

TOP 10

Tips to be Invaluable to Your PD or DIO

An educational resource brought to you by
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Whether you are new to GME, new to your job or returning from another area, dealing with change, juggling multiple priorities and working with countless people can make your job stressful. Below are ten tips that can, not only make you stand out as an invaluable asset to your PD or DIO, but also give you the tools to be more prepared and effective in all you do.

1. **Passion!** Have a passion for what you do! Go over and above what is expected of you.

2. **Communication!** Work closely with the program director/residents and or DIO.

3. **Requirements!** Study both the institutional and program requirements, as well as common if they are not incorporated into the program requirements.

4. **Policies!** Draft policies needed according to the requirements.

5. **Organization!** Develop a filing system where you can find whatever you need in less than a minute.

6. **Back-Up!** Collect back-up documentation for all of the responses in the PIF, IRD, reports, surveys, etc. for your program or the institution.

7. **Preparation!** Start early to prepare the PIF or IRD - do a timeline and set deadlines - get help if needed. This is one of the most important responsibilities of the PD or DIO and you will be an integral part of the team and a valuable asset.

8. **Improvements!** Make a list of what was done well and what needs improvement after a site visit. Refer to this list to begin making improvements and when preparing for the next site visit.

9. **Involvement!** Attend and participate in program meetings and/or GMCEC meetings. Learn about what is going on in other programs and the institution. If you take the minutes be sure they are accurate -- tell the story and show what action and follow-up is needed.

10. **Grow!** Seek out opportunities for professional development through internal training as well as conferences, books and seminars for your profession.

You are a **key person** on the GME team and the more

you know, the more valuable you can be to your program but also as a GME professional. To learn more about the world of GME and how to be most valuable in your position, take our upcoming telecourse titled, **"What is GME? Basic Skills for New & Returning Program Administrators & GME Staff"**.

Be Successful in Your Key Role and Acquire the Basic Skills You Need!

Take this two-part telecourse:

***"What is GME? Basic Skills for
New & Returning Program
Administrators & GME Staff"***

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