Office of Graduate Medical Education

Program Coordinator Handbook
# TABLE OF CONTENTS

INTRODUCTION ............................................................................................................................................. 1

UTHMS and GME Organizational Chart ........................................................................................................ 2

SECTION I. General Information.................................................................................................................... 3

A. GME Team Contacts ............................................................................................................ 3

B. Program Coordinator Contact List ...................................................................................... 4

C. UTHealth Science Center Policies for Residents ................................................................................. 4

1. Graduate Medical Education Handbook .............................................................................. 4
2. Texas Medical Board Requirements for Self-Reporting ......................................................... 4
3. Policy on Appropriate Student Treatment ............................................................................ 4
4. Risk Management Education ................................................................................................ 5
5. ACLS and PALS Compliance ................................................................................................ 5
6. Corrective and/or Disciplinary Actions .............................................................................. 5

SECTION II. Onboarding and Credentialing ................................................................................................... 6

A. New House Staff ................................................................................................................. 6

1. Onboarding Checklists ........................................................................................................ 6
2. Monitoring Checklists ....................................................................................................... 7
3. International Medical School Graduates ........................................................................... 8
4. UTHealth GMEC Policy on U.S. Visa Sponsorship for Residents and Fellows in GME Programs .......................................................................................................................... 8
5. Document Templates ....................................................................................................... 8
6. Annual New Resident/Fellow Orientation ........................................................................ 11
7. IHI Quality Improvement Policy and Instruction ................................................................ 11
8. GCEP – AMA/GME Competency Modules .................................................................... 11

B. Reappointments ................................................................................................................ 11

1. Advancement Checklist for Renewals ............................................................................. 11
2. Document Templates ..................................................................................................... 12

C. Transferring Residents/Fellows ........................................................................................ 14

1. Checklists for Transferring Residents/Fellows to Other Programs .................................. 14
2. Document Templates ..................................................................................................... 14

D. Non-Renewals ................................................................................................................... 14

1. Non-Renewal Process .................................................................................................... 14
2. Document Templates ..................................................................................................... 14
E. Contract Exceptions (Transfers, Promotions, Extensions, Early Terminations) ............ 16

F. Visiting Residents/Fellows ................................................................................................. 18
   1. Checklist for Visiting Residents/Fellows ................................................................. 18
   2. Out-of-State Visitor – Sample Program Director Letter to TMB ....................... 18

G. MD Anderson Rotation Request .................................................................................... 20

H. Resident White Coat Ordering ....................................................................................... 20

SECTION III. Licensure ................................................................................................................. 20

A. Texas Medical Board ......................................................................................................... 20
   1. Physician in Training Permits (PITs) ................................................................. 20
   2. Permanent Texas Medical License ................................................................. 21
   3. Resident/Fellow Name Change ........................................................................ 21
   4. Program Director Report .................................................................................. 21

SECTION IV. Coordinator Tools and Resources ........................................................................... 22

A. Policies and Procedures .................................................................................................... 22
   1. Request for Permission to Serve Alcoholic Beverages ........................................ 22
   2. Moonlighting ........................................................................................................ 22
   3. Resident/Fellow Wellness and Well-being .......................................................... 23

B. New Innovations – RMS (Resident Management System) ................................................. 23
   1. Level 5 Administrator Training Guide .................................................................. 23
   2. Quick Guides ........................................................................................................ 23
   3. Forms and Resources ........................................................................................... 24

C. Calendar of Events for Academic Year .............................................................................. 27

D. Meetings and Workshops ................................................................................................. 30
   1. Program Administrative Committee (PAC) Meetings .......................................... 30
   2. Annual GME Program Coordinator Meetings ...................................................... 30

SECTION V. Program Accreditation ............................................................................................. 30

A. New Program Request Form ............................................................................................. 30

B. Accreditation Council for Graduate Medical Education (ACGME) .................................. 30
   1. Common Program Requirements ........................................................................ 31
   2. ACGME Data Collection Systems ....................................................................... 31
   3. Annual Program Review/Evaluations (APR/APE) ............................................... 33
   4. Miscellaneous ACGME Information .................................................................... 33
SECTION VI. Recruiting ................................................................................................................................ 33

