for each resident/fellow in the Residency Management System (RMS). If a resident participates in an away rotation make sure to provide and obtain proper documentation to enclose with the Medicare audit (rotation service agreement).

Tip: Keep all information in a centralized location.

Milestones

As the ACGME began to move toward continuous accreditation, specialty groups developed outcomes- based milestones as a framework for determining resident and fellow performance within the six ACGME Core Competencies.

What are Milestones?

Simply defined, a milestone is a significant point in development. For accreditation purposes, the Milestones are competency-based developmental outcomes (e.g., knowledge, skills, attitudes, and performance) that can be demonstrated progressively by residents and fellows from the beginning of their education through graduation to the unsupervised practice of their specialties.

Who developed the Milestones?

Each specialty's Milestone Working Group was co-convened by the ACGME and relevant American Board of Medical Specialties (ABMS) specialty board(s), and was composed of ABMS specialty board representatives, program director association members, specialty college members, ACGME Review Committee members, residents, fellows, and others. More information can be found [here](#).

Organizations

[American Academy of Pediatrics \(AAP\)](#)

The American Academy of Pediatrics (AAP) is the organization that represents pediatricians and advocates for the health and well-being of children. The academy was organized in 1930 by pediatricians who wanted to create "a united front to influence pediatrics in its various phases: sociologic, hygienic, educational, investigative and clinical." Any pediatrician certified by the American Board of Pediatrics (ABP) is eligible to apply for membership in the AAP. Residents may also become members of the AAP at a greatly reduced rate from certified members and, as members of the Section of Pediatric Trainees (SOPT), receive several special privileges such as applying for scholarship and research grants. This special privilege is provided to residents who are academically outstanding and/or who have financial need.

Each year the American Academy of Pediatrics (AAP) provides complimentary Pediatrics Review and Education Program (PREP) enrollments to all pediatric residents, chief residents, and residents in combined pediatrics programs (i.e., Internal Medicine/Pediatrics programs). The Pediatrics Review and Education Program (PREP the Curriculum) is an intensive review of pediatrics for residents. This program is supported, in part, through an educational grant from Abbott Nutrition, a division of Abbott Laboratories, Inc. View all the resident member benefits [here](#).

PREP subscription

Residents receive subscriptions to PREP the Curriculum from July of the PL1 year through December 31st of the year residency training is completed.

Tip: after the Match in March, the AAP will send information on how to update your rosters. Inform the AAP of any residents who have graduated or otherwise left the program.

Once the AAP has been given approval, an invoice will be created and sent with a request for payment.

Be sure to not let the resident membership's lapse so that they can continue to receive benefits. Roster approvals and submission of payment should be done as soon as possible.

Tip: open an account with the AAP. Process yearly membership dues for residents/fellows and program director.

American Board of Pediatrics (ABP)

The American Board of Pediatrics (ABP) is the organization that establishes criteria for certification of individuals in the specialty of pediatrics. Certification is the determination that an individual physician has met the requirements for performance and education within a particular medical specialty. The ABP administers certifying exams in pediatrics and many of its subspecialties annually. It also administers, through pediatric residency programs, the annual In-Service Training Exam, which helps track the development of each resident's pediatric fund of knowledge as they progress through their residency training. The American Board of Pediatrics, with the help of pediatric program directors, tracks the progress of each trainee through the course of their training. Ordering of ITE materials and annual evaluation of residents is done through the ABP's online portal.

Tips:

- *Request your program director add you to the ABP portal so you can have your own login.*
- *Work with your program director to complete the ABP resident/fellow tracking form. This form certifies trainees to take the certification exam. Distribute the "Consent for Release of Information Form" to residents along with the "Evaluating Your Clinical Competency Pediatrics Booklet."*
- *Arrange for the In-Training Examination.*
- *In May, the competency verification form becomes available in the ABP portal for program director completion.*
- *In May, the ABP contacts the program director electronically with a verification form for graduating fellows, requesting a personal statement and work product, which needs to be signed by fellows and program director.*
- *If a resident wishes to transfer to another program, the resident needs to fill-out a RT11 form, and it must be signed by the program director.*

Academic Pediatric Association (APA)

The Academic Pediatric Association (APA) was founded in 1960 "to improve the teaching of general pediatrics, to improve services in general pediatrics and to affect public and government

opinion regarding issues vital to teaching, research and patient care in general pediatrics." The APA presently consists of over 1,500 members.

Tip: be aware of the "Educational Guidelines for Residency Training In Pediatrics," provided by the APA [here](#) (you can sign up for a free account to access the material). Please Note: This curriculum is AAP, APA, and RRC approved.

[Association of Pediatric Program Directors \(APPD\)](#)

The Association of Pediatric Program Directors (APPD) was formed to support and enhance graduate medical education in the specialty of pediatrics. It promotes dialogue among members from hospitals in the United States and Puerto Rico that are accredited by the ACGME and those hospitals in Canada approved by the Royal College of Physicians and Surgeons to provide residency-training programs in pediatrics. Members of the APPD include Department Chairmen, Program Directors, Associate Program Directors and Program Coordinators, and Internal Medicine Pediatric Program Directors.

