
Graduate Medical Education New Program Coordinator Orientation Series #6

September 9, 2021



Agenda

- ▶ Recap and Looking Forward...
- ▶ MedHub
- ▶ GME Operations (by Ann Dohn)

Icebreaker

- ▶ Your name, program, and start date
- ▶ Scenario icebreaker: if you are stuck on an island, what would you bring with you? One practical item and one sentimental item?



Recap & Looking Forward...

Re-cap

- ▶ Annual WebADS updates
 - 2nd cohort due on Sept 24
 - “Major Change” section
 - ▶ Program progress and innovations
 - ▶ Last year’s APE action items
 - ▶ Address any areas with low scores on the ACGME surveys

- ▶ Competency-based medical education
 - Milestones evaluation system
 - Milestones 2.0 transitions:
<https://www.acgme.org/Portals/0/PDFs/Milestones/Milestones2.0EffectiveDates.pdf>
 - Resources:
https://med.stanford.edu/gme/program_portal/program/milestone_v2.html

GME 12-month Coordinator Orientation

- ▶ 1st cycle completed!



Program Coordinator Orientation Series – Curriculum

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

▶ November 2020:

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

▶ January 2021:

- GME and ACGME Surveys
- Work hours
- ACGME and GME websites
- MedHub

▶ March 2021:

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

▶ May 2021:

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

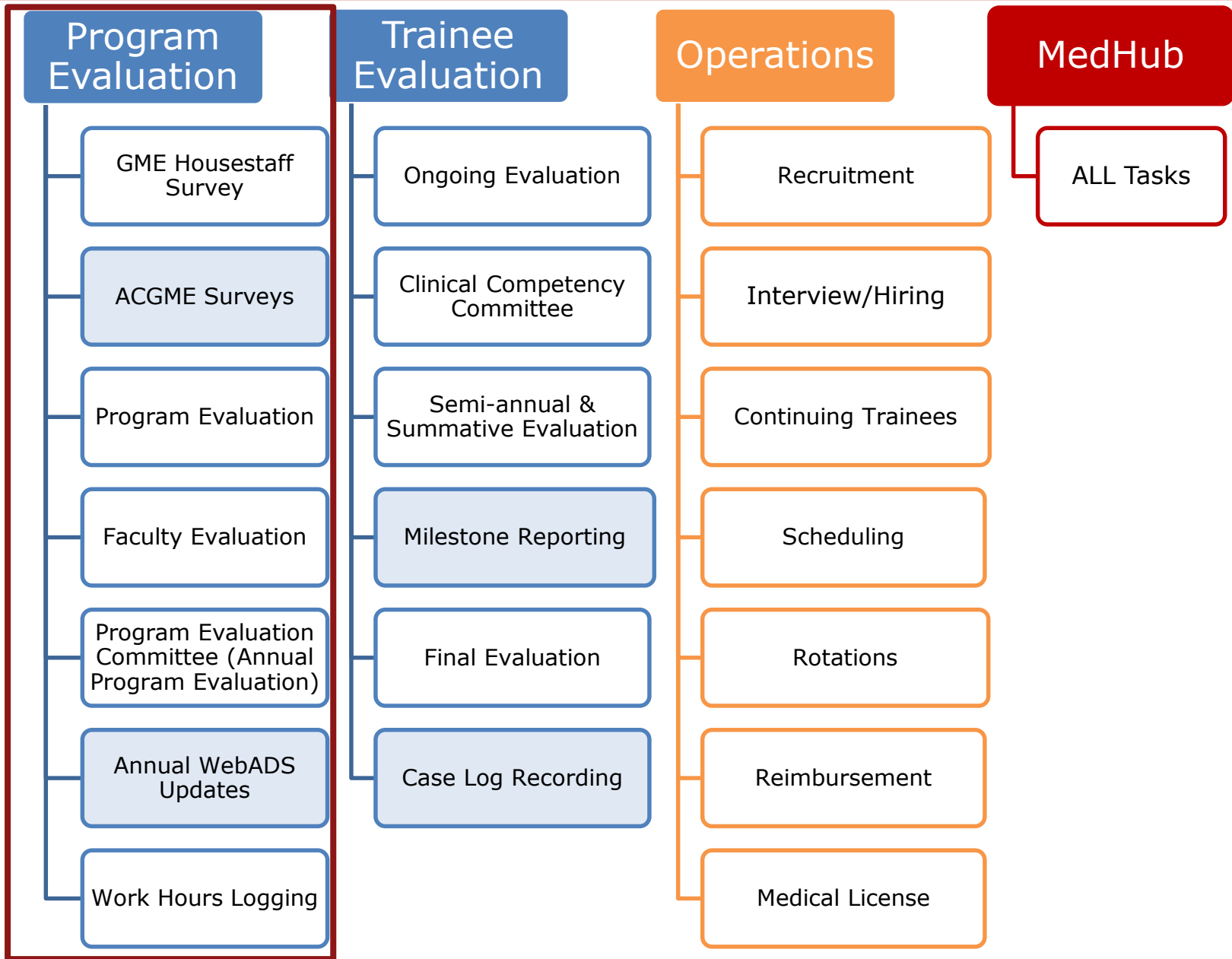
▶ July 2021:

