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| **Nominee Contact Information**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **City, State, Zip:** Click here to enter text.  **Phone Number:** Click here to enter text.  ***(provide a direct number; awardees will be notified by phone)***  **Email:** Click here to enter text.  **Name of Sponsoring Institution:** Click here to enter text. | **Nominator Contact Information**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **City, State, Zip:** Click here to enter text.  **Phone Number:** Click here to enter text.  **Email:** Click here to enter text.  **Name of Sponsoring Institution:** Click here to enter text. |
| **Program 10-Digit Code** (as noted in the Accreditation Data System): Click here to enter text. | **Program’s Current Accreditation Status:** Click here to enter text. |
| **Specialty for which the Program Coordinator is Responsible:** Click here to enter text. | **Total Years as a Program Coordinator** **(must have five or more years of experience at the time of nomination submission):** Click here to enter text. |
| **Only one GME Program Coordinator Excellence Award nomination per institution will be accepted. To ensure there is only one nomination from your institution, obtain the signature of the Sponsoring Institution’s designated institutional official (DIO) below.**  **DIO’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DIO’s Printed Name:** Click here to enter text. | |

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| Letters of Support *Letters must be 500 words or less (including comments from group members, but excluding salutations and signature blocks), must be signed, and must give concrete examples of the criteria listed below.*  (List name, title, and affiliation, e.g., hospital, medical school, university)   1. DIO or Chair - Click here to enter text. 2. Program director - Click here to enter text. 3. Current resident(s)/fellow(s) - Click here to enter text. 4. Additional person involved in graduate medical education (GME) - Click here to enter text. | **Is the coordinator currently a member of a program coordinator association?** (Note: not all specialties have a program coordinator association)  **YES**  **NO**  If YES, specify which association, and the nominee’s role and number of years as member:  Click here to enter text.  If NO, does the specialty have a program coordinator association?  **YES**  **NO** |

**Email the nomination form and letters of support in one PDF file (portable PDF files are not acceptable) to DeLonda Dowling:**[**ddowling@acgme.org**](mailto:ddowling@acgme.org)**.**

All nominations must be emailed before ***5:00 p.m. Central on Wednesday, March 27, 2024***. **Nominations received after the deadline and/or submitted piecemeal will not be considered.**

**Checklist for Nomination Materials**

**Eligibility Requirements**

\*Nominee is a program coordinator for an ACGME-accredited residency or fellowship program with a status of Continued Accreditation

Nominee has at least five years total experience as a program coordinator (may combine program coordinator experience from other institutions/programs) at the time of nomination submission

*Note: Program coordinators serving on any ACGME volunteer group (e.g., Coordinator Advisory Group) are ineligible.*

**Criteria for Selection**

Nominees must possess one or more of the skills listed under EACH of the areas listed below:

Demonstrates excellent communication and interpersonal skills with internal and external constituents

* promotes communication/collaboration among program director, residents/fellows, faculty members, and other individuals within the institution
* diplomatically handles problems, especially those of a sensitive and/or confidential nature
* demonstrates a flexible “can do” attitude
* interacts effectively with applicants to facilitate the program’s application, interview, matching, and orientation processes
* directly communicates (verbal, written, reports, etc.) with specialty societies, medical boards, the ACGME, etc. in an effective, professional manner

Demonstrates excellent understanding of and facilitates the program’s ACGME accreditation processes

* understands requirements, continuously updates knowledge, and can explain requirements to others
* monitors that program requirements are being met
* regularly reviews and updates the program’s ADS profile
* organizes the program’s Clinical Competency Committee and Milestones activities
* organizes and participates in the Annual Program Review process, Self-Study, and site visits (both Clinical Learning Environment Review (CLER) and accreditation/recognition)

Demonstrates superior skills in organizing and coordinating the many activities needed to promote program excellence

* works with others to maintain accurate and easily retrievable records of resident/fellow evaluations, training history, certification, etc.
* oversees schedules regarding conferences, rotations, and required activities, and prepares reports for outside organizations as needed
* oversees resident recruitment process, including Electronic Residency Application Service (ERAS) and National Resident Matching Program (NRMP, i.e., “the Match”) activities
* facilitates credentialing, licensing, and international medical school graduate (IMG) activities concerning visas

Demonstrates personal lifelong learning, leadership, and mentorship of others

* actively participates in local, regional, or national learning opportunities
* personally mentors and acts as a role model for other coordinators to enhance their learning/skills
* shares knowledge locally, regionally, or nationally to enhance the performance of GME programs

Has designed and/or implemented an improvement project for the program

\*The ACGME recognizes coordinators may have many different titles (e.g., program administrator, residency coordinator, manager, assistant director) and that the title is often institution or program specific. Generally, this category refers to the individual who supports the program director, manages the day-to-day operations of the residency or fellowship program, and is actively involved in the ACGME functions of the program.

**Nomination Instructions**

Two components are required for nominations, and they must be compiled in the following order (*do not include a cover letter*):

A completed nomination form **with DIO signature**

Four **signed** letters of support **(each letter is limited to 500 words or less, excluding salutation, signature block, and signatures of group contributors)**. No more than four letters will be accepted.

*NOTE: CVs are NOT required and therefore will not be considered if submitted.*

**About the Letters of Support:**

* The letters must state the reasons for the nomination and provide concrete examples of how the nominee fulfills each of the criteria outlined above, including significant contributions to graduate medical education.
* The letters should be addressed to the ACGME Awards Committee.
* One of the letters must be from current residents/fellows.
* One of the letters must be from a program director.
* One of the letters must be from the DIO or chair of the Graduate Medical Education Committee.
* The remaining letter may come from the chair of the Graduate Medical Education Committee or another person involved in GME who can attest to the nominee’s excellence as a program coordinator.
* Comments from a group (faculty members, residents, etc.) should be compiled into one “group letter.” No more than four letters of support for each nominee will be accepted.
* Do not include a cover letter.

**Refer to the Debra L. Dooley Award FAQs on the** [**Debra L. Dooley GME Program Coordinator Excellence page**](https://www.acgme.org/initiatives/awards/debra-l-dooley-gme-program-coordinator-excellence-award/) **of the Awards section of the ACGME website for additional information.**