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-accredited residency/fellowship training program, the Non-Standard Training (NST) program, or the non-ACGME training program. The PC assists the Program Director (PD) in developing and maintaining the educational quality of the training program and ensuring compliance with ACGME accreditation requirements including common program, institutional, and specialty-specific requirements, the National Residency Matching Program (NRMP) (if applicable), Institutional Policies (including AU/MCG, the primary training site (usually Wellstar MCG Health/WMCG, and all participating sites), Graduate Medical Education (GME) Policies, and other regulatory requirements. The PC functions as a liaison between the PD, interns/residents/fellows (House Staff), faculty, GME Office, participating sites, other departments, and the ACGME. The PC should be knowledgeable about compliance and regulatory requirements at the various training sites in which their House Staff rotate as well as general applicable certifying board requirements.

Per ACGME, for every -program, there must be a PC. The PC must be provided with dedicated time and support adequate for administration of the program based upon its type, size, and configuration. See your specialty-specific requirements for details. The PC functions as the lead administrative person of the program and is a key member of the leadership team thus is critical to the success of the program. As such, the PC must possess skills in leadership and personnel management appropriate to the complexity of the program. PC are expected to develop in-depth knowledge of the ACGME and Program Requirements, including policies and procedures as stated above. PC assist the PD in meeting accreditation requirements, educational programming, and support of House Staff. Programs, in partnership with MCG, encourage the professional development of PCs and avail them of opportunities for both professional and personal growth. Programs with fewer House Staff may not require a full-time coordinator; one coordinator may support more than one program. The minimum required dedicated time and support that is specified in the applicable ACGME-specific requirements is inclusive of activities directly related to administration of the accredited program. It is understood that coordinators often have additional responsibilities, beyond those directly related to program administration, including, but not limited to, departmental administrative responsibilities, medical school clerkships, planning lectures that are not solely intended for the accredited program, and mandatory reporting for entities other than the ACGME.

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, Electronic Residency Application Service (ERAS), and the NRMP.
- Coordinates educational activities (e.g., didactic conference schedule, Grand Rounds, Journal Clubs, etc.) that support the program's curriculum and adherence to ACGME requirements.
- Provides guidance to House Staff on program and GME policies and non-clinical aspects of the program.
- Coordinates creation, dissemination, and monitoring of annual rotation, clinic, and call schedules and updates schedules periodically to maintain accuracy.
- Coordinates creation, dissemination, and monitoring of House Staff, faculty, and program evaluations.
- Coordinates accreditation activities - ACGME Site Visits, Internal Reviews, annual program evaluations, etc.
- Manages and reviews duty hour reports in the GME Management Software and supports reporting compliance including reporting to GME in a timely fashion.
- Assists in supporting compliance to GME policies and procedures and related departmental policies.
- Coordinates the House Staff recruitment and selection process.
- Assists the PD and faculty in planning, developing, and implementing GME program quality improvement activities and wellness activities.

- Assists the PD with processing applications via the 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 PD with management of data submitted to the NRMP ensuring that accurate quota is entered and that ranking lists are submitted in accordance with NRMP.
- Assists the PD in assuring all information in ADS is up to date.

Duties
- Coordinate/Facilitate annual meetings with faculty, House Staff, site directors, etc.
  - Clinical Competency Committee (CCC; at least twice per year)
  - Program Evaluation Committee (PEC; to include completion of the annual program evaluation/APE)
    - PEC - preparation includes creating the schedule and agenda, collecting and organizing review data, developing meeting minutes, and assisting PD in completing the APE and monitoring/implementing action plans.
  - Program Orientation
  - Program Graduation
  - Other events (e.g., Research Day)
- Track post-graduate survey results for the program, with summary data tables and information as needed.
- Program Letter of Agreement – Regularly review PLAs for any personnel changes, expiration dates, etc. for every participating site per ACGME requirements and provide GME with updated PLA.
- Assist with the selection of the Chief Residents
- Budget Preparation for the next academic Year
- Renew/Enroll House Staff in applicable specialty-specific associations
- Enter new House Staff and schedules into New Innovations
- Annual Program Policy Review – Assist PD with updating/creating, distributing, interpreting, and enforcing program policies.
- Provide reports and reviews for budgeting to including monthly reporting to the Georgia Board of Healthcare workforce and review and approval of VA schedule and EARs (if applicable).

