

## Award FAQs

### GME Program Coordinator Excellence Award



### **Background**

To honor and recognize the very crucial role that program coordinators play in the success of residency program, the ACGME is proud to announce its newest award, the *GME Program Coordinator Excellence Award*. As most residents, fellows, program directors, faculty and ancillary staff know, the program coordinator has a pivotal position within the residency. Everyone depends on the program coordinator to know what is going on and what the process is. The ACGME is equally dependent on these individuals to wear the many hats of administrator, counselor, enforcer, coordinator, organizer, scheduler, and program information form (PIF) maven.

### ***How do I apply?***

**The application deadline for this year has passed.** We are not currently accepting applications. Deadlines and the application form for 2011 nominations will be posted in the next few months.

### **Eligibility Requirements**

- \*Program coordinator for ACGME-accredited residency or fellowship
- Program has full accreditation or continued full accreditation
- Has at least five years' experience as a program coordinator

### **Criteria for Selection**

Program coordinators must:

- meet eligibility requirements
- demonstrate excellent communication and interpersonal skills
- demonstrate solid understanding of the ACGME accreditation process
- possess superior skills in organizing and coordinating the preparation of the ACGME program information form (PIF) and the site visit
- enhance graduate medical education within the program and promote communication among coordinators, program directors, and residents/fellows
- have implemented an improvement for the residency/fellowship program

In addition, the program coordinator should:

- actively participate at a national level in program coordinators' associations (if one exists for the specialty), or other national meetings, e.g. involvement in the annual ACGME Residency Coordinators Program, or other relevant graduate medical education committees

\*The ACGME recognizes that coordinators may have many different titles (e.g. program administrator, residency coordinator, manager, assistant director, etc.) and that the title is often institution or program dependent. Generally, this category refers to the individual who supports the program director, manages the day-to-day operations of the residency or fellowship program, and is actively involved in the ACGME functions of the program.

### ***What is the deadline for nominations?***

**We are not currently accepting applications.** The deadline for 2011 nominations will be posted in the coming months.

***How many nominees will be selected to receive the award?***

A total of five program coordinators will be selected.

***What is the award that will be given?***

Each program coordinator will receive a check for \$1000 and a plaque. Registration and travel expenses will be paid by the ACGME for each recipient to travel to the ACGME Annual Educational Conference in Nashville, Tennessee to receive their award.

***When will the award winners be announced?***

The recipients of this year's award will be acknowledged at the March 2010 ACGME Annual Educational Conference. Award announcements will be published in a press release and the ACGME Bulletin, as well as posted on the ACGME website.