2017-18 Annual Program Directors Retreat

Joshua Goldstein, MD
DIO and Associate Dean of GME

Nancy Parlapiano,
Director of GME
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker/Title/Position</th>
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<tr>
<td>8:00am</td>
<td><strong>Introduction Opening Remarks, GME Update and New ACGME Requirements</strong></td>
<td>Joshua Goldstein, MD, DIO, Associate Dean for Graduate Medical Education</td>
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<tr>
<td></td>
<td><strong>Elective Rotation Requests and Affiliation Agreements</strong></td>
<td>Nancy Parlapiano, Executive Director of Graduate Medical Education</td>
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<td>8:45am</td>
<td><strong>Adverse Event Process / Crisis Management</strong></td>
<td>Susan Gerber, MD, MPH, Vice Chair for Education, Department of Obstetrics and Gynecology</td>
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<td>9:15am</td>
<td><strong>Break</strong></td>
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<td>9:30am</td>
<td><strong>QI / Safety Education Initiative</strong></td>
<td>Rachel Cyrus, MD, FHM, Assistant Professor of Medicine (Hospital Medicine)</td>
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<tr>
<td>10:00am</td>
<td><strong>Program Level Wellness Committee</strong></td>
<td>Clara Schroedl, MD, Assistant Professor of Medicine and Medical Education</td>
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<tr>
<td>10:45am</td>
<td><strong>CLER Update</strong></td>
<td>Abra L. Fant, MD, MS, Assistant Professor of Emergency Medicine</td>
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<td><strong>Mock RCA</strong></td>
<td>Bahram Rahmani, MD, MPH, Associate Professor of Ophthalmology</td>
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<td><strong>Lindsey Scott, RN</strong></td>
<td>NM Risk Manager</td>
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<tr>
<td></td>
<td><strong>Kelly Marks, RN</strong></td>
<td>NM Risk Manager</td>
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<tr>
<td>10:55am</td>
<td><strong>Presentation of Award</strong></td>
<td>Joshua Goldstein, MD, DIO, Associate Dean for Graduate Medical Education</td>
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<tr>
<td>11:15am</td>
<td><strong>FSM Update</strong></td>
<td>Eric G. Neilson, MD, Vice President for Medical Affairs and Lewis Landsberg Dean</td>
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<td><strong>FSM Update</strong></td>
<td>Eric G. Neilson, MD, Vice President for Medical Affairs and Lewis Landsberg Dean</td>
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</table>
McGaw Staff

April Chambers
Program Assistant

Martha Collier
Fellowship Coordinator

Angie Delk
Assistant to Associate Dean

Caroline Haldin
Institutional Licensing / Visa Coordinator

Mel Handy
Residency Coordinator

Jenny Lee
Institutional New Innovations Coordinator

Valerie Rodriguez
Institutional ACGME Coordinator

Brenda Vera
Program Assistant
GME update

Program status

- 104 ACGME accredited programs
- 78 Non-accredited fellowships (NAMF and ASTP)
- 1,152 total trainees current AY
<table>
<thead>
<tr>
<th>Sponsor Number / Name</th>
<th>Institution City</th>
<th>Institution State</th>
<th>Number of Programs</th>
<th>Number of Residents</th>
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<td>MN</td>
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# GME Update

PD turnover (7/17-1/18)

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<th>1/18</th>
<th>Total</th>
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<td>Surgery</td>
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<td>Vascular surgery - integrated</td>
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<td>Internal medicine/Pediatrics</td>
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<td><strong>Totals</strong></td>
<td><strong>16821</strong></td>
<td><strong>923</strong></td>
<td><strong>906</strong></td>
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# GME Update

ACGME PD changes (#15)

## Program Director Changes

Report Date: 1/22/2018 12:14:43 PM

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<th>View</th>
<th>Program</th>
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<th>New PD</th>
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<td>Jared Green</td>
<td>Ellen Benya</td>
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New ACGME Requirements
Duty Hours (The Learning and Working Environment)

• Clinical and educational work hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call clinical and educational activities, clinical work done from home, and all moonlighting.
  - Time spent in the hospital or at home performing clinical responsibilities by residents on at home call must count toward the 80-hour maximum weekly hour limit.
  - The frequency of at-home call is not subject to the 1:3 limitation, but must satisfy the requirement for 1:7 free of duty clinical work and education, when averaged over four weeks.
• Work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments (for all PGY levels).
• Residents must have at least 14 hours free after 24 hours of in-house call.
• Night float must occur within the context of the 80-hour, and one-day-off-in-seven requirements.
New ACGME Requirements
Patient Safety and QI

