Neurosurgery Residency Program
New Program Coordinators Workshop

Pam Lane
Vanderbilt University Medical Center
pamela.lane@vumc.edu
Margaret Minea
University of Kansas Medical Center
mmina2@kumc.edu

Presentation adapted from
• Beth Young (OK HSC) 5.17.18 SNS Presentation “Neurosurgery Residency Program New Program Coordinators Workshop”
• Susan Coull, Lioudmila Cruz (Temple) March 2019 ACGME Presentation “Have No Fear, We Will Make Sense of the Academic Year!”
FUN FACTS:

We have no conflicts of interest to disclose.

• How long in Coordinator role
• Previous medical or GME experience?
• Favorite part of our job
• What are we doing when not at our institution
• Weirdest job I have ever had
• Degree in Coordinator?
Goals & Objectives:

• Gain an understanding of tools & resources available to you to be successful in your role
• Gain a better understanding of the timelines/deadlines involved in the academic year
• Get a better understanding of your role within Graduate Medical Education
WHAT IS IT ALL ABOUT?
(WHY AM I HERE?)

- Alphabet Soup
- Where do I (and my program) fit in?
  - ACGME/RRC
  - Documentation
  - Communication
    - Timeline
  - NRMP
  - ERAS
  - CLER
- Resident Interviews
- Site Visit/Self-Study
  - Resources
  - Networking
COORDINATOR

Somebody responsible for organizing diverse parts of an enterprise or groups into a coherent or efficient whole.

- Self-Learner
- Resourceful
- Problem Solver
- Critical thinker
- Analytical
- Apply training to real life action
- Good Communicator
- Flexible/Adaptable
Coordinator Responsibilities (ACGME Presentation)
ALPHABET SOUP
Series of acronyms or abbreviations used in Graduate Medical Education
NEUROSURGERY SPECIFIC ORGANIZATIONS

- **ABNS: American Board of Neurological Surgeons**
  - Certifies Neurosurgeons, Written and Oral Exams
- **RRC – Residency Review Committee - Neurosurgery**
  - Accredits Neurosurgical Training Programs
- **AANS – American Association of Neurological Surgeons**
  - Scientific and educational association dedicated to advancing NS specialty
- **CNS – Congress of Neurological Surgeons**
  - Leader in education and innovation providing educational and career development opportunities
- **SNS – Society of Neurological Surgeons**
  - American society of leaders in NS residency education, “Senior Society”
- **CAST – Committee on Accreditation of Subspecialty Training**
  - Subspecialty Training & Fellowships; part of SNS
- **NSA – Neurosurgical Society of America**
  - Enhance the advancement of the specialty of neurological surgery in America
- **Regional/State Societies**
  - i.e. ONS – Oklahoma Neurosurgical Society, Inc., WNS – Western
  - Neurosurgical Society, Southern Society of Neurological
  - Surgeons, Midwest Neurosurgical Society, etc.
DOCUMENTATION

• One of the most important aspects of being a coordinator
• Organization of your documentation
  • National Requirements (ACGME, RRC)
    • Milestones
    • Case Logs
    • WebADS Annual Update
  • Local GME Requirements (APE, etc.)
  • Program Requirements (how your program decides to meet requirements)
  • Recognition of timelines/deadlines of all of the above
• Documentation helps to show that the program is doing what is required
• Coordination
• Networking
• Consistent naming structure for online files
  • Organize by year
COMMON PROGRAM

and

SPECIALTY SPECIFIC REQUIREMENTS

The ACGME Common Program Requirements are a basic set of standards (requirements) in training and preparing resident and fellow physicians. These requirements set the context within clinical learning environments for development of the skills, knowledge, and attitudes necessary to take personal responsibility for the individual care of patients. In addition, they facilitate an environment where residents and fellows can interact with patients under the guidance and supervision of qualified faculty members who give value, context, and meaning to those interactions. (from www.acgme.org)

