What’s New

• Overview
  – New GME Program Coordinator, Susan Heiniger

• Health System Updates
  – Kishwaukee
  – Marianjoy
  – Centegra
  – CME

• Observer Request Updates

• Incoming Resident/Fellow Elective Application Update
  – Agreements

• AY18 Orientation
  – Save-the-Date
  – Timeline
  – Conflicts
  – My Learning

• Questions
Overview

Academic Affairs is responsible for the financial, operational and overall quality of resident and fellow experience while at Northwestern Medicine

• Jim Dersnah, Director
  – Financial and Strategic Management
  – GMEC Member
  – Collaboration with McGaw and FSM Leadership
  – One on One with Program Directors; Chairs
  – Jim Adams, CMO

• Allison Kane, GME Manager
  – Core Program Finance
  – Infrastructure Access Management
  – Regulatory communications and decisions
  – Resident and Fellow Leadership

• Susan Heiniger, GME Coordinator
  – Incoming Electives & Legal Agreements
  – Day-to-day operational maintenance
  – Policy and process reform
  – NMI Site Content & Design
  – Social Media Wizard

• Mia Reed, Psychiatry GME Coordinator
  – Full time GME Program Coordinator for Department of Psychiatry
  – Clinical Observation requests, process and approval
  – Resources for Outside Medical Education Requests
  – Orientation Planning and Execution
Observer Request Application, Process and Resources
Mia Reed
Clinical Observation Requests
NMH Inpatient and NMG Clinic

• Obtain the observer packet from NMI or email Mia Reed at mccollin@nm.org
  – Applicant must complete the entire packet and all signatures must be obtained before approval is granted
• NO International Medical Students
• Observer must work directly with Department/Division Education Coordinator
  – Please do not have them contact Mia directly
• Maximum of 5 days’ Observation
  – 2 weeks with Chair approval
  – Department of Medicine requests approved by Dr. Didwania
    • DoM: Department policy can be obtained through Dr. Didwania’s office
  – NMH Policy on Observers can be found on NMI
Clinical Observation Requests

OR/Surgical Services Requests

• Completed applications for *observation in the OR* must be directed *first* to Kelsey Bachtell - kbachtel@nm.org
  – Wendy Willson, Director of Surgical Services, must approve *before* Academic Affairs
  – Kelsey will forward signed applications to Mia

Enough people observing in the OR for ya?
Research, Volunteer and Medical Students

Links and Resources

- If you have a visitor or volunteer that needs to be at NMH for more than 5 days please refer to the links below for those processes:
  - Volunteer researcher or research Student that needs EMR access: [http://nucats.northwestern.edu/resources-services/data-informatics-services/enterprise-data-warehouse](http://nucats.northwestern.edu/resources-services/data-informatics-services/enterprise-data-warehouse)
  - Visiting Scholar: [http://www.feinberg.northwestern.edu/fao/administrators/research-visitors/index.html](http://www.feinberg.northwestern.edu/fao/administrators/research-visitors/index.html)
  - Volunteer Services – NU Office of Research: [https://forms.feinberg.northwestern.edu/view.php?id=19275](https://forms.feinberg.northwestern.edu/view.php?id=19275)
  - Volunteer Researcher: [http://www.northwestern.edu/hr/managers-administrators/hiring-termination-resources/interns-and-volunteers/intern--volunteer-criteria.html](http://www.northwestern.edu/hr/managers-administrators/hiring-termination-resources/interns-and-volunteers/intern--volunteer-criteria.html)
Visiting and International Student Requests

• Domestic and International Student Requests:  
  http://www.feinberg.northwestern.edu/education/visiting-students/
  – The Feinberg Visiting Students website (link above) provides a listing of FSM’s Global Health Partners for International Student Requests
  – *We cannot accommodate international students whose school is not an FSM/Global Health Partner*
Incoming Visiting Resident Rotations & The Mystery of Agreements
Susan Heiniger
New Application & Steps
It’s PRETTIER! (and can be found on NMI)

