RMS MOMENT OF THE MONTH

MMCGME Request Forms

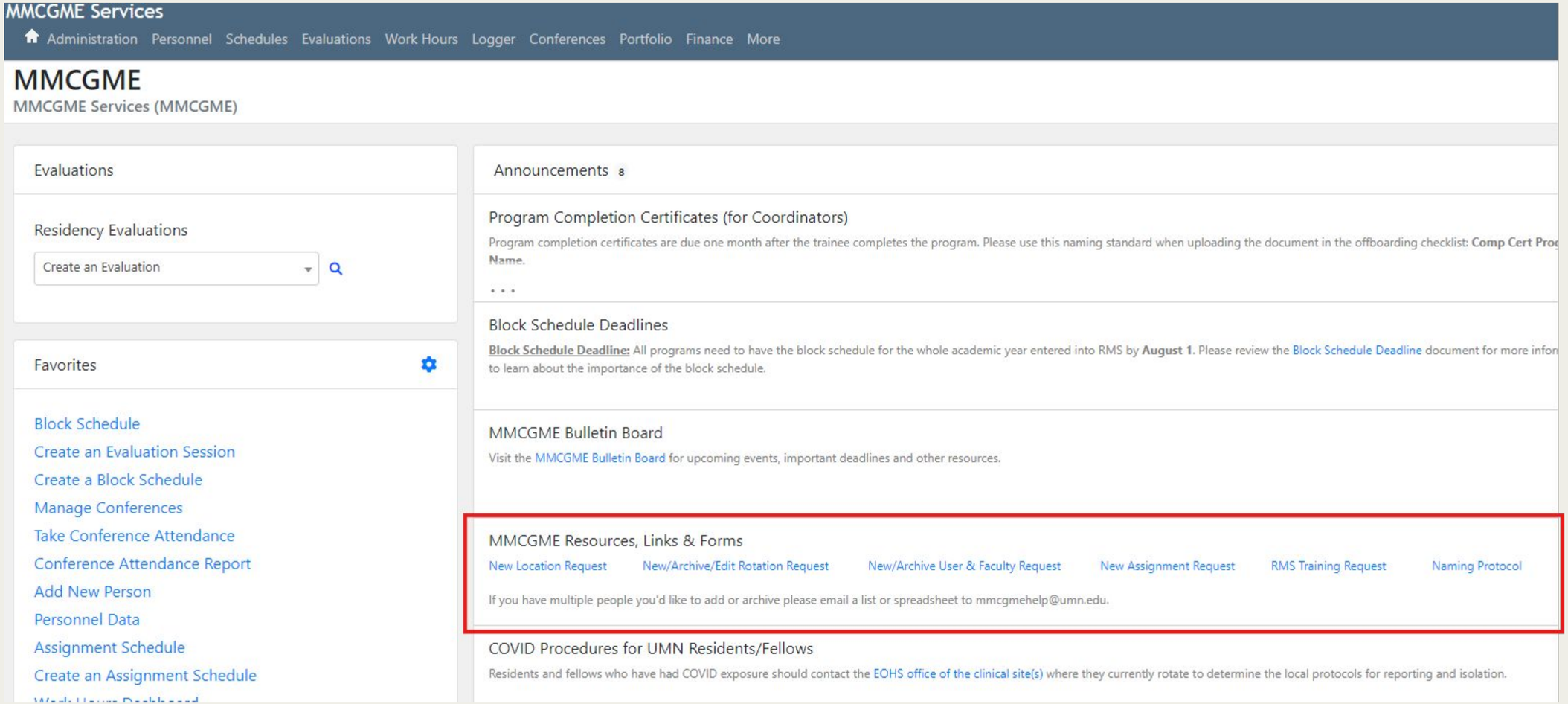
Metro Minnesota Council on Graduate Medical Education

MMCGME

MMCGME Request Forms

- New Location Request
- New Archive/Edit Rotation Request
- New/Archive User & Faculty Request
- New Assignment Request
- RMS Training Request
- FTE Request Form