- Be very familiar with them
- Break it down by section initially
- Refer to them frequently
- Look at Tracked Changes
- Look at Background & Intent
- Look at Table of Implementation Dates
- Look at FAQs
- Faculty & Residents must know and know when there are changes

ACGME Common Program Requirements:
https://www.acgme.org
### COORDINATOR PRIORITY GUIDE FOR WORKFLOW

<table>
<thead>
<tr>
<th>Higher</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Deadlines are driven by external organizations</td>
</tr>
<tr>
<td></td>
<td>• No flexibility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NRMP</th>
<th>ERAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Registration</td>
<td></td>
</tr>
<tr>
<td>• Quota</td>
<td></td>
</tr>
<tr>
<td>• Rank list</td>
<td></td>
</tr>
<tr>
<td>ACGME</td>
<td></td>
</tr>
<tr>
<td>• Annual Update</td>
<td></td>
</tr>
<tr>
<td>• Milestones</td>
<td></td>
</tr>
<tr>
<td>• Res/Faculty Surveys</td>
<td></td>
</tr>
<tr>
<td>• Case Logs</td>
<td></td>
</tr>
<tr>
<td>• Registration</td>
<td></td>
</tr>
<tr>
<td>AAMC GME Track - FREIDA</td>
<td></td>
</tr>
<tr>
<td>• Program Survey</td>
<td></td>
</tr>
<tr>
<td>• Resident Survey</td>
<td></td>
</tr>
<tr>
<td>Board Certifications</td>
<td></td>
</tr>
<tr>
<td>• Resident Data</td>
<td></td>
</tr>
<tr>
<td>• In-service Exams</td>
<td></td>
</tr>
<tr>
<td>• Resident Registration</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Management</th>
<th>Daily Operations</th>
<th>Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Deadlines driven by ACGME academic year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Limited Flexibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Letters of Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Competency Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Evaluation Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Program Evaluation &amp; Improvement Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident On-Boarding/Advancement/Graduations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruitment Season</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duty Hour Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Room Oversight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Reimbursements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meal Allowances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave of Absence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Log Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Institution:** CLER visits, The Joint Commission
CLINICAL LEARNING ENVIRONMENTAL REVIEW (CLER)

CLER Pathways to Excellence
Expectations for an optimal clinical learning environment
to achieve safe and high quality patient care

• Component of the New Accreditation System
  ○ Addresses six areas:
    ○ Patient Safety
    ○ Health Care Quality
    ○ Care Transitions
    ○ Supervision
    ○ Well-Being
    ○ Professionalism
Effective Communication with Your Program Director and Residents

Pam Lane
Residency Program Manager
Department of Neurosurgery
Vanderbilt University Medical Center

May 16, 2019
No conflicts of interest

**Objective:**
To obtain useful information for developing effective communication with your Program Director and Residents
Communication – Know Your Style
Communication – Know Your Audience

Is he/she:
➢ Multi-tasking or giving full attention?

Does he/she like information that is:
➢ Detail oriented or results only?
Communication – Common Ground

➢ How do we accomplish our goals?
➢ Is there a specific list of roles and responsibilities?
➢ Should we meet weekly or monthly?
  o Can we schedule as a standing appointment?
➢ Who will be the first responder?
  o Emails from residents; tasks to complete for ACGME/GME, etc..
Communication – Listening

➢ Your PD may have their own agenda items (ask)
➢ Active listening
  ➢ Respond when appropriate
  ➢ Convey understanding or ask questions for clarification
➢ Body language
  (observe and learn)
Communication – Action

