Coordinator Educational Series

Graduate Medical Education

December 14, 2017
Agenda

- Quiz on Policies & Procedures
- GME Updates
- GME Staff and Program Assignments
- GME Website
Policy & Procedure Quiz

1. How many hours per calendar year of child or adult/elder care is available to housestaff?
   a. 40 hours per calendar year; b. 80 hours per calendar year; c. 100 hours per calendar year; d. 120 hours per calendar year.

2. What is Level 3 of the Resolution of Disputes?
   a. Review by housestaff Review Committee; b. Review by DIO; c. Review by Chief Medical Officer; d. Review by Department Head or Division Chief.

3. To ensure equality of access for employees with disabilities, reasonable accommodations and auxiliary aids are provided to enable the Housestaff employee to perform the essential functions of his/her job and to participate in all University programs and activities.
   a. True; b. False.
4. With respect to residents and fellows submitting bills for patient services rendered which statement is true?

a. Patients may not be billed by a housestaff officer for professional services rendered in the course of a housestaff officer’s training program unless an attending co-signs.

b. Patients may be billed by fellows for professional services rendered during a housestaff officer’s training program.

c. Patients may not be billed by a housestaff officer for professional services rendered in the course of a housestaff officer’s training program.

d. Patients may be billed by a housestaff officer for professional services rendered in the course of a housestaff officer’s training program if the service/procedure is medically necessary.
5. A housestaff officer will need to be reappointed every year in order to progress to proceeding levels, subject to continuing satisfaction of all other terms and conditions of housestaff officer appointments.

a. True; b. False.
Ann Dohn, DIO

GME UPDATES
## IMMIGRATION UPDATES

<table>
<thead>
<tr>
<th>Country of Origin</th>
<th>Immigration Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chad</td>
<td>Nationals of Chad remain eligible to apply for J-1 and H-1 B visas; issuance of B-1/B-2 visas is suspended.</td>
</tr>
<tr>
<td>Iran</td>
<td>Nationals of Iran remain eligible to apply for J-1 visas; issuance of H-1B and B-1/B-2 visas is suspended.</td>
</tr>
<tr>
<td>Libya</td>
<td>Nationals of Libya remain eligible to apply for J-1 and H-1 B visas; issuance of B-1/B-2 visas is suspended.</td>
</tr>
<tr>
<td>North Korea</td>
<td>Issuance of all immigrant and non-immigrant visas to nationals of North Korea is suspended.</td>
</tr>
<tr>
<td>Somalia</td>
<td>Nationals of Somalia remain eligible to apply for J-1, H-1, and B-1/B-2 visas.</td>
</tr>
<tr>
<td>Syria</td>
<td>Issuance of all immigrant and non-immigrant visas to nationals of Syria suspended.</td>
</tr>
<tr>
<td>Venezuela</td>
<td>Visa suspensions for Venezuelan nationals limited to certain government officials and their family members.</td>
</tr>
<tr>
<td>Yemen</td>
<td>Nationals of Yemen remain eligible to apply for J-1 and H-1 B visas; issuance of B-1/B-2 visas is suspended.</td>
</tr>
</tbody>
</table>
Impact on Current J-1 Physicians:

- Physicians from the eight countries listed in item (2) who are currently in the United States in J-1 status for participation in a program of graduate medical education (GME) may continue to seek extensions of sponsorship through ECFMG. *Eligibility for an extension or renewal of current J-1 status is not impacted*
  - Chad
  - Iran
  - Libya
  - North Korea
  - Somalia
  - Syria
  - Venezuela
  - Yemen

Resources:
- ECFMG FACT SHEET FOR CONSULAR OFFICIALS
- www.ecfmg.org
GME STAFF & PROGRAM ASSIGNMENTS
GME Staff

- Leadership
- Operations
- Education
GME Staff

- Leadership
- Operations
- Education

Norman Rizk, MD
Senior Associate Dean for Clinical Affairs
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
- Section: 2111, 2113, 2168
- Visas: J-1, H1-B