How to Locate the Forms



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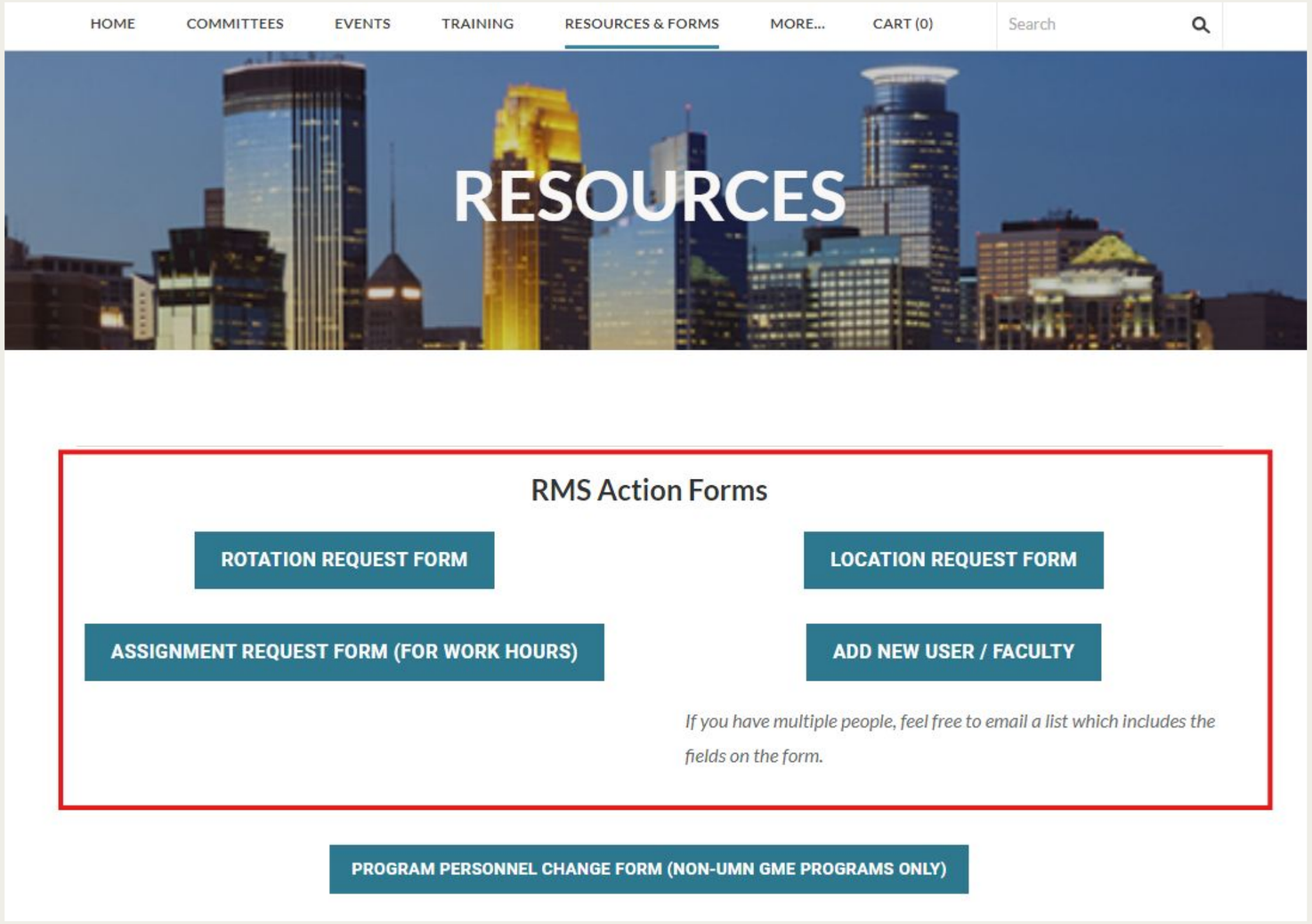
How to Locate the Forms



