



Program Coordinator Responsibilities

General Summary

The Program Coordinator (PC) coordinates the day-to-day administrative aspects of the Nationwide Children's Hospital Graduate Medical Education (GME) Program in collaboration with the Program Director (PD), GME Office, attending physicians, fellows/residents (trainees), and the other institutional and regulatory administrative offices.

Principal Duties and Responsibilities

These duties and responsibilities are common to all Program Coordinators. Additional responsibilities may be delineated by NCH and/or the accrediting organization(s).

1. Collaborates with the PD to assure GME program meets or exceeds all accreditation requirements

- Know current Accreditation, Residency Board and NCH GME requirements for the GME Program.
- Organize and maintain files required for ACGME, AOA and/or other accreditation, medical licensure and trainee memberships.
- Prepare reports/forms required for accreditation (e.g. GMEC Program Reviews and Internal Reviews; PIFs, WebADS updates; Outcome Reports).
- Manage and coordinate accreditation site visits for the GME program, if applicable
- Manage and coordinate internal reviews of the GME program.
- Maintain web-based ACGME accreditation surveys for GME program, collecting and collating appropriate information from sources throughout NCH.
- Maintain ongoing communications with GME Office regarding accreditation requirements for the trainee and program.

2. Assist in the preparation and ongoing management of the GME program budget and other reporting requirements, e.g. GME Outcomes

- Manage the program's GME budget, including oversight of trainee travel and education allocations.
- Review monthly budget and expense reports and follow-up on discrepancies.
- Process invoicing for program-related expenses.
- Participate in annual budgeting meeting to include documentation to justify additional funding.

3. Gather and maintain records for credentialing and reimbursement

- Collect and maintain credentialing data and records, i.e. rotations, procedure

logs, etc.

- Schedule trainees for credentialing courses such as PALS, NRP, procedure sedation.
- Prepare requested program surveys.
- Provide accurate trainee information and documentation required for CHGME and Medicare audit.
- Help with the completion of OSU credentialing for trainee, when applicable.

4. Coordinate schedules

- Prepare and update as needed annual and monthly schedule for trainees.
- Enter and maintain schedules and evaluations in the electronic evaluation database.
- Organize, manage and schedule program related activities to include: conferences; electives, vacations, rotations, teaching courses, committee meetings, recruitment, journal clubs, events (orientation, retreats, and graduation) and department meetings.

5. Coordinates GME recruitment

- Manage trainee applications and screen those appropriate for interview. This includes evaluating applications for completeness.
- Communicate with potential applicants, explaining the Program's application process and distributing recruitment materials.
- Notify applicants of decisions for interview and coordinate interview schedule with Program Director, Department Chair, DIO/GME office, current trainees and faculty.
- Utilize ERAS (Electronic Residency Application Service) software (when applicable) to manage residency applications and compile reports as necessary.
- Organize interview days, including evening before dinners, breakfast and lunch with trainees, scheduling interviews, hotel accommodations, food and transportation needs as appropriate.
- Maintain confidential information regarding applicants and interviews.
- Annually update of FREIDA/GME Track and other relevant data sources.
- Communicate Program changes to maintain an updated website and Training Program literature.

6. Fulfill other administrative responsibilities

- Provide administrative support to Program Director for GME related activities.
- Work with the GME Office to bring incoming trainees on staff at NCH and OSU, including collecting Human Resources, Employee Health, Credentialing and Safety and Security information.
- Provide accurate, timely trainee information and documentation required for promotion and termination of trainees.
- Maintain trainee permanent files, caselogs
- Ensure trainee compliance with established policies and procedures, including monitoring of duty hour compliance and maintenance of related documentation.

- Manage and maintain program data in electronic evaluation system, including schedules, conferences, evaluations, duty hour tracking.
- Serve as point person for trainee communications. Assist GME Office in dissemination of information, policies and communications with trainee.
- Coordinate in-training examinations, if applicable.
- Compile and submit reports to ACGME, American Board of Pediatrics, American Academy of Pediatrics, American Association of Medical Colleges, AMA, and other professional organizations as required.
- Attend monthly Program coordinator meetings and other meetings as a representative of the training program.
- Serve as Program liaison and communicate with appropriate GME offices and affiliated hospitals. Is responsible for all aspects of applicant recruitment, on-boarding and orientation of new trainees.

Reporting Relationships

The PC reports to the Program Director for GME activities and to the GME Office for accreditation compliance. The PC is a member of the Program Coordinators Committee.

Approved: 10/4/12