• Part Une – 90 Days Prior
  – Revisions
  – Signature Page
    • Program Director versus Host: If PD is hosting just PD signature
    • If another physician, both signatures required
    • Department of Medicine ONLY: Dr. Didwania as Vice Chair signs as Chair
  – Program Rationale
    • Per NMH and FSM/McGaw Leadership

• Part Deux – 30 Days Prior
  – Health records
  – Licensure
  – FSM Attestation

• Standing Rotations
  – Elective Application must be completed in full 30 days prior to rotation
    • Program Rationale and Signature Page not required
  – When submitting application please include corresponding agreements
    • Accountability
  – West Region Rotations: 30 Days’ Notice to provision and arrange WR orientation
Agreements
We’re not lawyers and we don’t have to be!
Agreements
What’s the diff? Definitions and Terms

• Master Affiliation Agreement vs. Program Letter of Agreement
  – What’s the difference?
    • Master Agreement (Master): Legal agreement between McGaw, NMH and Outside Institution permitting resident or fellow to rotate at other institution both incoming and outgoing.
    • The Master, most importantly, defines who is covering liability insurance
    • Program Letter of Agreement (PLA): Legal agreement between programs (i.e. Pulmonary Disease and Critical Care) outlining rotation objectives and parameters including supervision and participating faculty
  – Terminology
    • Master: “Institutional Agreement,” “Graduate Medical Education Agreement,” “Affiliation Agreement”
    • PLA: “Program Affiliation Agreement,” “Program Addendum,” sometimes in form of written letter
Agreements cont’d.
You’re still not lawyers and you still DON’T HAVE TO BE.

• Master Affiliation Agreement vs. Program Letter of Agreement cont’d.
  – Where do I find it?
    • NMI → House Staff → Coordinator Resources → Rotations and Observers
  – What do I do?
    • Complete highlighted portions on templates and send to outside institution’s program coordinator or other administrative contact
    • Any further legal discussion and/or questions between institutions is facilitated by Academic Affairs with NM’s Office of General Counsel (OGC)
    • Call Susan! x66632
Social Media Campaign
Twitter, Facebook, and Instagram

- Twitter
  - Follow @NM_365: A Year in the Life of a Resident and MORE

- Increase Engagement; strengthen our brand; community; share and celebrate house staff accomplishments; potential for alumni engagement; advertising to potential constituents

- NM Academic Affairs is on FACEBOOK!
  - www.facebook.com/nmacademicaffairs
  - Engage new and current house staff
  - Post relevant updates
  - Connect with peer academic institutions
  - Widen audience

- Instagram: @NM_365
AY18 Orientation and Hot Topics
If an incoming fellow is already here as a resident they do not need to complete any of the following.
High-Level Timeline

March 18th
McGaw’s Welcome Email

March 22nd
Save-the-Date from Academic Affairs

March 31st
NPI Number due in NI

Mid-April
McGaw Regulatory Training Deployment

May 15th
Orientation Day
Individual Schedules e-mailed to .edu addresses

May 19th
Corporate Health items due

June 1st
NMHC Regulatory Training Deployed to .edu emails
# Northwestern Medicine Orientation, Friday June 23, 2017

| Time/Location | 7:00am-6:30pm  
| • Northwestern Memorial Hospital, 251 E. Huron Street Feinberg Pavilion 3\textsuperscript{rd} Floor Conference Center (Rm A) |
| Registration | 7:00am-7:30am  
| • Please be on time. Business formal attire is required. |
| Welcome to Northwestern Medicine | 7:30am-9:30am  
| • Dean Harrison, NMHC CEO & Eric G. Nielson, MD, Dean, Feinberg School of Medicine |
| Activities | 9:30am-5pm (individual schedules will vary. Breaks will be plentiful and food provided).  
| • ID Badging; EHR login and training; ACLS/BLS*; Paging services; Payroll/Benefit enrollment confirmation; Corporate Health Clearance |
| Intern Welcome Reception | 5:30pm-7pm Krumlovsky Atrium (Conference Center)  
| • Hosted by Northwestern Medicine Leadership |

*If you are already certified, ACLS/BLS training is still mandatory to align renewals across programs. You will be directed to a re-certification track and will not be obligated to stay for the full training.*
Important Dates: Deadlines and Communications

- **March 31, 2017**
  - NPI Number Due

- **May 19, 2017**
  - Corp Health records due

- **March 22, 2017**
  - Welcome to Northwestern Medicine: Save-the-Date!

