

# Resident Training Course Overview

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<b>Course Length</b>	Total course time: 20-40 minutes (average, depending on class size)
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<b>Intended Audience</b>	Residents/fellows who will be using RMS to record and approve hours
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<b>Objectives</b>	<p>The objectives of this course are to help residents/fellows:</p> <ul style="list-style-type: none"><li>▪ Learn how to use the RMS software to record and approve work hours.</li><li>▪ Know who to go to within their programs for RMS support.</li><li>▪ Establish the daily practice of using RMS to record/approve hours.</li><li>▪ Understand which optional modules are used by the program.</li></ul>
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## **Training Coordinator Checklist**

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### **PRE-TRAINING**

#### ***1-3 weeks before training:***

- Reserve a training room with the required number of computer stations (for facilitator, participants and program coordinator).
- Make sure room has a computer for the trainer, projector for displaying PowerPoint slides, and workstations for each resident/fellow with online access to RMS.
- Review your program's duty type list.
- Ensure block schedules have been created for your residents/fellows. If residents participate in Orientation, make sure the block includes this time.
- Invite the following people to the session:
  - Program Coordinator/RMS Coordinator
  - GME Manager
  - Program Director

#### ***3-5 5 days before training:***

- Prepare a training packet for each resident/fellow containing:
  - Training login instructions with training username and password, if using the RMS training environment. (***See appendix for training environment logins.***)
  - The resident/fellow's personal RMS username and password. (***See Appendix for instructions for running report to obtain resident/fellow usernames and passwords.***)
  - A business card or sheet containing contact information of the program coordinator or RMS coordinator.

# Course Agenda

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The PowerPoint accompanying this course (**2018 MMCGME-RMS Training\_Rotation Protocol**) is designed for programs that have residents complete their work hour logging using the graphical method.

The PowerPoint presentation contains slide-by-slide notes and facilitation information for the trainer. To view this information, print the PowerPoint Notes Pages by selecting **File > Print > Notes Pages** (under the “Print what” section.)

<u>Approximate Time</u>	<u>Topics</u>
2 minutes	Course Introduction and Objectives
5 minutes	Intro to RMS <ul style="list-style-type: none"> <li>▪ What is RMS?</li> <li>▪ Key Roles and Responsibilities</li> </ul>
5 minutes	RMS Basics <ul style="list-style-type: none"> <li>▪ How to log into the system</li> <li>▪ The Welcome Page</li> <li>▪ Changing your Password</li> <li>▪ Navigation</li> </ul>
10-25 minutes	RMS Duty Hours <ul style="list-style-type: none"> <li>▪ Duty Types</li> <li>▪ Vacation and Leave</li> <li>▪ Tips and Tricks</li> </ul>
10-25 minutes	Optional Modules (modify as necessary) <ul style="list-style-type: none"> <li>▪ View Rotation Schedules</li> <li>▪ View and approve curriculum</li> <li>▪ View Conferences &amp; Reports</li> <li>▪ Complete Evaluations / View Reports</li> <li>▪ Scholarly Activity Entry &amp; Journaling</li> <li>▪ Portfolio Reviews</li> <li>▪ Enter &amp; View Procedures</li> <li>▪ View Milestones Report</li> </ul>
5 minutes	Wrap-Up <ul style="list-style-type: none"> <li>▪ Helpful Hints</li> <li>▪ Q&amp;A</li> <li>▪ Next Steps</li> </ul>

## *APPENDIX*

### **Training Login Instructions and Usernames/Passwords**

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If you would like to log in as a demo resident or use the training environment to conduct your training, you may do so. Please remember that this is a shared environment, so others may be using it as well. If you have any questions or would like to request either a clean-up of the environment or that information be added to the environment for the purpose of a demonstration, contact [RMSHelp@umn.edu](mailto:RMSHelp@umn.edu).

1. Navigate to <http://www.new-innov.com/>.
2. Click on “Client Login.”
3. Type “mmcgme” in the text box, and click on “submit.”
4. Type in your assigned training username and password from the list below, and click on “login.”
5. You should be in the MMCGME-External Training Department.

**Username: ggresident**

**Password: 2017**

## Resident/Fellow Training

### Process for Verifying Resident and Fellow Usernames/Passwords

This document describes the steps for verifying resident and fellow usernames for the purpose of preparing for RMS Resident Training. Note: If the custom report is no longer available to a specific program, email [RMSHelp@umn.edu](mailto:RMSHelp@umn.edu) to have it added.

**Note: New residents and fellows are now required to immediately change their RMS password upon initial login.**

- 1) Log into RMS and choose “More” then “Custom Reports”.
- 2) Next to the custom report named “Username, password, and privileges check for Resident Training,” click “Report Options” and then “Edit Columns.”
- 3) In the row named “Program,” click “Filter” to the right.
- 4) Click the box next to the phrase, “In this list.”
- 5) In the top box, choose the program(s) whose residents you’d like to include in the report (hold down the Ctrl key to choose multiple programs). Click on “Add listed item” to the right of the top box.
- 6) Click “Save Filter.”
- 7) At the top of the page, click “Generate Report.”
- 8) On the next screen, choose “Show the report in a Microsoft Excel spreadsheet.”
- 9) Save the file to your desktop and open the file.
- 10) Ensure that the information listed in the report is accurate and complete:
  - A) Check to see that all residents appear in the report.
    - i) The spreadsheet may include residents that are no longer active in your program. You can ignore these residents. If you would like inactive residents archived so they no longer appear in reports/lists, contact MMCGME Services at [RMSHelp@umn.edu](mailto:RMSHelp@umn.edu).
    - ii) If you have access to multiple RMS departments/divisions, the report will show residents from these other departments/divisions, unless the other programs are filtered out of the report in steps 3-6 outlined above.
    - iii) If a resident has no privileges in RMS, they will not appear on the report, so it’s important to check for residents who do not appear on the report but should.
  - B) Verify that all residents have privileges in the correct RMS department/division.
    - i) The only department/division in which a resident should have privileges is the resident’s program (unless special arrangements have been made).

**\*\*If any residents are missing from the report or if security privileges appear to be incorrect, contact [RMSHelp@umn.edu](mailto:RMSHelp@umn.edu)**