Stanford HEALTH CARE

Graduate Medical Education
New Program Director Orientation

Part 4 of 4

Stanford | MEDICINE

Objectives

By the end of today's orientation, you should be able to…

- Know how to navigate MedHub's user interface
- Recall the core PD functions on MedHub

Agenda

- History and Background
- User Interface
- Evaluation
- Milestone Management
- Work Hour Review
- APE Page
- Mentors
- Q/A

MedHub PD topics

- UI
  - Tabs
  - Navigate to Rotation schedule
  - Navigate to Work Hour
- Evaluation
  - Setting up trigger-initiated evaluations
  - View completed evaluations (aggregated)
- Milestones
  - Finding and viewing your program's milestones
  - Knowing how it connects to evaluation
  - Progress report tab
- APE Page
  - Finding the APE page
  - File attachments
  - GME's APE Review
- Work hour
  - Where trainees are reporting their duty hour
  - Work hour Review
- Mentorship
- Other resources
  - MedHub's PD focused videos
  - Your PC
  - Your GME PM

History and Background

- MedHub is SHC's Residency Management System (RMS). "[MedHub] Streamline curriculum, coursework, scheduling, assessments, site management and more." MedHub.com
- SHC implemented MedHub in 2005

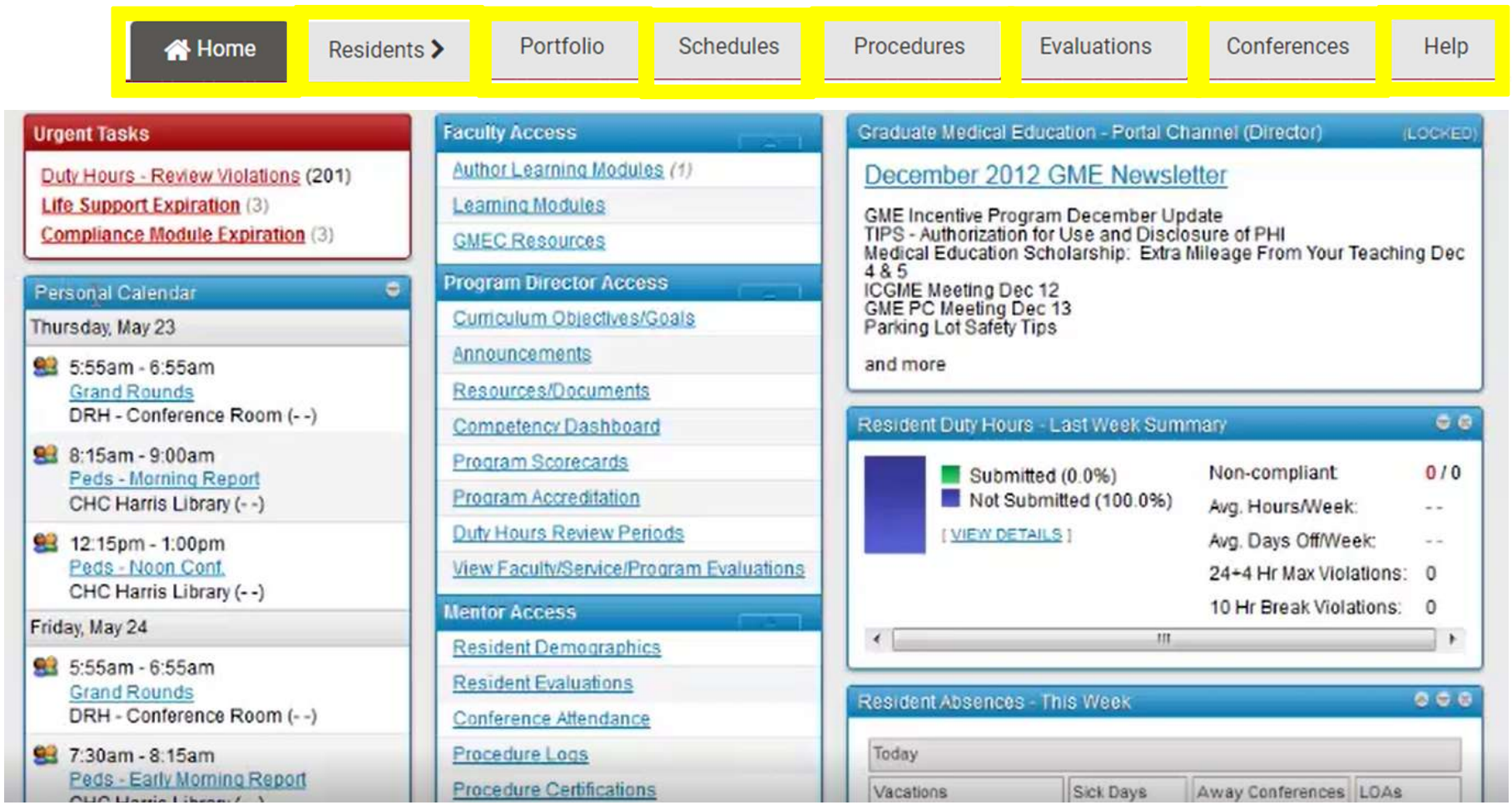
Levels of access

PD	PC	Faculty	Trainee
• Work Hour Review • Aggregate Evaluation Access • Partial Schedule Access • Resident's File Access • Limited Report Access	• Full Work Hour Access • Full Evaluation Access • Full Schedule Access • Resident's File Access • All Report Access	• No Work Hour Access • Limited Evaluation Access • Partial Schedule Access • Resident's File Access	• Submit Work Hour • Limited Evaluation Access • Partial Schedule Access • Resident's File Access

