

**APR-JUNE 2023**  
**2<sup>ND</sup> QUARTER**  
**PROGRAM**  
**COORDINATOR**  
**NEWSLETTER**



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**PROGRAM COORDINATORS**  
**NEWSLETTER**

**This newsletter is a consistent source for information, date reminders, and tips to assist you with managing your program's timely reporting and resident/fellow education focus. The newsletter is program coordinator focused and solely an avenue to communicate with the UF-Health Program Coordinators and programs sponsored by UF College of Medicine**

Prepared by: Lori Ackley, GME  
Institutional Coordinator



Julia Close, MD, DIO

Dear Program Coordinators – Happy Spring!

Congratulations to all of our programs who participated in the recent Match on a very successful interview season! We are now in the midst of onboarding; so exciting to get ready to see some new faces, and as always, sad to say goodbye to our graduating residents and fellows. Thanks for all you do to support our training programs.

# Meetings

## PROGRAM COORDINATOR TRAINING 201 – FRIDAY, APRIL 21, 2023 – TWO SESSIONS OFFERED!

- 7:30am – 11:30 am (Breakfast Provided)
- OR**
- 12pm – 4:00 pm (Lunch Provided)

Sign Up Here [PC 201 Training Registration](#)

An Interactive session reviewing:

- Block Diagrams/ADS Requirements
- Goals & Objectives, Evaluation Requirements
- NI – Block Diagrams, Schedules, Sending Out G&Os & Evaluations
- CCC/Milestones/Reviews
- Academic Year, Duty Hours & Evaluations
- PEC Elements
- 

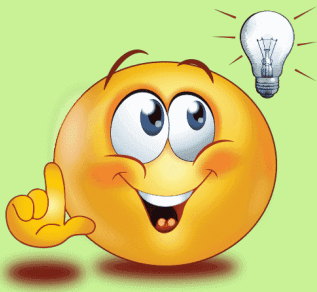
**\*\*Please bring your laptop or tablet if possible!!**

UF Health Professional Park - 3300 SW Williston Road - Room D102

## Presentations:

**SAFER: Sleep And Fatigue Education in Residency** presented by Michael Jaffee, MD, FAAN, FANA – please access this link to view the presentation, share with your faculty and residents:

[GME Faculty Development Seminar -"SAFER: Sleep and Fatigue Education in Residency" Presented by: Michael S. Jaffee, MD, FAAN, FANA](#)



# DID YOU KNOW.....??

## *CLER for Coordinators*

### **What is CLER?**

Clinical Learning Environment Review (CLER). The clinical learning environment is the environment in which residents/fellows work and learn.

The ACGME-accredited institutions receive periodic feedback from CLER site visits that address the following six Focus Areas:

- Patient Safety
- Health Care Quality
- Teaming
- Supervision
- Well-Being
- Professionalism

Feedback provided by the CLER Program is designed to improve how clinical sites engage resident and fellow physicians in learning to provide safe, high quality patient care.

### **When was the last CLER site visit and when is the next one?**

- November 2018. The next site visit could be at any time.
- The ACGME provides 4-8 weeks prior notice.
- Once our institution is contacted, we must participate to retain our institutional accreditation.
- Site visits are at an institutional level, not a program specific level.
- All programs participate in the site visit.
- The last site visit involved scheduling approximately 200 individuals.

### **Who participates?**

- Residents/Fellows
- Faculty
- Program Directors
- Senior Leadership
- Quality Leadership
- Teaming Leadership
- Patients and Staff (through walking rounds)

Read more about it: <https://www.acgme.org/what-we-do/initiatives/clinical-learning-environment-review-cler/>

## PLA Information and Tips

You’ve probably heard the saying, when in Rome, do as the Romans. It normally applies to PLA/Rotation Agreement forms as well.

- If a non-UF resident is coming here, we use our PLA/Rotation Agreement form.
- If a UF resident is going to an external site with no Master Affiliation Agreement or MAA (see [GME PLA website](#) for sites with MAAs), we are normally asked to use their form.
  - Before working on an PLA, ask them if you must use their form. You will need to complete their form for us to submit to our legal department for review.

