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**PROGRAM COORDINATOR
NEWSLETTER**

The newsletter is a consistent source for information, date reminders, and tips to assist you with managing your program's timely reporting and resident/fellow education focus. This newsletter is program coordinator focused and solely an avenue to communicate with the UF-Health Program Coordinators and programs sponsored by UF-College of Medicine.

Message from the DIO



Julia Close, MD, DIO

Dear Program Coordinators – Happy New Year! I hope everyone had some well-deserved time off to spend with family and friends!

As a PD, I noticed that January and February can be a really hard time for housestaff- being a trainee is no longer a fresh new experience, and they are not close enough to their next PGY year (or graduation!) to be carried by the hope the next chapter may bring. Many housestaff turn to their coordinator to be a listening ear – a role I truly appreciate so many of you carrying out. Remember, you do not need to carry this burden alone- and many housestaff may need more than just someone to listen. We have many resources available to housestaff for you to share with them when appropriate - and if ever you are unsure please reach out to your PD or our office (and specifically to Alex for questions about benefits).



Meetings



Upcoming Monthly Program Coordinators Forum Meetings held via Zoom:

January 10, 2023 – ERAS Interview Filtering – Sherise Rogers, MD – DEI Officer

Please use this link to register for the meeting:

https://ufl.zoom.us/meeting/register/tJMtdeuppjgjGtwKAcPqAp_zljudvOTtI50I

NEW PROGRAM DIRECTOR/PROGRAM COORDINATOR TRAINING & DEVELOPMENT WORKSHOP

Friday, March 3rd, 8am-4:00pm

UF Health Professional Park, 3300 SW Williston Road, Conference Room D102

BREAKFAST AND LUNCH WILL BE PROVIDED!

REQUIRED ATTENDANCE – ACGME programs

- New PDs since 7/1/2020 regardless of APD experience
- Coordinators (regardless of time in role) IF new PD is attending
- New Coordinators since 7/1/2020

ENCOURAGED ATTENDANCE

- New APDs
- PDs of non-ACGME accredited programs
- Anyone interested in being a PD in the future
- ANY PD/COORDINATOR!

[Click Here to Register](#)



An Interactive session reviewing:

- **ACGME** requirements
- Websites
- Policies
- Resources

****Please bring your laptop or tablet if possible!!**

PROGRAM COORDINATOR TRAINING 201

Friday, April 21st, Two (2) sessions offered:

7:30 a.m. – 11:30 a.m. (breakfast served)

OR

12:00 p.m. – 4:00 p.m. (Lunch served)

UF Health Professional Park, 3300 SW Williston Road, Conference Room D102

ALL PROGRAM COORDINATORS ARE ENCOURAGED TO ATTEND!

[Sign up here](#)



An interactive session reviewing tools in New Innovations
****Please bring your laptop or tablet if possible!!**



DID YOU KNOW.....??

ACLS/BLS Training

Coordinators can schedule for a group or housestaff can register individually

Contact: CPRtraining@shands.ufl.edu

Cost: \$120 for ACLS and \$30 extra to add BLS

Link to schedule classes: [https://professionals.ufhealth.org/cpr-training/ecg-sim-page - SkillStat](https://professionals.ufhealth.org/cpr-training/ecg-sim-page-SkillStat)

Direct Link to book: <https://www.amazon.com/When-Every-Second-Counts-ACLS/dp/195477902X>

[ACLS Provider Manual eBook | AHA \(heart.org\)](#) OR [ACLS Provider Manual | AHA \(heart.org\)](#)

ACLS Pretest Info: How to access the pre-test: <https://elearning.heart.org/course/423> Click on this link and it will send you directly to the ACLS Pre-course Self-Assessment test. The pre-test that must be completed prior to class date with at least an 80% and print or take a picture of certificate of completion to be able to present to the lead instructor.

ADS Milestone retrieval from previous training program must be done BEFORE you submit your own milestone evaluation of them in your program.

If you have any housestaff who are **transfers into your program**, do this as soon as possible, if not already done.

If this is the case, then you must contact the program that they exited before graduation and ask them for this documentation.

To retrieve Milestone data in ADS: please follow the instructions below.

