Graduate Medical Education
New Program Coordinator Orientation

Nov 10, 2021
AGENDA

- GME Office
- Orientation Timeline & Curriculum
- Major Responsibilities & Timeline
- Milestones & Evaluation Forms
- Clinical Competency Committee & Semi-Annual Evaluation
- Welcome Packet & Resources
Objectives

By the end of this orientation, you’ll be able to…

- Recognize the major responsibilities of an ACGME-accredited program
- Understand the fundamentals of CCCs (Clinical Competency Committee) and Semi-Annual evaluation
Department of Graduate Medical Education
Stanford Health Care
300 Pasteur Drive - Room HC435
Stanford, CA 94305-5207

- **Phone**: (650) 723-5948
- **Fax**: (650) 723-3045
- **Email**: gme@med.stanford.edu
- **Business Hours**: Monday - Friday, 7:45AM - 4:30PM
- **Website**: http://gme.stanford.edu
The Department of Graduate Medical Education is located on the fourth floor of Stanford Hospital & Clinics (300P). **Access is via the "N" staircase.**
GME Office - Leadership

Niraj Sehgal, MD, MPH
Chief Medical Officer, Stanford Health Care
View Stanford CAP Profile

Ann Dohn, MA
Director, Graduate Medical Education
Designated Institutional Official (DIO), ACGME
Training Program Liaison, ECFMG
Special Programs Coordinator, Medical Board of California
Institutional Official, NRMP
- CA MD License Exemptions: Section 2111, 2113, 2168
- On Call Coverage
- Visas: J-1, H1-B
View Stanford CAP Profile

Laurence Katznelson, MD
Associate Dean for Graduate Medical Education
Chair, Graduate Medical Education Committee (GMEC)
GME Office – Operation Team

Robbin Bankston
Program/Office Manager
RBankston@stanfordhealthcare.org
650-736-7487 (office)

- Daily operations / supervision of the GME office
- Allowances (Bonuses, On Call Meals, etc.)
- Benefits
- Payroll
- Leave of Absences
- Orientation

Brett Toensing, MS
Financial/MedHub Analyst
Bet1@stanford.edu
650-725-1951 (office)

- Budget Planning and Tracking
- Orientation

Mitra Haddad, BA
Administrative Coordinator
MHaddad@stanfordhealthcare.org
650-723-5948 (office)

- Away Electives Rotations
- Continuing House Staff
  - Occupational Health Compliance
- Outgoing/Graduating House Staff
- Loan Deferments/Forbearances
- Postdoctoral Appointments
- Reimbursements
- Notary
- Jury duty Letter
- Certificates
GME Office – Education Team

Pedro Tanaka
Associate DIO
ptanaka@stanford.edu
(650) 724-4066
  - Faculty Development
  - Evaluation and Assessment

Jie Li, PhD
Sr. Program Manager/Education Specialist
JieLi@stanfordhealthcare.org
650-723-6558 (office)
  - Evaluation/Assessment
  - GME Research
  - Internal Reviews
  - MedHub
  - Program Accreditation
  - Self Studies
  - Site Visits
  - Special Reviews

Thang "Trey" Huynh-Ngo, MBA
Program Manager/Education Specialist
THuynhngo@stanfordhealthcare.org
650-498-2418 (office)
  - Medhub
  - Evaluation/Assessment
  - GME Research
  - Internal Reviews
  - MedHub
  - Program Accreditation
  - Self Studies
  - Site Visits
  - Special Reviews

Matt O’Neill, M.Ed.
Training Coordinator
MONEILL@stanfordhealthcare.org
  - HealthStream Assignment and Support
  - Website Management
  - SUNet ID Provision and Monitoring
  - Media Production

Elizabeth (Lizzie) Greer, PhD
Program Manager/Education Specialist
egreer@stanfordhealthcare.org
  - Evaluation/Assessment
  - GME Research
  - Internal Reviews
  - MedHub
  - Program Accreditation
  - Self Studies
  - Site Visits
  - Special Reviews
Program Coordinator Orientation Series – Curriculum

2nd **Wednesday** of Mar, May, July, Sept, Nov and Jan @1-2pm

- November 2021:
  - Introduction
  - CCC and milestones
  - Reporting milestones to ACGME via WebADS
  - MedHub