The Program Coordinators' Section was established as an educational resource to foster the exchange of ideas and information between pediatric program coordinators. The coordinator's section consists of an Executive Committee overseeing various committees designed to enhance pediatric graduate medical education within member programs and promote communication among program coordinators, directors and the APPD membership.

[APPD Coordinators' Section and Executive Committee](#)

The APPD Program Coordinators' Executive Committee was established in 1999. The APPD Program Coordinators' Section is dedicated to promoting and enhancing graduate medical education in the specialty of pediatrics. The Coordinators' Section of APPD is established as an educational resource to foster the exchange of ideas and information for persons in the position of pediatric program coordinator. Our goal is to enhance graduate medical education within each program and promote communication among coordinators, program directors, and the APPD membership.

The Coordinators' Executive Committee will consist of three at-large members (serving three-year terms), one Chair-Elect, one Chair and one Immediate Past Chair (serving a combined three three-year term, with a one-year term in each position). The Coordinators' Executive Committee members are elected by the Coordinators' Section membership. A Coordinator must be a member of the APPD during the call for nominations to be considered. Any APPD member may nominate a coordinator, or a coordinator may nominate themselves to serve on the Executive Committee.

Tip: Program Coordinators are encouraged to attend the fall and spring meetings of the APPD. Coordinators are invited to submit ideas for workshop presentations to be held at these annual meetings. Workshops should be geared toward enhancing the coordinators' knowledge of pediatric residency and fellowship programs.

Orientation Week

Orientation is the chance to complete onboarding processes for the institution while providing programming to prepare incoming trainees for their new roles as residents/fellows. This may

also be handled in conjunction with your GME Office, and the duration is determined based on institution and program specifications (some are a single day; others may be a week). Orientation materials must be distributed by the Program Coordinator to all incoming residents/fellows. Provide the GME Office with information needed of newly matched interns.

Orientation Packet Suggestions:

- ID's and Passwords Curriculum/trainee manual Schedules
- Dictation medical forms/dictation codes Procedure logging information
- Pediatric Staff List/Directory Pager numbers
- Maps
- List of mentor/advisor assignments
- Clinical Evaluation Booklet
- Emergency Contact Form
- Continuity Clinic Assignments

Tip: contact Chair/Program Director to welcome new interns/trainees. Schedule the Chief Resident/Program Coordinator Welcome/ Subspecialty faculty presentations.

Specialized lectures and session to consider for inclusion in your orientation schedule:

- BLS/NALS/PALS course
- Blood transfusions
- Child Life
- Computer training
- Developmental/behavioral
- Distribute badges, pagers, lab coats, etc.
- Infection control
- Information session with Chief Residents
- Library services
- Nutrition support
- Organ donation
- Pharmacy/antibiotics policies
- Retreat for new interns, mentors/advisors, coordinators
- Social Work
- Sponsored lunch for new Interns, mentors/advisors, staff, administrative personnel, house staff
- Tour of facilities
- Welcome event. Invitees: Interns, Coordinator, Chairman, Program Director, Ward Attendings, and Continuity Clinic Preceptors

Procedure Logs

ACGME Resident Case Log System

The Resident Case Log System for Pediatrics is an Internet based case log system utilizing CPT/ICD10 codes to track resident experiences. The Residency Review Committee (RRC) has indexed these codes into categories for evaluation. Any valid CPT/ICD9 code can be entered into

the application, but only those codes the RRC has selected will be counted for experience. This application was designed to allow residents to enter cases on a regular basis at their convenience. The site is secured by encryption certificates obtained through the VeriSign Corporation and is backed up daily. Using your Internet-browser, go to the ACGME homepage [here](#). Select Resident Case Log System.

This solution reduces the number of procedures to ten that require documentation on the Case Log system, 4 procedures throughout residency and 6 procedures until a resident is deemed competent. Only successful procedures need to be logged. The Pediatric RRC will ask individual programs to develop their own process and criteria for considering a resident competent such that no further logging is necessary but will offer guidelines for determining competence.

Tip: periodically, review resident Procedure Logs; individual resident biannual reviews with program leadership are a great time to review this and patient logs.

Input Procedure Log information into tracking database and include copy in resident's file.

Program Coordinator's Roles and Responsibilities

Rather than being a standardized list, this section is meant to highlight the functions of the program coordinator's position. Keep in mind that roles and responsibilities can vary from program to program, or institution to institution.

Accreditation

Be familiar with current Accreditation and Boards requirements and know where to find them.

Annual program updates to WebADS.

Manage, prepare, and assist with site visits.

Budget

Manage and/or assist with the program's educational fiscal budget.

Review monthly pediatric program financial reports.

Process invoicing for pediatric program expenses.

Coordination - Administrative

Manage the daily, monthly and yearly operations of the residency and fellowship program.

