

“A Year in the Life of a New Coordinator”

Yinka Cardoso and Taher Vohra, MD – Henry Ford Hospital

Potential Coordinator Responsibilities and Tasks

Seasonal Tasks

1. Match and Next Year Planning (**mid Feb to mid-April**)
 - a. New Resident Onboarding
 - i. Update all documents to reflect upcoming academic year
 - ii. Welcome email
 - iii. Send out important upcoming dates (ALCS/BLS, Orientation, EPIC training, etc.)
 - iv. Collaborate with GME to collect necessary documents
 - b. Preparation of Resident Schedules for upcoming Academic Year
 - i. Get switch dates from GME
 - ii. Collect all residents and incoming interns vacation requests
 - iii. Work on rotation schedules for next year
 - iv. Send out EM rotators and vacation dates to outside rotations
2. Graduation (**March through June**)
 - a. Planning and Preparation – depending on how elaborate your graduation is, you should be working on final details and confirming next year's graduation location.
 - i. Graduation certificates – make sure names and dates are correct
 - ii. Awards – create any additional awards to be handed out
 - iii. Party Planning – finalize last details (food, program, final number count, payments, etc.)
3. Orientation (**March through June**)
 - a. Planning for Orientation month lectures and start dates
 - i. Collaborate with your PD to figure out dates for orientation and what staff will be giving lectures
 - ii. Make sure to reserve rooms
 - b. Prepare materials for orientation and new residents
 - i. Create a file in your share drive that's specific to Orientation and houses all orientation materials
 - c. New Intern welcome activities – coordinating (food, date, location, activities)
 - i. Picnic (hosted by staff)
 - ii. Chief's host welcome event (restaurant, house, etc.)
 - d. Orientation month support
 - i. Open door policy
4. Annual Program Evaluation/ADS (**June-July**)
 - a. Data collection and preparation for ADS and Annual Program Evaluation
 - i. Create a spread sheet to collect all data
 - ii. Be prepared to send out multiple emails to try to collect this information
(<https://www.ncbi.nlm.nih.gov/pubmed>)
5. Recruitment
 - a. Preparation (**July-Sept**)
 - i. Dates – start working on and confirming your dates for the upcoming interview season.
 1. Figure out what days of the week work best for department. Reserve any necessary rooms for interviews and block hotel rooms (if applicable).
 - ii. Dinner planning – DO THIS AS EARLY AS POSSIBLE!
 1. Secure dinner location and dates as soon as interview dates are confirmed. (All programs are doing interviews at the same time so restaurant's book out quickly)
 - iii. Website prep
 1. A lot of questions from applicants can be answered from your website (application requirements, deadlines, MDs and/or DOs, etc.)
 - b. Interview season (**Oct-Feb**)
 - i. Interview day management and planning – Excel spreadsheets and templates
 1. Daily Interview Schedule
 2. Lunch and Hotel Info

3. ERAS template emails (Invite email, interview confirmation email, follow-up email, final details email, decline email, waitlist email)
 - ii. ERAS management
 1. Messages from applicants
 2. Check for any changes on interview days
 - c. Rank List prep and support
6. ITE Planning (**Oct-Feb**)
 - a. ABEM coordination
 - i. Send ABEM all residents that will be taking the ITE
 - ii. Coordinate dates of the exam
 - b. Computer rooms reserving (usually requires lead time)
 - c. Proctoring exam

Ongoing Tasks

1. Budget Management
 - a. Invoices
2. PD meeting and Calendar management
 - a. One-on-one meeting with PD to go over any completed, current, and future projects
3. Conference coordination
 - a. Food
 - i. Planning
 - b. Attendance
 - c. Guest speaker management
4. Administrative Tasks
 - a. Alumni support
 - b. Resident Schedule and Rotation issues
 - c. Other resident issues
 - d. Residency meeting support
 - i. Education Meeting
 - ii. Program Evaluation Committee
 - iii. CCC

Useful Tools/Tips:

- Mentor/Go-to person
- Courses/Workshops (ACGME)
 - <https://www.acgme.org/Meetings-and-Educational-Activities/Other-Educational-Activities/Courses-and-Workshops>
 - <https://www.cordem.org/events/events-calendar/>
 - *The Basics of Accreditation for New Coordinators Workshop (ACGME)*
- Webinars (ACGME)
 - <https://www.acgme.org/Meetings-and-Educational-Activities/Other-Educational-Activities/Webinars>
 - <https://www.cordem.org/events/virtualevents/cord-connects/>
- Calendar (Outlook, Freedcamp, etc.)
- Adobe Pro
- ALWAYS ask for deadlines (“When do you need it by?”)
- Ask lots of questions
- Be flexible