A. NRMP (National Resident Matching Program) .......................................................................................... 33
   1. NRMP Resources ................................................................................................................................. 34

B. San Francisco Match (SFMatch) ............................................................................................................. 34

C. Electronic Residency Application Service (ERAS) .................................................................................. 34
   1. Adding a Program to ERAS ................................................................................................................ 34
   2. Annual Registration of Program for MATCH ...................................................................................... 35

D. GME Track ................................................................................................................................................ 35
   1. Accessing GME Track Information ..................................................................................................... 35

E. Recruiting Document Templates .......................................................................................................... 35
   1. Sample Letter for Invitation to Interview ........................................................................................... 36
   2. Sample Offer Letter ............................................................................................................................ 38

SECTION VII. Hospital/Clinic Affiliation Agreements ..................................................................................... 39

A. Program Letter of Agreement ................................................................................................................ 39

B. Billing/Funding ........................................................................................................................................... 39

C. Rotation/External Billing Change Request ............................................................................................ 39

D. Chartfield String (CFS) Request Form .................................................................................................... 40

SECTION VIII. Completing Residents and Fellows ......................................................................................... 40

A. Program Director Summative Evaluation of Resident/Fellow ................................................................ 40

B. Resident/Fellow Checkout Form ............................................................................................................ 40
   1. UTHealth GME Resident Checkout ..................................................................................................... 40
   2. Visiting Resident Checkout .................................................................................................................. 40

C. Resident/Fellow Certificate of Completion ............................................................................................ 40

D. Resident/Fellow Verification of Training ............................................................................................... 41

E. Verification of Malpractice Coverage and Claims History ....................................................................... 41
APPENDICES
Appendix A - NI Personnel Module Quick Guides
Appendix B - NI Program Dashboard Quick Guides
Appendix C - NI Schedules Module Quick Guides
Appendix D - NI Evaluations Module Quick Guides
Appendix E - NI Duty Hours Module Quick Guides
Appendix F - NI Logger Module Quick Guides
Appendix G - NI Conferences Module Quick Guides
Appendix H - NI Portfolio Module Quick Guides
Appendix I - NI Funding Module Quick Guides
Appendix J - NI Custom Reports Quick Guides
INTRODUCTION

Mission Statement of Office of Graduate Medical Education

The mission of the Office of Graduate Medical Education is to support McGovern Medical School in its education effort by enforcing the regulatory standards of the Accreditation Council for Graduate Medical Education and other appropriate agencies and by providing a high level of service to all graduate medical education programs, residents and fellows to ensure that residents and fellows receive the highest quality education and training and that residents and fellows receive the requisite financial support and benefits.

About

The Office of Graduate Medical Education (GME) serves as the official institutional liaison between McGovern Medical School and the Accreditation Council for Graduate Medical Education (ACGME). The McGovern Medical School Office of Graduate Medical Education (GME) oversees and monitors 75 ACGME accredited residency/fellowship programs and over 43 Texas Medical Board approved fellowships. UTHealth currently employs over 1,200 residents and fellows.
## SECTION I. General Information

### A. GME Team Contacts

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<td><strong>GME Main Number</strong></td>
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<td>Houston, TX 77030-1503</td>
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B. **Program Coordinator Contact List**

Click the link in the heading to access the UTHealth GME Training Program Contact List

C. **UTHealth Science Center Policies for Residents**

Below are links general information related to the following policies:

1. **Graduate Medical Education Handbook.**

   The UTHealth Graduate Medical Education Handbook (the Handbook) is incorporated into and made a part of the annual Residency Appointment Agreement. The Handbook outlines resident and fellow responsibilities and policies. To access the Handbook, click the link in the above heading.