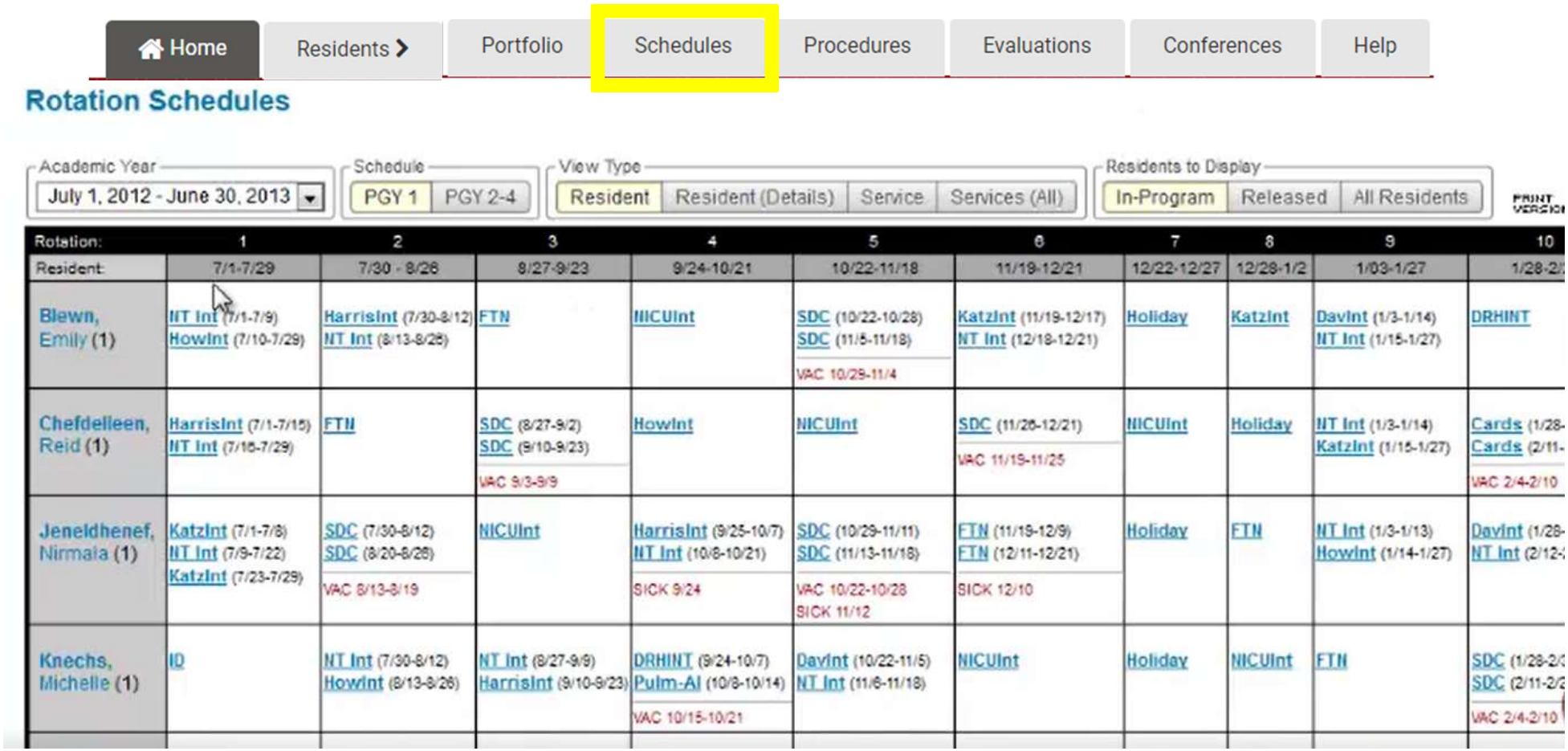
Talk to your program coordinator to find out more

User Interface

User Interface



User Interface - Schedules



Rotation:	1	2	3	4	5	6	7	8	9	10
Resident:	7/1-7/29	7/30 - 8/26	8/27-9/23	9/24-10/21	10/22-11/18	11/19-12/21	12/22-12/27	12/28-1/2	1/03-1/27	1/28-2/
Blewn, Emily (1)	NT Int (7/1-7/9) HowInt (7/10-7/29)	HarrisInt (7/30-8/12) NT Int (8/13-8/26)	FTN	NICUInt	SDC (10/22-10/28) SDC (11/5-11/18) VAC 10/29-11/4	KatzInt (11/19-12/17) NT Int (12/18-12/21)	Holiday	KatzInt	DavInt (1/3-1/14) NT Int (1/15-1/27)	DRHINT
Chefdelleen, Reid (1)	HarrisInt (7/1-7/15) NT Int (7/16-7/29)	FTN	SDC (8/27-9/2) SDC (9/10-9/23) VAC 9/3-9/9	HowInt	NICUInt	SDC (11/26-12/21) VAC 11/19-11/25	NICUInt	Holiday	NT Int (1/3-1/14) KatzInt (1/15-1/27)	Cards (1/28- Cards (2/11- VAC 2/4-2/10
Jeneldhenef, Nirmala (1)	KatzInt (7/1-7/8) NT Int (7/9-7/22) KatzInt (7/23-7/29)	SDC (7/30-8/12) SDC (8/20-8/26) VAC 8/13-8/19	NICUInt	HarrisInt (9/25-10/7) NT Int (10/8-10/21) SICK 9/24	SDC (10/29-11/11) SDC (11/13-11/18) VAC 10/22-10/28 SICK 11/12	FTN (11/19-12/9) FTN (12/11-12/21) SICK 12/10	Holiday	FTN	NT Int (1/3-1/13) HowInt (1/14-1/27)	DavInt (1/28- NT Int (2/12-
Knechs, Michelle (1)	ID	NT Int (7/30-8/12) HowInt (8/13-8/26)	NT Int (8/27-9/9) HarrisInt (9/10-9/23)	DRHINT (9/24-10/7) Pulm-AI (10/8-10/14) VAC 10/15-10/21	DavInt (10/22-11/5) NT Int (11/6-11/18)	NICUInt	Holiday	NICUInt	FTN	SDC (1/28-2/ SDC (2/11-2/ VAC 2/4-2/10