Go to **ADS Help:** [Help Center \(acgme.org\)](http://helpcenter.acgme.org)

1. Click on "Milestone Evaluations"
2. Under Reports Column – Click on "How can my program retrieve incoming residents'/fellows' Milestone reports in ADS from their previous residency training program?"
3. Log into ADS
4. Click on "Reports" Tab
5. Click on "Residency Milestone Retrieval Report"
6. **If not available, see directions in screenshot below**

Articles in this section

How can my program retrieve incoming residents'/fellows' Milestone reports in ADS from their previous residency training program?

How can my program retrieve incoming residents'/fellows' Milestone reports in ADS from their previous residency training program?

2 years ago · Updated

Can I download Milestone evaluations?

Programs can access the last Milestone Summary Report completed by the previous residency program for an active resident's/fellow's most recently completed residency program.

How do I find a Milestone evaluation report?

The **Residency Milestone Retrieval Report** is available on the **Reports** tab.

When are Milestone evaluation reports posted?

Please note: A report may not be available if any of the following are true:

- The resident/fellow completed core residency training in a program not accredited by the ACGME
- The resident/fellow completed core residency training prior to the Milestones implementation
- The resident's/fellow's previous training could not be matched when entered into the program (based on a combination of Name, DOB, SSN, and/or Medical School)
- A submitted evaluation recently completed by your program will override the prior program's Milestone report

For those residents/fellows without a Milestone report on record, programs should either contact the Program Director from the resident's/fellow's most recent training program or ask the resident/fellow to create a [Resident/Fellow Portal](#) account to obtain the Summary Report.

ACGME Glossary of Terms: Transfer Resident -- https://www.acgme.org/globalassets/pdfs/ab_acgmeglossary.pdf

Transfer resident: Residents are considered “transfer residents” under several conditions, including: moving from one program to another within the same or between different Sponsoring Institution(s) and within the same or a different specialty; when entering a program requiring a preliminary year at the PGY-2 level even if the resident was simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the Match (e.g., accepted to both programs right out of medical school).

The term does not apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program

You will need this data for documentation per program requirements (Program Requirements III.C.) and for site visit documentation. Please be sure that you also have the following information:

Documentation of prior education and training for residents/fellows who have transferred into the program in the past three years

- Verification of Training
- Summative competency-based performance evaluation prior to acceptance
 - Case/Procedure logs (if applicable)
 - All rotations – start date, end date, rotation name, PGY/PRG level, passing status
 - Last Semi-Annual/Exit Evaluation
- Milestones – **TIP:** Obtain through ADS as soon as possible

NEW! Resident/Fellow and Faculty Survey Update

The reporting period for the ACGME's annual surveys will open on **February 13, 2023**. As with last year's survey cycle, the reporting period will run for eight weeks. As the survey results are valued by programs and institutions for their continuous quality improvement efforts, further extension of the survey window could delay release of program and comparison data. The ACGME anticipates that programs will still receive their reports in early May.

The process for informing programs, faculty members, and residents/fellows of survey windows will remain unchanged from previous years. Beginning with the 2024 surveys, however, the ACGME plans to update this process and alert individuals directly about the availability of the surveys and their requested participation and deadlines. This change will be made as part of the ACGME's overall efforts toward reducing the administrative burden on designated institutional officials, program directors, and coordinators.

CLOSES FRIDAY! Milestones Reporting Window

The mid-year reporting window closes Friday, January 13, 2023. Milestones assessments can be submitted via the Accreditation Data System (ADS) at any point during this timeframe. A list of specialties that have transitioned or will soon transition to Milestones 2.0 can be found in the **Milestones** section of the ACGME website.

Email content questions to milestones@acgme.org. Email technical questions to ADS@acgme.org.



2023 TAGME Certification

Program Coordinators,

Are you or someone you know in your profession:

- Looking for opportunities to gain professional development for your department or program?
- Have plans to improve your resident/fellow program?
- Looking to enhance your professional growth development for your career?

The GME office is pleased to announce we will cover 50% of cost for 1-2 ACGME accredited program coordinators to obtain TAGME certification for this academic year.

Please go to [Program Coordinator GME TAGME Application Form](#) to complete the application. THE APPLICATION FORM IS SHORT AND EASY.

GME Submission Deadline Date is Friday, April 14, 2023. Please contact the GME office regarding any questions.



