

Coordinators Meeting November 12, 2015

Ann M. Dohn, MA



STANFORD
SCHOOL OF MEDICINE

Stanford University Medical Center

Agenda

- Update on onboarding/orientation



Resident/Fellow “Onboarding” and Orientation

- 450+ new hires in June/July
- Need a streamlined ...EFFECTIVE Process



Feedback - LOBBY OPTIONAL STATIONS

- The stations were a lot of time with almost no information. It was essentially the least efficient way to present information. All the stations that actually mattered (ID card, pager) needed a lot more support
- There wasn't really time to visit all of those optional stations; maybe include their materials in the bag we receive at the start.
- Make it more comprehensive about what is required before starting



Feedback - ONLINE TRAINING

- Simplify the training so trainees can spend more time focusing on relevant information. The current format is far too long and takes multiple days to complete. It became counter productive for me. I paid less attention to the information so I could complete it in a reasonable sitting.
- Shorter
- Very onerous to complete, reduce number of modules or eliminate, it should be more specialty specific
- These could be streamlined to be more efficient and less time intensive
- Decrease amount of online training modules

Department of Graduate Medical Education (GME)



“Onboarding....”

Current Process

- Use individual forms
- Manual entry
- Wait for March Main Match Results

New Process

- Use spreadsheets
- Import into MedHub
- Process new hires in smaller batches starting in January



New Spreadsheet

- Coordinators will be trained on 11/12/15
- Spreadsheets will be distributed on 11/12/15
- Due back to GME on 12/1/15

Last Name*	Start Date*	End Date (proj)*	Orientation Date	Program (abbrev)*	Level*	Email	Username	DOB (MM/DD/YYYY)	Gender (M/F)	SSN	Medical School	Graduation Date



Timeline

- Recommendation of appointment spreadsheet due in GME by 12/1/2015
- January 15, 2016...first new hire packets are emailed...



Orientation

- Use MedHub loaded photos instead of taking photos at Orientation (ID cards prepared in advance)
- Eliminate “vendors” in the lobby of LKSC
- Only REQUIRED stations
- Issue SUNET emails in February-allowing for earlier start of device encryptions
- More frequent emails from GME Staff to the incoming residents/fellows



Online Training

- Current... 14.5 hours....
- Goal.... Less time and meaningful modules



Continuing.....Re-appointments

- Continue use of spreadsheet...



Questions?