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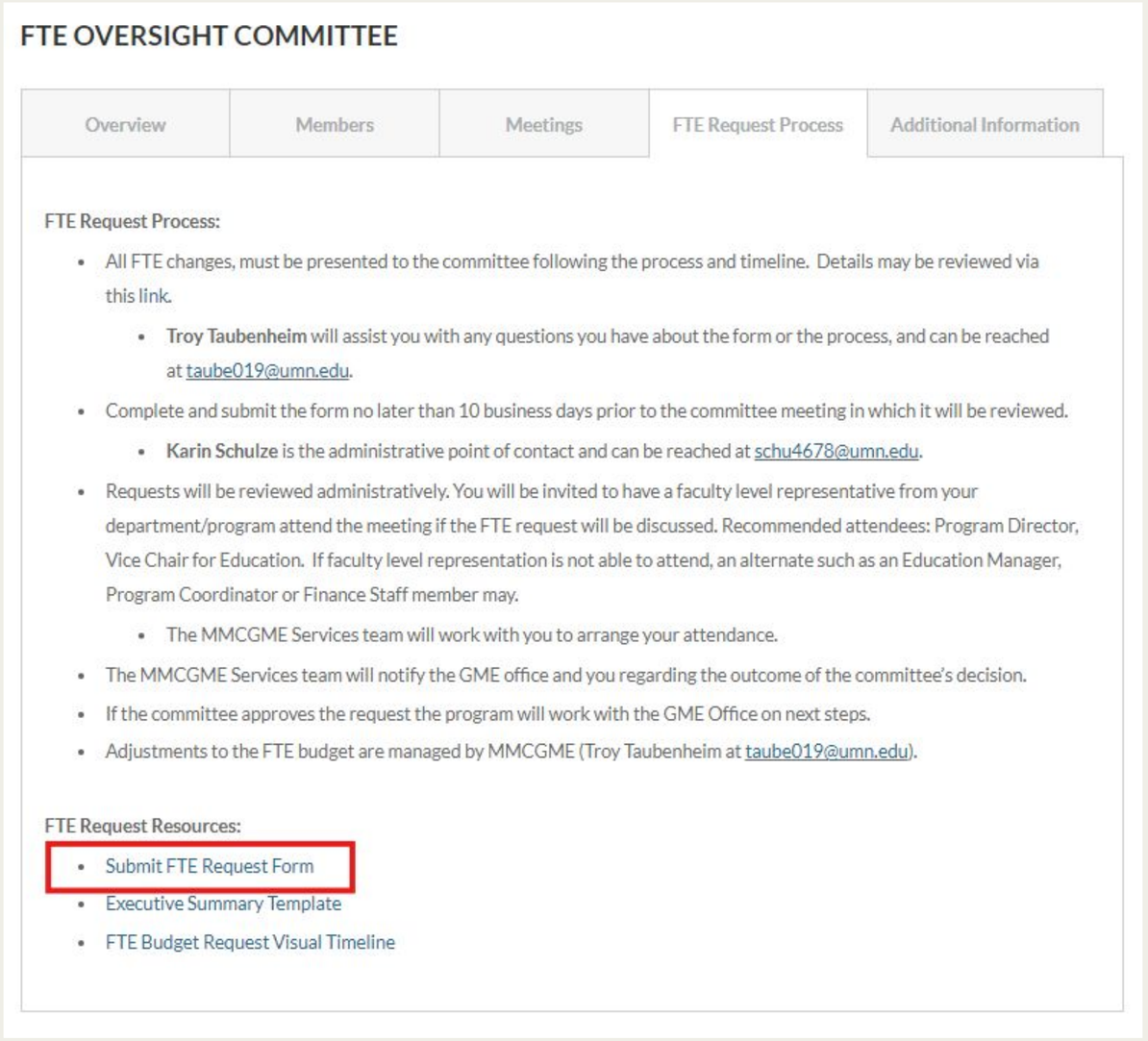
How to Locate the FTE Request Form



FTE OVERSIGHT COMMITTEE

Overview | Members | Meetings | FTE Request Process | Additional Information

FTE Request Process:

- All FTE changes, must be presented to the committee following the process and timeline. Details may be reviewed via this link.
  - **Troy Taubenheim** will assist you with any questions you have about the form or the process, and can be reached at taube019@umn.edu.
- Complete and submit the form no later than 10 business days prior to the committee meeting in which it will be reviewed.
  - **Karin Schulze** is the administrative point of contact and can be reached at schu4678@umn.edu.
- Requests will be reviewed administratively. You will be invited to have a faculty level representative from your department/program attend the meeting if the FTE request will be discussed. Recommended attendees: Program Director, Vice Chair for Education. If faculty level representation is not able to attend, an alternate such as an Education Manager, Program Coordinator or Finance Staff member may.
  - The MMCGME Services team will work with you to arrange your attendance.
- The MMCGME Services team will notify the GME office and you regarding the outcome of the committee's decision.
- If the committee approves the request the program will work with the GME Office on next steps.
- Adjustments to the FTE budget are managed by MMCGME (Troy Taubenheim at taube019@umn.edu).

