

OCT - DEC 2023
4TH QUARTER
PROGRAM
COORDINATOR
NEWSLETTER



INSIDE THIS ISSUE:

Pg. 2 Message from the
DIO/Upcoming Meetings

PG. 3 Did You Know?

PG. 4-5 NRMP Match Calendar
and Info

PG. 5-6 Reminders/News

PG. 7 GME Superstar Award
Winner and Spotlight
Announcement

PG. 8-9 New Innovations Info

PG. 10 Housestaff Affairs Info

PROGRAM COORDINATORS
NEWSLETTER

This 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. The 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

Prepared by: Lori Ackley, GME
Institutional Coordinator



Julia Close, MD, DIO

Dear Program Coordinators –

It's always interview season for someone – however, Fall marks a peak in the interview efforts here at UF. I know this is a very busy and exciting time for our program coordinators. Thank you for all the work you do to keep our programs running!!

Meetings

PROGRAM COORDINATOR TRAINING 201 WILL BE HELD THURSDAY, OCTOBER 19, 2023– TWO SESSIONS OFFERED! [REGISTER HERE](#)

- 7:30am – 11:30 am (Breakfast Provided)
- **OR**
- 12pm – 4:00 pm (Lunch Provided)

CURRENT PROGRAM DIRECTOR TRAINING SESSION WILL BE HELD FRIDAY, OCTOBER 20, 2023 FROM 8A-2:15P [REGISTER HERE](#)

UPCOMING:

Program Coordinator Holiday Meeting and Luncheon

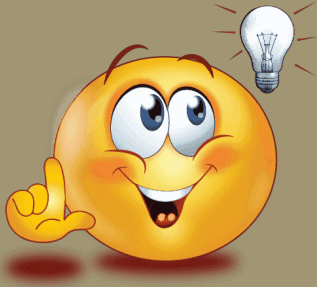
Date to be determined – December 2023

Stay tuned for more information!

Are there certain topics you would like covered during virtual program coordinator forums this academic year?

Please click the link below to add your choices via Qualtrics

[Program Coordinator Forum Topics](#)



DID YOU KNOW.....??

2024 ACGME ANNUAL EDUCATIONAL CONFERENCE

MARCH 7-9, 2024
ORLANDO, FLORIDA

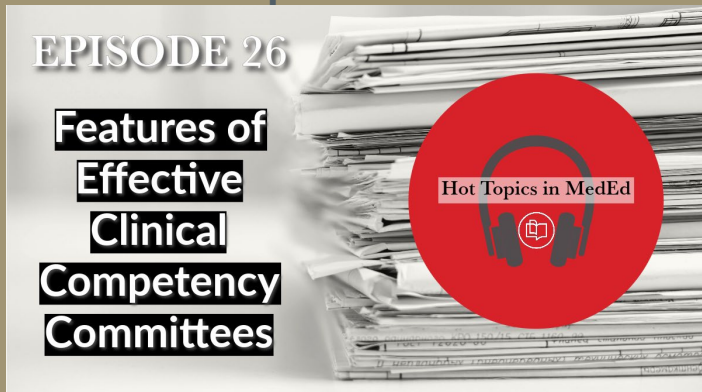
Registration opens soon for the 2024 ACGME Annual Educational Conference. Sign up today to be notified when it does! Click link below:

[ACGME 2024 Meeting](#)

Major Revision of Program Requirements for Neurology and Child Neurology Subspecialties Coming Soon

The Review Committee for Neurology is preparing to begin a major revision of the Program Requirements for the subspecialties of clinical neurophysiology, epilepsy, neurodevelopmental disabilities, neuromuscular medicine, and vascular neurology and invites comments related to specific requirements or topics that should be addressed as the revisions are developed. In particular, the Review Committee invites comments related to what the respective subspecialties will look like in the future, and the competencies, resources, and personnel necessary to create physicians who will practice in the subspecialty. Comments should be submitted to Neurology-reviews@acgme.org by **Tuesday, October 24, 2023**.

NEW! Hot Topics in MedEd Podcast



Kathleen Rowland, MD, MS and Lauren Anderson, PhD, MEd share their study of effective Clinical Competency Committees, which was conducted as part of the 2022 Council of Academic Family Medicine Educational Research Alliance survey of family medicine residency program directors. They offer practical and actionable advice on creating formal policies, developing faculty members, focusing on all residents (not just those who may be struggling), and more.