### Tips:

- **Ask our office for help if you need assistance with anything or have a question**
- Plan ahead.
  - Agreements that use our forms without changes to agreement template – at least 30 days advance notice
  - Agreements that require out of state licenses – at least 90 days advance notice. Agreements that use someone else’s form or changes to our template – at least 60 days advance notice.
- Get names, titles and emails for all people who need to sign the agreement, or who need to receive copies of the agreement. It’s makes facilitates distribution for signatures and copies through DocuSign.
- The VA in Lake City is just one of the sites for the VA North Florida/South Georgia, as are Gainesville, Jacksonville, etc. -- similar to Medical Plaza, Springhill, etc. are all part of UF Health/Shands.
- Be sure to use the legal name for a site – you may need to request their site’s W9 so legal can verify their legal name. You can search for legal names using the links under “Resources” on the [GME PLA website](#) to find an institution’s legal name.
  - For example, Shands at UF is a fictitious name (dba – doing business as) while the legal name is Shands Teaching Hospital and Clinics, Inc.
- Always obtain the latest PLA or Rotation Agreement form for use from the [GME PLA website](#) anytime you start a new agreement.
- Be sure to use the goals and objectives template found on the [GME PLA website](#).

### Definitions:

Required Rotations = every trainee in program scheduled for this rotation

Selective Rotations = required electives; or e.g. may be asked to select 3 out of 5 month long Internal Medicine or Surgery

Subspecialty rotations for a 3-month curriculum requirement

Elective Rotations: neither a non-required rotation nor a selective rotation

Note: If a particular elective is scheduled on an annual basis at a site with a MAA – you should consider a PLA

Rotation Type by Site Type	PLA needed	RA needed	Goals and Objectives
Required Rotation at MAA Site	Yes		Yes
Required Rotation at NON-MAA site		Yes	Yes
Required Selective at MAA site	Yes		Yes
Required Selective at NON-MAA site		Yes	Yes
Elective at MAA site	No		Yes
Elective at NON-MAA site		Yes	Yes

## Resident and Fellow Evaluations (Semi-Annual, Summative and Final)

**ACGME has specific language that is REQUIRED to appear on the Semi-Annual, Summative and Final Evaluations to show the progress the resident/fellow is or is not making – If this language is not included on the evaluations, this could result in a citation being issued from the ACGME.**

Where can I find and/or create NI portfolio **review forms** – **NI: Portfolio > Reviews > Form Templates**

Name your NI forms to help with the type of review and language needed:

- **Final/Program Exit Review**
- **Summative/End of Year Review** – won't need this if a one-year program
- **Semi-Annual/Mid-Year Review**

Type	Subject	Form Name	Review Period	Meeting	
<a href="#">View</a> Semi-Annual	[REDACTED]	Final Review	01/01/2023 - 06/30/2023	01/26/2023 4:00P-4:45P	Details
<a href="#">View</a> Semi-Annual	[REDACTED]	Summative	01/01/2023 - 06/30/2023		Details
<a href="#">View</a> Semi-Annual	[REDACTED]	Summative	01/01/2023 - 06/30/2023		Details
<a href="#">View</a> Semi-Annual	[REDACTED]	Final Review	01/01/2023 - 06/30/2023		Details

Where can I find the **language** that needs to be used by the PD in the comments section in the screenshot below?

**NI: More > Resources > Intranet tab**

Department Manuals	<b>Intranet</b>	Policies
Intranet Setup		
Group	Item	
Program Directors & Coordinators	1. Generic Mid-Year Evaluation Form Comment Field	
	2. Generic Summative Evaluation Form Comment Field	
	3. Generic Fellow Final Exit Evaluation Form milestones.docx	

**Comments**

[REDACTED] on 2/10/2023 at 11:17 AM wrote:  
This is to verify the [REDACTED] MD has demonstrated sufficient competence to progress to the next six months of training

**Signatures**

**Subject** x [REDACTED] signed on 3/1/2023 at 7:52 PM

**Program Director** x [REDACTED] signed on 2/10/2023 at 11:17 AM

**Attached Files**

Upload File

There are currently no files attached to this review.

Uploads may include: a summary of the milestones, procedure/case logs if applicable, research/QI other applicable items should be uploaded as attachments to NI Portfolio Review forms.

**Semi-Annual/Mid-Year Statement**

This is to verify that \_\_\_\_\_, M.D. has demonstrated sufficient competence to progress to the next six-months of training. **OR**

This is to verify that \_\_\_\_\_, M.D. has NOT demonstrated sufficient competence to progress to the next six-months of training.