- **May 15, 2017**
  - Orientation Day Individual Schedules*

- **June 1, 2017**
  - NM Online Training Deployed*

- **June 23, 2017**
  - Orientation Day!

*All further email communications will go to your northwestern.edu account. McGaw will notify you when account is created.

◇ Online training is mandatory and must be completed before Orientation. These are different modules than McGaw regulatory training provided in New Innovations.
Save the Date PGY2+/Fellows – July 1st Starts

**Northwestern Medicine Orientation, Saturday July 1, 2017**

| **Time/Location** | 7:00am-6:30pm  
• Northwestern Memorial Hospital, 251 E. Huron Street Feinberg Pavilion 3rd Floor Conference Center |
|-------------------|--------------------------------------------------|
| **Registration**  | 7:00am-7:30am  
• Please be on time. Business formal attire is required. |
| **Welcome to Northwestern Medicine** | 7:30am-9:30am  
• Dean Harrison, NMHC CEO & Eric G. Nielson, MD, Dean, Feinberg School of Medicine |
| **Activities**    | 9:30am-5pm (individual schedules will vary. Breaks will be plentiful and food provided).  
• ID Badging; EHR login and training; ACLS/BLS*; Paging services; Payroll/Benefit enrollment confirmation; Corporate Health Clearance |

*ACLS/BLS Renewal courses will be offered at no cost to the incoming trainee the last week of June and week of July 10. Dates and times are posted on our vendor’s website, [www.ercareconsultants.com](http://www.ercareconsultants.com). Register online and select “School/Employer will be paying for this course.”
Important Dates: Deadlines and Communications

- March 31, 2017: NPI Number Due
- May 19, 2017: Corp Health records due
- May 15, 2017: Orientation Day Individual Schedules*
- June 1, 2017: NM Online Training Deployed*
- July 1, 2017: Orientation Day!

*All further email communications will go to your northwestern.edu account. McGaw will notify you when account is created.

◊ Online training is mandatory and must be completed before Orientation. These are different modules than McGaw regulatory training provided in New Innovations.
FAQs

What is the difference between McGaw and Academic Affairs?

While these are some of the “differences,” rest assured we work one and the same to support you throughout your career as a resident or fellow with Northwestern.

- McGaw Medical Center of Northwestern University is a consortium of teaching hospitals: NMH, LFH, Lurie, RIC, and affiliates like the Jesse Brown VA; these are all members. McGaw sponsors all graduate medical education (GME) and oversees accreditation, integrity and quality of all programs within the member institutions. McGaw administers payroll & benefits, assists with application and maintenance of licensure and addresses all University-related matters.

- Academic Affairs is NMHC’s central department for GME and provides base hospital IT access and provisioning; operational services and facilities i.e. workspace, call room and lounge maintenance; health system policy and practices compliance; provides liability insurance/malpractice coverage and works closely with McGaw for streamlined communications and updates.

If I shouldn’t put personal contact information on my NPI application, whose do I put?

- Keep your name as the contact person and use your own email address. This information is not published; it is only for NPPES if they should need to contact you. You can always update the contact email to your northwestern.edu address once assigned.

I will be obtaining a permanent Illinois license and will have a controlled substance license as well as a federal DEA number.

- McGaw only collects state licenses. If you will have a controlled substance ID as well as a federal DEA number, please email to academicaffairs@nm.org.

I will only be applying for and obtaining a temporary Illinois license. Is this a problem?