User Interface - Schedules

Evaluations

Evaluations

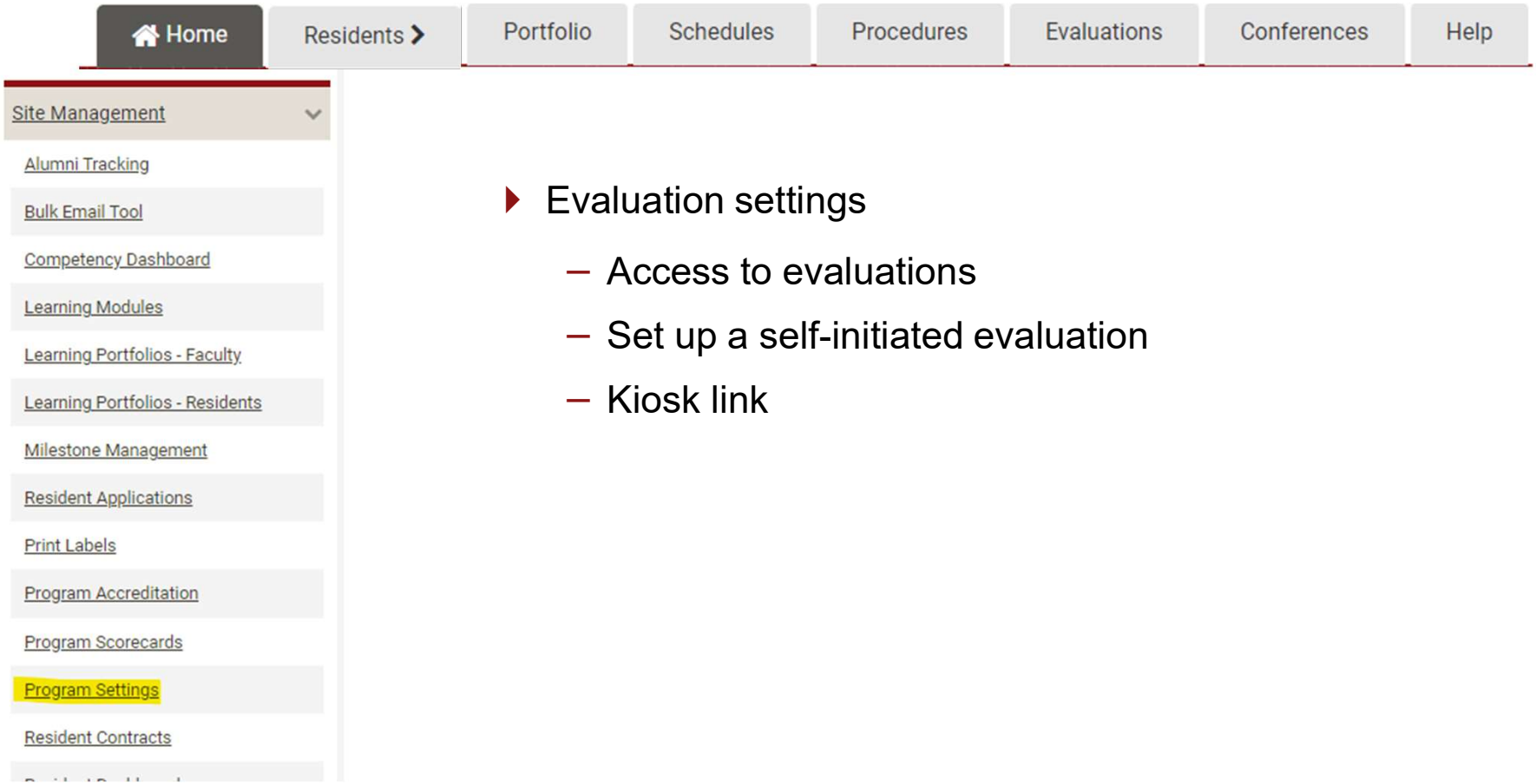
- Quick Access Overview
  - PD has access to faculty, service, and program evaluations within the program.
  - PD access does not provide access to evaluations of residents - but mentor access does.

Evaluations Reports

Compile evaluation reports

Compile comments of evaluation reports

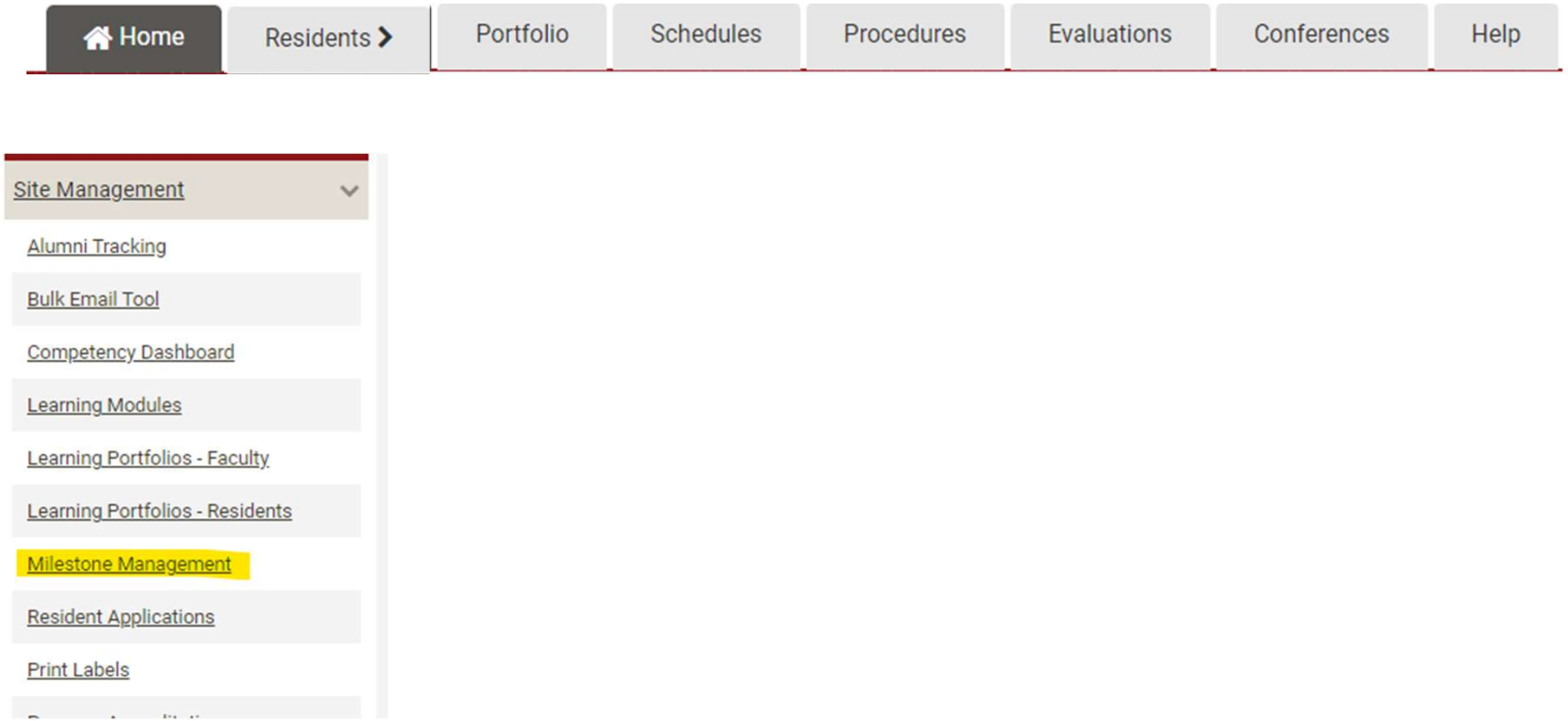
Evaluation – configurations in Program Settings



- Evaluation settings
  - Access to evaluations
  - Set up a self-initiated evaluation
  - Kiosk link

