New Program Administrator/Coordinator Checklist

Updated 6/3/19

**Getting Started (things to do in your first couple weeks)**

- Meet with your Program Director to discuss the program and to set up regular meetings (e.g., weekly)
- Schedule half-day orientation with GME team (you will be contacted by the GME Office to schedule these meetings)
  - Overview of GME at UW
  - ACGME Accreditation
  - MedHub Residency Management System
  - Appointments and Credentialing
  - Program Letters of Agreement (PLAs)
  - Introduction to GME Finance
- Update contact information with external organizations (FREIDA, GMETrack)
- Confirm completion by GME Office
  - Add you to GME program administrator listserv (gmepas@uw.edu) and GME Contacts Roster
  - Update you as program coordinator in the ACGME WebADS system
  - Update you as program coordinator with the NRMP and ERAS (if applicable)

**Become Extremely Familiar With**

- Your program! Residents/fellows, rotation specifics, site information, evaluations, etc.
- GME website ([https://www.uwmedicine.org/school-of-medicine/gme](https://www.uwmedicine.org/school-of-medicine/gme))
- UW GME [Policies & Procedures](https://www.uwmedicine.org/school-of-medicine/gme/policies-and-procedures)
- Residency and Fellowship Position Appointment (RFPA): annual agreement between the UWSOM, departments, programs and trainees
- GME Intranet ([https://depts.washington.edu/uwsom/graduate-medical-education](https://depts.washington.edu/uwsom/graduate-medical-education))
  - ACGME resources
  - Housestaff Affairs
  - Onboarding Resources
  - Program Administrator resources
  - Education and training for program directors, administrators and housestaff
  - MedHub Guides
  - UWHA Contract Implementation Guide
- MedHub Residency Management System
- Accreditation Council for Graduate Medical Education Requirements and Resources
  - ACGME Common Program Requirements
  - ADS (ACGME Accreditation Data System)
  - Specialty, Subspecialty and Institutional Requirements (see under Program and Institutional Accreditation)
  - Your specialty's (available on your Specialties page on the ACMGE website)
  - Latest ACGME Notification Letters (located in ADS)
• Results of latest ACGME Resident/Fellow Survey
• Report from last Internal Review (on file with program)
• Your program’s last Annual Program Evaluation (APE)
• Application and Matching Resources, where applicable (ask program director if your program participates)
  • NRMP (National Resident Matching Program)
  • SF Match
  • Other organized matching service in which your specialty participates
  • ERAS (Electronic Residency Application Service)

Review

• ACGME Policies & Procedures
• ACGME Glossary of Terms
• Program Single Source Agreement(s)

Peruse

• AAMC (Association of American Medical Colleges)
• AMA (American Medical Association)
• ABMS (American Board of Medical Specialties) – Review your specialty board requirements
• ECFMG (Educational Commission for Foreign Medical Graduates)
• FREIDA (Fellowship and Residency Electronic Interactive Database)
• USMLE (United States Medical License Examination)
• TAGME (Training Administrators of Graduate Medical Education – certification)
• AAIM (Alliance for Academic Internal Medicine – useful for all specialties/subspecialties)
• Program specific societies

Attend

• New Program Director/Program Administrator Orientation
  • GME 101 (July)
  • GME 102 (January)
• Bimonthly Program Administrator Meetings
• Monthly GME Brown Bags
• Program Administrator Advisory Committee (PAAC) meeting
• Program Director Development Series (PDDS) in Spring/Fall
• ACGME Annual Educational Conference (February/March)

Subscribe

• ACGME e-Communication - ACGMECommunications@acgme.org (Program Directors and Program Coordinators are automatically registered through ADS)
• AAMC STAT (Short, Topical, and Timely) - subscribe-aamcstat@lists.aamc.org
• ECFMG Reporter - https://www.ecfmg.org/reporter/