
Graduate Medical Education New Program Coordinator Orientation Series #5



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

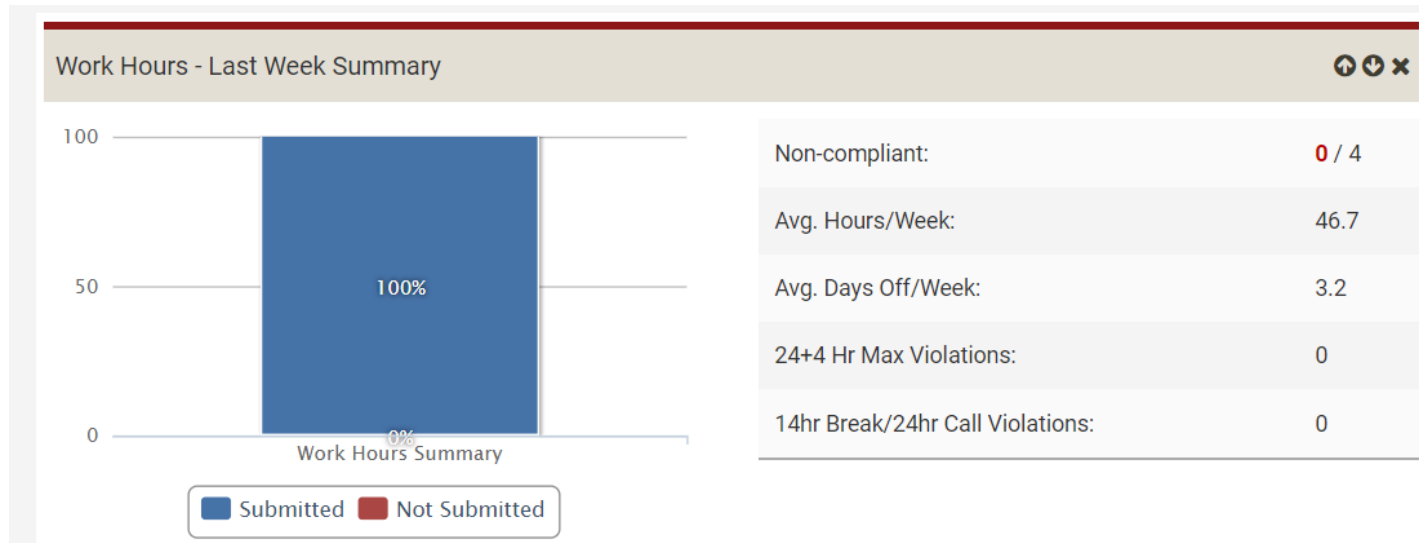
- ▶ Submit your APE documentation to GME Program Manager by the deadline

	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.

GME will be using a Smartsheet APE tracker

Reminders – cont'd

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



- ▶ 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

Recap & Looking Forward...