Coordinate specific activities related to the pediatric residency/fellowship program, i.e. (accreditation, credentialing, scheduling, recruitment, etc.) including timing, logistics, and participants.

Perform administrative duties, i.e., maintain resident/fellow files, document conference attendance, update resident/fellow and teaching schedules, etc.

Credentialing

Collect credentialing data and maintain credentialing records, i.e., rotations.

Schedule residents for certification courses, i.e., PALS, NRP, etc.

Prepare requested program surveys.

Distribute certificates to residents for program completion.

Complete verification requests on former trainees.

Management

Implements the hospital and department policies, procedures, and objectives.

Provide supervision of support personnel including interviewing, mentoring and evaluation.

Recruitment

Plan, develop, and maintain recruitment activities for pediatrics and medicine/pediatrics house staff.

Review letters, applications, and inquiries to identify appropriate candidate for the pediatric training program in accordance with the established criteria (credentials, licensures, visas, screening, etc.).

Participate in preparation of housestaff and faculty interviewers, ahead of interview season, including but not limited to review of holistic selection criteria, discussion of implicit bias, etc.

Participate in the ranking process for residency/fellowship candidates.

Represent hospital at conferences and recruitment fairs to recruit candidates for residency and fellowship programs.

Contribute to the evaluation of candidates.

Yearly update of FREIDA survey.

Scheduling

Scheduling pediatric program related activities: pediatric conferences, electives, vacations, rotations, teaching courses, committee meetings, recruitment, events (retreats, orientation, graduation), etc.

Other Responsibilities

The Program Coordinator's role varies among pediatric programs. Program Coordinators may have combined jobs and may be required to perform different functions outside the realm of the Program Coordinator's role.

Resident Support/Morale Building

Recognize and acknowledge trainees' contributions.

Contribute to a positive environment.

Be available for residents and fellows.

Program Evaluation Committee (PEC)

The program director should appoint the members of the Program Evaluation Committee (PEC). The members of the PEC may be the same or different from the members of the Clinical Competency Committee ([CCC](#)). The PEC may be a small group of associate program directors, for

example, but must include at least two members of the faculty. The program director may be one of those two faculty members.

There should also be at least one resident member, but for smaller programs, there may be years when no residents are enrolled, so the PEC in such a year would be comprised only of faculty members. An absence of any actively enrolled residents is the only acceptable reason why the PEC would not include a resident. To ensure that everyone agrees on their roles, there must be a written description of the committee's and its members' responsibilities.

While the requirements identify activities in which the PEC should be involved, a program may decide for its PEC to participate in more activities than these. Note that the PEC is to “actively participate,” but that it is not responsible for solving all problems on its own. The PEC may work with the [GMEC](#), the designated institutional official ([DIO](#)), department leaders, or the program director as part of its work. The goal is to try to improve the educational program every year. While the PEC must meet at least annually, it can certainly meet more often. While one of its responsibilities is to address areas of non-compliance with minimum ACGME standards, the PEC can certainly improve the program to go beyond the minimum.

Recruitment

The Recruitment Process is one of the most important functions of Pediatric Training Programs and Coordinators. The goal is to recruit the best possible candidates who will excel in the training program. Each program determines how many available positions they want to fill through the Match. In addition, each program has certain criteria applicants must meet to be granted an interview. Positions can be very competitive. Currently, the majority of pediatric residency and fellowship programs receive many more applications than there are positions available. The challenge for any program is determining which applicants to interview and rank for the Match. There are several organizations that are part of the recruitment process. They include:

[Educational Commission for Foreign Medical Graduates \(ECFMG\)](#)

Through its program of certification, ECFMG assesses the readiness of graduates of foreign medical schools to enter residency or fellowship programs in the United States that are accredited by the Accreditation Council for Graduate Medical Education (ACGME). Typically, before most training programs consider international graduates for any position, they require that international graduates hold a valid ECFMG certificate. Most institutions will only accept with J-1 visas. However, some institutions will sponsor H1-B visas. Information about the requirements for H1-B visas can be obtained from the Immigration and Naturalization Service (INS) [website](#).

[Electronic Residency Application Service \(ERAS\)](#)

In August 1999, Pediatric Programs began using the Electronic Residency Application Service from the Association of American Medical Colleges (AAMC). ERAS is a service that transmits residency and fellowship applications, letters of recommendation, Dean's letters, transcripts, and other supporting documents. It was designed simply to assist you with managing your

application process. All participants of the NRMP have agreed to use this mechanism. In 2014, ERAS launched its web-based system software.

National Resident Matching Program (NRMP)

The National Resident Matching Program is a private, not-for-profit corporation established in 1952 to provide a uniform date of appointment to positions in graduate medical education (GME). Each year, the NRMP conducts a match that is designed to optimize the rank ordered choices of students and program directors. In the third week of March, the results of the Match are announced for residency programs. Fellowship programs have a different Match timeline, information can be found [here](#)

The NRMP is not an application processing service; rather, it provides an impartial venue for matching applicants' and programs' preferences for each other. Program Coordinators should be aware of special match situations, e.g., couples matching.

