

The first meeting was held on August 7, 2024.

Communication has been via group email since then.

Cynthia Gordan led a cohort that accomplished the annual task calendar and they are currently working on:

1. Onboarding both ACGME and Non-ACGME trainees
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3. The Interview Process: Application to Match
4. ADS updates
5. Roles and responsibilities of the chief resident (and how to support this change)
6. Graduation
7. Inter-institutional collaborations (Mock Orals, Journal Club)
8. A “who does what, where and when”: a template administrators could fill in to reflect their own institutions documenting tasks requiring inter-departmental expertise and collaboration that may not happen all the time (eg with contact information, deadlines, complications and key-learnings from previous experiences, etc.)
 - visas
 - parental leaves of absences
 - onsite policies and resources for lactating parents
 - steps and policies for resident/fellow remediation (timing, who to cc, planning of remediation activity, how to document, etc.)
 - changing an ACGME complement, adding a 4/3 fellow
 - case logs: details about how each are completed
 - steps for onboarding fellows rotating at different institutions
 - teaching award nomination, plaque creation, event planning to present
 - peer and other resources: subject matter experts
 - professional development opportunities: national, institutional, and local

The goal of SOPs is to have a standard of practice for new coordinators to refer to when questions arise. When complete, we hope to have them uploaded to TSDA website, or somewhere accessible to all coordinators.