**Summative/End of Year Statement**

This is to verify that \_\_\_\_\_, M.D. has demonstrated sufficient competence to progress to the next year of training. **OR**

This is to verify that \_\_\_\_\_, M.D. has NOT demonstrated sufficient competence to progress to the next year of training.

**Final/Program Exit Statement**

Based on a composite of data and multiple evaluations, the Program Director of the University of Florida \_\_\_\_\_ **Residency/Fellowship**, Department of \_\_\_\_\_ attest that Dr. \_\_\_\_\_ has successfully completed the \_\_\_\_\_ training program and has demonstrated sufficient competence to engage in autonomous practice upon completion of the program in the specialty of \_\_\_\_\_. **OR**

Based on a composite of multiple evaluations, the Program Director of the University of Florida \_\_\_\_\_ **Residency/Fellowship**, Department of \_\_\_\_\_ attest that Dr. \_\_\_\_\_ has NOT successfully completed the training program.

*The form below is an example that needs to be uploaded for the FINAL Evaluation.*

UNIVERSITY OF FLORIDA  
PROGRAM NAME **Residency/Fellowship** Training Program  
FINAL (Program Exit) EVALUATION

*NOTE: This confidential final written evaluation will be maintained in the permanent personnel record of the fellow and used to verify training for outside agencies.*

**Directions: Upload this completed document to the "Attached Files" at end of the Semi-Annual Report from New Innovations.**

A \_\_\_\_\_ Physician, as defined by the Accreditation Council of Graduate Medical Education, **[insert definition of subspecialty]** – e.g. is a pediatric or emergency medicine trained physician who, by virtue of additional education, demonstrates clinical proficiency and autonomous practice in the subspecialty as it relates to the management of the acutely ill or injured child, in an emergency care setting. This activity requires advanced knowledge of the fundamentals of clinical diagnosis and management of both common and unusual problems.]

Fellow Name: \_\_\_\_\_  
Fellowship Program: \_\_\_\_\_  
Training Dates – Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The following is derived from a composite of multiple evaluations by the program director and the program's clinical competency committee (CCC), who have evaluated this fellow in meeting the goals and objectives set for the training program. The evaluation is based upon the Accreditation Council for Graduate Medical Education (ACGME) General Competencies and the specialty-specific Milestones, which define the essential components of clinical competence.

Core Competency	Description	Milestones*		
		Avg	Min	Max
Patient Care and Procedural Skills:	Provides compassionate, appropriate, and effective patient care for the treatment of health problems and the promotion of health.  Demonstrates competence in performing all medical, diagnostic, and surgical procedures considered essential for the area of practice.			
Medical Knowledge:	Demonstrates knowledge about established and evolving biomedical, clinical, epidemiological and social behavioral sciences as well as the application to patient care.			
Practice-Based Learning and Improvement:	Demonstrates the ability to investigate and evaluate patient care practices, appraise and assimilate scientific evidence to continuously improve patient care based on constant self-evaluation and life-long learning.			
Interpersonal and Communication Skills:	Demonstrates interpersonal and communication skills that result in effective information and exchanges and collaboration with patients, their families, and health professionals.			
Professionalism:	Demonstrates a commitment to carrying out professional responsibilities, and adherence to ethical principles.			
Systems-Based Practice:	Demonstrates awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on other resources in the system to provide optimal health care.			

\*4.0 is expected level at graduation for most milestones. Those below targeted level require comments

UNIVERSITY OF FLORIDA  
PROGRAM NAME **Residency/Fellowship** Training Program  
FINAL (Program Exit) EVALUATION

**Fellow Name:** \_\_\_\_\_

Below Expected Milestone Level Comments: \_\_\_\_\_

Fellow performance during the final period of training:  
\_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

**Verification of Training (indicate the appropriate response)**

\_\_\_\_\_ Based on a composite of data and multiple evaluations, the Program Director of the University of Florida \_\_\_\_\_ **Residency/Fellowship**, Department of \_\_\_\_\_ attest that Dr. \_\_\_\_\_ has successfully completed the \_\_\_\_\_ training program and has demonstrated sufficient competence to engage in autonomous practice upon completion of the program in the specialty of \_\_\_\_\_.

