Program Director Guide
Template for keeping track of activities throughout the year and responsibilities

Important reading material
1. ACGME Common Program Requirements and FAQs
   a. Common Program Requirements - generic requirements
   b. https://www.acgme.org/specialties/ - This is where you will find your own specialty website with information specific to your residency/fellowship

2. Residency Manual
   a. This should be kept as a master file shared with your PD, PC, and Chair
   b. Update regularly with faculty and residents to reflect current practices
   c. Residents need to have access to this manual as well for reference

Important Websites
1. ACGME – https://www.acgme.org/
   Log in to respond to annual report (Accreditation Data System) and check on Case Logs, send reminders for the resident/faculty surveys

   Website with workshops and ideas for what to do with residents to meet requirements.

3. Office of Professional Oversight - https://www.slu.edu/medicine/professional-oversight
   Lisa Israel oversees this office and can meet with residents who have professional issues. She also works with attendings who have professional issues. There is a formal remediation process that can be initiated and documented for residents if needed. Remediation does not have to be reported, but if the resident does not comply, then probation may be done and will be reportable.

4. SLU Graduate Medical Education Website - https://www.slu.edu/medicine/medical-education/graduate-medical-education/index.php
   Good resources with information regarding resident benefits and policies, faculty development meetings are recorded, and Wellness resources.

Calendar of Events – these are some suggestions and examples
1. PD Rounds - How frequently do you meet to discuss ACGME required training elements
   a. Consider planning out your year based on low performing questions on the resident survey
   b. Consider spending the first 15 minutes doing “housekeeping” to review issues the department may be having and things the residents note as an issue.

Sample Schedule:
August – Social determinants of health
September – 3rd year journal club presentation
October – Root Cause Analysis
November – Managing fatigue and stress
December – 3rd year journal club presentation
2. PD Program Evaluation Rounds –
   a. Perform a SWOT analysis on each rotation to identify strengths, weaknesses, opportunities, and threats. This is helpful to learn what goes on in the other clinics and rotations that you don’t otherwise hear about.
   b. De-identified summary of SWOT analysis can go to each attending as part of their annual feedback.

3. Resident semi-annual evaluations: December/January, and then May/June
   a. Have a form to cover requirements such as career planning, research, compliance with other requirements, and have the resident sign off on the completed form that stays in their record.
   b. Resident/Fellow self-evaluation reviewed at this meeting
      i. Mid-year evaluation they complete the Self-Assessment form
      ii. End of year evaluation they complete a Milestones self-assessment

4. Annual ACGME Faculty and Resident Surveys: January-April
   a. Need to encourage 100% participation as it reflects well on us, but we also need >70% to be able to see the results.

5. Annual Program Evaluation (APE) survey from the SLU GME office: August
   a. Good preparation for the ACGME update

6. Annual ACGME Update – July-September
   a. Need to submit update a week early to be approved by the DIO Julie Gammack
   b. Give as much details as possible in the Major Updates section to explain what is going on and what you are doing about it.

7. Recruitment of new fellows/residents: September-December
   a. Match: January-March

8. Milestone evaluations: December/January, May/June
   a. CCC committee meets twice a year 1-2 weeks prior to due date to evaluate residents on the milestones

9. Program Evaluation Committee Meeting: December/January, June
   a. Follow the template provided by GME office to do the semi-annual review and annual review.
b. Formal members of the committee include faculty and residents and need to sign off on the Annual plan submitted to the GME office

10. Clinical evaluation forms
   a. Evaluation of resident skills and review of goals of rotation once minimum per rotation.

11. If you have a research requirement (Alumni day presentation, Resident Forum, etc)
   a. You have to stress at the appropriate time that residents/fellows need to really start working on IRB and projects.

12. In-Training Examination
   a. Generally no need to remind them to study. Just be aware that they are all concentrating on studying for this test and don’t do well with other tasks, so I keep it lighter then.

13. National meetings: throughout the year
   a. Need to periodically remind residents/fellows that all projects that are submitted for a meeting need approval so that funding and time off are allowed.
   b. Common meetings you may want to remind residents about and put a memo out when abstracts are due:
      i. Your specialty annual meeting - ?month
      ii. Subspecialty annual meetings - ?month
      iii. Your specialty annual research meeting - ?month
      iv. Advocacy meetings for your specialty?

14. National meetings you may want to attend as Program Director
   a. Association for chairs or program directors in your specialty?
   b. ACGME – February/March
      i. Good meeting to understand national trends and get ideas for developing your program

Other responsibilities that come up:

Wet labs and simulation labs for residents

Medical students – as program director, you will get requests from medical students. The following is a sample protocol:
- Do a zoom/in person meeting with them first just to talk about the specialty and gauge their interest.
- Then allow them to shadow in setting of your preference. You may coordinate with the person who manages formal medical student rotations to avoid too many learners in one setting.
- The Program coordinator keeps a list of actively interested medical students for residents, fellows or attendings to reach out to as they work on research projects.
- If you have a medical student liaison, they can help
- In addition to medical students, I get SLU undergrads as well. They have some career exploration courses that lead them to you.

Miscellaneous:
Keep track of fellowships, scholarships, and competitions that residents may apply for through state or national foundations.

Research grants from the SLU GME office – Deadline for submission April
https://www.slu.edu/medicine/medical-education/graduate-medical-education/gme-resident-research.php