Recap

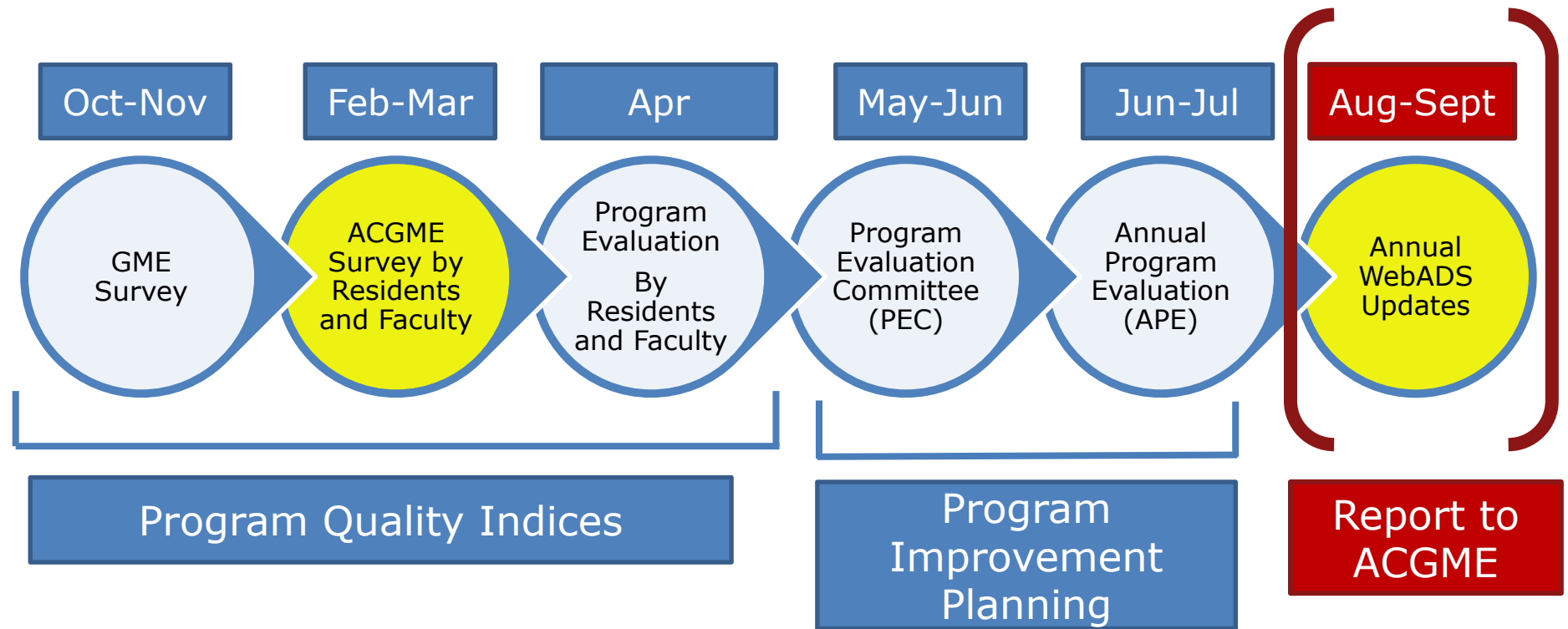
- ▶ Clinical Competency Committee (CCC) – committee that reviews trainee's performance & milestones every 6 months
 - CCC Guidebook
https://med.stanford.edu/gme/program_portal/program/clinical-competency-committee--ccc-.html
- ▶ Final Evaluation – All trainees completing training must have a final evaluation
 - https://med.stanford.edu/gme/program_portal/forms.html (under Final Evaluation)

Timeline

Tasks		<u>JUL</u>	<u>AUG</u>
WebADS		WebADS for 1st Group	WebADS for 2nd Group
		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			

