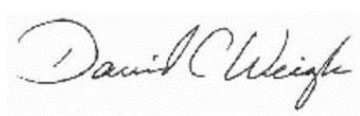

Policy Title: GME Program Coordinators



Original Date: January 2017
GMEC Endorsed: January 2019
Next Revision Date: January 2022

David C. Weigle, PhD, MPH, MEd
Assistant Dean for Graduate Medical Education
Designated Institutional Official

PURPOSE

Sponsoring Institutions and graduate medical education programs must jointly ensure the availability of all necessary professional, technical, and clerical personnel for the effective administration of the program. GME Program Coordinators must have sufficient support and time to effectively carry out their responsibilities. This policy describes the institutional requirements for GME Program Coordinators for all UT Southwestern graduate medical education programs.

DEFINITIONS

GME Program Coordinator - In conjunction with the Program Director, the GME Program Coordinator shares responsibility for the administration of a residency/fellowship program and assists the Program Director in developing and maintaining the educational quality of the training program and ensuring compliance with accreditation standards and other regulatory requirements. The GME Program Coordinator 'family of positions' includes GME Program Coordinator I, GME Program Coordinator II, and GME Program Coordinator III.

- GME Program Coordinators assist the program director in accreditation efforts, educational programming, and support of residents. The GME Program Coordinator is responsible for the day-to-day administration of the program and has broad responsibilities that encompass many aspects of the management and administration of postgraduate medical education training. The working relationship between a Program Director and a Program Coordinator is of critical importance, and both individuals must strive to develop a collaborative and effective working relationship with each other and with their faculty and residents/fellows.
- The GME Program Coordinator is a member of the leadership team of the program and is critical to the program's success. As such, the program coordinator must possess skills in leadership and personnel management.
- GME Program Coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Thus, programs should encourage the professional development of their GME Program Coordinators and avail them of opportunities for both professional and personal growth. Longitudinal career advancement of GME Program Coordinators should be sought by Program Directors. This can include support for intramural and extramural conference presentations, educational innovations, meaningful mentorship of other educational staff, advance GME skills acquisition and expertise, and passage of certifying examinations. Such accomplishments may contribute to GME Program Coordinators' eligibility for promotion.
-

PROCEDURE

1. Each graduate medical education program shall have a single individual designated as the GME Program Coordinator for the program. The designated GME Program Coordinator is responsible for the full scope of the position and will hold the title 'GME Program Coordinator I,' 'GME Program Coordinator II,' or 'GME Program Coordinator III.'
2. The minimum amount of time dedicated solely and exclusively to a GME program for the fulfillment of GME Program Coordinator duties is expected to vary by a number of factors including, but not limited to, the

program’s approved complement, etc. The chart below presents minimum required dedicated time for such duties in terms of FTE per program. The Graduate Medical Education Committee (GMEC) or a designated GMEC subcommittee must approve any exceptions.

# of Residents	FTE
0-4	0.2
5-15	0.5
16-32	1.0
33-51	1.5
52-65	2.0
66-79	2.5
80-93	3.0
94-107	3.5
108-121	4.0
122-135	4.5
136-149	5.0
150-163	5.5
164-177	6.0
178-191	6.5

3. Administrative Assistants/Associates, Education Coordinators, or others who hold positions outside the GME Program Coordinator family of positions cannot substitute for the role of GME Program Coordinator, but they may assist the GME Program Coordinator and may account for FTE requirements above 1.0.
4. GME Program Coordinators should report to a Program Director or another individual with a clear understanding of the duties and responsibilities of the GME Program Coordinator. Regardless of whom they report to, GME Program Coordinators must have ‘dotted line’ responsibility to their Program Director(s) and to the GME Office. The Program Director(s) and GME Office must have significant input into the GME Program Coordinators’ annual performance reviews.
5. GME Program Coordinators are expected to engage in professional development activities applicable to their GME responsibilities including but not limited to the following:
 - a. A New Program Coordinator workshop sponsored by the GME Office within the first six months of appointment;
 - b. At least two GME Program Coordinator Advisory Council (PCAC) Meetings (held quarterly) each year;
 - c. At least five GME Program Coordinator Development Series sessions (held monthly) each year;
 - d. At least one GME Retreat (held semiannually) each year; and
 - e. Residency Management System (e.g., MedHub) training each year as determined by the GME Office.
6. GME Office personnel must have the opportunity to participate in the interview/appointment process for GME Program Coordinator positions.
7. The DIO retains final authority over decisions regarding access to WebADS, MedHub, or any other similar tool affecting accreditation or approval of UTSW GME programs.