

# THE TRAINING PROGRAM DIRECTOR AND PROGRAM COORDINATOR

Enola Schroeder and Christopher Chang  
Memorial Healthcare System  
Allergy and Immunology Fellowship Program  
Pembroke Pines, FL  
AAAAI annual meeting, TPD bootcamp, Friday, Feb 28, 2025

## DISCLOSURES

No conflicts of interest

## MEMORIAL HEALTHCARE SYSTEM

2-year program

2 fellows per year

First fellows 2023

Full complement 2024

## PD/PC KEY RESPONSIBILITIES

### Accreditation & Compliance

- *Maintain Accreditation Standards*
- *Duty Hour Compliance*
- *Policy & Procedure Development & Enforcement*
- *Liaison with GME Office & Other Stakeholders*

### Program Administration & Management

- *Program Development & Implementation*
- *Resident Recruitment & Selection*
- *Resident Support & Guidance*
- *Educational Programming & Support*
- *Resident Evaluation & Assessment*
- *Tracking & Reporting*

### Operational & Administrative Tasks

- *Budget Management*
- *Communication & Coordination*
- *Scheduling & Logistics*
- *Data Management & Reporting*
- *Program Materials & Resources*

### Other Responsibilities

- *Curriculum & Education*
- *Faculty Development & Support*
- *Professional Development & Training*
- *Compliance with Other Regulations*

## COMPLEMENTARY RESPONSIBILITIES

Responsibility	Program Director	Program Coordinator
Strategic planning and execution	Drives strategic direction, defines goals. Work with DIO and GME Admin Director to fulfil mission and vision of the program	Executes day-to-day tasks, deadlines and resources
Leadership and collaboration	Working in concert with Allergy/Immunology Division or Department to determine program goals and objectives	Facilitates collaboration and communication among team members, stakeholders and external partners
Budget management and resource allocation	Oversees program budget and resource allocation within the institutional framework of GME	Tracking expenses, managing resources, ensuring budget adherence
Performance monitoring	Overall supervision of individual fellows and addressing any potential issues	Documentation of fellow progress, procedure logs, scholarly work and
Communication and stakeholder management	Periodic program progress reporting to ACGME and Institution	Creates periodic reports based on program documentation
Change management and adaptability	Adapts program strategy in response to evolving requirements and needs	Supports implementation of change strategy and ensure smooth transitions