**JULY-SEPT 2023**
**3<sup>RD</sup> QUARTER PROGRAM COORDINATOR NEWSLETTER**

## INSIDE THIS ISSUE:

Prepared by: Lori Ackley, GME Institutional Coordinator

# 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

Julia Close, MD, DIO

**Dear Program Coordinators – HAPPY GME NEW YEAR!**

July is a very special time for all of us in GME. For our new interns, it may be the first time they write orders and sign their names with their newly minted degree. For many residents, July may be the first time they are able to lead their own team. For coordinators and Program Directors, it's an exciting but bittersweet time as we say goodbye to residents and fellows we have come to know so well – while welcoming so many great new people. I'd like to thank you for your efforts ensuring a smooth transition for our new Housestaff. We are looking forward to very good year…thanks for all you do!

# Meetings

## NEW PD/PC TRAINING SESSION PROGRAM COORDINATOR TRAINING WILL BE HELD FRIDAY, SEPTEMBER 22, 2023 FROM 8A-4P
## REGISTER HERE

## PROGRAM COORDINATOR TRAINING 201 WILL BE HELD THURSDAY, OCTOBER 19, 2023– TWO SESSIONS OFFERED!  REGISTER HERE
- 7:30am – 11:30 am (Breakfast Provided)
  **OR**
- 12pm – 4:00 pm (Lunch Provided)

## CURRENT PROGRAM DIRECTOR TRAINING SESSION WILL BE HELD FRIDAY, OCTOBER 20, 2023 FROM 8A-4P REGISTER HERE

Are there certain topics you would like covered during virtual program coordinator forums this academic year?
Please click the link below to add your choices via Qualtrics
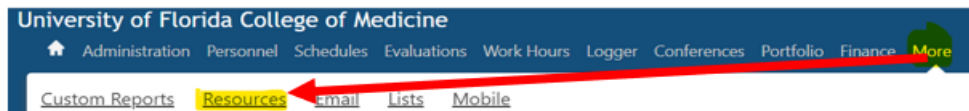**Program Coordinator Forum Topics**
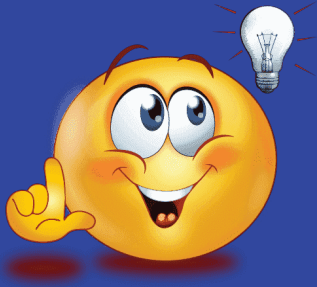
# DID YOU KNOW.....??

*It is important to capture all of the data needed when an external rotator comes for a rotation in any of our UF programs?
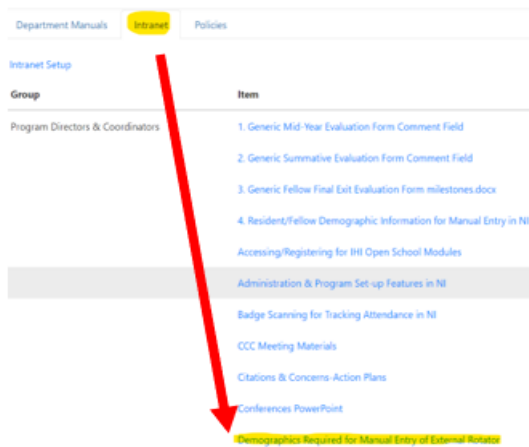
Please be sure to complete the demographic data sheet in New Innovations and submit to Sony PRIOR to the resident/fellow starting the rotation!

Process:



**Step 1: More -> Resources**

University of Florida College of Medicine

Administration  Personnel  Schedules  Evaluations  Work Hours  Logger  Conferences  Portfolio  Finance  More

Custom Reports  Resources  Email  Lists  Mobile

**Step 2: Intranet -> Demographics Required for Manual Entry of External Rotator**

Department Manuals  Intranet  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 |
| | 4. Resident/Fellow Demographic Information for Manual Entry in NI |
| | Accessing/Registering for IHI Open School Modules |
| | Administration & Program Set-up Features in NI |
| | Badge Scanning for Tracking Attendance in NI |
| | CCC Meeting Materials |
| | Citations & Concerns-Action Plans |
| | Conferences PowerPoint |
| | Demographics Required for Manual Entry of External Rotator |

**Step 3: Complete and send to Sony**

| Demographic Information Needed External Rotators | |
| --- | --- |
| NAME (Last, First Middle) | |
| Current Institution | |
| Rotation Start Date | |
| Rotation End Date | |
| Degree | |
| DOB | |
| Gender | |
| Home Address | |
| City | |
| State | |
| Zip | |
| Phone # | |
| E-mail | |
| Pager Number | |
| Medical School | |
| Med School Grad Date | |
| FL License | |
| NPI | |
| UFID | |

*You can obtain MyTraining Transcripts in Excel Format to Identify Faculty Development Sessions attended by Core Faculty?