2023 Main Residency Match® Calendar

The Match is managed in the NRMP's Registration, Ranking, and Results (R3) system

2022	
SEP 15	12:00 p.m. ET: Registration opens
OCT 1	8:00 a.m. ET: Medical schools begin uploading rising seniors
2023	
JAN 31	11:59 p.m. ET: Applicant Standard Registration Deadline (\$50 additional fee for late registration) 11:59 p.m. ET: Programs: quota change, withdrawal, creation of joint advanced/preliminary program tracks, and SOAP participation status deadlines
FEB 1	12:00 p.m. ET: Ranking opens for applicants and programs Medical schools begin verifying student/graduate graduation credentials
MAR 1	9:00 p.m. ET: Rank Order List Certification Deadline for applicants and programs <ul style="list-style-type: none"> Applicant late registration and Match withdrawal deadline Medical school student/graduate graduation credentials verification deadline Institutional official change approvals deadline Program reversion deadline
MAR 13	Match Week 9:30 a.m. ET: Medical school Unmatched Applicants report available (embargoed until 10:00 a.m. ET) 10:00 a.m. ET: Applicant match status and program fill status available (by email and R3 system) Supplemental Offer and Acceptance Program® (SOAP®) begins 11:00 a.m. ET: SOAP applicants can start preparing applications in the AAMC ERAS® system.

MAR 16	8:00 a.m. ET: Confidential Advance Data Tables report available to medical schools, programs, and institutions Medical school confidential Match results reports and Match notification letters available 9:00 a.m. ET: SOAP Rounds begin 2:00 p.m. ET: Program Confidential Roster of Matched Applicants report available (by email and R3 system) 9:00 p.m. ET: SOAP ends with posting of final List of Unfilled Programs in the R3 system
MAR 17	Match Day 12:00 p.m. ET: Medical school Match Day ceremonies 12:00 p.m. ET: Applicant Match results available (by email and R3 system) <ul style="list-style-type: none"> Advance Data Tables available at www.nrmp.org Program Match Results by Ranked Applicant and SOAP Programs Preferred Applicants reports available
JUN 30	11:59 p.m. ET: Deadline to download Match reports. The 2023 Main Residency Match closes and reports are no longer available in R3 system

2121 K Street NW, Suite 1000, Washington, DC 20037
www.nrmp.org Email: support@nrmp.org
Toll Free: (866) 653-NRMP Phone: (202) 400-22337

Fellowship Matches	Appt Year	Match Opens	Rank Order List Opens	Quota Change Deadline	Rank Order List Deadline	Match Day
Anesthesiology	2023	6/29/2022	7/20/2022	8/24/2022	9/14/2022	9/28/2022
Colon and Rectal Surgery	2023	8/10/2022	9/7/2022	9/28/2022	10/12/2022	10/26/2022
Emergency Medicine	2023	8/17/2022	9/21/2022	10/19/2022	11/2/2022	11/16/2022
Female Pelvic Medicine & Reconstructive Surgery	2023	5/18/2022	6/8/2022	7/6/2022	7/20/2022	8/3/2022
Forensic Pathology	2024	2/8/2023	3/22/2023	4/5/2023	4/19/2023	5/3/2023
Epilepsy & Clinical Neurophysiology	2024	2/15/2023	3/29/2023	4/19/2023	5/3/2023	5/17/2023
Hand Surgery	2024	2/15/2023	3/29/2023	4/19/2023	5/3/2023	5/17/2023
Headache Medicine	2023	5/18/2022	6/8/2022	7/6/2022	7/20/2022	8/3/2022
Laryngology	2024	2/8/2023	3/22/2023	4/5/2023	4/19/2023	5/3/2023
Medical Genetics	2023	8/10/2022	9/7/2022	9/28/2022	10/12/2022	10/26/2022
Medicine & Pediatric Specialties Match	2023	8/24/2022	9/28/2022	11/2/2022	11/16/2022	11/30/2022
Obstetrics/Gynecology	2023	6/29/2022	7/20/2022	8/24/2022	9/14/2022	9/28/2022
Pediatric Surgery	2024	2/8/2023	3/22/2023	4/5/2023	4/19/2023	5/3/2023
Psychiatry	2023	10/5/2022	11/2/2022	11/30/2022	12/14/2022	1/11/2023
Radiology	2023	3/23/2022	4/20/2022	5/18/2022	6/1/2022	6/15/2022
Rehabilitation Medicine	2023	9/21/2022	10/26/2022	11/16/2022	11/30/2022	12/14/2022
Spinal Cord Injury Medicine	2023	8/10/2022	9/7/2022	9/28/2022	10/12/2022	10/26/2022
Sports Medicine	2023	10/5/2022	11/2/2022	11/30/2022	12/14/2022	1/11/2023
Surgical Critical Care	2023	6/22/2022	7/13/2022	8/10/2022	8/24/2022	9/7/2022
Surgical Oncology	2023	3/23/2022	4/20/2022	5/18/2022	6/1/2022	6/15/2022
Thoracic and Vascular Surgery	2024	2/8/2023	3/22/2023	4/5/2023	4/19/2023	5/3/2023
Vascular Neurology	2024	2/8/2023	3/22/2023	4/5/2023	4/19/2023	5/3/2023