➢ Take notes
➢ Make a plan of action
➢ Know your individual action items
  (with due dates if possible)
<table>
<thead>
<tr>
<th></th>
<th>PC</th>
<th>PD</th>
<th>Asst PD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PC</strong></td>
<td><strong>Program Improvement Items</strong></td>
<td><strong>Review w/ Pam</strong></td>
<td><strong>Checklist meetings</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Review with faculty</strong></td>
<td></td>
<td><strong>Program Data meetings w/PGY</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Board Exam</strong></td>
<td></td>
<td><strong>5-7</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Certify computers with IT-26th</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Resident Accountables</strong></td>
<td><strong>Review and approve</strong></td>
<td><strong>Plan CCC Meeting</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Review case logs/duty hour activity/ clinic attendance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Prepare feedback meeting documents/dictations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ACGME/Web ADS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Away rotation documentation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Plan CCC Meeting</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Communication as needed</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Recruiting</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Finalize rank list; enter NRMP</strong></td>
<td><strong>Finalize rank list</strong></td>
<td><strong>Review milestone evals</strong></td>
</tr>
<tr>
<td></td>
<td><strong>New Innovations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Manage Sessions in NI-Intern rotations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Update milestone evals for end of Feb release</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Post Meeting

➢ Review notes
➢ Make calendar updates
➢ Think through the details and next steps
➢ Communicate with others
➢ Actively work toward accomplishing specific tasks
Communicating with Residents
# Multi-Generational Communication

<table>
<thead>
<tr>
<th>Generation</th>
<th>Birthdates</th>
<th>Workforce 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silent (Traditionalists)</td>
<td>1928-1945</td>
<td>3.8 million</td>
</tr>
<tr>
<td>Boomers</td>
<td>1946-1964</td>
<td>45.1 million</td>
</tr>
<tr>
<td>Gen X</td>
<td>1965-1980</td>
<td>52.8 million</td>
</tr>
<tr>
<td>Gen Y (Millennials)</td>
<td>1981-1996</td>
<td>54.0 million</td>
</tr>
<tr>
<td>Gen Z</td>
<td>1997+</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Current Residents born 1986-1993  GEN Y
Medical Students 1994-1998  GEN Z !!!
Communication – Action

➢ Reminders- conferences, duty hours, logs, evaluations....
➢ Requests/Notifications- special projects, job postings, courses..
➢ Problems- missed deadlines, schedule conflicts
Good Luck!
TIMELINE

When people ask how life is going

“EVERYTHING IS FINE”
RESIDENCY PROGRAM TIMELINE

- A To-Do list in timeline form
- Tweak each year, make notes
- Schedule reminders
- Make your own timeline
- Work in advance
- Know your deadlines
National

• Main Match Day
  • SOAP if needed
• ACGME Resident/Faculty Surveys Open
  • Release Date Varies by Specialty (as then will the due date) (FAQs, Content Area (Res: Clinical Experience & Ed, Faculty, Eval, Educational Content, Resources, Patient Safety & Teamwork)

Program

• ABNS Exam
• ERAS Export
• Advancement/Promotion requirements for continuing residents
  • License Renewal Requirements
  • Renewal of Visa Sponsorship
  • Occupational Health reminders
  • Job Descriptions/Contracts
  • Supervision
• Send welcome letter to incoming residents (give faculty incoming resident names/contact info)
• OnBoarding Requirements/Checklist for Incoming Residents – work with GME
  • Licensing
  • HR
  • Occupational Health
  • GME
  • Visa
  • Specific Program Training
  • Access to databases
• Schedule CCC & PEC Meeting
• Release Annual Evaluations (coordinate with the timing of your CCC & PEC) (could be April)
• Schedule Interview dates for next interview season
  • Block faculty calendars
  • Share via yahoo group/posted on SNS website in summer (July/Aug)
MARCH

• Match Day/Week!
  o MONDAY – Information is posted to the NRMP website …
  o Applicant matched or unmatched information posted
  o Programs find out if they filled all of their positions
  o Locations/institutions of unfilled positions posted

• TUESDAY—SOAP (Supplemental Offer and Acceptance Program)
  o Programs with unfilled positions may enter preference lists

• WEDNESDAY
  o Programs must finalize their SOAP preference lists
  o NRMP offers begin at noon for SOAP applicants

• THURSDAY – Programs obtain match results – but cannot share info

• FRIDAY – Match Day!—Applicants receive match results
  o You may contact matched applicants per the time given by NRMP
DATES USED ARE EXAMPLES –
dates will vary year to year but will be in this range

