**Sample**

**GME Workforce Planning**

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| Timeframe | Next 6 Months | 1‐2 Years | 3‐5 Years |
| All Levels |  | * Create professional development plans
* Create strategies for talent assessment, recruitment, and retention in conjunction with the HR department and the

medical groups’ HR. | * Analyze attrition rates and reasons for each group (Program Directors, Faculty and GME Personnel)
* Emphasize succession planning at all levels
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| GME Personnel Staffing | * Evaluate job descriptions for program coordinators
* Create job descriptions for other positions on the GME Personnel Position Ladder
* Evaluate current program coordinators:
	1. Identify issues that need addressing
	2. Identify those on track to promote to Program Managers or Assistant Director of GME
* Develop a program coordinator meeting for after the GMEC to inform GME support about decisions/discussions held at GMEC that affect their programs (policies, processes,

documentation) | * Develop personal professional development plans/goals for each GME support personnel
* Create a wellness program for support personnel to address possible burn‐out issues, including methods for feedback/complaint
* Find opportunities for leaders in training.
* Identify opportunities for promotion
 | * Evaluate wellness program
* Evaluate and enhance methods for feedback & complaint
* Evaluate professional goals
* Evaluate promotions and leadership roles
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| Program Faculty | * Annual Review of Core Faculty
 | * Find opportunities for “leaders in training” to lead a program committee or a GMEC subcommittee
* Include a review of current and future faculty needs for each program (AIR)
* Develop a wellness program for support of faculty, including methods for feedback
 | * Create professional development plans for each core faculty (collaborative process that is the PD responsibility to initiate and monitor)
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| Program Directors & Associate Program Directors | * Annual review of all Program Directors
 | * Develop process for evaluating program directors by DIO
* Create professional development plans for each program director

(DIO responsibility) | * Require PDs to discuss succession planning at their annual review by the DIO
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| CentralizedGMEDevelopment | * Create GME staffing plan goals for centralized GME
* Evaluate current roles/responsibilities of GME office
 | * + Develop methods for communicating with the governing board throughout the year in addition to the AIR Executive Summary report
	+ Explore changing the Centralized GME department to an Academic Affairs Department to widen its reach
 | * Continue to add needed Directors (Research, Faculty Development, Wellness) or other personnel – see Ideal GME Workforce Staffing Map
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