

TOP 10 Tips to Maximize the Residency Coordinator's Role



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

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As the requirements for the institution and programs become more complex, so do the roles and responsibilities of Residency Coordinators. Through this Top Ten, Randy Nelson, MHS, former DIO, Memorial Medical Center of the Conemaugh Health System, offers her top areas where Residency Coordinators can have the greatest impact on their department or program as well as maximize their value right now...

1 Expand Your Administrative Role

There are opportunities to present yourself and demonstrate your abilities as a professional in your organization. Utilize the avenues at your disposal to gain diversified professional exposure. Your GME Director can be instrumental in nominating you to serve on influential institution-wide committees.

2 Clarify Your Role in the Residency Program and the GME Operation

A professional job description enhances your status in the organization. Work with your GME Administrator to make sure your professional responsibilities are accurately documented in your job description.

3 Capture Your Professional Development Success

You participate in educational activities throughout the year, but do you document them? Build a portfolio that demonstrates expertise and a proven track record of excellence, which will help you request more training and resources, upgrade your job description or even use towards promotion.

4 Build on Your Knowledge Base

Continuous quality improvement is an important tool in demonstrating your expertise as a coordinator. Be a regular visitor to the ACGME and/or AOA website(s) and monitor up-to-date, new and changing accreditation requirements. Consider setting up an outlook or Google reminder for weekly web site checks.

5 Sustain a Residency Operation that is Based on "Accreditation Readiness"

You are in a high-volume position with significant responsibilities and little or no "down" time. Periodically review the PIF document and select one or two questions to present to your program director and residents for feedback.

6 Develop a Highly Organized Site Visit

Coordinating a highly successful site visit involves numerous steps. Organize site visits that will anticipate and address the diverse needs of the accreditation Site Visitor. Prepare additional documentation that will compliment examples cited in the PIF and demonstrate your comprehensive understanding of the materials necessary to validate your program to the RRC.

7 Coordinate an Outstanding PIF

There are numerous steps involved in completing an outstanding PIF. Collaborate with other coordinators and learn from each other's best practices to produce an excellent document. Consider organizing regular coordinators' roundtables!

8 Support Your GME Department

You are required to provide information and support for your GME Office or program on a regular basis. Set up a check-in meeting to clarify with your administrator or PD the global role of your program or department and why it needs your ongoing support.

9 Maximize Your GME Reimbursement

You are the point person for maintaining timely and accurate documentation of your residents' schedules. Become familiar with GME financing and document resident schedules that maximize reimbursement. Think about coordinating an annual Q&A session with your hospital's Reimbursement Administrator.

10 Share Successful Practices with Your Colleagues

One of the biggest challenges you face is getting your residents and faculty to submit evaluations and other required documentation. Use this upcoming Telecourse to acquire examples of best practices from a GME expert and swap information about your successful techniques with colleagues.

NEW for 2010!

"Maximizing the Residency Coordinator's Role"
Linking professional development to the person,
program and place

Randy Returns!

Presented by Randy Nelson, MHS,
Former DIO, Memorial Medical Center of
the Conemaugh Health System

Tuesdays, February 16 & 23, 2010
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Registration is OPEN: www.PartnersInMedEd.com



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