Welcome!

Nancy Parlapiano
Director, Graduate Medical Education
n-parlapiano@northwestern.edu
312-503-4536
McGaw Medical Center of Northwestern University

Housestaff: 1,133
Program Directors: 157
Program Coordinators: 105

Programs: 188 (94 accredited)
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Housestaff: 1,133
Program Directors: 157
Program Coordinators: 105

Programs: 188 (94 accredited)

We are a team and our mutual success is interdependent.
Team GME Northwestern
Administration
Joshua L. Goldstein, M.D., Associate Dean for Graduate Medical Education, Vice President for Academic Affairs and Designated Institutional Official
(312) 503-7275, jgoldsteinm@northwestern.edu

Nancy Partapiano, Director of Graduate Medical Education
(312) 503-9386, n-partapiano@northwestern.edu

GME Staff and Descriptions
Martha Collinis is our Fellowship Coordinator and is responsible for all aspects of the fellowship programs including initial appointment, reappointment, and funding.
(312) 503-7277, mccolliner@northwestern.edu

Angie Delk is the Assistant to Dr. Goldstein. She coordinates his calendar, supports other GME projects/initiatives as warranted, and provides information regarding any general GME inquiries.
(312) 503-9294, a-delk@northwestern.edu

Mel Handy is the Credentialing Coordinator and acts as the liaison between GME and the training programs. She handles appointment authorizations, rotation schedules, terminations, Northwestern Net Ids, and email accounts.
(312) 503-4758, m-hand@northwestern.edu

Caroline Halpin is our Licensing and Visa Coordinator for McGaw. She is responsible for all aspects of licensing of residents/fellows for training and will also assist trainees with their visas.
(312) 503-4758, c-halpin@northwestern.edu

Valerie Rodríguez is the Institutional ACGME Coordinator and interim New Innovations Trainer. She oversees all of McGaw’s ACGME-related matters, as well as New Innovations training and guidance.
(312) 503-0980, valerie.rodriguez@northwestern.edu

Rienda Vera is our Recruitment. She processes all certificate requests, loan deferrals, and verifications of training.
(312) 503-7079, rienda.vera@northwestern.edu
MCGAW PAVILION
240 E. Huron
Chicago, IL 60611

More Info  Directions  Email URL
Welcome Brenda Vera!
(312) 503-7975
brenda.vera@northwestern.edu

Reception
Certificate Requests
Loan Deferments
Verifications of Training
Keeper of the Candy
Welcoming Soon
Jennifer Lee!
Monday, March 7, 2016

Institutional New Innovations Coordinator
Recent McGaw-GME Promotions

Caroline Haldin
Licensing & Visa Coordinator
c-haldin@northwestern.edu | 312-503-4748

Valerie Rodriguez
Institutional ACGME Coordinator
valerie.rodriguez@northwestern.edu | 312-503-0339
Plans for Academic Year 2017

Transition to New Innovations
Coordinator Outreach & Enrichment
Increased Global Communication
Plans for Academic Year 2017

Transition to New Innovations

To be successful, the transition will require from programs:

- Fully populated, accurate trainee profiles
- Accurate trainee schedules
Plans for Academic Year 2017

Coordinator Outreach & Enrichment

Improved bilateral communication
Informational sessions, e-mails, and Q & A's
Online feedback portal
Plans for Academic Year 2017

Increased Global Communication

Housestaff online feedback portal

More frequent Program Director and Housestaff Updates

Enhanced collaboration with McGaw affiliates/partners

Expanded transparency of processes for better understanding
Important Upcoming Dates & Tasks

2016-2017 Fellow Stipend Forms
DEADLINE: Tuesday, March 15th

Martha Collier
GME Fellowship Coordinator
mcollier@northwestern.edu | 312-503-7947
McGaw Pavilion | 240 E. Huron St., Ste. 1-200
Important Upcoming Dates & Tasks

NRMP Residency Match
Friday, March 18th
1:00PM central time

It is very important to get your matched applicants’ documentation to us that day.