- Not at all! You will be prescribing and ordering under the base hospital’s DEA number which is automatically populated on all electronic and printed scrips using your NPI number as your unique identifier.
Orientation Day Overview

• Interns: Friday June 23, 2017 | Fellows: Saturday July 1, 2017
  – Check-in and Welcome
    • Business Formal Mandatory
  – Presentations
  – Break-Out Groups
  – Lunch/Brunch
  – Individual schedules
  – Interns: Welcome Reception: 5:30 p.m. Krumlovsky Atrium with Dean Neilson and Northwestern Medicine Leadership
Orientation Day
continued

• *Individual schedules cannot be changed*

• If program director has specific request or need for PGY2s/Fellows, please let Academic Affairs know now
  – Accommodation of request is not guaranteed
  – Over 60 individual *programs*

• We need your help to please emphasize this to your attendings and incoming house staff
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<th>Wednesday June 22</th>
<th>Thursday June 23rd</th>
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<td>Medicine (IM, Prelim Med, Med-Derm, Anesth, PMR)</td>
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<td>Corporate Health 7am-12pm</td>
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**Welcome Reception**
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<th>Time</th>
<th>Friday July 1</th>
<th>PACS/RadNet</th>
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<td>NMH Orientation 7:00 am to 9am (Feinberg A) Registration 8:30am</td>
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Online Training

Hospital Policies and Practices

• NMHC provides online training for all McGaw Programs
  – Lurie house staff are all required to take NUFSM Conflicts of Interest and Professionalism
  – Lurie programs rotating to NMH must complete NMHC Corporate Compliance and Integrity

• MyLearning Deploys Automatically
  – Sent to northwestern.edu email address

• Program Coordinator MyLearning Admin Training
  – You can run your own compliance!
  – Special sessions in May

• Training Subject Matters
  • Clinical documentation, emergency management, blood and body fluid exposure protocols
  • EMR Training (PowerChart and Epic modules are optional)
  • NMHC Corporate Compliance and Integrity
  • NUFSM Conflicts of Interest and Professionalism
Some issues...

Conflicts

• “I am in a wedding” “I’m out of town”
  – Signed a contract to start work on July 1st
  – Deans taking time on a weekend to greet and welcome
  – They are getting PAID for this day!

• One day to squeeze everything in
  – No Corporate Health visit for clearance? No patient care.
  – No classroom EHR attendance? No login credentials.
What about our late or delayed starts?

PowerChart Training, Orientation, and Corporate Health

- Academic Affairs and McGaw will work with your resident/fellow one-on-one to collect required information and materials
- Request program coordinator schedule separate Corporate Health screening
- August 1st Starts
  - Smaller orientation will be held and scheduled separately
Hey Lurie!

Hey Lurie you’re so fine you’re so fine you blow my mind hey LURIE!

• Programs on adult rotations
  – Contact Academic Affairs 2 weeks prior to rotation start
  – Already onboarded to NMH and given EHR access
  – Username, NMH ID Badge Form, ScrubEx will be distributed
    • Upon start, call our help desk and ask for a password reset
Hot Topics! (and general housekeeping)

• Spok Paging Application Transition
  – Myth vs. Fact
  – Not required at this time

• New NMIT Portal
  – Currently all resident/fellow requests go to Program Director for approval
  – Creating house staff-specific portal to route to Academic Affairs

• Patient and Pharmacy calls to Program Director
  – Revision of Program Director contact information to NMG Clinic
  – Phone number revision in MSOW (physician database that feeds Epic and Cerner E-Prescribe)

• Still some reporting structure “to-dos”
  – Moonlighting, transition to attending

• Graduation “checkout”
  – Please retrieve all keys
    • No need to return to Academic Affairs this year
More Hot Topics and Housekeeping

Federal and State Regulated IDs

• Taxonomy Code*
  – The taxonomy code is a number specific to the physician’s specialty
    • Upon enrollment prompted to use “Student” taxonomy code; must have license to list specialty
    – Upon licensure, essential to update taxonomy code to specialty

• Medicare/Pecos*
  – Original Deadline June 1, 2016 pushed back to February 1, 2017
  – *Has now been pushed back to 2019
  – Enrollment is strongly encouraged

• Illinois Health and Family Services (IHFS)
  – 2015 ruling all physicians providing services to MMAI patients must have unique ID
    – State confirms yet to reinforce due to lack of manpower
    – Some MMAI are beginning to enforce and causing prescription and order problems for residents
    – Have attending prescribe in the meantime

*We have instructions for all of the above!
Questions?