New Coordinators University

WELCOME

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SCHEDULE, FORMAT & FACULTY

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Thursday afternoon, March 13, 2014

TIME	OBJECTIVE	LEAD-MODERATOR	CO-MODERATOR
1:30 -1:50 PM	Introduction to Academic Year Calendar of Events	Bob Tetirick, MA, Coordinator, Psychiatry Residency, Cambridge Health Alliance, Harvard Medical School	Anyone can feel free to contribute!
1:50 - 2:10 PM	Program Planning	Allison Wellman, Coordinator, Child & Adolsecent Psychiatry, Insitute of Living/Hartford Hospital.	Nancy Lenz, C-TAGME General Psychiatry Coordinator Western Michigan U. School of Medicine
2:10 - 2:30 PM	Academics / Rotations	Linzi Connors, BS, Program Coordinator, Child Psychiatryand Triple Board, Tulane University School of Medicine	Kim Kirchner, Academic Manager Western Psychiatric Institute & Clinic University of Pittsburgh Medical Center
2:30 - 2:50 PM	Evaluation	Linda Gacioch, BS, C-TAGME Administrative Specialist, Psychiatry University of Michigan	Carol Regan, C-TAGME, General Psychiatry Program Administrator, University of Buffalo
2:50 - 3 PM	Break		
3 - 3:20 PM	Recruitment	Cynthia Martin, Administrative Program Assistant, Psychiatry Brody SOM at East Carolina University	Michele Cepparulo, C-TAGME, Education Administrator, Psychiatry, Perelman SOM, University of Pennsylvania
3:20-3:40	Documentation for Accreditation and Certification	Kim Kirchner, Academic Manager Western Psychiatric Institute & Clinic University of Pittsburgh Medical Center	Linda Gacioch, BS, C-TAGME Administrative Specialist, Psychiatry University of Michigan
3:40 - 4 PM	Standardized Testing	Nancy Lenz, C-TAGME General Psychiatry Coordinator Western Michigan U. School of Medicine	Carol Regan, C-TAGME, General Psychiatry Program Administrator, University of Buffalo

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Coordinators' Academic Year Calendar & Administrative Objectives

ACADEMIC OBJECTIVES
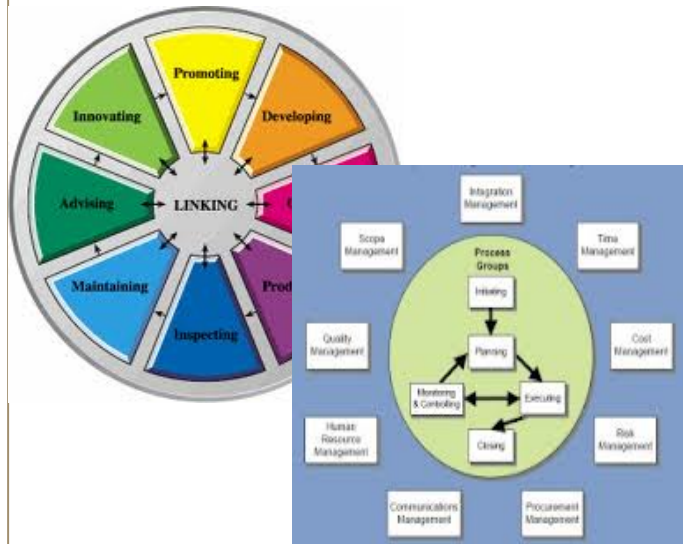
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COORDINATOR ADMINISTRATIVE OBJECTIVES

OBJECTIVE	DESCRIPTION	EXAMPLES
Program Planning	*This area includes activities/events scheduled throughout the year to support the program's requirements or program continuity.*	July orientations, graduation planning, resident retreats, faculty retreats, AADPRT registration and participation, annual meetings to review policies/procedures, organizational and programmatic committee meetings.
Academics / Rotations	*This area includes didactic and clinical scheduling and administration.*	Preparing, maintaining and facilitating rotation schedules, seminar schedules, and all other communication and documentation and tasks to support these schedules (reminders, change notices, AV needs, on-call calendars, reserving rooms).
Evaluation	*This area includes all ACGME-required evaluation set-up and administration*	Annual set-up of any electronic or web-based programs to monitor evaluations, entering data related to all evaluation match-ups: faculty/attending/supervisor, resident, rotation, peer, 360°, seminar, etc. and monitoring completion of evaluations. Setting up assessment tools and coordinating committees for Milestones.
Recruitment	*This area includes all recruitment activities.*	Using ERAS, scheduling interviews, planning the interview day, marketing the program, following-up after the interview, submitting the Rank Order List to NRMP, sending welcome packets to new residents/fellows.
Documentation for Accreditation and Certification	*This area includes all required annual documentation for ACGME, ABPN, AMA and other accrediting or certifying institutions.*	Completing annual GME Track data, completing annual WebADS updates, completing the annual ABPN preCERT, making FRIEDA updates, preparing ECFMG documentation, and if requested, Site Visit preparation.
Standardized Testing	*This area includes administration of any standardized tests.*	Administrating PRITE and Child PRITE, the PPCT, and monitoring and documenting Clinical Skills Verification Exams / Annual Clinical Skills Exams.

