Graduate Medical Education
New Program Coordinator Orientation Series #4

Agenda

▶ Introduction & Sharing

▶ Recap

▶ Operations

▶ CCC & semi-annual/final evaluation

▶ MedHub

▶ Misc.

▶ Q/A session

Sharing Good Vibes

▸ What is something you'd like to share with the group?

- – Good news

- – Something that made you smile

- – Accomplishments
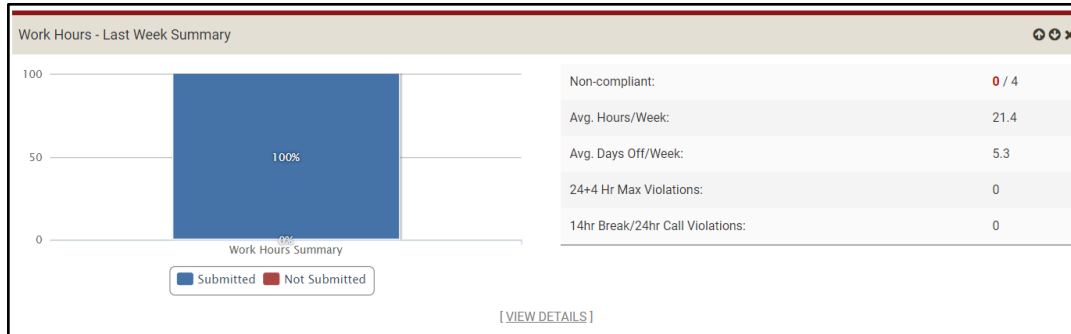
- – Milestones

Recap from March's Orientation

Annual Program Evaluation

▶ ACGME programs must review their program annually.

  – Performance of program, trainee, faculty, and graduates

  – Generate SWOT analysis and an action plan

  – Use APE Guidebook & checklist

  – Be sure to upload all APE documents to your APE page under file attachments

▶ Recommended timeline for APE

	Program Cycle July 1 to June 30	Program Cycle August 1 to July 31
APE Completed	By June 30	By July 31
Documents Uploaded to MedHub	By August 19	By September 13
GME Review	Please notify the GME office after the documentation was completed in MedHub. GME will finish reviews within a month after the notification.	Please notify the GME office after the documentation was completed in MedHub. GME will finish reviews within a month after the notification.

Work Hours Monitor & Rotation Schedule

▸ Monitor trainee work hour submissions weekly

Work Hours - Last Week Summary		
Non-compliant:	**0** / 4
Avg. Hours/Week:	21.4
Avg. Days Off/Week:	5.3
24+4 Hr Max Violations:	0
14hr Break/24hr Call Violations:	0

100% — Work Hours Summary

■ Submitted ■ Not Submitted

[VIEW DETAILS]

▸ Ensure your rotation schedules are correct – run *Rotation Scheduling Error* report

 – No empty days in a resident schedule (including weekends)

 – One activity per day

 – Vacations not overlapping existing rotation

▸ **Next year's rotation schedule needs to be generated by June 4th!**

Looking Ahead at May & June…

Timeline

Tasks	Full Academic Year	
	MAY	**JUN**
WebADS		
Milestones	Send out milestone-based evaluations of residents/fellows to attending physicians.	Submit Milestone Reports to ACGME.
Clinical Competency Committee	Meet, Review, Finalize in MedHub's Milestone Management section. Submit to ACGME.	
Semi-Annual Evaluations	Meet with resident. Document in MedHub.	
Final Evaluations		Complete form at end of training.
Program Evaluation Committee / Annual Program Evaluation (APE)	Schedule, Meet & Upload meeting minutes in MedHub.	

ACGME - External
GME - Internal
Hard Deadline Tasks
Tasks

Your key roles for the next two months

▸ Operations – preparing for new trainees & checkout for graduates

▸ CCC, milestones and semi-annual evaluations

▸ Final Evaluations

▸ APE

GME Operations

GME Office – Operation Team

Robbin Bankston

Program/Office Manager

RBankston@stanfordhealthcare.org

650-736-7487 (office)

- Daily operations / supervision of the GME office
- Allowances (Bonuses, On Call Meals, etc.)
- Benefits
- Payroll
- Leave of Absences
- Orientation

Brett Toensing, MS

Financial/MedHub Analyst

Bet1@stanford.edu

650-725-1951 (office)

- Budget Planning and Tracking
- Orientation

Mitra Haddad, BA

Administrative Coordinator

MHaddad@stanfordhealthcare.org

650-723-5948 (office)

- Away Electives Rotations
- Continuing House Staff
    - Occupational Health Compliance
- Outgoing/Graduating House Staff
- Loan Deferments/Forbearances
- Postdoctoral Appointments
- Reimbursements
- Notary
- Jury duty Letter
- Certificates

Bettina Flores, BS, BA

Registrar

BettinaFlores@stanfordhealthcare.org

650-723-5948 (office)

- CA Medical Licensure Process
- EPIC for House Staff
- Incoming House Staff
    - Occupational Health Compliance
- MSOW Database for House Staff
- Visiting Residents
- E-prescribe
- IT/SHC & LPCH
- Meal tickets
- Name changes
- New Hires appointments including their compliance
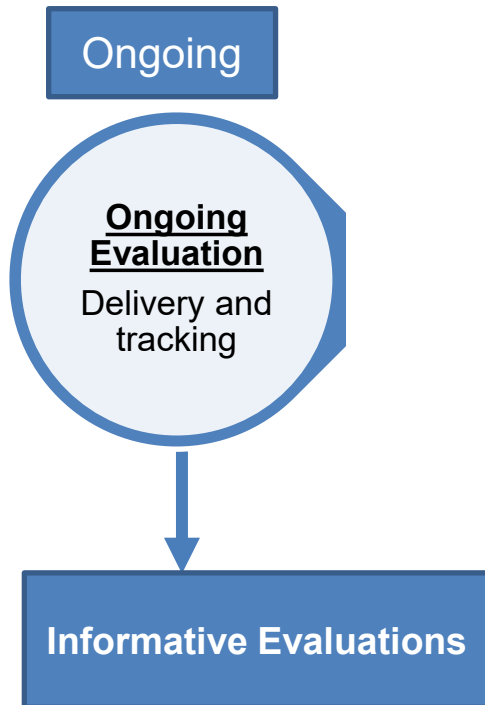
Tomorrow!

