

Strategies for Partnering  
With Your Program Director,  
Assistant Program Director  
and Chief Resident

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- Nothing to Disclose

Focus on Three Areas Today

- Collaborating Effectively
- Communicating Efficiently
- Control of Time Management

- It is important to create the right framework from the start
- Establishing an effective and inclusive partnership does not occur over night
- The partnership's success and failures need to be considered on an ongoing basis
- Partners can reflect on successes and failures as learning points for development

**Collaboration**  
The action of working with someone to produce or create something

Vision and Purpose of a Partnership



- Builds trust and openness
  - Becomes a healthy learning atmosphere
- Recognizes value and contribution of all members
  - Different perspectives are valuable
- Decision making should be shared and transparent
  - Easier to reach goals and aims

Vision and Purpose of a Partnership

- High Performance environments  
(Complex surgical teams, Aviation teams, etc.)
- High performance team behaviors tend to be similar
  - People on these teams will be:
    - Committed, Dedicated, Team Players and make Sacrifices
  - These are not personalities traits, you are not born like this
    - YOU choose to make that commitment
    - YOU choose to make that sacrifice
    - YOU choose to be a team player
  - Behaviors
  - Attitudes

Vision and Purpose of a Partnership

- Ability to perform the job is important
  - We spend a lot of time together
  - Identify people who will choose to make that commitment
- These are people who make that sacrifice
  - Trust
  - Honest
  - Reliable

Vision and Purpose of a Partnership



- Team members of High Performance Teams/Team Excellence are about:
  - Behaviors
  - Attitudes
  - People on the team choose the team agenda

Components of a Successful Partnership

Small Quick Poll

What are the three key components to a successful partnership between a Coordinator, Program Director and or Chief Resident?

Components of a Successful Partnership

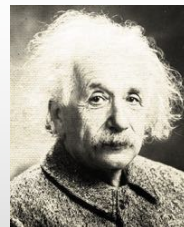
Answers

- Trust
- Respect
- Open communication
- Ability to deal with conflict
- Regular scheduled meetings
- Attending local/national meetings, trainings
- Knowing your yearly/monthly calendar responsibility assignments
- A formal or informal needs assessment early in relationship

Components of a Successful Partnership

What steps need to be taken?

- Strategic planning
- Agree on operational structure
- Ask questions when something isn't clear
- Trust that each member has the same mission and goal as priority
- With so many regulatory deadlines (surveys, milestones, ERAS, NRMP) who does what?
- Recognize each others experience and qualifications everyone has something valuable to offer
  - Communication is key



'We can't solve problems by using the same kind of thinking we used when we created them.'

Albert Einstein

- **Communicating effectively with your partners in a useful format**
  - It creates effective strong feedback loops
- **Different methods:**
  - texting, emails, phone calls, meetings, etc.
- **Ensures better accountability:**
  - taking ownership and responsibility

## Communication

The imparting or exchanging of information and news

### Successful Skills for Successful Partnerships

- **Important to know who you are, including strengths and liabilities**
- **Setting Goals:** Identify what you and your PD/APD/CR want to accomplish and set a plan for each goal
- **Adapting Your Work Style:** Recognizing the needs and work style of your PD/APD/CR and adapt as necessary
- **Planning and Managing:** Plan and manage your work in tandem with your PD/APD/CR

### Successful Skills for Successful Partnerships

- **Decision Making:** Identify when to make decisions and how to take action
- **Confidence:** Present your ideas with confidence
- **Being Proactive:** Preventing an error is easier than reacting to one
- **Discretion:** Knowing when to take initiative, and when to ask for advice/help

### Barriers to Successful Partnerships

- Failure to learn
- Hidden agendas
- Restricted vision
- Failure to inspire
- Dominating partner
- Lack of clear purpose
- Lack of understanding
- Failure to communicate
- Unequal balance of power and control
- Too little time for effective consultation
- Lack of understanding roles and responsibilities
- Lack of support from partner when making difficult decisions




Alone we can do  
so little:  
together we  
can do  
**SO**  
much.

John F. Kennedy



## Time Management

The act of process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

**How often do you find yourself running out of time?  
Weekly, daily, hourly?**

### Time Management Techniques

- Goal Setting
  - Creates greater productivity and efficiency
  - Requires time and effort
  - A little time and effort put in now saves an enormous amount of time, effort and frustration in the future
  - Prioritizing
  - Managing Interruptions

