Graduate Medical Education
New Program Director Orientation

Part 3
March 26, 2018
Critical Opioid Shortages

There are critical and ongoing shortages at Stanford Health Care of hydromorphone (Dilaudid), morphine, and fentanyl. Please minimize the use of these three drugs and consider the use of other agents as outlined below. Further details sent by email.

- Whenever possible, use oral or enteral opioids (oxycodone, hydrocodone, hydromorphone or morphine) instead of IV opioids, and use adjunctive therapies such as around-the-clock dosing of acetaminophen unless contraindicated. Also consider the addition of gabapentin or an NSAID.
- For more sustained pain, consider the use of oral MScContirn and OxyContin.
- Substitute meperidine (Demerol) when an IV agent is needed for breakthrough pain (unless contraindicated, e.g. renal insufficiency)
- Limit the use of IV fentanyl or hydromorphone to a minimum number of bolus doses while simultaneously adding an oral agent.
- For sustained pain, consult the Pain Service for consideration of IV methadone, ketamine, lidocaine or other agents.
- For patients who are strictly NPO, consider a fentanyl or hydromorphone PCA.
- Consider regional nerve blocks or epidural analgesia whenever feasible.
- Request a Pain Service consult when in doubt. They are available 24/7.

Epic Links to View Radiology Images Minor Changes

Starting 03/03/18, when viewing images in Epic, the View Full Radiology Images link from Epic will launch the GE Centricity Web viewer - not the Xero Viewer for a limited number of older studies (typically done prior to 2014). The GE Centricity Web viewer is compatible with internet explorer only and may fail with other browsers such as Chrome or Safari.

Frequency Changes for Scheduled RT Medications

Frequency speed button display for scheduled respiratory therapy (RT) medications has been updated to include “RT” at the end of each scheduled time. PRN, Continuous, ONCE, and non-scheduled RT medications will retain the current state button display. Frequency speed button display for scheduled respiratory therapy (RT) medications has been updated to include “RT” at the end of each scheduled time. PRN, Continuous, ONCE, and non-scheduled RT medications will retain the current state button display.

GME Financial Workshop Series 2017-2018 Evaluating Employment Contracts and Offers

Tues, 3/31/2018, 8:00PM - 7:30PM, Always M112
Dinner provided with registration.
Program Director Access – Associate PD Functionality + Accreditation and Faculty Evaluations (Except on Self)

- Upload Curriculum Objectives
- Add Resources/Documents
- Program Accreditation
- Post Announcements
- Can Add Work Hour/Evaluations Channel to Home Page
- Receive Work Hour/Evaluation Alerts
- Review Work Hour Violations
Access Continued

- Resources/Documents – Ability to Create Subfolders (within parent folders)
- All Faculty Have the Ability to View Curriculum Objectives
- Mentors Aggregate Evaluations View
- Enhanced Calendar Export
- Weekly Views of Rotation Schedule
- Conference Attendance by Faculty (new report)
- Procedures Summary by Resident (new report)
Mentor Access

- View Work Hours
- View Conference Attendance
- View Procedures
- View Evaluations
- View Resident Learning Portfolios – Add Notes, Links, Files
Reports to Review: Home Page – Milestone Management

- Milestone Trends
- Milestone Progress Reports
- Milestone Summary Chart
Reports to Ask Coordinators For:

- Aggregate Evaluation Reports of Faculty
- Aggregate Evaluation Reports of Residents
- Aggregate Comments Reports
- Work Hours Compliance & Summary
- Procedures Summary by Resident & by Program
Frequently Asked Questions

- Can Residents/Fellows Export their Learning Portfolios?
- How can I implement educational portfolios through MedHub?
- Can I use MedHub to accomplish 360 degree evaluations?
- Can Residents/Fellows upload files into their Learning Portfolios?
GME Operations

- Recruitment
- Interviewing/Hiring
- Recommendations of Appointment
  - Continuing Trainees
  - New Hires
- Registration/Orientation Requirements
  - Incoming Residents /fellows
GME Operations

- Recruitment
  - If you are using the NRMP
    - Check the important match dates (www.nrmp.org)
    - Activate your program with the NRMP annually
    - 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
GME Operations

- Interviewing/Hiring
  - You must have a Program Policy on Recruitment
  - Resources for interviewing can be found on: http://gme.stanford.edu
    - Under Program Directors Monthly Meetings: see Power Point Slide decks from the sessions on Employment Law and the Great Visa Debate
    - Remember the GME website also has information on licensing
Recommendations of appointment for all **continuing** residents/fellows are due to GME **no later than December 1st each year.**

- GME provides an excel spreadsheet to all coordinators in November

**New Hires** need a recommendation of appointment form also due **in December 1st.**
House Staff Benefits

- Health Insurance for resident and family
- Dental Insurance
- Vision Insurance
- Long and Short Term Disability Insurance
- One Time Moving Allowance ($3000.00)
- Housing Allowance ($500.00/month)
- Cell Phone Allowance ($1000.00/year)
- Educational Benefit ($2000.00/year)
- 1% Quality Improvement Annual Bonus
- Call Rooms & 4th floor Resident Gym
GME Operations

- **PGY Level**
  - A Housestaff officer’s appointment is determined in accordance with the level recognized by the specialty board in the residency training program.

- **Visas**
  - H1B Visa only for graduates of US Medical Schools (program must pay costs)
  - J1 Visa – GME Processes

- **CA Medical License**
  - PTAL – Post Graduate Training Authorization Letter needed for 1st year of US Residency Training for IMGs
  - US graduates must be licensed by Day One of their Third year of training (not PGY Level)
  - Foreign IMGs must be licensed by Day One of their Fourth year of training
GME Operations

- Familiarize yourselves with the registration/orientation requirements for incoming house staff located on the GME website.

- Start Dates:
  - 6/25
  - 7/1
  - 7/7
  - 8/1
  - 1/1
GME Operations/Accreditation

- Attend monthly Program Directors’ Education Luncheon Meetings
  - 3rd Floor Administration Conference Room (H3210)
  - 12:00 Noon – 1:00 PM on the 2nd Thursday of each month
  - Buffet Lunch provided from the Bing Dining Room (Serve yourself and bring your plate into the room)
GME Accreditation

- Ensure that 70% of your residents/fellows and 60% of your faculty complete the ACGME annual survey. (It starts in January each year)

- Monitor work hours weekly / review violations monthly (MedHub)

- Provide an explanation of any work hours violations to GME at the end of each month

- Monitor Resident/Fellow and Faculty Evaluations

- Review Annual Program Evaluations by Residents and by Faculty
Questions?