

# ACGME COORDINATOR ADVISORY GROUP UPDATE - 2018

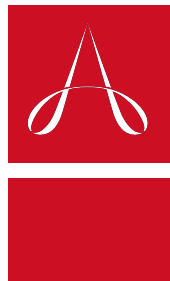
Association of Residency Administrators in  
Surgery (ARAS) – Austin, Texas – May 2018

Juanita L Braxton, MBA, EdS, PhD  
University of California, Davis Health  
Surgical Education Administration



# **ACGME COORDINATOR ADVISORY GROUP**

**September 2017**



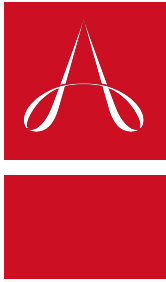
# **PROGRAM COORDINATOR ADVISORY GROUP**

- **To advise ACGME administration concerning coordinator, GME, learning environment, and accreditation matters**
- **One source of insight in improving communications, ACGME process, and interactions with the GME community**
- **Overall goal is to further ACGME Mission**



# PROGRAM COORDINATOR ADVISORY GROUP (*CONT'D*)

- **Represent coordinators as a whole**
  - Not representative of any specific organization, institution, or specialty
  - Diverse group by location, size of program/institution, specialty, and residency/fellowship
  - Nearly 200 applications received for group in March 2016



# PROGRAM COORDINATOR ADVISORY GROUP (*CONT'D*)

- **Meet twice per year – Chicago**
- **13 members**
  - 3 Hospital-based program coordinators
  - 4 Medical program coordinators
  - 3 Surgical program coordinators
  - 3 Institutional coordinators
- **3-year terms: 2016-2019**



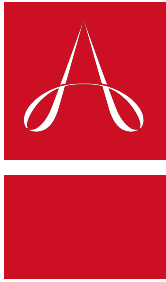
# NOMINATIONS PROCESS

- **Nomination form**
- **Candidate letter**
- **Disclosure – No ACGME family/  
employment**
- **Current CV**
- **Program director nomination letter**
- **Additional letter of support**



# ADVISORY GROUP MEMBERS 2016-2019

First Name	Last Name	Program Name	Approved Positions	Years of Experience	Specialty Area	Specialty	State
Cordelia	Baffic	University of Pennsylvania	17	30	Hospital	Radiation Oncology	PA
Juanita	Braxton	University of California (Davis)	91	25	Surgical	Surgery	CA
Sherry	Bucholz	Providence Sacred Heart (Spokane)	9	25	Hospital	Radiology	WA
Renda	Chubb	University of Oklahoma (Tulsa)	24	13	Medical	Pediatrics	OK
Shannon	Darrah	Dartmouth-Hitchcock Medical Center	12	8	Medical	Neurology	NH
Amy	Day	University of California (San Francisco)	86 Programs	15	Institutions	Institutions	CA
Maria	DeOliveira	Brigham and Women's Hospital	174	14	Medical	Internal Medicine	MA
Melinda	Feldkircher	Cleveland Clinic Foundation	20	15	Surgical	Obstetrics & Gynecology	OH
Rhea	Fortune	Duke University Hospital	84 Programs	21	Institutions	Institutions	NC
Michelle	Kammerer-Jerome	Atlantic Health	12 Programs	10	Institutions	Institutions	NJ
Katie	Kellerman	University of Kansas (Wichita)/Wesley	27	6	Medical	Family Medicine	KS
Annette	Lemire	Mayo Clinic College of Medicine (Arizona)	10	9	Surgical	Otolaryngology	AZ
Janet	Palmer	Baylor University Medical Center	28	9	Hospital	Radiology	TX



# INITIAL MEETING TOPICS

## SEPTEMBER 2016

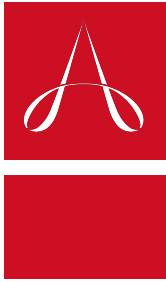
- **Improving the Next Accreditation System**
  - For ACGME leadership and staff retreat on changes to improve
- **Input on *Sponsoring Institution 2025***
  - For future Institutional Requirements
- **Improving communications**
  - For improving process and providing advice on future
- **Understanding the coordinator role**
  - For planning and determining potential educational topics to offer





# IMPROVING THE NEXT ACCREDITATION SYSTEM

- **Small groups discussed questions related to the Clinical Competency Committee, Program Evaluation Committee, and the Annual Update and reporting process**
- **Group agreed that coordinators complete 80-90% of the Annual Update – program director’s sole duty is to submit**
- **Internal retreat on processes within the Next Accreditation System**



# ***SPONSORING INSTITUTION 2025***

- **Input to *S/2025* Task Force to guide future planning**
- **Identification of aspects of health care in 2025**
  - Most likely to impact GME
  - How they will affect residents/fellows
  - How they will affect the organization of GME
- **Included with other stakeholders**
- **Final report in late 2017**



# ACGME COMMUNICATIONS

- **How does communication happen within programs?**
- **Coordinators and the ACGME**
  - Often controlled by central office
  - Some filter out the e-Communication weekly
  - When to call the Review Committee staff vs. ADS staff
  - FAQs used often
  - Review Committee contacts used regularly