2. **Texas Medical Board Requirements for Self-Reporting**

   There may be circumstances during a Physician In Training (PIT) holder’s residency in which certain events may occur. If such an event happens, it is stated in Texas Medical Board Rule §171.5 that the PIT holder shall report in writing to the Executive Director of the Board the following events within thirty (30) days of their occurrence:

   a) the opening of an investigation or disciplinary action taken against the PIT holder by any licensing entity other than the TMB;

   b) an arrest, fine (over $250), charge or conviction of a crime, indictment, imprisonment, placement on probation, or receipt of deferred adjudication; and

   c) diagnosis or treatment of a physical, mental or emotional condition, which has impaired or could impair the PIT holder’s ability to practice medicine.

   The Handbook states in part “failure to comply with the provisions of this chapter (22 Tex. Admin. Code, Section 171) or Tex. Occ. Code, Sec. 160.002 and 160.003 may be grounds for corrective action, including disciplinary action up to and including dismissal from the Program”.

   To access the form and instructions, click the link in the above heading.

3. **Policy on Appropriate Student Treatment**

   UTHealth’s Policy on Appropriate Student Treatment addresses the relationship between teacher and learner and is based on mutual respect and trust. The policy pertains to students as learners and references to “teachers” or “faculty” also includes residents and fellows in their teaching and supervisory role with regard to students.

   An electronic copy of the Policy will be provided to all residents, fellows and visiting residents and Departmental Chairs and Directors will be responsible for ensuring that the Policy is discussed at departmental/division meetings.

   Click this link to view the full content of the policy including unacceptable behavior and procedures for reporting and investigating violations.
4. **Risk Management Education**

All residents and fellows covered by the UT System Professional Medical Liability Benefit Plan (the Plan) are required to complete five (5) hours of Risk Management Education each year as a condition of coverage under the Plan. For purposes of this policy, a year shall correspond with the residents/fellows appointment agreement with UTHealth.

To access the policy on Risk Management Education, including acceptable course material, compliance, and course access, click the link in the above heading.

5. **ACLS and PALS Compliance**

As a requirement of their appointment, your residents and fellows must maintain a current accredited Advanced Cardiovascular Life Support (ACLS) Certificate throughout their training period. Pediatric specialties are required to maintain a current Pediatric Advanced Life Support (PALS) Certificate throughout their training period. Furthermore, combined Adult/Pediatric Program residents and fellows must maintain current ACLS and PALS Certificates. Failure to maintain the required certifications would result in your resident or fellow being removed from clinical duties.

To access more information regarding this policy and information for American Heart Association (AHA) accredited course providers, click the link in the above heading.

6. **Corrective and/or Disciplinary Actions**

In the event which your Program Director determines that the unsatisfactory performance and/or any conduct of a resident/fellow it may be necessary for him/her to take disciplinary action against a resident/fellow. Depending upon the circumstances which have warranted review of the resident/fellow, corrective actions could include remedial assignments, letters of warning, academic warning, probation, suspension, non-promotion, non-reappointment, or dismissal from the Program. Instances in which corrective or disciplinary actions may be imposed are categorized as follows:

a) **Patient Safety**

Circumstances in which the Program Director or the clinical department’s Clinical Competency Committee determines that the unsatisfactory performance and/or any conduct of a Resident may constitute an immediate threat to patient safety.

b) **Academic Actions**

If the clinical department’s education or clinical competence committee and/or your Program Director have reason to believe that a residents/fellows performance is unsatisfactory, he or she will contact the resident/fellow and provide adequate verbal and/or written notice and guidance to the resident/fellow about his or her performance and possible corrective action.

c) **Non-Academic Actions**
Non-Academic Actions are illegal or prohibited conduct (including, but not limited to any conduct prohibited by UTHealth – see, e.g., HOOP Policy 186, Student Conduct and Discipline or The University of Texas System, federal, state, or local law, and/or Texas Medical Board rules.

To access complete information related to corrective and/or disciplinary actions and policies, see Section II.U. Graduate Medical Education Handbook.