▸ Coordinator Monthly Meeting 1-2pm

CCC & Milestone Reporting

Previous recording on CCC & Milestone:

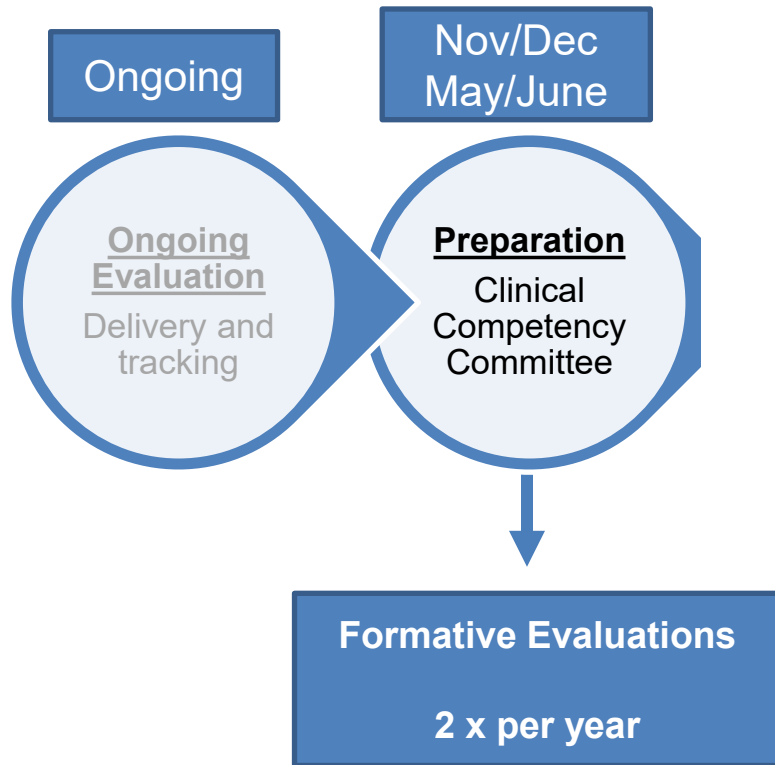https://stanford.zoom.us/rec/share/O9kQEwKw0TgDvr8GdNt-dm00s-F_ZlunwnewoS6WfIaDHMsWO-UfY2J1BbM1_FB4.CmT6kEeQOPEMzEie

Overview of Trainee Evaluation

Ongoing

Ongoing Evaluation
Delivery and tracking

Informative Evaluations

Overview of Trainee Evaluation

Ongoing

Nov/Dec May/June

Ongoing Evaluation
Delivery and tracking

Preparation
Clinical Competency Committee

Formative Evaluations
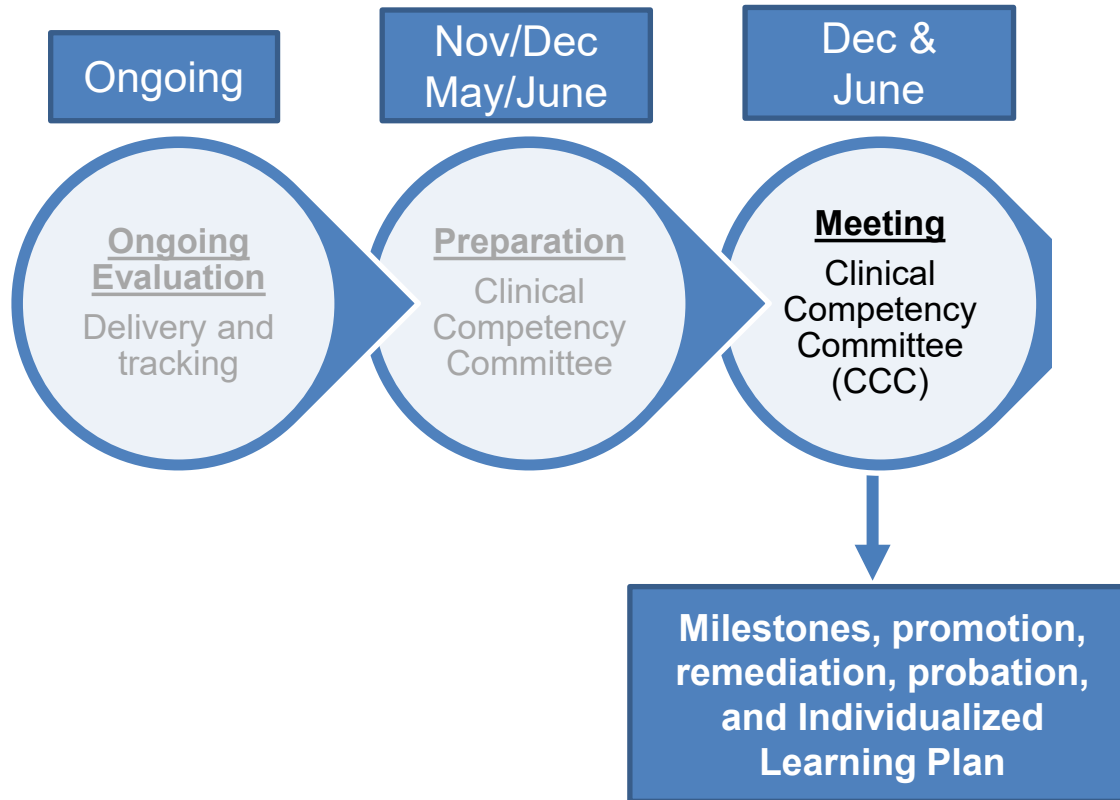
2 x per year

Clinical Competency Committee (CCC)

▶ Must be composed of at least 3 faculty members.

- The program director appoints members of the CCC.

- Additional non-physician members may be included.

- Residents/fellows are not allowed.

- The Program Director can be a member in some capacity.

▶ Review all front-line evaluations for each trainee semi-annually (i.e., every 6 months).

▶ The CCC decides which rating best fits each resident for each milestone, although the Program Director has the final say.

