Program Coordinators’ Meeting

March 12, 2020
Agenda

- Program Evaluation
- Changes to Program Coordinator Meeting
- ACGME Presentation on CCC Guidebook
Announcement

- ACGME Survey 2nd cohort due on March 15th
- Incoming trainees – Marcy
Program Evaluations

Changes:

− Valuable additions to the GME Survey and the ACGME Surveys
− Avoid repetitive questions
− Focus more on qualitative inputs
Program Evaluations

Program Evaluation by Trainee

- Opportunities and protected time for scholarly work?
- Appropriate didactic at the trainee’s level and protected time for didactics?
- Constructive and meaningful feedback from attendings?
- Sufficient personnel and program growth?
- Comments on SW+IP

Program Evaluation by Faculty

- Faculty development opportunities?
- Protected time in research, didactics (rounds, journal clubs, conferences)
- Sufficient personnel and program growth?
- Comments on SW+IP
Program Evaluations

- Scheduled to be delivered on April 1
  - Date can be customized based on your program’s needs
  - Contact your program manager

- Create a Faculty Group in Medhub
  - You need to create your faculty group by Friday March 20.

We should comment on the change and we can’t aggregate evaluations as a result.
How to Create a Faculty Group in Medhub

Instructions: MedHub → Evaluations (tab) → Evaluation Groups (sidebar)

1. Log on to MedHub and click on “Evaluations” tab

2. Click on Evaluation Groups under Evaluation Functions sidebar

3. Click on Add Evaluation Group, name your faculty group “2020 [YourProgramName] Program Evaluation by Faculty”, add your faculty, and select Faculty Group.
Monthly Program Coordinators Meeting

- 2nd Thursday of each month 1-2pm at P390
- Open to ALL program coordinators
- 30-minute of Announcements and Upcoming Tasks ("huddle")
- 30-minutes of Professional Development. Potential topics may include:
  - IT resources and support
  - Stanford staff help center
  - How to deal with struggling trainees
  - Stress management
  - How to prioritize work when everything is #1
  - Effective email communication
  - Tips for handling difficult conversations
  - Tools for project management
  - Successfully navigating professional conferences
  - Leadership development
  - Public Speaking
NEW “Program Coordinator Workshops”

- A series of workshops tailored for coordinators who are at Beginner level
- Focuses on basic concepts and operations in GME
  - 1st-year coordinators: required to attend (preferably in person, not online)
  - 2nd-year coordinators: recommended to attend
  - Others: only if a refresher is needed
NEW “Program Coordinator Workshops” Curriculum

- **2nd Thursday of Apr, Jun, Aug, Nov and Jan (2021)**

- **April:**
  - Annual Program Evaluation
  - Program Evaluation by Trainees and by Faculty

- **June:**
  - CCC, milestones, and semi-annual evaluations
  - WebADS updates
  - Final evaluations

- **August:**
  - Program Expansion and Funding
  - Special review
  - Operational processes
  - Resident Evaluations

- **November:**
  - GME Survey
  - ACGME and GME websites
  - Operational processes
  - CCC, milestones, and semi-annual evaluations

- **January:**
  - ACGME Surveys
  - Self-study and site visits
NEW “Program Coordinator Workshops” Curriculum

- Time and Location??
- Part of the orientation for new program coordinators
- For experienced coordinators, are you interested in Teaching a session or become a Mentor?
Discussion and Questions