Residency Recruitment Timeline

April – August

Medical students request pediatric residency program information. Programs refer medical students to their website

A representative from the program may choose to attend Medical School Fairs/Events

Some institutions provide informational pediatric sessions for medical students

Register for ERAS

Register with the NRMP - need to indicate how many available positions (med-peds, categorical, primary care, preliminary and transitional) the program is offering

September – February

ERAS opens - medical students begin to apply to pediatric residency programs and programs can begin reviewing applications

Review applications

Invite candidates and schedule interviews through ERAS

Schedule faculty for interviews

Communicate confirmation, interview day agenda, etc. and so forth

Conduct interviews

Medical students are ranked in order of desirability by the program director, selection committee members, and program coordinator. Rank lists are submitted to NRMP in mid-February

March

Notification of matched medical students takes place mid-March

Fellowship Recruitment Timeline

March – June

Residents request fellowship program information: programs refer residents to their website

A representative from the program may choose to participate in the Council of Pediatric Subspecialties (CoPS) webinar series

Register for ERAS

Register with the NRMP - need to indicate how many available positions the program is offering

July -August

ERAS opens - residents begin to apply to fellowship programs and programs can begin reviewing applications

Review applications

Invite candidates and schedule interviews through ERAS

Schedule faculty for interviews

Communicate confirmation, interview day agenda, etc. and so forth

August-November

Conduct interviews

Candidates are ranked in order of desirability by the program director, selection committee members, and program coordinator. Rank lists are submitted to NRMP in mid- November.

Notification of matched candidates takes place end of November

Your Own Institution - Training Program Website

Be sure that your website is current and up-to-date and can provide prospective applicants with helpful information. You may need to work with your institution's marketing department to update your content-be aware of their timeline to publish updates.

Residency Management System ([RMS](#))

Several electronic management systems exist; these are tools to help institutions and individual programs track requirements, evaluate residents and maintain record of several program requirements. Your institution will likely have an established RMS. Below is a sampling of some systems.

[Amion](#)

On call and physician scheduling software for group practices, residents, hospitalists and other medical providers for call, clinic, rotation and shift schedules.

[E*Value](#)

The cloud-based E*Value system can simplify the administration of your school, college, or university. It accelerates your curriculum planning, course work, optimized scheduling, assessments, site management and more. This all-in-one solution manages the vast amount of

information that's as time-consuming as it is important, allowing educators to focus more time on teaching and students.

[MedHub](#)

MedHub is an enterprise-only, medical education management solution developed to enhance institutional oversight, improve outcomes, reduce redundant administrative effort and mitigate institutional risk and liability. MedHub uses a logical, novel and intuitive workflow process to manage many critical business functions that drive program and institutional accreditation, physician training, Medicare reimbursement, affiliated institutional billing and many other tasks.

[My Evaluations](#)

MyEvaluations.com suite of Medical Education Management Services is utilized by residency programs, medical schools, hospitals and other medical education programs, to centralize data management. We provide comprehensive data warehousing, medical education fiscal reporting and document management tools through a single common interface.

[New Innovations](#)

Our Residency Management Suite unifies program and resident information into a centralized data warehouse. It allows users to complete tasks historically performed using multiple, incompatible methods, through single common interface. An individual Program, Practice, or Fellowship can use the Residency Management Suite to assist with scheduling, case logging, evaluations, monitoring conference attendance, duty hours and general personnel tracking.

Resident Travel

Rules for resident travel vary per institution and there are rules mandated by certain States by which institutions must abide. Consult your institution's policies and procedures manual to learn more about travel requirements.

When residents are traveling abroad for programmatic experience, there are certain conditions that must be met. The program director is informed of the goals and objectives, who will supervise the resident, and where will the funding come from. In addition, the experience must comply with the ACGME and RRC requirements.

Tip: ensure that all funding is approved and the proper paperwork, such as, rotation elective, malpractice insurance, licensing program director's approval, institutional agreement, etc., are processed accordingly to allow resident to complete the proposed travel.

Tip: If in the duration of their training, a J-1 visa holding resident opts for an away rotation at an outside institution, the ECFMG must be notified through the Required Notification of Off-site Rotation/Elective form, which can be found [here](#).

Resources

[American Academy of Pediatrics \(AAP\)](#)

[American Board of Medical Specialties \(ABMS\)](#)

[American Board of Pediatrics \(ABP\)](#)

[American Council for Graduate Medical Education \(ACGME\)](#)

[Association of Pediatric Program Directors](#)

Review Committees (RC)

There are three types of Review Committees: the Residency Review Committee (RRC), the Transitional Year Review Committee (TYRC), and the Institutional Review Committee (IRC). Each committee sets accreditation standards, provides peer evaluation of programs or institutions to assess the degree to which the program or institution complies with the published set of educational standards, and confers an accreditation status for programs and institutions meeting those standards.

