

TIPS/IMPORTANT INFORMATION ABOUT CREATING CHECKLISTS

- 1. When creating your checklist please name your checklist with your sponsoring institution and program It is also a good idea to put the year in your checklist (i.e. 2017-18 UMN-FMED Incoming Resident Checklist).*
- 2. It is a good idea to start fresh with new steps and new checklists each year.*
- 3. If you create your own steps please label the step with some reference to your sponsoring institution and program (i.e. UMN-FMED). This way you will be able to easily identify which steps you have created and another program will not inadvertently use your steps*
- 4. If using existing steps only choose steps you, your GME office or MMCGME services has created. Do not use another programs steps unless you have checked with that program first. Even though steps might appear the same the forms or instruction may be different.*
- 5. It is a good practice to check the following when using “shared” GME steps:*
 - Check to make sure the instructions are correct*
 - Identify whether you want the resident/fellow to be able to mark the step as complete*

- *If a file attachment is required and whether the resident is able to attach and view the file*
 - *If the resident/fellow are to complete a form that the form is attached*
 - *If you have Additional Reviewers- check to make sure the correct additional reviewer is indicated*
 - *Conditional Recipients are selected if applicable*
6. *For MMCGME required document please do not accept receipt of the documentation. MMCGME needs to review the document to make sure it is legible, etc. before marking as complete.*
7. *MMCGME has created the audit documentation steps for your use. You can add these steps to your checklists:*
- *MMCGME Personal Information 2017-18*
 - *MMCGME Prior Training Form 2017-18*
 - *MMCGME Diploma 2017-18*
 - *MMCGME-ECFMG Certificate 2017-18*
 - *MMCGME Completion Certificates from Previous Training Programs 2017-18*
8. *Any non-GME required onboarding steps should be directed to the Program Specific Folders by selecting the “department” folder in the information exchange portion of the step.*
9. *It is a good practice to archive steps and checklists after you are through with them for the year.*