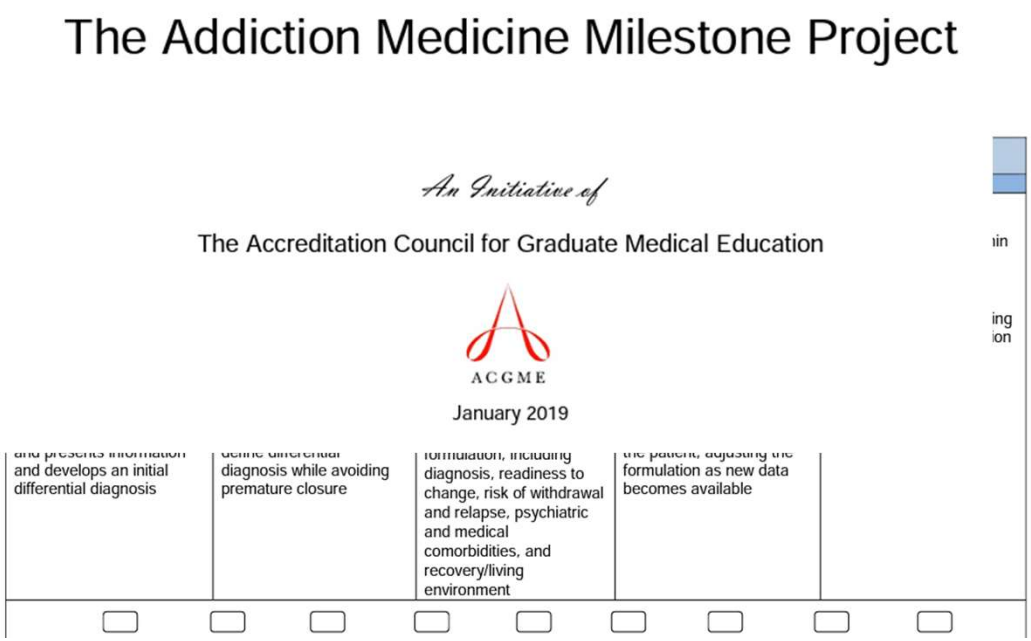
Milestone Management

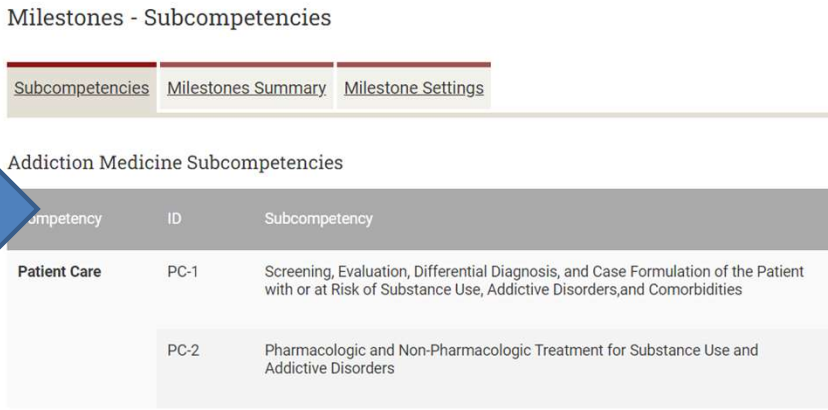
Milestone management



Milestone management

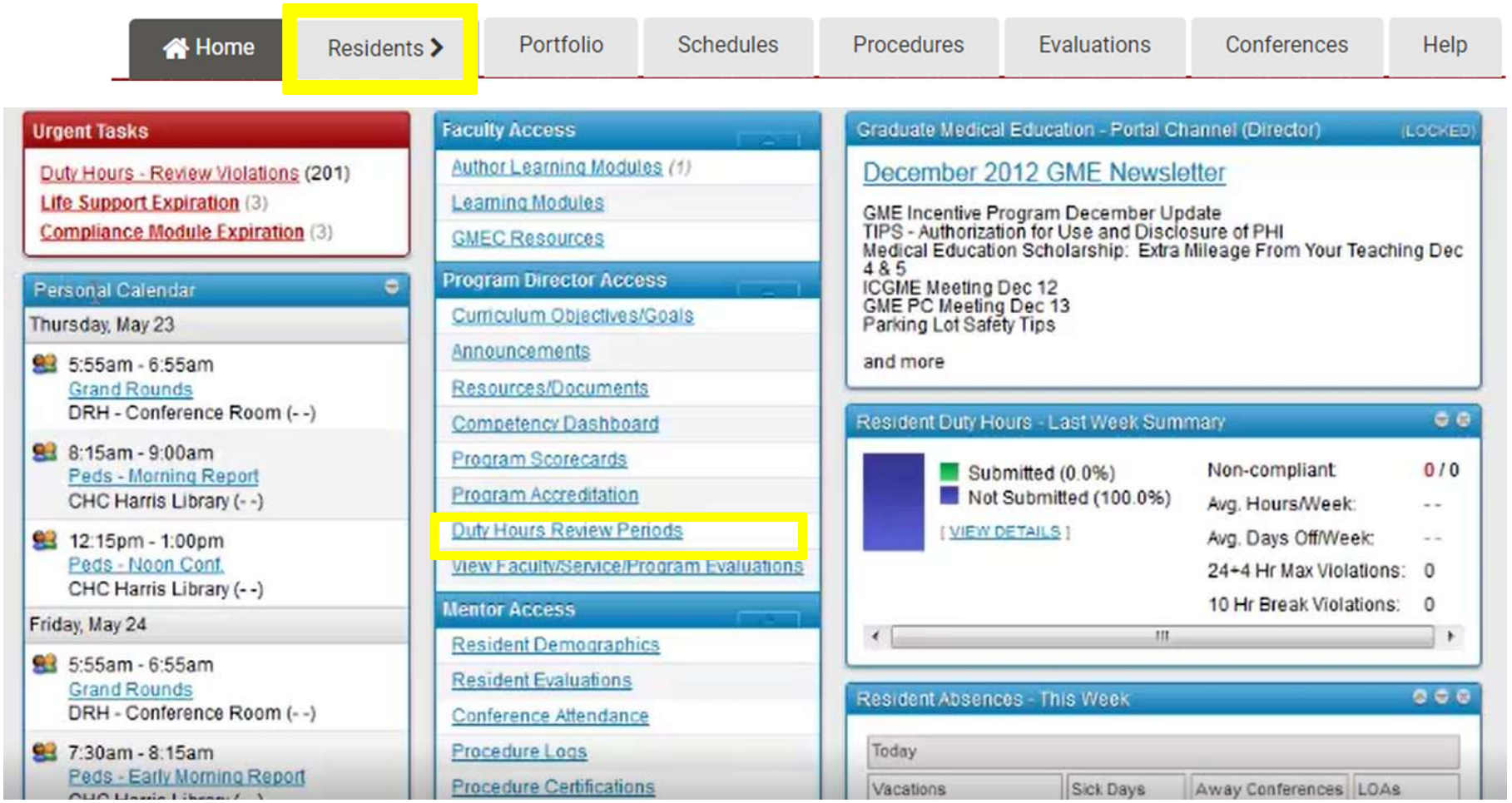
- Milestones 2.0
- Competency-based evaluations, i.e., tagged with sub-competencies
- Milestones Summary & Progress Report to facilitate CCC





