2017 ACGME Annual Educational Conference
Program Coordinator Forum – PC005

Louis Ling, MD, Senior VP, Hospital-based Accreditation
Cheryl Gross, Executive Director, Review Committees for Pathology, Radiation Oncology, and Transitional Year

#ACGME2017
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
- Work product: advice to the ACGME
- Overall goal is to further ACGME Mission
Program Coordinator Advisory Group
(cont’d)

• **Represent coordinators as a whole**
  
  o *Not representative of any specific organization, institution, or specialty*
  
  o *Diverse group by location, size of program/institution, specialty, and residency/fellowship*
Program Coordinator Advisory Group (cont’d)

• Meet twice per year – Chicago
• 13 members
  o 3 Hospital-based program coordinators
  o 4 Medical program coordinators
  o 3 Surgical program coordinators
  o 3 Institutional coordinators

• 3-year terms: 2016-2019
Nominations in 2018

• Nomination form
• Candidate letter
• Disclosure – No ACGME family/employment
• Current CV
• Program director nomination letter
• Additional letter of support
# Advisory Group Members 2016-2019

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Program Name</th>
<th>Approved Positions</th>
<th>Years of Experience</th>
<th>Specialty Area</th>
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Initial Meeting Topics  
September 8-9, 2016

• **Improving the Next Accreditation System**
  o *For ACGME leadership and staff retreat on changes to improve*

• **Input on *Sponsoring Institution 2025***
  o *For future Institutional Requirements*

• **Improving communications**
  o *For improving process and providing advice on future*

• **Understanding the coordinator role**
  o *For planning and determining potential educational topics to offer*
Improving the Next Accreditation System

- Small groups to discuss 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 SI2025 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 2017
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
  o Annual calendar of required ADS updates, surveys
  o Coordinate with New Innovations, MedHub, and others
  o Specialty-specific and size-specific tools for coordinators
  o Require DIO approval of Annual Update before submitting
  o Flag required updates
  o Core program access to fellowship information
  o e-Communication: highlight new information
  o Website discussion – in future

#ACGME2017
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
  o Lost connections with residents
  o Relationship with program director
  o Non-responsive faculty members
  o Overwork and overwhelmed
  o Lack of respect
  o Lack of communication
  o 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
Next Steps

• Continue the conversation
• Consider input from other stakeholders
• Next meeting – May 4-5, 2017
  o Theme of well-being – personal and professional
Conversation and Questions?

- Panel members from the Program Coordinator Advisory Group
  - Cordelia Baffic
  - Shannon Darrah
  - Maria DeOliveria
  - Rhea Fortune

- Additional questions – e-mail coordadvgroup@acgme.org or contact Cheryl Gross: cgross@acgme.org