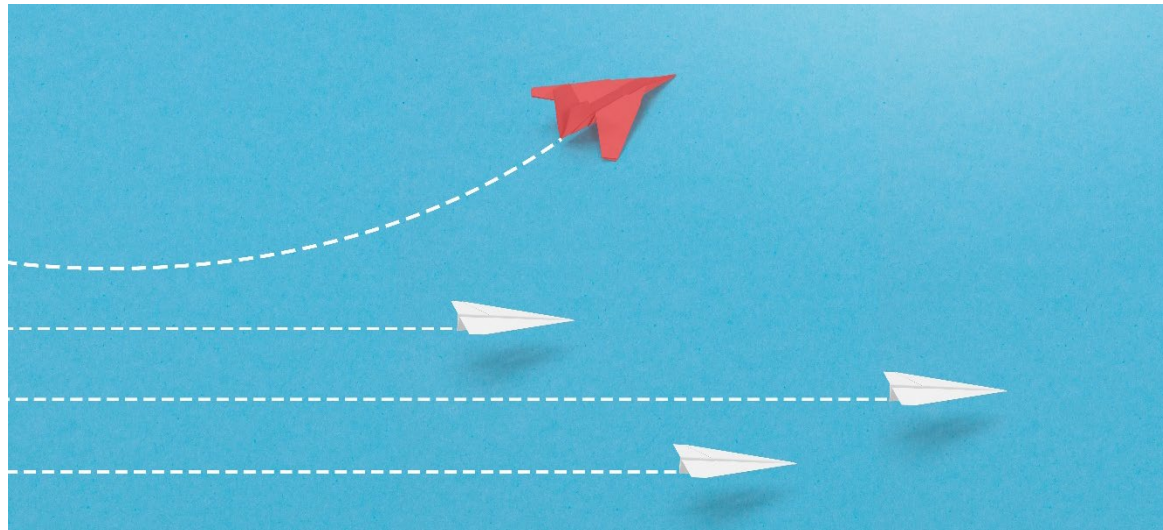


Graduate Medical Education New Program Director Orientation

Part 1 of 4
July 11, 2022



AGENDA



- ▶ Introduction of GME Office
- ▶ New PDs & APDs Resources and Orientation
- ▶ GME Operations
- ▶ Others
 - GMEC
 - Quality Improvement
 - GME Communities
- ▶ Q&A with GME Team

Welcome to GME!



Introduce Yourself:

- ▶ Your name, role, program, and how many years of experience you have in your role.
- ▶ What is your biggest pain point in your current position?

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. Access is via the "N" staircase



Directions to GME office

- <https://med.stanford.edu/gme/ho/ustaff/incoming.html>
- Video directions begin at 1:13

GME Office - Leadership



Niraj Sehgal, MD, MPH

Chief Medical Officer, Stanford Health
Care



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)

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

Bettina Flores

Registrar

BettinaFlores@stanfordhealthcare.org

650-723-5948 (office)

- CA Medical Licensure Process
- EPIC for House Staff
- Incoming House Staff
 - Occupational Health Compliance
- MSOW Database for House Staff
- Visiting Residents
- Notary

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

Taylor Nguyen, MBA

Program Project Coordinator

TaylorNguyen@StanfordHealthCare.org

650-723-6564 (Office)

- Funding and Expansion
- [House Staff Uber Usage Monitoring](#)
- [MedHub](#)
- Event Scheduling
- Program Accreditation

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

THuynhngo@stanfordhealthcare.org

650-498-2418 (office)