SECTION II. Onboarding and Credentialing

A. New House Staff

1. Onboarding Checklists

As the new incoming house staff prepare for their residencies and fellowships here at UTHealth, the first step of their onboarding will consist of a number of checklists distributed through New Innovations Residency Management System (NI). These checklists collect all information and documentation needed for employment. The checklists are distributed by the GME department and have assigned deadlines for when the information or requested documentation is needed. This academic year’s list of checklists include the following:

a) New Hire – Badge Order (instructions to obtain photo for employee badge);
b) New Hire – Clearance for Non-US Citizens (instructions to obtain tax information form, DS-2019 form, passport, EAD, permanent resident card or VISA);
c) New Hire – Duty Hours (distribution of Duty Hours policies and attestation form);
d) New Hire – Education & Training Documents (request for verification of training documents including Dean’s letter of Good Standing, Diplomas, Certifications of Completion, ECFMG Certificate, Program Director’s Character Reference Letter, and Verification of Incomplete Training);
e) New Hire – Health Clearance (distribution of forms for pre-employment lab work and request for health information);
f) New Hire – Identity Verification (request for documentation for Identity verification, CV, Information Resources Acknowledgement and Security Acknowledgement);
g) New Hire – Learn2Succeed (request to complete GME New Resident/Fellow Orientation online module, and proof of completion);
h) New Hire – Memorial Hermann Malpractice (request to complete and upload MMH Malpractice Enrollment Form);
i) New Hire – N-95 Respiratory Mask Fit Testing (instructions of where to go for N-95 fit testing and distribution of Fit Testing Medical Questionnaire);
j) New Hire – NPI Application/Update (instructions for applying for a new NPI number or updating an existing NPI number, including request for confirmation and NPI number);
k) New Hire – Policies (request to review GME policies);
l) New Hire – Required/Mandated Forms (distribution of forms requesting information including Social Security, TMB Release and Authorization form, DEA Certificates, Certification Requirements and proof of certification i.e., ACLS, PALS, etc.);
m) New Hire – Welcome (distribution of general information related upcoming checklists to be distributed, Housing Location Assistance and Recreation Center); and

As a Program Coordinator, you will monitor the progress of your house staff’s completion of the checklists to ensure that all information is timely received so as not to delay their start date.

2. Monitoring Checklists

To monitor the onboarding checklists:

a) In NI, go to Personnel > Checklists > Onboarding

b) Select Progress.

c) Look at the scale under the Steps Completed column to see resident/fellow progress in completing that specific checklist. To view a list of checklists assigned to your resident/fellow, click the link to the resident/fellow name.
d) To view the details of the incomplete items in a checklist, click the ➤ next to the checklist to expand.

3. **International Medical School Graduates.**

International Medical School Graduates (IMG’s) are required by the Texas Medical Board and the Centers for Medicare & Medicaid Services to have certain documents submitted, reviewed and present in your prospective resident/fellow’s file should they be accepted into your residency/fellowship position. This information needs to be met before you can release an appointment agreement. The required documents must be certified, notarized and presented in one set of 8-1/2 by 11 inch copies. A complete list of the required documents is available on the [IMG Resident and Fellow Document Review Worksheet for Coordinators](#).

4. **UTHealth GMEC Policy on U.S. Visa Sponsorship for Residents and Fellows in GME Programs**

The University of Texas Medical School at Houston (UTMSH) Residency and Fellowship Programs (UTMSH) accept international physicians who meet the requisite eligibility and selection requirements. The only accepted visa for International physicians is the J-1 clinical visa sponsored by the Education Commission for Foreign Medical Graduates (ECFMG) in order to participate in GME programs. H-1B visas are not sponsored by the UTMSH GME Programs. Complete details of the UTMSH’s policy can be found in the [GME Policy Statement-Visa Sponsorship for Residents and Fellows in GME Programs](#).

