RMS MOMENT OF THE MONTH

Document Naming Protocol

Metro Minnesota Council on Graduate Medical Education

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Agenda

- ✔ Importance of Naming Protocol
- ✔ Naming Protocol in Checklists
- ✔ Where to Find Naming Protocol Document

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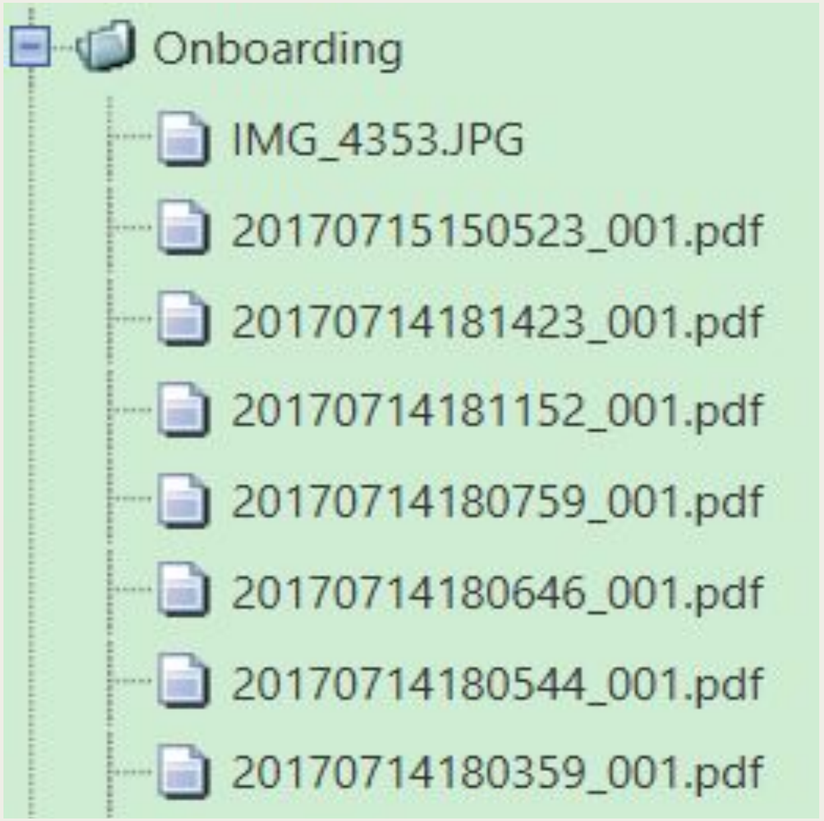
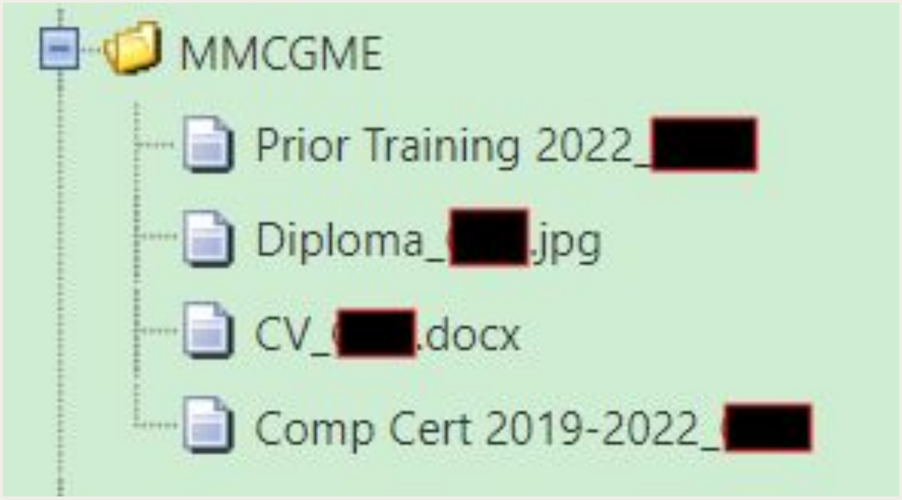
Importance of Naming Protocol

- Easily locate documents
- Streamline the process for audits
- Assists other sites in locating documentation





