

# Congratulations: You Have Just Become a New Program Director! Now What?

**W. Fred Miser, MD, MA**  
Director  
The Ohio State University  
Family Medicine Residency  
Columbus, Ohio

**Gretchen Irwin, MD, MBA**  
Director  
University of Kansas-Wesley  
Family Medicine Residency  
Wichita, Kansas

**Jennifer Swoyer, DO**  
Director  
Amita Health Adventist  
LaGrange Memorial  
Family Medicine Residency  
LaGrange, Illinois

March 23, 2018



## AAFP Disclosure

It is the policy of the AAFP that all individuals in a position to control content disclose any relationships with commercial interests upon nomination/invitation of participation. Disclosure documents are reviewed for potential conflicts of interest and, if identified, conflicts are resolved prior to confirmation of participation. Only those participants who had no conflict of interest or who agreed to an identified resolution process prior to their participation were involved in this CME activity.

All individuals in a position to control content for this session have indicated we have **no relevant financial relationships to disclose**.



 **THE OHIO STATE UNIVERSITY**  
WEXNER MEDICAL CENTER



 **AMITA** HEALTH  
ADVENTIST MEDICAL CENTER  
LA GRANGE



 **WESLEY**  
Family Medicine Residency



AMERICAN ACADEMY OF FAMILY PHYSICIANS

## Why Are We Presenting This?

- Each year there is a 15% turnover of FM residency directors
- Our AFMRD list serve daily has questions by new (and “old”) program directors seeking advice on a wide variety of topics related to their new job



## **Presentation Objectives**

**At the completion of this workshop you should be able to....**

- Identify the essential job requirements and tasks of being a FM program director
- Identify resources that new program directors can use to assist them in their first year on the job
- Develop a yearly calendar of tasks to accomplish
- Share personal insights of experiences as one takes on the role of program director

## **Recommended Practice**

### **For Program Directors New To Their Job....**

1. Carefully study the FM RC program requirements and identify key areas for strategic planning
2. Surround oneself with a mentor, executive team, and colleagues from AFMRD
3. Develop a yearly calendar of tasks

Remember – you are NOT alone.  
You have a community of  
colleagues ready to help you!



## Poll Question

How many years have you been a program director?

- A. Less than 1
- B. 1-2
- C. 3-4
- D. 5 or more

AMERICAN ACADEMY OF FAMILY PHYSICIANS

What Skills Are Needed to Be a Program Director?



[AFMRD Skill Set](#)

## What Do You Wish You Knew When You First Started? Exercise

- 5 minutes - discuss with your neighbor....
- What do you wish you had known when you first started as a program director?



We'll come back to this later....

AMERICAN ACADEMY OF FAMILY PHYSICIANS

## Poll Question

As a program director what is your biggest challenge?

- A. Knowing the rules
- B. Following the rules
- C. Budget
- D. Personnel issues
- E. Time management

AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Know the Rules!

- Job #1 is to keep your program accredited by the ACGME
- Become an expert of the RC-FM Guidelines
  - Visit the FAQ section



Accreditation Council for  
Graduate Medical Education

ACGME Program Requirements for  
Graduate Medical Education  
in Family Medicine

[ACGME Website](#)

AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Know the Rules!

- Job #2 is to prepare your residents for ABFM certification
- Become an expert of the ABFM rules



American Board  
of Family Medicine

[ABFM Website](#)

AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Manage the RTMS

- ABFM Resident Training Management System
- Learn and use the system



American Board  
of Family Medicine

[RTMS](#)

AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take



### Understand ACGME Accreditation System

Online Data Collection  
Annual

Resident Survey  
Annual

Resident Milestones  
Semi-Annual

Faculty Survey  
Annual

Site Visits  
Program & Institutional  
Periodic

AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Assemble Your Executive Team

- Program Coordinator
- Residency Administrator
- Associate Program Director(s)
- Chief Resident(s)



- Clarify Responsibilities
- Meet Often

AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Meet With Your Administration

- Designated Institutional Official
- “C-Suite”
- Institutional Graduate Medical Education Committee



- Understand Their Expectations
- Understand Their Rules

AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Know Your People



- Core Faculty Members
- Residents
- Staff
- Other Faculty Members



- Share Vision
- Share Expectations

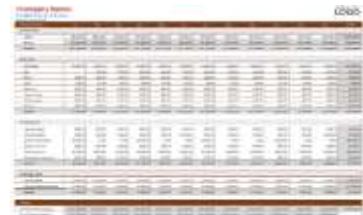
AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Know Your Finances

- Understand the source of your \$\$
  - GME Funding – DME, IME
- Know what you control
- Seek discretionary funding



AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Review Your Policy and Procedure Manual

- Review mission, vision, values of your program
- Review current curriculum
- Assess current policies
- If no manual exists, create one



AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Develop Your Calendar

- Be selfish – protect time for you
- Build in meetings
- Understand the life-cycle of your program



AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Program Life-Cycle



#### June

- Exit interviews
- Graduation
- End-of-Year evaluations
- Milestones
- Orientation
- Annual Program Evaluation

#### July

- End-of-Year evaluations

#### Sep-Oct

- Begin recruiting efforts
- In-Training Exam
- ACGME ADS

#### Oct-Feb

- Recruitment
- Mid-Year evals
- Milestones
- Resident Survey
- Faculty Survey

#### March

- Match!
- PDW

#### Apr-May

- Plan for next academic year

AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Initial Steps to Take

### Know Your Community and Resources to Help

- You are not alone!
- List Serve
- Tool Box



AMERICAN ACADEMY OF FAMILY PHYSICIANS



## Panel Discussion



- Time to share experiences
- What have others learned?
- Insights?
- Questions?

AMERICAN ACADEMY OF FAMILY PHYSICIANS

## Presentation Objectives

**At the completion of this workshop you should be able to....**

- Identify the essential job requirements and tasks of being a FM program director
- Identify resources that new program directors can use to assist them in their first year on the job
- Develop a yearly calendar of tasks to accomplish
- Share personal insights of experiences as one takes on the role of program director

## **Recommended Practice For Program Directors New To Their Job....**

1. Carefully study the FM RC program requirements and identify key areas for strategic planning
2. Surround oneself with a mentor, executive team, and colleagues from AFMRD
3. Develop a yearly calendar of tasks

Remember – you are NOT alone.  
You have a community of  
colleagues ready to help you!



## **Poll Question:**

Enter your email address to be included in any follow-up communication from the presenter(s).

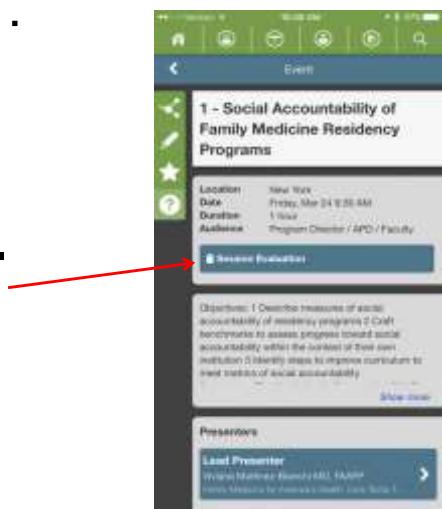
# ?

# Questions & Answers

27

AMERICAN ACADEMY OF FAMILY PHYSICIANS

Please...  
Complete the  
session evaluation.



Thank you.

28

AMERICAN ACADEMY OF FAMILY PHYSICIANS

During the break...

- Discuss / think about how you might implement the information you just heard.



AMERICAN ACADEMY OF  
FAMILY PHYSICIANS

STRONG MEDICINE FOR AMERICA