

Graduate Medical Education New Program Coordinator Orientation

Nov 10, 2021



AGENDA

- ▶ GME Office
- ▶ Orientation Timeline & Curriculum
- ▶ Major Responsibilities & Timeline
- ▶ Milestones & Evaluation Forms
- ▶ Clinical Competency Committee & Semi-Annual Evaluation
- ▶ Welcome Packet & Resources

Objectives

By the end of this orientation, you'll be able to...

- ❖ Recognize the major responsibilities of an ACGME-accredited program
- ❖ Understand the fundamentals of CCCs (Clinical Competency Committee) and Semi-Annual evaluation

GME Office

Department of Graduate Medical Education

Stanford Health Care

300 Pasteur Drive - Room HC435

Stanford, CA 94305-5207

- **Phone**: (650) 723-5948
- **Fax**: (650) 723-3045
- **Email**: gme@med.stanford.edu
- **Business Hours**: Monday - Friday, 7:45AM - 4:30PM
 - **Website**: <http://gme.stanford.edu>

GME Office - Location

The Department of Graduate Medical Education is located on the fourth floor of Stanford Hospital & Clinics (300P). **Access is via the "N" staircase.**



GME Office - Leadership



Niraj Sehgal, MD, MPH

Chief Medical Officer, Stanford Health
Care

[View Stanford CAP Profile](#)



Ann Dohn, MA

Director, Graduate Medical Education
Designated Institutional Official (DIO),
ACGME

Training Program Liaison, ECFMG
Special Programs Coordinator,
Medical Board of California
Institutional Official, NRMP

- CA MD License Exemptions:
Section 2111, 2113, 2168
- On Call Coverage
- Visas: J-1, H1-B



Laurence Katznelson,
MD

Associate Dean for Graduate Medical
Education

Chair, Graduate Medical Education
Committee (GMEC)

[View Stanford CAP Profile >](#)

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](#)

GME Office – Education Team

Pedro Tanaka

Associate DIO

ptanaka@stanford.edu

(650) 724-4066

- Faculty Development
- Evaluation and Assessment

Matt O'Neill, M.Ed.

Training Coordinator

MONeill@stanfordhealthcare.org

- [HealthStream](#) Assignment and Support
- Website Management
- [SUNet ID Provision and Monitoring](#)
- Media Production

Jie Li, PhD

Sr. Program Manager/Education Specialist

JieLi@stanfordhealthcare.org

650-723-6558 (office)

- Evaluation/Assessment
- GME Research
- Internal Reviews
- [MedHub](#)
- Program Accreditation
- [Self Studies](#)
- [Site Visits](#)
- [Special Reviews](#)

Thang "Trey" Huynh-Ngo, MBA

Program Manager/Education Specialist

THuynhnngo@stanfordhealthcare.org

650-498-2418 (office)

- Medhub
- Evaluation/Assessment
- GME Research
- Internal Reviews
- [MedHub](#)
- Program Accreditation
- [Self Studies](#)
- [Site Visits](#)
- [Special Reviews](#)

Elizabeth (Lizzie) Greer, PhD

Program Manager/Education Specialist

egreer@stanfordhealthcare.org

- Evaluation/Assessment
- GME Research
- Internal Reviews
- [MedHub](#)
- Program Accreditation
- [Self Studies](#)
- [Site Visits](#)
- [Special Reviews](#)

Program Coordinator Orientation Series – Curriculum

2nd Wednesday of Mar, May, July, Sept, Nov and Jan @1-2pm

▶ November 2021:

- Introduction
- CCC and milestones
- Reporting milestones to ACGME via WebADS
- MedHub

▶ January 2022:

- GME and ACGME Surveys
- Work hours & ACGME and GME websites
- Operation Team
- MedHub

▶ March 2022:

- Work hours & schedule
- Program Evaluation by Trainees and by Faculty
- Annual Program Evaluation
- MedHub

▶ May 2022:

- CCC guidebook
- Semi-annual and final evaluations
- MedHub

▶ July 2022:

- Annual WebADS Update
- Competency-based medical education
- Introduction of operations
- MedHub

▶ September 2022:

- Program expansion and funding
- GME operations
- Summary
- MedHub

Major Responsibilities & Timeline



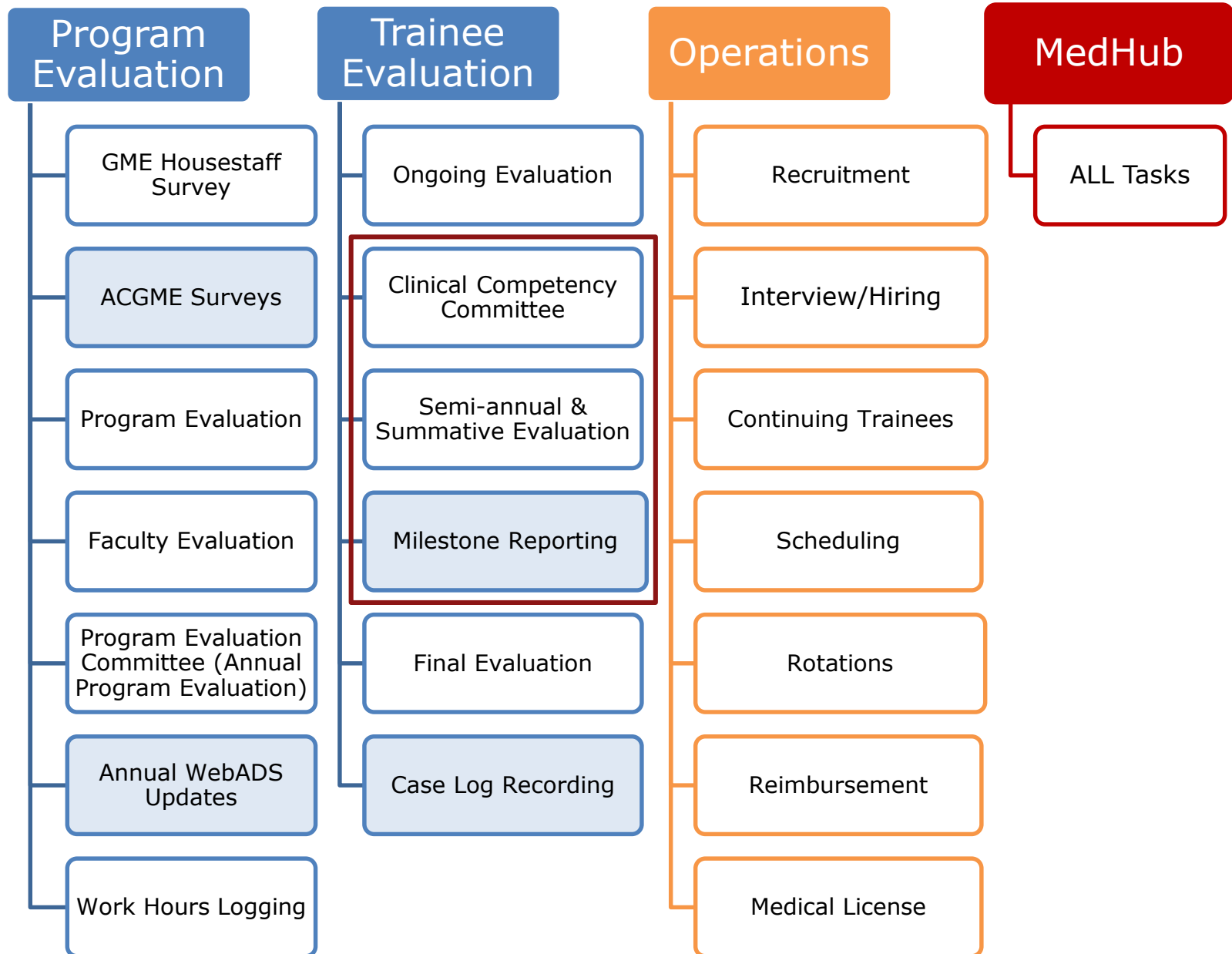
What is ACGME?

- ▶ The Accreditation Council for Graduate Medical Education (ACGME) is a private, non-profit council whose mission is to improve health care by assessing and advancing the quality of resident physicians' education through accreditation.
 - Evaluates and accredits medical residency programs in the United States.
 - Currently responsible for the accreditation of 12,157 residencies/fellowship programs 145,000 residents/fellows.
 - Established in 1981 from a consensus in the academic medical community for an independent accrediting organization. Its forerunner was the Liaison Committee for Graduate Medical Education, established in 1972.
 - The ACGME has 28 review committees. Each residency committee comprises about 6 to 15 volunteer physicians.



Accreditation Council for
Graduate Medical Education

Program Major Responsibilities



GME Timeline 2021-2022



Tasks	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>
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.	
GME House Staff Survey for Residents/Fellows	Survey Window. GME delivers confidential survey.	Survey results posted in MedHub.	
ACGME Survey for Faculty and Residents/Fellows			ACGME delivers confidential survey.
Duty Hours	Monthly Ongoing: Review all violations.		
GME Special Review	Occurs any time at GME's discretion.		
Site Visit	Occurs at any time with an ACGME notification (minimum 30 days prior to visit).		
Self Study	Occurs approximately every 10 years. Advance notice will be posted in ADS (ACGME Self Study letter of notification).		
CLER		Takes place every 18 months.	

ACGME - External

GME - Internal

Hard Deadline Tasks

Tasks

GEM Registrar
by Mitra Haddad

Registrar's Roles

- ▶ CA Medical Licensure Process
- ▶ EPIC house staff
- ▶ EPrescribe
- ▶ Incoming/New appointments
 - Compliance
- ▶ MSO (Medical Staff Service) house staff
- ▶ Visiting Residents

Administrator's Roles

- ▶ Away rotations

- ▶ Continuing house staff

 - Annual Reports

 - Contracts

 - Compliance

- ▶ Jury Duty letters & Loan Deferments

- ▶ Life Support Training

- ▶ Malpractice Insurance

- ▶ Outgoing/Graduating house staff

 - Certificates

 - Checkout process

- ▶ Postdoctoral Appointments

- ▶ Reimbursements

- ▶ Verifications – Historical

GME Website – Operations pages

GME Registrar	GME Administrator
<ul style="list-style-type: none">• CA Medical Licensure Process• EPIC house staff• EPrescribe• Incoming/New appointments<ul style="list-style-type: none">○ Compliance• MSO (Medical Staff Service) house staff• Visiting Residents	<ul style="list-style-type: none">• Away rotations• Continuing house staff<ul style="list-style-type: none">○ Annual Reports○ Contracts○ Compliance• Jury Duty letters & Loan Deferrals• Life Support Training• Malpractice Insurance• Outgoing/Graduating house staff<ul style="list-style-type: none">○ Certificates○ Checkout process• Postdoctoral Appointments• Reimbursements• Verifications – Historical

Trainee Evaluation Process & Coordinator's Role

Trainee Evaluation

Ongoing

Ongoing Evaluation

Delivery and tracking



360 Evaluation:

- By attendings, peers (residents or fellows), other health professionals (nurses, PAs, etc.), self, and patient.

