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Behind the Scenes of Starting a New Residency Program

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Behind the Scenes of Starting a New Residency Program

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Poll Questions

What Stage Are you?

Stage 1: Initial Accreditation, Building Program Committees, Recruitment, Onboarding

Stage 2: Building a Clinic, Adding Faculty, Preparing for Continued Accreditation

Stage 3: Chief Resident Selection, Board Preparation, Graduation

Stage 1: Preparing for Initial Accreditation

- Create Block Diagram
- Create PLA's for Participating Sites
- Create Program Policies (Handbook)
- Create Goals & Objective for all Rotations
- Create Conference Schedule
 - Curriculum based on a PGY level
- Create Evaluations
- Program Leadership and Faculty Participation



Accreditation Council for
Graduate Medical Education

Building/Committees PEC, CCC

- Determining the CCC members (Meets Semiannually, unless needed more frequently)
 - Core Faculty
 - Program Director
- Determining the PEC members (Meets at least annually)
 - Resident representatives (Peer Selected)
 - Core Faculty
 - Program Director



First Recruitment Season and Match

- Preparation for interview days:
 - Room Reservations
 - Reserving a restaurant
 - Faculty Schedules (availability)
- Scheduling of interviewers, dinner hosts, tour guides, etc.
- Organization of Selection Committee Meetings
- Program will decide if they want to have a second look
- Scoring system to assist with your rank order list
- Schedule final rank order list meeting

Onboarding

- Contracts
- State requirements for Licensure
- NPI
- Facility Credentialing/Hire paperwork
- Gathering Documents (Diploma, USMLE and Medical School Transcripts, ECGMG if applicable)
- Online Modules
- Background Check

Orientation

- Set Date and time
- Schedule speakers
- Create Agenda
- Certifications (ACLS & BLS)
- EMR Training
- Residency Management System Review (Medhub and or New Innovations)
- Service specific orientation
- Schedule Welcome Party

Planning Wellness

- Resident wellness starts from day one
 - Program can decide how frequent they would like to schedule a wellness activity (e.g. monthly, semiannually or quarterly)
 - Resident Wellness Committee vs. Program Leadership
 - ACGME Requirement for Resident Wellness
 - Common Program Requirements VI.C. Well-being

“Psychological, emotional, and physical well-being are critical in the development of the competent, caring, and resilient physician and require proactive attention to life inside and outside of medicine. Well-being requires that physicians retain the joy in medicine while managing their own real-life stresses. Self-care and responsibility to support other members of the health care team are important components of professionalism; they are also skills that must be modeled, learned, and nurtured in the context of other aspects of residency training.”- Common Program Requirements (Residency) (ACGME) www.acgme.org
- Workspace for Residents



Poll Question

Do you have all the resources within your own Facility (e.g. Electives, Outpatient Clinic)? If not, which resources are you seeking?

Stage 2: Program Planning (Building New Clinic)

- Managing your Program Budget
- Building a Clinic
 - Location and Equipment for Clinic
 - Staffing Clinic (Clinic Director, Psychiatrists, Nurses, Front Desk Clerk, MA's, Billing, etc.)
 - Staff and Residents work space
 - Establishing clinic hours and creating a patient volume



Adding Faculty

- Program Director should meet with GME Director and Hospital Administration to discuss Program Needs and Faculty Recruitment.
 - Faculty must know their responsibilities and expectations with the Program and residents.
- Recruiting and Retaining Residents
 - Discussing the available opportunities within the Program/Hospital
- Advertising

Faculty Development

Faculty Development Sessions Live and Online

Key Points for Faculty:

- Topic of interests-what topics would you like to learn more about (e.g. evaluations, giving/receiving feedback, mentoring residents)
- Presenting on a topic you feel comfortable with(helps grow your scholarly activity)
- Know your resources
 - when is the next session going to be and where?
 - where can they locate online modules?
 - Is CME available?



Preparing for a Second Site Visit for Continued Accreditation

Now that the program is running, prepare for the next site visit.

What they will ask for:

- Current PLA's
- Meeting with program leadership, faculty and residents
- Files for Residents (Completed Evaluations: faculty, peers, patient, self, staff)
- Sample of a Goal and Objective
- Conference Schedule
- Faculty and Program Evaluations
- Work Hours Reports
- Supervision Policies
- QI participation

Building Senior Curriculum

Finalizing Rotations at other locations

- Prepare PLA's
- Create Goals and Objectives for rotations
- Obtain the contact information for Attending physician of who will supervise residents.
- Create Evaluation

Creating New Electives

- Meet with Residents and obtain feedback on what their interests are- can it be possible?
- Prepare necessary documentation for the Electives (Goals and Objectives, Evaluation, Attending Information)



Stage 3: Chief Resident(s): Selection and Duties

How to select a Chief Resident?

- Nomination from current third year residents
- Accepted nominations will submit a letter of intent
- Interview selection process with the selection committee (PD, APD, PC and current chief residents)
- Residents and faculty will vote
- Announced in April

- Chief Resident Duties
- Not all inclusive
 - Call schedule and vacation schedules
 - Lead participant in recruitment
 - Voice for residents to administration
 - Assist in revision of residency policies
 - Lead participant in orientation
 - Attend LGMEC meetings, Resident Rep meetings, other admin meetings
 - Lead participant in didactics- Journal Clubs and case conferences
 - Provides clinical support for junior residents, may need to cover as needed

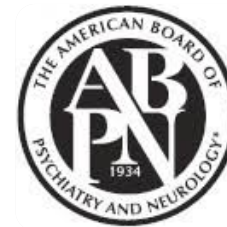
Board Preparation

Coordinator Preparation

- ACGME Board Pass Rate
- ABPN preCERT updated for PGY-4 residents by October

Resident Preparation

- Weekly board reviews for PGY-3 and 4
- Purchase board review course for residents
 - Beat the Boards
 - True Learn
 - Neuroscience Curriculum
- At the end of lectures, practice board review questions related to the topic
- Monthly Journal Clubs and Case Conferences



American
Board of
Psychiatry and
Neurology, Inc.

Graduation

It's finally time for graduation!

- Plan a date, time and venue well in advance (8-12 months in advance)
- Reserve date/time on faculty and resident calendars
- Graduation Certificates
- Graduation gifts
- Ceremony/Agenda
 - Guest speakers
 - Awards
 - Distribute certificates and gifts



Expanding the Residency

- Adding Residents (increasing the complement)
 - What is your CAP?
 - Can your hospital support it?
 - Is there enough space?
 - Is there enough faculty?
 - Is there a need?
 - Must apply through the ACGME
- Adding Fellowships/Tracks
 - Is there a demand?
 - Are other fellowships in the area filling?
 - You need board certified faculty in the fellowship that you are interested in starting
 - Will need GMEC and ACGME approval



Residency Transitioning –Easy Tips

- Faculty
 - Invest in faculty development
 - Consider more frequent sessions during growing period
 - Open lines of communication
 - Build strong relationships
 - Continue to recruit faculty for expanding programs
 - To help prevent burnout of faculty
- Residents
 - Strong leadership and support
 - Open door policy
 - Plentiful resources
 - How to access them
 - Networking

Poll Question

Is there any major action item that you are currently working on that we did not address? If so, what is it?

Any





Thank you!