PROGRAM
SUPPORT
SUPERSTAR
AWARD



Congratulations to [Meghan Lopez](#), Department of Pediatrics! Meghan was nominated by Kendall Steadmon, Associate Program Director, Pediatrics. "Meghan goes above and beyond to ensure our program is running smoothly and efficiently. Although she is rather newer to her role as assistant director of our pediatric training program, she has been able to implement numerous changes for the better. She approaches her role with fairness and kindness and is able to keep our executive team on task and organized. She is my go-to person for everything; without her I wouldn't be able to keep on task and I would be missing so many important details and deadlines. Her attention to detail is impeccable, she is able to foresee potential issues and always has a backup plan. She takes the success of our program very personally and is willing to do whatever it takes to ensure that. During recruitment season, she is typically at her desk around 6:30 am, ensuring that everything is in order and ready for the busy day ahead. She has been asked to take on the role of others in their absence, sometimes for months, and does it without hesitation."

Meghan, the GME team recognizes your hard work and efforts. It is a pleasure working with you. You are doing a wonderful job and we value you!

Graduate Medical Education office is looking to recognize program coordinators who strive to do their best, have excellent communication skills, who work to improve their residency or fellowship program, and is an overall shining star. One coordinator will be chosen quarterly and featured in the Program Coordinator Newsletter. Anyone can nominate!

Nominations are open for the 2nd quarter of 2023

<https://gme.med.ufl.edu/graduate-medical-education/pc-nomination-form/>

SPOTLIGHT
CORNER



BIG SHOUT OUT TO JENNIFER SHIPLEY!

Jennifer is the Program Coordinator for the Neurology Residency Program and has been selected as the **RECIPIENT OF THE 2023 COORDINATOR RECOGNITION AWARD FOR THE AMERICAN ACADEMY OF NEUROLOGY!**

Congratulations on a job well done and well deserved!

The GME office would like to recognize Program Coordinators for accomplishments, achievements, and any personal or business-related news they would like to share! Please send the information to [GME-Office @ufl.edu](mailto:GME-Office@ufl.edu) for your opportunity to shine in the spotlight!

Degree Certificate Ordering Process



The Office of Graduate Medical Education has an online process for ordering and printing Residency and Fellowship Certification Degrees for the University of Florida College of Medicine.

Program Coordinators can start the ordering process on Monday, March 20, 2023. [Programs with 25 or more residents/fellows and Programs with graduations being held in May are considered first priority \(these Programs should order first beginning Monday, March 13, 2023.\)](#) We are conducting an alphabetical ordering system for this process. Please see details below.

- Programs with 25 or more residents/fellows and Programs with graduations being held in May (**March 13-17**)
- Programs A-E (**March 20-24**)
- Programs F -J (**March 27-31**)
- Programs K – O (**April 3-7**)
- Programs P – T (**April 10-14**)
- Programs U- Z (**April 17-21**)

New Innovations Info from Sony:

Contract Renewals:

Annual renewal contracts will be distributed through New Innovations using the checklist feature, as done in previous years. Housestaff and Program Directors will electronically sign. **Renewal contracts will be and released 4 months prior to the renewal date, per GME policy (March 1).**

Onboarding 2023-24:

If your programs have already matched or selected residents/fellows for next academic year, please provide the following information to Sony (kurupsj@ufl.edu).