\_\_\_\_\_ Based on a composite of multiple evaluations, the Program Director of the University of Florida \_\_\_\_\_ **Residency/Fellowship**, Department of \_\_\_\_\_ attest that Dr. \_\_\_\_\_ has NOT successfully completed the training program.

**Disciplinary Action (complete the appropriate response)**

\_\_\_\_\_ During the dates of training at this institution, the fellow was not subject to any institutional disciplinary action.

\_\_\_\_\_ During the dates of training, the fellow was subject to disciplinary action as follows: \_\_\_\_\_

**Clinical Procedures/Privileges Requested (indicate the appropriate answer and indicate attachments)**

Yes No N/A The fellow was recommended for the certifying examination administered by the applicable Medical Specialty Board.

\_\_\_\_\_ At the conclusion of training the fellow was judged capable of performing the following procedures independently and are attached to this summative evaluation form.

\_\_\_\_\_ Documentation of fellow achievement in the specialty-specific Milestones is attached to this final evaluation form.

**Comments:** \_\_\_\_\_

Program Director Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature \_\_\_\_\_

Call the GME Office staff for assistance with this if needed.

## What is C4LD?

**Coaching for Leadership development (C4LD) is a longitudinal leadership development course designed for senior residents and fellows.** The course covers topics such as team dynamics, feedback, and conflict management in an experiential method, with active learning in 2 hours classes twice a month. There is also 1:1 coaching monthly when a professional development plan is reviewed.

This will be the third cohort of the course and once again, we are targeting a class of 12 from diverse specialties and backgrounds.

Class will be on Thursdays from 3:00-5:00pm every other week starting August and continuing to early June 2024. Class will be held in the McKnight Brain Institute on the 3<sup>rd</sup> floor. Participants must be able to attend in person (preferred) or via videoconference at least 75% of the classes to get a certificate.

Applications will be posted at the end of April on the GME website. More information and a link will be sent. Applicants will complete the application essays and submit the application to the website. A letter of support from the Program Director is required and can be submitted on the same site. It is requested that Program Directors only nominate their top 1-2 candidates for the program.

Class will be selected by the C4LD Advisory Committee and announced in mid-June.



**FROM THE DIO** ~ There has been some questions about the upcoming UF holiday for Juneteenth which is observed starting this year by the university on Monday, June 19th. Last year the University of Florida announced that beginning in 2023, Juneteenth National Independence Day — better known as Juneteenth — will be a paid holiday for eligible UF faculty and staff. Recognized as a federal holiday in 2021, Juneteenth is the oldest nationally recognized commemoration of the end of slavery in the United States and is celebrated on June 19.

While the Holiday will be recognized on Monday, June 19th, all clinical activities at UF Health, both inpatient and outpatient, will remain open for patient care.

We recognize this day holds particular importance to many of you.

I have asked your program directors to review the clinical needs for June 19<sup>th</sup> this year. If clinical needs allow, individuals may be granted the day off without utilizing a day of leave. Any housestaff who do work that day will be granted leave on a later date – the details regarding when / how this day is utilized is up to individual programs. If June 19<sup>th</sup> holds particular importance to you – please alert your program director. We cannot guarantee the day will be free of clinical duty, but they cannot work to make this happen if they are not aware.

I have had a few questions regarding the other day of the year which is a UF holiday but clinical services are fully open – UF homecoming. As UF homecoming is not a federal holiday, and does not carry the same weight of importance as Juneteenth, it will not be treated the same. This is a special carve out for Juneteenth and will continue in future years, as long as it remains a UF holiday and clinical services remain open.

## 2023 TAGME Certification

### Program Coordinators,

Are you or someone you know in your profession:

- Looking for opportunities to gain professional development for your department or program?
- Have plans to improve your resident/fellow program?
- Looking to enhance your professional growth development for your career?


The GME office is pleased announce we will cover 50% of cost for 1-2 ACGME accredited program coordinators to obtain TAGME certification for this academic year.

Please go to [Program Coordinator GME TAGME Application Form](#) to complete the application. **THE APPLICATION FORM IS SHORT AND EASY.**

**GME Submission Deadline Date is Friday, April 14, 2023.** Please contact the GME office regarding any questions.



Just a friendly reminder...