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Coordinators' Academic Year Calendar & Administrative Objectives

COORDINATOR 101:
GETTING ORGANIZED

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Coordinators' Academic Year Calendar & Administrative Objectives

ORGANIZING BY
USING A TIMELINE

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Coordinators' Academic Year Calendar & Administrative Objectives

ACADEMIC YEAR CALENDAR

JULY – DECEMBER
&
JANUARY - JUNE

Coordinator's Academic Year Calendar (July – December)

This calendar generally represents the focus of activity for coordinators and programs during each month, but is not specific to any one program. Individual programs may vary dates for specific activities. Coordinators are responsible for checking appropriate websites and ACGME policies and procedures for deadlines and requirements. For a description of Objectives see Page 2.

OBJECTIVES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Program Planning	Orientation for Returning Residents	Reserve next year's Graduation space	Plan Fall Resident Retreat	Plan Holiday Party		Holiday Party
			Plan Fall Faculty Meeting			
Academics / Rotations	Finalize On-Call schedules for current year					
	Finalize didactics schedule for current year					
Evaluation	Enter All evaluation match-ups in electronic evaluation system	Monitor and collate evaluations	Monitor and collate evaluations	Monitor and collate evaluations	Monitor and collate evaluations	Monitor and collate evaluations
						Schedule 6 months' evaluations
Recruitment	Determine Interview dates; Plan: budget, space, food, transportation, activities	Planning for space, food, transportation, activities	9/15- ERAS Post Office opens / Start scheduling interviewers.	Review ERAS applications daily	Finalize interview schedules / Continue to review and invite	Manage Interview Day schedules
		Install ERAS PDWS Child Recruitment	Start reviewing ERAS applications	Start inviting Adult applicants	Start managing Interview Day schedules	Submit Match List for Child Program
Documentation for Accreditation and Certification**	ABPN (mail before July 15) Completion of Training Letters	Prepare paper Board Eligibility Letters in lieu of preCert			Prepare Reappointment Letters for returning residents.	AADPRT meeting registration commences
	Finalize all preCERT data for past year	Review Program Letters of Agreement Agreement				Plan travel / make reservations
					ABPN Certification Exam	
	Submit GMETrack data to AMA	Renew and pay for AADPRT Memberships		10/31 - AADPRT membership deadline	Applications available on-line for next June's graduates	
Standardized Testing	Plan PRITES: order exams, space, cover schedules			Proctor Adult PRITEs	10/15 -deadline to return Adult PRITES	Proctor Child PRITE Return Child PRITE
	Plan annual Clinical Skills Exam schedule/calendar					

Coordinator's Academic Year Calendar (January - June)

OBJECTIVES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Program Planning		Begin planning Graduation	Annual AADPRT Meeting!!	Graduation Planning: space, food, activities	Mail graduation invitations	Orientation for new Interns/Residents
			Program Planning for next year: Retreats Faculty mtgs., schedules, etc.	Order graduation certificates	Schedule Exit Interviews	GRADUATION
				Plan Spring Retreat	Plan Orientations:	
			Review Policy & Procedures	Plan Spring Faculty Meeting	space, food, schedule	
Academics / Rotations			Rotation Schedules for upcoming year	Rotation Schedules for upcoming year	Secure instructors, space, schedules for next year's didactics	Start to prepare residents' documents for next year's rotations
			Review Curriculum for next year's didactics	Start securing next year's didactics instructors, space		
Evaluation	Monitor and collate evaluations	Monitor and collate evaluations	Monitor and collate evaluations	Monitor and collate evaluations	Schedule 6 month evaluations	Schedule 6 month evaluations
					Monitor and collate evaluations	Monitor and collate evaluations
Recruitment	Manage Adult Interview Day schedules	Review Applicants Submit Match List for Adult program	NRMP Adult Match Results	Collect New intern/Resident documentation for HR, licensing, etc.	ERAS Post Office closes	
	Child Match Results		Prepare New Intern/Resident Informational Packets		Prepare New Residents to start work - IT, HR, license, etc.	
Documentation for Accreditation and Certification**	Mail ABPN Eligibility letters for seniors - if *not* using preCERT		Program Termination letters (contract non-renewal)			Start to update all preCERT data for past year
Standardized Testing	*Plan PPCTs: order exams, space, cover schedules		*Proctor PPCT Exams	*Return PPCT Exams		
						Enter all Clinical Skills Exam data in ABPN preCert

** Individual program's annual WebADS updates are determined by ACGME. Coordinators should be aware of their scheduled update.

* The Psychodynamic Psychotherapy Competency Test is not required/used by all programs.