

MMCGME Services

December 2018 Newsletter

Did you know?

Semi-annual reviews coming up? Have you created a Portfolio Review in RMS? Gather information such as evaluation comments, conference attendance, duty hour violations, test scores, and milestone progress all in one report. Instructions to set it up are found [here](#).

RMS Training

Sign up for RMS Training!

- Select your preferred date
- Tell us what training you want
- Registration form can be found on our [website](#).

As always, if the available days/times do not work for you, please email us at RMSHelp@umn.edu. We can come to your site as well.



RMS Tid-Bits:

LOOKING FOR SOMETHING?

Need to find a particular form or training guide? Have you visited our [Resources/Forms](#) page on our website lately? On our website you will find information such as:

- Request a [rotation](#) or [assignment](#), add a [user](#), or add a new [location](#) in RMS
- RMS training guides for your [trainees](#) and [faculty](#)
- MMCGME required [graduating and transitioning form](#)
- Document [naming standards](#) and where to [upload files](#)
- How to handle [time away](#) in RMS
- Periodic monthly RMS [checklists](#)

If you're not quite sure what you are looking for you can search for keywords. A search box can be found on the top right of every page.

Another great resource is the Knowledge Base in RMS. Hover your mouse over Help and a new window will open for you. The Knowledge Base contains training guides, FAQ's, and webinars.

Is your program on rotation protocol?

You may not have to worry about making sure your trainees log accurate duty hours each month, but there are still some things you need to keep in mind.

- The only "MMCGME" rotation you are allowed to use is the Time Away Extends rotation. If this rotation is in the block schedule please be sure to send us the required [documentation](#).
- Block gaps will not generate an FTE. Please be sure to run a monthly block gap report, directions can be found [here](#). Remember, a primary rotation needs to be scheduled for each day of the academic year.
- Using an elective placeholder? These rotations are not configured, so you need to swap out the correct elective rotation as soon as you know what the trainee is going to do.

Recipe of the Month

It's December, so you know what that means, time to make cookies! If you make these [Cheesecake-Stuffed Red Velvet Cookies](#), make sure you share!

Contact Us

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