



# A Year in the life of a Program Director

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## Set Your Team – Delegate!!

Program Director  
 APD  
 Core Faculty (what are their roles)  
 Medicine  
 Pediatrics

Research Champion  
 Quality Improvement Champion  
 Board Prep Champion  
 Wellness Champion  
 Career Guidance Champion



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## Essential Committees

**Committee appoints committee to appoint committee**

By Meghann Ackerman  
STAFF WRITER

Although the final decision is nearly a year off, the Newton School Committee is starting the process of hiring a replacement for Superintendent Jeff Young.

At a meeting last week, the School Committee agreed to hire a consultant to help in the nationwide search and to form a search committee made up of school and community representatives to

Several School Committee members, including Geoff Epstein, said getting the word out about the committee would be the best way to attract people with expertise in many areas.

"I think there's a great interest. There's a lot of people out there with great talent who aren't part of any identifiable group," Epstein said.

Last week, the School Committee talked about a tentative

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## Essential Committees

**Clinical Competency Committee**

**Program Evaluation Committee**

**? Scholarly Activity Committee**

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## Websites

**WebADS – ACGME**

**NRMP**

**Thalamus**

**MyEvaluations**

**ABAI**

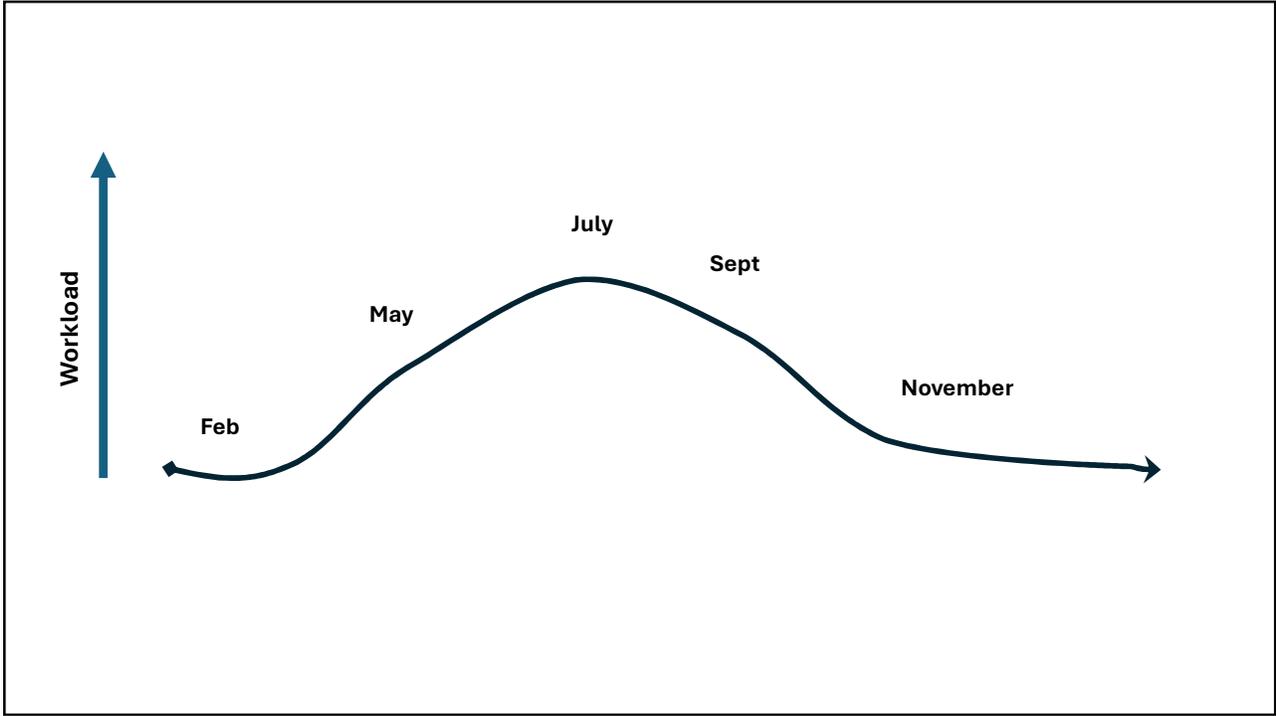
**In-Training Exam**



**How do trees get on  
the internet?**

They log in.