▶ The CCC makes recommendations to the Program Director for resident progress, including promotion, remediation, probation, and dismissal.

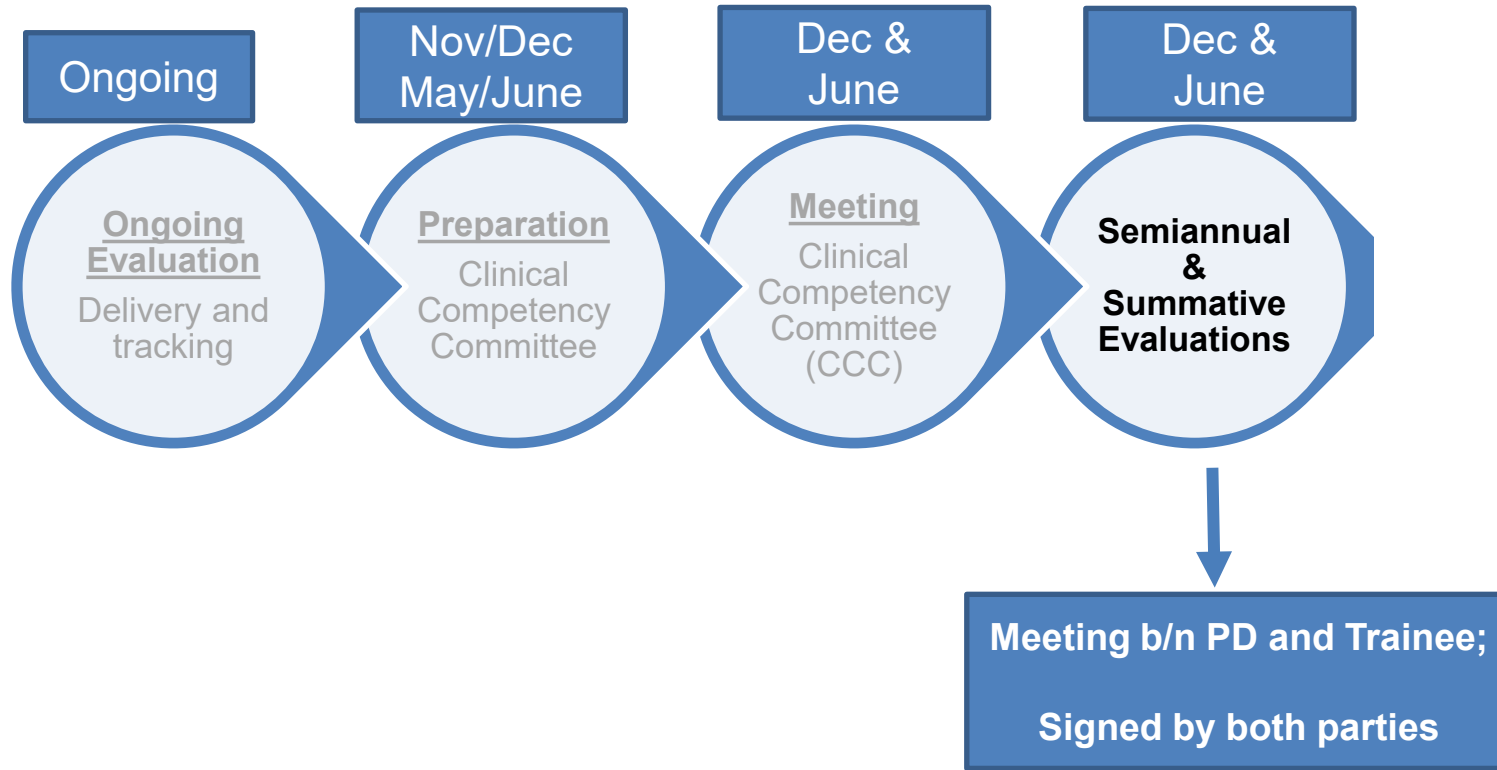▶ The CCC provides input on the individual learning plan for all trainees.
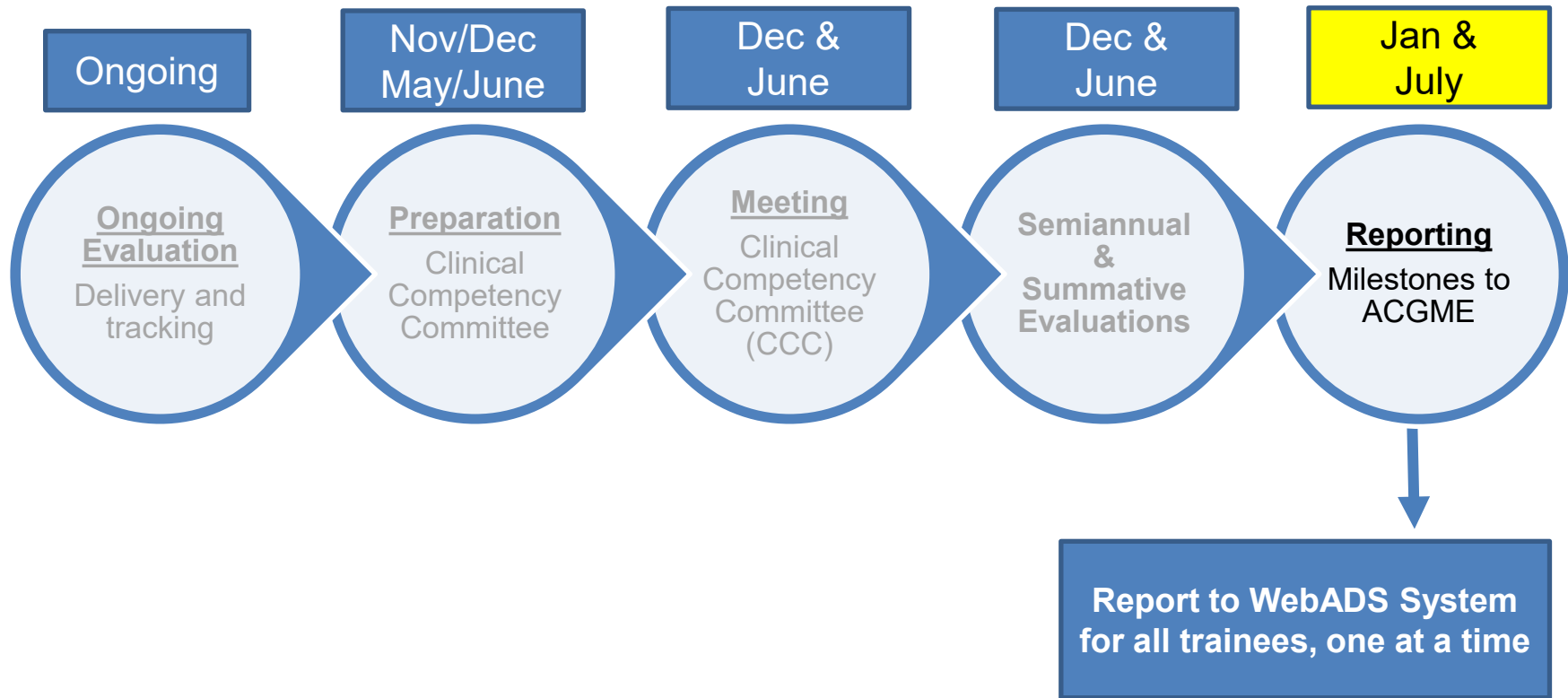
Clinical Competency Committee (CCC)