Regular and Timely:

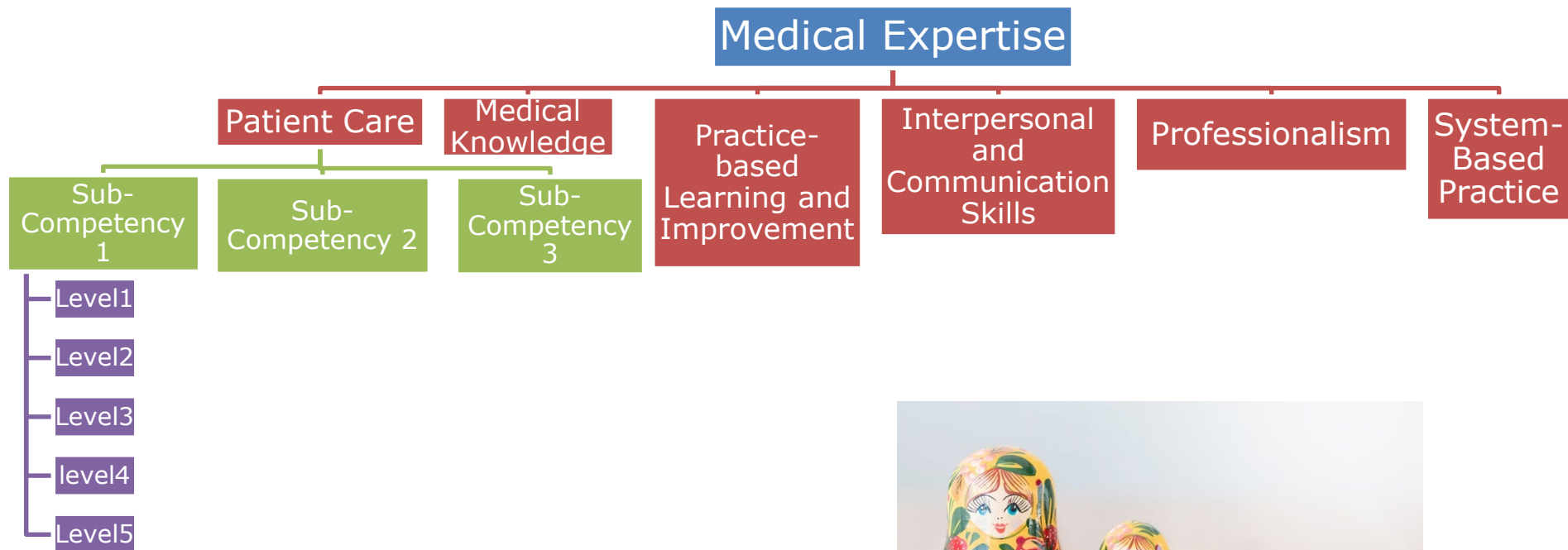
- Deliver at the end of each rotation or educational unit

Milestone-based Evaluation



Milestones: Six ACGME Core Competencies

- ▶ Simply defined...
 - Milestones are outcomes-based framework for determining resident and fellow performance within the 6 ACGME Core Competencies.



Milestones: 5 Levels for Sub-Competency

- ▶ **Level 1: [Novice]** The resident is a graduating medical student/experiencing first day of residency.
- ▶ **Level 2: [Advanced Beginner]** The resident is advancing and demonstrating additional milestones.
- ▶ **Level 3: [Competent]** The resident continues to advance and demonstrate additional milestones; the resident consistently demonstrates the majority of milestones targeted for residency.
- ▶ **Level 4 (Upon Graduation - Ready for Unsupervised Practice): [Proficient]** The resident has advanced so that he or she now substantially demonstrates the milestones targeted for residency. This level is designed as the graduation target – not requirement.
- ▶ **Level 5 (Aspirational): [Expert]** The resident has advanced beyond performance targets set for residency and is demonstrating “aspirational” goals which might describe the performance of someone who has been in practice for several years. It is expected that only a few exceptional residents will reach this level.

How To Read My Program's Milestones?

- ▶ ACGME website or simple Google search “xxx milestone project acgme”

EMERGENCY MEDICINE MILESTONES

Sub-Competency	Core Competency	ART WORKSHEET				
1. Emergency Stabilization (PC1) Prioritizes critical initial stabilization action and mobilizes hospital support services in the resuscitation of a critically ill or injured patient and reassesses after stabilizing intervention.						
Has not Achieved Level 1	Level 1	Level 2	Level 3	Level 4	Level 5	
Available for Some Programs; may be worded differently	Recognizes abnormal vital signs	Recognizes when a patient is unstable requiring immediate intervention	Manages and prioritizes critically ill or injured	Recognizes in a timely fashion when further intervention is	Develops policies and protocols for the management and/or transfer of critically ill or injured patients	
	Performs a primary assessment on a critically ill or injured patient	Discerns relevant data to formulate a diagnostic impression and plan	Prioritizes critical initial stabilization actions in the resuscitation of a critically ill or injured patient	Reassesses after implementing a stabilizing intervention	Evaluates the validity of a DNR order	Integrates hospital support services into a management strategy for a problematic stabilization situation
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
Ratings & Between-Levels Available						

Suggested Evaluation Methods: SDOT, observed resuscitations, simulation, checklist, videotape review

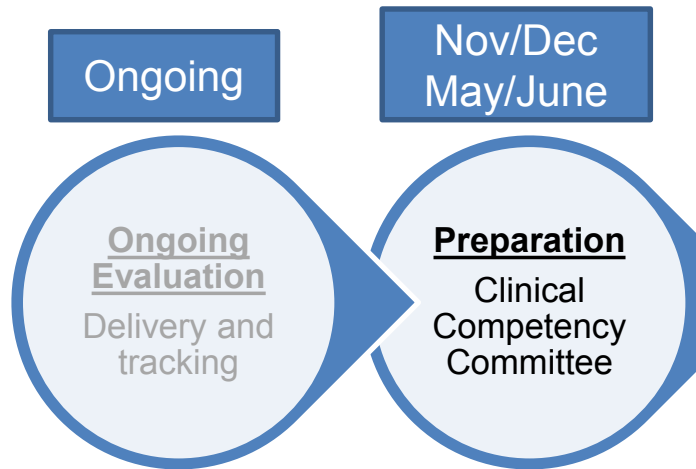
Competency-Based Medical Education (CBME)

- ▶ Competency-Based Medical Education (CBME)
 - Foundational element of Next Accreditation System (NAS)
 - CBME measures the progression toward specific competencies
 - 2 Key features: outcome based opposed to time based, intervention & ongoing multimodal assessments