5. **Document Templates**

Every new house staff will be required to sign an employment contract. Currently there are six new contract templates. Contracts are distributed through a checklist from New Innovations. Descriptions of the contracts are as follows:

a) New Appointment attending Orientation;
b) New Appointment not attending Orientation;
c) New Appointment attending Orientation with Supplemental Duties clause;
d) New Appointment Research Resident attending Orientation;
e) New Appointment Oral Surgery Resident attending Orientation; and
f) New Appointment attending Orientation with Quality Metric clause.
ATTACHMENT A
Sample Appointment Contract
THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON
NOTICE OF APPOINTMENT FOR
<<FIRSTNAME>> <<MIDDLENAME>> <<LASTNAME>>

The University of Texas Health Science Center at Houston (UTHealth) McGovern Medical School (MMS) Affiliated Hospitals Integrated Residency Training Program (“Residency Training Program”) offers you an appointment as a Post Graduate Year (PGY) <<pgy>> and Program Level <<status>> Physician (“Resident Physician”) in <<program>> effective for the term of <<startdate>> and ending on <<enddate>> with compensation at an annualized rate of <<compensation>>. Payment of all or any portion of your total compensation that is derived from contracts, grants, gifts, bequests, endowments or other guarantees of funding from outside sources, is expressly dependent upon receipt of those funds. This appointment is expressly contingent upon timely receipt by the MMS Office of Graduate Medical Education (GME) of either a Texas Physician-in-Training Permit from the Texas Medical Board (TMB) or a copy of a current and valid TMB License to be provided by the Resident Physician, and your consent to and successful completion of a criminal background check and drug screening as required by UTHealth as well as any other required documentation deemed necessary by UTHealth or GME to allow you to start on the date set forth above. In the event you are for any reason unable to meet GME requirements for practicing at any of the affiliated hospitals or participating institutions, this appointment may be withdrawn and you may be dismissed from the Residency Training Program.

General information regarding your responsibilities under this appointment, conditions for reappointment, benefits information (including health, disability, life and professional liability insurance, counseling and leave), grievance procedures and policies relating to duty hours, impairment, disability accommodation and other matters related to the Residency Training Program are detailed in the GME Resident Handbook (https://med.uth.edu/oep/gme/residents-and-clinical-fellows/resources-for-current-residents-and-clinical-fellows/), which is incorporated into and made a material part of this Notice of Appointment.

ACCEPTANCE OF APPOINTMENT

I agree to accept an appointment as a PGY <<pgy>> and Program Level <<status>> Resident Physician in the <<program>> Residency Training Program effective for the term and stipend designated above. I understand that this appointment is expressly contingent upon timely receipt by GME of either a TMB Physician-in-Training Permit or a copy of a current and valid TMB License to be furnished by me, and my consent to and successful completion of a criminal background check and drug screening as required by UTHealth, as well as any other required documentation necessary to allow me to start on the date set forth above.

I have received a copy of and have read and agree to abide and be bound by the general conditions reflected in this notice of appointment and in the GME Resident Handbook. I understand I am subject to and agree to comply with UTHealth Handbook of Operating Procedures, the Rules and Regulations of the University of Texas System Board Of Regents, and applicable state and federal laws and regulations.

_______________________________________
Resident Physician Signature

_______________________________________
Date

Barbara J. Stoll, M.D.
Dean, McGovern Medical School at
The University of Texas Health Science Center
Houston (UTHealth)
6. **Annual New Resident/Fellow Orientation**

New Resident and Fellow Orientation is held in late June. All new residents and fellows are encouraged to attend. During Orientation, residents and fellows will receive information related to:

a) House Staff Association;
b) Handling Legal Processes;
c) Resident Responsibility to Medical Students;
d) Healthcare and Billing Compliance;
e) MSIT Policies;
f) Employee Assistance Programs (EAP);
g) Duty Hours Policies;
h) Equal Opportunity Compliance;
i) Humanities and Ethics Professionalism; and
j) Payroll and Benefits.

At the end of the day, residents and fellows will receive their ID badges and an encrypted USB drive.