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## Orientation for the New Fellows

- Register for the ABAI
- IRB training
- Primary Board Study
- Regional Orientation
- Procedure Logs



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## Orientation for the New Fellows

- Register for the ABAI
- IRB training
- ***Primary Board Study***
- Regional Orientation
- Procedure Logs



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## IM/PEDS Boards

- 91%→87% Pass rate 2021→2024 (Internal Medicine)
- ABP – 89% pass rate 2024, but 82% 2023!

- Dedicated study time
- Limited additional activities

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## Interview Season Begins

- Update Promotional Materials
- Thalamus Screening
- Make Interviewee List

**INTERVIEWER : SO, TELL  
ME ABOUT YOURSELF.**

**ME : I'D RATHER NOT..I  
KINDA WANT THIS JOB.**

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## WebADS

Accreditation Data System (ADS)

Sign In

Annual Update  
Block Diagram  
Core Faculty  
Scholarly Activity

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**THE MATCH**  
NATIONAL RESIDENT MATCHING PROGRAM®

[Intro to The Match](#) | [Match Calendars](#) | [Program Directory](#)

Interviews

Verify Program Size and certify NRMP

Rank List meeting

Match Day: That one day in March when the lives of a bunch of OCD personalities are decided at the mercy of a computerized algorithm.

A black and white line drawing of a man in a suit sitting on a computer monitor. He has a thoughtful or stressed expression, with his hand to his chin. The illustration is set against a light blue background within a white-bordered box.

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Generate “Community”

RESEARCH ”ON TAP”

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PEC ACTION PLAN – 2022-2023		
ACTION PLAN		
Improvement Needed	Modification & Monitoring Plan	Target Completion Date
Financial Advisor Session	Create a written plan for call schedule and expectations with Rady Children’s Hospital attending and fellows.	10/22
”How to job hunt”	Revise the current <u>2 week</u> research block during first year and separate that into 10 half day sessions throughout the first year at the <u>first year</u> fellow discretion.	7/22
Review Action Plan from Program Evaluation Committee	Reach out to AAAAI leadership about opportunities to have fellows give basic Allergy and Immunology lectures to historically black medical schools and other underserved medical educational areas to improved diversity and generate interest in the allergy field in a more diverse population.	12/22
Certify Rank List		
Second look candidate visits		
Program	Create a 24-topic educational program through both years that covers core topics.	7/22