Milestones in ACGME: Resources

- ▶ Milestones Guidebook for Residents and Fellows:
 - <http://www.acgme.org/Portals/0/PDFs/Milestones/MilestonesGuidebookforResidentsFellows.pdf?ver=2017-06-29-090859-107>
- ▶ Milestones Guidebook:
 - <http://www.acgme.org/Portals/0/MilestonesGuidebook.pdf?ver=2016-05-31-113245-103>
- ▶ Clinical Competency Committee Guidebook:
 - <http://www.acgme.org/Portals/0/ACGMEClinicalCompetencyCommitteeGuidebook.pdf?ver=2015-11-06-115643-130>
- ▶ First ACGME Milestones Annual Report
 - <http://www.acgme.org/Portals/0/PDFs/Milestones/MilestonesAnnualReport2016.pdf?ver=2016-10-21-092055-947>

Trainee Evaluation – Program Coordinator Role



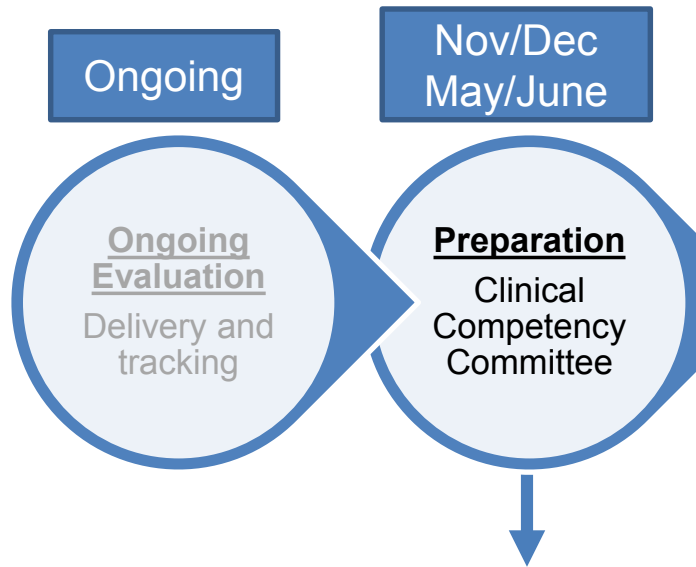
Clinical Competency Committee (CCC)

- ▶ 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.

Milestones & Clinical Competency Committee



Trainee Evaluation – Program Coordinator Role



Purpose: Ensure CCC has information they need to make overall competency decisions for each resident

Your Role:

- Encourage evaluation completion
- Run MedHub reports/resident dashboard to aggregate evaluation data (see CCC Guidebook – Coordinator Checklist)
- Provide information to each person responsible for reviewing trainees (each program has different process – talk to your PD)
- Encourage faculty to review prior to CCC, seek more information if issues or insufficient information

GME CCC Guidebook

CCC Work Flow

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 <u>MedHub</u> . 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 <u>MedHub</u> **MedHub: Resident Rotations Report	Is the trainee on track with the required rotation counts?
Case/Procedure Logs	Stored in <u>MedHub</u> or reported to the ACGME WebADS system	Is the log up-to-date and meeting minimum requirement?
Scholarly Work	Option1: Self-reported Option2: <u>MedHub</u>	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 <u>MedHub</u>	
Work Hours Violations	**MedHub: Work Hours Summary	
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		

#1. Trainee completes Trainee Self-Assessment

#3. CCC faculty completes Faculty Worksheet

#4. CCC faculty shares Faculty Worksheet and reviews Trainee Self-Assessment

..., weaknesses, Improvement plan, resources, and finalizes milestone scoring.