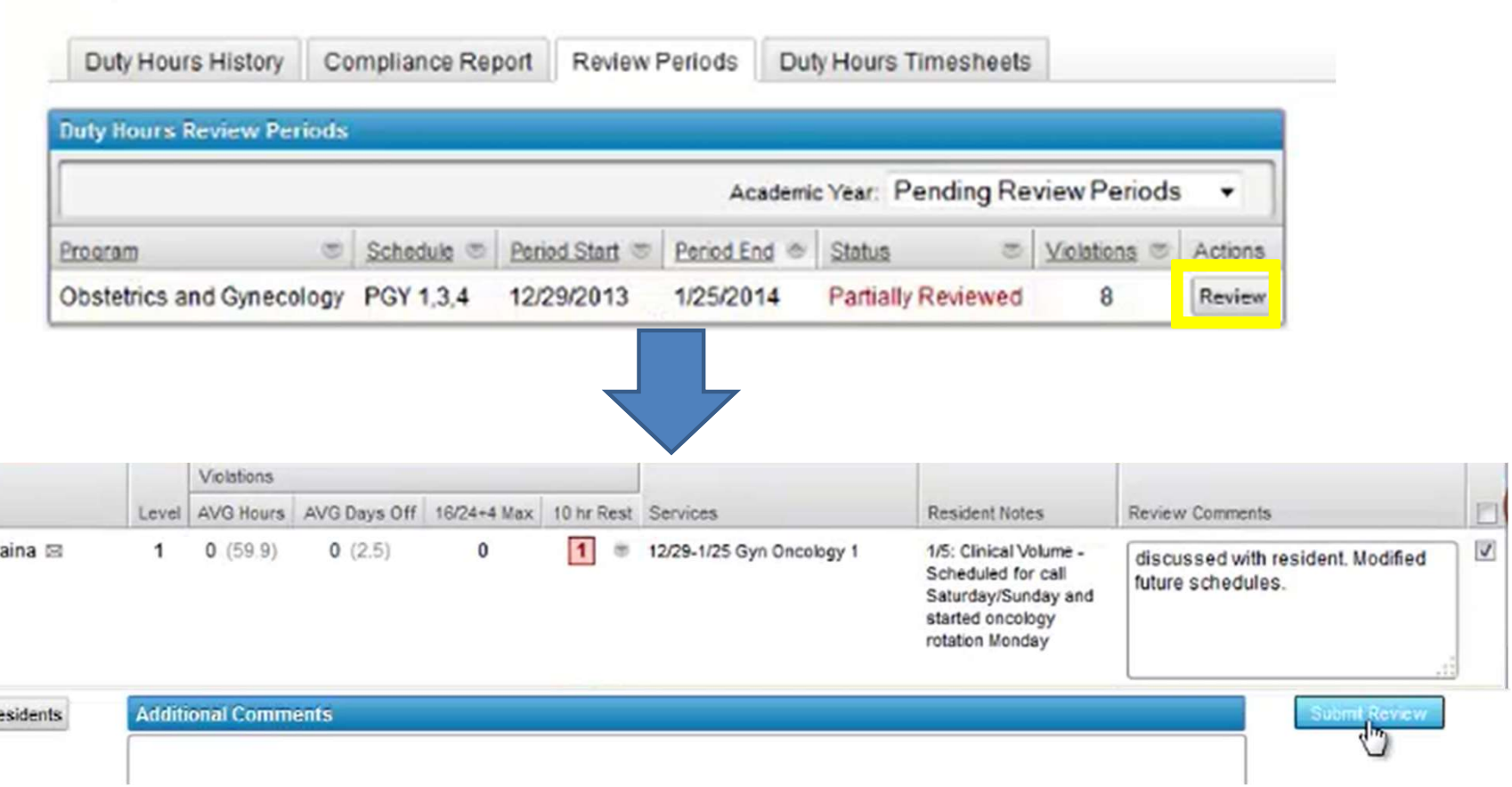
Work Hour Review

Work Hour Review



Work Hour Review - Periods

- Work Hours Review Periods

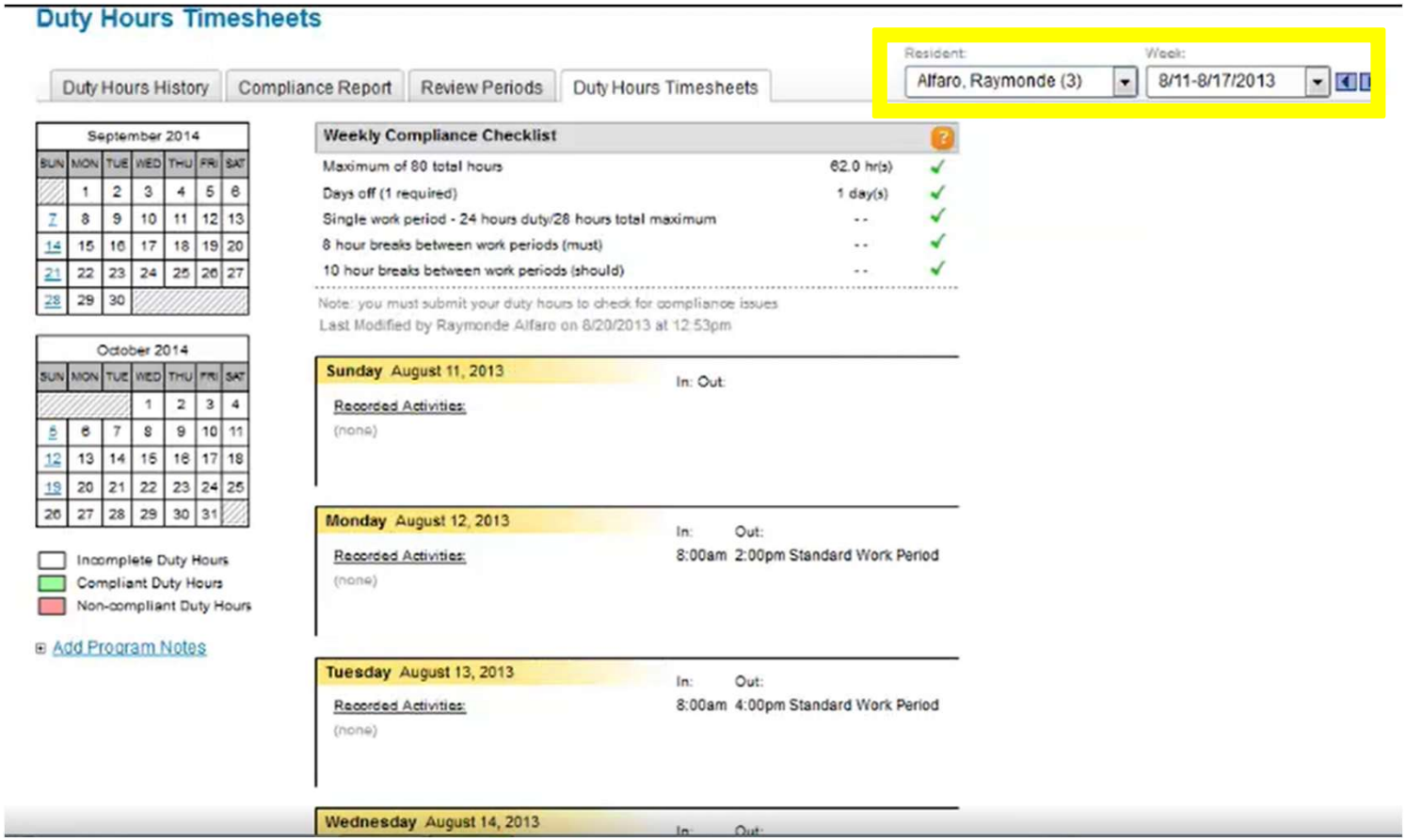


Duty Hour History

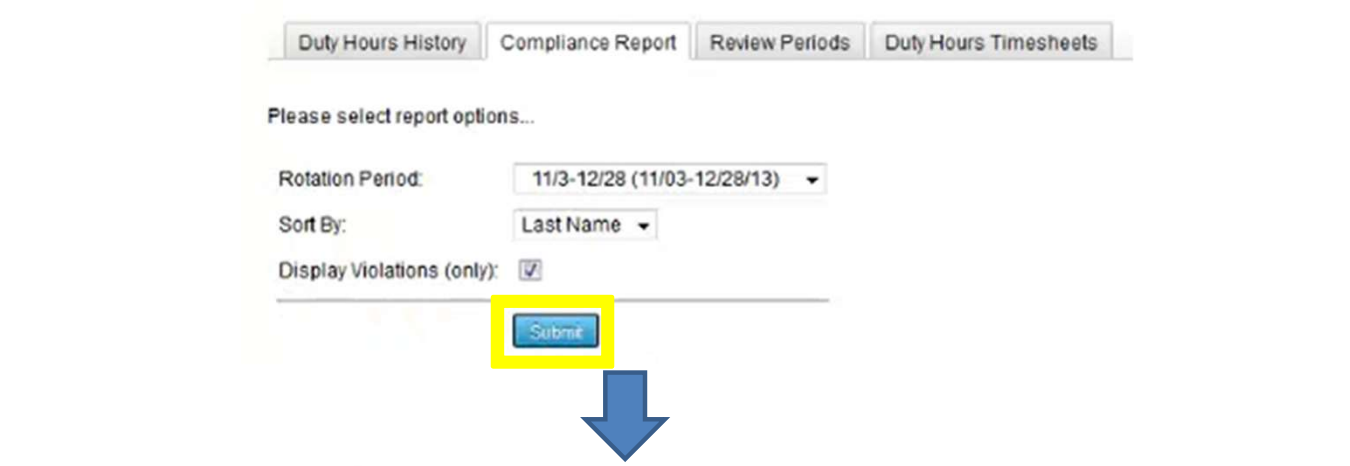
View duty hour compliance by time period

Work Hour Review - Duty Hour Timesheet

View duty hour by trainee and time period



Work Hour Review – Compliance Report



Duty Hours History | Compliance Report | Review Periods | Duty Hours Timesheets

Duty Hour Compliance for: **11/3/2013 - 12/28/2013**

RESIDENT:	AVG HRS:	AVG DAYS OFF:	16/24+4hr MAX:	8hr REST:	10hr REST:	ROTATIONS:	COMMENTS/NOTES:
Obstetrics and Gynecology							
Alfaro, Raymonde (3)	63.6	2.1	(8 / 8)	(8 / 8)	(7 / 8)	11/3-12/28 OB/NF 3	Director Review: [11/3-11/30] still more than 8 11/24-11/30/13: Clinical Volume - I had >8, less than 10
Doran, Rina (4)	64.4	1.5	(8 / 8)	(8 / 8)	(7 / 8)	11/3-12/28 Duke Regional Hospital	Director Review: [11/3-11/30] still more than 8 11/17-11/23/13: Clinical Educational Value - BLS is a required exercise after my usual work hours. Vacation: 11/25-11/29
Forman, Margy (2)	63.8	1.4	(8 / 8)	(8 / 8)	(7 / 8)	11/3-11/30 Duke Regional Hospital 12/1-12/28 RIDER	Director Review: [11/3-11/30] still not less than 8 hours 11/17-11/23/13: 1 in 7 Averaged Days Off - patient care - weekend call
Moulton, Ria (1)	65.5	1.5	(8 / 8)	(8 / 8)	(7 / 8)	11/3-12/28 Gynecology 1	Director Review: [11/3-11/30] still more than 8 11/17-11/23/13: Procedures - Stayed late in the OR for 7 hr case

Work Hour Review - Calculations

- Calculation of violations:
  - number of days off / number of days eligible to work * 7 = weekly avg.
  - Average hours per week: Total hours worked for period / # of possible work days in period (excluding vacation days) * 7 = Average hours per week

Example - Trainee A

2 Weeks block	Days worked	Total possible Days worked	Days Off	Calculation (past 4 weeks)
Week 1-2	12	14	2	
Week 3-4	14	14	0	(2+0)/(14+14)*7 = 0.5
Week 5-6	10	14	4	(4+0)/(14+14)*7 = 1