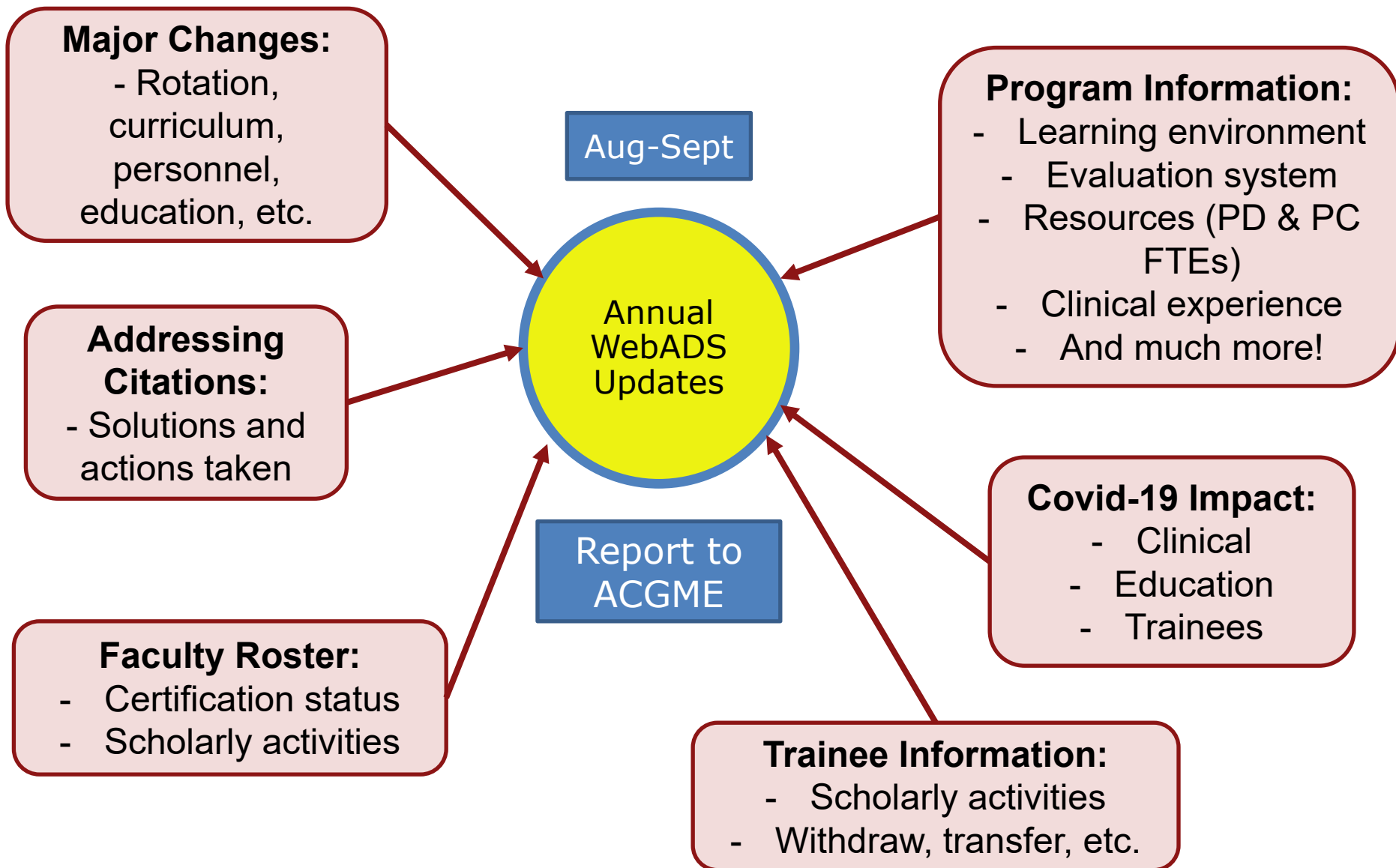
Annual WebADS Updates

Overview of Program Evaluation Process



Every year, ACGME requires ALL active programs to complete the Annual Web Accreditation Data System (WebADS) Updates

Annual WebADS Updates – WHAT



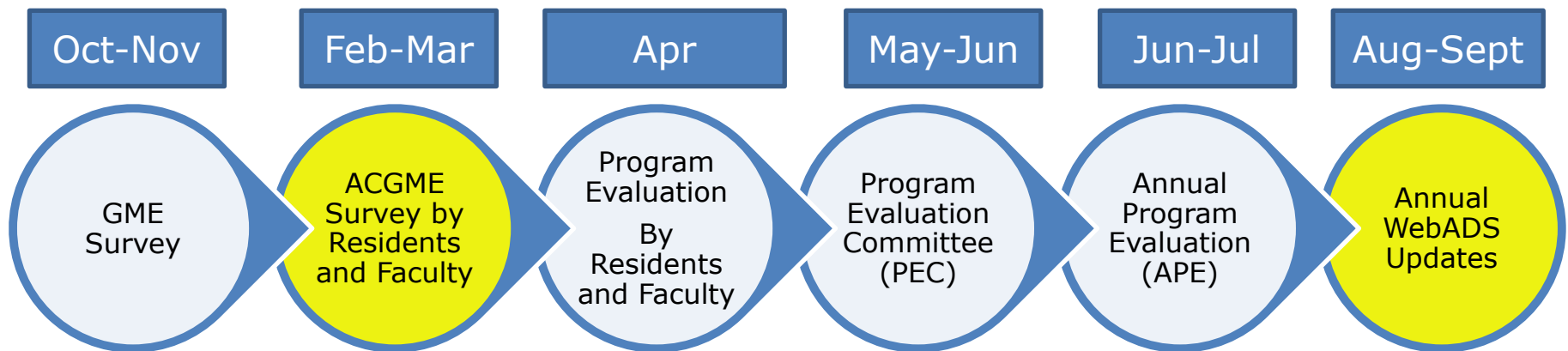
Annual WebADS Updates – WHAT

- ▶ Can be a very tedious and time-consuming task!



Annual WebADS Updates – WHY

- ▶ 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

Annual WebADS Updates – WHO

- ▶ 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

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Poll

Discussion and Questions

