

**Medical College of Georgia
Graduate Medical Education
Program Coordinator Responsibilities**

Overview

The GME Program Coordinator (PC) is responsible for the day-to-day administration of the ACGME residency/fellowship training program, or the Non-ACGME training program. The Program Coordinator assists the Program Director (PD) in developing and maintaining the educational quality of the training program and ensuring compliance with ACGME accreditation standards, the National Residency Matching Program (NRMP), Institutional Policies, Graduate Medical Education Policies, and other regulatory requirements. The PC functions as a liaison between the PD, residents/fellows, faculty, GME Office, participating sites, and other departments. The PC should be knowledgeable about compliance and regulatory requirements at the various training sites in which their residents/fellows rotate.

General Responsibilities

- Develops a timeline for program related activities to ensure the program operates efficiently and submits required data in a timely manner to the GME Office, ACGME, ERAS, and the NRMP.
- Coordinates educational activities (e.g., didactic conference schedule, Grand Rounds, etc.) that support the program's curriculum and adhere to ACGME requirements.
- Provides guidance to residents/fellows on program and GME policies, and non-clinical aspects of the program.
- Coordinates creation, dissemination and monitoring of annual rotation, clinic and call schedules; updates schedules periodically to maintain accuracy.
- Coordinates creation, dissemination and monitoring of resident/fellow, faculty, and program evaluations.
- Coordinates accreditation activities - ACGME Site Visits, Internal Reviews, annual program reviews, etc.
- Manages duty hour reports and supports reporting compliance.
- Assists in supporting compliance to GME policies and procedures and related departmental policies.
- Coordinates the resident/fellow recruitment and selection process.
- Assists the Program Director and faculty in planning, developing, and implementing residency/fellowship program quality improvement activities.
- Assists the Program Director with processing applications via the Electronic Residency Application Service (ERAS) to include processing, filtering, and disseminating applications to faculty for review based on selection criteria.
- Plans and coordinates recruitment activities, scheduling interviews, communicating interview instructions to candidates, and preparing offer letters.
- Assists the Program Director with management of data submitted to the National Residency Matching Program (NRMP); ensures that accurate quota is entered and that ranking lists are submitted in accordance with NRMP.
- Assists the Program Director with ensuring duty hour compliance using One 45 Residency management system; ensures that residents are in compliance with ACGME duty hour requirements.

Specific Duties

Program Director Support

- Coordinate/Facilitate annual meetings with faculty, residents, site directors regarding the program
 - Education Policy Committee
 - Clinical Competency Committee
 - Faculty Development
- Annual Residency Program Review - preparation includes creating the schedule and agenda, collecting and organizing review data, meeting minutes and assisting PD in monitoring/implementing action plans.
- Track post-graduate survey results for the program, with summary data tables and information as needed
- Program Letter of Agreement – Maintain current PLA for every rotation site per ACGME requirements
- Annual Program Policy Review –Assist PD with updating/creating, distributing, interpreting and enforcing program policies

Maintain and Monitor ACGME Accreditation Requirements:

- Enter/Maintain Information in Web ADS -Accreditation Data System (ADS)
 - Program Attrition
 - Program Characteristics
 - Scholarly Activity
 - Board Pass Rates
 - Evaluation and Duty Hour Information
- ACGME Case Logs (if applicable) – monitor for completion
- ACGME Resident & Faculty Surveys – notify residents to complete and monitor for completion
- Annual Sponsor Site Visit (CLER) – provide GME Office with required data
- Manage One 45 Resident Management Software-
 - create and update rotation block schedules, clinic/call schedules as applicable
 - create and update evaluation forms
 - create and maintain conference attendance records
 - upload curricular goals and objectives
 - track/monitor duty hours
 - track license expiration dates and renewal applications
 - enter USMLE and Board scores
 - create / distribute / monitor Evaluation data in One 45
 - ❖ Rotation Evaluations by Resident
 - ❖ Program Evaluations by Resident
 - ❖ Faculty Evaluations by Resident
 - ❖ Resident Evaluations by Faculty
 - ❖ Program Evaluations by Faculty
 - ❖ Multi-source evaluations of Resident (must include patient evaluations, peers, ancillary staff)
 - ❖ Resident Semi-annual Evaluations by Program Director
 - ❖ Resident Summative Evaluations by Program Director
 - Monitor evaluation completion rates (monthly)
 - Duty hour logging compliance (weekly)
 - Procedure logging compliance (monthly)
- Summative Letters – draft and/or monitor completion and placement in resident’s file
- Semi-Annual Meetings between Program Director and Resident
 - schedule, prepare training file to include required documentation

Recruitment:

- AAMC GME Track/ FREIDA Updates (if applicable)
- ERAS – set-up, download applications, attend annual training webinars
- Manage annual residency recruiting activities
 - scheduling of candidates
 - daily preparation and set up
 - document preparation
 - follow up communication during interview season
 - maintain interview feedback data in timely manner
- Prepare information for ranking meeting(s)
- NRMP - notify GME office and confirm/change quotas, enter rank order list (if applicable)

In-processing/Housestaff Orientation:

- Assemble new resident training files
- Coordinate new resident packet
- Plan, Coordinate, Order, Obtain equipment as applicable for new residents, such as –
 - hospital pagers
 - keys
 - lab coats
 - business cards
 - space/seating requirements
- Prepare and plan program orientation schedules, training and social activities
- Train new Residents/Fellows/Faculty on the use of One 45 for duty hour reporting and evaluation completion
- Schedule annual Occupational Health screenings for returning residents
- New Resident program level orientation

Graduation/Completion of Training:

- Coordinate the planning & preparation of the annual graduation event under the supervision of Program Director
- Monitor compliance of GME Exit Survey completion
- Submit Certificates of Completion Request to GME Office for all graduates
- Ensure appropriate board eligibility or certification for specialty or subspecialty as stipulated in ACGME Program Requirements
- Coordinate the gathering of all data forms, final evaluations, procedure logs, pagers, badges and final program letter of completion for graduating residents training files
- Complete training verification processes for past graduates

Annual GME Requirements:

- Verification & complete GME FTE survey for annual budget (pink and blue sheets) and obtain PD signature
- Route annual Housestaff Contracts to PD and continuing residents for signature and submit to GME
- Process and prepare Residency Training permit Applications and submit to the GME Office
- Submit Pager Request form to GME Office
- Submit competency log to GME Office
- Update new Housestaff information in One 45
- Maintain copy of license verification in resident file
- Maintain copy of NPI number in resident file
- Coordinate/Schedule/Monitor in-training exam schedule
- Monitor distribution of Educational Funds – complete all necessary GME forms

This document has been prepared by the Program Coordinator Council and GME Office to be used as a general list of Program Coordinator responsibilities. Additional program-specific responsibilities can be added by any program coordinator.