Date: March 1, 2015

To: Department Chairs, Division Chiefs, Program Directors, and Administrators

Re: Program Coordinator Recommendations

There has been a great deal of discussion among national organizations in the past few years regarding Program Coordinator titles, compensation, and essential duties. A 2014 survey conducted by the GME Office showed wide variation across University of Utah GME programs regarding Program Coordinator job duties and compensation. The survey further revealed a high level of frustration and job dissatisfaction among the Coordinators (e.g., 39% of respondents reported they were considering resigning). The GME Office decided to organize and sponsor the Coordinator Advocacy Committee (CAC) to further examine and address issues raised in the survey. The CAC includes seven Program Coordinators/Managers and three GME staff members.

The CAC has developed three job descriptions that most, if not all, Program Coordinators fall into, along with salary recommendations (Attachments, A, B and C). The Administrative Assistant Job Code 0513 (working title: GME Administrative Coordinator) is a non-exempt position. The Administrative Program Coordinator Job Code 0247 (working title: GME Academic Coordinator) and the Academic Program Manager Job Code 2059 (working title: GME Academic Manager) are exempt positions. Based on ACGME requirements for selected programs, the group also created guidelines regarding the dedicated FTE commitment needed to coordinate and manage GME programs, according to the number of programs and trainees for which a coordinator is responsible (Attachment D).

In an effort to share the work of the CAC and to provide some consistency and job satisfaction for Program Coordinators, the University of Utah Graduate Medical Education Committee (GMEC) recommends the following:

1. Review the attached job descriptions and determine whether a job reclassification is appropriate for your Program Coordinator(s). (GME Admin_Academic Coordinator Detailed Job Description and GME Academic Manager Detailed Job Description).

2. Review the attached salary ranges (based on University of Utah Human Resources www.hr.utah.edu) and determine if a salary adjustment is warranted for your Program Coordinator(s). (GME Admin_Academic Coordinator Detailed Job Description and GME Academic Manager Detailed Job Description)
3. Review your program’s ACGME requirements and the needs of your program to determine if the dedicated FTE commitment for your Program Coordinator(s) should be adjusted. (Attachment D).

4. Implement cross training and appropriate back-up coverage for your Program Coordinator(s).

5. Support career development for your Program Coordinator(s), e.g., travel to professional meetings, Training Administrators of Graduate Medical Education (TAGME) certification, attendance at GME monthly Program Coordinator meetings, GMEC membership, membership on the Coordinator Advocacy Committee (CAC), mentoring new coordinators, etc.

Please feel free to contact Sharee Bracken (801-213-2735 or sharee.bracken@hsc.utah.edu) in the GME office if you have any questions or need further assistance. Sharee and the CAC would be happy to assist you in analyzing the needs of your department.

Sincerely,

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