

# TOP 10 To-Dos for New & Returning GME Pros



An educational resource  
brought to you by  
Margie Kleppick  
President & CEO

724-864-7320  
[www.PartnersInMedEd.com](http://www.PartnersInMedEd.com)

© 2008 Partners  
in Medical Education, Inc.



*How do people join the GME profession? People find their way to GME from a wide variety of paths, but there is one thing they share in common...a steep learning curve.*

*Here are ten things that can help you start, restart or continue on your new GME path with the right knowledge, resources & people in place to do your best.*

**To-Do #1: – Join an association or a professional organization of your peers.** Attend the meetings, network and ask questions. Get email addresses and telephone numbers and don't be afraid to ask for help. Find a mentor, join a message board and surround yourself with a virtual team of professionals you can access regularly.

**To-Do #2 – Start a good habit.** Visit [www.acgme.org](http://www.acgme.org) regularly and print off your program requirements, institutional requirements and the common requirements, if your program requirements do not incorporate them. Go to your residency committee webpage and print off at least the FAQs. Create a tickler or reminder to visit the website often to stay abreast of requirement changes, recent publications and news items.

**To-Do #3 – Become a student, again.** Get into the mindset of a student...of GME! Read everything, ask questions of the authors and ask colleagues for samples. GME is complex and ever-changing and a student's mindset of continual learning will give you the momentum to get up to speed and stay there.

**To-Do #4 – Understand your role. GME is not a solo sport!** A successful GME Program needs an enthusiastic, knowledgeable team. Know your role and responsibilities. By understanding your part, you can see how you can contribute through improvement and innovation.

**To-Do #5 – Be familiar with the competencies.** Know what they are and why they are so important. Check the ACGME website and find out how others are addressing the issues as programs learn as they do for themselves.

**To-Do #6 – Print off the "Glossary of Terms" from the ACGME website.** GME has its own language and to be successful, you need to know the acronyms and the professional organizations that are common to everyone in GME. You can find the glossary at:  
[http://www.acgme.org/acWebsite/GME\\_info/gme\\_glossary.asp](http://www.acgme.org/acWebsite/GME_info/gme_glossary.asp)

**To-Do #7 – Become your own librarian and a leader.** Get a copy of your program's and institution's most recent accreditation letters. Read the letters to see if there were any citations or concerns. If there were citations or concerns, ask if there are action plans in place for correction. If so, review the citations/concerns and monitor the corrective actions until all are resolved.

**To-Do #8 – Become your own historian.** Get to know your program's and institution's accreditation history. Look in your files or on WebAds and develop a grid showing the accreditation status of the program/institution for the past 10+ years and the length of the cycles. It will become an invaluable go-to guide.

**To-Do #9 – Monitor Internal Review Outcomes.** All programs are required to have an internal review and many institutions are doing the same. Review the findings of your most recent internal review and develop a grid to monitor corrective action on any areas needing strengthening. List all recommendations and have a column for actions and a column for dates. This could become a key tool for ongoing change/improvement.

**To-Do #10 – Don't give up!** This is always my advice to new or returning professionals. The first year...the first PIF, CAAR, or IRD...the first site visit...they'll all be tough, but you will get through them and you will have gone through extremely valuable learning experiences.

Join a Telecourse that is timely for new or returning GME professionals. . .  
sign up today!

**What is GME? An Orientation  
for New and Returning Program  
Administrators & GME Staff**

2-Session Telecourse  
Thursday, May 22 & 29, 2008  
12 Noon-1 p.m. EDT

For registration and cost details, visit  
[www.PartnersInMedEd.com](http://www.PartnersInMedEd.com)