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

Elizabeth (Lizzie) Babalola, PhD

Program Manager/Education Specialist

egreer@stanfordhealthcare.org

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

New PDs & APDs Resources and Orientation

Welcome Packet

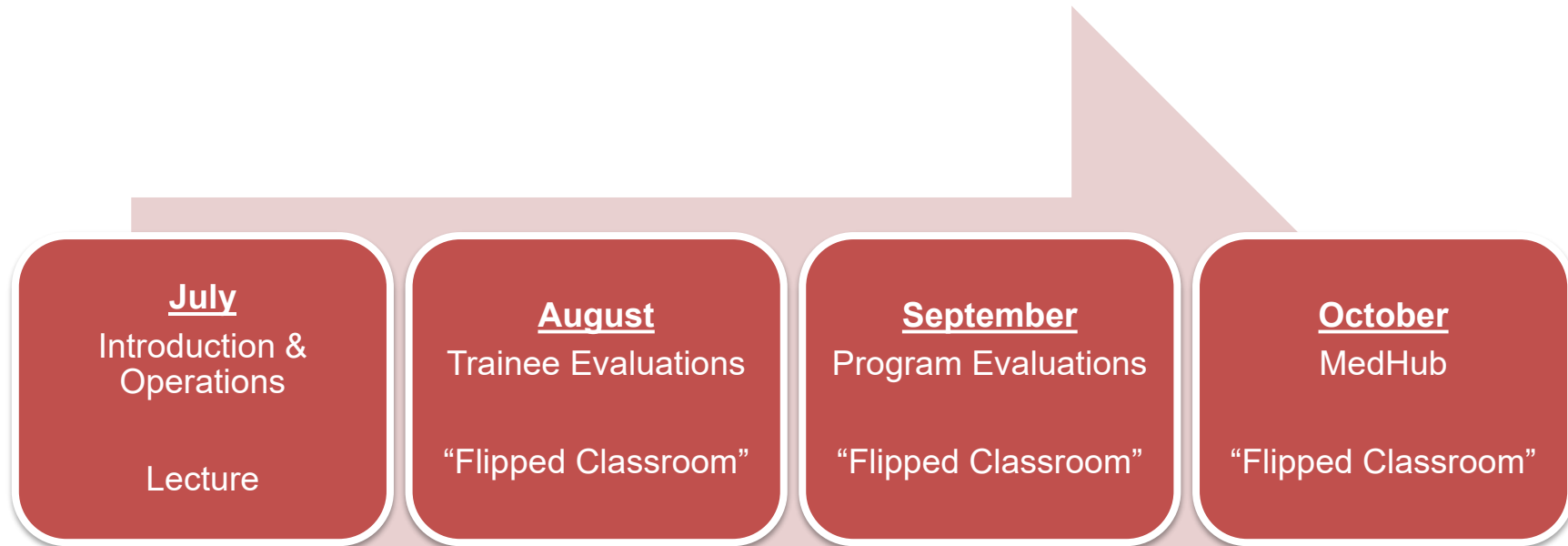
- ▶ GME office staff and roles
- ▶ GME Yearly Calendar/Timeline
- ▶ Directions to GME offices
- ▶ ACGME “Alphabet Soup”
- ▶ GME Evaluations and Survey requirements
- ▶ ACGME Common Program Requirements
- ▶ GME’s Toolkit – APE & CCC Guidebooks
- ▶ Commonly used forms

Program Director Resources

- ▶ GME's Welcome Packet
- ▶ Program Director Monthly Meeting:
 - 2nd Thursday of each month 12-1pm via Zoom
- ▶ Program Director Email List (programdirectors@lists.stanford.edu)
- ▶ ACGME's Common Program Requirements (CPR)
 - Read your program's specific program requirements
- ▶ GME Website - <https://med.stanford.edu/gme.html>
 - Program Portal -> Forms, Templates, & Examples
- ▶ MedHub's Help Portal
- ▶ Coaching from Stanford Medicine Coaching Center
- ▶ Your peers and program coordinator
- ▶ Your GME program managers

PDs & APDs Orientation

- ▶ GME is planning for four orientation sessions every month from July – October



“Flipped Classroom”

A video will be provided for you to watch at your own pace before the session.
A group discussion and Q&A will be held during the session.

The background of the slide is a blurred photograph of a desk. It shows several sheets of paper, some with blue and green patterns, and a pen lying on the surface. The overall tone is light and professional.

GME Operations

What is GME?

- 176 programs (125 ACGME accredited)
- 1,503 residents and fellows
- **Two “divisions” in GME**



Operations (Ops)

Hiring
Payroll
Contracts
Licensing
visas
Others
Reimbursements



Education

Educational consulting
Accreditation
Program director and
coordinator curriculum
Others

Who Does What In “Ops”?

