

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

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FAMILY PHYSICIANS

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 **THE OHIO STATE UNIVERSITY**
WEXNER MEDICAL CENTER



AMITA HEALTH
ADVENTIST MEDICAL CENTER
LA GRANGE



 **WESLEY**
Family Medicine Residency



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

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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....

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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

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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](#)

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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](#)

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Initial Steps to Take

Manage the RTMS

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



[RTMS](#)

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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**

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Initial Steps to Take

Assemble Your Executive Team

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



- **Clarify Responsibilities**
- **Meet Often**

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Initial Steps to Take

Meet With Your Administration

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



- **Understand Their Expectations**
- **Understand Their Rules**

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Initial Steps to Take

Know Your People



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



- **Share Vision**
- **Share Expectations**

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Initial Steps to Take

Know Your Finances

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



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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



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Initial Steps to Take

Develop Your Calendar

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



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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

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Initial Steps to Take

Know Your Community and Resources to Help

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



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Panel Discussion



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

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Poll Question:

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



Questions & Answers

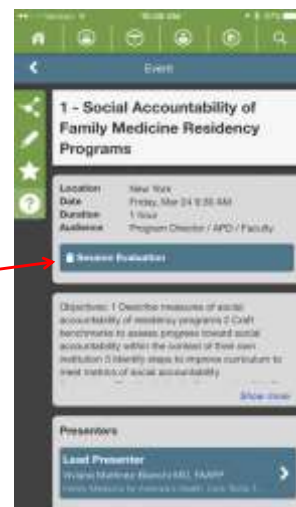
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Please...

Complete the
session evaluation.

Thank you.



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During the break...

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



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