Read the accompanying article: [Features of Effective Clinical Competency Committees](#)

RESIDENCY MATCH CALENDAR 2024



2024 Main Residency Match® Calendar

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

2023	
SEP 15	12:00 p.m. ET: Registration opens
OCT 1	8:00 a.m. ET: Medical schools begin uploading rising seniors
2024	
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
FEB 28	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 11	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 14	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 15	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 2024 Main Residency Match closes and reports are no longer available in R3 system

FELLOWSHIP MATCH CALENDAR



455 Massachusetts Ave NW, Suite 310
Washington DC 20001 www.nrmp.org
Email: support@nrmp.org
Toll-Free: (866) 653-NRMP Phone: (202) 400-2233

Fellowship Matches	Appt Year	Match Opens	Rank Order List Opens	Quota Change Deadline	Rank Order List Deadline	Match Day
Anesthesiology	2024	6/28/2023	7/19/2023	8/23/2023	9/13/2023	9/27/2023
Colon and Rectal Surgery	2024	8/9/2023	9/6/2023	9/27/2023	10/11/2023	10/25/2023
Emergency Medicine	2024	8/16/2023	9/20/2023	10/11/2023	10/25/2023	11/8/2023
Female Pelvic Medicine & Reconstructive Surgery	2024	5/17/2023	6/7/2023	7/5/2023	7/19/2023	8/2/2023
Forensic Pathology	2025	2/7/2024	3/20/2024	4/3/2024	4/17/2024	5/1/2024
Epilepsy & Clinical Neurophysiology	2025	2/14/2024	3/27/2024	4/17/2024	5/1/2024	5/15/2024
Hand Surgery	2025	2/14/2024	3/27/2024	4/17/2024	5/1/2024	5/15/2024
Headache Medicine	2024	5/17/2023	6/7/2023	7/5/2023	7/19/2023	8/2/2023
Laryngology	2025	2/7/2024	3/20/2024	4/3/2024	4/17/2024	5/1/2024
Medical Genetics	2024	8/9/2023	9/6/2023	9/27/2023	10/11/2023	10/25/2023
Medicine & Pediatric Specialties Match	2024	8/23/2023	9/27/2023	11/1/2023	11/15/2023	11/29/2023
Obstetrics/Gynecology	2024	6/28/2023	7/19/2023	8/23/2023	9/13/2023	9/27/2023
Pediatric Surgery	2025	2/7/2024	3/20/2024	4/3/2024	4/17/2024	5/1/2024
Psychiatry	2024	10/18/2023	11/8/2023	12/6/2023	12/20/2023	1/10/2024
Radiology	2024	3/22/2023	4/19/2023	5/17/2023	5/31/2023	6/14/2023
Rehabilitation Medicine	2024	9/20/2023	10/25/2023	11/15/2023	11/29/2023	12/13/2023
Spinal Cord Injury Medicine	2024	8/9/2023	9/6/2023	9/27/2023	10/11/2023	10/25/2023
Sports Medicine	2024	10/18/2023	11/8/2023	12/6/2023	12/20/2023	1/10/2024
Surgical Critical Care	2024	6/21/2023	7/12/2023	8/9/2023	8/23/2023	9/6/2023
Surgical Oncology	2024	3/22/2023	4/19/2023	5/17/2023	5/31/2023	6/14/2023
Thoracic and Vascular Surgery	2025	2/7/2024	3/20/2024	4/3/2024	4/17/2024	5/1/2024
Vascular Neurology	2025	2/7/2024	3/20/2024	4/3/2024	4/17/2024	5/1/2024

From Dr. Close, DIO:

Take away points from recent attendance at NRMP meeting:

(This was recently shared with all program directors)

- The number of match violation reports are much higher. NRMP is not sure why. Please do not violate the match contract.
- Here is more info about the match contract: <https://www.nrmp.org/intro-to-the-match/the-match-agreement/>
- Please review with faculty/staff/housestaff topics that should not be asked of applicants – you are responsible for any question anyone from your program asks an applicant – here is an example from the match documents: “Program directors also must ensure all recruitment team members are knowledgeable in the “do’s” and “don’ts” of recruitment questions and activities, including but not limited to race, national origin, and sexual orientation” (Another common no-no that is violated is asking women about their plans to start a family -> DO NOT DO IT.)
- Offering more interviews than you have slots is a match violation. Several programs last year were investigated for this. Many in the audience agreed they had been investigated (but did not have findings) – the common event was:
 - A program has 20 interview slots.
 - A program offered 20 interviews to 20 candidates. They asked the candidates to sign up by 48 hours in thalamus. 16 accept in 48 hours.
 - 48 hours later, the program offers another 4 people interviews, as they believe there are 4 open interview slots. Three are able to schedule, one is told by thalamus there are no positions left.
 - The individual offered an interview but unable to schedule files a complaint with NRMP for a match violation.
 - What happened? One of the initial candidates scheduled at 72 hours (24 hours after they were told the time limit was) and thalamus let them schedule it, using the last spot.
 - MORAL – please be aware you can turn OFF the offer to an applicant in thalamus to prevent this from happening. Alert candidates that they may try to schedule after the provided time but will be unable to use thalamus and must call
- Final note- giving applicants LESS than 48 hours to schedule an interview is a match violation.

Best wishes in the match!



Milestones Mid-Year Reporting Will Open October 30, 2023

The reporting window will be open Monday, October 30, 2023 through Friday, January 12, 2024. Milestones assessments can be submitted via the ADS at any point during this time. **FAQs** can be found on the ACGME website.

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



The 2nd round of Annual Program Evaluation (APE) reviews are now being conducted by the GME office. Please be sure that all revisions as indicated on your initial APE review have been completed. Thank you!