### Time Management Techniques

UNM Department of Anesthesiology & Critical Care Medicine		Compliance Schedule & Due Dates					
Requirement	Frequency	Residents	Faculty	Ms	Aggree Date	Due Date	
<b>MSDCE</b>							
Registration Open 12pm-5p ET	Annual				9/30/16		
Standard Registration Deadline for applicants 11:59pm ET	Annual					12/30/16	
Deadline to create post advanced/preliminary forms 11:59pm ET	Annual					1/31/17	
Rank Order for entry opens 12:00pm ET	Annual		x	x	10/15/17		
Program needs change, withdrawal, and SOAP withdrawal open	Annual		x	x		12/31/17	
Program needs change, withdrawal, and SOAP deadline 11:59pm ET	Annual		x	x		12/31/17	
Programs to be added/updated/dropped based on AOA Match results. Programs must contact AAOA by 12:00pm ET	Annual		x		02/15/17		
Rank Order List Deadline: ROLs must be certified by 10:00pm ET	Annual		x	x		02/15/17	
Final ROL submission deadline	Annual					03/31/17	
Match Week Registration: Offer and acceptance Program (SOAP) begins at 11:00pm ET for participating certified programs	Annual				9/30/17		
Program "Did My Program 2017" information will be email and posted in the IS system at 12:00pm ET	Annual						

### Time Management Techniques

UNM Department of Anesthesiology & Critical Care Medicine		Compliance Schedule & Due Dates					
Requirement	Frequency	Residents	Faculty	Ms	Aggree Date	Due Date	
<b>MSDCE</b>							
Intern Orientation Domestic Applicants 8-6:00pm	Annual	x				06/24/17	
Match setting - AOA ID Badges - Patient Safety & Quality discussion							
MSDCE Orientation		x				6/26/17	
PPD/Immunizations & Medical Clearance		x				6/26/17	
Professionalism/Competency/Management Study Hours Requirements/New Orientation New Resonance Unmet Alliance Aligning Expectations			x			6/26/17	
<b>MSDCE</b>							
GME HD 1 to HD 2 Orientation		x				6/26/17	
<b>MSDCE</b>							
GME HD2B Orientation		x				TBD	

### Time Management Techniques

<http://www.theaba.org/PDFs/Staged-Exam-Timeline/Staged-Timeline>

The diagram shows a vertical timeline with months from July to October. Key events include:
 

- July:** Pre-orientation, Orientation, and Pre-orientation for CA-1, CA-2, and CA-3.
- August:** Orientation for CA-1, CA-2, and CA-3.
- September:** Orientation for CA-1, CA-2, and CA-3.
- October:** Orientation for CA-1, CA-2, and CA-3.

### Time Management Techniques

- Stay focused
- Set your Priorities
- Include break time
- Do not overburden yourself
- Be disciplined and punctual
- Set realistic and achievable targets
- Complete assignments within time frame
- Know the difference between urgent and important work

### Time Management Skills

- Staying Organized
  - Prevents unnecessary searching
- Prioritize
  - "Task Plan"
  - "To Do List"
- Take Ownership of work
  - Work for yourself-dedication needs to come from within
- Be Diplomatic
  - Do not accept everything which comes your way
  - Do not over burden yourself
- Be Responsible
  - In charge of , in control, obligation

1. Do you and your PD/APD/CR share information, stories, tasks, etc.? Y/N

**Please Answer Questions on Guidebook App:**  
Keep track of your Yes answers

2. Do you feel like you are "playing on the same team"? Y/N

**Question**

3. Do you have a joint interest in the goals you are trying to achieve? Y/N

**Question**

4. Is there a solid alignment when it comes to how to achieve mutual goals? Y/N

**Question**

5. Do you associate comfortably in an informal setting? Y/N

**Question**

6. Do you "know where you stand" with your PD/APD/CR? Y/N

**Question**

<p>7. Would you say you work well together? Y/N</p>	<p>Question</p>
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<p>8. Do you trust your PD/APD/CR? Y/N</p>	<p>Question</p>
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<p>9. Does your PD/APD/CR trust you? Y/N</p>	<p>Question</p>
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<p>10. Would you say you are currently "partnering with your PD/APD/CR"? Y/N</p>	<p>Question</p>
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<p><b>Your Score:</b> <b>8-10 "yes" answers:</b> You have a solid relationship and partnership with your PD/APD/CR. Focus your attention on ways to improve it. <b>5-7 "yes" answers:</b> Your work together could probably be more productive and pleasant. Focus your attention on deficits in skills or differences in your work styles and management approaches, then find answers to help you improve. <b>1-4 "yes" answers:</b> Your partnership with your PD/APD/CR needs attention and work. Focus your attention on issues of work style, trust, skills and ethics. You will probably want to build a plan to approach your PD/APD/CR about resolving some issues together.</p>	<p>Score</p>
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<p><b>Moving Forward</b></p> <ul style="list-style-type: none"><li>▪ Think about three things you are doing "just right" to be a great partner with your PD/APD/CR</li><li>▪ Think about three areas of improvement that will allow you to be an exceptional partner with your PD/APD/CR</li><li>▪ Think about three things you wish your PD/APS/CR would do to improve your partnership</li></ul>
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