**GME Program Coordinator Milestones\* Self-Assessment**

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| Medical Education Knowledge (MEK) |
| **Entry** | **Early Learner** | **Solid Performer** | **Seasoned** | **Aspirational** |
| * I know where to find policies and procedures, with guidance.
* I have limited basic computer skills (Microsoft Office); I have computer skills as required for position.
* I am not ready to engage in learning new technical skills.
* I understand that new terminology and acronyms exist but have limited exposure.
 | * I am starting to analyze policies and procedures and know how to apply some of these.
* I recognize areas in which further computer technology is needed for improvement.
* I demonstrate a willingness to learn new skills.
* I am becoming familiar with GME terminology and acronyms.
 | * I know how to develop a policy for the program.
* I participate in the creation of evaluations.
* I seek out training for new skills.
* I am comfortable with specialty-specific acronyms and terminology.
 | * I educate others on how to apply policies and procedures.
* I collaborate on the creation and editing of evaluations.
* I practice proactive completion of tasks.
* I provide answers for terminology and acronym questions for others.
 | * I am a source of training for others.
* I instruct others on the use of evaluations and evaluation reporting.
* I anticipate future needs, develop new processes and successfully lobby program staff to consider and adopt new processes.
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| 0.5 | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 |
| **Personal Care (PC)** |
| **Entry** | **Early Learner** | **Solid Performer** | **Seasoned** | **Aspirational** |
| * I allow distractions to hinder work product and output.
* I am unsure of the questions to ask.
* I do not always value the management of stress by protecting personal time.
 | * I am developing a daily work pattern
* I have questions to ask but am sometimes unsure of whom to ask.
* I am inconsistent in identifying healthy habits to achieve work/life balance
 | * I take breaks and lunches; can effectively multitask in my daily routine.
* I have established contacts for questions.
* I have identified skills that relieve stress in the workplace.
 | * I can plan ahead, prioritize tasks and anticipate delays.
* I know exactly whom to contact for specific questions.
* I am achieving life/work balance.
 | * I educate/mentor others on prioritization of tasks and time management.
* I can take vacation without checking email.
* I provide answers; I am viewed as a trustworthy resource.
* I model life/work balance. “Works to live not lives to work”.
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| 0.5 | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 |
| **Systems-Based Practice (SBP)** |
| **Entry** | **Early Learner** | **Solid Performer** | **Seasoned** | **Aspirational** |
| * I have experienced less than two full recruitment seasons.
* I am unable to use/have not yet been trained on program-specific software such as institutional Residency Management System, ADS, ERAS, NRMP.
 | * I am aware of the recruitment process and complete basic functions.
* I am familiar with the software utilized (RMS,ERAS, NRMP), timelines and eligibility requirements.
* I schedule meetings, gather documentation and reserve room for CCC and PEC meetings (meeting preparation).
 | * I assist in the coordination of the interview day as an integral part of recruitment.
* I utilize software programs and effectively communicate with applicants and faculty. Submits NRMP Rank Order List by the deadline.
* I plan agendas, interpret and articulate data for CCC and PEC meetings.
 | * I independently coordinate entire day of interviews and work to improve the recruitment processes.
* I review prior recruitment process for opportunities for improvement (i.e. flow of interview day or incorporation of additional filters in software for application review); perform preliminary screening of applicants; utilize various functionality of software.
* I report on outcome measures; contribute to evaluation process for CCC and PEC meetings.
 | * I mentor others in the recruitment processes and participate in scholarly activities related to recruitment.
* I create improvement for next recruitment season; maintain a leadership role on the selection committee.
* I facilitate all CCC and PEC meetings; track progress in real-time to stay on track with deadlines.
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| 0.5 | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 |

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| Practice-Based Learning and Improvement (PBLI) |
| **Entry** | **Early Learner** | **Solid Performer** | **Seasoned** | **Aspirational** |
| * I struggle to identify areas for self-improvement.
* I am afraid to ask for feedback
* I know residents and faculty by name.
 | * I sometimes miss opportunities for self-improvement.
* I understand the value of feedback but am not sure of how to solicit it or am afraid to see it.
 | * I solicit feedback from supervisors.
* I solicit input and interpretation of new policies, procedures, and program requirements.
* I develop annual professional goals and processes for achieving them
 | * I self-reflect regularly.
* I solicit feedback from all team members; I accept constructive feedback and try to incorporate that feedback.
* I know my limitations and when to ask for help.
 | * I seek external validation on self-reflection to improve job performance.
* I am able to reconcile conflicting feedback; incorporate solicited and unsolicited feedback.
* I am a resource for guidance regarding new policies/ procedures/ program requirements.
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| 0.5 | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 |
| **Professionalism (PROF)** |
| **Entry** | **Early Learner** | **Solid Performer** | **Seasoned** | **Aspirational** |
| * I am learning the responsibilities expected of a Coordinator.
* I am developing an understanding of the unique needs of trainees in the world of GME.
* I know where to locate basic program files/systems.
* I am learning to identify situations that may trigger strong emotions or reactions.
 | * I complete tasks and assignments when directed by others and with reminders.
* I am inconsistent with responsiveness to needs of trainees and others.
* I practice confidentiality.
* I have an organization system and use it effectively.
* I am learning how emotions can affect individual and team performance.
 | * I complete major tasks and assignments by deadlines without being directed and with minimal reminders.
* I am responsive to needs of others without prompting.
* I instruct others in confidentiality.
* I participate on a GME Committee at the Sponsoring Institution level.
* I am consistent in taking steps to monitor my own behaviors.
 | * I complete all tasks and duties independently.
* I anticipate needs of others (even those of a confrontational nature).
* I monitor the confidentiality of others.
* I have volunteered to be a mentor to a new Coordinator.
* I portray professionalism in emotionally charged situations.
 | * I assist others to meet deadlines; I act as an advocate.
* I role model how to build relationships in the community.
* I role model confidentiality in all interactions.
* I serve as a mentor to new Coordinators.
* I model composure to others in all situations.
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| 0.5 | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 |
| **Interpersonal & Communication Skills (ICS)** |
| **Entry** | **Early Learner** | **Solid Performer** | **Seasoned** | **Aspirational** |
| * I am unsure of what requires urgent verbal or written communication versus those items that can be communicated in a future manner (next week or longer).
* I am unsure of how to communicate program, GME and institutional requirements and policies to program members.
 | * I defer difficult situations or communication to experienced Coordinator or Manager.
* I communicate updates or announcements at program and department meetings.
* I inconsistently communicate program, GME, and institutional requirements and policies to program members.
 | * I provide timely, comprehensive verbal and written communication to team.
* I collect ideas and feedback from annual specialty conferences.
* I know program requirements & communicate them to faculty and residents when appropriate.
 | * I consistently demonstrate the use of effective communication skills in challenging situations.
* I suggest agenda items and may co-present on a topic at annual specialty meetings conferences.
* I am proactive in communicating policy and requirement changes to program members.
 | * I achieve positive results for both individuals and the program by utilizing independent decision-making in challenging situations.
* I develop and share best practices at annual specialty conferences.
* I am seen as a resource to residents and fellows.
* I role model best processes for communicating program, GME and institutional requirements and policies to program members.
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| 0.5 | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 |

\*Milestones adapted from Dartmouth-Hitchcock: <https://forum.ahme.org/discus/messages/88/DHMC_Program_Coordinator_Self_Reflection_Tool-5541.pdf>