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

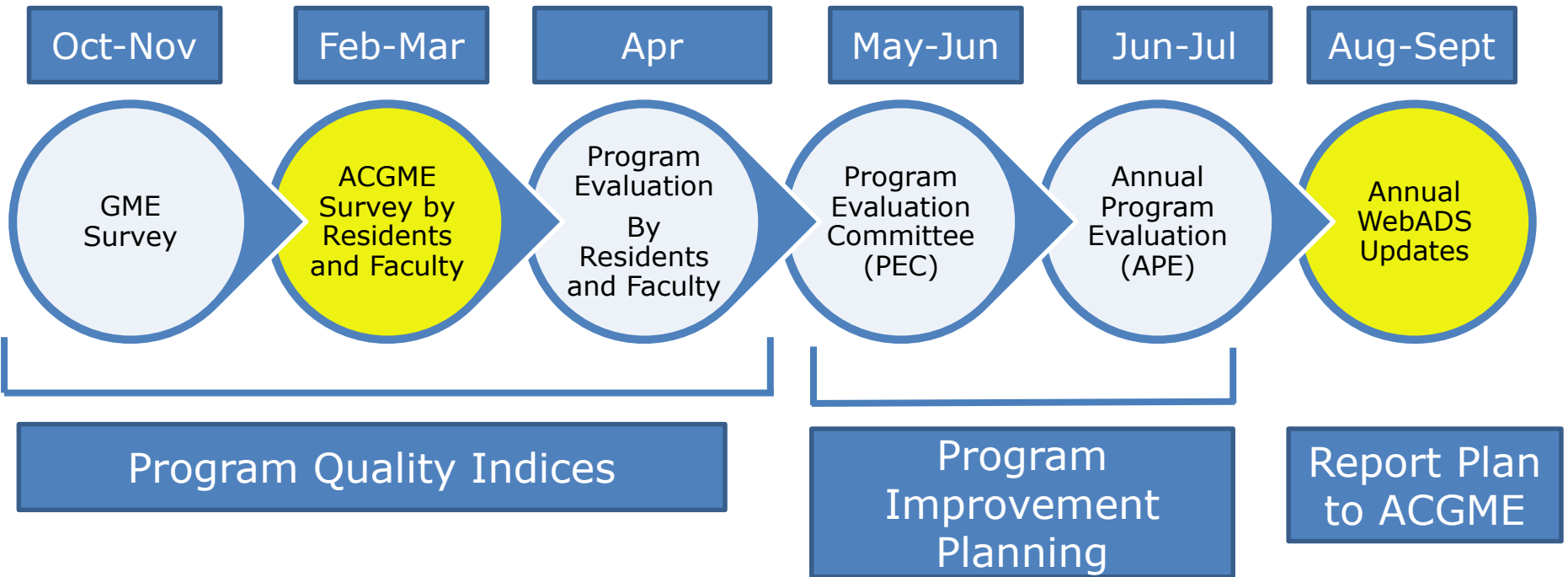
▶ September 2021:

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

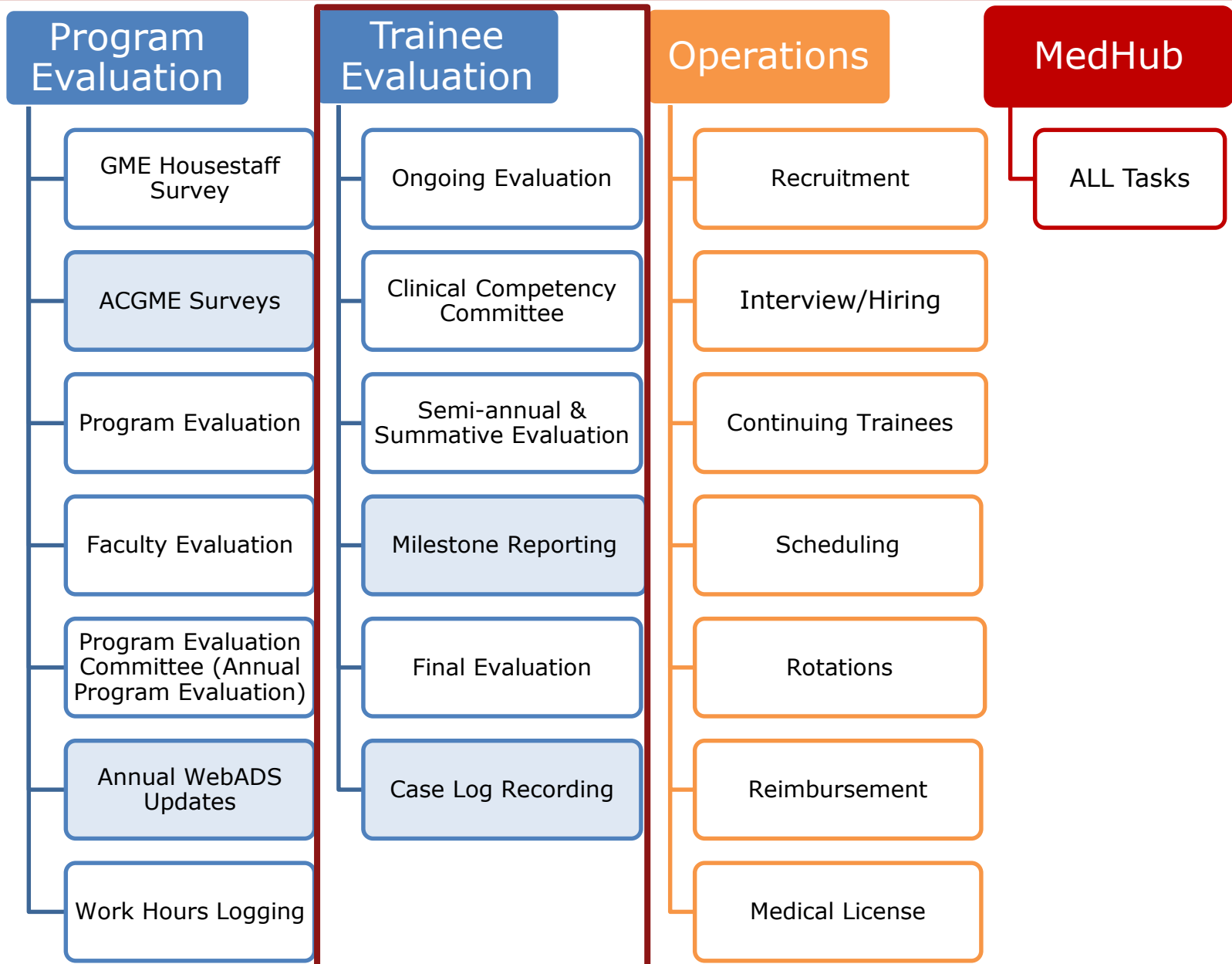
Program Major Responsibilities



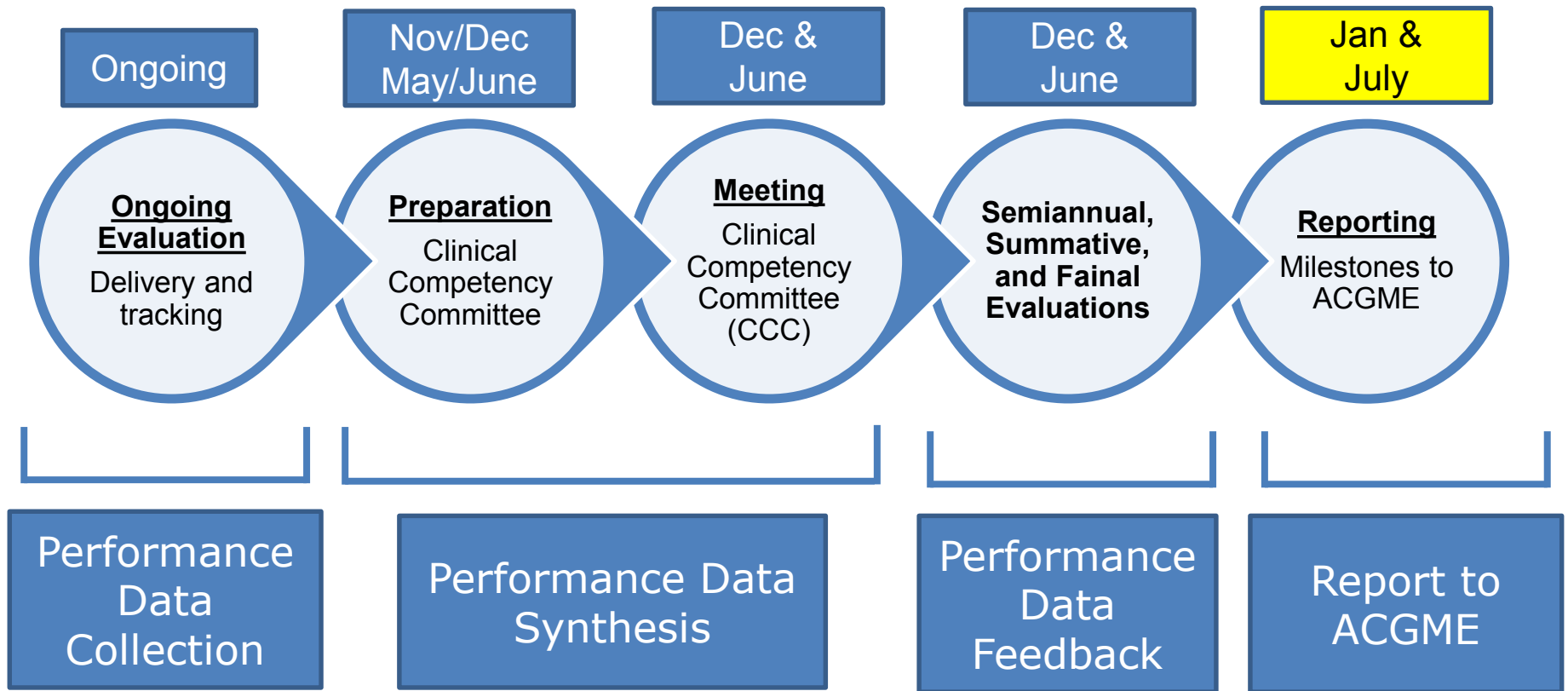
Overview of Program Evaluation Process



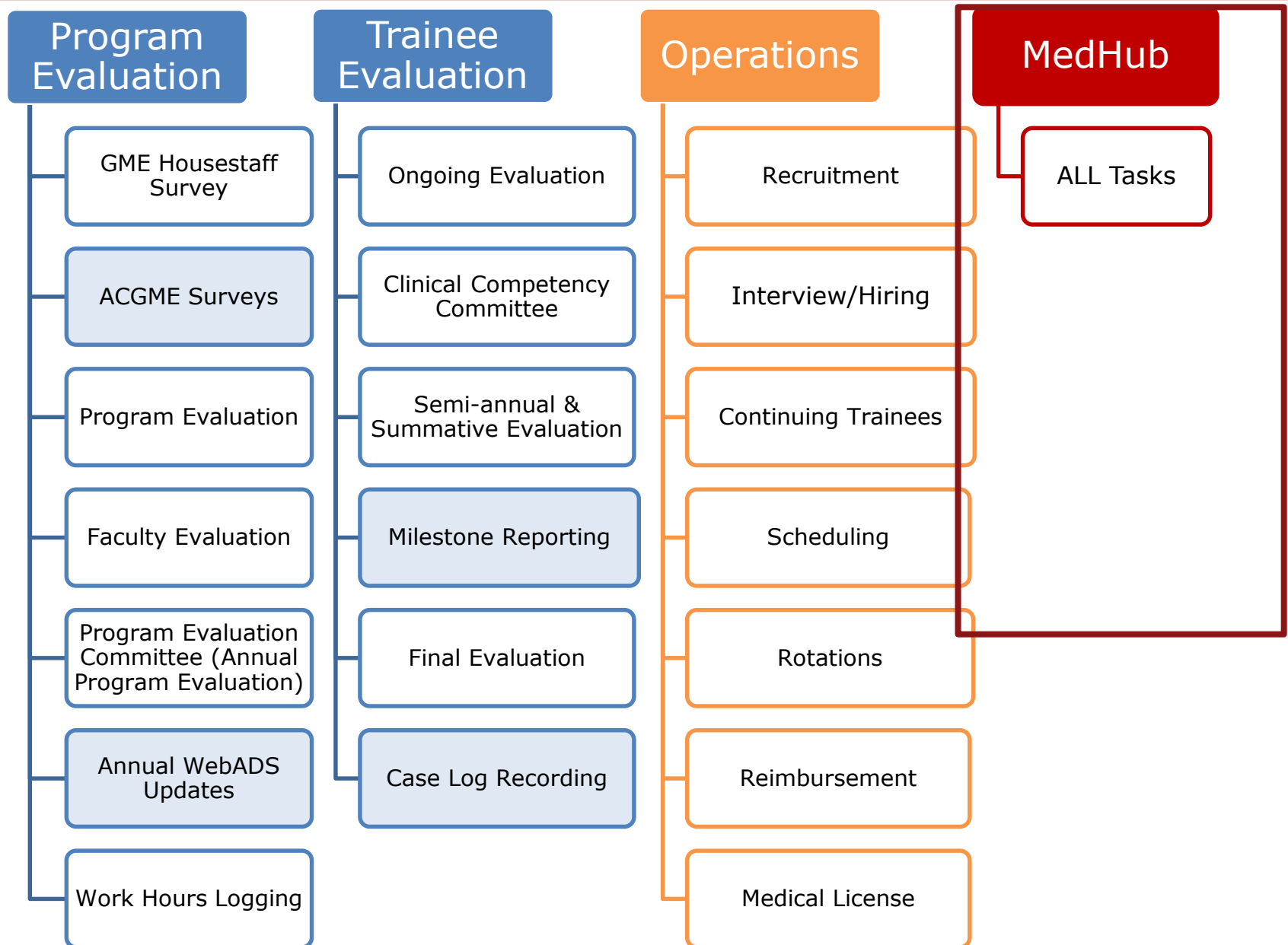
Program Major Responsibilities



Overview of Resident Evaluation Process



Program Major Responsibilities



GME 12-month Coordinator Orientation

- ▶ 1st cycle completed!
- ▶ 2nd cycle will start in Nov following a very similar curriculum:
 - For those who have been attending all 6 sessions in the past year, thank you very much!
 - For those who joined in the middle of the year, feel free to stay!
- ▶ Any feedback, suggestions, recommendations?



MedHub:

1. Conferences
2. Evaluations (automated evaluations, outside evaluators and mentor/mentee, reports)
3. Work hours
4. Schedules

GME Operations

GME Operations

- ▶ Recruitment
- ▶ Interviewing/Hiring
- ▶ Recommendations of Appointment
 - Continuing Trainees
 - New Hires
- ▶ Registration/Orientation Requirements
 - Incoming Residents /fellows



GME Operations

▶ Recruitment

– If you are using the NRMP

- ▶ Check the important match dates (www.nrmp.org)
- ▶ Activate your program with the NRMP annually
- ▶ Inform Ann Dohn of any changes in quota (numbers to match)
- ▶ Enter Rank Order list in NRMP
- ▶ Send Rank Order List PDF to Ann Dohn with URM's highlighted
- ▶ Avoid Match Violations



Recruitment Do's and Don'ts

Reducing Liability in the Hiring Process

Questions should not elicit information that may not be considered:

- Marital status, children, or family plans
- Ethnicity
- Religion or politics
- Age
- Disability