Laurence Katznelson, MD
Associate Dean for Graduate Medical Education
Chair, Graduate Medical Education Committee (GMEC)
## GME Staff

### Leadership

### Operations

<table>
<thead>
<tr>
<th>Name, Title and E-mail</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Robbin Bankston**  
Office Manager  
Rbankston@stanfordhealthcare.org |  
• Daily operations/supervision of the GME office  
• Allowances (Bonuses, On Call Meals, etc.)  
• Payroll  
• Leave of Absences  
• Orientation |
| **Brett Toensing, MS**  
Financial Analyst  
BToensing@stanfordhealthcare.org |  
• Budget Planning and Tracking  
• Orientation  
• Super User for MedHub |
| **Mitra Haddad, BA**  
Administrative Coordinator  
MHaddad@stanfordhealthcare.org |  
• Away Electives  
• Continuing Housestaff  
• Outgoing/Graduating Housestaff  
• Loan Deferments/Forbearances  
• Postdoctoral Appointments  
• Reimbursements  
• Verifications  
• Notary Pending |
| **Marcy Kulakow, BA**  
Registrar  
MKulakow@stanfordhealthcare.org |  
• CA Medical Licensure Process  
• EPIC for Housestaff  
• HealthStream  
• IT/SHC & LPCH for Housestaff  
• MSOW System for Housestaff  
• New Hires  
• Notary  
• Visiting Residents |
## GME Staff

### Leadership

### Operations

### Education

<table>
<thead>
<tr>
<th>Name, Title and E-mail</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Piro, PhD</td>
<td>• Coordinator Education/Consults/Support</td>
</tr>
<tr>
<td>Senior Program Manager/Education</td>
<td>• PD Education/Consults/Support</td>
</tr>
<tr>
<td>Specialist</td>
<td>• <strong>MedHub Support for PCs/PDs</strong></td>
</tr>
<tr>
<td><a href="mailto:NPIro@stanfordhealthcare.org">NPIro@stanfordhealthcare.org</a></td>
<td>• Evaluation/Assessment/Survey Support</td>
</tr>
<tr>
<td></td>
<td>• GME Research/Research Mentorship</td>
</tr>
<tr>
<td></td>
<td>• GME Initiatives</td>
</tr>
<tr>
<td></td>
<td>• Program Accreditation/Self-Studies</td>
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<td></td>
<td>• New Program Application Support/Reviews</td>
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<td></td>
<td>• ACGME Reviews/Site Visits</td>
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<td></td>
<td>• Program Expansion/Funding Support</td>
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<tr>
<td></td>
<td>• Special Reviews/Reports</td>
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<td>• Report Card Development/Trend Analyses</td>
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<td></td>
<td>• National Conference Participation/Presentations</td>
</tr>
<tr>
<td>Jie Li, PhD</td>
<td>• Scheduling: Ann Dohn &amp; Laurence Katznelson, MD</td>
</tr>
<tr>
<td>Program Manager/Education Specialist</td>
<td>• GME Directory</td>
</tr>
<tr>
<td><a href="mailto:JieLi@stanfordhealthcare.org">JieLi@stanfordhealthcare.org</a></td>
<td>• Housing/Daycare</td>
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<tr>
<td></td>
<td>• Housestaff Workshops</td>
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<tr>
<td></td>
<td>• Internal Reviews &amp; Special Reviews (Scheduling)</td>
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<tr>
<td>Diane H. Steinberg, PhD</td>
<td>• GMEC Meeting Management</td>
</tr>
<tr>
<td>Program Manager/Education Specialist</td>
<td>• Website Development &amp; Management</td>
</tr>
<tr>
<td><a href="mailto:DSteinberg@stanfordhealthcare.org">DSteinberg@stanfordhealthcare.org</a></td>
<td></td>
</tr>
<tr>
<td>Thi Dinh La, BA, BS</td>
<td>• Scheduling: Ann Dohn &amp; Laurence Katznelson, MD</td>
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<tr>
<td>Web Project Specialist</td>
<td>• GME Directory</td>
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<tr>
<td><a href="mailto:TDinhLa@stanford.edu">TDinhLa@stanford.edu</a></td>
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GME Staff