Week block 1-4 is not in compliant but week block 3-6 is

Work Hour Review - The Big Picture

Trainee

- Submits work hours regularly and routinely

PC

- Monitor work hour submission on a weekly basis

PD

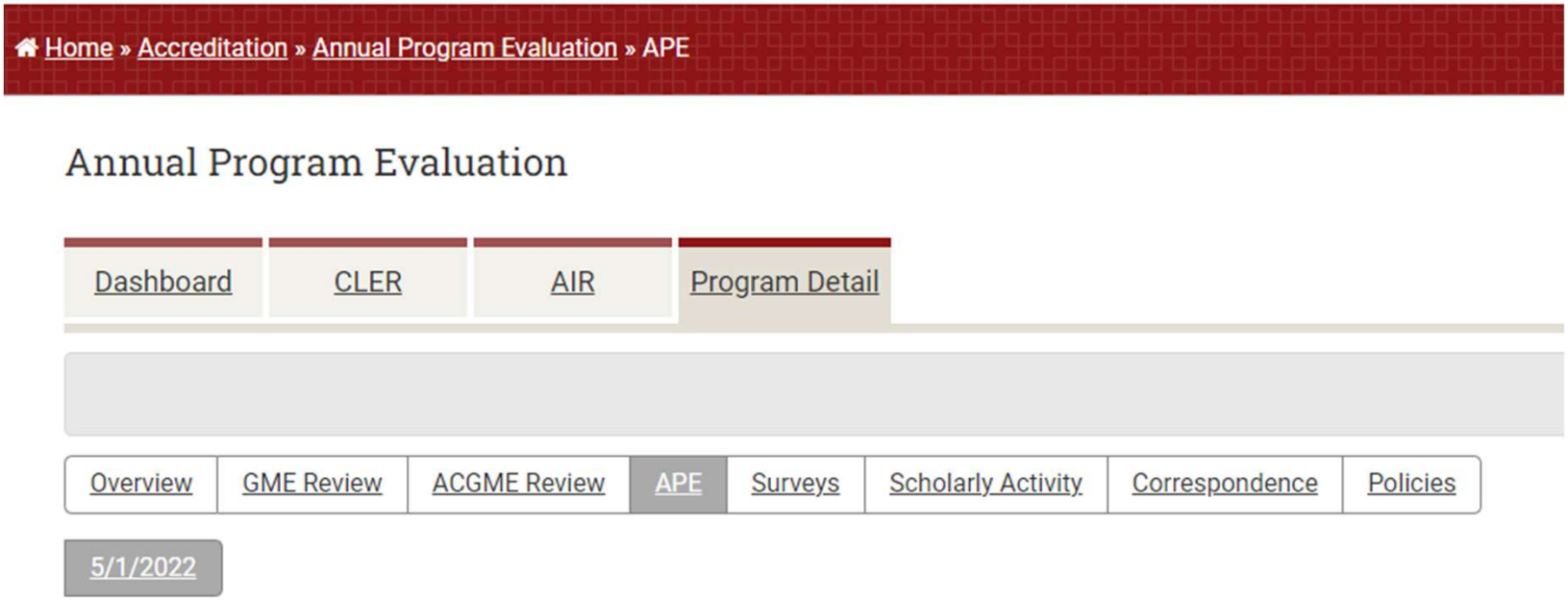
- Review work hours routinely
- Address citations and plans moving forward

Encourage honest input of work hours	Not for punitive actions	An opportunity for program improvement	Highlight root problems causing violations

APE page

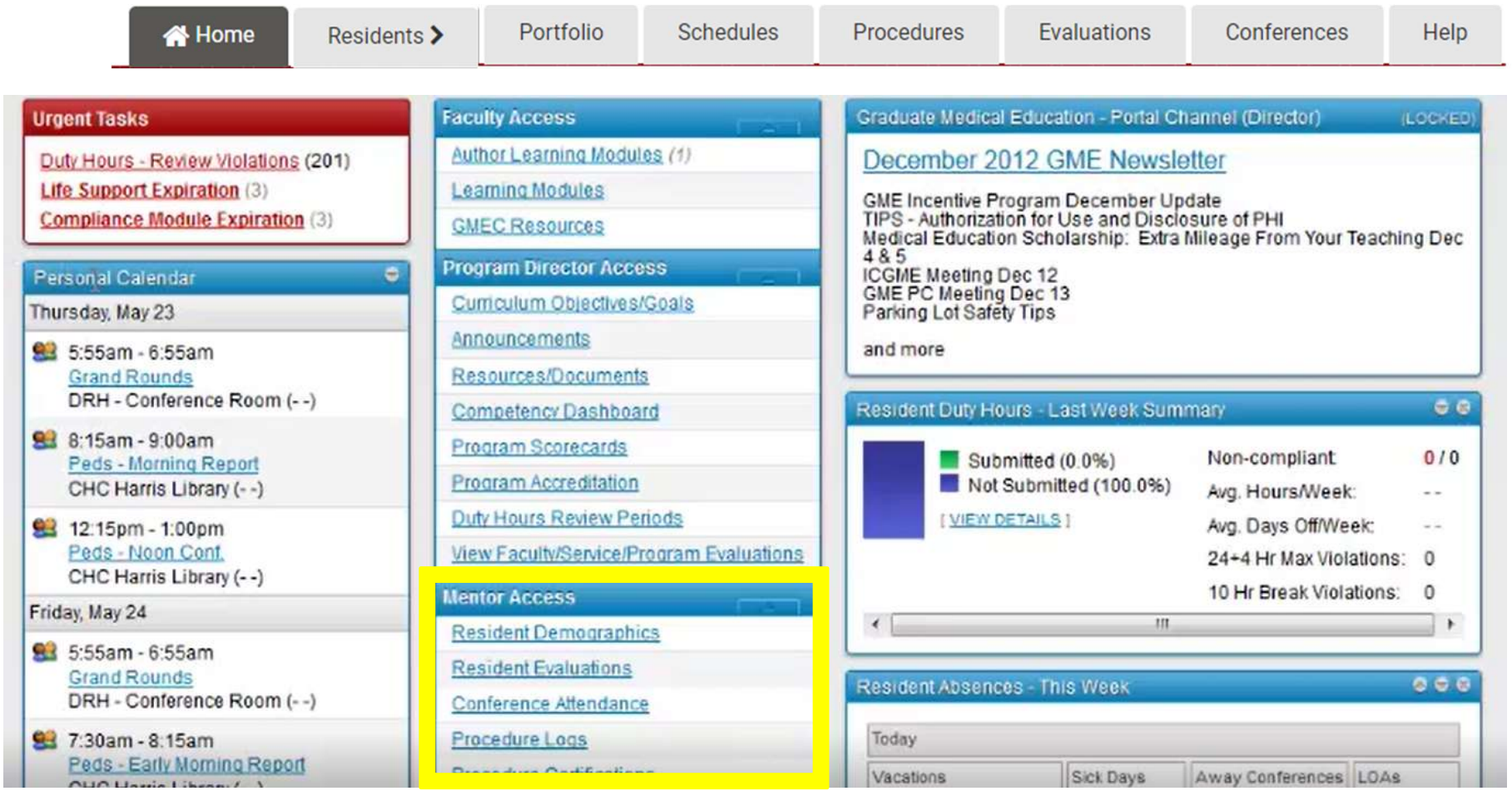
APE page

- MedHub APE page location – MedHub → Program Accreditation → APE (select AY)



