

New Coordinator Welcome Letter

Hello (Name),

On behalf of the Program Coordinator/Manager Advocacy Committee (PCMAC) I would like to welcome you to your new position and provide you with some additional information regarding PCMAC and the assistance we are able to provide to you. The PCMAC was created to promote fairness, equality, and job satisfaction among Program Coordinators/Managers, to implement ways to easily share information and processes between the cohorts, and to educate Program Directors and Administrators on the role and importance of the Coordinator position.

The committee has seen a lot of success in its years. A list of our accomplishments include:

1. We created a Coordinator/Manager list serve to ask questions and to share information and processes. gme_program_managers_coordinators@lists.hsc.utah.edu
2. We developed a mentor/mentee program to pair new coordinators with those more experienced. These volunteer mentors serve as an additional resource for new coordinators as they learn the unique role of the GME coordinator. We have received glowing remarks from mentors and mentees with regard to this program.
 - a. (name) have graciously volunteered to be your mentor. Their contact information: (Name), (Phone number), (E-mail address). I've copied them on this email. Please feel free to reach out to her with questions.
3. We offer a new coordinator training to provide an overview of the Program Coordinator/Manager duties.
4. We created detailed job descriptions for Program Coordinators and Program Managers with recommend salary ranges in an effort to promote fairness and educate those you report to. Please visit our site for more information <https://medicine.utah.edu/gme/coordinators/coordinator-advocacy-committee.php>

The GME office also offers a monthly coordinator meeting where we provide training on new ACGME requirements, offer ideas for improving processes, answer questions, and allow coordinators the opportunity to share their expertise and wisdom with each other. Please plan to attend these monthly meetings (typically the second Tuesday of each month). You will receive outlook invites from Candice and breakfast is served.

As always, you are also welcome to contact anyone in the GME office for assistance.

We hope we can help you to be successful in your new position and wish you the best!

Kindest Regards,
The Program Coordinator/Manager Advocacy Committee