Program Coordinators’ Meeting

November 14, 2019
Agenda

- Announcements

- GME Projects
  - GME Onboarding: GME Welcome Packet and PC Orientation
  - CCC Survey & Discussion on CCC Challenges and Support

- Current and Upcoming Events
Announcements
GME Personnel Updates

- Jie Li, PHD – Senior Program Manager/Educational Specialist
- Trey Huynh-Ngo, MBA – Program Manager/Educational Specialist
  - Pathology
  - Psychiatry
  - OBGYN
  - Otolaryngology
  - Neurology
  - Neurosurgery
  - CT Surgery
ACGME Conference Money

- GME will provide money to support one PC to attend the ACGME Annual Conference in San Diego (Feb 27-29, 2020)
Parking

- Residents/Fellows will continue to be able to purchase “A” and “C” permits
- Stockfarm will have 1,200 “C” parking spots
- On call residents/fellows with urgent clinical needs (<30 mins) may use valet parking at 500P & 300P Emergency room
- HD On-Demand (after hour) Shuttle available from 9pm-4am
  - P#: 650.498.4400

Shuttle Route
Self-Study Site Visits – Lessons Learned

- Psychiatry & Ophthalmology and all the subs

- Lessons learned:
  - Document… Document… Document
  - ACGME Survey is the KEY!
  - Use ADS and APE to properly address the weaknesses (low scores in ACGME surveys)
Holiday Meal Vouchers

- House Staff Meal vouchers available on Thanksgiving and Christmas.
- Contact Mitra Haddad (mhaddad@stanfordhealthcare.org)

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Counts Submission Date</th>
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<tbody>
<tr>
<td>Thanksgiving</td>
<td>Thursday 11/28</td>
<td>10 AM on 11/22</td>
</tr>
<tr>
<td>Christmas</td>
<td>Wednesday 12/25</td>
<td>10 AM on 12/16</td>
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</table>

- Mitra will contact the PCs as soon as the vouchers are available for pickup from GME office for distribution.
Continuing & Graduating Form

- Sent to all programs on 10/21
- Return to Mitra Haddad (mhaddad@stanfordhealthcare.org) by 12/2
- See sample below

<table>
<thead>
<tr>
<th>House-Staff-Name</th>
<th>2019-20 PGY-Level</th>
<th>Trainee-Type- (Resident or Fellow)</th>
<th>Promote-to-Next-PGY- (yes, no)</th>
<th>New-2020-21-PGY-Level</th>
<th>Promotion-Date- (mm/dd/yyyy)</th>
<th>New-Title- (Resident or Fellow)</th>
<th>Appointment-Details-if-Applicable- (off cycle, transferring, starting CPA, PTA-funded, PTA- R, or relevant details)</th>
<th>Will-Graduate-in-2020- (yes, no)</th>
<th>2020- Graduation-Date- if-applicable- (mm/dd/yyyy)</th>
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<tbody>
<tr>
<td>House-staff-1</td>
<td>6</td>
<td>Fellow</td>
<td>Yes</td>
<td>7</td>
<td>8-1-2021</td>
<td>Fellow</td>
<td>-</td>
<td>No</td>
<td>-</td>
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<tr>
<td>House-staff-2</td>
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<td>Fellow</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Make-up-time</td>
<td>Yes</td>
<td>7/31/2021</td>
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<tr>
<td>House-staff-3</td>
<td>6</td>
<td>Fellow</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>Fellow</td>
<td>Make-up-time</td>
<td>Yes</td>
<td>8/31/2021</td>
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<tr>
<td>House-staff-4</td>
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<td>Fellow</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>Transferring-to- Orthopedic-hand-surgery</td>
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<td>7/31/2021</td>
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<td>House-staff-5</td>
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<td>Fellow</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>Transferring-to- Postdoc</td>
<td>Yes</td>
<td>7/31/2021</td>
<td></td>
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</tbody>
</table>

See sample below
Directory Cleaning

- Current listings sent to all Departments on 11/13

- Return appropriate corrections to Mitra Haddad (mhaddad@stanfordhealthcare.org) at your earliest

- Contact your program manager for any future program personnel changes
New Hire Form

- Sent to all programs on Nov 6
- Return to Brett Toensing (bet1@Stanford.edu) by Dec 18
  - Excel form filled out
  - A PDF copy with PD signature
MedHub Q&A Session

- Dec 5th 9am-12pm @ GME Office
- GME Program Managers will be happy to answer any questions you have with MedHub/CCC preparation
- Please bring your own laptop if needed
Program Coordinator Onboarding

- New PC will be given a (1) welcome packet and must attend the (2) PC orientation

- Welcome packet and PC orientation recordings are available at [https://med.stanford.edu/gme/program_portal/pc/orientation.html](https://med.stanford.edu/gme/program_portal/pc/orientation.html)
  - Next PC orientation will be in early 2020
CCC Survey

- Goal – To standardize the CCC preparation process
- CCC survey will be live from 11/12-11/22
  - https://stanfordmedicine.qualtrics.com/jfe/form/SV_26xqfpHMC4WMPsx
- Current feedback from survey
Discussion

- What parts of preparing for the CCC do you find challenging?
- What are your “best practice” tips you would offer to other coordinators regarding how to prepare for and run a CCC?
- How would you like GME to support you on CCC?
Current and Upcoming Events
GME House Staff Survey

- Active from 10/24/2019-12/1/2019
- Weekly reminders every Friday
- Please encourage your house staff to complete the survey! Survey is completely confidential and is an “early warning sign” for programs to detect deficiencies/areas of improvement.
- Anonymous and confidential
- GME will generate a report for programs with =>4 responses
Review Your Survey!

*Deficiencies: (1) <100% resident survey - duty hour items, (2) <80% resident survey - non-duty hour items, (3) <86% faculty survey
Milestone & CCC

- Report milestone evaluation to ACGME

- Prepare for CCC meeting (Clinical Competency Committee)
  - Review evaluations
  - Review case log numbers

- Would you like a GME personnel to observe your CCC meeting?
## Milestone & CCC (Cont’d)

### November
- Send out Milestone-based evaluations of residents/fellows to attending physicians
- Prepare for CCC

### December
- Submit Milestone reports to ACGME
- Conduct CCC and finalize MedHub’s Milestone Management section
- Semi-Annual evaluations

Visit Timeline for more information
Discussion and Questions