Overview of Trainee Evaluation

Ongoing

Ongoing Evaluation
Delivery and tracking

Nov/Dec May/June

Preparation
Clinical Competency Committee

Dec & June

Meeting
Clinical Competency Committee (CCC)

Milestones, promotion, remediation, probation, and Individualized Learning Plan

Overview of Trainee Evaluation

Ongoing	Nov/Dec May/June	Dec & June	Dec & June

Ongoing Evaluation
Delivery and tracking

Preparation
Clinical Competency Committee

Meeting
Clinical Competency Committee (CCC)

Semiannual & Summative Evaluations

Meeting b/n PD and Trainee;

Signed by both parties

Overview of Trainee Evaluation

Ongoing	Nov/Dec May/June	Dec & June	Dec & June	Jan & July

Ongoing Evaluation
Delivery and tracking

Preparation
Clinical Competency Committee

Meeting
Clinical Competency Committee (CCC)

Semiannual & Summative Evaluations

Reporting
Milestones to ACGME

Report to WebADS System for all trainees, one at a time

Previous recording on CCC & Milestone:

https://stanford.zoom.us/rec/share/O9kQEwKw0TgDvr8GdNt-dm00s-F_ZlunwnewoS6WfIaDHMsWO-UfY2J1BbM1_FB4.CmT6kEeQOPEMzEie

CCC Guidebook (by SHC GME)

