



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, and scheduler.

How do I make a nomination?

Your nominee must meet the eligibility requirements. There will be no exceptions.

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 self-study and prepare for 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.

Application Instructions

Two components are required for application:

1. A completed application form
2. Four letters of support (**each letter is limited to 500 words or less**)

About the Letters of Support

- Letters should be addressed to ACGME Awards Committee.
- One of the letters must be from current residents/fellows.
- One of the letters must be from the program director.
- One of the letters must be from the designated institutional official (DIO) or chair of the Graduate Medical Education Committee
- The remaining letter may come from another person(s) involved in graduate medical education who can attest to the nominee's excellence as a residency coordinator.
- Comments from a group, e.g. faculty, residents, etc. should be compiled into one "group letter." We will not accept more than four letters of support for each nominee.
- The letters should show how the nominee has fulfilled the criteria listed above.

Where do I send the material?

The application form may be downloaded from the ACGME website and emailed along with the support letters to: DeLonda Dowling at ddowling@acgme.org.

If you have any questions, you may contact DeLonda Dowling at ddowling@acgme.org (by phone at 312/755-5059). **All materials (application form and support letters) must arrive by email in one PDF.** To do this, assemble all materials and scan. The resulting PDF can then be emailed. **Material received in piecemeal will not be accepted.**

What is the deadline for nominations?

The deadline **is Friday, March 14, 2014, and must be received by 5:00 p.m. Central.** Nominations received after that date will not be accepted.

How many nominees will be selected to receive the award?

Up to five program coordinators will be selected.

What is the award that will be given?

Each program coordinator will receive a check for \$1,000 and a plaque. Registration and travel expenses will be paid by the ACGME for each recipient to travel to the ACGME Annual Educational Conference to receive their award.

When will the award winners be announced?

Selections will be made by the ACGME Awards Committee at its September 2014 meeting; afterwards, the ACGME CEO will notify the recipients. The recipients will be acknowledged at the March 2015 ACGME Annual Educational Conference. Award announcements will be published in a press release, the ACGME Journal of Graduate Medical Education, and the ACGME Bulletin, as well as posted on the ACGME website.