



## 2025 ACGME GME Institutional Coordinator Excellence Award Frequently Asked Questions



### ***Why did the ACGME establish the GME Institutional Coordinator Excellence Award?***

The ACGME created the GME Institutional Coordinator Excellence Award to honor and recognize the crucial role of institutional coordinators. As most residents, fellows, program directors, faculty members, and ancillary staff members know, the institutional coordinator has a pivotal position within the institution and its graduate medical education (GME) functions. Everyone depends on the institutional coordinator to know about GME and the process is for internal reviews! The ACGME is equally dependent on these individuals to wear the many hats of administrator, counselor, enforcer, coordinator, organizer, and scheduler.

### ***How do I make a nomination?***

Download the Nomination Form from the ACGME website, complete it, and submit it along with the letters of support. All materials (Nomination Form and letters of support) must arrive by email in **one PDF (portable PDF files are not acceptable)**. To do this, assemble all materials and scan. The resulting PDF can then be emailed. **Material received in piecemeal or that includes unsigned letters will not be accepted.** Direct any questions to DeLonda Dowling: [ddowling@acgme.org](mailto:ddowling@acgme.org) or 312.755.5059.

### ***What is the deadline for nominations?***

The deadline is **5:00 p.m. Central on Wednesday, March 27, 2024**. Nominations received after that date/time will not be accepted.

### ***How many awards are given?***

There are three award categories:

- Small hospital (*1-24 residency programs*)
- Medium hospital (*25-49 residency programs*)
- Large academic centers (*50 or more residency programs*)

Up to one GME institutional coordinator will be selected from each of these three groups (or any combination thereof at the ACGME Awards Committee's discretion), and up to three awards may be given in a particular year.

### ***What is awarded?***

Each GME Institutional Coordinator Excellence Award recipient will receive a plaque, and expenses, paid by the ACGME, for the awardee and a guest to travel to the 2025 ACGME Annual Educational Conference (registration for the awardee will also be waived), where the award will be presented.

In addition, each awardee will receive an expenses-paid retreat experience unlike any other. New and former awardees will meet in a setting designed to support and honor them and their work and create a space that invites but does not intrude, fostering a sense of community. The retreat is typically held the third week of May, beginning on a Wednesday evening, and ending on a Friday afternoon. Some former awardees have had this to say about their retreat experience:

*"In a job where there are so many competing demands, it was refreshing to work at a completely different pace! Just GO... Our world does not allow for us to do these things often enough in this digital, instant access age... JUST GO... you won't be sorry you did!"* Nedd Brown, EdD, Courage to Lead Awardee



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*"This was amazing and should be continued. Self-work is not self-ish. The more I am ok, the healthier and more insightful I am, the better leader I become."* Sandi Moutsios, MD, Courage to Teach Awardee

*"I am more than the tasks I accomplish. I will continue to marinate and percolate on this experience for a very long time. I'm leaving full, not exhausted nor emotionally drained."* Kelly Corning, Debra L. Dooley GME Program Coordinator Excellence Awardee

### ***When will award winners be announced?***

Selections will be made by the ACGME Awards Committee at its fall 2024 meeting, and shortly thereafter recipients will be notified. Award announcements will then be published in a press release, the *Journal of Graduate Medical Education*, and the ACGME *e-Communication*, as well as on the ACGME website and social media accounts.

### ***When will the award be presented?***

Awards will be presented at the 2025 ACGME Annual Educational Conference.