- January 2022:
  - GME and ACGME Surveys
  - Work hours & ACGME and GME websites
  - Operation Team
  - MedHub

- March 2022:
  - Work hours & schedule
  - Program Evaluation by Trainees and by Faculty
  - Annual Program Evaluation
  - MedHub

- May 2022:
  - CCC guidebook
  - Semi-annual and final evaluations
  - MedHub

- July 2022:
  - Annual WebADS Update
  - Competency-based medical education
  - Introduction of operations
  - MedHub

- September 2022:
  - Program expansion and funding
  - GME operations
  - Summary
  - MedHub
Major Responsibilities & Timeline
What is ACGME?

- The Accreditation Council for Graduate Medical Education (ACGME) is a private, non-profit council whose mission is to improve health care by assessing and advancing the quality of resident physicians’ education through accreditation.
  - Evaluates and accredits medical residency programs in the United States.
  - Currently responsible for the accreditation of 12,157 residencies/fellowship programs 145,000 residents/fellows.
  - Established in 1981 from a consensus in the academic medical community for an independent accrediting organization. Its forerunner was the Liaison Committee for Graduate Medical Education, established in 1972.
  - The ACGME has 28 review committees. Each residency committee comprises about 6 to 15 volunteer physicians.
Program Major Responsibilities

Program Evaluation
- GME Housestaff Survey
- ACGME Surveys
- Program Evaluation
- Faculty Evaluation
- Program Evaluation Committee (Annual Program Evaluation)
- Annual WebADS Updates
- Work Hours Logging

Trainee Evaluation
- Ongoing Evaluation
- Clinical Competency Committee
- Semi-annual & Summative Evaluation
- Milestone Reporting
- Final Evaluation
- Case Log Recording

Operations
- Recruitment
- Interview/Hiring
- Continuing Trainees
- Scheduling
- Rotations
- Reimbursement
- Medical License

MedHub
ALL Tasks
# GME Timeline 2021-2022

<table>
<thead>
<tr>
<th>Tasks</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milestones</strong></td>
<td>Send out milestone-based evaluations of residents/fellows to attending physicians.</td>
<td>Submit Milestone Reports to ACGME.</td>
<td></td>
</tr>
<tr>
<td><strong>Clinical Competency Committee</strong></td>
<td></td>
<td>Meet, Review, Finalize in MedHub's Milestone Management section. Submit to ACGME</td>
<td></td>
</tr>
<tr>
<td><strong>Semi-Annual Evaluations</strong></td>
<td></td>
<td>Meet with resident. Document in MedHub.</td>
<td></td>
</tr>
<tr>
<td><strong>GME House Staff Survey for Residents/Fellows</strong></td>
<td>Survey Window. GME delivers confidential survey.</td>
<td>Survey results posted in MedHub.</td>
<td></td>
</tr>
<tr>
<td><strong>ACGME Survey for Faculty and Residents/Fellows</strong></td>
<td></td>
<td></td>
<td>ACGME delivers confidential survey.</td>
</tr>
<tr>
<td><strong>Duty Hours</strong></td>
<td></td>
<td>Monthly Ongoing: Review all violations.</td>
<td></td>
</tr>
<tr>
<td><strong>GME Special Review</strong></td>
<td></td>
<td>Occurs any time at GME's discretion.</td>
<td></td>
</tr>
<tr>
<td><strong>Site Visit</strong></td>
<td></td>
<td>Occurs at any time with an ACGME notification (minimum 30 days prior to visit).</td>
<td></td>
</tr>
<tr>
<td><strong>Self Study</strong></td>
<td>Occurs approximately every 10 years. Advance notice will be posted in ADS (ACGME Self Study letter of notification).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CLER</strong></td>
<td></td>
<td>Takes place every 18 months.</td>
<td></td>
</tr>
</tbody>
</table>

**ACGME - External**

**GME - Internal**

**Hard Deadline Tasks**

**Tasks**
Registrar's Roles

- CA Medical Licensure Process
- EPIC house staff
- EPrescribe
- Incoming/New appointments
  - Compliance
- MSO (Medical Staff Service) house staff
- Visiting Residents
Administrator's Roles

