

ARMANDO D MEZA MD
ASSOCIATE PROFESSOR OF IM
ASSOCIATE DEAN GME
DESIGNATED INSTITUTIONAL OFFICIAL
TEXAS TECH UNIVERSITY HSC EL PASO
PAUL L FOSTER SCHOOL OF MEDICINE



PROGRAM DIRECTOR'S TRAINING COURSE





PDTC-5 RESIDENCY PROGRAM PERSONNEL AND RESOURCES

THE TEAM: THE RESIDENCY COORDINATOR

- Full time employee
- Qualities: organized, patient, problem solver, detail oriented with excellent interpersonal skills
- Need to be familiar with ACGME, ERAS and NRMP
- Delegation of authority:
 - New resident orientation
 - Vacations, lecture schedule, leave policy, counseling, case logs, dress code, etc



THE TEAM: THE RESIDENCY COORDINATOR

- Delegation of authority: continued,
 - Register to ERAS and manage ERAS
 - Schedule applicant interviews
 - Complete RRC annual report
 - Coordinate rotating residents
 - Update FREIDA
 - Remind residents about Board Exam deadlines
 - Remind residents about USMLE Step 3
 - Application to in-training exam
 - Schedule semiannual evaluation
 - Initiate contract renewals
 - Arrange for faculty meetings with advisors



THE TEAM: THE RESIDENCY COORDINATOR

- Delegation of authority: continued,
 - Help incoming residents with the housing, etc
 - Assist with resident manual revision
 - Work with chief residents on schedules
 - Work on the resident departure paperwork
 - Keep the resident file organized including contract, timely evaluations, disciplinary action, rotation schedules, etc



THE TEAM: THE FACULTY

- Need to be Board certified or have acceptable equivalents
- Need to be familiar with the CPR and specialty specific PR's
- Teaching faculty versus NTF
- Need for recognition of excellence in teaching.
- Need to motivate and educate
- Scholarship: application, dissemination and discovery
 - Research: original, peer reviewed, book chapters, case reports, presentations at local, regional or national meetings



The faculty must:

- II.B.1.a) devote sufficient time to the educational program to fulfill their supervisory and teaching responsibilities; and to demonstrate a strong interest in the education of residents, and
- II.B.1.b) administer and maintain an educational environment conducive to educating residents in each of the **ACGME** competency areas.
- II.B.1.c) for each approved chief resident position, consist of at least one full-time faculty member in addition to the program director (i.e., if there are three approved chief residents, there must be at least four fulltime faculty). The major function of these faculty is to support the program. These faculty must be appointed for a period sufficient to ensure continuity in the educational activities of the residency program and, (N.B.: moved from III. A. 4f)
- II.B.1.d) appoint an associate program director for programs with more than 20 categorical residents.

THE TEAM: OTHER NEEDS

- A budget residency related expenses
- Technical support
- Clerical support
- Residents' access to:
 - Electronic databases
 - Attend meetings
 - Perform research
 - Statistical help





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SUMMARY

- Ancillary support to the PD and the residency is essential for optimal function of the residency
- A capable coordinator can make the difference between a good and a bad accreditation cycle
- Running a program has become a more expensive endeavor and thus the need to assure resources is an expected responsibility of the PD





END OF PRESENTATION