WashU

Office of Graduate Medical Education

Float Program Coordinator
Support Addendum

Your program may apply to receive support from the GME Float Program Coordinator (Float PC) to assist if your Program Coordinator position is either unfilled, a current employee is on leave, or temporary assistance is needed. The Float PC can support the program in critical function tasks.

Please review the lists below and select the items your program is seeking assistance with during the Float Coordinator time. Consider your entire education team when completing this request. Any additional duties outside of those listed will be reviewed by the GME office. Time spent on your program will be tracked. Time required by the program will be discussed at the Float PC Deployment Meeting and outlined in the Float PC Memorandum of Understanding.

Do trainees rotate off-site? ☐ Yes ☐ No

Are there any responsibilities the Float PC will have at other sites where trainees rotate?

JULY

☐ Adding new trainees to WebADS
☐ General orientation assistance for new trainees
☐ Entering and uploading resident information and documentation to New Innovations
☐ Entering trainee schedules to New Innovations
☐ Check ACLS/BLS certification for trainees
☐ Begin WebADS Update

Other:

AUGUST

☐ WebADS Updates due
☐ August window APE Due

Other:

SEPTEMBER

☐ WebADS Updates due
☐ GME Track updates due
☐ APE (Annual Program Evaluation) due
☐ Applications available in ERAS

Other:

OCTOBER

☐ Facilitate application review
☐ Facilitate recruitment

Other:

NOVEMBER

☐ Facilitate recruitment
☐ Schedule CCC meetings

Other:

DECEMBER

☐ Facilitate CCC meetings
☐ Prepare for Milestones to be due
☐ December window APE due
☐ Facilitate recruitment
☐ NRMP Quota deadline (fellowship)

Other:

JANUARY

☐ ACGME milestones entry (due early January)
☐ Review faculty roster in ADS for ACGME Survey release

Other:

FEBRUARY

☐ Register for next season in ERAS
☐ Schedule & facilitate rank meeting
☐ Ensure certified rank list
☐ Order graduate certificates/gifts

Other:

MARCH

☐ Work on scheduling for coming year
☐ Incoming trainee information due to GME
☐ New trainee onboarding/orientation planning & scheduling

Other:

APRIL

☐ Graduation event planning
☐ Schedule PEC meeting

Other:

MAY

☐ Finalize new trainee orientation schedule
☐ FREIDA/GME Track update
☐ Letters of Completion for trainees
☐ Prepare for Milestones to be due
☐ Schedule CCC meetings

Other:

JUNE

☐ Facilitate CCC meetings
☐ ACGME milestones entry
☐ Schedule final evaluation meetings with graduates & PD
☐ Graduation/departing trainee tasks
☐ Request scholarly activities information for WebADS

Other:

MONTHLY TASKS

☐ Review schedules & update in New Innovations
☐ Update trainee leaves, with/without pay
☐ Maintain trainee files and track usage of sick/vacation time
☐ Review Clinical and Education work hours reporting in New Innovations
☐ Didactic conference attendance report
☐ Run procedure details report
☐ Evaluation reminders and reports
☐ Work with GME team and VA team to ensure schedules are recorded accurately
☐ Work with GME team to process visiting trainees
☐ Program related purchasing (off-site conference attendance, conference submission fees)

ANNUAL/ON-GOING TASKS

☐ Special program changes requests, as necessary
☐ Renewal of expiring PLAs, as necessary
☐ Schedule & facilitate CCC meetings
☐ Schedule & facilitate PEC meeting
☐ In-Service Exams/In-Training Exams (registration, planning, coordination)
☐ Didactic conference schedule
☐ Individualized Learning Plans (ILP)
☐ Resident/Fellow graduation planning
☐ Resident/Fellow retreat planning
☐ Complete verifications for past trainees

SAMPLE

Additional Notes from Program

SAMPLE

Float PC Deployment Meeting Notes