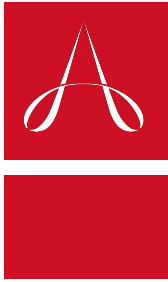
# ACGME COMMUNICATIONS

- **Suggestions for ADS**
  - Annual calendar of required ADS updates, surveys
  - Coordinate with New Innovations, MedHub, and others
  - Specialty-specific and size-specific tools for coordinators
  - Require DIO approval of Annual Update before submitting
  - Flag required updates
  - Core program access to fellowship information
  - e-Communication: highlight new information
  - Website discussion – in future



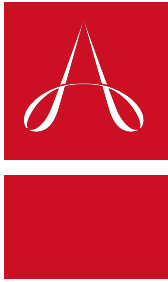
# UNDERSTANDING THE COORDINATOR ROLE

- **Joys**
  - Always learning
  - Variety in daily work
  - Purpose – meaningful work
  - Relationships
  - Career – not just a job



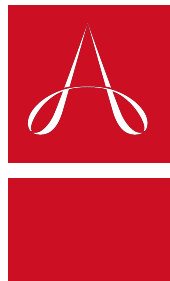
# UNDERSTANDING THE COORDINATOR ROLE

- **Frustrations**
  - Lost connections with residents
  - Relationship with program director
  - Non-responsive faculty members
  - Overwork and overwhelmed
  - Lack of respect
  - Lack of communication
  - Lack of recognition and thanks



# UNDERSTANDING THE COORDINATOR ROLE

- **Advice for ACGME**
  - Reminders of seasonal tasks
  - Tutorials and professional development
  - Accessible training
  - Learning from others and mentoring
  - Eliminate or reduce redundant data entry
  - GME finance



# PROGRAM COORDINATOR ADVISORY GROUP

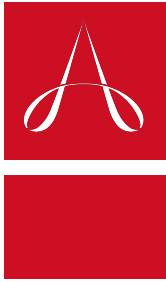
- **Physician Well-Being Symposium – November 2017**
  - Rhea Fortune
  - Elizabeth Payne Maed
  - Stephanie Burnham
- **Changing culture**
- **CEOs**
- **National Academy of Medicine**





# MAY 2017 MEETING

- **StrengthsFinder – Discovering and putting our strengths to work**
- **Provided input on the tasks of the program coordinator to the Phase 2 Task Force for the ACGME Common Program Requirements, using 30 job descriptions of coordinators in various programs and institutions across the country**



# SEPTEMBER 2017 MEETING

- **Received ACGME Updates:**
  - *Sponsoring Institution 2025*
  - WebADS – Adding ability to copy faculty scholarly activity across programs
  - Advanced coordinator training workshop



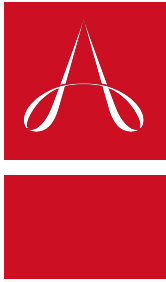
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- **Received ACGME Updates**
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  - Advanced coordinator training workshop
  - Distance Education - New short videos in production



# NEW PROJECTS FOR ADVISORY GROUP

- **Paper** – Role of coordinators in assessing and supporting resident well-being
- **Tool Kit** – Coordinators in assessing and supporting their own well-being
- **Paper** – The Professionalization of the Coordinator Role
- **Coordinator Training / Orientation Manual**
- **JGME** – Coordinator webpage/corner



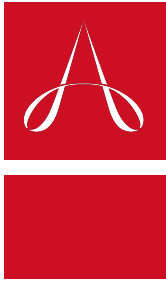
## **PAPER – ROLE OF COORDINATORS IN ASSESSING AND SUPPORTING RESIDENT WELL-BEING**

- **Peer-reviewed article**
- **What role coordinators play in the resident program**
- **First line of defense in assessing and determining resident well-being**
- **What resources and tools are available to coordinators**



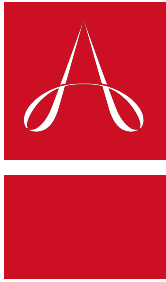
# TOOL KIT – COORDINATORS IN ASSESSING AND SUPPORTING THEIR OWN WELL-BEING

- **Web-based compendium or bibliography**
  - Improving the working environment
  - Managing from within
  - Time management
  - Stress reduction techniques
  - Conflict management and resolution techniques
  - Building an effective relationship with program director
  - Etc.



# **PAPER – THE PROFESSIONALISM OF THE COORDINATOR ROLE**

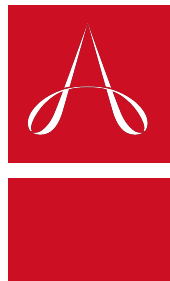
- **Peer-reviewed article**
- **Building on previous group work on job tasks of the coordinator from May 2017**
- **Anticipate a survey on the role of the coordinator to be launched in late fall 2017**



# COORDINATOR TRAINING / ORIENTATION MANUAL

- **Web-based document**
- **Address many areas covered in ACGME new coordinator training workshops**
- **Will include mini-courses of ACGME work**
  - *Block diagrams*
  - *Resident survey interpretation*
  - *Responding to citations*
  - *Completing scholarly activity in WebADS*





# **JGME – COORDINATORS WEB PAGE**

- **In development**
- **Will include links to coordinator articles and resources**
- **Anticipate launch in fall 2017**



# QUESTIONS?

**Contact Cheryl Gross, MA, CAE**

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**312-755-7417**

