# MMCGME Services

## January 2019 Newsletter

## Did you know?

If you archive an evaluation session that is on auto-match, it will continue to create matches? If you need to archive a session, be sure to click on the Match Schedule tab and uncheck the Enable Automatic Matching box.

## 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:

### SCHOLARLY ACTIVITIES

One of the most favorite tasks for a coordinator is to get scholarly activity information from trainees and core faculty for the yearly WebADS update. Oh wait, I mean one of the most dreaded tasks! Wouldn't it be easier if there was a way for trainees and faculty to keep track of this information throughout the year and all you had to do was run a report to collect the data?

With the Scholarly Activity module in RMS, both residents and faculty can document their scholarly activity in a timely fashion, rather than having to remember what they did during the year. During *setup*, you can create a new form, copy an existing form, or use a pre-made template. If you administer multiple programs you can copy the form to other programs. Activity can be tracked by the ACGME ADS categories so what when you generate a report it will display a summary of the number of items completed.



## Recipe of the Month

New year, new recipe to try! This *Sheet-Pan Balsamic-Herb Chicken and Vegetables* might become a staple in your household. Makes for an easy clean up!

## Year-End To-Do's

The MMCGME Services office will soon begin to close out the 2018 calendar year and there are ways you can help. If we come across any issues we will be reaching out to you for your assistance.

- Review Duty Hours for all of your trainees. Make sure hours have been entered AND approved.
- Run a *Block Gap report* and correct any gaps in schedules. Remember, for each day of the academic year a rotation needs to be entered and marked as "Primary".
- If the Time Away Extends rotation is being used, be sure *documentation* has been sent to us. Please only use this rotation if a trainee is extending their time.

## Contact Us

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