Robbin Bankston

Program/Office Manager

RBankston@stanfordhealthcare.org

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Mitra Haddad, BA

Administrator

MHaddad@stanfordhealthcare.org

650-723-5948 (office)

- Away Elective Rotations
- Certificates/Diplomas
- Clinical Postdoctoral Appointments
- Continuing house staff
- Continuing house staff HealthStream & Occupational Health compliance
- Graduating house staff
- House staff Loan Deferments/Forbearances
- House staff Reimbursements
- Jury duty letters
- Outgoing/Graduating house staff
- Policies & Procedure
- Verifications

Bettina Flores, BS, BA

Registrar

BettinaFlores@stanfordhealthcare.org

650-723-5948 (office)

- CA Medical Licensure Process
- EPIC for House Staff
- Incoming House Staff
 - Occupational Health Compliance
- MSOW Database for House Staff
- Visiting Residents
- E-prescribe
- IT/SHC & LPCH
- Meal tickets
- Name changes
- New Hires appointments including their compliance

Brett Toensing, MS

Financial/MedHub Analyst

Bet1@stanford.edu

650-725-1951 (office)

- Budget Planning and Tracking
- Orientation

Matt O'Neill, M.Ed.

Training Coordinator

MONeill@stanfordhealthcare.org

- HealthStream Assignment and Support
- Website Management
- SUNet ID Provision and Monitoring
- Media Production

All GME contact at:

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

Timelines of Major Operational Tasks

Dec – Feb

- Activate NRMP for main match
- Interviews
- Recruitment
- Continuing trainees (Dec deadline)

Recruitment – NRMP

- ▶ If you are using the NRMP
 - Check the important match dates (www.nrmp.org):
 - Activate your program with the NRMP annually (deadlines vary across programs)
 - 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 URMs 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 – Appropriate and Inappropriate

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?"

Recruitment – Resources

- ▶ You must have a program policy on Interview & Recruitment
- ▶ Resources for interviewing can be found on: <http://gme.stanford.edu>
 - Recording of Virtual Interview Workshop:
https://med.stanford.edu/gme/program_portal/pd/pd_meet.html#2020-2021
 - Legal Issues in Residency Training:
https://med.stanford.edu/gme/program_portal/pd/pd_meet.html#2017-2018

Any Questions So Far?

PAUSE

J-1 Visas

GME Visa online module: https://med.stanford.edu/gme/housestaff/all-topics/j1_visas.html

- ▶ Allow 6 months
 - ▶ Can be used for ACGME programs (or “non-standard” programs found on the ECFMG list (www.ecfm.org))
 - ▶ May NOT be used for research or “extra years of training”
 - ▶ May not be clinical instructors, billing, or moonlighting
 - ▶ Online Module available
-
- ▶ H1b visas may only be used for graduates of US medical schools and the program must pay the fees.

J-1 Visas – Getting Started

Please send adohn1@Stanford.edu **all** of the following in **PDF** format after you have completed your new hire spreadsheet.

1. Name and **ECFMG number** of the resident/fellow
2. LETTER OF OFFER
3. STATEMENT OF NEED (SoN) The original, official SoN issued directly from the Ministry of Health in the country of most recent legal permanent residence must be submitted directly to ECFMG.
4. CURRENT CURRICULUM VITAE (C.V.).
5. COPY OF PASSPORT NAME PAGE(S) Submit a copy of the passport name page for the applicant and each dependent.
6. PROGRAM DESCRIPTION (www.ecfm.org)
7. New J-1 visa presentation on the SHC/GME website

PGY Level

▶ PGY Level

- A resident/fellow's appointment is determined in accordance with the level recognized by the specialty board in the residency training program.
- NOT ALL YEARS MAY COUNT FOR PGY DESIGNATION!!!

Year 3 ≠ PGY 3



CA Medical Licenses

- ▶ CA Medical License –
 - Regulations changed 1/1/2022
 - CA requires 1 year of ACGME training for US/Canadian graduates and 2 years of ACGME training for IMGs
 - Post Graduate training licenses required for anyone not eligible for the full CA MD license
 - PTL will be issued for up to 15 months for US and 27 months for IMGs (termination dates on current PLTs will be honored)
 - NEW MBC forms are available at: <https://www.mbc.ca.gov/Forms/>

- ▶ MBC must be notified within 30 days of the following (FormPSU1-PSU2):
 - Transfers to other CA residencies
 - Terminations
 - Resignations
 - Leaves of absence



2021-22 Benefits Information <https://med.stanford.edu/gme/housestaff/current/stipends.html>