7. **IHI Quality Improvement Policy and Instruction**

To meet part of the Quality Improvement and Patient Safety training required by the ACGME, UTHealth requires all new residents and fellows to complete online modules administered through the Institute for Healthcare Improvement website. The modules are as follows:

a) QI 101: Introduction to Health Care Improvement;
b) QI 102: How to Improve with the Model for Improvement;
c) QI 103: Testing and Measuring Changes with PDSA Cycles;
d) QI 104: Interpreting Data: Run Charts, Control Charts, and Other Measurement Tools; and
e) QI 105: Leading Quality Improvement.

Once the modules have been completed, your resident/fellow will receive certificate of completion that will need to be uploaded in to NI with a copy emailed to ms.gme@uth.tmc.edu.

8. **GCEP – AMA/GME Competency Modules**

To meet part of the Quality Improvement and Patient Safety training required by the ACGME, UTHealth has made available to each program access to the AMA GME Competency Education Program. To access these Modules, click this [link](#).

B. **Reappointments**

1. **Advancement Checklist for Renewals**

Advancing residents and fellows will be sent a checklist with instructions for completion and upload for their Renewal Contract.
2. **Document Templates**

Every renewing resident or fellow will be required to sign a renewal contract annually for the duration of his/her program. Currently there are six renewal contract templates. Contracts are distributed through a checklist from New Innovations. Descriptions of the contracts are as follows:

a) Renewal Contract;
b) Renewal Contract with Supplemental Chief Resident Duties;
c) Renewal Contract with Supplemental Duties clause;
d) Renewal Research Resident Contract;
e) Renewal Oral Surgery Resident; and
f) Renewal Contract with Quality Metric clause.
ATTACHMENT A
Sample Renewal Contract

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON
NOTICE OF APPOINTMENT FOR
<<FIRSTNAME>> <<MIDDLENAME>> <<LASTNAME>>

The University of Texas Health Science Center at Houston (UTHealth) McGovern Medical School (MMS) Affiliated Hospitals Integrated Residency Training Program (“Residency Training Program”) offers you an appointment as a Post Graduate Year (PGY) <<pgy>> and Program Level <<status>> Physician (“Resident Physician”) in <<program>> effective for the term of <<startdate>> and ending on <<enddate>> with compensation at an annualized rate of <<compensation>>. Payment of all or any portion of your total compensation that is derived from contracts, grants, gifts, bequests, endowments or other guarantees of funding from outside sources, is expressly dependent upon receipt of those funds. This appointment is expressly contingent upon timely receipt by the MMS Office of Graduate Medical Education (GME) of either a Texas Physician-in-Training Permit from the Texas Medical Board (TMB) or a copy of a current and valid TMB License to be provided by the Resident Physician, and your consent to and successful completion of a criminal background check and drug screening as required by UTHealth as well as any other required documentation deemed necessary by UTHealth or GME to allow you to start on the date set forth above. In the event you are for any reason unable to meet GME requirements for practing at any of the affiliated hospitals or participating institutions, this appointment may be withdrawn and you may be dismissed from the Residency Training Program.

General information regarding your responsibilities under this appointment, conditions for reappointment, benefits information (including health, disability, life and professional liability insurance, counseling and leave), grievance procedures and policies relating to duty hours, impairment, disability accommodation and other matters related to the Residency Training Program are detailed in the GME Resident Handbook (https://med.uth.edu/oep/gme/residents-and-clinical-fellows/resources-for-current-residents-and-clinical-fellows/), which is incorporated into and made a material part of this Notice of Appointment.

ACCEPTANCE OF APPOINTMENT

I agree to accept an appointment as a PGY <<pgy>> and Program Level <<status>> Resident Physician in the <<program>> Residency Training Program effective for the term and stipend designated above. I understand that this appointment is expressly contingent upon timely receipt by GME of either a TMB Physician-in-Training Permit or a copy of a current and valid TMB License to be furnished by me, and my consent to and successful completion of a criminal background check and drug screening as required by UTHealth, as well as any other required documentation necessary to allow me to start on the date set forth above.

I have received a copy of and have read and agree to abide and be bound by the general conditions reflected in this notice of appointment and in the GME Resident Handbook. I understand I am subject to and agree to comply with UTHealth Handbook of Operating Procedures, the Rules and Regulations of the University of Texas System Board Of Regents, and applicable state and federal laws and regulations.