The RRCs are composed of physician members, at least one of who is a resident at the time of appointment. Members (except the resident member) are nominated by RRC 'appointing organizations' and confirmed by the ACGME Board of Directors. The current appointing organizations are the American Medical Association's Council on Medical Education, the ABMS specialty board that certifies physicians within the specialty, and in most cases, the professional college or other professional organization or society associated with the specialty.

The IRC and TYRC are composed of voting members, including a resident member, appointed by the ACGME Board of Director's Executive Committee and confirmed by the ACGME Board of Directors.

Tip: have your program director or the GME Office grant you access to setup your own username and password for ACGME WebADS.

Tip: become familiar with the [ACGME website](#) and design a system to gather all the needed information for the ACGME WebADS Annual Update.

Schedules

Attending/Ward Schedule

There are several types of faculty schedules including inpatient, outpatient, subspecialty and after hours call schedules. The schedules highlight the times, the dates, and the areas to which each faculty member has been assigned.

Tip: in some programs, the coordinator develops the schedules, while in others the chief residents are responsible or the chief resident and the program coordinator work together to develop and maintain the schedules. Determine who is responsible for developing the schedule at your program.

Find out the type of scheduling system used by your institution. Some institutions use computerized programs to develop the schedules, while others, use the traditional method of pencil and paper.

Maintain and/or distribute schedules for faculty, residents, fellows and staff.

Duty Hours Exception

An RRC may grant exceptions for up to 10 % of the 80-hour limit, to individual programs based on a sound educational rationale. However, prior permission of the institution's [GMEC](#) is required.

Master Schedule

The master schedule shows the trainee's rotation schedule for the year, by block. The number and duration of blocks can depend on a variety of factors, including the number of trainees, the curriculum structure, and institution guidance. Blocks are usually in four-week intervals amounting from 12 to 13 blocks per year. It is recommended you familiarize yourself with both the ACGME program requirements for your specialty, as well as the ACGME institutional requirements.

Call Schedule/Duty Hours

Providing residents with a sound academic and clinical education must be carefully planned and balanced with concerns for patient safety and resident well-being. Each program must ensure that the learning objectives of the program are not compromised by excessive reliance on residents to fulfill service obligations. Didactic and clinical education must have priority in the allotment of residents' time and energies. Duty hour assignments must recognize that faculty and residents collectively have responsibility for the safety and welfare of patients.

Moonlighting

Because residency education is a full-time endeavor, the program director must ensure that moonlighting does not interfere with the ability of the resident to achieve the goals and objectives of the educational program. The program director must comply with the sponsoring institution's written policies and procedures regarding moonlighting.

On-Call Activities

The objective of on-call activities is to provide residents with continuity of patient care experiences throughout a 24-hour period. In-house call is defined as those duty hours beyond the normal workday when residents are required to be immediately available in the assigned institution.

In-house call must occur no more frequently than every third night, averaged over a four-week period.

Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours.

Residents may remain on duty for up to 6 additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care as defined in Specialty and Subspecialty Program Requirements.

No new patients, as defined in Specialty and Subspecialty Program Requirements, may be accepted after 24 hours of continuous duty.

At-home call (pager call) is defined as call taken from outside the assigned institution.

The frequency of at-home call is not subject to every third night limitation. However, at-home call must not be so frequent as to preclude rest and reasonable personal time for each resident. Residents taking at-home call must be provided with 1 day in 7 completely free from all educational and clinical responsibilities, averaged over a 4-week period.

When residents are called into the hospital from home, the hours residents spend in-house are counted toward the 80-hour limit.

The program director and the faculty must monitor the demands of at-home call in their programs and make scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue.

Oversight

Each program must have written policies and procedures consistent with the Institutional and Program Requirements for resident duty hours and the working environment. These policies must be distributed to the residents and the faculty. Monitoring of duty hours is required with frequency sufficient to ensure an appropriate balance between education and service.

Back-up support systems must be provided when patient care responsibilities are unusually difficult or prolonged, or if unexpected circumstances create resident fatigue sufficient to jeopardize patient care.

Supervision of Residents

All patient care must be supervised by qualified faculty. The program director must ensure, direct, and document adequate supervision of residents always. Residents must be provided with rapid, reliable systems for communicating with supervising faculty.

Faculty schedules must be structured to provide residents with continuous supervision and consultation.

Faculty and residents must be educated to recognize the signs of fatigue and adopt and apply policies to prevent and counteract the potential negative effects.

Work Hours

Also referred to as duty hours, are defined as all clinical and academic activities related to the residency program, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.

Residents must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities.

Adequate time for rest and personal activities must be provided. This should consist of a 10-hour time-period provided between all daily duty periods and after in-house call.

Special Events

Special events take place throughout the residency year. They are crucial to the overall effectiveness of the pediatric residency program. Special events promote team building, contribute to high morale, and demonstrate that the overall well-being of residents is important to the program. Events can be held on location and/or other venues.

Special Events can encompass a broad spectrum of activities. The number of yearly events varies among programs depending on availability and sources of funding. Special events can include sporting events (both watching and participating), family picnics, happy hours, etc. The following is a list of sample activities you may wish to plan.