Benefit Annually unless otherwise stated	SHC Pays Regardless of Family Status	Single Resident		Resident + Spouse		Resident + Child(ren)		Family (Resident, Spouse and Child(ren))	
		Resident Pays	SHC Pays	Resident Pays	SHC Pays	Resident Pays	SHC Pays	Resident Pays	SHC Pays
Moving Allowance (one time for new hires - not annual)	\$3,000.00								
CA MD training License--also reimburses 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 (Aetna PPO and VSP)		\$0.00	\$11,848.32	\$0.00	\$25,963.68	\$0.00	\$21,339.84	\$0.00	\$35,454.96
Dental (Basic PPO)		\$0.00	\$701.52	\$359.04	\$940.80	\$0.00	\$1,339.20	\$359.04	\$1,579.20
Basic Life (\$50,000 coverage)		\$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 (EAP)		\$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
Retirement as of 1/1/22 2% with possible 2% matching									
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

Wellness Resources

<https://med.stanford.edu/gme/housestaff/all-topics/wellness.html>

▶ Well Connect

- Consultation and service jointly sponsored by the Department of Psychiatry and Stanford Healthcare to facilitate timely access to counseling, stress management and coping skills, and mental health services.
 - Mickey Trockel, MD, PhD, Clinical Associate Professor, Director
 - Christina Khan, MD, PhD, Clinical Assistant Professor
 - Kristin Raj, MD, Clinical Instructor
- Phone: 650-724-1395
 - 24x7 Access (someone is always on call via the phone number above- also available for emergencies)
 - Non-urgent issues also can be communicated via e-mail to wellconnect@stanford.edu and will be reviewed and answered on business days
 - Confidential
 - One-time visits or longer term care through Stanford or referral to providers in the community

Onboarding & Orientation

<https://med.stanford.edu/gme/housestaff/incoming.html>

- ▶ Recommendations of Appointment (Excel)
- ▶ Incoming residents and fellows
 - Start dates:
 - ▶ 6/25
 - ▶ 7/1
 - ▶ 7/7
 - ▶ 8/1
 - ▶ 1/1



Orientation is normally less than 4 hours in person.
\$1 Million question is virtual or not for 2022

Important Dates for Continuing Resident/Fellows

- ▶ Recommendations of appointment for all **continuing** residents/fellows are due to GME **no later than December of each year.**
 - GME provides an excel spreadsheet to all programs in November
- ▶ GME issues contracts annually (March of each year for the coming academic year)
- ▶ Contact: Mitra Haddad mhaddad@stanfordhealthcare.org



Critical “Ops” Issues

- ▶ GME needs to know:
 - Who you are hiring
 - Who is staying within your program
 - Who is currently active in your program
 - Who is on leave (sick, maternity leave, etc.)

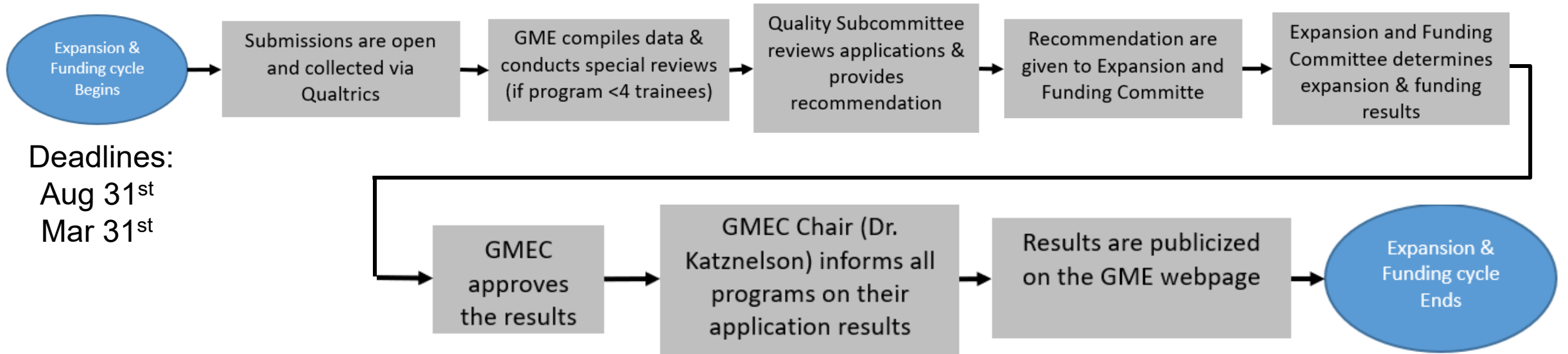


Any Questions So Far?