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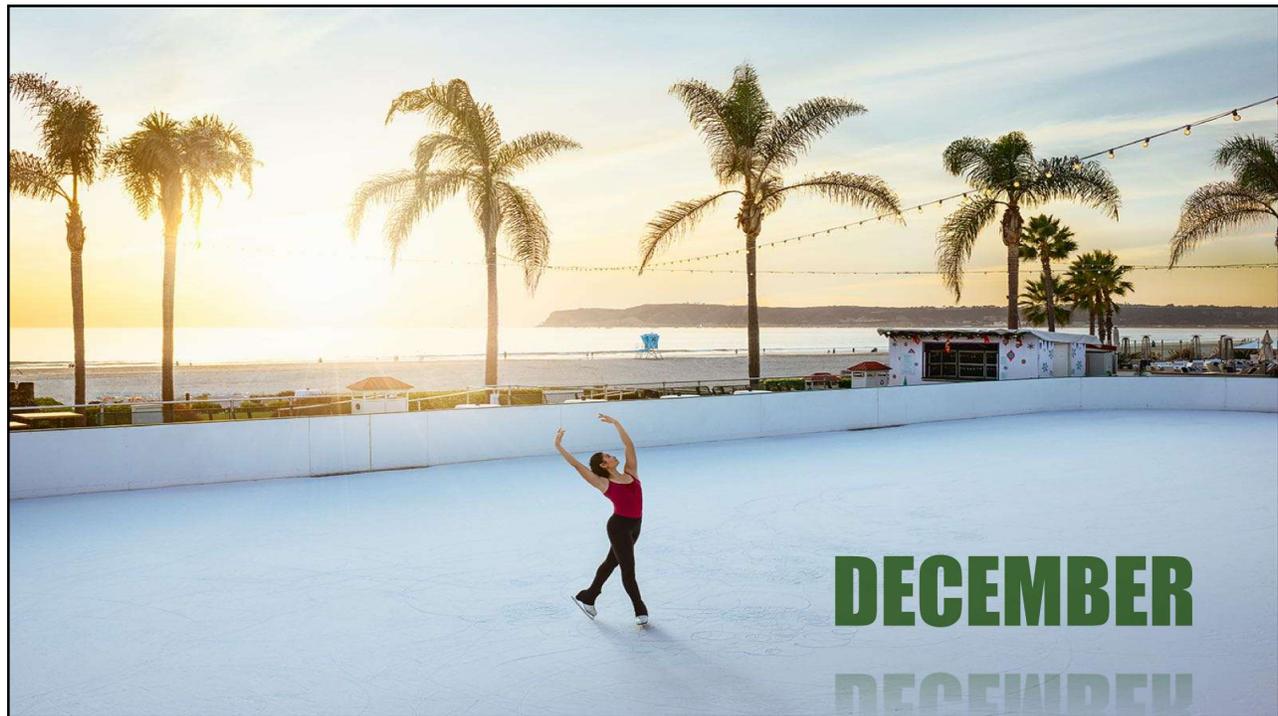
# CCC Meeting

- Review milestones with Trainee and provide written feedback
- Submit Milestones to ACGME
- Update 6/18 month eval on ABAI website

