

Life Cycle of the PD and APD: An Annual Calendar

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PD Calendar:

July: Orientation ED Block/Data Gathering for ADS/Annual Program Evaluation (APE)

- Orientation ED Block—all interns in the ED (no rotators)—Prep/Remind faculty about change in experience level and progressive responsibilities as each class loses a year of experience.
- Accreditation Data System (ADS)—begin data gathering for hospital statistics, faculty and resident scholarship, procedure and resuscitation logs (remind residents of dates of skills labs)
- Annual Program Review (APE)—begin to review data with leadership team while creating action items, prepare report for GME office with 3-5 measurable/obtainable goals
 - End of Year Program Evaluation (internal)
 - ACGME Surveys
 - ITE Scores
 - Off-Service Rotation Evaluations

Aug: Mentor Students/Sloe Writing/ADS/Intern Check In

- Student Mentorship—meetings regarding application (review CV, edit statement, strategize number of programs based on Step/Grades, etc, go over program lists)
- SLOE writing—solicit rotation evals from Clerkship Director, deadline Sept 14
- ADS—follow up with delinquent faculty regarding scholarly activity reporting, cross check with search on NBLI, complete ADS and submit
- Check in mtgs with interns for wellness

Sep: ERAS Opens/Mentor Students

- ERAS opens—begin screening applications, communicate screening criteria to leadership team
- Mentor Students—touch base with student mentees to be sure they are on target

*Oct: ERAS Review/ACEP

- ERAS Review—complete screening, compile invite list, second wave invite list (to fill in for declines) and wait list, and release.
- ACEP—residency fair, presenting? chaperoning?

*Nov: Interviews

- Interviews—Review and edit interview “talk,” maintain system for wait list, manage interviewer rank list meetings

*Dec: Interviews/Mid-Year Mtgs/CCC

- Interviews—manage wait list, manage rank list meetings
- Mid Year Mtgs—review mid-year resident mtgs with their APDs
- Clinical Competency Committee (CCC)—set guidelines for CCC recommendations, review data that APDs will present to CCC

*Jan: Interviews/Rank List/Budget/ITE

- Interviews—manage wait list, manage rank list meetings
- Rank List Mtg—set up criteria for rank list mtg, review draft of rank list (before mtg) and final list (after mtg), confirm registration with NRMP (quota change, etc), submit and certify
- Budget—review budget for additions/deletions/reconciliation with actual costs, contact all vendors for updates on price increases
- In-Training Exam (ITE)—confirm completed registration with ABEM for ITE

Feb: Budget/ITE/Promotion Decisions/PGY II Check In

- Budget—continue budget update and reconciliation process, submit to institution
- In-Training Exam—review exam prep with residents, proctor
- Promotion—due date for “do not renew” resident decisions Feb 28
- Check in mtgs with PGY 2s for career planning

Mar: Scholarly Projects, etc/Match/Block Scheduling

- Good month for side projects such as scholarly projects, conference presentations, getting involved in committee work, etc
- Match—manage SOAP, post match results, contact matched applicants (on-boarding, etc)
- Block Scheduling—coordinate block scheduling (before match) and assign residents (after match)

Apr: Scholarly Projects, etc/Faculty Evals/CORD/Didactic Curriculum

- Scholarly Projects, etc
- Conduct Faculty Evaluations
- Go to CORD—presenting? committee work?
- Review and post upcoming year’s didactic curriculum

May: Scholarly Projects, etc/SAEM

- Scholarly Projects, etc
- SAEM—presenting? chaperoning?