FTE Request Resources:

- Submit FTE Request Form
- Executive Summary Template
- FTE Budget Request Visual Timeline

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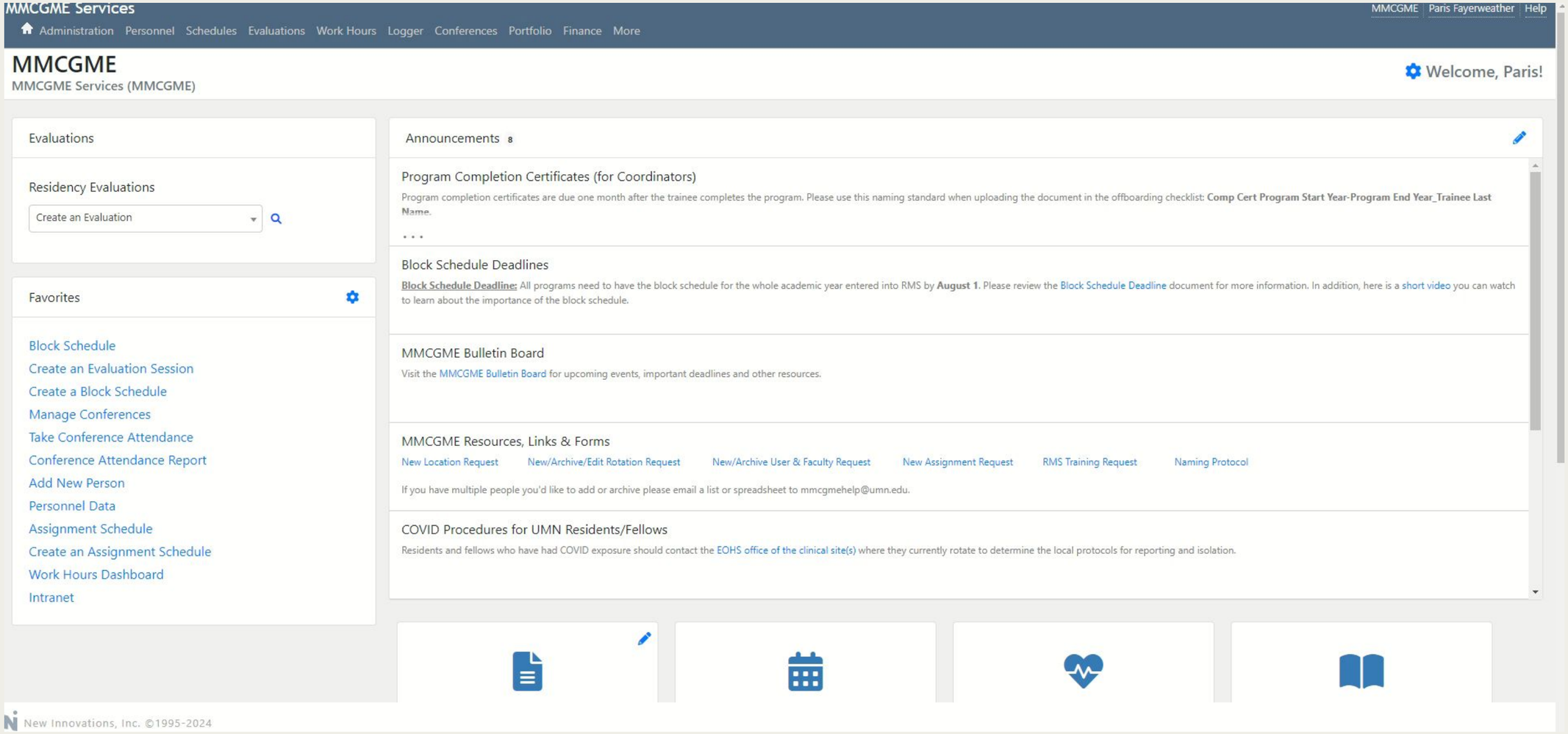