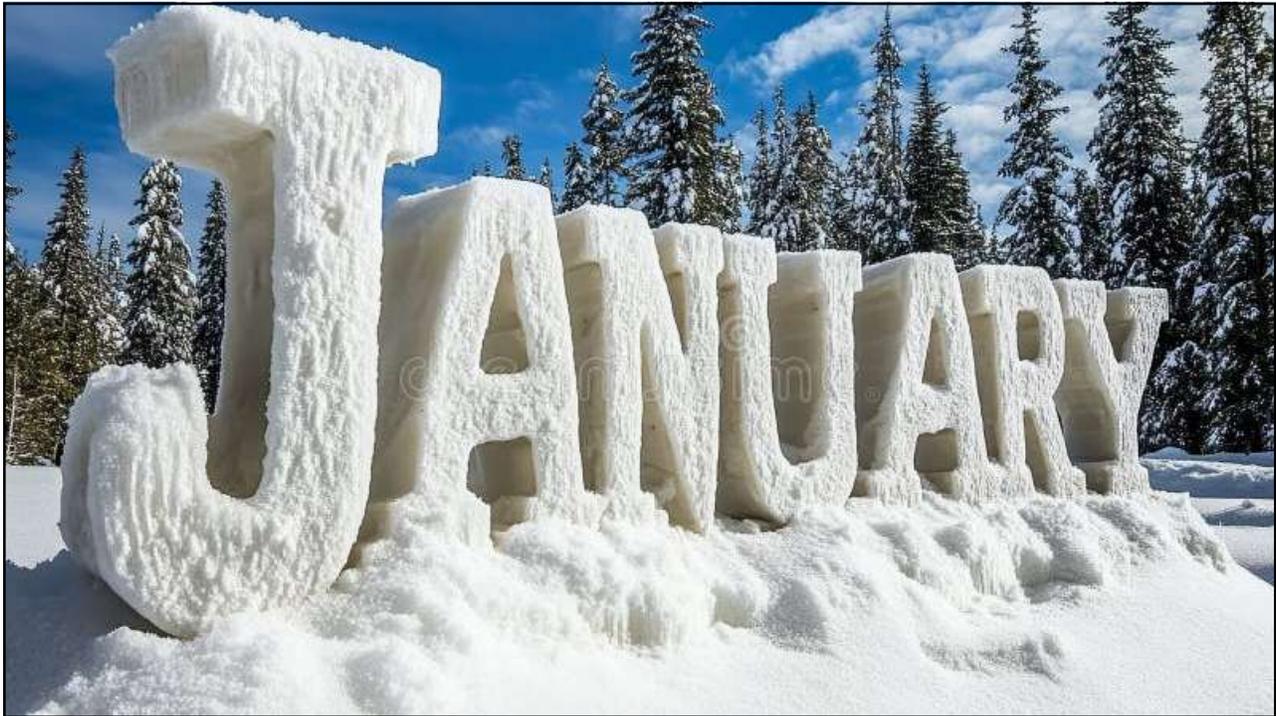
**ACAAI PD meetings**

**“Thanksgiving Dinner Check-in”**

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	PDA meeting!!	
	Prep for AAAAI	Clear expectations for poster draft, timeline Practice sessions
	Research Meetings with Fellows for second year projects	
	Complete 18-month ABAI milestones	
	Fellows begin to sign up for Board Exam	

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**AAAAI**

Program Director meetings at AAAAI

Fellow Activities

**Ask/Require** committee participation by fellows

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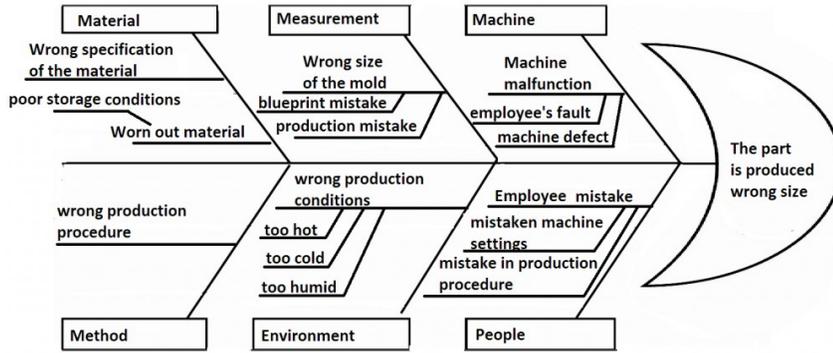


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# Root Cause Analysis



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# Program Evaluation Committee Action List

## PEC ACTION PLAN – 2022-2023

ACTION PLAN		
Area of Improvement Identified	Modification & Monitoring Plan	Target Completion Date
Call Schedule – Rady’s Children’s Hospital	Create a written plan for call schedule and expectations with Rady Children’s Hospital attending and fellows.	10/22
Research Block – 1 <sup>st</sup> year fellows	Revise the current <u>2 week</u> research block during first year and separate that into 10 half day sessions throughout the first year at the <u>first year</u> fellow discretion.	7/22
Diversity	Reach out to AAAAI leadership about opportunities to have fellows give basic Allergy and Immunology lectures to historically black medical schools and other underserved medical educational areas to improved diversity and generate interest in the allergy field in a more diverse population.	12/22
Educational Program Topic	Create a 24-topic educational program through both years that covers core topics.	7/22

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## Surveys

- ACGME Faculty survey
  - 70% completion required
- ACGME Fellow survey
  - 70% completion required
  - Feedback from programs with 4 or more trainees

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## Immunology School



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## Faculty Development Activity

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## In Training Exam

- Post Exam 1:1 meeting with APD to review results and review study strategy



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- Clinical Competency Meeting #2
- Review Allergy Fellowship GME Budget
- Fellow Research Presentations
- **Verify all graduating fellows are completely signed off on Procedures!!**



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## Program Evaluation Committee

- PEC
  - Action Plan
  - Summative Evaluation
- Connect with incoming fellows
- ACAAI abstract submission July

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## Graduation!!



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## Set Your Team – Delegate!!

Program Director

APD

Core Faculty (what are their roles)

Medicine

Pediatrics

Research Champion

Quality Improvement Champion

Board Prep Champion

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Career Guidance Champion



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