

# How Do They Do That?

## ACGME Self-Study

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## End of Year Check-Out

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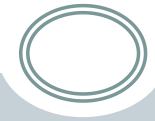
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# ACGME Self-Study



A.K.A

***“TIME TO GET YOUR  
DUCKS IN A ROW”***

# Components of the Self-Study

The 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 +

# Create a Timeline Overview



M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
2016								2017												2018						

↑  
May 2016  
Self-Study letter  
received

↑  
Jan 2017  
Upload Self-  
Study

↑  
Site Visit ~ Jan-July 2018 (2-  
3 mo notice) – **now July-  
Dec 2018**

↑  
Submit “Summary of  
Achievements” 12 days  
before site visit

All of 2017 – work on  
PDSA cycles

~Nov-Jan: APE to  
“harvest” info from PDSA  
cycles



## Logistics

Get meetings on the calendar  
ASAP— you can always cancel  
them

Anything NEW – PDs, PCs,  
Programs, etc.

GME – how involved do they  
want to be?

## Self-Study Champion

PD, APD, Core Faculty, Jr. Faculty, PC or combo

Someone who is in charge of coordinating all of the  
programs

Someone who is making sure it is getting done

Someone who knows what the heck is going on

# Meeting Structure Ideas



- Can you add these tasks to meetings already in place???
- How are you keeping track of what is going on in subs – meetings, emails, dropbox, etc.?
- One big meeting with all PDs/PCs (1 a month, 1 in the whole process, how often?)- Orientation?
- Delegates from each program come to one Dept. level meeting?
- Each program does their own meetings with check-ins from the core/GME?



## Data Review

*“The degree of coordination between core and subspecialty programs is a measure of the maturity and performance of the program.”*

*~ACGME*

- Use a Shared Drive, Drop Box, Cloud Site
- Find Common Areas for improvement
- Spread the work!
  - One program do Alumni survey, one program work on institutional threats and opportunities, etc.
- Aggregate survey data and compare to find areas for improvement

# SWOT analysis



	<b>Helpful</b> <i>“we want it”</i>	<b>Harmful</b> <i>“we don’t want it”</i>
<b>Internal</b> <i>“we have it”</i>	<b>S</b> <b>Strengths</b>	<b>W</b> <b>Weaknesses</b>
<b>External</b> (or future) <i>“we don’t have it”</i>	<b>O</b> <b>Opportunities</b>	<b>T</b> <b>Threats</b>



# Last Thoughts



- Regularly check ACGME website!
- Data collection does not need to be novel. Aggregate data that is already collected to find a new perspective.
- Only a fraction of the work you do ends up on paper
- Didn't take as much time as expected

**Continue meetings/Check ins after Self-Study ends!!!**

You can do it!



**I DO NOT HAVE DUCKS.  
OR A ROW.**

**I HAVE SQUIRRELS,  
AND THEY'RE AT A RAVE.**

# END OF YEAR

PRESENTED BY: LISA STEWART, MA  
UAB HUNTSVILLE REGIONAL CAMPUS

**APDIM PA SPRING MEETING  
2018**

# GENERAL CHECKOUT LIST

## To Be Completed

- Complete all evaluations
- Duty hours complete
- Procedure logs complete
- Complete all EMR tasks
- Complete all encounter forms
- Clear out clinic mailbox and reassign patients
- Clear account at cafeteria including personal
- Mailing address updated in HR system
- Final GME evaluation signed during meeting with PD
- Empty mailbox
- NPI updated with new job info
- IRB transferred (if applicable)

## To Be Turned In

- ID badge turned in to coordinator
- Turn in badges/parking passes locations
- Pager signed out and turned into coordinator
- Keys turned in to coordinator
- White coats turned in to coordinator
- Clear account at library
- New employer info given to coordinator
- Return unused prescription pads `

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Peggy Engel,  
Cardiology Fellowship Coordinator  
University of Michigan Health System

# TIMELINE TO START END OF YEAR TASKS

- **MAY (early)** – Look at your previous year’s checkout list and start revising, if needed.
- **MAY (mid)** – Send your graduating residents an email with the checklist or you may deliver it to them in person.
- **MAY/JUNE** – Summative Evaluations are to be completed.
- **JUNE** – Exit Interview with PD and/or APD. This is a great time to make sure you meet with them to get all of their campus belongings.