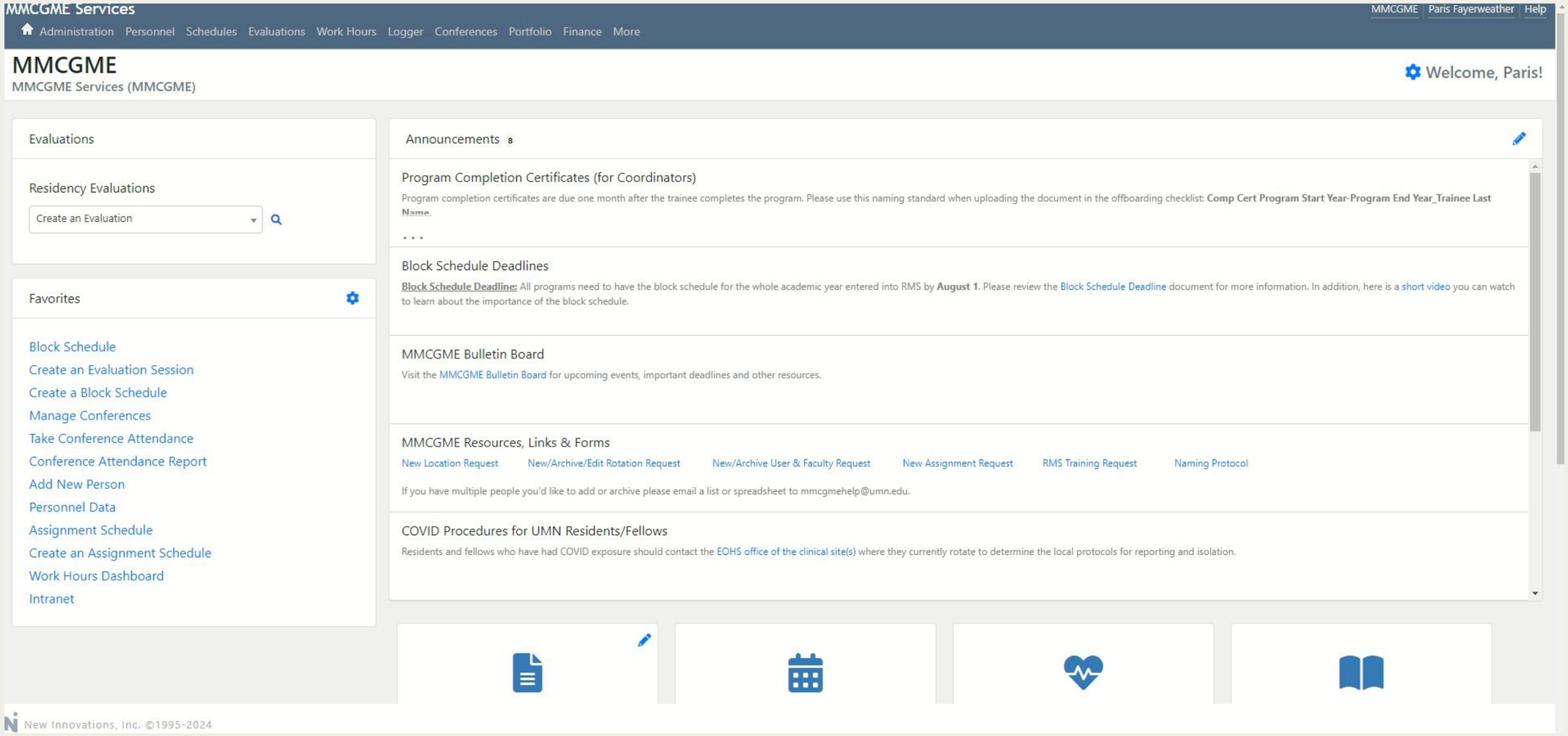
Rotation Request Form



User/Faculty Request Form



THANK YOU!

www.mmcgmeservices.org

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