

Online Program Director Toolbox

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Introduction

- The constantly evolving nature of GME makes compliance with ACGME accreditation requirements an ever-moving target for program directors and program coordinators.
- The revised Common Program Requirements (CPRs, effective July 1, 2019) expanded the duties of the PD in five of the six areas:
 - Oversight
 - Personnel
 - Resident/Fellow Appointments
 - Education Program
 - Evaluation

Objectives

- IUSM determined that a universal toolbox with resources for meeting these expanded PD requirements would be a valuable resource for PDs.
- To be effective, this toolbox would need to be easily accessible to all, frequently updated with resources, and closely linked to ACGME requirements allowing for ease of use.

Resource Gathering

- IUSM GME created an outline of the PD Toolbox by doing a line-by-line read-through of the revised CPRs.
- Once the outline was created, resources that could be linked to each of those requirements were identified by the GME staff.
- Gaps where additional resources were still needed were also identified.
- IU Box, a cloud-based service, was identified as the most user-friendly and accessible platform for the toolbox.
- All identified resources were linked to a central Table of Contents, which serves as the user interface.

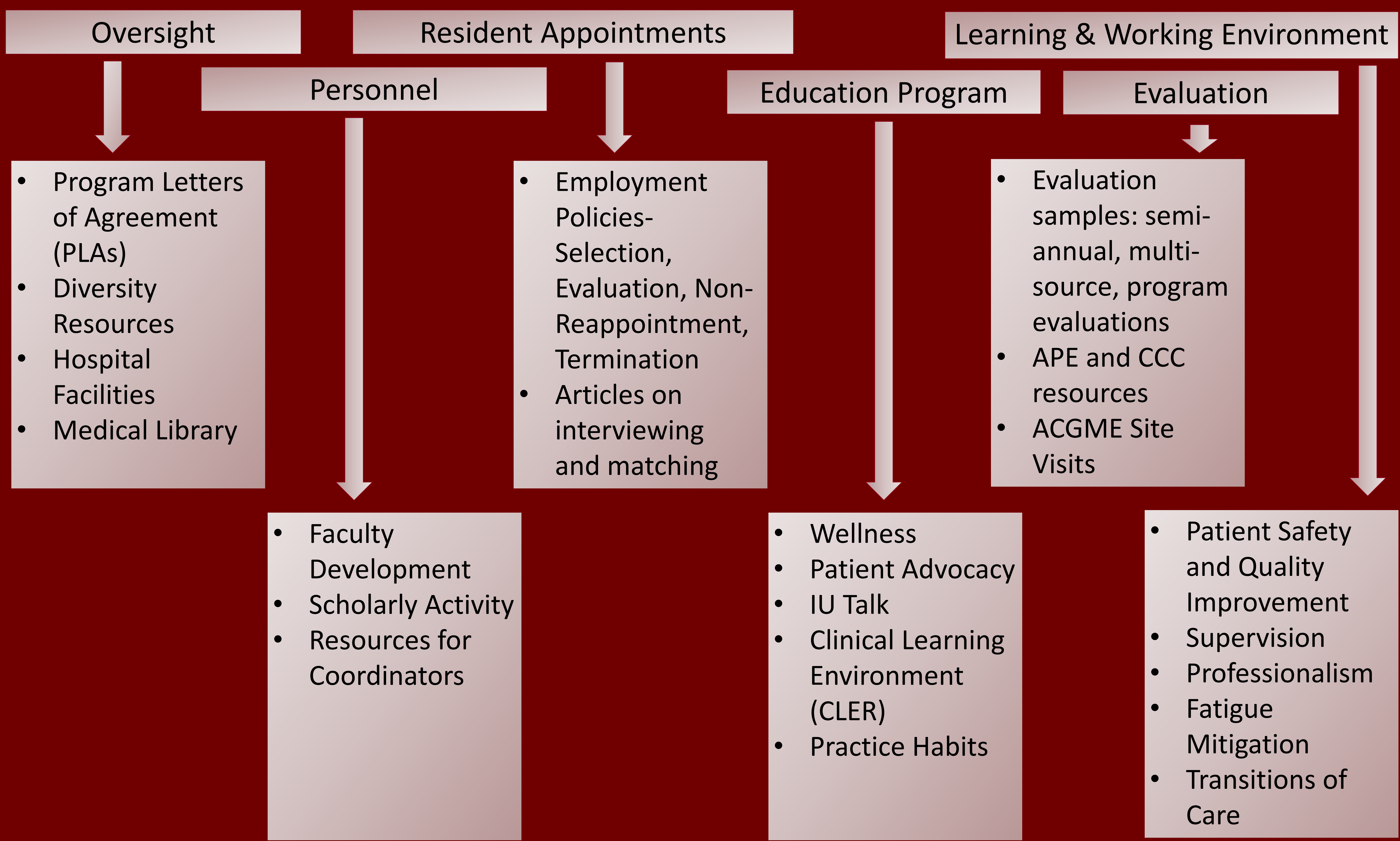


Table of Contents

- The outline was used to create a Table of Contents, organized following the CPRs.
- Special attention was given to identifying resources for the ACGME's areas of focus, such as the Annual Program Evaluation, faculty development, and well-being.
- Each resource was provided with a color-code to signify what type of resource it is:
 - External Website
 - Educational Module,
 - Scholarly Article
 - Others

Outcomes

- The PD Toolbox has been in place for one year.
- Content in the PD Toolbox is updated at least monthly.
- Toolbox users are encouraged to provide feedback and ideas for more resources to the GME Office.
- To date, the Toolbox Table of Contents has been viewed 519 times and download 57 times.

[QR Link to Toolbox](#)

Conclusions

- IUSM GME has created a PD Toolbox which provides resources to program directors and program coordinators to help programs remain up-to-date on current ACGME program requirements.
- This resource allows PDs to access vetted and accurate resources on an as-needed basis.
- Program directors, coordinators, and GME staff can all suggest resources to add to the Toolbox, creating a "living" resource that changes to meet the needs of GME programs at IUSM.

Areas for Follow-Up

A needs assessment is planned for IUSM PDs to determine any areas outside of the ACGME CPRs that could be incorporated.

