

# University of Colorado School of Medicine

## Graduate Medical Education

<b>Policy: Program Coordinator FTE Support</b>		
Original Approval: March 16, 2022	Effective date: July 1, 2022	Revision Date: August 21, 2024

**In this document, “Resident” refers to both specialty Residents and subspecialty Fellows.**

**Purpose:**

The program coordinator is a key member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management appropriate to the complexity of the program. Program coordinators are expected to develop in-depth knowledge of the ACGME and Program Requirements, including policies and procedures. Program coordinators assist the program director in meeting accreditation requirements, educational programming, and support of residents.

There is lack of consensus across the Accreditation Council for Graduate Medical Education (ACGME) specialty-specific program requirements regarding the program coordinator full-time equivalent (FTE) allocation needed to effectively administer non-accredited fellowship programs. The purpose of this policy is to ensure that individuals are given the appropriate amount of FTE to support non-accredited programs in addition to the ACGME training programs that have guidelines to allocations and support.

**Policy:**

CU SOM minimum FTE for PC allocation for administration of the program:

	<b>PC</b>
ACGME Program	Consult ACGME specialty specific requirements for required FTE.  If not specified, minimum = at least 0.1 FTE, based on the needs and size of the program
Non-ACGME Program	At least 0.1 FTE, based on the needs and size of the program

Coordinators may support more than one accredited program only if the total FTE required across programs does not exceed 1.0 FTE.

It is important to note that the ACGME FTE support defined in the requirements must be devoted exclusively to responsibilities related to the program. Time spent by a coordinator related to other duties, such as providing support for other departmental responsibilities, or unaccredited fellowships must not be counted toward the required FTE. Programs are encouraged to consider whether additional time and support should be provided based on factors such as program complexity, the administrative responsibilities delegated to the coordinator, and level of experience of the coordinator.

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**Process:**

1. Program and/or departmental leadership must notify the GME Office of changes in Program Coordinator with contact information:

- Office phone number
- Mailstop
- Physical office address
- Email address

2. New Program Coordinators are responsible for scheduling training with GME staff members.

- Accreditation Overview
- MedHub Overview
- GME Finance Overview
- GME Payroll and Leave Policy Information
- Program Letters of Agreement (PLA) Training
- ERAS Access (if applicable)

3. For ACGME programs: ACGME ADS access will be granted by GME.