Signed Appointment Authorization form
Copy of each resident’s ERAS application
USMLE Step I & II scores
CA-MED form signed by the Program Director
Important Upcoming Dates & Tasks

Saturday, March 19th
GME staff will input all newly-matched housestaff to database and generate Letters of Agreement.
Important Upcoming Dates & Tasks

Monday, March 21\textsuperscript{st}

Letters of Agreement mailed to newly-matched housestaff with licensing, visa, and New Innovations instructions.
- example instructions provided –

McGaw-GME will send all newly-matched housestaff a welcome e-mail in which they will find introductory instructions.
- example provided -
The application for temporary licensure is available for download from the Illinois Department of Financial and Professional Regulation (IDFPR) website: http://www.idfpr.com/Renewals/apply/forms/md-t.pdf. Please do the following within the next 7 days:

- Complete the licensing application.
- Attach your check for $230.00 payable to IDFPR.
- Return the application and check to our offices for review prior to submission:
  McGaw Medical Center of Northwestern University
  Attn: Caroline Haldin
  240 E. Huron St., Ste. 1-203
  Chicago, IL 60611-2909

Attached you will find our licensing checklist for your convenience. Note that licensing information is also available to you in your NI onboarding checklist.
Important Upcoming Dates & Tasks

April
Housestaff Completion of Training List
Housestaff Certificate Request Forms

May
Residency Rotation Grids

June
Sign-Out Sheets
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Nancy Parlapiano
n-parlapiano@northwestern.edu
312-503-4536
Welcome to McGaw Medical Center of Northwestern University!

We look forward to seeing you in June as you start your residency training. It is essential that we stay connected with you in the coming months, so PLEASE inform McGaw-GME of any changes to your mailing address, cell number, or e-mail.

Upon receipt of this message, please reply to verify your current mailing address and phone number as listed below. It is imperative that we receive this e-mail immediately. Once we have received confirmation of your mailing address, we will mail your Letter of Agreement. It is your option whether to return your agreement via postal mail or upload to our management suite, New Innovations (NI).

Onboarding of all resident housestaff will be conducted through New Innovations. Your Program Coordinator will provide your login credentials. Prior to orientation you must complete two NI-based checklists: 1. Onboarding and 2. Compliance.

Housestaff cannot start training and will not be paid until they secure medical licensure in Illinois. Thus, we strongly encourage you to apply immediately as processing typically takes months. Please note that, regardless of licensure, all housestaff must attend orientation.

The application for temporary licensure is available for download from the Illinois Department of Financial and Professional Regulation (IDFPR) website: http://www.idfpr.com/Renewals/apply/forms/md-t.pdf. Please do the following within the next 7 days:

- Complete the licensing application.
- Attach your check for $230.00 payable to IDFPR.
- Return the application and check to McGaw-GME for review (mailing address below).

Attached you will find our licensing checklist for your convenience. Note that licensing information is also available to you in your NI onboarding checklist.

Lastly, please keep close eye on your e-mail inbox for correspondence from your program’s base hospital. Contact information that we have on file for you:

Address:

Cell:

Email:

Should need to call the McGaw-GME to make alternate arrangements for receipt of the above, please call (312) 503-7975.

Sincerely,

Joshua Goldstein, MD
DIO, McGaw Medical Center
Associate Dean for Graduate Medical Education

Nancy Parlapiano
Director, Graduate Medical Education

McGaw Medical Center of Northwestern University
Office of Graduate Medical Education
240 East Huron Street; Suite 1-200, Chicago, IL 60611
DATE: March 21, 2016  
TO: New Housestaff [PGY 1]  
FROM: Joshua Goldstein, MD  
Designated Institutional Official  
Associate Dean for Graduate Medical Education  
SUBJECT: Welcome

Congratulations on your acceptance into one of our training programs at McGaw Medical Center of Northwestern University! The Graduate Medical Education office is working closely with your Program Director and Coordinator to plan for your arrival. We ask that you read the following very carefully. Likewise, we need you to pay all due attention to the imminent requests from your training program, base hospital, and McGaw Payroll. All deadlines and instructions are significant.

Enclosed you will find your Letter of Agreement for academic year 2016-2017. Please sign and return this document by April 1, 2016 using the envelope provided.