*June: Orientation/end of year mtgs/CCC/exit interviews/graduation

- Orientation—review talks, clear schedule for welcome events
- End of Year Mtgs—review end of year resident mtgs with their APDs
- Clinical Competency Committee—set guidelines for CCC recommendations, review data that APDs will present to CCC
- Exit Interviews with Graduates—career advice (1st year out), boards prep advice, program feedback
- Graduation—write speech, acknowledge families

*Really busy months

Weekly—review evaluations

Twice a month—residency leadership mtg

Quarterly—review remediation plans

Semiannually—review resident progress

How to Balance your Professional and Family Responsibilities

I'm not qualified to give advice, as I am currently managing commitments to CORD Planning, starting SW SAEM, running Research, managing our Budget, running Faculty Incentives, Faculty Appointments/Evaluations and Faculty Development, starting a new required EM Clerkship, and that thing with the Residency. But here's what I try (emphasis on try) to do:

- Keep and share a calendar with your spouse/partner—on-line vs print out
- Block out time off with your family (if working a weekend, block out weekdays)
- Optimize your schedule with your chair (Do you really need to be doing nights? Can you reduce your shifts in during ERAS/Interview months and June?)
- Make yourself present for your family—schedule activities on the weekends (don't leave it to chance "after you catch up on sleep")
- On days off, check email once when you get up and once before you go to bed. No phones out at other times. Turn off "email notifications."
- Date nights/days at least once a month
- Go on vacation and turn off your phone
- Your family will not get the majority of your time—counter that message by actively communicating that they are still the most important thing to you
- I feel like a B- employee and a B- Dad/husband every day. Sh***y parents don't actually feel that way.

APD Calendar:

July/August:

1) Off Service Rotations

Review Off-Service Rotation Evaluations and summarize trends in the Memorandum of Agreement (MOA).

Update Rotation Summaries (objectives).

Send both MOA and Summary to each Rotation Facilitator.

2) Remediation/Action Plans

Review Files of all the residents in your class. Look for people struggling in each of these areas:

-Core Competencies--generate a summary sheet from the dept website (evaluation administrator) and identify who falls more than one standard deviation below the mean in each core competency.

-In-service--who is below the 25%ile for the country for that PG year?

-Promotion Requirements--who is behind, using previous year's updated promotion spreadsheet (APDs to update as they hand off their class).

Generate an action plan based on the above and schedule meetings with each resident. Remediation Meetings have to take place **quarterly**.

September:

- 1) ERAS opens-Review screening criteria and begin screening applications. We split our list alphabetically by school between the leadership to review.
- 2) Resident Retreat: Attend and teach at retreat (including team building exercises and wellness curriculum). Class breakout sessions to trouble shoot areas for improvement and discuss what is going well. Reconvene as a group to come up with action items for each class and the residency as a whole.
- 3) Leadership Mtg to Include Action Items: Residency leadership reconvenes to discuss action items and assign actionable tasks to APDs (and PD if necessary).

***October:**

- 1) ERAS Review-complete screening and send invite list from your group along with a waitlist to the PD.
- 2) ACEP-attend conference with PGY III residents and staff residency fair. Facilitate end of day discussion group with residents and faculty to each present one interesting topic or learning point to share and discuss.

***November:**

- 1) Interviews: Prep for each interview day by reviewing applicants again beforehand. Create a “cheat sheet” (we created a form) for each interviewee to help summarize the applicant for the group. Be prepared to present the summary of each applicant interviewed to the faculty and residents who interviewed each day.

***December:**

- 1) Interviews: Prep for each interview day by reviewing applicants again beforehand. Create a “cheat sheet” (we created a form) for each interviewee to help summarize the applicant for the group. Be prepared to present the summary of each applicant interviewed to the faculty and residents who interviewed each day.
- 2) Mid Year Meetings: Meet with each resident and review performance measures including (if applicable): Evaluations from all ED and off service rotations completed thus far for the academic year, number of faculty evaluations by the resident, procedure logs, previous In-Service exam scores and study plan, previous mock oral board scores, conference attendance, projects completed (follow up exercises, QI projects, Research projects). Discuss remediation/action plans if in place, resident wellness, areas for program improvement and career plans. Complete the evaluations and submit online for the PD, resident and resident mentor to review and sign.
- 3) Clinical Competencies: Present each resident to the Clinical Competencies Committee to include scores in each of the clinical competencies, In-service exams scores, conference attendance, off service

evaluations and completion of required tasks. Discuss areas of excellence and areas for improvement and recommend promotion or lack thereof (possibly with commendation in areas of excellence).