#5. PD reviews Trainee Summary

#5. Trainee reviews Trainee Summary and Trainee Self-Assessment with PD/ APD

#6. PD/APD reviews Trainee Summary and Trainee Self-Assessment with trainee

Milestone is submitted to ACGME

Faculty Worksheet

Coordinator Checklist

Data Driven

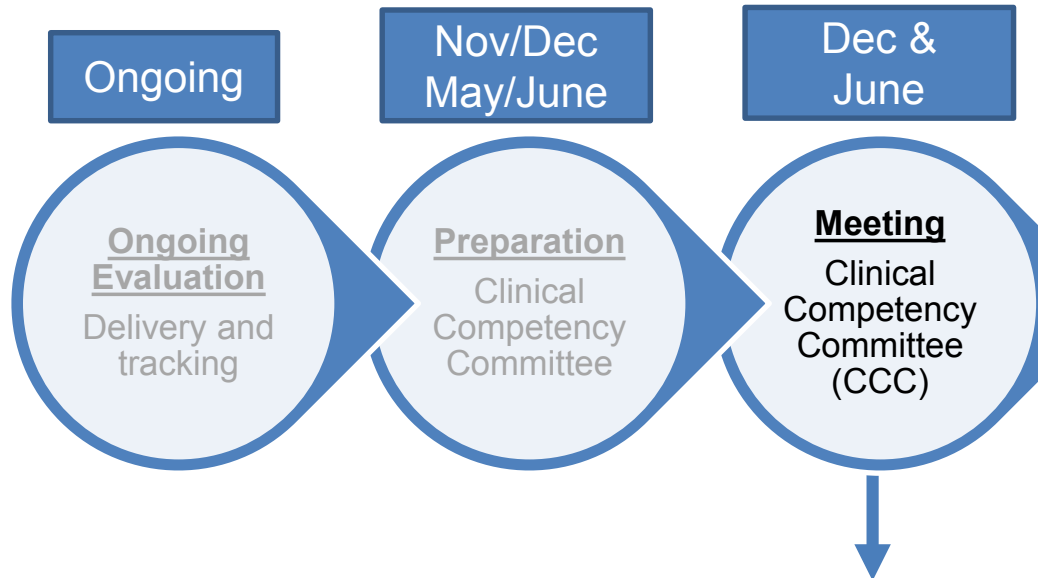
Dialogue Driven

Program Summary

GME CCC Guidebook

Download CCC Guidebook and resources at
<https://tinyurl.com/cccguidebook>

Trainee Evaluation – Program Coordinator Role

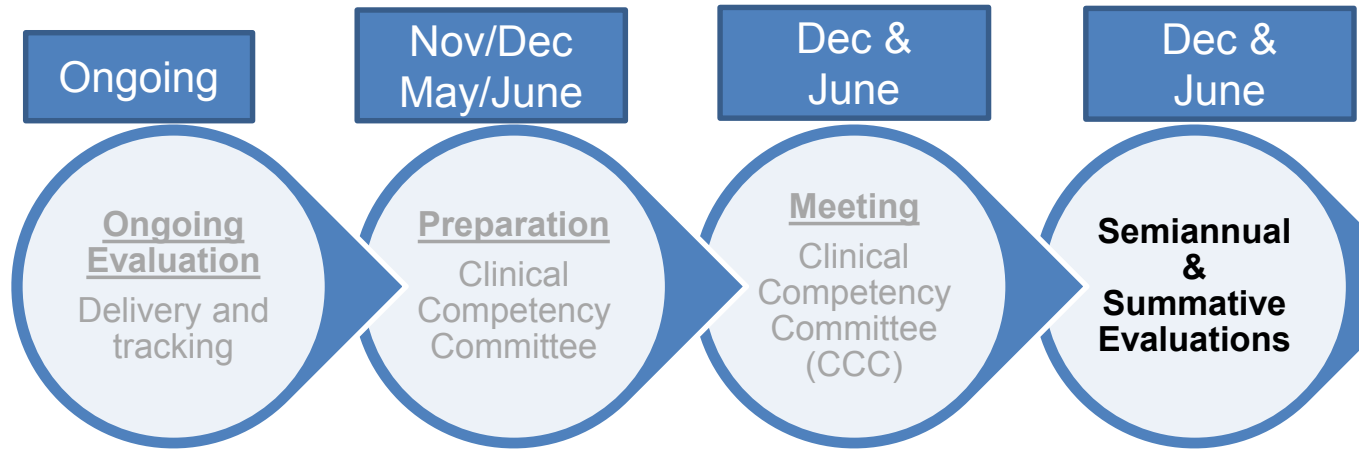


Purpose: Review each resident to determine if “on track” with developmental Milestones

Your Role:

- Schedule and attend meeting, take notes
- Ensure that residents with performance issues are discussed first
- Offer impressions of resident, particularly around professionalism
- Help to facilitate meaningful discussion that determines appropriate Milestone level, provides resident with actionable feedback

Resident Evaluation – Program Coordinator Role

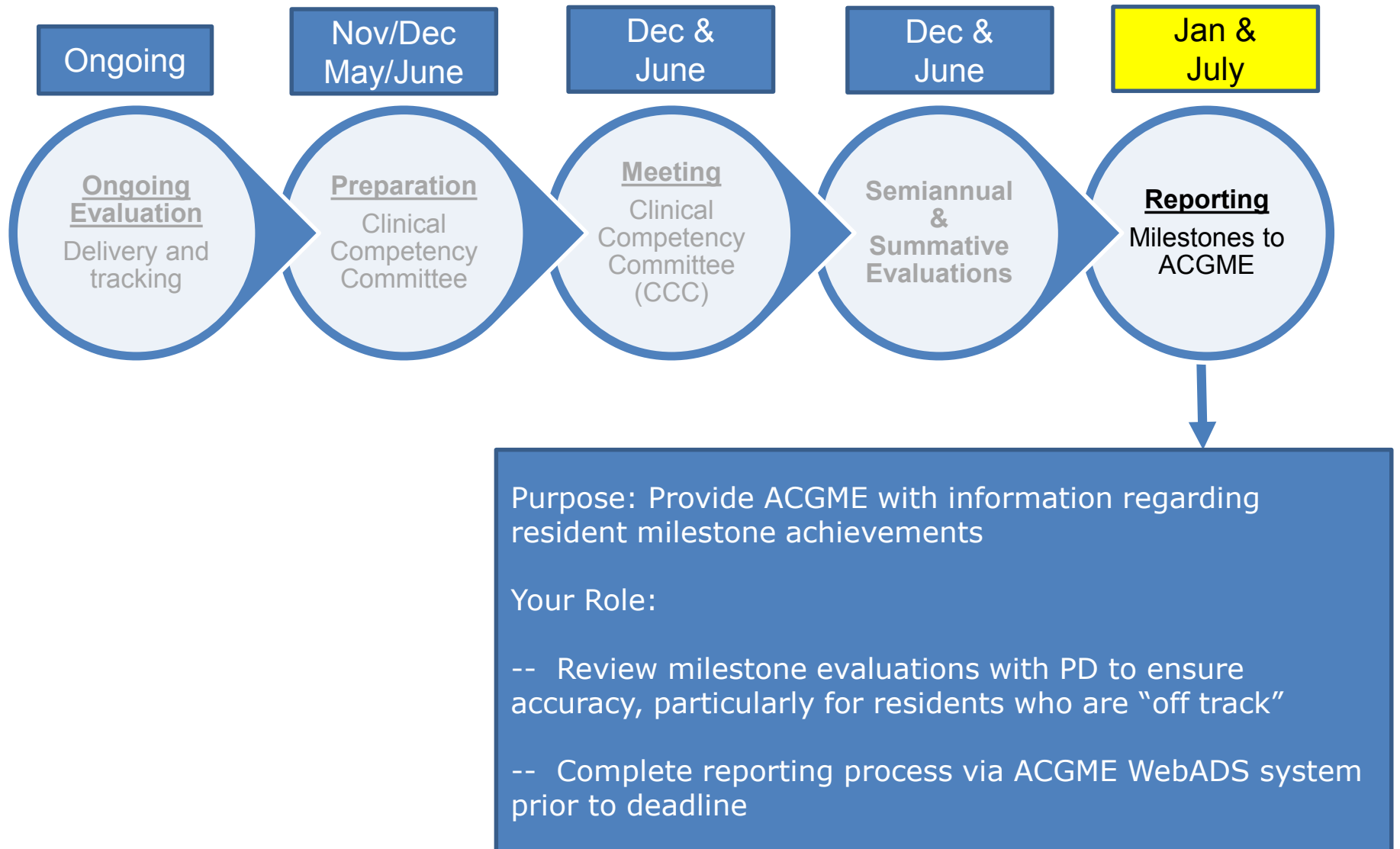


Purpose: document resident strengths and weaknesses, guides resident growth

Your Role:

- Collaborate with PD to summarize CCC decisions on milestone scoring, recommendation, and Individualized Learning Plan (programs differ)
- Ensure that residents meet with PD to review CCC feedback and learning plan. Both PD and trainee sign form
- Upload signed form into MedHub (Resident Demographics->Forms/Files)

Resident Evaluation – Program Coordinator Role



Reporting Milestones to ACGME

1. Obtaining a login from ADS <https://apps.acgme.org/ads/> (or click on “Accreditation Data System (ADS) from ACGME homepage)

To add or replace a Program Coordinator:

1. Log into ADS with the Program Director or second Program Coordinator login.
2. From the **Program** tab, click **View Program**.
3. On the Program page, scroll down to Program Leadership.
4. On the former coordinator record, click **Replace** or, if adding an additional coordinator, click **Add Personnel**.
5. In the Select the New Program Coordinator window, enter the name and email to find an existing contact record then follow the prompts to add/update the coordinator contact information.
6. When saving the record, if the PD would like to assign a coordinator username and password to access ADS, select “Yes” to the grant user access prompt.

To create a coordinator login for an existing coordinator.

If the PD was not prompted to grant access to user after saving the profile, a **Grant User** button will display on the coordinator record. Click **Grant User** and confirm. A notification will be sent to the coordinator’s registered email with their new username and password.

Reporting Milestones to ACGME

1. Obtaining a login from ADS <https://apps.acgme.org/ads/> (or click on “Accreditation Data System (ADS) from ACGME homepage)
2. Under “Milestone Evaluations”, click on “View” for the Currently Scheduled

The screenshot displays the ACGME Accreditation Data System (ADS) interface. The top navigation bar includes the ACGME logo, a user welcome message "Welcome, John Alan Kerner", and a "Logout" link. The main navigation menu lists various sections: Overview, Program, Faculty, Residents, Sites, Surveys, Milestones, Summary, and Reports. The "Milestones" section is selected, showing details for "3320511005 - STANFORD UNIVERSITY PROGRAM" (Pediatric Gastroenterology - Palo Alto, CA). The "Annual Update" section shows a "Complete" status with buttons for "Print Annual Update" and "Submit Annual Update". The "Milestone Evaluations" section shows a "100% Complete" status with a green checkmark and the text "All evaluations have been completed". Below this, the "Currently Scheduled" period is "Oct 31, 2016 - Jan 13, 2017" with a "View" button highlighted by a red box. The "Current Milestone Evaluation Completion Rate" is "100.0% - [7 of 7]". The "Last Milestone Evaluation Administration" period is "Apr 25, 2016 - Jun 25, 2016" with a "Compliance Rate" of "100.0% - [7 of 7]". A link for "Milestone Evaluation Narrative" is provided. The right sidebar contains an "Overview Legend" with "Missing Data" and "Section Complete" indicators, a "Site Visit Results" section with a "Current Citations" button, and "Reference Materials" and "Journal of GME" sections.

ACGME

Overview Program Faculty Residents Sites Surveys Milestones Summary Reports

3320511005 - STANFORD UNIVERSITY PROGRAM
Pediatric Gastroenterology - Palo Alto, CA

Annual Update Complete ^

Print Annual Update Submit Annual Update

Milestone Evaluations 100% Complete v

✓ All evaluations have been completed

Currently Scheduled: Oct 31, 2016 - Jan 13, 2017
Current Milestone Evaluation Completion Rate: 100.0% - [7 of 7] View

Last Milestone Evaluation Administration: Apr 25, 2016 - Jun 25, 2016
Compliance Rate: 100.0% - [7 of 7]

Milestone Evaluation Narrative >

Self-Study Uploads ^

Faculty Survey ^

Resident Survey ^

No Change Requests ^

Overview Legend v

Missing Data

Section Complete

Site Visit Results v

Current Citations

Reference Materials ^

Journal of GME ^

Reporting Milestones to ACGME

1. Obtaining a login from ADS <https://apps.acgme.org/ads/> (or click on “Accreditation Data System (ADS) from ACGME homepage)
2. Under “Milestone Evaluations”, click on “View” for the Currently Scheduled
3. Click on “View Evaluation” for each resident

Filter Results							
	Resident	Year In Program	Resident Status	Start Date	Expected End Date	Period	
...	Damman, Jennifer	2	Active Full time	Jan 01, 2015	Jun 30, 2018	Mid-Year Evaluations	✓
...	Mudambi, Kiran	1	Active Full time	Jul 01, 2016	Jun 30, 2019	Mid-Year Evaluations	✓
...	Nakayuenyongsuk, Warapan	3	Active Full time	Jul 01, 2014	Jun 30, 2017	Mid-Year Evaluations	✓
...	Piester, Travis	3	Active Full time	Jul 01, 2014	Jun 30, 2017	Mid-Year Evaluations	✓
...	Ruiz, Rachel	1	Active Full time	Jul 01, 2016	Jun 30, 2019	Mid-Year Evaluations	✓
...	Sellers, Zachary	2	Active Full time	Jul 01, 2015	Jun 30, 2018	Mid-Year Evaluations	✓
...	Yang, Christine	2	Active Full time	Jul 01, 2015	Jun 30, 2018	Mid-Year Evaluations	✓

