Program Coordinators’ Meeting

April 11, 2019
Agenda

- House Staff Announcements
- Program Evaluations
- Guidebook 2.0 Labs
House Staff Announcements

- Website Redesign
House Staff Announcements

- Check MedHub to ensure that GME appointments are showing correct appointment details:
  - Your continuing & transferring house staff do have a contract—see diagram below
  - Graduating house staff do not have a contract but do have correct appointment end date

- Mitra Haddad
  - GME Office
  - MHaddad@stanfordhealthcare.org
  - 650-723-5949
House Staff Announcements

- Direct graduating house staff to GME website
  - Checkout Form
    - House staff leaving Stanford Health Care must checkout with GME
    - Clear all medical records in both SHC & LPCH and by calling Health Information Management Services.
    - Return all items loaned to them by GME at the beginning of their appointment
    - Certificate/Diploma and final check will be provided during checkout with GME.
  - Sign & date the High Risk Data Removal Attestation form
Program Evaluations

- Every year GME sends out Annual Program Evaluations via MedHub
- Standardized and institutionalized forms
- Confidential and anonymous

Different from the GME Survey, Program Evaluations are:
  - Required by ACGME, at least once per year
  - By both trainees and faculty

All evaluations are aggregated by GME (14 days after distribution)

Aggregated reports are posted by GME on MedHub (Program Accreditation > APE)
Program Evaluations (You’ll Need to Do…)

- Delivery date of 2019: **May 1**
  - Set up Faculty Group by **April 26**. Default is All Faculty listed in your program in MedHub.
    1. Log onto **MedHub**. Click on the **Evaluations** tab.

2. Click on **Evaluations Groups** under the **Evaluation** tab.

3. Click on **Add Evaluation Groups**. Name your Faculty Group: “2018 [YourProgramName] Program Evaluation by Faculty”. Click on **Submit**. Add your faculty. You’re done!
Guidebook 2.0 Labs

- **3 Dates:**
  - TH 4/18 at 10am-12pm
  - TUE 4/23 at 10am-12pm
  - WED 4/24 at 10am-12pm

- **Location:** ALWAYS M206 computer lab

- **Sign up at**
  - [http://tinyurl.com/GMEguidebook](http://tinyurl.com/GMEguidebook)
  - Guidebook lab sign-up sheets
Guidebook Lab 2.0

- Video Tutorial (30 mins)
  - [http://tinyurl.com/Guidebooktutorial](http://tinyurl.com/Guidebooktutorial)

- Guidebook 2.0 Lab - RSVP
  - [http://tinyurl.com/GMEguidebook](http://tinyurl.com/GMEguidebook)
  - Sign-up sheet

- Lab Dates:
  - (1) Thursday 4/18 @ 10am-12pm
  - (2) Tuesday 4/23 @ 10am-12pm
  - (3) Wednesday 4/24 @ 10am-12pm

- Lab Location
  - ALWAYSM206 computer lab & [Map located here](#)
Guidebook 2.0 Location

- http://med.stanford.edu/gme/program_portal/program/ape_pec.html