- The program, its leadership, faculty, residents, and fellows must actively participate in patient safety systems and culture.
- Programs must provide formal educational activities that promote patient safety-related goals, tools, and techniques. It is necessary for residents and faculty members to consistently work in a well-coordinated manner with other health care professionals using shared methodologies to achieve institutional patient safety goals.
- Residents must participate as team members in real and/or simulated interprofessional clinical site sponsored patient safety activities, such as root cause analyses or other activities that include analysis, as well as formulation and implementation of actions.
- The program director must ensure that residents and faculty members are integrated and actively participate in the implementation of interdisciplinary clinical quality improvement and patient safety programs at participating sites to address issues identified by investigations.
• Residents must have the opportunity to participate in interprofessional quality improvement activities, including activities aimed at reducing health care disparities.

• Residents and faculty members should receive specialty-specific data on quality metrics and benchmarks related to their patient populations.
New ACGME Requirements

Well-Being

• Programs and Sponsoring Institutions have the same responsibility to address well-being as they do to ensure other aspects of resident competence.

• Residents must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours.

• Encourage residents and faculty members to alert the program director or other designated personnel or programs when they are concerned someone may be displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence;

• Provide access to confidential, affordable mental health counseling and treatment, including access to urgent and emergent care 24 hours a day, seven days a week.
• There are circumstances in which residents may be unable to attend work, including but not limited to fatigue, illness, and family emergencies. Each program must have a policy and procedures in place that ensure coverage of patient care in the event that a resident may be unable to perform their patient care responsibilities.

• ...attention to scheduling, work intensity, and work compression that impacts resident well-being
New ACGME Requirements
Self Study
http://www.acgme.org/What-We-Do/Accreditation/Self-Study

10-year site visits for subspecialty programs will be coordinated with the visit of their respective core program.

1. Assemble the Self-Study Group
2. Engage Program Leaders and Constituents in a Discussion of Program Aims
3. Aggregate and Analyze Data from Your Annual Program Evaluations and the Self-Study to Create a Longitudinal Assessment of Program Strengths and Areas for Improvement
4. Examine the Program’s Environment for Opportunities and Threats
5. Obtain Stakeholder Input on Strengths, Areas for Improvement, Opportunities, and Threats to Prioritize Actions
6. Interpret the Data and Aggregate the Self-Study Findings
7. Discuss and Validate the Findings with Stakeholders
8. Develop a Succinct Self-Study Document for Use in Further Program Improvement as Documentation for the Program’s 10-Year Site Visit
CLER

- More info today
- New focus on wellness
  - Faculty and trainees
Common avoidable ACGME citations

• Case log
  - Should be reviewed at least 2x per year by PD
  - Plan for completion by at least start of last year

• WebADS
  - 5 years for scholarly work
  - ABMS certification

• Surveys
  - New questions on wellness
Recruitment

• Diversity initiatives
  - Second look
  - New McGaw Director of Diversity

• Screening applications for red flags
  - Transfers from other specialties or programs
  - Leaves or gaps in training
  - Delays in ending date
  - Prior felonies or misdemeanor

• Certificate Programs

• Use of standardized McGaw template offer letter
Recruitment

Red flags

- Make sure you have a clear understanding of issues early in process
- Real time conversation with current Program Director, writers of LOR, and/or Dean of Student Affairs is critically important
- Review with McGaw prior to interview if noted on ERAS application
- Risk of IDFPR review / licensure delay / delay in start
Recruitment

Visa / Licensure

**H1B**
Work visa
Can be extended
Must be paid for by program (not trainee)
$7K

Requires approval by McGaw prior to ranking trainee

**J1**
Training visa
Trainee must return home
May be paid for by trainee
No approval required

**Notes:**
Programs must remain consistent in what they offer.
Lack of clarity moving forward.
Nonstandard fellowships may have problems getting visa approval by ECFMG.
Please call McGaw to discuss early in process.
In an effort to offer residents and fellows a broad educational experience, McGaw has worked to develop clinical scholar programs for those housestaff with specialized interests and anticipated career paths.