1. More meaningful and impactful CCC discussion

2. Comprehensive data collection

3. Individualized learning plans (ILP)

4. Feedback on program improvement
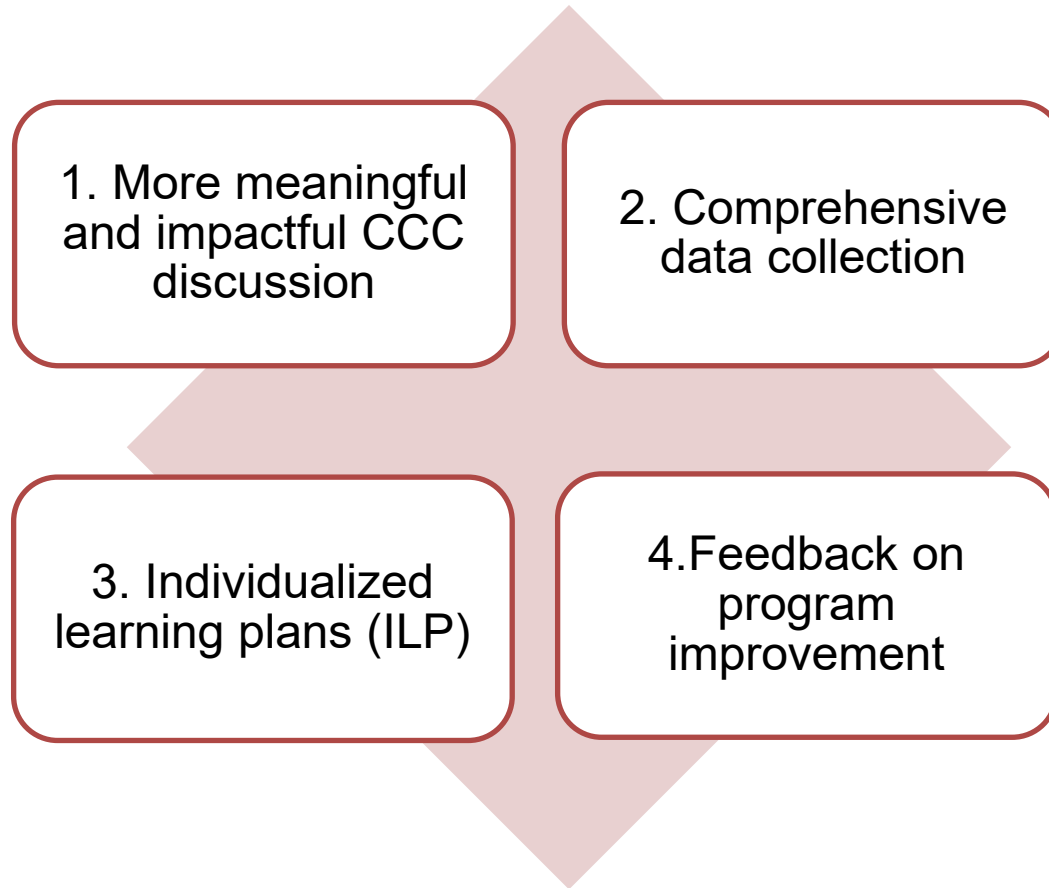
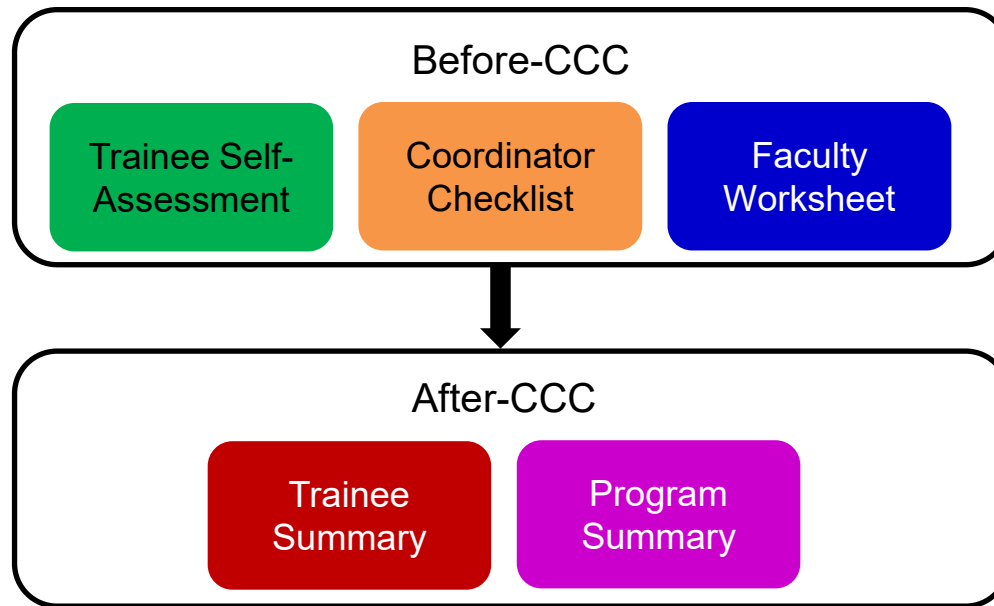Video Recording of the GME Workshop on the CCC Guidebook:
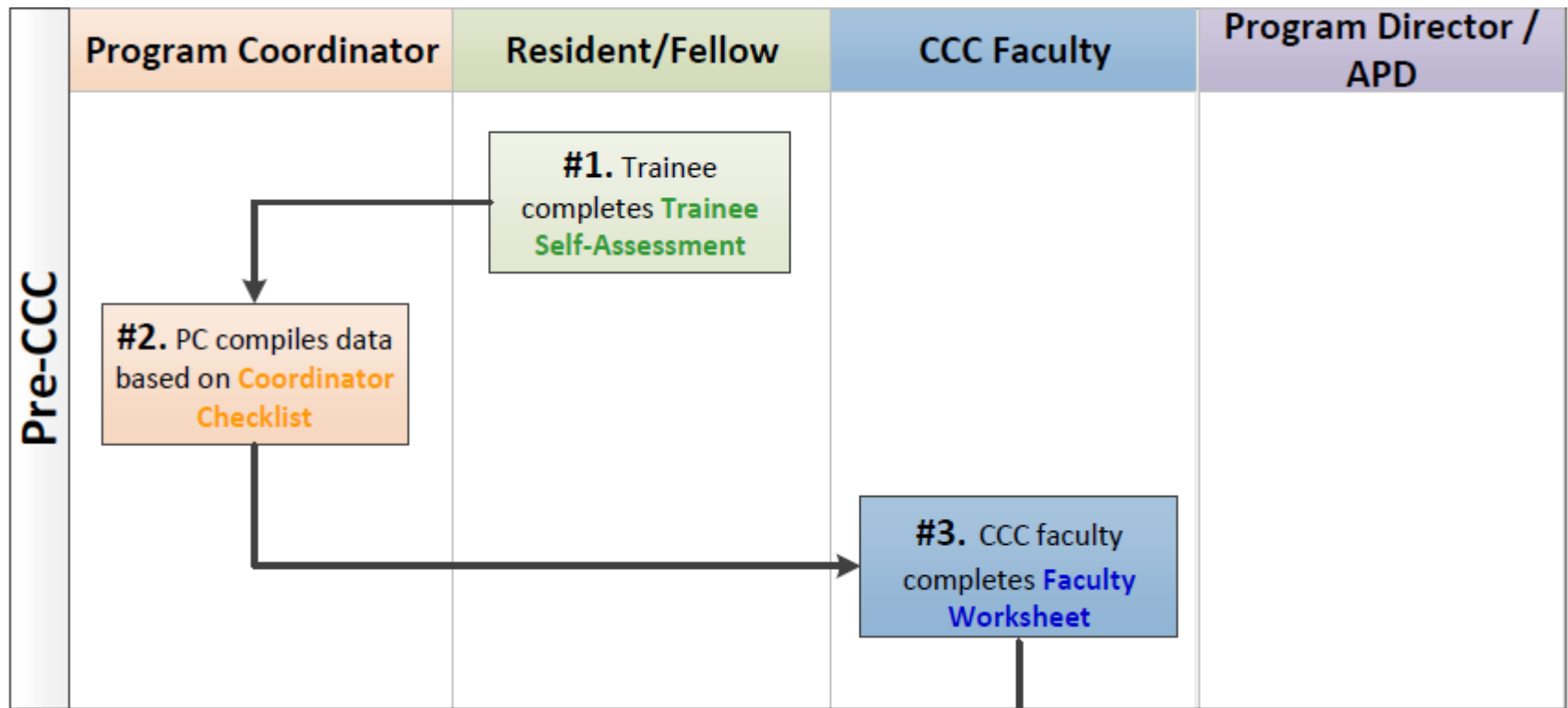
https://stanford.zoom.us/rec/share/ad9Nl9IGxSK9TWj9y5Uo00qod09sCv_5zeH157W0adPrCNv21lDYsQvoXOAc_ZfD.KnCn2eo9tglP1WLU
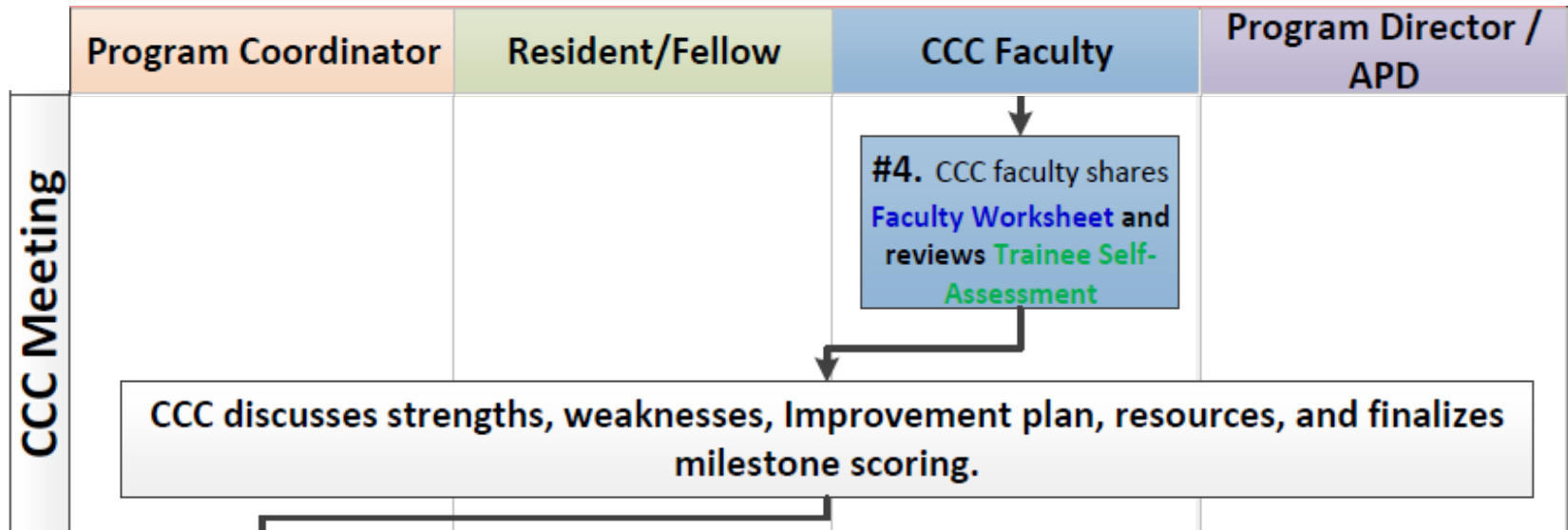
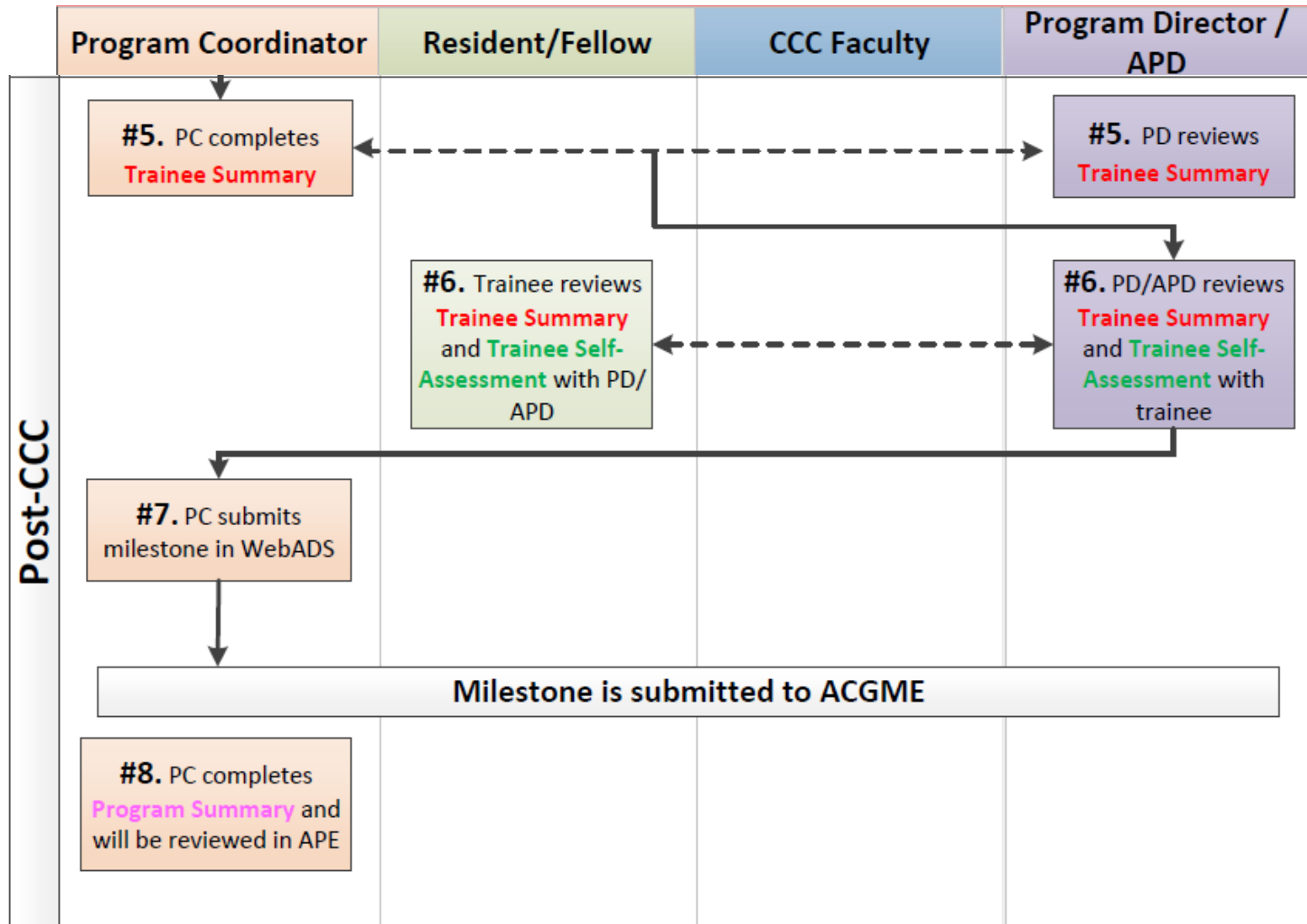# 5 Forms to Facilitate CCC Process