Operational Process to Support CCC

Assessment Data

- Evaluations Released: Mid-Year 11/1  End-of-Year 4/15
- Evaluations Due: Mid-Year 11/15  End-of-Year 5/1

CCC Meetings

- Meetings: Mid-Year 11/25-12/10  End-of-Year 5/10-6/1
- Milestone Evaluations Drafted
- CCC Recommendations to Program Director

Program Director

- Program Director FINAL Approval
  - Mid-Year 12/25  End-of-Year 6/15

Milestone Submission

- Coordinator Milestone Submission into ACGME
  - Mid-Year 1/9  End-of-Year 6/20

TEMPLE HEALTH
APRIL

National

- ERAS Registration
- ACGME surveys due

Program

- ACGME Preparation for ADS
  - Request Resident & Faculty Scholarly activities
  - Request updated CVs
- Preparation for Program Evaluation Committee (PEC) Meeting
  - Program Policies
  - Curriculum, Goals & Objectives
  - Program Letters of Agreement (PLA’s) & Master Affiliation Agreement (MAA)
  - SWOT Analysis/Self Study Review
  - Common Program Requirement changes
  - Updates to Handbook
  - Citations
- OnBoarding Requirements/Checklist for Incoming Residents
  - Order supplies as needed
    - Lab Coats
    - Pagers
    - Others as designated by program (board review books, etc.)
- Begin CCC Meeting Preparation (schedule meeting if not done in March…)
- Review annual budget
- Annual Evaluations – make sure you sent them and have due date to receive them back!
- Confirm rotations for next academic year
MAY

National

- ACGME Milestone Reporting Window Opens
- ACGME Faculty/Resident Survey Results Released
- AMA/AAMC National GME Census/GME Track/Freida opens

Program

- Building Academic Year in Residency Management Platform (MedHub, New Innovations, etc.)
  - Academic Year & Block Schedules
  - Evaluation Sessions
  - Didactic Sessions
  - Faculty Changes
- Budget Management
  - Close out End of Year Expenses
  - Finalize new year expenses if not already done so
  - Pay attention to timing of ordering/paying for items year-to-year
- Releasing Off-Boarding Requirements/Checklist for Graduating Residents
  - Finalize Academic Files (Evaluations, Case Logs, etc.)
  - Prepare Verification of Training
  - Collect Forwarding Information
  - Closing out hospital resources (IT, badges, pager, ID, outstanding EMR tasks, etc.)
  - Unpaid anything (parking, library, etc.)
- ABNS Examination results received
- National GME Census (GME Track Survey) reminder is sent from American Association of Medical Colleges (AAMC)
- Confirm all graduation plans (venue, caterer, gifts, attendance, etc.)
- Evals back- prep data
- Schedule Semi-Annual Evals
- Have CCC Meeting (or early June)
JUNE

**National**
- ACGME Milestone Reporting Window Closes
- AAMC GME Census – Program Survey Closes

**Program**
- CCC Meeting (if not held in late May)
- Semi Annual Evals
- OnBoarding Orientation
- Graduating Resident
  - Make sure all tasks are completed
- Close out End of Year Expenses
  - Finalize new year expenses if not already done so
  - Pay attention to timing of ordering/paying for items year-to-year
- Be ready to finalize the year and move on
- Confirm department orientation for incoming residents and all continuing residents
  - Meet with
    - PD/Chairman
    - Chiefs
  - Expectations
  - Program Policies
  - Goals & Objections
  - Rotations
  - Vacations/time away
  - Case Logs
  - Resident Handbook
  - Wellness
JULY

National

- ACGME
  - Input new residents into ADS – July 1
  - Verify/update PGY level for continuing residents
- ABNS
  - Finalize & submit ABNS forms for graduating residents
  - Graduating Resident Evaluation forms with narrative summary (summative eval)
  - Rotation form – chronological listing of each rotation (showing requirements met)
  - Forwarding addresses of graduating residents
- AAMC GME Census – Resident Survey Opens