Recruitment

INQUIRY AREA	APPROPRIATE	INAPPROPRIATE
Age	Questions about age are only permitted if it is necessary to ensure that a person is legally old enough to do the job.	Questions about age, dates of attending school, dates of military service, requests for birth certificate.
Arrest Record	Never	Questions about arrests or pending charges
Convictions	May let applicant know that policy requires a background check prior to hire.	Never appropriate to ask about criminal history PRIOR to making a formal job offer
Citizenship/National Origin	May ask about legal authorization to work in the specific position if all applicants are asked.	<ul style="list-style-type: none"> Are you a US citizen? Where were your parents born?
Credit Rating or Garnishments	Only if the job requires a significant financial responsibility or access to cash or funds. In most cases, no question is acceptable.	Questions about credit ratings since they have little or no relation to job performance.
Disability	Are you able to perform the essential functions of this job - with or without accommodations? Questions about knowledge of skills necessary to perform the job requirements.	<ul style="list-style-type: none"> Do you have a disability? What is the nature or severity of your disability?
Education	Inquiries about degrees or equivalent experiences that are related to the job being applied for.	Questions about education that are not related to the job being applied for.
Family/Marital Status	Whether an applicant can meet work schedules or job requirements. <u>If asking, should ask all applicants.</u>	Any inquiry about marital status: married, single, separated, divorced, and engaged; children; pregnancy or child care plans.
Health	None	<ul style="list-style-type: none"> How's your (or family's) health?
Military	Type of education and experience in service as it relates to a particular job.	Type of discharge or registration status.
Name	May ask current legal name. "Is additional information, such as a different name or nickname necessary in order to check job references?"	Questions about national origin, ancestry, or prior marital status.
Organizations	Inquiries about professional organizations related to the position.	Inquiries about organizations that might indicate race, sex, religion, or national origin.
Race or Appearance	None	Comments about complexion, color,
Religion	Describe the work schedule and ask whether applicant can work that schedule. If asking, should ask all applicants.	Inquiries on religious preferences, affiliations, or denominations.
Sexual Orientation	None.	Inquiries about sexual orientation. Inquiries revealing stereotypes for certain sexual orientation
Work Experience	Applicants' previous employment experience.	Questions about sick leave use or worker's compensation claims in previous jobs.
Salary	"What Are Your Salary Expectations?"	Prior Salary History: "What was your salary at prior job?" Attorney/client privileged; do not circulate

GME Operations

- ▶ Interviewing/Hiring
 - You must have a Program Policy on Recruitment
 - Resources for interviewing can be found on:
<http://gme.stanford.edu>
 - ▶ Under Program Directors Monthly Meetings: see Power Point Slide decks from the sessions on Employment Law and the Great Visa Debate
 - ▶ Remember the GME website also has information on licensing

GME Operations

- ▶ Recommendations of appointment for all **continuing** residents/fellows are due to GME **no later than December 1st each year.**
 - GME provides an excel spreadsheet to all coordinators in November
- ▶ **New Hires** need a recommendation of appointment form also due **in December 1st.**

House Staff Benefits

House Staff Benefits									
		Single Resident		Resident + Spouse		Resident + Child(ren)		Family (Resident, Spouse and Child(ren))	
	SHC Pays Regardless of Family Status	<u>Resident Pays</u>	SHC Pays	<u>Resident Pays</u>	SHC Pays	<u>Resident Pays</u>	SHC Pays	<u>Resident Pays</u>	SHC Pays
Benefit Annually unless otherwise stated									
Moving Allowance (one time for new hires - not annual)	\$3,000.00								
CA MD training License--also reimbures Part II (\$416.50)	\$491.00								
Full CA MD License (PGY IV and above)	\$907.50								
CA MD License (renewals during SHC training)	\$820.00								
DEA (initial and renewals during SHC training)	\$888.00								
USMLE III (PGY I, II, or III)	\$895.00								
1% Quality Improvement Bonus* Regardless of Family Status	\$664.00								
Medical/Vision (<i>Aetna PPO and VSP</i>)		\$0.00	\$11,848.32	\$0.00	\$25,963.68	\$0.00	\$21,339.84	\$0.00	\$35,454.96
Dental (<i>Basic PPO</i>)		\$0.00	\$701.52	\$359.04	\$940.80	\$0.00	\$1,339.20	\$359.04	\$1,579.20
Basic Life (<i>\$50,000 coverage</i>)		\$0.00	\$37.80	\$0.00	\$37.80	\$0.00	\$37.80	\$0.00	\$37.80
Long Term Disability		\$0.00	\$89.28	\$0.00	\$89.28	\$0.00	\$89.28	\$0.00	\$89.28
Health Reimbursement Account (HRA) **		\$0.00	\$500.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Employee Assistance (<i>EAP</i>)		\$0.00	\$25.20	\$0.00	\$25.20	\$0.00	\$25.20	\$0.00	\$25.20
Educational Benefits		\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Cell Phones		\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Housing Allowance		\$0.00	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00
SUB - TOTAL (Annual)		\$0.00	\$23,402.12	\$359.04	\$38,256.76	\$0.00	\$34,031.32	\$359.04	\$48,386.44
*1% Quality Improvement Bonus									
** Health Reimbursement Account (HRA)									
Benefits also include Three(3) weeks of Paid Vacation, One (1) week of Educational Leave (optional) and Four (4) weeks of Paid Sick Leave.									