CCC Workflow – Before the CCC

CCC Workflow – During the CCC

	Program Coordinator	Resident/Fellow	CCC Faculty	Program Director / APD
CCC Meeting			**#4.** CCC faculty shares **Faculty Worksheet** and reviews Trainee Self-Assessment	
	CCC discusses strengths, weaknesses, Improvement plan, resources, and finalizes milestone scoring.			

CCC Workflow – After the CCC

COORDINATOR CHECKLIST

Metric Checklist

Metric	Data Path	Comments
Milestone Summary	**MedHub: Evaluation->Milestone Summary*	Average level of each sub-competency based on the evaluation completed in the past 6 months.
Evaluation by Faculty	All evaluations are stored in MedHub. Reports with averages can be generated. **MedHub: Aggregate Evaluation Report, Aggregate Evaluation Report, Evaluation Completion Summary*	Average milestone evaluations by faculty and qualitative comments.
Evaluation by Peers		Evaluations by peers and qualitative comments.
Evaluation by Staff		Evaluations by nurses and qualitative comments.
Evaluation by Patients		Evaluations by patients and qualitative comments.
Evaluation by Self *(Trainee Self-Assessment)*		Compare self-evaluations to evaluations by others to look for discrepancies and consistencies.
Rotation	Stored in MedHub **MedHub: Resident Rotations Report*	Is the trainee on track with the required rotation counts?
Case/Procedure Logs	Stored in MedHub or reported to the ACGME WebADS system	Is the log up-to-date and meeting minimum requirement?
Scholarly Work	Option1: Self-reported Option2: MedHub	Has the trainee done any scholarly work in the past 6 months?
QI Projects		Has the trainee done any quality improvement work in the past 6 months?
Work Hours Logged	Stored in MedHub **MedHub: Work Hours Summary*	
Work Hours Violations		
Absences Logged (LOA and sick)		
Conference Attendance	**MedHub: Conference Attendance by Resident*	
Grant Rounds Attendance		
In-Service Exam		
Other Metric		
Other Metric 2		
Other Metric 3		

Use a "Resident Dashboard" in MedHub to consolidate and present information *(MedHub homepage -> Resident Dashboard)*

TRAINEE SUMMARY

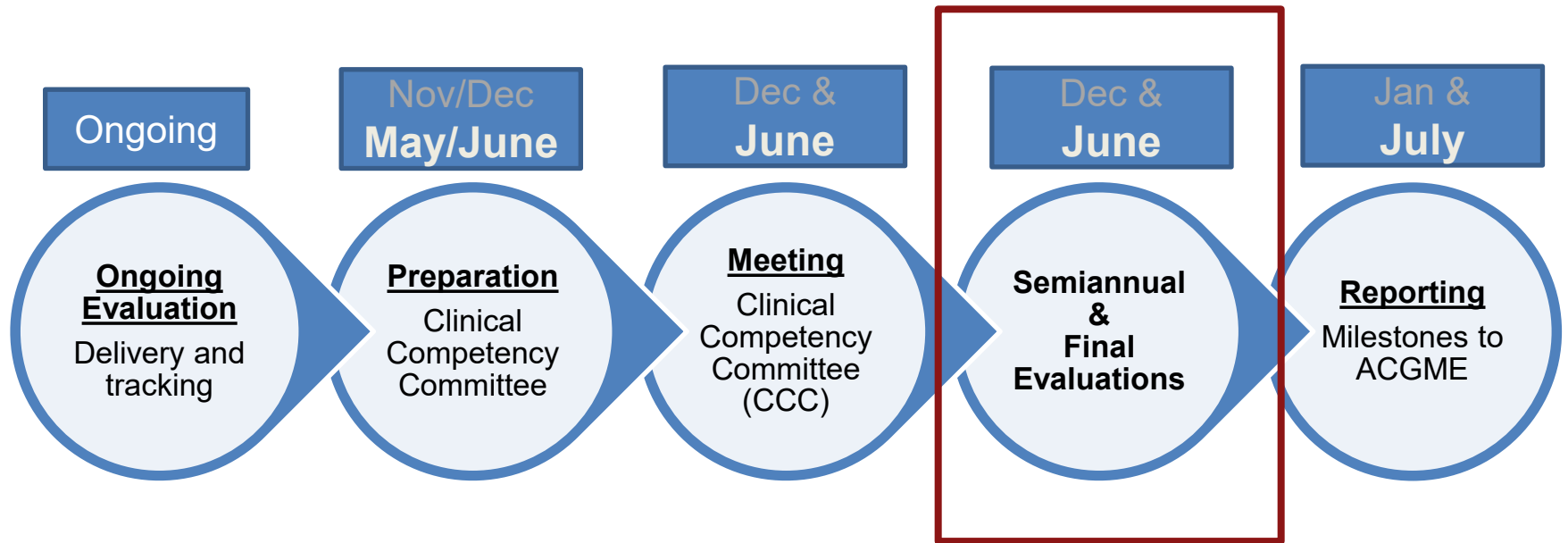| Strengths	Weaknesses

Learning Goals, Improvement Plan & Program Resources in Next 6 Months

Comments and Feedback

CCC Milestone Ratings <Anesthesiology>

Milestone Abbreviation	Milestone	Level	Off-Track*
PC-01	Pre-anesthetic Patient Evaluation, Assessment, and Preparation		
PC-02	Anesthetic Plan and Conduct		
PC-03	Peri-procedural pain management		
PC-04	Management of peri-anesthetic complications		
PC-05	Crisis management		
PC-06	Triage and management of the critically-ill patient in a non-operative setting		
PC-07	Acute, chronic, and cancer-related pain consultation and management		
PC-08	Technical skills: Airway management		
PC-09	Technical skills: Use and Interpretation of Monitoring and Equipment		
PC-10	Technical skills: Regional anesthesia		

Trainee evaluation

Ongoing	Nov/Dec May/June	Dec & June	Dec & June	Jan & July
Ongoing Evaluation Delivery and tracking	**Preparation** Clinical Competency Committee	**Meeting** Clinical Competency Committee (CCC)	**Semiannual & Final Evaluations**	**Reporting** Milestones to ACGME

Semi-Annual Evaluations

▸ The program director or their designee, with input from the Clinical Competency Committee

- **meets with** and review with each trainee their evaluation of performance, including progress along milestones;

- assists trainee in developing individualized learning plans to capitalize on their strengths and identify areas for growth;

- develops plans for residents failing to progress, following institutional policies and procedures.

