

GME Program Director Checklist

Revised 7/1/2015

As Program Director, I confirm that I have read and reviewed the materials listed below.

Signature

Date

Read, Study & Know:

- ☐ [UW GME Program Director Position Description](#)
- ☐ [UW GME Program Administrator Job Description](#)
- ☐ [Residency & Fellowship Position Appointment](#)
- ☐ **Your ACGME Specialty and/or Subspecialty Program Requirements**
[See ACGME [Program Directors and Coordinators](#) page, under “Review Committees” go to CHOOSE YOUR SPECIALTY, then under “Program Requirements” go to “Currently in Effect.”]
- ☐ [ACGME Milestones](#)
- ☐ [ACGME Resident/Fellow and Faculty Survey Information](#)

Attend:

- ☐ **A [Graduate Medical Education Committee \(GMEC\)](#) Meeting** (Required within the 1st year of appointment)
- ☐ **New Program Director and Administrator Orientation (GME 101, 102)** (Required within 1st year of appointment); CME credit available. (Check with GME Office for dates.)
- ☐ **[Program Director Development Series \(PDDS\)](#)** on topics of high need for all program directors; PDDS Autumn and Spring Series (Required), CME credit available.
- ☐ **[ACGME Annual Education Conference](#)** (Required within 2 years of your appointment and then every other year)
- ☐ Your specialty’s national Program Director/Faculty Development Association Meetings
- ☐ Faculty Development Sessions sponsored by [Office of Faculty Development, UW School of Medicine](#)

Review & Access:

- ☐ **[ACGME Program Directors’ “Virtual Handbook”](#)**, particularly:
 - [Program Directors and Coordinators](#)
 - [ACGME Manual of Policies and Procedures](#)
 - [Accreditation Data System \(ADS\)](#)
- ☐ **[UW Medicine GME Program Directors and Administrators](#)**, particularly:
 - **[GME Policies and Procedures](#)**, ALL are important, particularly:
 - [Assessment and Evaluation Policy](#)
 - [Annual Program Evaluation Policy & Procedures](#), including for the Program Evaluation Committee (PEC)
 - [Clinical Competency Committee Policy](#)
 - [UW Resident Academic & Professional Conduct Policy & Procedure](#)
 - [Effects of Leave on Board Eligibility](#)

- [Supervision Policy Template](#) (in UW GME Intranet, Policies & Procedures)
 - [GME Intranet](#) (UW NetID and password required)
- ☐ [Wellness Resources](#) for Residents and Fellows
- ☐ [GME Committees](#): GMEC, IRFAC, GMEPAC
- ☐ [ACGME Self-Study page](#)
- ☐ [ACGME Clinical Competency Committee: A Guidebook for Programs](#) (2015)
- ☐ [ACGME Institutional Requirements](#) (2015)
- ☐ [Clinical Learning Environment Review \(CLER\) Pathways](#)
- ☐ [ACGME Glossary of Terms](#)

Peruse:

- ☐ [AAMC Electronic Residency Application Service \(ERAS\)](#)
- ☐ [American Board of Medical Specialties \(ABMS\)](#)
- ☐ [American Medical Association \(AMA\)](#)
 - [Fellowship and Residency Electronic Interactive Data Base \(FREIDA\)](#)
- ☐ [Association of American Medical Colleges \(AAMC\)](#)
- ☐ [Education Commission for Foreign Medical Graduates \(ECFMG\)](#)
- ☐ [Institute for Healthcare Improvement \(IHI\)](#)
- ☐ [National Resident Matching Program \(NRMP\)](#)
- ☐ [United States Medical License Examination \(USMLE\)](#)
- ☐ [UW Housestaff Association \(UWHA\)](#)

Subscribe:

- ☐ **ACGME e-Communications:** Contact acgmecommunications@acgme.org
- ☐ [AMA MedEd Update](#)
- ☐ [CFAS News - AAMC](#); news@aamc.org
- ☐ Your academic society's listserv and publications
- ☐ [Journal of Graduate Medical Education](#) (JGME)
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