Maintain and Monitor ACGME Accreditation Requirements:
- Enter/Maintain Information in Web ADS -Accreditation Data System (ADS)
  - Program Information (Profile, Resources/Curriculum, Evaluation Methods, Citations, Major Changes)
  - Sites
  - Faculty and House Staff Rosters
  - Scholarly Activity
  - Case Logs (see below)
  - Uploads
- ACGME Case Logs (if applicable) – monitor for completion
- ACGME House Staff and Faculty Surveys – notify House Staff and faculty to complete and monitor for completion
- Provide GME Office with required data for ACGME activities such as CLER site visits
- Manage New Innovations 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
  - Manage personnel records
  - Upload curricular goals and objectives
  - Track/monitor duty hours

- o Track various licenses, i.e., medical, certifications, memberships
- o Enter USMLE/COMLEX and Board scores
- o Monitor evaluation completion rates (monthly)
- o Duty hour logging compliance (at least weekly)
- o Procedure logging compliance (monthly)
- o Create / distribute / monitor Evaluation data in New Innovations
  - Rotation Evaluations by House Staff
  - Program Evaluations by House Staff
  - Faculty Evaluations by House Staff
  - House Staff Evaluations by Faculty
  - Program Evaluations by Faculty
  - Multi-source evaluations of House Staff (must include patient, peers, ancillary staff such as nursing, etc.)
  - House Staff Semi-annual Evaluations by PD
  - House Staff Summative Evaluations by PD
  - House Staff Final Evaluation by PD
- Meetings between PD and House Staff (semi-annual, summative, and final)
  - o Schedule and 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 House Staff recruiting activities
  - o Scheduling of candidates (Thalamus)
  - o Daily preparation and set up
  - o Document preparation
  - o Follow up communication during interview season
  - o Maintain interview feedback data in timely manner
- Prepare information for rank meeting(s)
- NRMP - notify GME office and confirm/change quotas, enter rank order list (if applicable)

In-processing/House Staff Orientation:
- Enter incoming House Staff training files into New Innovations
- Plan, Coordinate, Order, Obtain equipment as applicable for new House Staff, such as
  - o Pagers
  - o Keys
  - o Lab Coats
  - o Business Cards, if needed
  - o Space/Seating Requirements
  - o Departmental badge access
  - o Program specific computer access
- Plan new House Staff program specific orientation, training, and wellness activities
- Train new House Staff/Faculty on the use of New Innovations for duty hour reporting and evaluation completion

Graduation/Completion of Training:
- Coordinate the planning and preparation of the annual graduation event under the supervision of PD.
- Monitor compliance of GME and Georgia Board Healthcare Workforce Exit Survey completion.
- Submit Certificates of Completion Request to GME Office for all graduates and/or interns.
- Help ensure appropriate board eligibility or certification for specialty or subspecialty.
- Coordinate the gathering of all data forms, final evaluations, procedure logs, pagers, badges and final program letter of completion for graduating House Staff training files and completion of Clearance Forms.

- Complete training verification processes for past graduates, when requested.

Annual GME Requirements:
- Verify and complete GME FTE survey for annual budget (pink and blue sheets) and obtain PD signature.
- Route annual House Staff Contracts to PD, Chair, and continuing House Staff for signature and submit to GME.
- Process and prepare Residency Training Permit (RTP) Applications and submit them to the GME Office.
- Submit Pager Request Forms to the GME Office.
- Update new House Staff information in New Innovations.
- Maintain copy of license verification in House Staff file and New Innovations.
- Maintain copy of NPI number and DEA Number in House Staff file and New Innovations.
- Coordinate and monitor the program specific in-training exam schedule.

As Needed GME Requirements:
- Submit Parental Leave and FMLA documentation to the GME Office as applicable.
- Submit Extra Duty Authorization Forms to the GME Office.
- Send requests for deletion/addition of participating sites to GME Office.
- Send requests for external rotators or external electives to the GME Office following applicable policies and procedures.

This document has been updated by the GME Office to be used as a general list of PC responsibilities. Additional program-specific responsibilities can be added by any PC and/or their Program.