▸ At the end of each year, the semi-annual evaluation for each **continuing trainee** needs to include a summative section that states the trainee's readiness to progress to the next year of the program.

▸ Documentation:

- Signed by both PD (or the designee) and the trainee

- MedHub -> Resident Demographics -> Forms/Files

Final Evaluations

▸ **All trainees completing training** must have a final evaluation

  – To verify that the resident has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice

▸ Template:

  – http://med.stanford.edu/gme/gme_community.html (under Final Evaluation)

▸ Documentation:

  – Signed by both the PD and the trainee

  – Provide a signed copy to the trainee

  – MedHub -> Resident Demographics -> Forms/Files

  – Becomes part of the resident's permanent record maintained by the institution

MedHub:

1. Generate rotation schedule for next AY
2. Resident Demographics
3. Pending contracts for PD signature
4. APE: Resident Dashboard

Rotation Schedule for next AY

Program Coordinators,

Please run the **New Schedule Wizard** in MedHub (located at the bottom of your MedHub Home Page under Task Wizards) to create next year's rotation schedule by **Friday, June 4th**.

A couple of reminders:

1) **ONLY run the New Schedule Wizard ONCE**, **Residency programs that have separate rotation schedules for each PGY year need to run the new schedule wizard for EACH PGY level
2) BEFORE running it, make sure you have the dates of next year's rotation periods (ex. July, August, September or 7/1/2021 - 7/21/2021, 7/22/2021 - 8/11/2021 etc.)
3) Find out if there are any changes to your current rotations/services. If you have rotations/services that won't be used next year or no longer exist, you have the ability to delete individual rotations/services while running the schedule wizard
4) Start by clicking on the Task Wizards link from your MedHub home page, then click on the link for New Schedule Wizard, when the schedule wizard opens **MAKE SURE you change the academic year to 2022-2023**. Screen shots below should help you get through it.
5) Once you've created next year's schedule, please start entering your rotation schedule for academic year 2021-2022.
6) **Per Ann Dohn, your July rotation schedule needs to be entered in MedHub by Friday, June 18th.**

Rotation Schedule for next AY

Print Labels

Program Accreditation

Program Scorecards

Program Settings

Resident Contracts

Resident Dashboards

Sites/Funding

Task Wizards

Testing

Trainee Job Descriptions

Task Wizards

New Schedule Wizard ❓
Use this tool to create the block rotation schedule for each new year.

Schedule Population Wizard ❓
Use this tool to populate a rotation schedule automatically, based on simple rules.

Resident Termination/Graduation Wizard ❓
Use this tool to terminate/graduate a resident. Reasons for termination include chang

Demographics Batch Import ❓
Use this tool to import resident demographics data from an Excel file. First, you must

Resident to Faculty Transition Wizard ❓
Use this tool to transition a graduating resident to a faculty member in MedHub. This

Procedure Clean-up Wizard ❓
Use this tool to convert custom procedures to a defined procedures type.

Conferences Import Wizard ❓
Use this tool to import a previous year's conferences to the current one.

Portfolio Import Wizard ❓
Use this wizard to import portfolio entries from an Excel spreadsheet.

Batch Photo Upload Wizard ❓
Use this wizard to import resident and faculty photos.

Amlon Interface Setup ❓
Use this wizard to configure the Amlon interface for your program. This should be run

Step 1: Select Reporting Group and Academic Year

Please note: you can use this wizard only once for a specific group/year combination.

Academic Year: July 1, 2022 - June 30, 2023 ⌄

Schedule: (select schedule) ⌄

Step 2: Define Rotation Periods

Rotation Period Definition Method:

⦿ Use previous year's rotation periods if defined **(recommended)**

◯ Use standard calendar months

◯ Custom - define rotation periods

◯ Custom - generate from list of start dates *

7/1,

▸ After creating the rotation block, make sure to complete/update/check on the specific rotations/services under each block for each trainee (under Schedule tab -> Rotations)

▸ Feel free to reach out to your PM for help!

July-September

✎

AI-Outpatient (7/7-7/15)
AI-Inp 8-5 (7/16-7/31)
AI-Outpatient (8/1-8/31)
AI-Inp 8-5 (9/1-9/30)

VAC 9/8-9/11, 9/14-9/15

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Resident Demographics

▸ Home -> select a resident from Residents list under User Management

APE

▸ Accessing GME's documents in APE:

    – MedHub → Program Accreditation → APE → (select AY) → File Attachments

▸ Resident Dashboard

Misc.

Program Coordinator Orientation Series – Curriculum

▶ **2nd <u>Wednesday</u> of Mar, May, July, Sept, Nov and Jan @1-2pm**

▶ November:

– GME Survey

– Operational processes

– CCC, milestones, and semi-annual evaluations

– MedHub

▶ January:

– ACGME Surveys

– ACGME and GME websites

– Self-study and site visits

– MedHub

▶ March:

– Annual Program Evaluation

– Program Evaluation by Trainees and by Faculty

– MedHub

▶ May:

– CCC, milestones, and semi-annual evaluations

– Special review

– Final evaluations

– MedHub

▶ July:

– WebADS Update

– Resident Evaluations

– Program Expansion and Funding

– MedHub

▶ September:

– Operational processes

– MedHub

Welcome Packet

▶ GME office staff and roles

▶ GME Yearly Calendar/Timeline

▶ Directions to GME offices

▶ ACGME "Alphabet Soup"

▶ GME Evaluations and Survey requirements

▶ ACGME Common Program Requirements

▶ Commonly used forms

Essential Resources

▸ GME's Welcome Packet

▸ Coordinator Monthly Meeting:

 – 2nd Thursday of each month 1-2pm via Zoom

▸ Coordinator email list (gme_program_coordinators@lists.Stanford.edu)

▸ ACGME's Common Program Requirements (CPR)

 – Read your program's specific program requirements

▸ MedHub's Help Portal

▸ GME Website:

 – Program Portal -> Forms, Templates, & Examples

▸ Review recording at

 – https://med.stanford.edu/gme/program_portal/pc/orientation.html

▸ Feel free to contact GME Office anytime you have questions!

▸ Your Mentor and Peers!

GME Program Manager Contact

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Discussion and Questions