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House Staff Benefits – Salary by PGY Level

2021-2022

2020-2021

2019-2020

2018-2019

2017-2018

2016-2017

Effective: 9/5/2021

Year	Annual	Per Month
I	\$71,864.00	\$5,988.55
II	\$75,504.00	\$6,291.88
III	\$81,224.00	\$6,768.54
IV	\$85,820.80	\$7,151.60
V	\$91,208.00	\$7,600.52
VI	\$95,243.20	\$7,936.78
VII	\$100,588.80	\$8,382.24
VIII	\$105,164.80	\$8,763.56

GME Operations

▶ PGY Level

- A Housestaff officer's appointment is determined in accordance with the level recognized by the specialty board in the residency training program.

▶ Visas

- H1B Visa only for graduates of US Medical Schools (program must pay costs)
- J1 Visa – GME Processes

▶ CA Medical License –

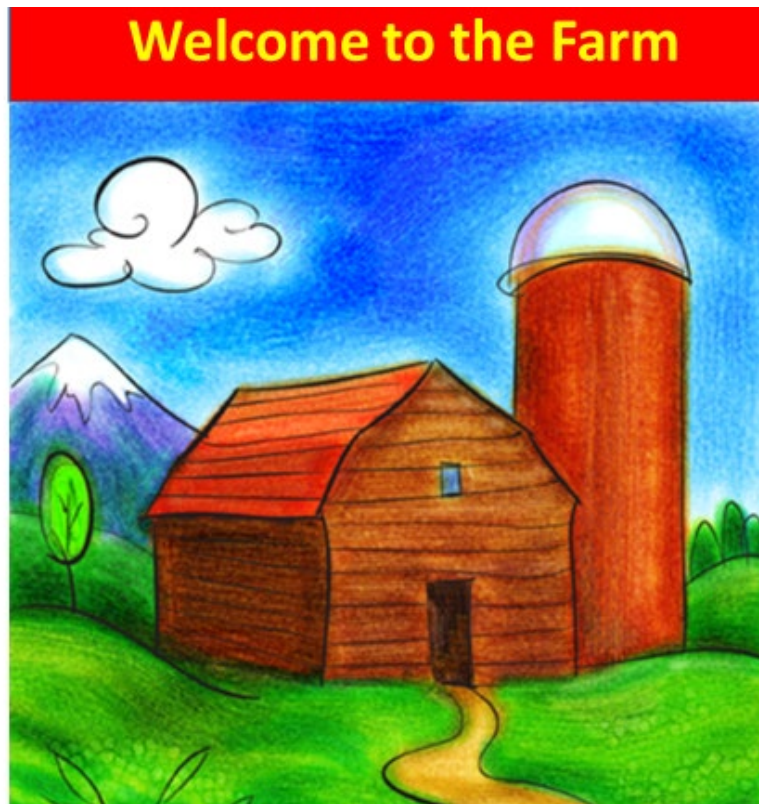
Training License (PTL) for years 1-3 of ACGME residency/fellowship

Full CA MD for years 4 and above



GME Operations

- ▶ Familiarize yourselves with the registration/orientation requirements for incoming house staff located on the GME website.
- ▶ **Start Dates:**
 - 6/25
 - 7/1
 - 7/7
 - 8/1
 - 1/1



Questions



Misc.

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! Your Peers! (GME Peer Mentorship and R&R)**

Poll

Discussion and Questions