**Process:**

1) Provide Sony a list of your core faculty UFIDs.
2) Who should receive the automated reports from MyTraining? Please provide email addresses.
3) How often would you like to receive the automated reports (Monthly, Quarterly, etc...)?
4) What date range would you like for the reports?  Past year, 2 years, 3 years, etc...

*At any time if there is a change to core faculty, please let Sony know.

*You can now access the Quarterly Program Coordinator Newsletters via the GME Website under the Program Director and Coordinator Resources tab?
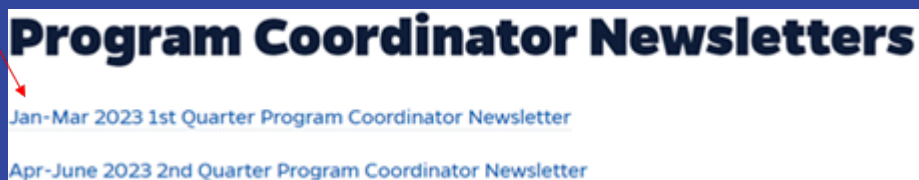


GME PROFESSIONALS DAY is August 18, 2023
Thank YOU for ALL you do….EVERY day!!!
***Stay tuned for some special news***

#GMEProfessionalsDay

Annual Program Evaluations were due in New Innovations on June 9th! The GME Office is currently reviewing submissions and providing feedback directly in NI. Please be sure to check the notes provided and respond with any revisions or additional information needed by due dates given. Thank you!

Program Evaluation Committees (PEC) should annually update their Program specific policies such as Supervision, Work Hours and Well-Being to be sure that current definitions as required by ACGME are being used. **Be sure to check new requirements effective July 1, 2023!**

New Academic Year = New Common Program Requirements (CPR) and New Program Specific Requirements. Be sure to download the latest copy of CPR and Program Specific Requirements and note the changes that have been made for this academic year beginning July 1st!

## Common Program Requirements

| Residency | Fellowship | One-Year Fellowship |
|---|---|---|
| Currently in Effect - 7/1/2023 | Currently in Effect - 7/1/2023 | Currently in Effect - 7/1/2023 |
| Tracked Changes - 7/1/2023 | Tracked Changes - 7/1/2023 | Tracked Changes - 7/1/2023 |

**This year five coordinators were selected by GME to receive 100% of the cost of their TAGME certification fee covered by the GME Department! We wish the following program coordinators good luck as they sit for their certification exam over the next few months:**

**April King**
**Morgan Anderson**
**Jamie Dow**
**Melissa Watson**
**Jackie Garcia**

FROM THE DIO: **ADS is now open.** As a reminder, ACGME requires the DIO reviews and approves your updates (and holds me responsible). Our office needs time to review, and time for you to make corrections - **for non-case log programs with an August due date, we ask that you submit by Monday, August 7th at 8AM.** Earlier submissions are welcome! **For Case log programs- internal due date is September 1st.** The emergency medicine program presented on tips/tricks for ADS (thank you!!) and this recording should be available soon. Our office is also available for any questions.

**We will send an ADS "cheat sheet" shortly.** Specifically, I will send out guidance regarding the DEI questions so we can best document that we are meeting ACGME requirements and complying with expectations from the state. Please call me with any questions about this - my cell is 352-262-8074 if you do not already have it!

**Fellow start date - no in person starts before July 1 as of 2024.** Most national societies recommend no fellow be asked to start for in person activities prior to July 1st, given they are employed until June 30th at the prior program. Most hospital-based programs have already transitioned to an August 1st start date. As of 7/1/2024, we will not allow programs to ask fellows to arrive prior to July 1 for any in person activities. If you have feedback / concerns- I'd like to address this with you - please let me know by using this link: https://ufl.qualtrics.com/jfe/form/SV_e2TtOnOrlZkK8WG

**Interview season** - a new academic year brings new interview seasons for many of our programs. As a reminder, we encourage you to use a holistic review process to ensure you consider the candidate's full path - in order to find the housestaff with the most potential. To reduce bias in the selection process, we have TURNED OFF race, age and the photographs from ERAS. These demographics are still available and may be turned on again BY THE PROGRAM if you need them as part of the overall interview process and to examine your applicant pool as a whole for demographics (ie to ensure you are recruiting individuals with a variety of backgrounds).

