

# TOP 10 Success Secrets for Those New to GME

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



www.PartnersInMedEd.com  
724-864-7320

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Whether you are brand new to graduate medical education, have found yourself moving into a new role or returning to the profession, here are some key strategies to help you gain confidence and get up to speed quickly.

## **Tip #1: Understand the biggest changes happening now in GME.**

Education is moving towards being competency-based and evidence-based as well as focusing on being real-world accurate by using rehearsals and simulations. Read up on these changes and you'll understand what everyone is concerned about right now.

## **Tip #2: Get connected or reconnected to the GME world.** Visit the following web sites and learn more about the education and resources available through these organizations:

**ACGME** - [www.acgme.org](http://www.acgme.org) -- workshops in March  
**AHME** (Association for Hospital Medical Education) - [www.ahme.org](http://www.ahme.org) -- AHME Academy, Spring Meeting & Message Board

**Partners in Medical Education** - [www.PartnersInMedEd.com](http://www.PartnersInMedEd.com) -- Telecourses, On Site Education, Consulting Services, Medical Education Calendar of Events & Resources.

## **Tip #3: Get back to the basics of GME.** Orient yourself to the foundation of the GME world, including acronyms, philosophy and structure. Join an association that can be a rich resource of mentors, education and opportunities to network. Consider the Association for Hospital Medical Education.

## **Tip #4: Learn about the six General Competencies.** These are some of the most challenging requirements now being expected of your institution. No matter your role, you should at least know what the six are and where your organization stands in meeting the requirements.

## **Tip #5: Understand where you were and where you are going.** Look through your last IRD or PIF and review decision letters from the ACGME. Read the ACGME Requirements and your most current minutes from the last six GMEC meetings. This will give you some great history and direction.

## **Tip #6: Clarify your role and expectations.** One of the toughest things to being successful is KNOWING when you are and when you aren't and by whose standards. It's critical to get accurate information as to the expectations of your supervisor

and of others you work with in the GME office. Ask questions; check in regularly and don't wait for them to tell you something went wrong to know where you stand.

## **Tip #7: Get organized and stay that way.**

Staying on top of deadlines, paper and timelines is a key part of any GME job. If you are an organizational whiz, then establish or enhance existing systems to manage workflow and deadlines. If you are organizationally challenged, read up and find a mentor internally who seems to always have it together. Block out time regularly to reconnect with your systems and how well they're functioning. Not only will you show others you are a professional and on the ball, but you will save your sanity.

## **Tip #8: Network with other Program Coordinators and GME staff in your area.**

Through regional educational workshops, interactive telecourses, online bulletin boards and list servers, as well as local gatherings, your success and happiness in your new position will be easier to achieve with the help and advice of those who have gone before you.

## **Tip #9: Start your own reference library.**

Create a bookmark folder for web site links, create an email folder for resources and start a binder of paper references. Keep timelines and deadlines handy on your desk or in your calendar. Put ticklers in your date book or outlook to remind yourself of when to check various resources for the most up-to-date information.

## **Tip #10: Ask the Experts!** Any time you participate in live, telephone or online education, follow up with the speaker who delivered the education. Save your toughest and most burning questions for him or her and take advantage of his or her wisdom and knowledge. This is a perfect opportunity to ask for information and samples.

**BONUS TIP:** Don't give up!! You can't expect yourself to know everything right away. You need a full year just to know what goes on at different times of the year and how things change.

You've probably had your "baptism by fire" or will soon. Hopefully these tips will give you some direction as to where to spend your most precious resources of time and attention. For information on our upcoming telecourse on this subject, "*What is GME? How to Be Successful in Your New Role and Acquire the Basic Skills You Need*", go to [www.PartnersInMedEd.com](http://www.PartnersInMedEd.com).