- Away rotations

- Continuing house staff
  - Annual Reports
  - Contracts
  - Compliance

- Jury Duty letters & Loan Deferments

- Life Support Training

- Malpractice Insurance

- Outgoing/Graduating house staff
  - Certificates
  - Checkout process

- Postdoctoral Appointments

- Reimbursements

- Verifications – Historical
### GME Website – Operations pages

<table>
<thead>
<tr>
<th>GME Registrar</th>
<th>GME Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>- CA Medical Licensure Process</td>
<td>- Away rotations</td>
</tr>
<tr>
<td>- EPIC house staff</td>
<td>- Continuing house staff</td>
</tr>
<tr>
<td>- EPrescribe</td>
<td>o Annual Reports</td>
</tr>
<tr>
<td>- Incoming/New appointments</td>
<td>o Contracts</td>
</tr>
<tr>
<td>o Compliance</td>
<td>o Compliance</td>
</tr>
<tr>
<td>- MSO (Medical Staff Service) house staff</td>
<td>- Jury Duty letters &amp; Loan Deferments</td>
</tr>
<tr>
<td>- Visiting Residents</td>
<td>- Life Support Training</td>
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<td></td>
<td>- Malpractice Insurance</td>
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<td>- Outgoing/Graduating house staff</td>
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<td></td>
<td>o Certificates</td>
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<td></td>
<td>o Checkout process</td>
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<tr>
<td></td>
<td>- Postdoctoral Appointments</td>
</tr>
<tr>
<td></td>
<td>- Reimbursements</td>
</tr>
<tr>
<td></td>
<td>- Verifications – Historical</td>
</tr>
</tbody>
</table>
Trainee Evaluation Process & Coordinator’s Role
Trainee Evaluation

**360 Evaluation:**
- By attendings, peers (residents or fellows), other health professionals (nurses, PAs, etc.), self, and patient.

**Regular and Timely:**
- Deliver at the end of each rotation or educational unit

**Milestone-based Evaluation**
Milestones: Six ACGME Core Competencies

Simply defined...

- Milestones are outcomes-based framework for determining resident and fellow performance within the 6 ACGME Core Competencies.
Milestones: 5 Levels for Sub-Competency

- **Level 1: [Novice]** The resident is a graduating medical student/experiencing first day of residency.

- **Level 2: [Advanced Beginner]** The resident is advancing and demonstrating additional milestones.

- **Level 3: [Competent]** The resident continues to advance and demonstrate additional milestones; the resident consistently demonstrates the majority of milestones targeted for residency.

- **Level 4 (Upon Graduation - Ready for Unsupervised Practice): [Proficient]** The resident has advanced so that he or she now substantially demonstrates the milestones targeted for residency. This level is designed as the graduation target – not requirement.

- **Level 5 (Aspirational): [Expert]** The resident has advanced beyond performance targets set for residency and is demonstrating “aspirational” goals which might describe the performance of someone who has been in practice for several years. It is expected that only a few exceptional residents will reach this level.
How To Read My Program’s Milestones?

- ACGME website or simple Google search “xxx milestone project acgme”

### Sub-Competency: Emergency Stabilization (PC1)
Prioritizes critical initial stabilization action and mobilizes hospital support services in the resuscitation of a critically ill or injured patient and reassesses after stabilizing intervention.

<table>
<thead>
<tr>
<th>Sub-Competency</th>
<th>Core Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>Recognizes when a patient is unstable requiring immediate attention.</td>
</tr>
<tr>
<td></td>
<td>Performs a primary assessment on a critically ill or injured patient.</td>
</tr>
<tr>
<td></td>
<td>Discerns relevant data to formulate a diagnostic impression and plan.</td>
</tr>
</tbody>
</table>

**Ratings & Between-Levels Available**

**Levels & Milestone Descriptors**

**Available for Some Programs; may be worded differently**

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Suggested Evaluation Methods: SDOT, observed resuscitations, simulation, checklist, videotape review
Competency-Based Medical Education (CBME)

- Foundational element of Next Accreditation System (NAS)
- CBME measures the progression toward specific competencies
- 2 Key features: outcome based opposed to time based, intervention & ongoing multimodal assessments
Milestones in ACGME: Resources

- Milestones Guidebook for Residents and Fellows:

- Milestones Guidebook:

- Clinical Competency Committee Guidebook:

- First ACGME Milestones Annual Report
Trainee Evaluation – Program Coordinator Role