Program

- Program Evaluation Meeting held (or could be August)
- Onboarding should be complete
- Dept get-together to get to know new residents
- Meet with new residents (set reminders or appointments) to see how they are adjusting
**AUGUST**

**National**
- **ACGME**
  - AAMC GME Census – Resident Survey Closes
- **NRMP**
  - Submit match quotas to NRMP (reminders sent to programs)
- **ERAS**
  - Make sure you are familiar with ERAS
  - Review interview guidelines/rules
  - View webinars
  - Check templates
- **ACGME/ADS**
  - Verify and update ACGME ADS data/statistics
    - Should be ongoing throughout the year as changes occur

**Program**
- Prepare for Match Recruitment Season
  - Dinner reservations
  - Hotel block of rooms
  - Institutional needs (trash cans, tables, rooms, etc.)
- Take care of yourself – deep breath before recruitment season starts
  - Some say it’s the best time for vacation
Connecting the APE, Self Study, and the 10 year site visit—Cleveland Clinic & ACGME

<table>
<thead>
<tr>
<th>APE (annually) CPR V.C.-V.C.2.a</th>
<th>SELF-STUDY ( every 10 years)</th>
<th>10-YEAR SITE VISIT (12–18 months between Self-Study and site visit )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident performance</td>
<td>Program Aims</td>
<td>Program Aims</td>
</tr>
<tr>
<td>Faculty development</td>
<td>Strengths</td>
<td>Strengths</td>
</tr>
<tr>
<td>Graduate performance</td>
<td>Identify areas for improvement</td>
<td>Areas for improvements progress</td>
</tr>
<tr>
<td>Program quality</td>
<td>Opportunities</td>
<td>No data on unresolved improvements</td>
</tr>
<tr>
<td>Written, confidential faculty’ and resident’s evaluation of the program</td>
<td>Threats</td>
<td>Review of Self-Studies with PEC</td>
</tr>
<tr>
<td>SWOT Analysis</td>
<td>Based on successive APEs, ACGME survey, ADS</td>
<td>12 documents to have available/ADS update</td>
</tr>
<tr>
<td>Progress of previous year's action plan and minutes</td>
<td>ACGME template</td>
<td>Self-Study Summary of Achievements ~12 days before visit (8 questions)</td>
</tr>
<tr>
<td>Foundation for self study</td>
<td>Assesses ongoing program performance and improvement efforts</td>
<td>Full accreditation site visit— review of all applicable requirements</td>
</tr>
</tbody>
</table>

- Sets direction and priorities
- Gets everyone on same page
- Simplifies decision making
- Aligns activities & priorities
- Communicates mission/aims
- **PEC**
- Dynamic

**SWOT analysis and Self-Study are both required in the new Common Program Requirements (V.C.1.b.4 and V.C.2.)**
SEPTEMBER

National
- ACGME
  - ACGME ADS Annual Data Submission Closes
- ERAS
  - Opens for main match programs

Program
- Recruitment officially begins
- Selection Committee should screen applicants
- Begin sending out invitations to interview after selection committee makes their decision
- Order supplies for resident interviews
- Begin preparing applicant files

OCTOBER

Program
- Schedule CCC & PEC for Mid Year
- Interview season continues
- Flu Shots become available – pay attention to other rotating institution requirements
- Reserve room for ABNS Exam
- ABNS written board exam registration (online now)
ELECTRONIC RESIDENCY APPLICATION SYSTEM (ERAS)

- Streamlines Residency Application Process
- Provides applicants ability to build and deliver application and supporting materials individually or as a package
- Provides centralized, but flexible solution to residency application and documentation distribution process
- Know It, Be Familiar With It
  - Lots of different features and filters
  - LOR’s
    - Only accept what is in ERAS
- Communicate through ERAS
RESIDENT INTERVIEWS

• Ensure faculty know selection criteria
• Remind all of interview guidelines

• Applicant Communication –
  • Invitation to Interview
  • Confirmation of Interview
  • Reminder Email (one week out)