Congratulations, Tiffany Rhoden, Gastroenterology Fellowship, Program Coordinator! Tiffany received a record number of nominations from GI faculty and fellows. The overwhelming consensus was that Tiffany "is very detail oriented," "is a superstar!", "works efficiently and carries out tasks to completion without any prompting. Everyone who she is in contact with starting from the fellowship applicants, to our faculty, to our Director for the Fellowship and Division Chief have positive comments. She is simply exceptional."

Tiffany, 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 4th quarter of 2023**

https://gme.med.ufl.edu/graduate-medical-education/pc-nomination-form/
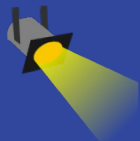
## SPOTLIGHT CORNER
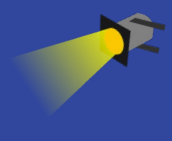
**Welcome to the new program coordinators who have joined our GME family recently:**

Nichole Haring – Otolaryngology
Jordan Twilley – Pathology
Nicole Martin – Neonatal-Perinatal Peds
Devonte Dennison – Gen Surg/Subspec
David Roberts – Child Psychiatry
Alayna Reddick – CHFM Sports Medicine

Cameron Ghalayini – Pes Surg/Surg Crit Care
Jasmine Mitchell – Peds GI
Bich Giang Nguyen – Emergency Medicine
Merari Melendez – Nephrology
Keina Warren – Anes Pain Med

**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 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** for your opportunity to shine in the spotlight!
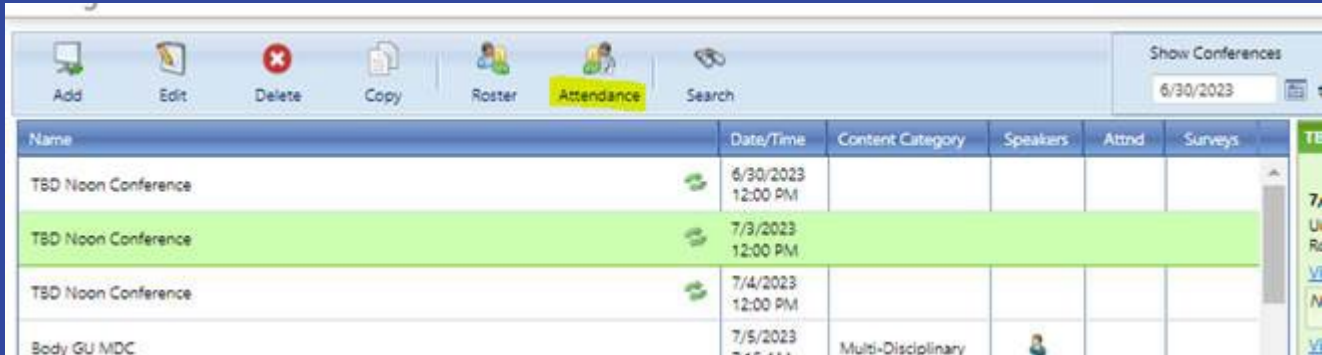
# New Innovations Info from Sony:

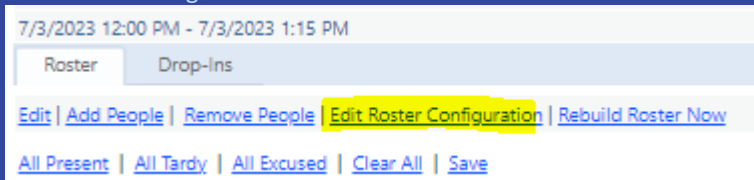Sony Kuruppacherry – Application Specialist, UF Health; 352.294.5314; kurupsj@ufl.edu

Adding in Conference Series for new Academic Year

*for programs with August 1st start date, wait until 8/1 or after to build new conference series
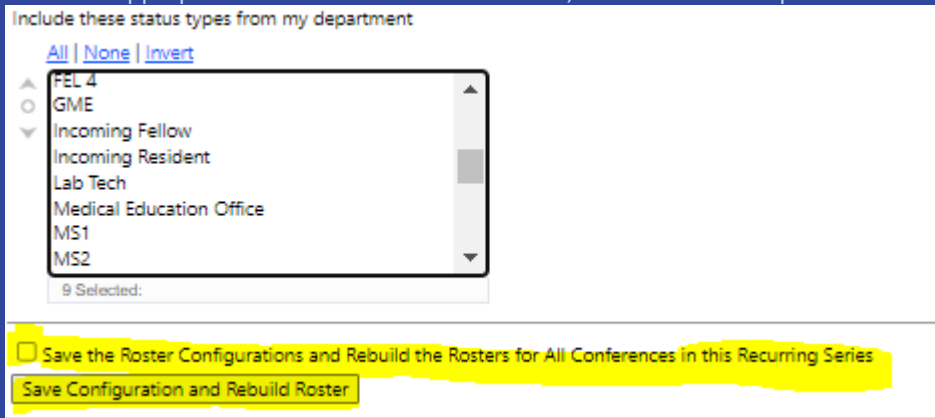
1) Select the first conference in the series and click attendance.