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Nancy G. Shepherd, MS Ed  
USC Department of Medicine

# BEST PRACTICES TIPS & TRICKS

## Mid-MAY

Provide a list of FAQs so they can prepare for the transition. Such as:

- Where to obtain to immunization records.
- Do you provide ACLS training for graduating residents? If not, where can they obtain?
- Do you pay for TB screening for graduating residents? If not, where can they obtain?
- Reminder to log all procedures, not just ABIM requirements. Future employers request this information.
- Email accounts terminate last day of training. Start transitioning important communication now.
- Do not close bank account until last paycheck has cleared.
- Benefits expire last date of training. Who to contact if they need COBRA.

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Jennifer Weber, C-TAGME

University of Colorado, Anschutz Medical Campus

# BEST PRACTICES TIPS & TRICKS

## JUNE

- Every two weeks, send out an email reminding them of the requirements that must be met in order to graduate.
- Do not provide them with a Certificate of Completion at graduation dinner. They will receive it on their last day.
- **YOU** are the last stop of the process to collect all badges, pager, clearance documents, etc. Provide them with their certificate, a hug, and send them on their way!

# BEST PRACTICES TIPS & TRICKS

## JULY

- Provide them with a electronic copy to their personal email of most requested items:
  1. Certificate of Completion (in addition of hard copy)
  2. Summative Letter of Completion
  3. Last Milestone Report
  4. Proof of Malpractice
  5. Procedure Log
- While fresh on your mind, prepare standardized verification form to keep in permanent record. This saves time in preparing future verifications.
- Also, send an email reminding them to update their NPI information to their new location!!



# SUMMATIVE EVALUATION

## What is a Summative Evaluation?

- This is the final evaluation of a resident's performance at the completion of the program.

## How does this help me in my role as a Program Administrator?

- You may use this time to hand off the checklist to the graduate to ensure they received a hard copy.

## Any other tips?

- Your program may write up a Summative Letter of Completion and/or give the graduate a copy of their Summative Evaluation.
- You must keep the Summative Evaluation on record of all graduates.
- Remind your PD that a new ACGME statement is to be used this June. "Resident has demonstrated sufficient competence to enter practice without direct supervision."

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Lisa Stewart, MA

UAB School of Medicine – Huntsville Campus



# CHALLENGES YOU FACE

- Ongoing multiple tasks (onboarding/CCC/semi-annual review) all at the same time as seniors are checking out.
- SENIORITIS – graduates disregarding their obligations
- Milestone reporting
- ABIM reporting
- Transition of Chief Residents
- Annual Program Evaluation (APE)
- ACGME Program Surveys (program specific)
- End of year events (graduation, retreats, etc.)
- Completing your rotation schedules
- Finalizing didactic curriculum for the new AY



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Sandra Ordenez, C-TAGME  
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# Creative Budgeting

2018 APDIM



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**A LOOK**  
*at the*  
**BUDGET**

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Melissa Hummel, C-TAGME Saint Louis University  
Tracy Stasinopoulos, C-TAGME Medical College of WI  
Christy Edwards, Christiana Healthcare Systems

# Too much month at the end of your money?

## Best practices

1. Charging for verifications
2. Resident meals
3. Resident retreats
4. Resident travel
5. Recruitment
6. Graduation
7. Educational funds (book money)
8. Doing more with less



# Resident Verifications

Medical College of WI residency program charges \$75 to verify any housestaff who has been out of our program for more than a year.

Our fellowship programs charge \$100 to verify any housestaff who have been out of their programs for more than a year.

These funds go towards purchasing: educational materials, holiday party, housestaff breakfasts/lunches, graduation gifts.



# Resident Meals



Our hospitals provide meals (via reusable cards) for our housestaff who are on overnight services. Talk with your hospital affiliate!

Our Department Chair has committed to funding an IM resident lunch 6x/year to help with morale/wellness. Talk to your Chair!!

Provide snacks instead of meal.

Get pitchers of ice water instead of bottled water / juice or soda and cut out dessert.

