

Coordinator Portfolio – Prove it, Speak to it, Reflect upon it

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Prove it

- Whether you're looking for job-advancement, a career change, or recognition, a Portfolio will help you show evidence of your skills, achievements, and professional growth. Learn how to **use your portfolio, what belongs in it, and how to organize it!**
- Titles come and go but how do you prove what you **KNOW**, what your **SKILLS** are, and what **ATTITUDE** you bring to the table? A Portfolio.

One Word...

“Coordinator”



MY STORY



VAH



PSOS



OIS



UHS



ILP



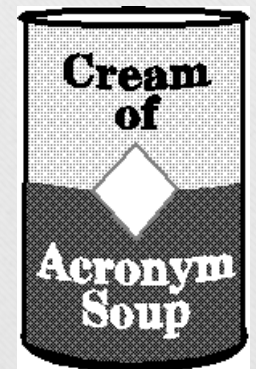
TMB



Phase III



PGMEC



Three Rules of Work

“Out of clutter find simplicity;

From discord find harmony;

In the middle of difficulty lies opportunity.”

-Albert Einstein

Needs Assessment

- Educate myself
- Manage time
- Organize/Prioritize work
- Avoid Turnover
- Promote



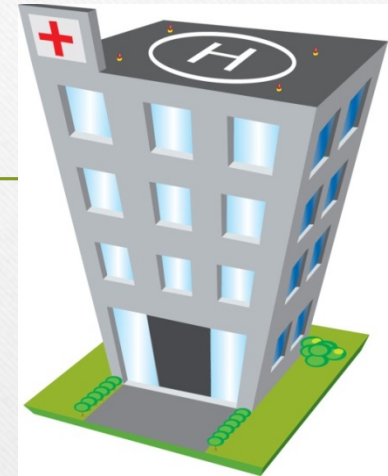
Program Coordinators ARE LIAISONs



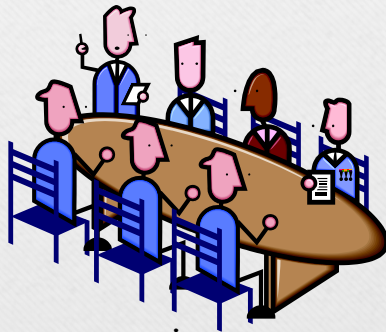
Residents/fellows



Program
Director/APD



Hospitals



committees



DIO

Graduate Medical
Education Office



What is a continuity binder?

A continuity binder is a centralized living collection of documents that will encourage a continuous flow of information, communication and practices within a given program.

Why have a continuity binder?

Establishment of a continuity binder as well as a set of best practices will help **minimize** any errors resulting from changeover and will provide an **opportunity** for Program Coordinators to **critically evaluate** their information and procedures.

Benefits

- Mental Health
- Cost Savings
- Records Retention
- Teaching Tool
- Resource to Program
- Succession Planning
- Best Practice



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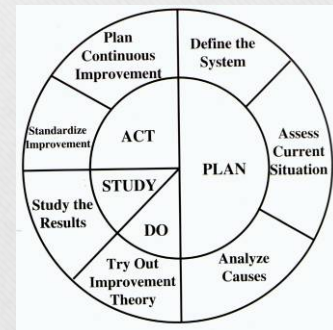
- I. Institutional
 - a. Key personnel/contacts
 - b. Notable policies
 - i. Duty Hours
 - ii. Link to all policies
 - c. Organizational Chart
 - d. Other
- II. Departmental
 - a. Contacts
 - b. Division
 - i. Contacts
 - 1. Specialty specific organizations
 - 2. Names, websites, any contacts
 - ii. Policies
 - 1. Duty hours
 - 2. Moonlighting
 - 3. Resident reimbursement
 - 4. Resident leave
 - iii. Office Procedures
 - 1. Backup system
 - 2. Duty distribution
 - a. job descriptions
 - 3. File management
 - a. Current training files located in Coordinators office
 - 4. Tabs for current training files
 - 5. Records Retention
- III. Breakdown of Monthly Coordinator Tasks
 - a. Year in the Life
- IV. Hospital #1
 - a. Contacts
 - b. Meal tickets
 - c. In-Processing
 - i. Forms
 - ii. Orientation
 - 1. Welcome Letter
 - 2. NRMP Agreement
 - d. Out-Processing
 - i. Official Clearance Forms
 - ii. Liability for Graduating Residents Information

Organization

- V. VA Hospital
 - a. Contacts
 - b. Meal tickets
 - c. In-Processing
 - i. Forms
 - 1. Required beforehand
 - 2. Scrubs
 - 3. Parking
 - 4. Fingerprinting
 - 5. Required Training & Modules
 - 6. Other required documents
 - d. Out-Processing
 - i. Forms
- VI. Military
 - a. Contacts
 - i. GME
 - ii. Specialty
 - b. Procedure for rotating residents
 - c. Forms
- VII. OTHER INSTITUTIONS
- VIII. Professional Development
 - a. Coordinator CV
 - b. Program Coordinator Committee
 - i. Handouts
 - ii. Notes
 - c. National Meeting
 - i. Handouts
 - ii. Notes
 - iii. Presentations
 - d. Continued Education
 - e. ACTION
- IX. Interview Season
 - a. ERAS
 - i. Uploading software for current year
 - ii. Setup users/access allowed within division
 - iii. Database Maintenance
 - 1. Incoming applications
 - a. Running the post-office
 - b. Sorting applications
 - c. Printing options (pdf)
 - 2. Utilizing scheduling tools

Quality Improvement

Involvement in the development of a continuity binder initiative allows **YOU** to work in collaboration with GME offices and program leadership on shared projects to improve organizational and educational processes throughout the program, institution and national organizations.



Advancement Opportunities

- Updated CV and Resume
- Projects and Lectures
- Mentor/Mentee
- QI process – leader traits
- Explore your career development

Quote & References

- “One of the most common ways to overcome resistance to change is to educate people about it beforehand. Communication of ideas helps people see the need for and the logic of a change.”

-John Kotter

- Levin, J. & Kleiner, B. (1992). How to reduce organizational turnover and absenteeism. *Work Study*, 41(6), 6.