- **Ongoing**
  - Ongoing Evaluation
  - Delivery and tracking

- **Nov/Dec May/June**
  - Preparation
  - Clinical Competency Committee

Milestones to ACGME:
- Semiannual & Summative Evaluations
- Meeting Clinical Competency Committee (CCC)

Ongoing Evaluation:
- Nov/Dec: May/June
- Dec & June: Jan & July
Clinical Competency Committee (CCC)

- Must be composed of at least 3 faculty members.
  - The program director appoints members of the CCC.
  - Additional non-physician members may be included.
  - Residents/fellows are not allowed.
  - The Program Director can be a member in some capacity.

- Review all front-line evaluations for each trainee semi-annually (i.e., every 6 months).

- The CCC decides which rating best fits each resident for each milestone, although the Program Director has the final say.

- The CCC makes recommendations to the Program Director for resident progress, including promotion, remediation, probation, and dismissal.

- The CCC provides input on the individual learning plan for all trainees.
Milestones & Clinical Competency Committee

- Quality Improvement Activities
- In-service training exams
- Safety Incident Reports
- Case Logs
- Patient/Family Evaluations
- Clinical Skills Assessment
- Clinical Competency Committee
- End-of-Rotation Evaluations
- Nursing Staff / Techs Evaluations
- Self Assessment
- Progress on Milestones & Individual Learning Plan
Trainee Evaluation – Program Coordinator Role

Purpose: Ensure CCC has information they need to make overall competency decisions for each resident

Your Role:

-- Encourage evaluation completion

-- Run MedHub reports/resident dashboard to aggregate evaluation data (see CCC Guidebook – Coordinator Checklist)

-- Provide information to each person responsible for reviewing trainees (each program has different process – talk to your PD)

-- Encourage faculty to review prior to CCC, seek more information if issues or insufficient information
## GME CCC Guidebook

### COORDINATOR CHECKLIST

<table>
<thead>
<tr>
<th>Metric</th>
<th>Data Path</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone Summary</td>
<td><strong>MedHub: Evaluation -&gt; Milestone Summary</strong></td>
<td>Average level of each sub-competency based on the evaluation completed in the past 6 months.</td>
</tr>
<tr>
<td>Evaluation by Faculty</td>
<td>All evaluations are stored in MedHub.</td>
<td>Average milestone evaluations by faculty and qualitative comments.</td>
</tr>
<tr>
<td>Evaluation by Peers</td>
<td>Reports with averages can be generated.</td>
<td>Evaluations by peers and qualitative comments.</td>
</tr>
<tr>
<td>Evaluation by Patients</td>
<td>Evaluation by patients and qualitative comments.</td>
<td>Evaluations by patients and qualitative comments.</td>
</tr>
<tr>
<td>Evaluation by Self (Trainee Self-Assessment)</td>
<td>Comparison of self-evaluations to evaluations by others to look for discrepancies and consistencies.</td>
<td></td>
</tr>
<tr>
<td>Rotation</td>
<td>Stored in MedHub <strong>MedHub: Resident Rotations Report</strong></td>
<td>Is the trainee on track with the required rotation counts?</td>
</tr>
<tr>
<td>Case/Procedure Logs</td>
<td>Stored in MedHub or reported to the ACGME WebAD system</td>
<td>Is the log up-to-date and meeting minimum requirement?</td>
</tr>
<tr>
<td>Scholarly Work</td>
<td>Option 1: Self-reported</td>
<td>Has the trainee done any scholarly work in the past 6 months?</td>
</tr>
<tr>
<td>CQ Projects</td>
<td>Option 2: MedHub</td>
<td>Has the trainee done any quality improvement work in the past 6 months?</td>
</tr>
<tr>
<td>Work Hours Logged</td>
<td>Stored in MedHub <strong>MedHub: Work Hours Summary</strong></td>
<td></td>
</tr>
<tr>
<td>Work Hours Violations</td>
<td><strong>MedHub: Conference Attendance by Resident</strong></td>
<td></td>
</tr>
<tr>
<td>Absences Logged (LOA and sick)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Rounds Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Service Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Metric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Metric 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Metric 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CCC Work Flow

