

TOP 10 TIPS for Selecting Program Reference Guides



An educational resource
brought to you by
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*The world of GME is changing so fast! It **IS** difficult to keep up. Smart Program Coordinators develop a program reference "library" of printed requirements, "how-to" manuals, articles, and sample documents. But...everything you can find in print is not helpful or accurate!*

Here are 10 tips to help you identify the best investments for your limited Books/Subscriptions budget line.

Tip 1: Do you need to create your own reference library? We think so. The "gem" you discover today may be just what you need to help your faculty with tomorrow's challenge!

Tip 2: Consider the source. Is the advice based on current GME operations experience? If the author's current, professional experience is limited to professional writing, has he/she collaborated with a team of "in-the-trenches," recognized experts in the field for the source of their "tips"?

Tip 3: Does the information apply to your program? Does the author have a proven track record leading or consulting with a broad range of programs and sponsoring institutions? Does the material provide you with broad principles, applicable in many settings? If the "tips" are based on one program's experience, be certain that the program is identical to your own or the advice may not have the same outcome!

Tip 4: Rely on sources who engage in their own Practice-Based Learning and Improvement. Does the author participate in ACGME Educational Sessions? AHME or AAMC?

Tip 5: Consider the publication date. We all like great recipe books that include a "how-to-do-it" with prescribed steps to follow and forms to use. BUT, these sources become outdated quickly. Be cautious if the publication date was before ACGME's latest revision of the requirements.

Tip 6: GME is education. Broaden your resources to include references on the principles of adult education; professional presentation techniques; team development; management organization; strategic planning. Use all of the disciplines relevant to your role.

Tip 7: Samples from your peers are the basis for your own best policies, procedures and forms. Borrow ideas liberally!

Tip 8: Outdated references, like outdated medications, have untoward effects. Do not let your reference collection lose potency! Review and purge your references regularly. The process will refresh your memory of great ideas you had forgotten!

Tip 9: Share the wealth. When you find a valuable resource, share it with your Program Director, faculty, and other coordinators. Short, marked passages are especially welcome!

Tip 10: Read, read, read. Have a portable collection of articles to scan while waiting for an appointment or a meeting to start. Lifelong learning is essential for Program Coordinators, too!

Does all this sound familiar? You teach your residents to critically appraise clinical literature during Journal Club and to pursue lifelong learning.



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Learn more about Dr. Henderson at
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Apply the same principles to your own
office library! And, join us for...

How to Complete the PIF and Prepare for the Site Visit

6-Session Telecourse
Tuesdays, September 9, 16, 23 & 30;
October 7, 2008
12 Noon-1 p.m. EDT

For registration and cost details, visit
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