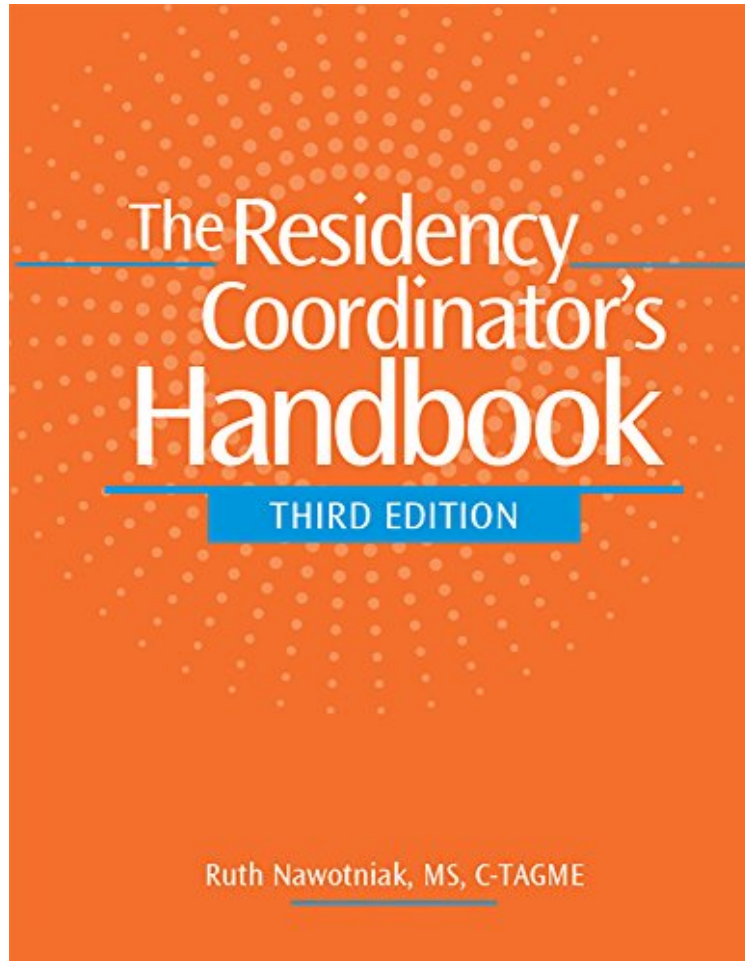


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## The Residency Coordinator's Handbook, Third Edition

*HCPPro, Ruth Nawotniak MS C-TAGME*  
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Your desktop companion for managing an efficient medical residency program. The Residency Coordinator's Handbook, Third Edition is a comprehensive manual and training resource for residency and fellowship program coordinators. This newly updated and expanded version provides insight into the ACGME's Next Accreditation System (NAS), clinical competency committees, and Milestones. New and veteran coordinators will benefit from the guidance, sample policies, and program tools they can implement immediately. This book and downloadable toolkit offers residency program coordinators the education and field-tested solutions to ensure a successful and efficiently run residency/fellowship program. What's new in this edition? All chapters have been fully updated to reflect any changes that pertain to residency coordinators, including: - A new chapter on the residency coordinator's role in the Next Accreditation System. - A new chapter on managing a medical fellowship program. This product will help residency program coordinators: - Identify the key components and structure of NAS - Interpret the language of NAS - Manage their everyday responsibilities - Define the role of the coordinator - Understand GME and GME terminology - Manage the recruitment, orientation, and credentialing process - Create a work environment in compliance with ACGME requirements - Develop a stronger relationship with program directors Take a look at the Table of Contents: Chapter 1: What Is Medical Education? Chapter 2: The Role of the ACGME Chapter 3: The Next Accreditation System Chapter 4: The Program Director-Program Coordinator Relationship Chapter 5: Roles and Expectations of the Program Coordinator Chapter 6: Managing Graduate Medical Education Training Programs Chapter 7: Managing a Surgical Residency Program Chapter 8: Managing a Medical Specialties Residency Program Chapter 9: Managing a Hospital-Based Specialties Residency Program Chapter 10: Managing a Fellowship Program

About the Author Ruth Nawotniak, MS, C-TAGME, is cofounder of the National Board for Certification of Training Administrators of Graduate Medical Education and training program administrator for the general surgery residency program at the University of Buffalo-State University of New York. She is an instructor for the HCPro Residency Coordinator Boot Camp. Amy K. Romandine, C-TAGME, is cofounder of the National Board for Certification of Training Administrators of Graduate Medical Education and program manager for the radiology graduate medical education program at the University of Wisconsin Hospital in Madison. She is an instructor for the HCPro Residency Coordinator Boot Camp. Jeri L. Whitten, C-TAGME, is cofounder of the National Board for Certification of Training Administrators of Graduate Medical Education and education coordinator for the Department of Pediatrics at West Virginia University, Charleston Division. Janet J. Harsztrak, PhD, is program administrator for the University at Buffalo Fellowship Programs for Colon-Rectal, Vascular, and Adult Reconstructive Orthopaedic Surgery, as well as for the Vascular Surgery Integrated Residency Program and adjunct assistant professor at the University at Buffalo (SUNY). Alice Gordon, BA, is program administrator for the internal medicine residency program at University of Rochester Medical Center. Paige Rinehart, BS, C-TAGME, CPS, is anesthesiology medical administrative coordinator for the Department of Anesthesia at The University of Tennessee Graduate School of Medicine and is chair of the TAGME anesthesiology review board.