Agenda

- Sharing Time
- Reminders
- Recap & Looking Forward
- Annual WebADS Updates
- MedHub: APE, Creating Evaluation Forms, Milestone Management
- Resources, and feedback, QA
Sharing Time

PAINPOINTS

ACCOMPLISHMENTS
Reminders

- Coordinator monthly meeting on 2nd Thursday of every month 1pm-2pm
  - Contact Taylor (TaylorNguyen@stanfordhealthcare.org) if you haven’t received calendar invites

- Submit your APE documentation to GME Program Manager by the deadline

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<tr>
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<th>Program Cycle July 1 to June 30</th>
<th>Program Cycle August 1 to July 31</th>
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<tbody>
<tr>
<td>APE Completed</td>
<td>By June 30</td>
<td>By July 31</td>
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<tr>
<td>Documents</td>
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<tr>
<td>Uploaded to MedHub</td>
<td>By August 19</td>
<td>By September 13</td>
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<tr>
<td>GME Review</td>
<td>Please notify the GME office after the documentation was completed in MedHub. GME will finish reviews within a month after the notification.</td>
<td>Please notify the GME office after the documentation was completed in MedHub. GME will finish reviews within a month after the notification.</td>
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GME will be using a Smartsheet APE tracker
Reminders – cont’d

- Regularly monitor work hours submission in MedHub (Last Week Summary dashboard)

![Work Hours - Last Week Summary](image)

- Program Expansion and Funding deadline: August 31st
  - Only applicable if your program is planning to expand size and/or seek additional funding
  - Application: [https://med.stanford.edu/gme/program_portal/program/exp-fund.html](https://med.stanford.edu/gme/program_portal/program/exp-fund.html)
Recap & Looking Forward…
Recap

- Clinical Competency Committee (CCC) – committee that reviews trainee’s performance & milestones every 6 months
  - CCC Guidebook
    https://med.stanford.edu/gme/program_portal/program/clinical-competency-committee--ccc-.html

- Final Evaluation – All trainees completing training must have a final evaluation
  - https://med.stanford.edu/gme/program_portal/forms.html (under Final Evaluation)
## Timeline

<table>
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<th>Tasks</th>
<th>JUL</th>
<th>AUG</th>
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<td><strong>WebADS</strong></td>
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| Prepare WebADS updates.  
Send to GME 4 weeks before the deadline for review.  
Submit GME-approved WebADS to ACGME. |  |  |
| **Evaluations** |  |  |
| Send out evaluations of residents/fellows to attending physicians. |  |  |
| **Final Evaluations** |  |  |
| Collect and verify Final Evaluations for incoming PGY2/fellows/transfers. |  |  |
| **Program Evaluation Committee / Annual Program Evaluation (APE)** |  |  |
|  |  | Complete APE Meetings |
| **Work Hours** |  |  |
| Monthly Ongoing: Review all violations. |  |  |

**ACGME - External**

**GME - Internal**

**Hard Deadline Tasks**

**Tasks**
Annual WebADS Updates
Every year, ACMGE requires ALL active programs to complete the Annual Web Accreditation Data System (WebADS) Updates.
Annual WebADS Updates – WHAT

Major Changes:
- Rotation, curriculum, personnel, education, etc.

Addressing Citations:
- Solutions and actions taken

Faculty Roster:
- Certification status
- Scholarly activities

Program Information:
- Learning environment
- Evaluation system
- Resources (PD & PC FTEs)
- Clinical experience
- And much more!

Covid-19 Impact:
- Clinical
- Education
- Trainees

Trainee Information:
- Scholarly activities
- Withdraw, transfer, etc.

Report to ACGME

Aug-Sept
Annual WebADS Updates – WHAT

- Can be a very tedious and time-consuming task!
The ACGME Residency Review Committees rely on annual WebADS updates data (along with other relevant data) for their accreditation decisions and citation actions.

ACGME Review Committee:
- WebADS Updates
- ACGME Surveys
- Board pass rate
- Case/procedure numbers
A job for both Program Directors and Program Coordinators:

- Program Directors: program-related information, review
- Program Coordinators: scholarly activities, personnel information, entries
Annual WebADS Updates – WHEN

- Aug 26: specialties not using case log data
- Sept 26: specialties using case log data

- GME requires a review before submission (for quality control purpose)
  - Please send your draft to your GME PM 4 weeks before the ACGME deadline
Annual WebADS Updates – HOW

- GME will be sending out WebADS Guide by the end of this week
  - A step-by-step instruction
- Feel free to reach out to GME for any assistance you may need
MedHub:

1. APE page & “file attachments”
2. Creating Evaluation forms
Misc.
Program Coordinator Orientation Series – Curriculum

- **2nd Wednesday** 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!
GME Program Manager Contact

- Jie Li, PhD
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- Thang “Trey” Huynh-Ngo, MBA
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- Lizzie Greer, PhD, GME Program Manager
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  300 Pasteur Drive
  Stanford, CA 94305-5207
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  - Email: gme@med.stanford.edu
Poll
Discussion and Questions