Frequent potlucks. A good cook-off competition goes a long way. (Chili, wings, pasta, etc.) Could be done to celebrate intern / resident of the month.

# Resident Retreats

Schedule them in such a way that you aren't feeding the housestaff breakfast and lunch.

Look at using newer restaurants/bars/businesses for your social event. They may give you a discount in exchange for bringing your business to them. They can then use your experience for advertising, etc.

Weeknights are cheaper than Friday and Saturday.

Appetizers and a limited host bar are also budget-conscious options.

# Resident Travel

Residents who collaborate with other divisions and departments are asked to request sponsorship funds for conferences from the respective division / department, i.e., American College of Gastroenterology, CHEST, National Kidney Foundation, American Thoracic Society.

Only 1 conference per year is funded. Resident must be in “good standing” (duty hours logged, evaluations up-to-date, IHI & PEAC modules completed, and no compliance issues).

No program funding for research outside of our institution.





# Recruitment

- Doing away with “goodie bags”
- Pre-set menu for recruitment dinner
- Alcohol coupons for recruitment dinner
- Limit the number of your residents attending recruitment dinner / lunch
- Light breakfast (muffins, fruit, yogurt, coffee, water)
- Do not pay for taxi, hotel or airfare (SOM parking is validated)
- Paperless! No time or money spent making copies.



# Educational funds

SLU provides \$200.00 to each resident per year. Funds not used do not roll over to the next year. **Only have 30 days to submit the receipts for reimbursement.**

We allow residents to apply book money to upgrade their MSKAP order to the digital or complete packages. The program covers the print version only.

We do not pay for any electronic items such as iPad

# Doing more with less

- Removing voicemail from alpha-numeric text pagers. Saved our program about \$400 per month and were able to pay for lab coat cleaning with this “extra” money.
- Staff scanning recent graduate files onto a shared drive or into the residency management system. Saves money, time and space.
- Go paperless! Recruitment season online (applications, evaluations, interview schedule).
- Graduation
  - Graduate and one guest are free. Other guests are \$35.00 each
  - Faculty pay \$35.00 each
  - Do not give gifts

\* Budget problems could impact your ACGME Resident Survey



# Alumni Relations

AAIM Academic Internal Medicine Week 2018  
*How do they do that?* Plenary Session  
Sunday March 18, 2018

# Who are we?



Molly Rose Elkins-Ryan  
Senior Program Coordinator  
Rush University - Med-Peds  
Total alumni: 76