July – New Trainee Welcome, Picnics, Lunches, River excursions, Intern Dinners, Baseball games

August – Retreats

September – Retreats (with families)

October – Retreats, Career Day (PL-2/PL-2)

November – Thanksgiving Breakfast, Retreats, Job Fair, Specialty Match Day Celebrations

December – Holiday Party, Progressive dinner (resident or fellow home)

January – Mid-Year Party

February – Oyster Dinner, Mardi Gras Party

March – Post Match Parties

April – Softball Game

May – Residents Jeopardy Game, Canoe Party, Senior Dinner for Faculty by PL-3 Class, Chief Resident pictures w/ Families

June – Graduation Party, Reception for Family Night, Picnic for Seniors

Surveys/Annual Updates

[GME Track](#) is a resident database and tracking system that was introduced in March 2000 to assist GME administrators and program directors in the collection and management of GME data. GME Track contains the National GME Census that is jointly conducted by the Association of American Medical Colleges and the American Medical Association and reduces duplicative reporting by replacing the AAMC and AMA's prior GME surveys. Benefits of GME Track include:

- Pre-loaded with information collected from existing sources at the AAMC and the AMA (such as NRMP and ERAS) which greatly reduces the time and effort required for data entry
- Immediate and on-going access to biographical and training information
- Ability to view and print resident information and program rosters

Each year the American Medical Association (AMA), the largest physician organization in the United States, conducts an extensive survey of graduate medical education programs and resident physicians. The information you provide in this survey is critically important for

program directors, resident physicians, medical students, hospitals, licensing boards, researchers and policy makers. The survey is conducted online during August and September of each year. The information you provide is published in FREIDA online (Fellowship and Residency Electronic Interactive Database Access) and is made available through the [AMA homepage](#) and the Graduate Medical Education Directory, the two most popular sources of GME program information for medical students and resident physicians.

Tip: collaborate with the Program Director on any changes to the pediatric residency or fellowship program. Ensure to meet all deadlines.

The Match

The Residency Match: On Match Day, in mid-March, medical students are informed of which residency program they will join in July. Match Day is a day filled with anxiety, expectations and excitement. The same is true for residency programs. On Match Day, the medical students gather to open their envelopes to reveal which pediatric residency program they matched with. The Program Directors are notified the day before which applicants matched in their program through NRMP website.

Fellowship Match: On Match Day, at the end of November, residents are informed of which fellowship program they will join in July. As with the Residency Match, Fellowship Match Day is a day filled with anxiety, expectations and excitement. The same is true for fellowship programs. On Match Day, both programs and residents are notified through NRMP system.

Tip: after Match Day, several activities take place in preparation for Orientation.

- *Welcome information to new interns: Various documents, each institution determines the contents. It can include the following. Contact the Medical Education Graduate office (GME) of your institution to determine what information they are sending to coordinate the communication.*
 - *Welcome letter/e-mail*
 - *Biographical Form*
 - *Contract*
 - *Elective selection form*
 - *Employment credentials request*
 - *Gift - T-shirt, mug, etc., and so forth*
 - *Immunization request form*
 - *Pediatric Advanced Life Support test dates and materials*
 - *Relocation information*
 - *Vacation form*

Who to Contact at the APPD

Please visit the Coordinators' Section page on the APPD website, which can be found [here](#).

While there you may access general contact information for each coordinator (and all other APPD members), search the membership by program name/state/region [here](#).

Yearly Calendar

This section provides two examples of how to organize your monthly tasks and activities. On the following page you will find the University of Maryland Pediatric Residency Program's and Stanford Children's Health at Lucile Packard Children's Hospital Fellowship Program's yearly calendar. These calendars can serve as a reference and/or reminder of the many activities for which you may be responsible. Since the coordinator's responsibilities vary from program to program, we suggest that you tailor the sample to your needs.

Program Coordinators have found that organizing their activities in a calendar format, electronically, on paper or on a whiteboard, helps them manage the complexities of their job. Whatever format you select, you will experience firsthand the advantage of using this helpful tool.

Residency Program - Example

July

American Board of Pediatrics In-Training examination

GME Track survey received

Send copies of faculty evaluations to division chiefs

Deliver pager list, photo composite and call schedules to all nursing station, communication and admitting office. Also send to all divisions, outpatient areas and affiliate institutions

Send out evaluations for last rotation

Prepare program website updates in participation of interview season

August

Send reminder to advisors to meet with their new PGY-1s advisee and return completed form documenting meeting

Send out to all PGY-1s a request to nominate a representative for the curriculum committee

Send out request/reminders to all PGY-2s to submit a copy of their USMLE Step 3 and/or COMLEX-USA Level 3

Send out notification to all involved sites regarding upcoming dates PGY-1s will not be at their assigned rotation for e.g., a retreat, conferences

Send out evaluations for last rotation

September

GME Census survey is due

Send notice to faculty regarding recruitment dates and times (should have been finalized with the Program Director in July/August)