1. Trainee completes Trainee Self-Assessment
2. CCC faculty completes Faculty Worksheet
3. CCC faculty shares Faculty Worksheet and reviews Trainee Self-Assessment
4. CCC faculty reviews Trainee Summary and Trainee Self-Assessment with PD/APD
5. PD reviews Trainee Summary and Trainee Self-Assessment with trainee
6. PD/APD reviews Trainee Summary and Trainee Self-Assessment with trainee

Milestone is submitted to ACGME
Download CCC Guidebook and resources at
https://tinyurl.com/cccguidebook
Trainee Evaluation – Program Coordinator Role

Purpose: Review each resident to determine if “on track” with developmental Milestones

Your Role:

-- Schedule and attend meeting, take notes
-- Ensure that residents with performance issues are discussed first
-- Offer impressions of resident, particularly around professionalism
-- Help to facilitate meaningful discussion that determines appropriate Milestone level, provides resident with actionable feedback
Purpose: document resident strengths and weaknesses, guides resident growth

Your Role:

-- Collaborate with PD to summarize CCC decisions on milestone scoring, recommendation, and Individualized Learning Plan (programs differ)

-- Ensure that residents meet with PD to review CCC feedback and learning plan. Both PD and trainee sign form

-- Upload signed form into MedHub (Resident Demographics->Forms/Files)
Resident Evaluation – Program Coordinator Role

**Purpose:** Provide ACGME with information regarding resident milestone achievements

**Your Role:**

-- Review milestone evaluations with PD to ensure accuracy, particularly for residents who are “off track”

-- Complete reporting process via ACGME WebADS system prior to deadline
Reporting Milestones to ACGME

1. Obtaining a login from ADS [https://apps.acgme.org/ads/](https://apps.acgme.org/ads/) (or click on “Accreditation Data System (ADS) from ACGME homepage)

To add or replace a Program Coordinator:

1. Log into ADS with the Program Director or second Program Coordinator login.
2. From the **Program** tab, click **View Program**.
3. On the Program page, scroll down to Program Leadership.
4. On the former coordinator record, click **Replace** or, if adding an additional coordinator, click **Add Personnel**.
5. In the Select the New Program Coordinator window, enter the name and email to find an existing contact record then follow the prompts to add/update the coordinator contact information.
6. When saving the record, if the PD would like to assign a coordinator username and password to access ADS, select “Yes” to the grant user access prompt.

To create a coordinator login for an existing coordinator.

If the PD was not prompted to grant access to user after saving the profile, a **Grant User** button will display on the coordinator record. Click **Grant User** and confirm. A notification will be sent to the coordinator’s registered email with their new username and password.
Reporting Milestones to ACGME

1. Obtaining a login from ADS [https://apps.acgme.org/ads/](https://apps.acgme.org/ads/) (or click on “Accreditation Data System (ADS) from ACGME homepage)

2. Under “Milestone Evaluations”, click on “View” for the Currently Scheduled
## Reporting Milestones to ACGME

1. **Obtaining a login from ADS**  
   https://apps.acgme.org/ads/ (or click on “Accreditation Data System (ADS) from ACGME homepage)

2. **Under “Milestone Evaluations”, click on “View” for the Currently Scheduled**

3. **Click on “View Evaluation” for each resident**

<table>
<thead>
<tr>
<th>Resident</th>
<th>Year In Program</th>
<th>Resident Status</th>
<th>Start Date</th>
<th>Expected End Date</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dammam, Jennifer</td>
<td>2</td>
<td>Active Full-time</td>
<td>Jan 01, 2015</td>
<td>Jun 30, 2018</td>
<td>Mid-Year Evaluations</td>
</tr>
<tr>
<td>Mudambi, Kiran</td>
<td>1</td>
<td>Active Full-time</td>
<td>Jul 01, 2016</td>
<td>Jun 30, 2019</td>
<td>Mid-Year Evaluations</td>
</tr>
<tr>
<td>Nakayuenyongsuk, Warapan</td>
<td>3</td>
<td>Active Full-time</td>
<td>Jul 01, 2014</td>
<td>Jun 30, 2017</td>
<td>Mid-Year Evaluations</td>
</tr>
<tr>
<td>Piester, Travis</td>
<td>3</td>
<td>Active Full-time</td>
<td>Jul 01, 2014</td>
<td>Jun 30, 2017</td>
<td>Mid-Year Evaluations</td>
</tr>
<tr>
<td>Ruiz, Rachel</td>
<td>1</td>
<td>Active Full-time</td>
<td>Jul 01, 2016</td>
<td>Jun 30, 2019</td>
<td>Mid-Year Evaluations</td>
</tr>
<tr>
<td>Sellers, Zachary</td>
<td>2</td>
<td>Active Full-time</td>
<td>Jul 01, 2015</td>
<td>Jun 30, 2018</td>
<td>Mid-Year Evaluations</td>
</tr>
<tr>
<td>Yang, Christine</td>
<td>2</td>
<td>Active Full-time</td>
<td>Jul 01, 2015</td>
<td>Jun 30, 2018</td>
<td>Mid-Year Evaluations</td>
</tr>
</tbody>
</table>
### Reporting Milestones to ACGME