***January:**

1) Interviews: Prep for each interview day by reviewing applicants again beforehand. Create a “cheat sheet” (we created a form) for each interviewee to help summarize the applicant for the group. Be prepared to present the summary of each applicant interviewed to the faculty and residents who interviewed each day.

2) Rank List Meeting: Meet with PD and Program Coordinator to review each applicant again. Finalize rank list for submission.

February:

1) Attend the Texas Legislative “Open Tuesdays” at the capitol with the residents in coordination with the Texas Medical Association. Help prep residents on talking points and accompany them to meet Legislators to discuss issues critical to emergency medicine that will be arising in the current legislative session. Facilitate the talking points and help guide residents in their discussions with members of both parties of government.

March:

1) Match Day: Hopefully celebrate all of your hard work!

2) TCEP: Attend TCEP with the PGY I residents. Facilitate end of day discussion group with residents and faculty to each present one interesting topic or learning point to share and discuss.

April:

1) Rotation Director Meetings: Schedule meetings with each off service rotation director. Discuss how the rotation is coming along including what is going well and areas for improvement. Write a summary of each meeting to submit to the PD. Address any action items from the meetings.

2) CORD: Attend CORD and get involved with committees that are areas of professional interest and network with the ED Academic community.

May:

1) Rotation Director Meetings: Schedule meetings with each off service rotation director. Discuss how the rotation is coming along including what is going well and areas for improvement. Write a summary of each meeting to submit to the PD. Address any action items from the meetings.

2) End of Year Meetings: Meet with each resident and review performance measures including: Evaluations from all ED and off service rotations completed for the academic year, number of faculty evaluations by the resident, self evaluations and 360 evaluations, procedure logs, current In-Service exam score and study plan, current mock oral board scores, conference attendance, projects completed

(follow up exercises, QI projects, Research projects). Discuss remediation/action plans if in place, resident wellness, areas for program improvement and career plans. Complete the evaluations and submit online for the PD, resident and resident mentor to review and sign. Ensure all graduation requirements for PGY III residents have been met.

3) SAEM: Attend SAEM. Attend the residency fair and facilitate end of day discussion group with residents and faculty to each present one interesting topic or learning point to share and discuss.

***June:**

1) Clinical Competencies: Present each resident to the Clinical Competencies Committee to include scores in each of the clinical competencies, In-service exams scores, conference attendance, off service evaluations and completion of required tasks. Discuss areas of excellence and areas for improvement and recommend promotion or lack thereof (possibly with commendation in areas of excellence). Vote to promote to the next PG year and graduate PGY III residents.

2) Graduation: Help residents with any last minute needs for graduation and celebrate your outgoing residents. Prepare a little speech about how great they are!

3) Intern Orientation: attend welcome lunch, picnic and party (I know it's a lot of celebrating). Present didactics on expectations and outline residency requirements. Teach skills labs.

4) PGY II and III Orientation: Update orientation packets for each class and email them out to the residents beforehand. Meet with respective classes and go through each block/rotation by year with the residents and review goals and objectives and expectations. Review residency policies and graduated clinical responsibilities. Conduct a breakout session to discuss areas for program improvement and resident ideas for the upcoming year.

*** Really busy months**

Other job requirements:

Weekly: review and sign resident evaluations.

Twice a Month: Residency Leadership Meetings.

Monthly: curriculum to include: curriculum updates, maintaining your own lectures, conference boss duties, skills labs, mock oral boards, Grand Rounds and Faculty Development.

Quarterly: Review Remediation Plans.

Ideas for Wellness:

Exercise or find another healthy outlet for stress, find a hobby.

Don't let tasks pile up. Try to complete them and get it off your plate ASAP.

Coordinate calendars with spouse, family and sitters using an online calendar shared by all.

Date nights with your spouse/partner regularly.

Take vacations when you can.

Develop a support network around you, especially if you don't live near your family.