

All in the Family: But What is Your Role?

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Objectives

- Administrators/Coordinators should be able to identify job duties performed (WebADS, GME Track, etc.)
- PDs should be able to review the list of job duties identified by Administrators/Coordinators
- PDs & Administrators/Coordinators should work together to identify any changes that could/should be implemented.

Question

- Are you a:
 - PD/APD?
 - Administrator/Manager?
 - Coordinator?
 - Faculty?

- Program Directors: Do you think you know everything your coordinator does?
- Program Coordinators: Do you think your PD knows everything you do?

- Have you discussed with your PD/APD or Coordinator/Administrator “all” of the duties required to do the job?

Yes

No

PD Perception



Radar, we need to get the milestones entered

I did that last week



Resident Perception



Babysitter

Mom

Financial Planner

Shoulder to cry on

Psychiatrist

Firefighter

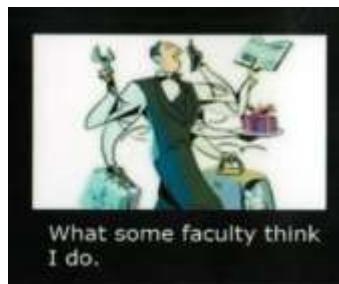
7

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Faculty Perception

Copy
repairman

Travel agent



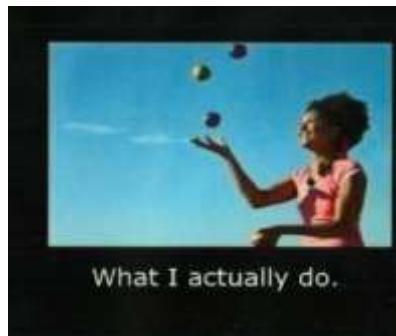
Caterer

Meeting/Event
Planner

8

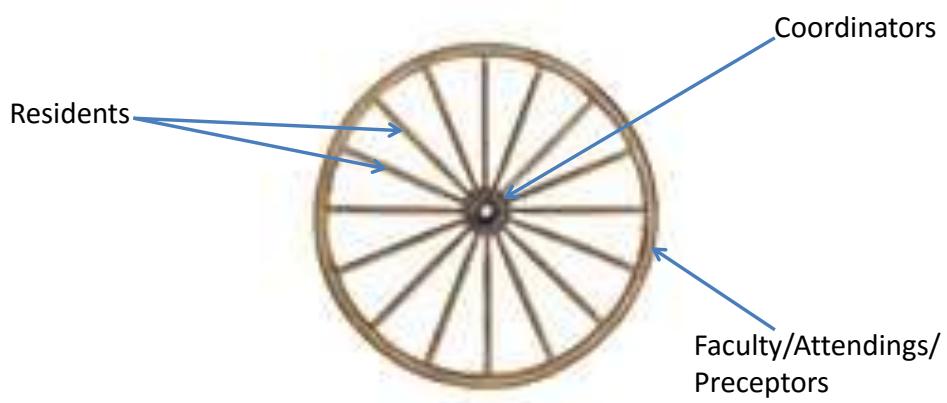
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The Truth!!



9

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10

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Professional Development

- ERAS Training
- Health System (Required / Voluntary)
- C-TAGME
- AFMA Membership

Our Job Duties

Coordinator #1	Coordinator #2	Both
Resident clinic scheduling (AMION)	Schedule student rotations/housing	Be Mom
Interview agendas, hotels, recruitment bags, etc.	Graduation planning	Put out fires
Intern orientation, paperwork	Create and distribute hospital call schedules for residents & faculty	PD / APD Outlook Schedule
Block schedule planning	Maintain/distribute Conference/Workshop schedules	PD / APD Allscripts Schedule Blocking
E-Value evaluation set-up	Maintain/distribute Team/Advisor list	ERAS Application Review
Intern Web-on-Call schedule	Process Pro-Fee upload	Expense Reports
IRIS Report prep	Credit card reconciliation	Trip Reports
Patient & OB delivery counts	Schedule Advisor/Director meetings (Allscripts/Amion)	Mileage Log Reports
R-1 calendar	E-value evaluation forms for meetings/binders	Kronos
Resident/Faculty posters	Print/distribute interview agendas	Maintain Pager/Office number list
RCE/GME meeting planning/minutes	Faculty Meeting/Executive Committee Meeting minutes	Supply orders
Maintain residency website / Facebook	Web-on-Call schedule	Maintain CME Tracker
Track lecture attendance	Request/grant system access to students	Maintain websites: ABFM/RTMS/ACGME/AOA etc.
Process NICU/ICU call meals – end of rotation	Process call meals/monthly	Process pay adjustments
Block faculty for interviews	Process chief stipend/quarterly	2nd Look Weekend
Pull patient number reports from EPIC	Schedule residency brochures be printed/mailed	Rank Order List w/PD
Update/Send out Resident Report Card	Coordinate with apartment manager on apartment status	Retreat weekend planning
Maintain inpatient lists for residency/practice		Update scores/emails/etc. in ERAS
Schedule resident EPIC training		iContracts
		Jobvite
		Procter ITE Exams (ACOFP/ABFM)
		Set-up computer lab for ITE
		Osteopathic recognition site visit prep
		CLER Visit prep

RESIDENCY PROGRAM COORDINATOR



What my Program Director thinks I do.



What my spouse thinks I do.



What I think I do.



What some residents think I do.



What some faculty think I do.



What I actually do.

Objectives

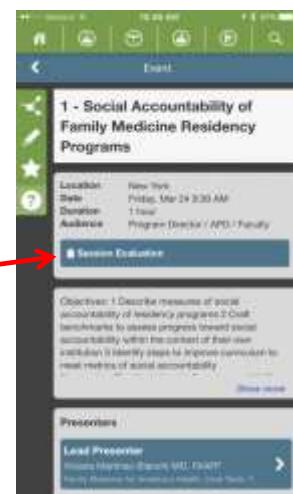
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**KEEP CALM
AND LET THE
PROGRAM
COORDINATOR
HANDLE IT**

15

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Please...
Complete the
session evaluation.



Thank you.

16

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