



## ACGME Debra L. Dooley GME Program Coordinator Excellence Award Frequently Asked Questions (FAQs)



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### ***Why did the ACGME establish the Debra L. Dooley GME Program Coordinator Excellence Award?***

In recognition of the very crucial role that program coordinators play in the success of residency and fellowship programs, the ACGME established the GME Program Coordinator Excellence Award. In 2019 the ACGME renamed the award for Director, Educational Activities Debra L. Dooley upon her retirement from the ACGME. Ms. Dooley advocated for program coordinators throughout her career and helped to establish the ACGME's annual Coordinator Forum pre-conference to the Annual Educational Conference. As most residents, fellows, program directors, faculty members, and ancillary staff members know, the program coordinator is a pivotal position. 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?***

Download the nomination form from the ACGME website, complete it, and submit it along with the support letters. All materials (nomination form and support letters) must arrive by email in **one PDF (portable PDF files are not acceptable)**. To do this, assemble all materials and scan. The resulting PDF can then be emailed. **Material received in piecemeal or that includes unsigned letters will not be accepted.** Direct any questions to DeLonda Dowling: [ddowling@acgme.org](mailto:ddowling@acgme.org) or 312.755.5059.

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

The deadline is **Wednesday, April 6, 2022 and all nominations must be received by 5:00 p.m. Central.** Nominations received after that date/time will not be accepted.

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

Up to five program coordinators will be selected.

### ***Is there a limit to the number of nominations I can submit?***

Only **one** program coordinator nomination per institution will be accepted.

### ***What is awarded?***

Each Debra L. Dooley GME Program Coordinator Excellence Award recipient will receive a plaque, as well as expenses paid by the ACGME for the awardee and a guest to travel to the 2023 ACGME Annual Educational Conference (registration will also be waived) to receive the award. In addition, each awardee receives an expenses-paid retreat experience that is unlike any other. New and former awardees will meet in a setting designed to support and honor them and their work and create a space that invites but does not intrude, fostering a sense of community. The retreat is typically held the second or third week of May, beginning on a Wednesday evening and ending on a Friday afternoon.

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

Selections will be made by the ACGME Awards Committee at its fall 2022 meeting; afterwards, ACGME President and CEO Dr. Thomas J. Nasca will notify the recipients. The recipients will receive their awards at the 2023 ACGME Annual Educational Conference. Award announcements will be published in a press release, the *Journal of Graduate Medical Education*, and the *ACGME e-Communication*, as well as posted on the ACGME website and social media accounts.