2) Edit Roster Configuration



3) Make the appropriate selections for status and save, check the box to update all roster for that series.



4) This will need to be done for each series.

## FAQ: I CAN'T LOG INTO NEW INNOVATIONS (RESIDENT/FACULTY) – Instructions to test the account and enable GatorLink Authentication

**There are only two things that would cause a person not to be able to log in.**

1) They don't know/forgot their login (Institution, Username, Password)
2) They do not have privileges (Security & Privileges)
   -Ensure there are privileges listed. Don't worry about the numbers listed for each category (defaults are used based on status), but ensure that there is a line with your Department (program) name is listed.
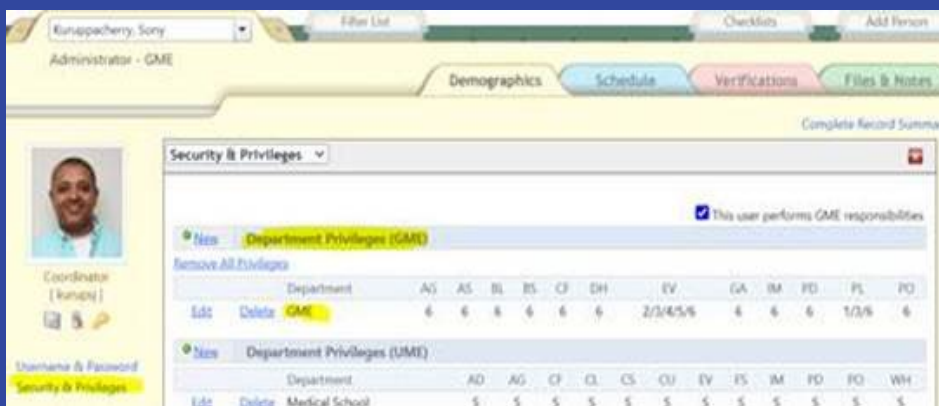
*If you need to add privileges, click New. Select the program, select a preset (faculty or resident), apply present, save and return.



**To test the account and enable GatorLink Authentication: NI Setup**

-Change the Primary Email address to your email address.



*same time: Change the resident/fellow email address "Type" to work and add your email as the new Primary email address on file.

-Click Username & Password
-Click Reset Password.  A pop up will appear, click ok.
-Enter GatorLink
Username@ufl.edu email address in the Single Sign On Identifier field



-Save and Return
-Delete your email address listed as primary from the main demographic page.
-Change the Type on the resident/fellow email to Primary.

**Test NI Account:**

Institution: ufl

Username: Shown in username field or under photograph image in NI.

Password: A temporary password was sent to you as your email address was listed as primary.  Copy and paste the password in the appropriate cell.  Follow on screen instructions.

**GatorLink Login for NI.**

Because you entered the Single Sign On Identifier the person can now log in with GatorLink using the following URL.

www.new-innov.com\UFL

# REMEMBER all of these tips and more FAQs can be found in New Innovations under the Resources Tab:

More > Resources > Intranet tab (does not matter what program you are logged in under).  Also, other training/instructions documents available under the PD and PC group.

| Group | Item | Group | Item |
|---|---|---|---|
| NI FAQs | Academic Year - Conferences (timing for building) | Program Directors & Coordinators | 1. Generic Mid-Year Evaluation Form Comment Field |
| | Administration & Program Set-up Features in NI | | 2. Generic Summative Evaluation Form Comment Field |
| | Badge Scanning for Tracking Attendance in NI | | 3. Generic Fellow Final Exit Evaluation Form milestones.docx |
| | Conferences PowerPoint | | 4. Resident/Fellow Demographic Information for Manual Entry in NI |
| | FAQ I can't log into NI (Resident or Faculty) | | Accessing/Registering for IHI Open School Modules |
| | Mapping to Milestones 2.0 | | CCC Meeting Materials |
| | NI EPIC Checklist FAQ - E-Force-PDMP Registration | | Citations & Concerns-Action Plans |
| | NI Requirements for UF Programs | | Demographics Required for Manual Entry of External Rotator |
| | | | Demographics Required for Manual Entry of Resident/Fellow |

# 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 1st floor in Room G1-001A. Please direct any questions you may have about Housestaff to Alex Platinetty, Housestaff Director platia@shands.ufl.edu.

**If any housestaff report issues with GatorBites, please have them contact Alex Platinetty!**

# HAPPY NEW "GME" YEAR!!