Bioethics Clinical Scholar Program
Global Health Clinical Scholar Program
Health Equity and Advocacy Clinical Scholar Program
Medical Education Clinical Scholar Program
Complement

- ACGME complement
  - Plan out for duration of training
  - Temporary vs. permanent
  - Consider extension of training
  - GMEC review and approval
  - Request any increases prior to offering slot
  - Requires documented funding source

- NRMP
  - All in process
    - Now involving some fellowships
    - Contact McGaw for any outside the match offers
  - Programs are responsible for ensuring match complement links with ACGME complement (*the systems do not link*).
Changing sites of training

- ACGME WebADS
- Affiliation agreements
- PLA
- Funding implications
  - Needs home site funding approval and documentation
International electives
New system this month
https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/
International electives

http://mcgaw.northwestern.edu/directors/resources/elective-gme-rotation%20.html

- May require Global Health Initiative (GHI) / McGaw approval
- Travel insurance required (GeoBlue)
- Waiver and Increased Risk Release forms
The McGaw Medical Center offers exceptional training experiences at nationally ranked hospitals and fosters a culture of diversity, innovation and excellence. We invite you to learn more about our thriving academic environment.
External Rotations and Agreements
Elective Rotations

Process for Requesting Elective Rotations for Trainees

Elective Rotations

To Non-McGaw Institution

All requests must be submitted no less than 60 days prior to the rotation start date. Contact
Angelene Delk.

Any travel to an external site for greater than 31 days requires approval from the trainee’s
program director.

Trainees on international elective rotations are required to obtain supplementary health insurance policy.

Travel to any site on the U.S. State Department’s Travel Warning List requires permission from the
program director.
Elective Rotations

To Non-McGaw Institution

All requests must be submitted no less than 60 days prior to the start date of the planned rotation. Please submit to Angelene Delk.

Any travel to an external site for greater than 31 days requires approval of the McGaw President.

Trainees on international elective rotations are required to obtain, at his/her own expense, an individual GeoBlue supplementary health insurance policy.

Travel to any site on the U.S. State Department’s Travel Warning list requires approval by the McGaw President.

Elective GME Rotation to Non-McGaw Institution form

Overseas Rotation Acknowledgement, Waiver and Release form - For international rotation requests, the waiver should be submitted with the elective GME rotation to Non-McGaw institution request form.

McGaw Increased Risk Travel Release Form - This travel release form is a supplement to the McGaw Medical Center for Graduate Medical Education Overseas Rotation Acknowledgement, Waiver and Release form, both of which shall apply when a McGaw resident or fellow travels to a country currently under a U.S. Department of State travel warning and/or Centers for Disease Control and Prevention travel notice level three.

Template-Sample Program Letter of Agreement (PLA)
Elective Rotations
Process for Requesting Elective Rotations for Trainees

Request for NMHC Non-Base Hospital Rotation
All requests must be submitted no less than 60 days prior to the start date of the planned rotation.

The NMHC non-base rotation hospital request form should be submitted to Allison Kane in Academic Affairs prior to the McGaw Request for NMHC non-base hospital rotation form.

McGaw Request for NMHC Non-Base Hospital Rotation form - Please submit this form with the approved NMCH Non-Base Hospital Rotation form to Angelene Delk.

Template-Sample Letter of Agreement for rotation within McGaw institutions

Please add the rotation dates to the trainees block schedule in New Innovations.
Elective/External Rotations

Agreements

All elective and external rotations, regardless of accreditation/non-accreditation status of the training program, require a legal agreement between McGaw, the trainee’s base hospital, and the external training site.
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Elective/External Rotations Agreements

GME / Education / Affiliation Agreements are separate from Program Letters of Agreement (PLAs) with distinctly different rationale.

**PLA**
- Educational Goals
- Objectives
- Supervision
- Evaluation

**Affiliation**
- Stipend/Benefits
- Trainee Malpractice
- Insurance
- Indemnification
- Governing Law
Elective/External Rotations
Affiliation Agreement Workflow

Once the external rotation has been approved...

- Drafts agreement
- Submits for counsel’s review
- Edits agreement per counsel’s feedback
- McGaw member hospital reviews draft agreement
- Member hospital submits for counsel’s review
- McGaw and hospital discuss any mutually-agreeable edits
- Agreement submitted to external site once draft has been resolved between McGaw & Member
- External site submits agreement for review by counsel
- External site either signs or negotiates points of interest
- If negotiations are requested by the external site, both McGaw and Member consult with respective counsel
Even when the process goes smoothly, executing affiliation agreements takes several weeks from the point of McGaw’s approval of the rotation to the finalization of the legally bound document.
Jim Dersnah, Director of NM Academic Affairs

Thank you!

It is bitter sweet for us to bid farewell to one of McGaw’s most valued partners, Jim Dersnah. Although he will be sorely missed, we are delighted for him to start this next chapter.

Bon Voyage