Plan fall/winter Clinical Competency Committee (CCC) meetings

Curriculum committee meeting

Send out evaluation for last rotation

Feedback on results of In-Training Examination scores to program director, associate program director, residents (send to advisors if the program director agrees)

AAMC ERAS opens

October

Feedback on results of In-Training Examination scores to residents and advisors

PGY-1 retreat (some programs do this mid-year)

Letters of Recommendations (LoRs) from program director for students

Send notification to all locations involved in the upcoming date of the PGY-2 retreat

Clinical Competency Committee (CCC) meeting

Send out evaluations for last rotation

November

PGY-2 retreat (this also may vary by program)

Send out reminder to advisors to meet with their advisees and return completed form documenting meeting and follow-up information

Send notification to all locations involved in the upcoming date of the PGY-3 retreat

Send out contract renewal to residents (this might occur in March around Match Week!).

Contact the local GME Office

Send out evaluations for last rotation

Ongoing recruitment

December

PGY-3 retreat

Collect procedure logs, and/or send reminder to residents to log their procedures

Choose Chief Residents (this may vary by program)

Send out evaluations for last rotation

Ongoing recruitment

January

Winter ACGME Milestone data for each resident and fellow is due early January

Memo to graduating residents requesting how they wish their name to appear on their certificates (confirm with your local GME Office)

Send out evaluations for last rotation

Ongoing recruitment

February

NRMP Rank Order List (ROL) is due (program director can review the NRMP deadlines, and should discuss with DIO)

Curriculum committee meeting

Send memo to faculty requesting their desire to be an advisor for the new incoming interns of the upcoming academic year

Give vacation request forms and/or electronic requests instructions to current residents

Send out evaluations for last rotation

March

Plan spring Clinical Competency Committee (CCC) meetings

Send out welcome letter to new interns along with all pertinent information and documentation (confirm with program director)

Send out post-match survey to the applicants interviewed during the recruitment season

Pick potential interview dates for the new academic year (confirm with program director)

Send notifications to graduating residents regarding the upcoming American Board of Pediatrics exam dates and fees

Collect procedure logs

Send out evaluations for last rotation

April

Give residents a ballot to choose which residents should receive certain awards to be given out at graduation or end-of-year event in May/June (events may vary by program)

Generate tentative orientation schedule (contact the local GME Office to learn about the upcoming Orientation Schedule)

Send out evaluations

May

Final Clinical Competency Committee (CCC) meetings

Send communication to faculty and residents regarding date of graduation (invite can be sent before May)

Send communication to faculty reminding them to be sure to attend the senior project presentations (senior projects vary per program)

Collect forwarding addresses of graduating residents

Inform graduating residents to update their NPI Registry information

Give advancing residents a memo with elective rotations sign-up sheet (process can vary by program)

Curriculum committee meeting

Send out reminder to advisors to meet with their advisee and return completed form documenting meeting

Send out evaluations for last rotation

June

Spring ACGME Milestone data for each resident is due early June

Send next academic year master schedule (can be sent in May)

Audit procedure logs. Remind graduating residents to log all procedures (access could be terminated after graduating from the program)

Complete tracking forms for the American Board of Pediatrics (ABP)

Complete annual and summary evaluation forms on each resident for hospital credentialing

Generate report of elective rotations completed by graduating residents

Generate a list of job locations for graduating residents. Forward all job opportunities to graduating residents

Graduation ceremony for graduating residents

Send communication to all involved areas regarding resident and fellow absence to take the In-Training Examination

Orientation planning – start of new interns

Send communication to invite intern advisors to luncheon during orientation

Send reminder to graduating residents regarding the certification exam application

Send out evaluations for last rotation

Fellowship Program - Example

July

Mandatory GME orientation, details provided by the local GME Office

July 1st – Fellowship begins

First week of July: program specific orientation: inbox, pagers, keys, laptops, etc. and so forth

Mid-July American Board of Pediatrics (ABP) reporting on all new, continuing and graduating fellows

Distribute the Individualized Learning Plan (ILP)/Milestone Self-Assessment evaluations

Review all application information obtained from AAMC ERAS

Faculty and Fellow In-Training on Milestone-based evaluations

Residency Management System (RMS) (i.e., MedHub, E*Value, New Innovations, etc.)

Assign /deliver service/rotation evaluations for month/rotation/quarter (block schedules vary per specialty)

Run report for incomplete evaluations from previous month. Remind faculty, fellows and all other allied health personnel to complete their evaluations

Track work hours weekly

Log conference attendance accordingly, and process reimbursement (confirm with GME Office the process of reimbursement for fellows)

Enter the call schedule information where needed (Amion or other institutional platform)

August

Welcome event for new fellows (event date varies by program). Some Fellowship programs start on August 1st (plan orientation, new pagers, keys, laptops, etc. and so forth)

Mid-August notice from ACGME to begin the ACGME WebADS Annual Program Update

Clinical Mentor Meeting – Individual Learning Plan (ILP) Review

Fellowship Applicant Interviews (Fall Match)

