

# 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

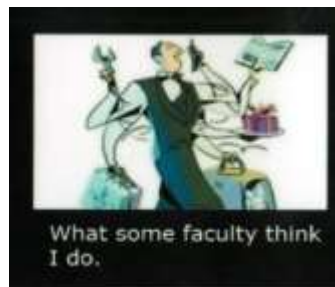
Psychiatrist

Firefighter

# Faculty Perception

Copy  
repairman

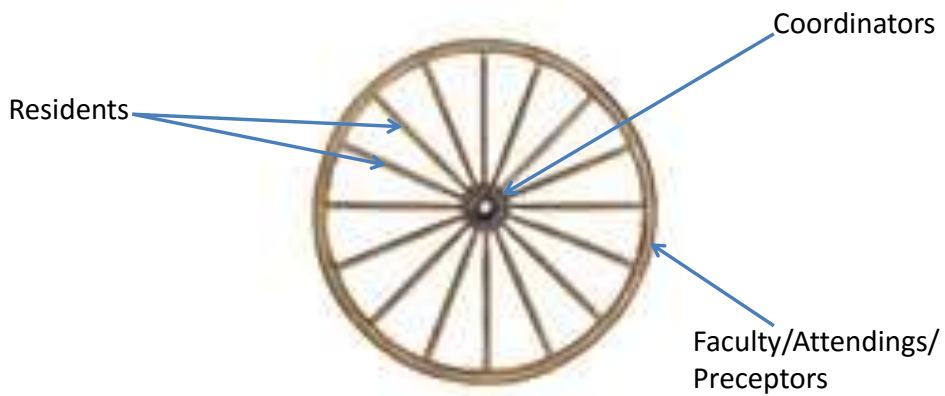
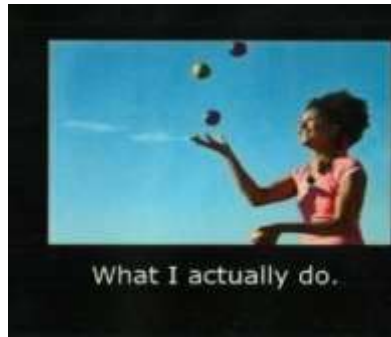
Travel agent



Caterer

Meeting/Event  
Planner

# The Truth!!



# 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 (ACOFF/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.



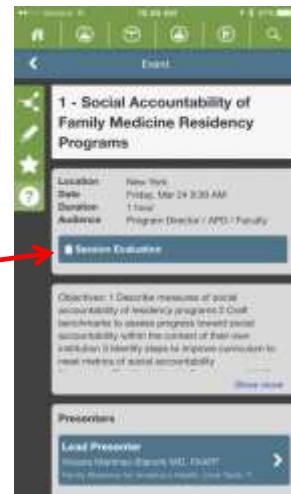
What I actually do.

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

Please...  
Complete the  
session evaluation.  
Thank you.







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