• Interview Day –
  • What makes our program stand out
  • How do we share how awesome our program is?
  • Resident led campus and hospital tour
  • Maximum resident attendance at resident dinner
  • Talk about programs unique to campus
NOVEMBER

National
- ACGME
  - ACGME Milestone reporting window opens

Program
- Prepare for CCC Mid Year Assessments
- Prepare for Program Evaluation Committee Meeting (PEC)
- Continue interview season

DECEMBER

Program
- Interview season continues
- Have CCC Meeting (or January)
- Semi-annual resident evaluations (or January)
- Send out faculty and program evaluations (must be done at least once annually)
- Schedule graduation and send save the date (to block faculty calendar)
### JANUARY

**National**
- ACGME
  - ACGME Milestone reporting window closes
- NRMP
  - Main Match Quota & SOAP Deadline

**Program**
- Semi-Annual PEC
- Continue interview season
- Schedule Faculty Rank Meeting
- Have CCC Meeting (if not in December)
- Semi-annual resident evaluations (if not in December)

### FEBRUARY

**National**
- ACGME Resident Survey opens
- ACGME Faculty Survey opens
- NRMP
  - Finalize/enter/submit rank order list
  - Main Match Rank Order Deadline

**Program**
- Prepare for ABNS Exam
  - Proctors manual
  - Lunch
  - Proctor
  - Temperature room controls
  - IT contact if issues
  - ABNS help number readily available
  - Reserve room afternoon/evening before
NATIONAL RESIDENCY MATCHING PROGRAM (NRMP)

- Established in 1950’s
- Need for uniform start date for residency programs
- Used to create fair and binding system for submission of ROL (Rank Order List)
- Algorithm used is designed to prioritize applicant list (not program)
- Requires an “All In” policy
MedHub/New Innovations

Resident Management System designed to track and document critical program and resident activities

- Upload documentation
  - ERAS application, medical license, training, CV, immunizations, etc.
- Tracks compliance
  - HIPAA, TB training, Safety, etc.
- Rotation and call schedules
- Work Hours
- Conferences/Didactics
- CCC/PEC Meetings
- Conference attendance
CANDIDATE SURVEYS

(From OK NS program)

• Send survey twice
  ○ 48 hours after interview
  ○ After rank lists, before Match Day
• Response rate is higher if use web-based system
  (Redcap, SurveyMonkey, etc.)
• Must be anonymous
• Use responses/results to improve interview days and
  • Make changes
The Residency Coordinator's Handbook, Fourth Edition

Ruth Nawotniak, C-TAGME

Residency program coordinators shoulder the broad responsibility of not only ensuring their program meets accreditation requirements but also making sure residents, faculty, and program directors have all of the resources they need. But coordinators themselves need a resource they can rely on, too: a reference that covers the wide-ranging tasks that come up in their day-to-day duties.

The Residency Coordinator's Handbook, Fourth Edition offers residency program and fellowship coordinators the education and field-tested solutions they need to ensure a successful and efficiently run residency/fellowship program. With contributors from an array of backgrounds, this book offers a global, multispecialty view of coordinator duties. New and veteran coordinators will benefit from the guidance, sample policies, and program tools they can implement immediately.

This product will help residency program coordinators:

- Manage a training program that exceeds ACGME requirements
- Define and grow the role of the program coordinator
- Understand GME and related terminology
- Manage the recruitment, orientation, and credentialing processes
- Create a work environment that supports coordinators, faculty, and resident well-being
- Develop a stronger relationship with program directors
- Identify the key components and structure of NAS

This latest edition of the Coordinator's Handbook covers the new ACGME requirements and includes new chapters on:
# Table of Contents:

