



## Responsibilities of the Program Coordinator

New Coordinators Pre-Course  
2008 ACGME Annual Educational Conference  
Grapevine, Texas

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## Presentation Goals

- What is a Program Coordinator?
- What are the responsibilities of a Program Coordinator?
- What are the responsibilities of a Coordinator as related to the ACGME?
- Who can you call for help?

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## What is a Program Coordinator?

- Residency/Program Coordinator
- Administrative Coordinator
- Academic/Education Coordinator
- Graduate Education Coordinator
- Office Coordinator
- House Staff Coordinator
- Marketing, Residency, & Recruitment Coordinator
- Academic Secretary
- Residency and Fellowship Manager



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## What is a Residency Program Coordinator?

- The residency Program Coordinator is a professional responsible for assisting the Program Director with the day-to-day administration of the resident training program.

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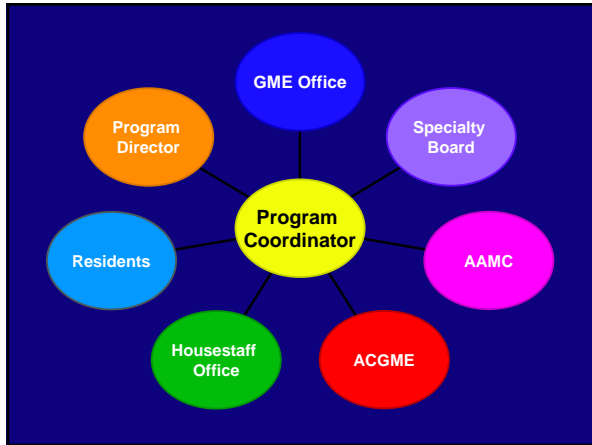
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## Responsibilities of a Program Coordinator

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| <ul style="list-style-type: none"> <li>□ GME track</li> <li>□ NRMP</li> <li>□ Program updates</li> <li>□ Human resources</li> <li>□ Rotation schedule</li> <li>□ Resident orientation</li> <li>□ In-service exams</li> <li>□ Evaluations</li> <li>□ Update program information</li> <li>□ Prepare interview schedule</li> <li>□ ERAS</li> </ul> | <ul style="list-style-type: none"> <li>□ VISA/immigration issues</li> <li>□ Maintain resident files</li> <li>□ Prepare residency Committee meeting agendas</li> <li>□ Maintain credentialing documentation</li> <li>□ Maintain book/travel funds</li> <li>□ FRIEDA</li> <li>□ Other duties related to the administration of the residency program</li> </ul> |
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## Responsibilities of a Program Coordinator: ACGME

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- Accreditation Data System (ADS)
- ACGME case log system
- ACGME resident survey
- Reports
- PIF preparation
- Interim requests

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## Accreditation Data System (ADS) What is it?

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- A Web-based system that contains critical accreditation data for all sponsoring institutions and programs that requires annual updates. The application serves as an ongoing communication tool with programs and sponsoring institutions and incorporates several ACGME applications and functions.
  - *Online since 2001*

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## The ACGME Case Log System What is it?

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- A Web-based application developed by the ACGME to allow programs and residents the ability to enter and maintain resident experience/case/procedure data as requested by the Residency Review Committee.
  - *Online since 2000*

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# ACGME Resident Case Log System

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# Specialties Using Case Logs

- General Surgery
- Vascular Surgery
- Orthopaedic Surgery (and subs)
- Plastic Surgery (integrated and subs)
- Urology (and subs)
- Ophthalmology
- Anesthesiology
- Pediatric Surgery
- Obstetrics and Gynecology
- Neurological Surgery
- Cardiovascular Disease (1 prg)
- Radiation Oncology
- Neurology (and subs)
- Allergy and Immunology
- Emergency Medicine (2 prgs)
- Dermatology (and sub)
- Pediatrics (optional)
- Otolaryngology (and subs)
- Diagnostic Radiology
- Colon and Rectal Surgery
- Pathology
- Surgery Critical Care
- Med/Peds (optional)

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# ACGME Resident Survey

## What is it?

- The resident survey is a method to provide early warning of potential non-compliance with ACGME accreditation standards.
- All core specialty programs and subspecialty programs with 4 or more residents/fellows are surveyed every other year between January and May.

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### ACGME Resident Survey *What You Need to Know*

- When your program is required to complete the survey, the ACGME will notify the program by email. The notification will include detailed instructions, including how residents and fellows should log in to the survey and a completion date deadline.

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### ACGME Resident Survey *What You Need to Do*

- Check the listing of your residents in Accreditation Data System (ADS). Please make sure:
  - all are listed in ADS with their correct statuses (active full time, etc.)
  - all their birthdates and first and last names are entered correctly

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### ACGME Resident Survey *What You Need to Do*

- Monitor your residents' compliance with the survey.
- Download aggregate data if 70% compliance was reached.
- Programs with less than 70% response rate will be scheduled to complete the resident survey again the following year.

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## Reports Requested by ACGME

- Progress report
- Duty hour report
- Report on innovative projects
- Response to a resident complaint
- Extended survey cycle report

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## Reports What You Need to Know

- Specific questions to address
- Due date
- Response method
  - *hardcopy, email, fax, etc.*
- Acknowledgment sent indicating if the report will be reviewed at an RRC meeting or between meetings

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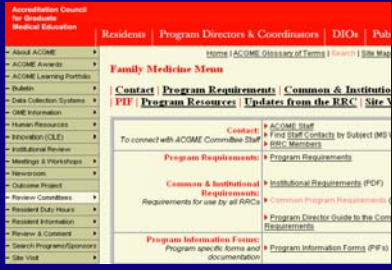
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## Program Information Form (PIF) Preparation

PIFs are located on your specialty-specific webpage:




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## Program Information Form

- Your Program Director is responsible for submitting an accurate PIF, but he/she will need YOUR help preparing it.
  - Download your specialty PIF to familiarize yourself with it's content.
  - Update program information on ADS as needed.
  - Find out when your internal review is and start preparing!

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## Important!!

Common Program Requirement II.A.4.f:

- "prepare and submit all information required and requested by the ACGME, including but not limited to the program information forms and annual program resident updates to the ADS, and ensure that the information submitted is accurate and complete;"

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## Interim Requests

- Increase/decrease in resident complement
- Major curriculum changes
- Program Director changes
- Change in participating institutions

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## Interim Requests *What You Need to Do*

- Check your specialty specific webpage for instructions
- Increase/decrease in resident complement: **ADS**
- Major change in curriculum: **ADS**
- Program Director changes: **ADS**
- Change in participating institutions: **ADS**

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## A Few Helpful Hints...

- Keep a calendar for all residency related events
- Review the ACGME webpage often
- Have monthly meetings with your Program Director
- Network with other Coordinators within your institution/specialty

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## ACGME Staff *We're Here to Help!*



- Executive Director
- Associate Executive Director
- Accreditation Administrator
- Accreditation Assistant
- Accreditation Secretary

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## Your Feedback is Very Important!

- The ACGME and RRC's recognize the need and the importance of Program Coordinators.
- Many improvements have been implemented as a result of feedback from Program Directors and Coordinators.

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