-If the resident/fellow application can be found in ERAS, please send me the following:

Name

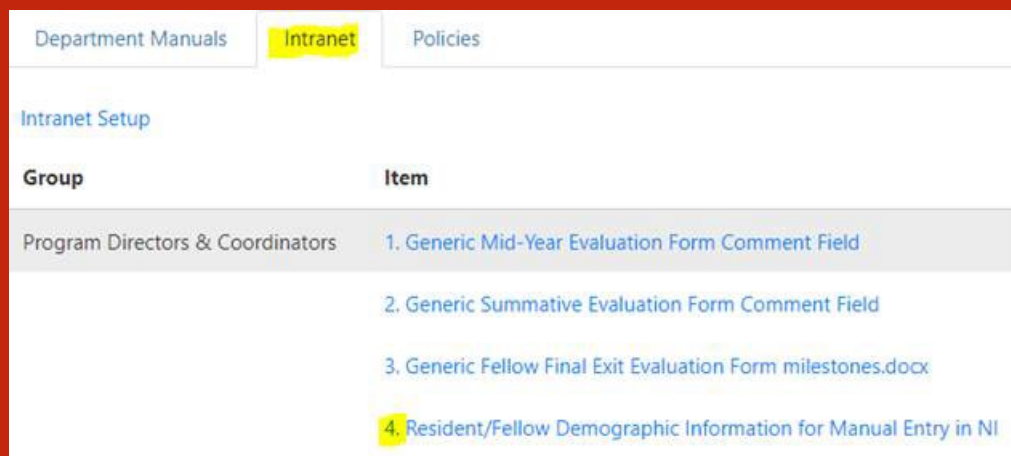
Program

Start Date

-If resident/fellow application is not available in ERAS, please complete the Resident/Fellow Demographic Information for Manual Entry in NI file and return to Sony (kurupsj@ufl.edu).

Navigation to “Resident/Fellow Demographic Information for Manual Entry in NI” file:

More > Resources > Intranet



The screenshot shows a navigation menu with three tabs: 'Department Manuals', 'Intranet', and 'Policies'. The 'Intranet' tab is selected and highlighted in yellow. Below the tabs, there is a section titled 'Intranet Setup' with a table listing items for the 'Program Directors & Coordinators' group. The table has two columns: 'Group' and 'Item'. The 'Item' column lists four items, with the fourth item, '4. Resident/Fellow Demographic Information for Manual Entry in NI', highlighted in yellow.

Group	Item
Program Directors & Coordinators	1. Generic Mid-Year Evaluation Form Comment Field
	2. Generic Summative Evaluation Form Comment Field
	3. Generic Fellow Final Exit Evaluation Form milestones.docx
	4. Resident/Fellow Demographic Information for Manual Entry in NI

Sony Kuruppacherry

Application Specialist

UF Health Educational Technologies

Phone: 352.294.5314

Email: kurupsj@ufl.edu

Housestaff Announcements

There is a comment box located on our GME website for Housestaff to share ideas or concerns with Housestaff Affairs. This is an anonymous reporting system.

UF GME link: [Housestaff Anonymous Comment Box » Graduate Medical Education » College of Medicine » University of Florida \(ufl.edu\)](#)

GME Coordinator and Director, Housestaff Affairs office – Alex and Cristie offices are located on the 1st floor in Room G1-001A. Please direct any questions you may have about Housestaff to Alex Platinetty, Housestaff Director platia@shands.ufl.edu.

UF GME 3rd Annual Innovation of the Year 2022-2023

*Automated and Optimized
Neurosurgery Scheduling System (AONSS)*

Ken Porche, MD and Gregory Murad, MD



Pictured Julia Close, MD, MBA - GME DIO and Dr. Ken Porche, PGY6, Neurosurgery

Lead Award Presentation

**Paul Rizk, MD
PGY-5, Orthopaedic Surgery Resident**



Irene Alexaitis, VP Nursing and Patient Services, Paul Rizk, MD PGY5, Orthopaedic, Julia Close, MD, MBA - GME DIO

Don't forget to "Spring Ahead" an hour on Sunday,
March 12th!

