

GME Program Coordinator/Manager Mentor Checklist

Mentee Name: _____

Mentor Name: _____

Meeting Dates			
1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter

• Coordinate Meetings

- PEC (Program Evaluation Committee), annually Reviewed Not Reviewed
- CCC (Clinical Competency Committee), semiannually Reviewed Not Reviewed
- Didactics, as needed Reviewed Not Reviewed
- GME Program Coordinator Monthly Meetings Reviewed Not Reviewed
- Additional Activities: Networking, 2nd hour GME meetings, ERAS training Reviewed Not Reviewed

Comments:

• Document Execution

- Training verifications, letters, contracts, or other documents, as needed Reviewed Not Reviewed
- Evaluation letters, midpoint and final Reviewed Not Reviewed
- Trainees and faculty need to evaluate the program (annually) Reviewed Not Reviewed
- Trainees need to evaluate the faculty (annually) Reviewed Not Reviewed
- PLAs, every ten years Reviewed Not Reviewed
- Updating policies/curriculum materials, annually/as needed Reviewed Not Reviewed
- Review Common Program Requirements and Program Requirements to see if the program is compliant Reviewed Not Reviewed
- Obtain documentation from trainees if they had prior training in another residency program Reviewed Not Reviewed
- Collect trainees scholarly activity on an annual basis for WebADS Reviewed Not Reviewed

Comments:

• MedHub (<https://utah.medhub.com>)

- Schedules, annually Reviewed Not Reviewed
- Evaluations, quarterly/as needed Reviewed Not Reviewed
- Monitor Duty Hours, weekly Reviewed Not Reviewed

Comments:

• Program Maintenance

- WebADS update, annually (<https://apps.acgme.org/connect/login>) Reviewed Not Reviewed
- GME Track survey, annually Reviewed Not Reviewed
- Program specific website content, as needed Reviewed Not Reviewed
- Accreditation/Reaccreditation/Site Visit documents (every 10 years/as needed) Reviewed Not Reviewed
- Annual Program Evaluation (APE) document (templates/resources in Medhub) Reviewed Not Reviewed
- ACGME Self-Study Program Due Date: _____
 - ACGME Self-Study Resources/GME Program Director Retreat Presentations Reviewed Not Reviewed

Comments:

- Recruitment (specific to your department)
 - ERAS (<https://apps.aamc.org/account/#/login>) Reviewed Not Reviewed
 - Schedule interviews Reviewed Not Reviewed
 - Meet with and review policies with applicants Reviewed Not Reviewed
 - Disperse and collect candidate interview evaluations Reviewed Not Reviewed
 - Provide and collect signed GME Employment Eligibility/J-1 Clinical Visa Acknowledgement Form and Interview Checklist from each applicant Reviewed Not Reviewed
 - NRMP/Rank list meeting Reviewed Not Reviewed

Comments:

- Onboarding
 - Serve as primary contact to GME re: new hires, contracts, etc. Reviewed Not Reviewed
 - Organize department orientation Reviewed Not Reviewed
 - Ensure trainees receive all necessary trainings and accesses Reviewed Not Reviewed

- Off boarding
 - GME Checkout through MEDHUB Reviewed Not Reviewed
 - Program Checkout Reviewed Not Reviewed
 - Graduation Reviewed Not Reviewed
 - Final evaluation letter for GME Reviewed Not Reviewed
 - Final Scholarly activity entered into WebADS Reviewed Not Reviewed
 - Trainee status updated in WebADS Reviewed Not Reviewed
 - Completion of training submitted for board certification Reviewed Not Reviewed

Comments:

- Communication
 - Serve as primary department contact to GME, ACGME, other accreditation bodies, etc. Reviewed Not Reviewed
 - Reviewed GME Resources on websites: The Pulse, Medhub, medicine.utah.edu/gme/ Reviewed Not Reviewed
 - <https://acgme.org/> Reviewed Not Reviewed
 - GME website (<https://medicine.utah.edu/gme/>) Reviewed Not Reviewed
 - PULSE GME (<https://pulse.utah.edu/site/GME/Pages/Home.aspx>) Reviewed Not Reviewed
 - Specialty Specific Accrediting Body portals/websites Reviewed Not Reviewed
 - Specialty Specific Society websites Reviewed Not Reviewed

Comments:

Wellness: How Are You? Reviewed Not Reviewed

GME Resources: <https://medicine.utah.edu/gme/wellness/how-are-you.php>

Comments:

As the mentor I agree that I will not disclose or divulge any confidential or private information revealed during our meeting to any third party.

To request a change in your mentorship pairing, please contact Candice Ingersoll in the GME office 1-2401.