PAUSE

Program Expansion & Funding

Expansion and Funding Timeline



https://med.stanford.edu/gme/program_portal/program/exp-fund.html

GMEC

GMEC

- ▶ Graduate Medical Education Committee (GMEC) is in charge of overseeing Stanford as an ACGME institution. GMEC is led by DIO Ann Dohn and GME Chair Dr. Larry Katznelson. Monthly meeting on the second Thursday of every month at 5pm-6pm.
- ▶ Webpage - https://med.stanford.edu/gme/program_portal/gmec.html
- ▶ Membership
 - GMEC consists of leadership of core residency programs, resident representatives, chief residents, and program coordinator representatives.



GMEC

- ▶ GMEC reviews the following:
 - ACGME letters
 - New PD & APD changes
 - Institutional policies
 - Duty hours
 - Safe reports
 - Expansion & funding
 - Program considerations
 - Other topics that affects the institution and programs

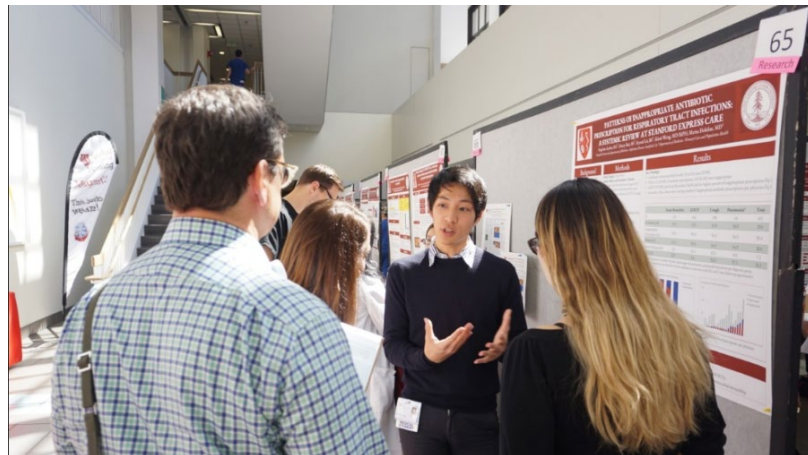
Quality Improvement

Chief Residents Council

- ▶ Chief Residents Council is comprised of Chief residents across all residency programs at Stanford Health Care. Meets to discuss large issues reported by house staff and create an QI project every AY.
- ▶ Monthly meeting on the second Thursday of the month at 6pm-7pm
- ▶ Contact Chief Residents at GME_Chief_Residents@lists.Stanford.edu
- ▶ Webpage - https://med.stanford.edu/gme/housestaff/chief_housestaff.html

Resident Safety Council

- ▶ The **Stanford Resident Safety Council (RSC)** is an institution-wide, interdepartmental council of resident physicians engaged in high-impact quality improvement (QI) projects throughout Stanford Health Care and Stanford Medicine.
- ▶ Webpage - <https://med.stanford.edu/rsc.html>
- ▶ Hosts annual Quality Improvement & Patient Safety Symposium
 - <https://med.stanford.edu/qipss.html>



Reporting

▶ SAFE reports

- SAFE reports (Stanford Alert For Events) are for reporting an event that does not follow safety best practices in patient care and in our workplace.
- Report at <https://shcconnect.stanfordmed.org/depts/QPSED/SAFE/Pages/SAFE.aspx>



- ## ▶ Anonymously report a concern for issues such as: illegal actions, financial reporting, internal accounting controls, audit, fraud, waste, and abuse.
- Phone 1-800-216-1784
 - Web https://med.stanford.edu/gme/gme_team/contact.html#anonymously_reportaconcern

GME Communities

Other Groups

- ▶ Diversity Committee
 - Diversity LGBTQI subcommittee



- ▶ Women in Medicine



- ▶ Medical Student and Resident Recruitment Steering Committee



For more info visit
<https://med.stanford.edu/gme/housestaff/join.html>

Next Session

Next Session: August 15 @ 8:00am

- ▶ Topics covered focus on Trainee Performance Evaluation

- ▶ Video link will be sent out with the calendar invite after today's session

Q/A