- Leadership
- Operations
- Education – Program Managers & Their Assigned Programs
# Programs:

**FAMILY MEDICINE**
- Family Sports Medicine

**NEUROLOGY**
- Child Neurology
- Clinical Neurophysiology
- Epilepsy
- Pediatric Epilepsy
- Neuromuscular Medicine
- Vascular Neurology

**NEUROSURGERY**

**OBSTETRICS / GYNECOLOGY**
- Gynecological Oncology
- Maternal Fetal Medicine
- Reproductive Endocrinology
  - Infertility

**OTOLARYNGOLOGY**
- Neurotology
- Pediatric Otolaryngology

**PATHOLOGY**
- Cytopathology
- Dermatopathology
- Hematopathology
- Medical Microbiology
- Molecular Genetic Pathology
- Neuropathology
- Selective Pathology (Breast)
- Selective Pathology (GI)
- Selective Pathology (Gyn)
- Selective Path (Surgical)
- Transfusion Medicine/Blood Banking

**PSYCHIATRY**
- Child Psychiatry
- Geriatric Psychiatry
- Psychosomatic Medicine
- Sleep Medicine

**THORACIC SURGERY**
- Thoracic Surgery (Integrated)
- Congenital Pediatric Cardiac Surgery

**NON-ACGME PROGRAMS**
- Autonomic Disorders *
- Behavioral Neurology *
- Cerebral Vascular Neurosurgery *
- Dementia
- Facial Plastic & Reconstructive Surgery/Plastic Surgery Within the Head and Neck *
- Family Planning *
- Head and Neck Oncologic Surgery
- Headache Medicine *
- Laryngology/Bronchoesophagology
- Memory
- Multiple Sclerosis & Neuroimmunology
- Neonatal Neurology
- Neurohospitalist
- Neurology Autonomics
- Neuro-Oncology *
- Neuropsychiatry *
- Pediatric Neuromuscular
- Pediatric Neuro-Oncology
- Pediatric Stroke
- Rhinology/ Advanced Sinus Surgery
- Sleep Surgery
- Spine & Peripheral Nerve Surgery *
- Spine Trauma *
- Stereotactic & Functional Neurosurgery *
- Student Mental Health (University Mental Health)
- Vascular Neurology Stroke

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* Non-ACGME Program with Boards
<table>
<thead>
<tr>
<th>Programs</th>
<th>ANESTHESIA</th>
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<tr>
<td></td>
<td>Cardiac Anesthesia</td>
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<tr>
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<td>Nuclear Medicine</td>
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<td>Interventional Radiology - Integrated</td>
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<td>Neuroradiology</td>
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<td>Pediatric Radiology</td>
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<td>Nuclear Medicine/Diagnostic Radiology Track</td>
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<td>Vascular and Interventional Radiology</td>
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<th>Programs</th>
<th>VASCULAR SURGERY (INTEGRATED) VASCULAR SURGERY (TRADITIONAL)</th>
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<tr>
<td></td>
<td>Pediatric Dermatology *</td>
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<td>Bariatric Surgery - Minimally Invasive Surgery *</td>
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<td>Breast Surgery *</td>
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<td>Hepatobiliary Surgery / Hepatopancreatobiliary Surgery *</td>
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<td>Craniofacial Surgery *</td>
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<td>Multi-organ Abdominal Transplant *</td>
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<td>Vascular Medicine *</td>
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<td>PHYSICAL MEDICINE &amp; REHAB.</td>
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<tr>
<td></td>
<td>Spinal Cord Injury</td>
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<td>Sports Medicine</td>
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<td>Sports PM&amp;R</td>
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* Non-ACGME Program with Boards
GME Staff > Education > Program Manager > Diane H. Steinberg, PhD