- Chapter 1: What Is Medical Education?
- Chapter 2: The Role of the ACGME
- Chapter 3: Understanding the Common Program Requirements
- Chapter 4: The Next Accreditation System
- Chapter 5: The Program Coordinator-Program Director Relationship
- Chapter 6: Roles and Expectations of the Program Coordinator
- Chapter 7: Transitioning From AOA to ACGME Accreditation
- Chapter 8: Managing Graduate Medical Education Training Programs
- Chapter 9: Managing a Surgical Residency Program
- Chapter 10: Managing a Medical Specialties Residency Program
- Chapter 11: Managing a Hospital-Based Specialties Residency Program
- Chapter 12: Managing a Fellowship Program
- Chapter 13: Developing and Managing an ACGME-I Accredited Program
- Chapter 14: Recruitment
- Chapter 15: Orientation of Residents, Program Directors, Faculty, and Coordinators
- Chapter 16: Credentialing Residents
- Chapter 17: Coordinator’s Guide to Educational Terms and Curriculum
- Chapter 18: Educational Enhancement: A Remediation Strategy
- Chapter 19: Program Coordinator Wellness
- Chapter 20: Financing GME
WELLNESS
We ALL need it!

- Take a lunch
- Get away from your desk
- Take a walk
- Stand
- Stretch
- Listen to some music
- Come to the Annual Program Coordinators Meeting
- Join the Yahoo group
- NETWORK!
RESOURCES

Beth Young (retired), Oklahoma HSC, 5.17.18 SNS Annual Residency Coordinator Conference Presentation “Neurosurgery Residency Program New Program Coordinators Workshop”

Susan Coull & Lioudmila Cruz, Temple University, March 2019 ACGME Annual Conference Presentation “Have No Fear, We Will Make Sense of the Academic Year!”
RESOURCES

ACGME:
http://www.acgme.org/
What We Do: Milestones, Self Study, Site Visit, CLER, Physician Well Being
Program Directors/Coordinators: Overview, PD Handbook, ADS Common Errors, Policies
Residents/Fellows: ACGME for R/F, FAQs, Complaints, Back to Bedside
Meetings & Educational Activities: Annual Conference, CME, Courses & Workshops, Webinars
Data Collection Systems: Overview, Case Logs, Surveys
Specialties: NS

ACGME Common Program Requirements/Neurological Surgery Program Requirements
www.acgme.org
https://www.acgme.org/What-We-Do/Accreditation/Common-Program-Requirements

ACGME Glossary of Terms:
www.acgme.org
https://www.acgme.org/Portals/0/PDFs/ab_ACGMEglossary.pdf?ver=2018-05-14-095135-583

Coordinator Webinars (and Education/Courses):
www.acgme.org
http://www.acgme.org/Meetings-and-Events/Webinars/articleid/2309

Avoiding Common Errors in the ADS Annual Update:
www.acgme.org
https://www.acgme.org/Program-Directors-and-Coordinators/Avoiding-Common-Errors-in-the-ADS-Annual-Update
RESOURCES

Milestones:
https://www.acgme.org
https://www.acgme.org/Portals/0/PDFs/Milestones/NeurologicalSurgeryMilestones.pdf

Neurosurgery Residency Coordinator Forum
https://groups.yahoo.com/neo/groups/nscoordinators/files/Coordinators%2011-2016.xlsx

Yahoo Group Communication
All updates on the Milestones and other issues will be communicated using the Yahoo Group. All Program Coordinators are encouraged to join this group in order to receive the latest updates. The Yahoo Group includes a message board, a contact database, file uploads, and other important items. It is quick, easy, and you can set up preferences to receive only a summary of messages rather than getting a string of emails in your inbox. The Yahoo Group has a section to post files – for example, this is one location where you can find the Milestones documents that were published in June. The Yahoo Group name is “nscoordinators” and the direct web address is http://groups.yahoo.com/group/nscoordinators/

STEPS TO JOIN:
To join the group, navigate to http://groups.yahoo.com/group/nscoordinators/join.
Create a free Yahoo account or enter your account information (if you already have a Yahoo ID).
Select your preferences (you are able to select how often you are notified, etc.).
Once the request is submitted sent, Kathy Guzman will approve the request and you will be able to read and post to the group.

ACGME Policies and Related Materials
www.acgme.org
http://www.acgme.org/About-Us/Policies-and-Related-Materials

Best Practices for Interviews
www.aamc.org
QUESTIONS?