Contact the GME office with any additions/removals of Program Coordinators, Program Directors or Associate Program Directors for ALL programs!



Congratulations to Jamie Dow, Assistant Director of Education and Training in the Department of Neurosurgery, for recently obtaining her TAGME certification!



If you are interested in applying for C-TAGME, please visit their website for information on the upcoming application cycle <https://tagme.org/>

SPOTLIGHT STORY

UF ranked No. 1 public institution by Wall Street Journal



The Wall Street Journal named the University of Florida the No. 1 public university in the country in its "2024 Best Colleges in the U.S." report. This ranking emphasizes how much an institution improves its students' chances of graduating on time, as well as how much it boosts the salaries that students earn after graduation.



Congratulations, **Megan McCann**, Dermatology

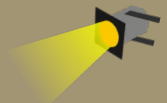
Residency Program Coordinator! Megan received many nominations from both Dermatology faculty and residents. The overwhelming consensus was that Megan “always goes above and beyond what is expected of her. She has a great demeanor and always does so much to ensure that everything is running smoothly. She works behind the scenes and deserves far more recognition!”

Megan, we want you to know the GME team recognizes your hard work and efforts. 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/program support will be chosen quarterly and featured in the Program Coordinator Newsletter. Anyone can nominate!

Nominations are open for the 1st quarter of 2024

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



Welcome to the new program coordinators who have joined our GME family recently:

Amber Woodard – Cardio Fellowships

Will Mitchell – Emergency Medicine Fellowships

New Voting Members of GMEC: **Jamie Dow and Tiffany Rhoden**

New Member of Institutional Program Review Committee (IPRC): **Kassie Moench**

Chair of newly formed Non-ACGME Accredited Programs Oversight Committee (a GMEC Sub-Committee): **Jamie Dow**

****Reminder to inform the GME office right away of any new PCs that are hired so they can be added to various websites, group emails, etc. OR if a PC is leaving, so that we can remove them from various websites and email lists! Thank you 😊****

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** for your opportunity to shine in the spotlight!

New Innovations Info from Sony:

Sony Kuruppacherry – Application Specialist, UF Health; 352.294.5314; kurupsi@ufl.edu

How to Add Comments for Duty Hour Violations

Setup:

The program personnel reviewing/commenting on work hour violations must have level “5” access under privileges in Work Hours. Program coordinators have access to grant these privileges.

Navigation: Personnel > Personnel Records > Select the person

-Click Security & Privileges

-Edit Existing Privilege

-Check “5” for Duty Hours and Save

Department:

Use Preset: [Apply Preset](#)

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Global Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Block Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duty Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunizations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment on Violations:

Navigation: Work Hours > Violations

Administration Personnel Schedules Evaluations **Work Hours** Logger

[Dashboard](#) [Violations](#) [Compliance](#) [Hours Logged](#) [Reports](#)

-Set Date Range & View Report

[Last Week](#) | [Current Month](#) | [Last Month](#)

-Read the description of why the violation was triggered and click on the rule (ACGME Short Break).

Violations		Causes			
Name	Status	Rule	Description	Comments	Work Type
[REDACTED]	PRG 3	ACGME Short Break	Only 7.5 Hrs Off Between 7/12/2023 8:00 PM And 7/13/2023 3:30 AM. Should Have 8 Hrs.		Rotation Hours
[REDACTED]	PRG 3	ACGME 24+	28.5 Consecutive hours worked. Maximum allowed is 28.		Rotation Hours
[REDACTED]	PRG 3	ACGME Short Break	Only 7 Hrs Off Between 7/27/2023 10:00 PM And 7/28/2023 5:00 AM. Should Have 8 Hrs.		Rotation Hours

-A detail of the logs that caused the violation will be shown. Click "View Comments"

ACGME Short Break violated in Department of Surgery/SURG- Surgery

Only 7.5 Hrs Off Between 7/12/2023 8:00 PM And 7/13/2023 3:30 AM. Should Have 8 Hrs.

What caused this violation?

[Add a cause](#)

0 comments

[View comments](#)

Work Hour Logs

Assignment	Work Type	Start	End	Hours	Approved By	Rotation
Shands: Day Shift	Rotation Hours	7/12/2023 5:30 AM	7/12/2023 8:00 PM	14.50		DS:SURG:Acute Care Surgery
Shands: Day Shift	Rotation Hours	7/13/2023 3:30 AM	7/13/2023 7:20 PM	15.83	Res	DS:SURG:Acute Care Surgery

-Add new comment and save.

0 comments

[Hide comments](#)

There are no comments to display

[Add a new comment](#)

Remaining Characters: 2,200

[Save Comment](#)

-Close current window repeat process for next violation.

These instructions can also be found on the NI Intranet under NI FAQs.

Navigation: [More](#) > [Resources](#) > [Intranet Tab](#)

Housestaff Announcements



GME Coordinator and Director, Housestaff Affairs office – Alex and Cristie’s 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.

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 \(ufl.edu\)](#)

If any housestaff report issues with GatorBites, please have them contact Alex Platinetty!

Don’t forget to “Fall back” an hour on Sunday, November 5th!