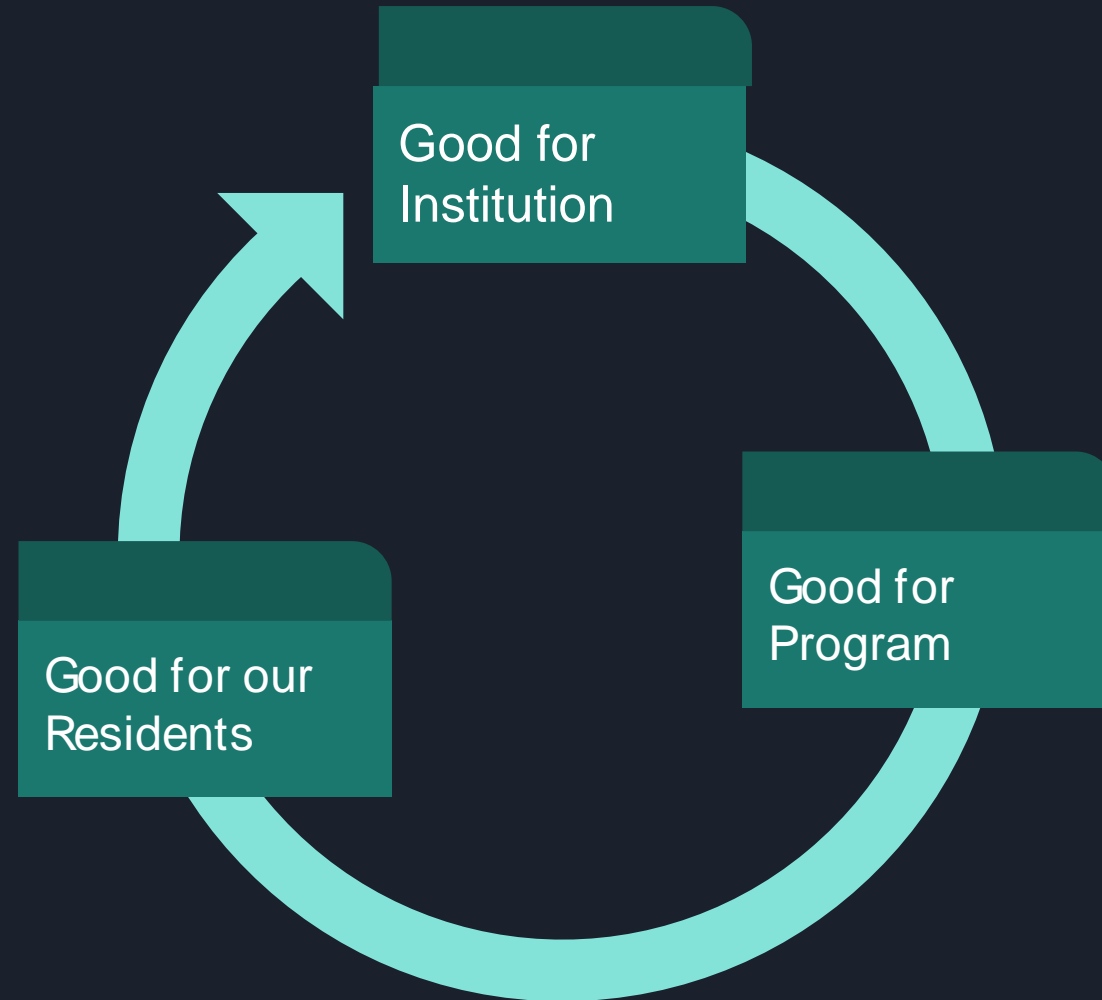


Inez Hudlow  
Program Coordinator  
Florida State University – IM  
Total alumni: ~150



Mackenzie Keyse, MPH  
Program Coordinator  
Boston University - IM  
Total alumni: ~2,000

# Why is this important?



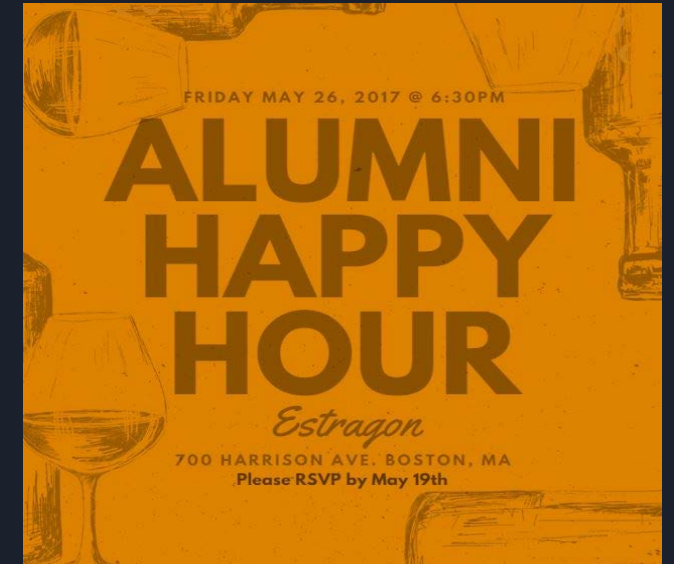
# Staying in Contact

- Capturing contact info
- Managing your contact info
- Utilizing program level social media
- Regular Correspondence



# Engaging Your Alumni

- Hosting alumni specific events
  - Happy hour
  - Chiefs reunion @PD's home or at your institution
  - Networking at conferences
- Inviting alumni to program events
  - Graduation
  - Alumni grand rounds
  - Symposiums/presentations
- Mentorship/Networking







# Budget & Donations - \$\$\$

## Budget

- How do you pay for the effort?
- How to stretch your budget?



## Donations

- Working with Development Offices
- Donation campaigns



# Opportunities & Challenges

- Size of your program
- Working with your institution



# How do YOU do that?

- Staying in contact
- Involving your alums
- Working with money
- Special circumstances

\*\*Please feel free to ask questions and share your experiences navigating alumni relations!