

A Year in the Life of a Coordinator Without Residents

Initial Accreditation, Program Design and
the Role of the Coordinator

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Disclosure

No Conflicts of Interest to Report



Course Objectives

- Information about our GME/Hospital setting
- Program Application
- Site visit planning
- Training faculty & staff
- Administrative structure
- Recruiting & Interviews
- Challenges & Opportunities
- Take Aways & Recommendations

Program Background

“For 60 years, this community has been looking for a medical school to bring to our area because the need has been tremendous...What’s happening today is an evolution of a new university...”

Carlos J. Cardenas, MD
Chairman of the Board
Doctors Hospital at Renaissance



Fundamentals

The 4 R's

- Relationship with Program Director
- Resources
- Responsibilities
- Requirements



A Year in the Life



Program Application
Submitted—now what?

- Planning Site Visit
- Recruiting and Training Faculty
- Setting up Administrative Structure
- Recruiting
- Training & Attending Conferences



Program Application

- Coordinating
 - Communication
 - Program
- Hunter and



"I'm not much of a hunter or gatherer. I'm more of a borrower."

Initial Site Visit

- What is it? What are they looking for? What is my role?
- Communicating with the site visitor
- How do I prepare?
 - Familiarize yourself with institutional and specialty requirements (ACGME)
 - Know the Program Application backwards and forwards
- **BE ORGANIZED**
- Think Professional



Binders

- Purpose
 - What to include
 - Organization
- Program Application
 - Faculty Information
 - Research
 - Evaluations
 - Curriculum
 - Faculty Development
 - Policies and Procedures
 - Program Letters of Agreement (PLAs)

Tips for your first Site Visit

- Know your program application
- Know your role and your PD's style
- Know the role of GME office and DIO
- Set up a Mock visit
- Preparing site visitor agenda
 - Refer to the letter from the site visitor
- Update and prepare faculty—many have never done this before either!
- Talk to others who have been through it

Role of Coordinator in Training Faculty

- YOU are the faculty's first contact--know what's going on
- Prepare and disseminate information, as requested by PD
- Set up meeting space
- Set up catering, hospitality
- Faculty calendar
- Note taking

What do faculty need to learn?

ACGME Requirements & Definitions
Specialty-specific Program Requirements
How to be an educator
Transition from private practice to academics
Rotation and Block Schedules
Curriculum, Goals and Objectives
Evaluation
Scholarly Activity

Setting up Administrative Structure

- Classroom and presentation space-facilities
 - AV equipment, video
 - Rooms available, capacity, how to book rooms
 - Materials (subscriptions, books, library, journals)
- Vendors (and the process to access them)
- Faculty communication
- Meeting documentation
- Calendars

Residency Management Software

What can it do for me?

- Track conference attendance
- Disseminate evaluations
- Keep schedules
- Duty hours
- Faculty Information
- Resident Information

**Become the expert of
your software
You set the foundation
of the database**

Recruiting

- Promotional Items
 - Website, brochure
 - Give aways
- Announcing your residency to the public
- Familiarize yourself with ERAS, NRMP, FREIDA
- Be prepared to answer applicant questions
- Work with the GME office
 - » Benefits, Contracts, Salaries

Preparing for your first Interview Season

- Structure of interviews
 - How many people will you interview
 - Communicating with Director about selecting applicants
 - Setting interview days with faculty
 - Setting interview structure

Interview Set Up

- Hotel—will the program pay?
- Dinner—who will host a welcome dinner?
- Meeting location
- Transportation
- Catering
- Tours
- Communicating with applicants
 - Invitation, information, paperwork

Materials for Interviewees

- Schedule of Events
- Listing of faculty
- Brochures from the hospital
- Copy of rotation schedule
- GME information
- Mission and Value Statements
- Brochure
- Living in the area

Materials for Faculty

- Interview Schedule
- Information about each applicant
- Preparation for Ranking Meeting
- Training for faculty who have never interviewed before—dos and don'ts



Keep in Mind

- No residents to help with interviews
- No data on past residents—how will you set your program apart?
- Geographical area



Table Discussions

Take a few minutes with your table and discuss

Q What are your challenges?

Q What opportunities do you see in your new program?

Q What support do you need to be successful?



Challenges and Opportunities

- No previous residents
- Everything is brand new
- Many faculty have not worked in a residency before
- The hospital has not had a residency before
- New University and Hospital collaboration
- Starting a new GME office
- PC-PD relationship
- Mentorship challenges

Thank-you

Please keep in contact with us!

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