_______________________________________
Resident Physician Signature

_______________________________________
Date

Barbara J. Stoll, M.D.
Dean, McGovern Medical School at
The University of Texas Health Science Center
Houston (UTHealth)
C. Transferring Residents/Fellows

1. Checklists for Transferring Residents/Fellows to Other Programs

Checklists distributed to residents and fellows transferring from one program to another are as follows:

a) Program Transfer – Certifications – ACLS (request to upload proof of current ACLS certification);

b) Program Transfer – Certifications – PALS (request to upload proof of current PALS certification);

c) Program Transfer – Memorial Hermann Malpractice (instructions for Residents/Fellows who will be rotating through Memorial Hermann Hospital to complete the MHH Malpractice Enrollment form); and

d) Program Transfer Contract (distribution of Program Transfer Contract with instructions for completion and upload).

2. Document Templates

Transferring residents or fellows will be required to sign a contract at the time of transfer and a renewal contract annually for the duration of his/her program. Currently there are four (4) transfer contract templates. Contracts are distributed through a checklist from New Innovations. Descriptions of the various contracts can be found above under SECTION II.B.2.

D. Non-Renewals

1. Non-Renewal Process

In instances where a resident or fellow will not be promoted and/or reappointed, the Program Director must ensure that the resident/fellow is provided with written notice, generally at least four months prior to the end of the resident/fellow’s appointment of intent not to promote or non-reappointment. When the primary reason(s) for the non-promotion and/or non-reappointment occur(s) within the four-month period preceding the end of the appointment term, the Program Director will provide the resident/fellow with as much written notice of non-promote and/or non-reappoint as soon as circumstances will reasonably allow. To notify GME of a non-renewal or non-reappointment, complete the GME Contract Exception Request Form located in New Innovations in the Resources section. Once all required information is completed and the form is digitally signed, save as a PDF file and email to ms.gme@uth.tmc.edu. Where noted, the Texas Medical Board must be notified. Notification of the Texas Medical Board is done by completing a Program Director Report. Download the report and return with the completed Exception Request. For complete information related to the non-renewal process, please consult the Graduate Medical Education Handbook.

2. Document Templates

a) Sample template of a non-reappointment letter:
Sample Template of Non-Reappointment Letter

Date

NAME
ADDRESS
CITY/STATE/ZIP

Dear Dr. __________:

This letter serves as formal notice to you of your non-reappointment to The University of Texas Medical School at Houston _____________ Residency Training Program, after your current appointment ends on ____________, 20____.

The reasons supporting this decision are related to several aspects of your performance that do not meet our standards: [list factors]. These have been discussed with you throughout your participation in the Program.

In accordance with the terms of your agreement with The University of Texas System Health Science Center at Houston, your salary and benefits will continue through ____________.

The Graduate Medical Education Resident Handbook found online at https://med.uth.edu/oep/wp-content/uploads/sites/70/2019/10/GME-2019-2020-Resident-Handbook_Rev_10-23-2019.pdf outlines the terms of your agreement with The University of Texas System Health Science Center at Houston. The handbook includes information that explains your right to request that a subcommittee of the Graduate Medical Education Committee review the decision to non-reappoint you to the program. Such review would be limited to the question of whether you were given the requisite notice and guidance by the program director prior to _______________. A request for review, if you choose to make one, should be delivered within seven days of your receipt of this letter to:

Pamela Promecene-Cook, M.D
Designated Institutional Official
c/o Office of Graduate Medical Education
6431 Fannin Street, J JL 310
Houston, Texas 77030

Sincerely,

Program Director
cc: Pamela Promecene-Cook, M.D.
E. Contract Exceptions (Transfers, Promotions, Extensions, Early Terminations)