The application for temporary Illinois licensure is available for download from the Department of Financial and Professional Regulation at www.idfpr.com/renewals/apply/forms/md-t.pdf. Please carefully follow instructions. The business address associated with your temporary IL license should be 240 E. Huron St., Ste. 1-203 / Chicago, IL 60611. Using the enclosed self-addressed envelope, send your completed application to the GME office by April 1, 2016 for review. We ask that you include your current cell phone number and e-mail address.

It’s important to understand that the process of medical licensure in Illinois is both complex and slow which is why we must receive applications quickly for audit prior to submission to the State. Upon receipt of your application, the State of Illinois requires a minimum of 60 days to process. This timetable will be extended if they find any deficiency. Of note, housestaff without active licensure will not begin their training or be paid.

We strongly request that you do not travel for any extended period before having submitted your completed licensing application to the GME office. Please contact our Licensing & Visa Coordinator, Caroline Haldin, if you have questions (c-haldin@northwestern.edu, 312-503-4748). Her office hours are 9:00AM to 5:00PM (CST) from Monday through Friday.

If you are an International Medical Graduate requiring a visa during your training with McGaw, please contact Caroline Haldin immediately via the contact information stated above.

Onboarding of all housestaff will be conducted through the New Innovations management suite. Soon your Program Coordinator will provide you with your personalized login credentials. From New Innovations you will access, among other things, all GME-mandated onboarding checklists and modules.

**Time sensitive items to send to McGaw-GME by April 1, 2016:**

1. Signed Letter of Agreement (4 pages)
2. Completed application for Illinois temporary medical license
   1. $230 check made out to the Illinois Department of Financial and Professional Regulations

We are excited to welcome you to McGaw and look forward to meeting you at Orientation.
DATE: March 21, 2016
TO: New Housestaff (PGY 2 & above)
FROM: Joshua Goldstein, MD
Designated Institutional Official
Associate Dean for Graduate Medical Education
SUBJECT: Welcome

Congratulations on your acceptance into one of our training programs at McGaw Medical Center of Northwestern University! We are working closely with your program to plan for your arrival. Please read the following very carefully and pay all due attention to the coming requests from your training program, base hospital, and McGaw Payroll. All deadlines and instructions are significant.

Enclosed you will find your Letter of Agreement for academic year 2016-2017. Please sign and return this document by April 1, 2016 using the envelope provided.

If you currently hold a current temporary Illinois medical license, its registration must be transferred to your new program. Instructions are available for download from the Department of Financial and Professional Regulation (IDFPR) at www.idfpr.com/renewals/apply/forms/md-t.pdf.

If you are not yet licensed in Illinois, the application for temporary licensure is available for download from the IDFPR at www.idfpr.com/renewals/apply/forms/md-t.pdf. The business address associated with your temporary IL license should be 240 E. Huron St., Ste. 1-203 / Chicago, IL  60611.

Should you want to apply for permanent licensure, the application is available for download from the IDFPR at www.idfpr.com/renewals/apply/forms/md-ac-end.pdf. The business address associated with your permanent IL license should be your program’s mailing address. In order to apply for permanent licensure in Illinois you must have completed 24 months of training and successfully completed USMLE step III prior to application.

Carefully follow all instructions. Using the enclosed self-addressed envelope, send your completed application to the GME office by April 1, 2016 for review. Please include your current cell phone number and e-mail address. Do not travel for any extended period before submitting your completed application to the GME office.

The process of medical licensure is both complex and slow. Upon receipt of your application, the IDFPR requires a minimum of 60 days to process. This timetable will be extended if a deficiency is identified. Of note, housestaff without active licensure will not begin their training or be paid. Please contact our Licensing & Visa Coordinator, Caroline Haldin, if you have questions (c-haldin@northwestern.edu, 312-503-4748). Her office hours are 9:00AM to 5:00PM (CST) from Monday through Friday.

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**Time sensitive items to send to McGaw-GME by April 1, 2016:**
1. Signed Letter of Agreement (4 pages)
2. Completed application for Illinois licensure with checklist (if applicable)
   - Check made out to the Illinois Department of Financial and Professional Regulations
     Temporary: $230  |  Permanent: $700  |  Transfer: $20

We are excited to welcome you to McGaw and look forward to meeting you at Orientation.