



The University of Missouri-Kansas City (UMKC) School of Medicine (SOM) as Sponsoring Institution (SI) and Graduate Medical Education (GME) are committed to establishing and maintaining a communication and leadership structure that supports long term success of excellence in residency and fellowship training. UMKC SOM GME established the Program Coordinator Leadership Council (PCLC) to support the GME academic mission, as well as policies and resources to realize that mission, execute academic strategic priorities, and ensure the quality and integrity of each of UMKC SOM's academic residency and fellowship programs.

CHARTER PURPOSE: The purpose of the PCLC is to act on behalf of the Program Coordinators (PCs) and to facilitate communication between PCs and GME Leadership between quarterly meetings of the PCs.

MEMBERSHIP: The PCLC will consist of the GME Designated Institution Official (DIO), Educational Program Manager, Senior Business Support Specialist, and four Program Coordinators. Each PCLC member will serve a four-year term beginning at the start of the calendar year. Individual member terms may be adjusted to ensure PCLC members do not rotate off the same year. The PCLC Chair will rotate between the longest standing members of the PCLC. Each member will serve as Chair in their third year and as Immediate Past Chair in their fourth year. Chair attendance will be ensured for all PCLC meetings.

SELECTION: Volunteers will be solicited from the PCs to succeed members who have fulfilled their term on the PCLC. Those PCs who have not served will be encouraged to apply and submit a Letter of Interest. Those who have previously served may also apply. The existing PCLC may recommend and reach out to successors if no volunteers come forward. The newest PCLC members will hold the seat on the Policy work group consisting of GME with a representation of residency and fellowship program directors.

Priority will be given to rotating responsibility between PCs such that, PCs who have not served in the past will be given first consideration. GME Leadership will assess, select, and invite new members to the PCLC. A PC who has been on the PCLC may be asked to serve again after one or more years of not being on the council.

MEETINGS: The PCLC will meet in between the PC meetings at least four (4) times annually. The PCLC may choose to meet more frequently as needed. The PCLC will invite members of the administration, faculty, or others to attend meetings to provide information.

KEY RESPONSIBILITIES: The following responsibilities are a guide. The PCLC may conduct other activities related to the PCLC's purpose. The PCLC shall provide input on such matters as:

- Serve as a source of aid to the GME Leadership on GME policy, resources, and subcommittees;
- Serve as liaisons between GME Leadership and program coordinators;
- Ensure program coordinators receive timely information on GME / program aligned processes by planning and leading quarterly PC meetings (with GME attendance and involvement);
- Orient new coordinators and provide mentoring as needed;
- Contribute to PCLC succession planning. Select applicants for further and final consideration;
- Ensure appropriate alignment between the GME and programs on match, New Innovations, onboarding and offboarding processes, and orientation;
- Ensure communication with program directors and residents in a timely manner with input on GME / program resources, communications, e.g., email reminders and website.

Reviewed, approved, and adopted by GME Leadership and Program Directors: 10/20/2022