Activate program in NRMP (Fall Match)

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

Assign/deliver rotation evaluations for month electronically

Run report for incomplete evaluations from previous month

Track work hours weekly

Log conference attendance accordingly

Update call schedule as necessary

September

Mid-September ACGME WebADS Annual Program Update is due

Fellowship Applicant Interviews (Fall Match)

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

Assign/deliver rotation evaluations for month electronically

Run report for incomplete evaluations from previous month

Track work hours weekly

Log conference attendance accordingly

Update call schedule as necessary

October

Fellowship Applicant Interviews (Fall Match)

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

Assign/deliver service/rotation evaluations for month

Run report for incomplete evaluations from previous month

Track work hours weekly

Log conference attendance accordingly

Update call schedule as necessary

November

Early-November deliver multisource evaluations (e.g., faculty members, peers, patients, self, and other professional staff such as nursing, social work, child life, etc. and so forth)

Nursing and staff In-Training on milestone-based evaluations

Clinical Mentor Meeting and/or Advisor Meeting

Recruitment Committee Meeting (Spring Match)

Late-November External Reviewer for Fellowship Training Program

Scholarly Oversight Committee (SOC) Meetings

Fellowship Applicant Interviews (Fall Match)

Final Rank Meeting (Fall Match)

GME House Staff Survey

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

Assign/deliver service/rotation evaluations for month

Run report for incomplete evaluations from previous month/rotation

Track Clinical and Educational Work Hours (previously known as: Duty Hours) weekly

Log conference attendance accordingly

Update call schedule as necessary

December

Clinical Competency Committee (CCC) meeting

Scholarly Oversight Committee (SOC) meetings

Review of Applications on ERAS (Spring Match)

Mid-December Match Day – Welcome Letters (Fall Match)

ACGME Milestones Reporting

GME/OPA Appointment and Reappointments begin

Incoming Fellows need to apply to the Medical Board for July 1 start

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

Assign/deliver service/rotation evaluations for month

Run report for incomplete evaluations from previous month

Track duty hours weekly

Log conference attendance accordingly

Update call schedule as necessary

January

Fellowship Applicant Interviews (Spring Match)

Semi-Annual Review (SAR) Meetings

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

Assign/deliver service/rotation evaluations for month

Run report for incomplete evaluations from previous month

Track duty hours weekly

Log conference attendance accordingly

Update call schedule as necessary

February

Fellowship Applicant Interviews (Spring Match)

Activate program in NRMP (Spring Match)

Clinical Mentor Meeting

Program Evaluation

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

Assign/deliver service/rotation evaluations for month

Run report for incomplete evaluations from previous month

Track duty hours weekly

Log conference attendance accordingly

Update call schedule as necessary

March

Fellowship Applicant Interviews (Spring Match)

ACGME Annual Faculty and Fellow Survey

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

Assign/deliver service/rotation evaluations for month

Run report for incomplete evaluations from previous month

Track duty hours weekly

Log conference attendance accordingly

Update call schedule as necessary

April

Fellowship Applicant Interviews (Spring Match)

Late-April Final Rank Meeting (Spring Match)

ACGME Annual Faculty and Fellow Survey Due

Assign fellow administrative roles/chief fellow for following year

Conference call with incoming fellow regarding vacation/rotation requests
Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)
Assign/deliver service/rotation evaluations for month
Run report for incomplete evaluations from previous month
Track duty hours weekly
Log conference attendance accordingly
Update call schedule as necessary

May

Early-May Submit Final Rank List to NRMP (Spring Match)
Late-May Scholarly Research Symposium
Clinical Competency Committee (CCC) Meeting
Scholarly Oversight Committee (SOC) Meetings
Clinical Mentor Meeting
Prepare Rotation/Call Schedule for next year
Prepare Didactic/Conference Schedule for next year
Mid-May Match Day – Welcome Letters (Spring Match)
Faculty Awards for Teaching and Mentoring – Nomination and Selection
Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)
Assign/deliver service/rotation evaluations for month
Run report for incomplete evaluations from previous month
Track duty hours weekly
Log conference attendance accordingly
Update call schedule as necessary

June

Scholarly Oversight Committee (SOC) Meetings
Prepare Orientation Schedule
Graduation Party (Department & Division)
Semi-Annual Review (SAR) Meetings
Annual Program Evaluation (APE)
Recruitment Committee Meeting (Fall Match)
Late-June GME Orientation (2 hours)
ACGME Milestones Reporting

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.)

- Assign/ deliver service/ rotation evaluations for month
- Run report for incomplete evaluations from previous month
- Track duty hours weekly
- Log conference attendance accordingly
- Call schedule

Residency Management System (i.e., MedHub, E*Value, New Innovations, etc.) duties for upcoming year:

Rotation Schedule

Conference Schedules

Continuity Clinic Assignment

Vacations (ongoing)

Update call schedule as necessary

Finalize all evaluations

Create and finalize permanent Fellow portfolio, if needed (clinical hours, evaluations: summative and final, and verifications of training)

Special Thanks

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