

MMCGME
BLOCK SCHEDULE WORKGROUP
CHARTER
MAY 2018

Executive Summary

The Block Schedule Workgroup is a sub-committee of the MMCGME Operations Committee. This sub-committee is charged with the role of addressing issues with the current status of block schedule entry. Block schedules are extremely important to a variety of stakeholders. A comprehensive and timely block schedule ensures that affiliate sites are aware of all trainees working within their institutions, programs can demonstrate that they are compliant with accreditation policies relating to duty hours and required educational experiences, and full-time equivalent (FTE) funding is managed accurately as rotation protocol is being implemented across MMCGME. This committee will explore barriers to a timely and comprehensive block schedule and offer recommendations to the larger GME Operations Committee regarding best practices to manage barriers, creating comprehensive block schedules, and meeting institutional deadlines.

Committee Goal

All programs will enter an accurate annual block schedule into New Innovations – Residency Management Suite (RMS) no later than May 1st.

Committee Objectives

The outcomes of committee project work should contain the following characteristics:

Objectives
<ul style="list-style-type: none">• Develop a concise guide demonstrating attributes of a comprehensive block schedule• Develop a standard practice for completing block schedules by the May 1st deadline• Provide guidance on managing and resolving barriers in block schedule preparation• Inform GME community about the hospital onboarding process• Gain an understanding of end users’ needs for a comprehensive block schedule (hospitals, affiliate stakeholders responsible for FTE, etc.)

Committee Scope and Limitations

The committee will make recommendations to the MMCGME Operations Committee at their monthly meetings.

Committee Meetings

Date	Time	Attendees	Location	Purpose
Monthly As needed		All Members	MMCGME	Working meeting

Committee Membership

This committee will be composed of representatives from MMCGME member organizations. Member responsibilities include:

Representing the needs and interests of their respective institutions through:

- Engaging relevant institutional stakeholders regarding committee work
- Researching/reviewing site processes as they relate to committee work
- Conferring with their institution’s Operations Committee counterparts during votes. Each institution has one vote.

Thinking broadly about the greater education community, as there may be times committee work may not completely apply to all members.

Attending monthly meetings. Each member should come prepared to each meeting relating to the topic of discussion. There may be occasional project-related work.

Committee Members:

Name	Role	Organization
Carly Anderson	Learning and Development Manager (Chair)	University of Minnesota
Valerie Cole	Coordinator	University of Minnesota
Carly Dolan	MMCGME Staff (Facilitator)	MMCGME
Katie Dolan	RMS Coordinator	Hennepin Healthcare
Lisa Gorman	MMCGME Staff	MMCGME
Shari Johnson	Coordinator	University of Minnesota
Erica King	Coordinator	University of Minnesota
Margaret Miller	Coordinator	Hennepin Healthcare
Christana Reding	Education Manager-Surgical Admin Center	University of Minnesota
Carol Sundberg	GME	University of Minnesota
Troy Taubenheim	MMCGME Director	MMCGME
Corinne Wilcox-Schowalter	GME Program Manager	Children’s Hospital
Devon Yocum	Coordinator	Regions Hospital