

TOP 10 Tips for the NEW Program Director & Coordinator



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

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What is it like for a new Program Director or a new Program Coordinator -- Overwhelming confusing, daunting, but also exciting, rewarding and fulfilling?

As we have seen, the most effective and fulfilled Program Directors and Coordinators develop certain good habits that help them succeed. Here are a few of their tricks...and our tips...for getting there.

1 When you can't read everything...keep up with at least these resources. Have copies of the requirements and know them inside and out and have at hand. But, beyond that stay abreast of the ACGME web site home page for "new" updates as well as your specialty web site. Have those sites bookmarked and schedule regular updates for yourself.

2 Asking...is Learning! Don't be afraid to ask "why" or "how" so that you can understand the foundation and the background as to why things work the way that they do. Just like faculty asks residents questions to understand the breadth and depth of their knowledge, you can use judicious questions to learn more too.

3 Yes, you're busy...but be sure to volunteer. Make yourself available for internal reviews or other committees that relate to GME. Being involved will give you the big picture view of what is going on with GME.

4 Don't miss institutional meetings. That's where you can be seen and heard. Attend coordinator meetings, GMEC meetings and your program educational meetings. Stay in the loop and be open to opportunities.

5 Attend national meetings. Engage colleagues; come prepared with issues and questions you want to focus your learning upon. It's a fantastic way to network as well as enhance your professional development with the added bonus of bringing your learning back to your own institution.

6 Join specialty listserves and the AHME bulletin board. Your specialty, most likely, has its own listserv along with the AHME.org's message board make great resources for colleague opinions and to gain for advice from across the country.

7 Ask for help. Don't be afraid to ask for help! GME professionals are very approachable and will be glad to help and share what they know.

8 Find a Mentor. Look for someone who has been around a while, whom you admire and who seems to be effective and capable and ask them to lunch. Set the stage for ongoing mentoring.

9 Review & update your GME Calendar. Having an up-to-date annual calendar of GME tasks is a great way of aligning yourself with the current and expected plans for the year and to gain a sense of control over your new world.

10 Continue your professional development. Through poster presentations, regional leadership and other roles within your specialty-specific task forces and organizations, you can build your resume and experience while establishing your name in the larger GME arena.

Beyond tips and sound advice, our latest Webinar for newer Program Directors and Coordinators is an excellent way to set a good foundation for your new start or to confirm and add tools to your existing arsenal. We'll not only tell you how, but will share resources and samples that you can start using today!



Join Partners® in a NEW Webinar featuring Christine Redovan.

Written by:
Christine Redovan, MBA

(Published February, 2011)

New Webinar & New Topic!

Need-to-know information for Program Directors and Program Coordinators in their position less than TWO years.

What is GME? Preparing the New Program Director & Coordinator

Thursday, March 31, 2011
12:00 p.m. - 1:30 p.m. ET

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