

# MMCGME Services

Metro Minnesota Council on Graduate Medical Education  
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## New Innovations Updates

### Checklists:

2 New Notifications

1. Notice to Administrator that a step has been submitted and is now pending review
2. Notice to Checklist recipient that a step has been returned to them.

### Due Date Label for Individual Steps:

You now also have the ability to label each step with a due date. If a due date label is put on a step, that due date will display within the current reminder notification.

Please open this document for more details:

[Checklists](#)

## Helpful Tips to Having a Good FTE Count

- If possible, please try to keep rotation lengths at three months or less
- If faculty are placed on your assignment schedule, please try to use faculty specific assignments not shared with duty hours
- If you have conference assignments set up to populate duty hours, please try and record the attendance shortly after the conference finishes

**Thank you for all of your hard work in helping us keep the information in RMS accurate and up-to-date.**

## Upcoming RMS Training

(Registration Required)

3/16/17	<a href="#">RMS Work Session</a>
3/22/17	<a href="#">Other Modules</a>
3/28/17	<a href="#">Onboarding / Checklists</a>
4/5/17	<a href="#">RMS Work Session</a>
4/12/17	<a href="#">Portfolio Reviews</a>

## Webinar of the Month

New Innovations / RMS includes Webinars in their Help section. This month we would like to highlight the webinar *Admin—Program Dashboard*.

From your RMS homepage, go to *Help—Webinars—[02] Program Administration— [02.02] Admin—Program Dashboard*

### Login in to RMS



## Resources

[Quick Guide for Residents & Fellows](#)

## Recipe of the Month:

[Pasta & Beans - Pasta e Fagiola](#)

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