

**Medical College of Georgia  
Graduate Medical Education Office  
New Program Coordinator Toolkit for Success**

Program Coordinators at the Medical College of Georgia share many common duties and responsibilities related to providing coordination, and support for each training program. These duties may vary based on the needs and expectations of the Program Director and supervisor as well as the structure of each department. This Toolkit is intended to ensure that each new Program Coordinator is provided the necessary information, access, resources and training required to be successful in their new role.

**Introduction**

1. Meet with your direct supervisor for an overview of your responsibilities.
  - a. Discuss expectations.
  - b. Review and discuss [Program Coordinator Responsibilities Timeline](#) to determine immediate priorities, while planning 3-6 months out.
    - i. Depending on the time of the year when you are starting, find out what the priorities are that need to be accomplished. For example, scheduling interviews for new applicants, organizing orientation, preparing for an upcoming site visit, etc.
2. Meet with your Program Director to discuss expectations. Take into consideration what you discussed with your supervisor. Ask for clarity as needed.
3. Meet with the GME office to discuss the status of your program's accreditation and to review the services GME provides to the program. You will be introduced to the [GME staff](#). The [Responsibilities and contact information](#) are available on the [GME website](#). Talk with your supervisor to determine when you will meet with GME staff.
4. Obtain all usernames and passwords that you will need to update the accreditation systems like ACGME Web ADS, ERAS, NRMP, etc. (GME will need your full name, date of birth and campus e-mail address to set-up access). Discuss a training plan with your supervisor and the GME Office.
5. Become familiar with [GME links, acronyms, and terms](#).
6. Discuss with your supervisor whether you have approval/support to attend the ACGME New Program Coordinators Workshop and Annual Conference scheduled in February/March of each year.
7. Discuss with your supervisor whether you have approval/support to attend your program's annual specialty conference.
8. Attend the Annual GME Leadership Development Retreat offered by GME. The information presented is relevant to both you as a Program Coordinator as well as the Program Director.
9. Stay informed: Attend the quarterly GME coordinators meeting and visit the [GME website](#) often.
10. Ask your Program Director and supervisor if there are other meetings you should attend.

**Getting Started – things to do in your first week**

- Meet with your supervisor to develop an orientation schedule and training plan.
- Meet with your Program Director to discuss the program and to set up regular meetings.
- Contact the GME Office regarding access to One 45, ACGME ADS, ERAS, NRMP, etc.

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**Read and become extremely familiar with:**

- Your program: Who are your trainees, what sites do they rotate to, are there events coming up?
- Ask what season it is (recruitment, orientation planning, graduation, etc.).
- The ACGME calendar (know when it's time to enter milestones into ADS, when the faculty resident/fellow survey will be initiated, when the Annual Program Evaluation is due, etc.).
- Your program policy manual.
- Your program's latest ACGME notification letter (access in ADS).
- Your program's latest ACGME resident/fellow survey results (access in ADS).
- Your program's medical specialty board (via [ABMS](#)).
- The Program Director and/or Program Coordinator association for your Specialty/program.

**Review the following:**

- [GME website](#)
- [Institutional Housestaff Manual](#)
- [GME Administration](#)
- [ACGME website](#)
- [ACGME common program requirements](#)
- [ACGME institutional requirements](#)
- [ACGME's program directors \(PD\) virtual handbook](#)
- [ACGME manual of policies and procedures](#)
- [WebADS](#)
- [ACGME Glossary of terms](#)
- [ACGME duty hour standards](#)
- [AMA and GME](#)

**Familiarize yourself with these important links:**

- [American Board of Medical Specialties \(ABMS\)](#)
- [American Medical Association \(AMA\)](#)
- [Associate of American Medical Colleges \(AAMC\)](#)
- [Association of Hospitals for Medical Education \(AHME\)](#)
- [Fellowship and Residency Electronic Interactive Database \(FREIDA\) online](#)
- [Georgia Composite Medical Board \(GCMB\)](#)

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- [United States Medical License Examination \(USMLE\)](#)
- [Training Administrators of Graduate Medical Education \(TAGME\)](#)
- Other links can be found at:** <http://www.gru.edu/mcg/residents/gmelinksandglossary.php>

**Attend GME meetings, as applicable:**

Quarterly Program Coordinator Meetings, workshops, GMEC meetings, etc.

**Suggested subscriptions:**

- [AAMC STAT](#)
- [AHME message board:](#)
- [AMA GME e-letter:](#)
- [HC Pro Residency Program Insider e-Newsletter](#)
- Your program's specialty listserv

***Training and access to Residency Program related systems-discuss with the GME Office to determine next steps:***

**GME will ensure that you are set-up for access to the following systems and assist with training:**

- [Accreditation Data System](#) (ACGME, access to your programs accreditation information)
- [Electronic Residency Application Service \(ERAS\)](#) (recruitment)
- [National Residency Matching Program \(NRMP\)](#) (residency and fellowship matching program)
- [One 45](#) (Web Based system used to manage Resident Duty Hour, evaluations, etc.)

**For all other departmental training and access to systems – discuss with your supervisor to determine next steps.**