

RESOURCES FOR NEW COORDINATORS

Welcome to the team! Below are resources that will help you better understand your new role.

Initial sites to familiarize yourself with:



[SSM GME Website](#)



[ACGME Website](#)



[New Innovations Website](#)



[ERAS & NRMP Websites](#)

Graduate Medical Education (GME) Website



One of the most important websites you should familiarize yourself with is the Saint Louis University [GME site](#)! This site has tons of information about GME, and also has lots of information you will need to have readily available to help your trainees (benefits, resources, policies and procedures, orientation, and much more!)

[There is a specific page dedicated to our coordinators](#), which provides a general timeline of events and deadlines most programs will have. There is also a resource section with many forms and guidelines, and there is even a list of all the [Program Directors \(PD\) and Program Coordinators \(PC\)](#) with their contact information should you need any help. Pay special attention to the [Coordinator Resource Guide](#) that has a lot of information specifically for coordinators!

Another resource you may also want to check out is the [GME Internal SharePoint Site](#). This site was developed for additional support in navigating the world of GME!

Accreditation Council for Graduate Medical Education (ACGME) Website



The Accreditation Council for Graduate Medical Education (ACGME) is our accrediting body that sets the rules and regulations all ACGME-accredited programs must follow. This website will be of upmost importance for you to review and find out the requirements your program must meet.

Two of the most important sets of requirements you should review immediately are the [Common Program Requirements](#), that all residency/fellowship programs must meet, and then your [specific specialty's requirements](#). To find your specific specialty's requirements, select your specialty from the list then select "Program Requirements" on the right-hand side. Be sure to familiarize yourself with the other documents related to your specialty!

The ACGME has designed a [coordinator curriculum](#) with helpful courses and videos for coordinators. Be sure to check it out!

New Innovations Website



New Innovations is the Residency Management Software used by our institution. It houses all resident and fellow information, such as: personal and contact information, medical training information (undergraduate and residency), trainee schedules, evaluations, duty hours, case logs and procedures tracking, conference attendance, and much more.

New Innovations offers a very helpful "Knowledge Base" section with answers to many questions, as well as a new administrator tutorial to show you the basic functions! Nichole Herzog is also a great internal resource for help with New Innovations.

Recruitment: ERAS and NRMP

Recruitment

Electronic Residency Application Service (ERAS): ERAS is the application service for medical students applying to residencies, and residents applying to fellowships. The Program Director's Workstation (PDWS) is where you will find applicant's information and their applications.

National Residency Matching Program (NRMP): The website you will use to rank your applicants from interview season!

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