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**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 |
| 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 |
| 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) |
| 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 |
| Centralized  GME  Development | * 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 |