Reminder to inform the GME office right away of any new PCs that are hired so they can be added to various websites, group emails, etc. **OR** if a PC is leaving, so that we can remove them from various websites and email lists! Thank you 😊

The Graduate Medical Education Committee (GMEC) is seeking two Program Coordinators who are interested in becoming voting members of the GMEC. This is a 2-year term which will run July 1, 2023 thru June 30, 2025. GMEC meetings are held the 2<sup>nd</sup> Thursday of each month at 7:00 a.m. via Zoom. If you are interested, please click the link below and complete the short Qualtrics form which will be submitted to the GME office for consideration.

[https://ufl.qualtrics.com/jfe/form/SV\\_daQ96xa0Gol3dKS](https://ufl.qualtrics.com/jfe/form/SV_daQ96xa0Gol3dKS)

The GMEC Committee would like to thank Stephanie Stenner and Kassie Moench for their service on the GMEC over the past two years!

**If interested in serving the next term, please submit the Qualtrics form by Friday, May 5, 2023.**

**June 9, APE (Annual Program Evaluations) due in New Innovations**







Congratulations, [Zach Frey](#), Department of Emergency Medicine Subspecialties, Program Coordinator! Zach was nominated by Sony Kuruppacherry, Applications Specialist, IT/GME. Sony said, "I have had the pleasure for working with Zach since October of 2020. In just a few years he is able to function as a seasoned coordinator. He is proactive and prompt on deadlines. Zack is the fellowship coordinator for EM fellowships, these fellowships work closely with Anesthesia, Pediatrics, Sports Medicine, and Surgery programs. Zack works closely with the programs, coordinators, and fellows to ensure things run smoothly. In addition to his efficiency, he has a great attitude."

Zach, we want you to know the GME team recognizes your hard work and efforts. You are doing a wonderful job and we value you!

*Graduate Medical Education office is looking to recognize program coordinators who strive to do their best, have excellent communication skills, who work to improve their residency or fellowship program, and is an overall shining star. One coordinator will be chosen quarterly and featured in the Program Coordinator Newsletter. Anyone can nominate!*

**Nominations are open for the 3<sup>rd</sup> quarter of 2023**

<https://gme.med.ufl.edu/graduate-medical-education/pc-nomination-form/>



Dr. Jackie Hobbs, Psychiatry Program Director, was presented with a recognition plaque from GMEC for her years of dedication and commitment to GME. Dr. Hobbs is leaving to pursue other Program Director endeavors in Washington State and will be missed!



The GME office would like to recognize Program Coordinators for accomplishments, achievements, and any personal or business-related news they would like to share! Please send the information to [GME-Office @ufl.edu](mailto:GME-Office@ufl.edu) for your opportunity to shine in the spotlight!

# Degree Certificate Ordering Process



The Office of Graduate Medical Education has an online process for ordering and printing Residency and Fellowship Certification Degrees for the University of Florida College of Medicine.

Program Coordinators can start the ordering process on Monday, March 20, 2023. [Programs with 25 or more graduating residents/fellows and Programs with graduations being held in May are considered first priority \(these Programs should order first beginning Monday, March 13, 2023.\)](#) We are conducting an alphabetical ordering system for this process. Please see details below.

- Programs with 25 or more residents/fellows and Programs with graduations being held in May (**March 13-17**)
- Programs A-E (**March 20-24**)
- Programs F-J (**March 27-31**)
- Programs K – O (**April 3-7**)
- Programs P – T (**April 10-14**)
- Programs U- Z (**April 17-21**)

Step by step instructions have been sent via email. If you have any questions, please let me know.

# New Innovations Info from Sony:

Sony Kuruppacherry – Application Specialist, UF Health; 352.294.5314; kurupsj@ufl.edu

## Onboarding:

-UFIDs must be in NI by now for all 2023-24 incoming housestaff

April 3, 2023

Distribution of Onboarding Checklists – (Provide incoming housestaff instructions for logging into NI)

-NPI due date set for April 17<sup>th</sup>.

May 22, 2023

Distribution of EPIC Training Checklists

June 2023

Program coordinators and program directors will receive consolidated compliance report for training assigned to incoming housestaff.

## Housestaff Leaving UF:

The practices section is the area in New Innovations that GME uses to track information on housestaff leaving UF programs. The GME office requires this information be entered annually. I will need this information entered in NI by June 29<sup>th</sup>, 2023. I will be running this report for the GME office on June 30<sup>th</sup>. A detailed email with instructions will be sent early May.