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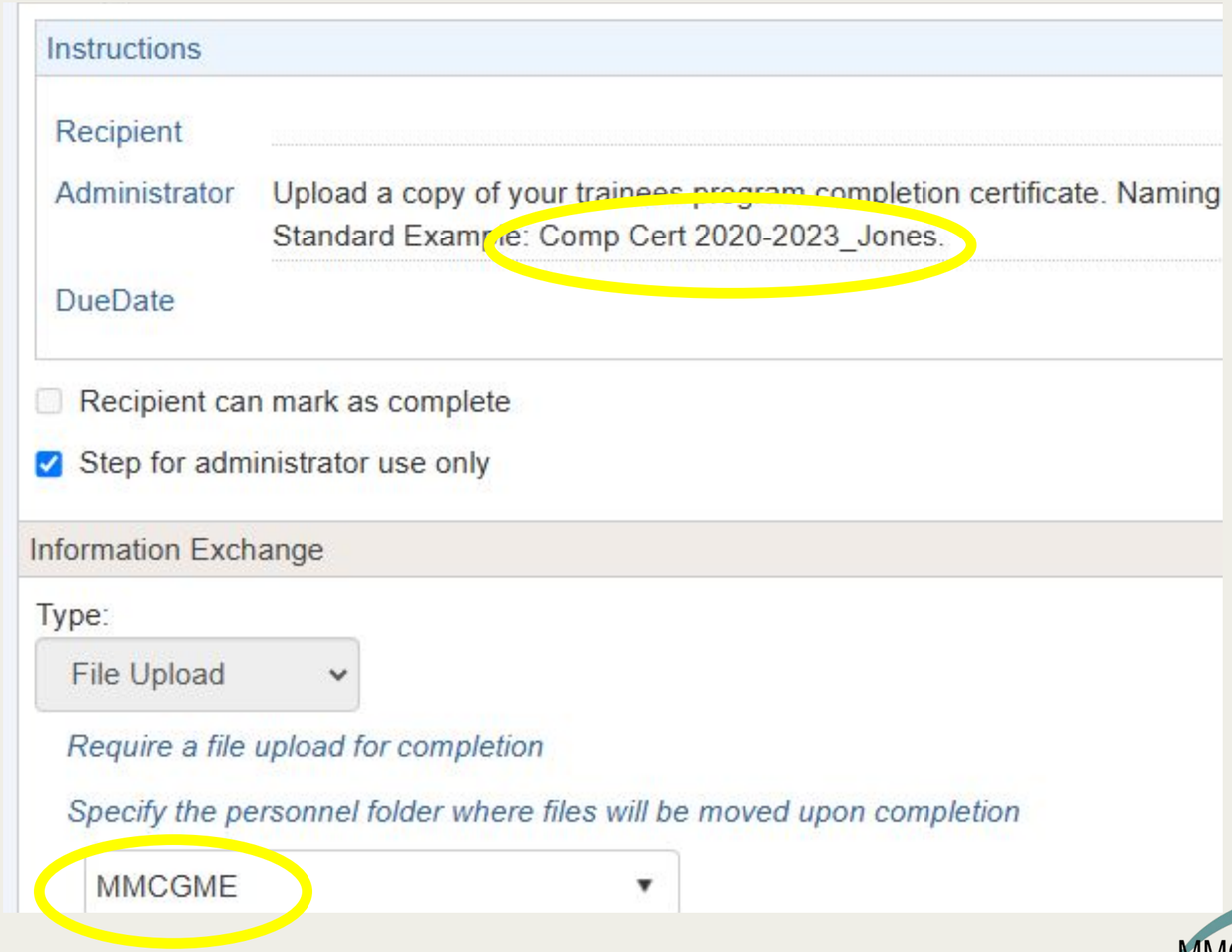
Naming Protocol in Checklists

Naming Standard in Checklist:

2. *MMCGME: Upload a Copy of the trainees Program Completion Certificate

Upload a copy of your trainees program completion certificate. Naming Standard Example: Comp Cert 2020-2023_Jones.

Where to add Naming Standard in Checklist:



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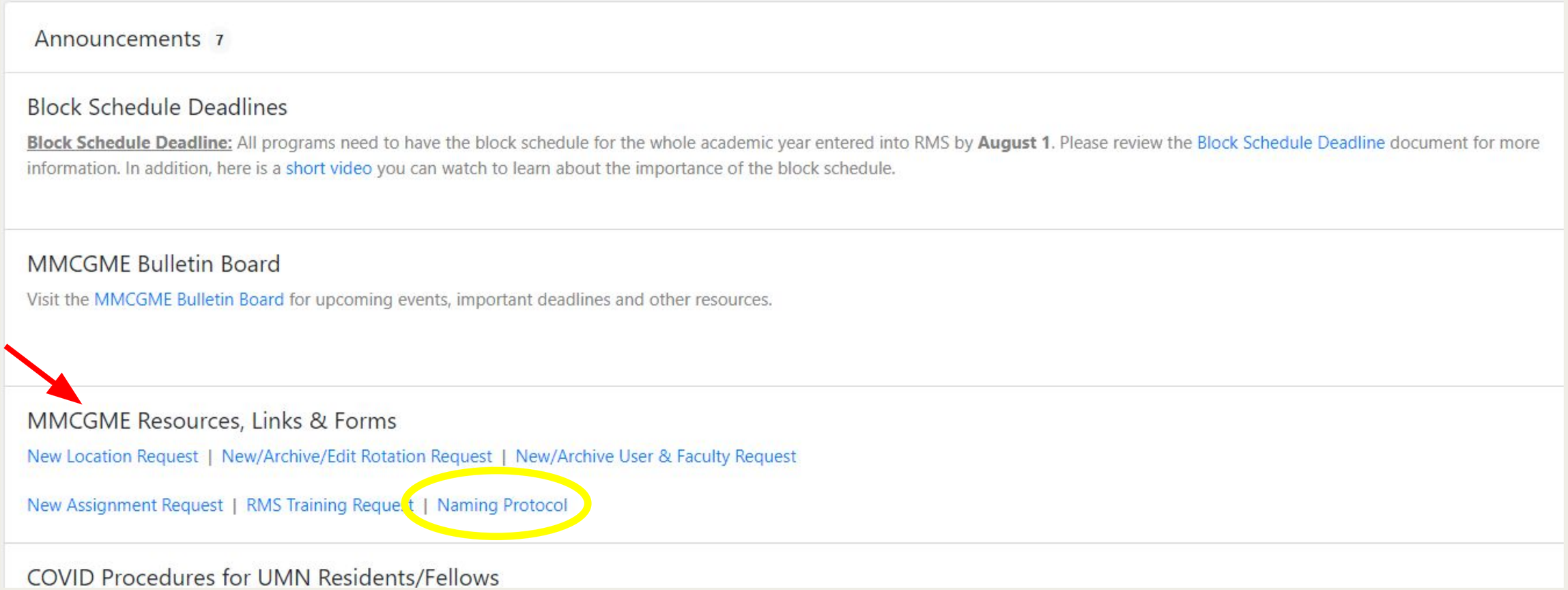
Naming Protocol Document

Document Name	When should it be completed	Where it should be housed in RMS	Naming Standard
Files & Notes-Attached Files			
Background Study 2.0	Every Program	Attached Files	Background_UMN.2020.last name, first name
ERAS Application Files	When the trainee begins the Program	Attached Files	ERAS_Last Name
Moonlighting Approval Forms	Every Year	Contracts	Moonlighting YYYY-YYYY_Last Name
Name Change Documentation- acceptable documentation includes one of the following: a copy of the Marriage Certificate or Divorce Decree or copy of the new social security card- if applicable.	Whenever a trainee requests a name change	Attached Files	Name Change_previous Last Name
PECOS Enrollment Approval	When the trainee begins the Program	Attached Files	PECOS _Last Name
Time Away Extends Documentation- if applicable	Whenever a trainee returns from a leave that will extend their training	Attached Files	TAE_Last Name (MM/DD/YY – MM/DD/YY) [dates of time away extends]
Files & Notes-Program Folder			
Any Documents that are collected but do not pertain to GME/Hospitals.			
Files & Notes-Training Verification			
Standard Verification of Training	When the trainee completes the Program	Training Verification	Standard Verification YYYY-YYYY_Last Name
Files & Notes-Advancement-MMCGME Folder			
Program Completion Certificates	Every time a trainee completes a training program	Checklist Documents> Advancement-MMCGME-Folder	Comp Cert YYYY-YYYY_Last Name
Termination Form	At the completion/termination of every training program	Checklist Documents> Advancement-MMCGME-Folder	Term Form YYYY-Last Name
Files & Notes-Onboarding-MMCGME Folder for Incoming and Changing Programs trainees			
Prior Training Form- used in conjunction with the Personal Information Form	During Data Exchange (UMN Programs) or during onboarding	Checklist Documents>Onboarding >MMCGME	Prior Training_Last Name
RMS Data Form- for Programs that do not use RMS onboarding functionality	During Initial Onboarding Process	Checklist Documents>Onboarding >MMCGME	RMS Data_Last Name
Curriculum Vitae/Resume	During Initial Onboarding Process	Checklist Documents>In-Rotator>MMCGME	CV_Last Name
Diploma: Medical/Dental/Podiatry	During Initial Onboarding Process	Checklist Documents>Onboarding >MMCGME	Diploma_Last Name

Where To Find Naming Protocol Document



THANK YOU!

www.mmcgmeservices.org

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