1. Obtaining a login from ADS [https://apps.acgme.org/ads/](https://apps.acgme.org/ads/) (or click on “Accreditation Data System (ADS) from ACGME homepage)

2. Under “Milestone Evaluations”, click on “View” for the Currently Scheduled

3. Click on “View Evaluation” for each resident

4. Enter Milestone levels for all sub-competencies listed

<table>
<thead>
<tr>
<th>Patient Care</th>
<th>Not Yet Assessable</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. PC1. Provide transfer of care that ensures seamless transitions</td>
<td>⬤</td>
<td>⬤</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. PC2. Make informed diagnostic and therapeutic decisions that result in optimal clinical judgment</td>
<td>⬤</td>
<td>⬤</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. PC3. Develop and carry out management plans</td>
<td>⬤</td>
<td>⬤</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. PC4. Provide appropriate role modeling</td>
<td>⬤</td>
<td>⬤</td>
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<td></td>
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<td></td>
</tr>
</tbody>
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Reporting Milestones to ACGME

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2. Under “Milestone Evaluations”, click on “View” for the Currently Scheduled

3. Click on “View Evaluation” for each resident

4. Enter Milestone levels for all sub-competencies listed

5. Finish all residents and make sure they are all “Green Checked” (you may need to click on “Refresh List” to update the webpage)
Reporting Milestones to MedHub

- GME has no access to program’s ADS
- Please… Save Milestone levels in MedHub (Evaluation tab -> Milestone Summary -> Progress Reports)

Yes...milestones are to be reported twice: (1) ACGME and (2) MedHub
Resident Evaluation – Program Coordinator Role

- **Ongoing Evaluation**
  - Delivery and tracking

  - **Preparation**
    - Clinical Competency Committee

  - **Meeting**
    - Clinical Competency Committee (CCC)

  - **Semiannual & Summative Evaluations**

  - **Reporting**
    - Milestones to ACGME
Review ACGME Alphabet Soup

- **ACGME:** American Council on Graduate Medical Education: The organization that accredits medical residencies and fellowships.

- **Clinical Competency Committee (CCC):** A required body comprising three or more members of the active teaching faculty who is advisory to the program director and reviews the progress of all residents in the program.

- **Competencies:** Specific knowledge, skills, behaviors and attitudes and the appropriate educational experiences required of residents to complete GME programs. These include patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

- **Milestones:** Subcompetency specific to each core competencies and are rated on a 5 level system.

- **Semi-Annual Evaluation & Annual Evaluation:** Trainee milestone evaluations done at the middle and end of the academic year.
Coordinator Resources
Welcome Packet

- GME office staff and roles
- GME Yearly Calendar/Timeline
- Directions to GME offices
- ACGME “Alphabet Soup”
- GME Evaluations and Survey requirements
- ACGME Common Program Requirements
- Commonly used forms
Essential Resources

- GME’s Welcome Packet
- Coordinator Monthly Meeting:
  - 2nd Thursday of each month 1-2pm via Zoom
- Drop-in session: 30 mins after Coordinator monthly meeting 2-2:30pm via Zoom
- Coordinator email list (gme_program_coordinators@lists.Stanford.edu)
- ACGME’s Common Program Requirements (CPR)
  - Read your program’s specific program requirements
- MedHub’s Help Portal
- GME Website - https://med.stanford.edu/gme.html
  - Program Portal -> Forms, Templates, & Examples
- Your Mentor and Peers!