NI Navigation:

Personnel > Personnel Records > Select the person > Select “Practices” (In the section titled “Other”)

## Incoming Housestaff NI Personnel Record:

Please ensure the below information in NI is added/updated.

1) NPI Number-Required for EPIC

2) SS#- Required for IRIS reimbursement

3) Local home address, please ensure that there is **only** one “Home” address listed.

4) Pager number, please ensure there is **only** one pager number listed. If you do not use pagers, enter N/A as the pager number.

5) ufl.edu email address listed as “Primary”, please ensure there is **only** one Primary e-mail address listed.

6) Upload Medical School Diploma to the Files & Notes Section in NI.

7) ID Proofing (if not done, e-prescribing through EPIC is not enabled)

# AY2023-2024 CONTRACT RENEWALS

Annual resident/fellow Contract Renewals have been released for all ACGME accredited programs. Please ensure that contracts are being electronically signed. Instructions have been sent. Housestaff have already received an NI notification, they must sign first. Once they have signed, the PD will receive an NI notification to electronically sign.

## Monitor Progress:

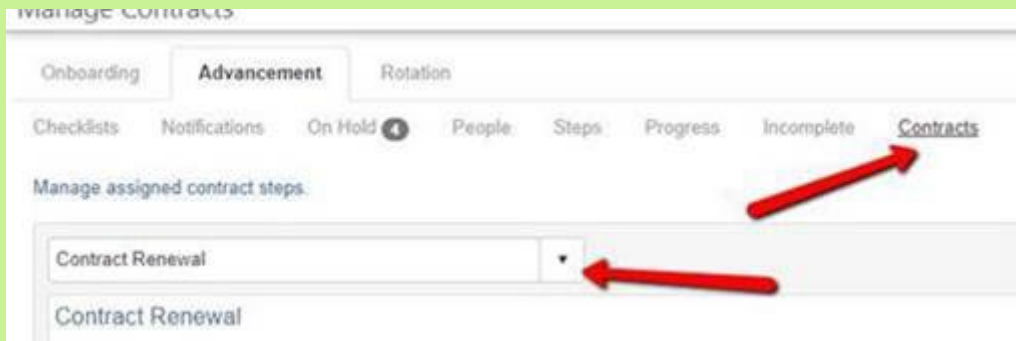
Personnel > Advancement



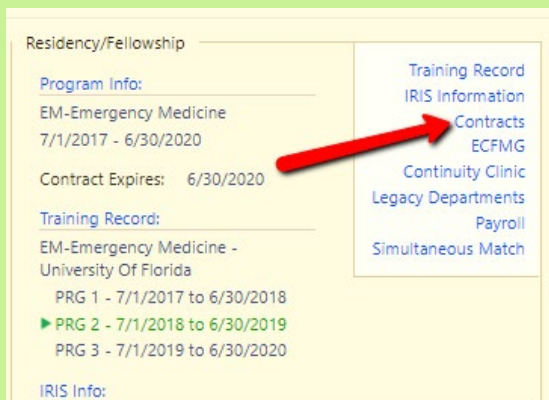
Contract Tab, select Contract Renewal form the dropdown

To Do/Over Due= Resident/Fellow Signature needed

Pending = Program Director Signature needed



Once fully executed, the contract will automatically be loaded in the "Contracts" section in Personnel Data.



# Housestaff Announcements

There is a comment box located on our GME website for Housestaff to share ideas or concerns with Housestaff Affairs. This is an anonymous reporting system.

UF GME link: [Housestaff Anonymous Comment Box » Graduate Medical Education » College of Medicine » University of Florida \(ufl.edu\)](#)

GME Coordinator and Director, Housestaff Affairs office – Alex and Cristie offices are located on the 1<sup>st</sup> floor in Room G1-001A. Please direct any questions you may have about Housestaff to Alex Platinetty, Housestaff Director [platia@shands.ufl.edu](mailto:platia@shands.ufl.edu).

## Housestaff GME Institutional Orientation 2023 (Gainesville) - Dates

- **June 30, 2023 (Friday):**
  - 7:15-12:00 pm – PGY1s
  - 12:30-4:00 pm – Fellows and any incoming PGY2s
  
- **July 27, 2023 (Thursday):**
  - 8:00-11:45 am – Fellows beginning after 7/1 (incoming PGY2s are welcome to attend this session as needed)

*More details to follow...*

*PENSACOLA DATES TBA.*

