

## Save The Date

AHME Webinar: Location: TBD

March 8, 2018, 12:00pm—1:00pm

[Program Administrator Milestones: A Mechanism to Gauge Your Professional Development](#)



Friday, September 14, 2018

2018 GME Coordinator Conference

Location: TBD

## Resources

- ◆ [Resident and Fellow Quick Guide \(Duty Hour Protocol\)](#)
- ◆ [Resident and Fellow Quick Guide \(Rotation Protocol\)](#)

## Contact Us

[www.mmcmgservices.org](http://www.mmcmgservices.org)

612-625-0898, [RMSHelp@umn.edu](mailto:RMSHelp@umn.edu)

MMCGME Services  
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Mayo G255, Minneapolis, MN 55455

Please Note:

The MMCGME office will be closed on  
January 15, 2018.

## Directory

[Link to Pingboard](#)

## Recipe

[Peppermint White Chocolate Cookies](#)

## RMS Training Sessions

- 1/5/18 [RMS Work Session](#)
- 1/10/18 [Portfolio Reviews](#)
- 1/16/18 [RMS Work Session](#)
- 2/1/18 [RMS Work Session](#)
- 2/8/18 [Prepare for the New Academic Year](#)
- 2/15/18 [RMS Work Session](#)

- To ensure adequate staffing, registration is required for all sessions.
- Do you have a new Program Director, Program Coordinator or new department staff? We can provide individualized RMS training to your staff to help them excel in their new role. Contact us at [RMS Help](#).

## Prepare for the New Academic Year Training

There are a few tasks that have to be completed within RMS before the beginning of the new academic year. In this training you will learn how to create a new academic year, create a block schedule, review rotation names, assignment definitions, and personnel data. Evaluations, conferences, and curriculum distribution are all items that need attention when creating a new academic year as well.