



*Partnering with your
GME Department
to
Improve Your Program*

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Loyola University Medical Center*

Speakers

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We have nothing to disclose

Presentation Objectives

- Demonstrate productive relationship between specialty programs and institutional GME office
- Identify programs & processes which the institutional GME office performs for all residency/fellowship programs to cut down on repetitive procedures done by individual programs



Loyola University Medical Center Residency/Fellowship Community www.loyolamedicine.org/gme

- 613 trainees in 23 resident programs & 36 fellow programs
- Our trainees represent 37 different countries with 35 holding some type of visa
- There are 28 GME program coordinators at Loyola, many covering multiple residency and fellowship programs

GME Staff

- **Greg Ozark, MD**
Vice President for Graduate Medical Education & Assistant Dean
- **Anne Hartford, MBA**
Designated Institutional Official & Administrative Director
- **E. Kelly Quinn**
Administrative Secretary
- **Terry Leppellere**
Data Analyst, Sr.
- **Jory Eaton, MBA, C-TAGME**
Operations Manager for Graduate Medical Education
- **Ann Baker**
Institutional Coordinator for Surgical & Hospital Based Programs
- **Kathy Vandlik**
Institutional Coordinator for Medical Specialties

GME Sponsored Training, Resources and Support for Coordinators

Coordinator Training

- Professional Development Series for Coordinators
 - Meets monthly following GMEC
 - Topics discussed at GMEC are shared with coordinators
 - Topics vary by month and include:
 - Onboarding/Off-boarding, J-1 VISA sponsorship, Interview Season Do's and Don'ts, Privileging, etc.
 - Holiday lunch and annual "We Survived Onboarding" Celebration
- Quarterly New Innovations Drop-In Sessions for personalized program support and help with special projects
- High-Yield training sessions for licensure and ERAS
- 2-Week new coordinator boot camp with all members of GME staff
- AHME/ERAS/New Innovations webinars available to all coordinators

Coordinator Resources

- Password protected Program Director/Coordinator website with resource material, slides from Professional Development
- Standard tools for coordinators including monthly GME calendar and Coordinator Handbook
- Centralized onboarding of all newly matched trainees in the Spring, utilizing online checklists
- Ongoing institutional compliance reporting (flu shot, BLS/ACLS, etc.)

Coordinator and Program Development and Support

- Annual program reviews and WebAD reviews
- Annual Program Director/Coordinator institution-wide retreat with national speakers on timely topics
- Support for programs struggling with resident wellness, faculty engagement, accreditation issues
- Host conferences (CAMEG and AHME)
- Encourage programs to support coordinator attendance at specialty conferences, including ACGME and AHME

GME Sponsored Committees for Program Directors and Associate Program Directors

Monthly GMEC Committee Meetings include:

- Program Directors
- Resident representatives
- Coordinator representative
- GME staff

GMEC Subcommittees include:

- Resident Resiliency and Burnout
- Residents as Teachers Curriculum
- GME Dashboard Creation and Development
- Housestaff Handbook Committee
- GME Resource Allocation

**Program Coordinators:
Contact with your GME Office**

- How much contact do you have with your GME office? Weekly, Daily, Monthly?
- Is the contact enough, too much?
- What kind of programs/meetings do they offer to you?
- What would you like to see offered from your GME office?

Any GME staff in the audience?

- What do you do with/for your institutional programs?
- What would like to do for/with your institutional programs
- Do you receive the support of your institutional management for your programs?

Thanks for listening

