

# MMCGME Services

## November 2019 Newsletter

### Searching for a contact?

Have you looked in [Pingboard](#)? Pingboard was selected by the Communications Subcommittee of the MMCGME Operations Committee as a tool to house contact information for individuals involved in medical education at all MMCGME affiliates and related medical organizations. Login information can be found on your RMS homepage.

### 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](mailto:RMSHelp@umn.edu). We can come to your site as well.



### Uploading Files to RMS

Looking for a particular document in a trainee's personnel file? Make things easier on yourself (and others who have access to that record) and make sure you are using the [standard naming guidelines](#). When these guidelines are used, finding a document will be a breeze.

When uploading a document that is not listed on the standard naming document, please give it a unique name that is going to help you (and others) know what they are about to click on. DO NOT name your documents "document1", "document2", "document3", etc. Save yourself time and stress by following these guidelines.

Also, be sure the documents listed in this [list](#) have been uploaded for all of your trainees.



### Save the Date

AHME Webinar: [How to Do Scholarly Activity in Medical Education: A Primer for GME & Program Administrators](#)

This will be a fundamental session where learners can learn to: Create a research topic/aim statement; Assemble a team (and create a project plan); Complete an IRB application (data collection methods; recruitment; analyses; dissemination plans); and, Collate and disseminate research findings via an abstract, manuscript, etc.

This webinar will be held on December 3rd from 12p-1p on the UMN campus in Mayo G254-16. Please RSVP [here](#) if you will be attending as space is limited.

The UMN Pediatrics department will also be hosting the event on the West Bank in [Wilf Family Center Conference Room 2](#). Please RSVP to [Emily Gray](#).

### Recipe of the Month

Here's a new twist to making sweet potato casserole, [Sweet Potato Poutine](#). This recipe calls for sweet potato fries instead of the traditional sweet potato.

Have a recipe you'd like to share? Let us [know](#) and we will feature your recipe in an upcoming newsletter.

### Contact Us

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