GME Program Coordinator/Manager Mentor Checklist

Mentee Name: ________________________________         Mentor Name: ________________________________

Meeting Dates

<table>
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<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
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- Coordinate Meetings
  - PEC (Program Evaluation Committee), annually
  - CCC (Clinical Competency Committee), semi-annually
  - Didactics, as needed
  - GME Program Coordinator Monthly Meetings
  - Additional Activities: Networking, 2nd hour GME meetings, ERAS training

Comments:

- Document Execution
  - Training verifications, letters, contracts, or other documents, as needed
  - Evaluation letters, midpoint and final
  - Trainees and faculty need to evaluate the program (annually)
  - Trainees need to evaluate the faculty (annually)
  - PLAs, every ten years
  - Updating policies/curriculum materials, annually/as needed
  - Review Common Program Requirements and Program Requirements to see if the program is compliant
  - Obtain documentation from trainees if they had prior training in another residency program
  - Collect trainees scholarly activity on an annual basis for WebADS

Comments:

- MedHub (https://utah.medhub.com)
  - Schedules, annually
  - Evaluations, quarterly/as needed
  - Monitor Duty Hours, weekly

Comments:

- Program Maintenance
  - WebADS update, annually (https://apps.acgme.org/connect/login)
  - GME Track survey, annually
  - Program specific website content, as needed
  - Accreditation/Reaccreditation/Site Visit documents (every 10 years/as needed)
  - Annual Program Evaluation (APE) document (templates/resources in MedHub)
  - ACGME Self-Study Program Due Date: __________________
    - ACGME Self-Study Resources/GME Program Director Retreat Presentations

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

Comments:

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

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

Comments:

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