

MMCGME Services

January 2022 Newsletter

Medical/Dental/Podiatry School Diploma

A copy of the Medical/Dental or Podiatry School diploma must be received and saved in RMS for every trainee. The diploma is a form of documentation required for audits.

Key components to keep in mind:



- The document must be legible
- The document must be in English. If the diploma is written in another language an official translation of the diploma must also be provided.
- A transcript or matriculation letter is not an acceptable substitution.
- Diplomas are submitted via the onboarding checklist. The diploma step should not be marked as complete by anyone but MMCGME staff.
- Diploma documents should be stored in the Onboarding MMCGME folder
- If you are, submitting documents to MMCGME via email the naming standard should be used.
- Diplomas are due 2 months after the program start date.
- Diploma graduation date cannot be after program start date or program start date must be advanced.
- Diploma naming standard is Diploma_ Trainee Last Name. (If a translation is also required, it should be named Eng Translation_ Trainee Last Name).



End of Year Hospital Reporting

Hospital reports are generated annually at the end of the each calendar year. MMCGME Services will be running end of year reports on **January 7, 2022.**

Please assure all resident and fellow training block/rotation schedules have to been completed and are accurate through December 31, 2021.

If you have any questions, don't hesitate to reach out to MMCGME Staff @ rmshelp@umn.edu.



PINGBOARD (GME Directory)

MMCGME Services has created a new Pingboard (GME Directory) page to streamline personnel/site directory management. The page has been activated and is available for use on MMCGME Services website. Available resources featured include:

- Pingboard Site Directory Link
- New Action Request Forms
- Current Site Administrators

Action Request Forms are a new option to assist programs in adding or updating staffing needs. The forms offer an opportunity to request an addition or revision for Program Directors, Program Coordinators/Administrators and/or Employee/Staff members associated with program training management. Simply complete the required information and submit the form to MMCGME Services for processing. MMCGME staff will complete the request in Pingboard for you. A confirmation will be forwarded to the requester upon completion. ([Click here to review the Pingboard \(GME Directory\) page](#))

COORDINATOR CORNER...

Just Breathe



Happy New Year!!!

During this hectic, challenging, and at times very overwhelming point in the 21-22 academic year, MMCGME Services would like to remind you to take a pause. A moment to breathe, regroup and focus on self-care for your own personal wellbeing. If you need a little inspiration, here is an article detailing "[How to Keep Work Stress from Taking Over Your Life](#)".

If you would like to share encouragement, ideas, or techniques with the coordinator community, please forward an email to prime025@umn.edu.

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