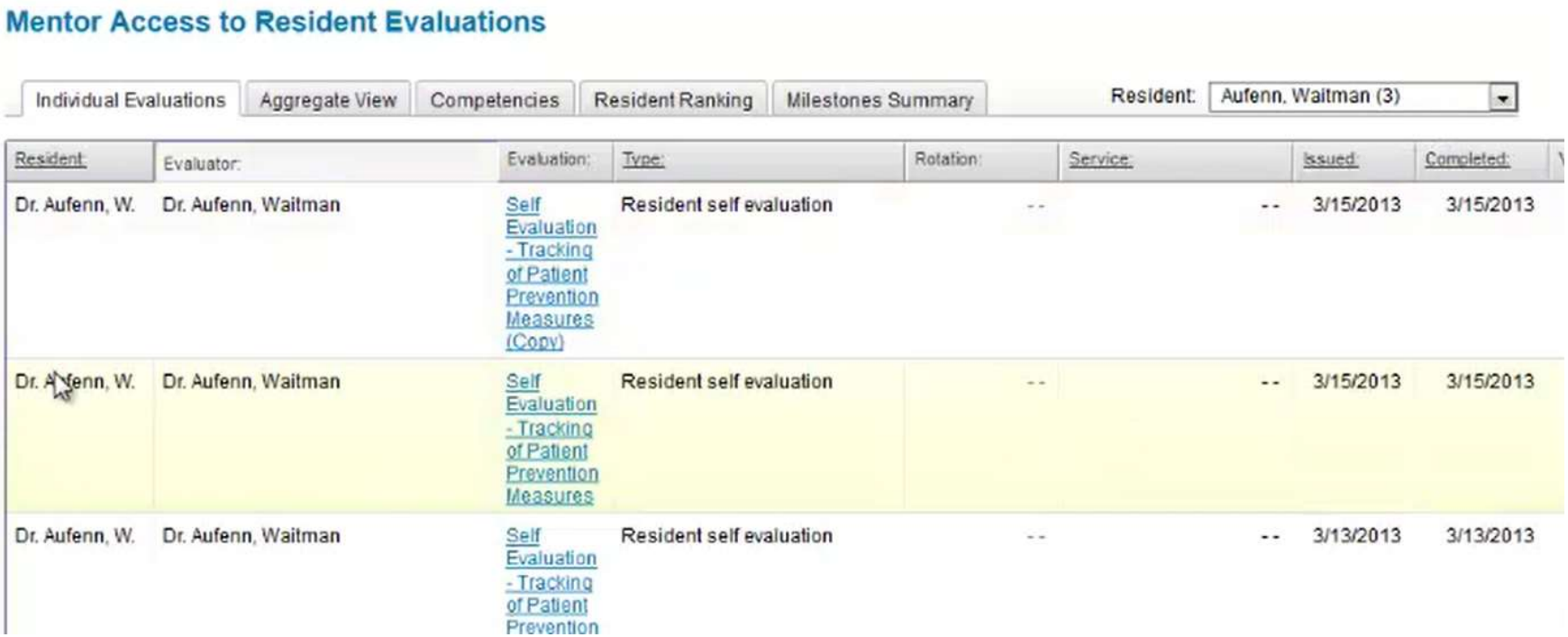
Mentor

Mentors


Home
Residents
Portfolio
Schedules
Procedures
Evaluations
Conferences
Help
Urgent Tasks
Duty Hours - Review Violations (201)
Life Support Expiration (3)
Compliance Module Expiration (3)
Personal Calendar
Thursday, May 23
5:55am - 6:55am
Grand Rounds
DRH - Conference Room (- -)
8:15am - 9:00am
Peds - Morning Report
CHC Harris Library (- -)
12:15pm - 1:00pm
Peds - Noon Conf.
CHC Harris Library (- -)
Friday, May 24
5:55am - 6:55am
Grand Rounds
DRH - Conference Room (- -)
7:30am - 8:15am
Peds - Early Morning Report
Faculty Access
Author Learning Modules (1)
Learning Modules
GMEC Resources
Program Director Access
Curriculum Objectives/Goals
Announcements
Resources/Documents
Competency Dashboard
Program Scorecards
Program Accreditation
Duty Hours Review Periods
View Faculty/Service/Program Evaluations
Mentor Access
Resident Demographics
Resident Evaluations
Conference Attendance
Procedure Logs
Graduate Medical Education - Portal Channel (Director)
(LOCKED)
December 2012 GME Newsletter
GME Incentive Program December Update
TIPS - Authorization for Use and Disclosure of PHI
Medical Education Scholarship: Extra Mileage From Your Teaching Dec 4 & 5
ICGME Meeting Dec 12
GME PC Meeting Dec 13
Parking Lot Safety Tips
and more
Resident Duty Hours - Last Week Summary
Submitted (0.0%)
Not Submitted (100.0%)
[VIEW DETAILS]
Non-compliant: 0 / 0
Avg. Hours/Week: - -
Avg. Days Off/Week: - -
24+4 Hr Max Violations: 0
10 Hr Break Violations: 0
Resident Absences - This Week
Today
Vacations
Sick Days
Away Conferences
LOAs

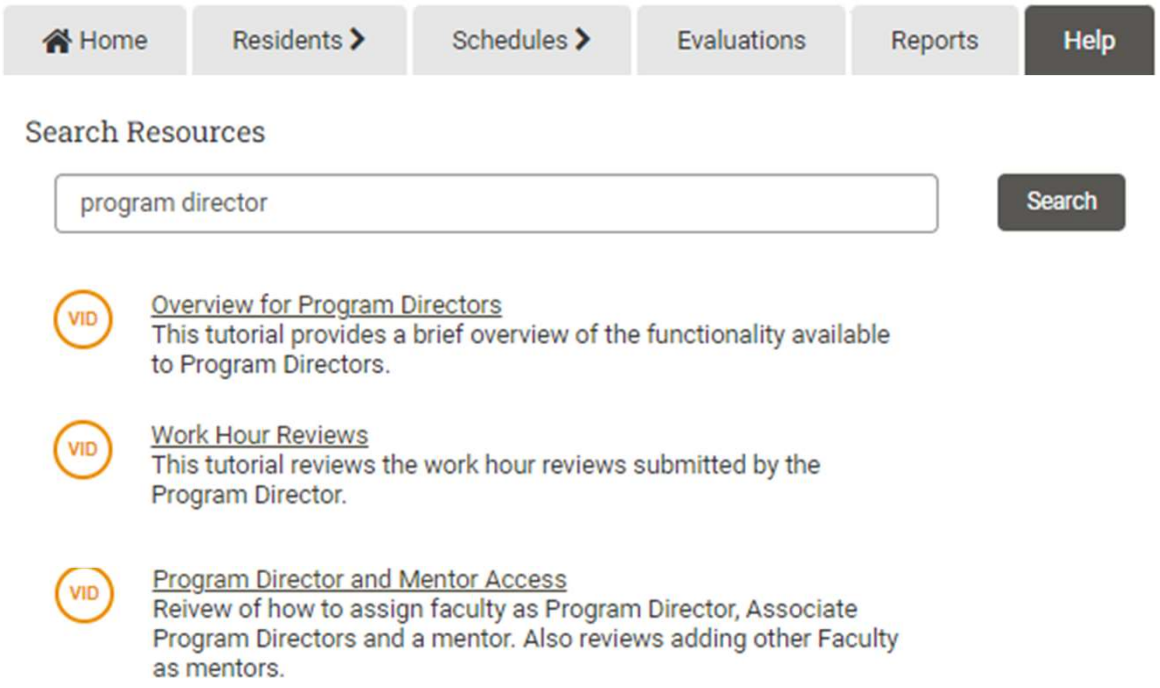
Mentors

- View direct trainee evaluations by assigning mentors



Additional Resource

Visit the help page and view these recommended help videos



GME Contacts

https://med.stanford.edu/gme/gme_team.html

- Feel free to contact us!

Q&A