# THE PROGRAM COORDINATOR ROLE IN THE RESIDENT SEMI-ANNUAL REVIEW

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One of the responsibilities as program coordinator is to assist the Program Director in preparing for semiannual reviews. Reviews should occur twice a year and provide the resident with an overall picture of their progress to date in the program. Strengths are noted, and weaknesses are identified in order to provide proper plans for improvement. Before the Program Director can begin this process, the Program Coordinator must gather a lot of information on each trainee. Each program's process may be different; however, we thought it may be helpful to share elements of our combined processes.

When scheduling the review, it is best to schedule well in advance, a month out is a good guideline. Consider using an Outlook invitation for yourself, and the residents. You can attach the self-evaluation to the invite, and set a one-day reminder to keep everyone on task.

Some programs use the same semiannual review form for every resident, while others use a different form depending on year of training. Each form is prepared with the resident's name, PGY-year and sign here tab attached (without this, the risk of receiving them unsigned by both PD and the resident is high). Don't be afraid to add a sticky note here and there if extra information might be of value for the review. If you're looking to update your form, the American Academy of Neurology site has examples on the Program Coordinator Resource page https://www.aan.com/tools-and-resources/academic-neurologists- researchers/academic-careers/education-oriented-faculty/, or you can try reaching out to other coordinators in your department, or even from other institutions.

The following information should be gathered on each resident as their scheduled date approaches, so all information is current:

- Evaluation results for each resident from the previous six months
- Faculty, peer, nurse, student, staff and patient
- Conference attendance summary
- Milestone Scores/comments
- RITE exam results
- NEX evaluation forms
- Scholarly activity – posters/presentations from national conferences, departmental presentations, etc.
- QI project info – members, meetings attended, topic, etc.
- Duty hour compliance
- Status of research project
- Case/procedure logs, current privilege level
- Any additional notes on the resident – medical records warnings, reported concerns or kudos, study plans if applicable, etc.

This information can be provided to the PD in a variety of ways – binder, folder, electronically – whatever works best for your program and PD.

Being prepared and knowing what works best for you and your PD are most important in a successful SAR. The PC role in this process – being prepared with complete, concise information – is crucial!

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