View
Evaluation

Reporting Milestones to ACGME

1. Obtaining a login from ADS <https://apps.acgme.org/ads/> (or click on “Accreditation Data System (ADS) from ACGME homepage)
2. Under “Milestone Evaluations”, click on “View” for the Currently Scheduled
3. Click on “View Evaluation” for each resident
4. Enter Milestone levels for all sub-competencies listed

Patient Care

[illegible]

Reporting Milestones to ACGME

1. Obtaining a login from ADS <https://apps.acgme.org/ads/> (or click on “Accreditation Data System (ADS) from ACGME homepage)
2. Under “Milestone Evaluations”, click on “View” for the Currently Scheduled
3. Click on “View Evaluation” for each resident
4. Enter Milestone levels for all sub-competencies listed
5. Finish all residents and make sure they are all “Green Checked” (you may need to click on “Refresh List” to update the webpage)

	Resident	Year In Program	Resident Status	Start Date	Expected End Date	Period	
...	Damman, Jennifer	2	Active Full time	Jan 01, 2015	Jun 30, 2018	Mid-Year Evaluations	✓
...	Mudambi, Kiran	1	Active Full time	Jul 01, 2016	Jun 30, 2019	Mid-Year Evaluations	✓
...	Nakayuenyongsuk, Warapan	3	Active Full time	Jul 01, 2014	Jun 30, 2017	Mid-Year Evaluations	✓
...	Piester, Travis	3	Active Full time	Jul 01, 2014	Jun 30, 2017	Mid-Year Evaluations	✓
...	Ruiz, Rachel	1	Active Full time	Jul 01, 2016	Jun 30, 2019	Mid-Year Evaluations	✓
...	Sellers, Zachary	2	Active Full time	Jul 01, 2015	Jun 30, 2018	Mid-Year Evaluations	✓
...	Yang, Christine	2	Active Full time	Jul 01, 2015	Jun 30, 2018	Mid-Year Evaluations	✓

Reporting Milestones to MedHub

- ▶ GME has no access to program's ADS
- ▶ Please... Save Milestone levels in MedHub (Evaluation tab -> Milestone Summary -> Progress Reports)

6-Month Progress Reports

Subcompetencies Milestone Elements Milestones Summary **Progress Reports** Milestone Settings