Programs:

**INTERNAL MEDICINE**
- Adult Congenital Heart Disease
- Advanced Heart Failure and Transplant Cardiology
- Cardiac Electrophysiology
- Cardiology
- Critical Care Medicine
- Endocrinology
- Gastroenterology
- Geriatrics
- Hematology
- Hospice & Palliative Care
- Infectious Diseases
- Interventional Cardiology
- Nephrology
- Oncology
- Pulmonary & Critical Care Medicine
- Rheumatology

**MEDICAL GENETICS & GENOMICS**
- Biochemical Medical Genetics
- Pediatric Medical Genetics

**OPHTHALMOLOGY**

**PEDIATRICS**
- Allergy and Immunology
- Adolescent Medicine
- Clinical Informatics
- Developmental-Behavioral Pediatrics
- Neonatology
- Pediatric Cardiology
- Pediatric - Anesthesia Track
- Pediatric Critical Care Medicine
- Pediatric Endocrinology
- Pediatric Gastroenterology
- Pediatric Hematology/Oncology
- Pediatric Infectious Diseases
- Pediatric Nephrology
- Pediatric Pulmonology
- Pediatric Rheumatology

**RADIATION ONCOLOGY**

**NON-ACGME PROGRAMS**
- Academic Pediatrics
- Biomedical Ethics*
- Blood and Marrow Transplantation*
- Cornea, External Diseases & Refractive Surgery*
- Echocardiography*
- Glaucoma*
- Heart-Lung Transplantation
- Hepatology*
- Immunocompromised Host Infectious Diseases
- Interventional Pulmonology
- Medical Physics*
- Neuroendocrine Tumor
- Neuro-ophthalmology*
- Oculoplastics*
- Pediatric Hospital Medicine
- Pediatric/Strabismus*
- Pulmonary Vascular Disease
- Retina/Vitreous*

* Non-ACGME Program with Boards
GME WEBSITE
GME Website

Housestaff

Upfront Housestaff Deadlines

- Required Online Training Due
  - For incoming housestaff at SHC/LPCH and affiliated hospitals
  - Please complete by the 6/11/2018 deadline to prevent issues at orientation.
  - Failure to comply may result in a delayed start date.
  - Visit the incoming residents/fellows page and click on "Required Training" for more information.
GME Website

Resident/Fellow Groups (and their relevant most important tasks)

Housestaff

Easy to find topics/processes!
GME Website

Program Portal
(Directors/Coordinators Secure Page)
SUNet ID access only

Upfront Program / Housestaff Deadlines
GME Website

Program Portal
(Directors/Coordinators Secure Page)
SUNet ID access only

Dedicated pages for you!
Resident/Fellow Quality Improvement & Patient Safety Symposium (QIPSS)
Monday, May 14, 2018, 3:30PM – 5:00PM, SHC Atrium & SHC Breezeway
Visit our website: http://qipss.stanford.edu

Speakers:
• Opening Remarks with Quinn McKenna, COO, SHC
• Closing Remarks with David Entwistle, President & CEO, SHC

Submissions open to:
• Residents/Fellows
• Medical students
• Nurses

Abstract Submission Window:
Mid-January – April 20, 2018

Top 10 Awards for Outstanding Posters of the Symposium!

If you have any questions, please contact Thi Dinh La (tdinhla@stanford.edu).
THANK YOU!

Two More Things...

- Quick Evaluation of Coordinator Education Series
  (Evaluation will be sent out later to the PCs who dialed in)

- For next month’s quiz on Policies & Procedures, please read the sections on:
  - Time Off (page 46)
  - Reimbursement (page 39)
  - Malpractice Insurance (page 34)
  - Other Services (page 51)