

Periodic Checklists

- For programs that are on **rotation protocol** - please follow the steps highlighted in blue. Also, notify RMSHelp@umn.edu immediately if there are changes to a rotation's location(s).
- For programs **not using rotation protocol**, please follow all steps.

MONTHLY -- By the last working day of each month

| Activity | Recommended Actions/Tools |
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| <p>1. Ensure that all resident time has been entered for the month, including:</p> <ul style="list-style-type: none"> ▪ <u>Duty hours</u> (such as inpatient, OR, conferences, clinic, call assignments, etc.) ▪ <u>Vacation/sick leave</u> | <p><u>Review the Duty Hours Usage Report</u></p> <ol style="list-style-type: none"> 1. From the top menu ribbon, click Duty Hours, then Reports. 2. Under <i>Usage</i>, select Usage Summary. 3. Deselect Exclude Vacation/Leave hours from total and View Report. 4. Review individual residents' duty hours or calendars. <p>Look for:</p> <ul style="list-style-type: none"> • Low hourly totals (<160 per month, or appropriate hours for your program) • Gaps of >2 days for which time needs to be logged • Unapproved hours |
| <p>2. Review schedules for any time away that will extend training (leaves of absence, FMLA, etc.).</p> <ul style="list-style-type: none"> ▪ Add the MMCGME – Time Away Extends rotation to the block schedule for any resident who falls into this category. ▪ Fill out Time Away Extends form on RMS home page or send in program Time Away Extends form that includes: <ul style="list-style-type: none"> ○ Exact dates of the period of time that will extend training ○ New End Date for the program | <p><input type="checkbox"/> Edit the block schedule to add MMCGME –Time Away Extends rotation to resident's block schedule. From the top menu ribbon, select Schedules, in the <i>Block Scheduling</i> box, click Schedule Rotations.</p> <ol style="list-style-type: none"> 1. Select the Person and Academic Year from the dropdown menus. 2. Scroll down to the list of Rotation Intervals and check those you need to edit. Then click the Edit link. 3. To create a split block rotation within a selected interval, change the existing start/end dates to create a "gap" in the schedule. Add the new rotation information to the created gap. 4. Edit the Rotation Intervals. Click SAVE at the bottom of the screen. |
| <p>3. Run a Block Gap Locator Report to check for scheduling gaps. Ensure rotations are listed as primary and that there are no unspecified rotations (rotations without a name). There should be no gaps for any previous months through the upcoming month.</p> <p>Use MMCGME Rotations for situations where the resident/fellow is:</p> <ul style="list-style-type: none"> ▪ Starting the program late ▪ Graduating early ▪ On a leave that will extend training ▪ Resigned before the academic year ends | <p>If any gaps appear for previous months through the upcoming month, adjust the rotation so that there are no dates within the Academic year that are not covered by a primary rotation.</p> <p><u>Gap Locator Report:</u> From the top menu ribbon, click Schedules, in the <i>Block Scheduling</i> box, under the <i>IRIS Tools</i> list, click Gap Locator.</p> <p><u>Block Schedule Checklist:</u> MMCGME Services will run a monthly Block Schedule Report and contact programs if revisions are required.</p> |

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MONTHLY -- By the last working day of each month

| Activity | Recommended Actions/Tools |
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| <p>4. Review life events for residents/fellows including:</p> <ul style="list-style-type: none"> ▪ Off-cycle graduations ▪ Terminations/resignations from the program ▪ New hires ▪ Name changes <p>5. Provide the appropriate documentation to MMCGME.</p> | <p>Required Documentation: Copies must be sent to MMCGME or uploaded to the RMS Files and Notes within one month after the resident begins the program.</p> <ul style="list-style-type: none"> ▪ <u>Graduations:</u> Completion Certificate/Termination Form with graduation date listed ▪ <u>Terminations/Resignations:</u> Termination Form with last date in program and Completion Certificate ▪ <u>New Hires:</u> Provide the following information: <ul style="list-style-type: none"> • First, middle, last name • Program name • Program start and end dates • Previous program information • Medical school name and graduation date ▪ <u>Name Changes:</u> Provide proof of the change (e.g., copy of new Social Security Card or Marriage License) |

All resident/fellow time for the previous month must be entered and approved by the 5th working day of the new month.

ANNUALLY -- By August 1st or one month after resident/fellow BEGINS a program

| Activity | Recommended Actions/Tools |
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| <p>Ensure that copies of the following reimbursement and audit-related documents for all residents/fellows are on file with MMCGME Services:</p> <ul style="list-style-type: none"> ▪ RMS Data Form for non-University programs ▪ Medical School Diploma ▪ Copies of all certificates for prior completed GME programs ▪ Contract/Residency Agreement ▪ ECFMG Certificate (for graduates of foreign medical schools) | <ul style="list-style-type: none"> <input type="checkbox"/> Upload documents to resident/fellow's RMS personnel record and notify: RMSHelp@umn.edu |

ANNUALLY -- By August 1st or one month after resident/fellow FINISHES a program

| Activity | Recommended Actions/Tools |
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| <p>Ensure that copies of the following audit-related documents for all residents/fellows are on file with MMCGME Services:</p> <ul style="list-style-type: none"> ▪ Residency/Fellowship Completion Certificate (after program completion) ▪ Termination/Resignation Form ▪ Time Away Extends Documentation (if program was extended due to time away) | <ul style="list-style-type: none"> <input type="checkbox"/> Upload documents to resident/fellow's RMS profile and notify RMSHelp@umn.edu |

ANNUALLY -- Every June or at least one month BEFORE a resident/fellow begins training

| Activity | Recommended Actions/Tools |
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| 1. Create an academic year for your residents/fellows, and add intervals for each block rotation. | <p>Steps to Create Academic Year and Add Intervals</p> <ul style="list-style-type: none"><input type="checkbox"/> From the top Menu ribbon, select Administration > Software Setup > Academic Years (Under Local Setup).<input type="checkbox"/> Click New.<input type="checkbox"/> Enter a name for the Academic Year and set the date range.<input type="checkbox"/> Select the number of intervals that will compose your Academic Year, rename the intervals and edit the interval dates if necessary. (One Academic Year may include as many as 53 intervals.)<input type="checkbox"/> Click the Save link at the bottom of the screen. |
| 2. Create a block schedule for each resident/fellow. | <p>Steps to Create Block Schedule</p> <ul style="list-style-type: none"><input type="checkbox"/> Select Schedules from the top Menu ribbon.<input type="checkbox"/> In the <i>Block Scheduling</i> box, click Schedule Rotations.<input type="checkbox"/> Select a person from the Person drop-down box. Check the Include Archive People checkbox, if desired.<input type="checkbox"/> Then select an Academic Year from the Academic Year drop-down box. You may only create rotations for the selected Academic Year.<input type="checkbox"/> Next, select one of the three options for building a Block Schedule for the selected individual.<input type="checkbox"/> Verify that the following fields are correct:<ul style="list-style-type: none">• Start and End Date• Person Status• Home Department• Program• Post Graduate Year<input type="checkbox"/> Select a Rotation from the list that will be assigned to this interval.<input type="checkbox"/> Click SAVE at the bottom of the page.<input type="checkbox"/> Repeat these steps to build each resident/fellow's block schedule. |