Resident: Date Period: Jan-Jun 2019 ▼

Unlock Refresh Page Export Progress Report

Unlock the page first

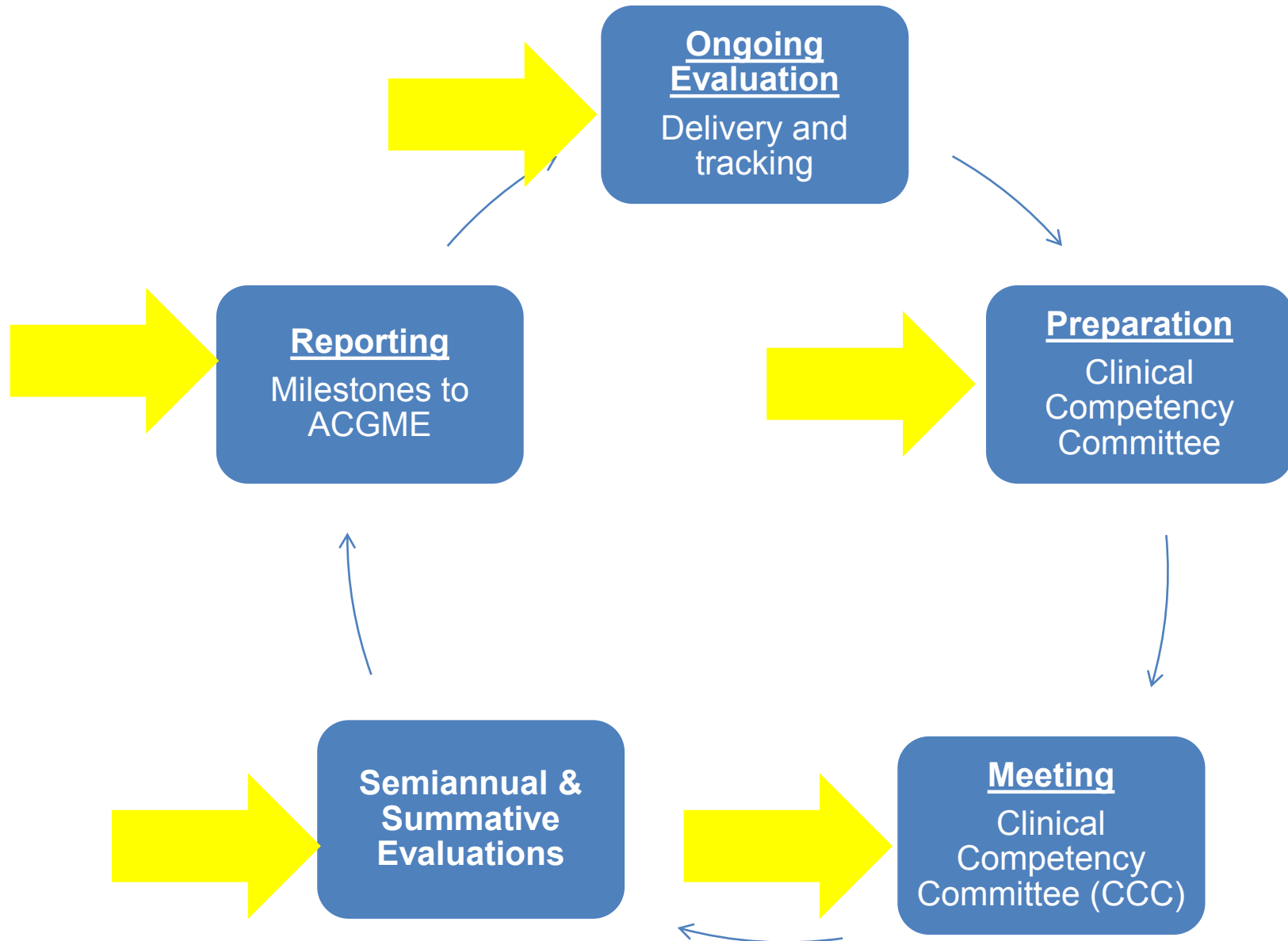
Allergy/Immunology Milestones

MILESTONE LEVELS						6 MONTH SUMMARY					
ID:	Subcompetency:	Level 1	Level 2	Level 3	Level 4	Level 5	Average:	Range:	# of Questions:	# of Comments:	# of Evaluators:
PC-A1	Medical Interview and Physical Examination: Conducts comprehensive and detailed medical interviews of children and adults who present with suspected allergic and/or immunologic disorders. Performs a physical examination appropriate to the specialty.	<ul style="list-style-type: none">Obtains a complete, age-appropriate historyPerforms a complete, age-appropriate physical exam	<ul style="list-style-type: none">Obtains a complete and relevant allergy/immunology historyPerforms a complete allergy and immunology exam	<ul style="list-style-type: none">Obtains a complete, relevant, and organized allergy and immunology history from a complex patientPerforms a complete and accurate allergy and immunology exam	<ul style="list-style-type: none">Obtains a complete, relevant, and organized allergy and immunology history incorporating subtle verbal and non-verbal cues	<ul style="list-style-type: none">Efficiently obtains relevant historical subtleties that inform and prioritize both differential diagnosis and diagnostic plans, including sensitive, complicated, and detailed information that may not be volunteered by the patient	--	--	0	0	0

○ ○ ○ ○ ○ ○ **LAST** ○

Yes...milestones are to be reported twice:
(1) ACGME and (2) MedHub

Resident Evaluation – Program Coordinator Role



Review ACGME Alphabet Soup

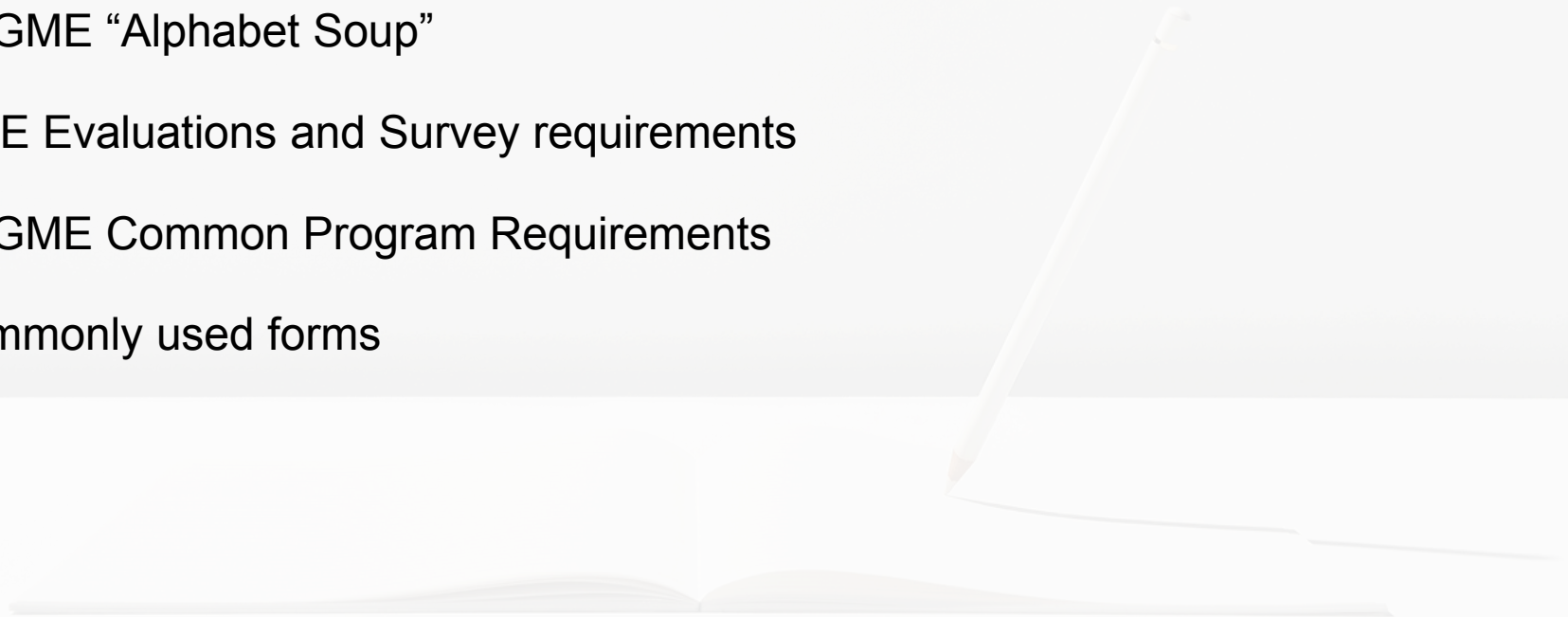


- ▶ **ACGME:** American Council on Graduate Medical Education: The organization that accredits medical residencies and fellowships
- ▶ **Clinical Competency Committee (CCC):** A required body comprising three or more members of the active teaching faculty who is advisory to the program director and reviews the progress of all residents in the program.
- ▶ **Competencies:** Specific knowledge, skills, behaviors and attitudes and the appropriate educational experiences required of residents to complete GME programs. These include **patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.**
- ▶ **Milestones:** Subcompetency specific to each core competencies and are rated on a 5 level system.
- ▶ **Semi-Annual Evaluation & Annual Evaluation:** Trainee milestone evaluations done at the middle and end of the academic year.

Coordinator Resources

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
- ▶ Drop-in session: 30 mins after Coordinator monthly meeting 2-2:30pm 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 - <https://med.stanford.edu/gme.html>
 - Program Portal -> Forms, Templates, & Examples
- ▶ Your Mentor and Peers!

Q/A