The promotion and separation process in New Innovations Resident Management System is automatic. In those cases where there is an exception, GME must be notified in advance so that appropriate changes can be made to the training record and personnel profile of the individual. To notify GME of an exception, complete the GME Contract Exception Request Form. The form is also in New Innovations in the Resources section. See SECTION II.D.1 above for instructions on notifying GME of non-renewals or non-reappointments.
GME Contract Exception Request Form

The promotion and separation process in New Innovations is automatic. In those cases where there is an exception, GME must be notified in advance so that appropriate changes can be made to the training record and personnel profile of the individual. Once all required information is completed and the form is digitally signed, save as a PDF file and email completed form ms.gme@uth.tmc.edu. Where noted, the Texas Medical Board must be notified. Complete the attached Program Director Report and return with this form.

- Name of Individual:
- Current Program in NI:

Select the appropriate Contract Exception:

☐ Contract Extension (Note: The Texas Medical Board must be notified.)
  - Contract End Date:

☐ Early Promotion (Note: The Texas Medical Board must be notified.)
  - Effective Date:
  - New Level:

☐ Early Termination (Note: The Texas Medical Board must be notified.)
  - Effective Date:

☐ Transfer to New Internal Program (Note: The Texas Medical Board must be notified.)
  - Effective Date:
  - New Program:

☐ Promotion to Faculty upon Graduation
  - Effective Date:
  - Faculty Program in NI:

Name of person completing form:

Name of Program Director approving form:

Signature of person approving form: [Double-click signature box]

Program Director
F. Visiting Residents/Fellows

UTHealth requires an up-to-date affiliation agreement with the visitor’s home institution prior to the visitor’s participation in any of our training programs.

1. Checklist for Visiting Residents/Fellows

   For visiting residents or fellows from other institutions who are rotation through your program, the following checklists will be distributed:

   a) Visitor – Agreements \( \text{(distributed to visiting resident/fellow requesting that they obtain a copy of a current Program Letter Agreement (PLA) for upload into the checklist or that their home institution email a copy to you, the Program Coordinator to upload)} \);

   b) Visitor – Badge \( \text{(distributed to visiting residents/fellows with instructions and directions on obtaining an ID badge and uploading a copy of badge)} \);

   c) Visitor – Elective Rotation Requirements \( \text{(distributed to visiting residents/fellows requesting verifications of medical degree, prior training certifications, certifications, and distributing instructions for background check, drug screening, malpractice, ECFMG and instructions for uploading), and} \);

   d) Visitor – Identity Verification \( \text{(request for documentation for Identity verification, CV, Information Resources Acknowledgement and Security Acknowledgement).} \)

2. Out-of-State Visitor – Sample Program Director Letter to TMB

   For Out-of-State Visitors, you will need to request the following statement from the Texas Licensed physician supervising your Texas rotations (Attachment A) below. The Texas licensed physician must submit a statement to TMB \( \text{(pit.applications@TMB.state.tx.us)} \) that certifies all of the following points:

   • the facility at which the rotations are being completed;
   • the dates the rotations will be completed in Texas*; and
   • the Texas on-site preceptor physician will supervise and be responsible for the applicant during the rotation in Texas.

   *Rotator permits are limited to the dates of the rotation in Texas. The permit will reflect the name and address of the out of state postgraduate training program, not the Texas program where the rotation is being completed.
ATTACHMENT A
Sample Program Director Letter to TMB

This statement is required for issuance of a permit.

Date

Texas Medical Board
PRC, MC-240
333 Guadalupe, Tower III, Suite 700
Austin, TX 78701

To Whom It May Concern:

____________, M.D. has been invited to do an away elective rotation in ____________ at The University of Texas Health Science Center at Houston from __________ to ______________.

Dr.____________ will rotate at ______________ Hospital. I certify that I will supervise Dr._______________ during their rotation here at University of Texas Health Science Center at Houston.

It is my understanding that, Dr.____________ is currently a ____________ resident at the _____________ in good standing.

Sincerely yours,

____________ Supervising Faculty
G. **MD Anderson Rotation Request**

Residents or fellows who are approved to complete a clinical rotation at MD Anderson are processed through the MD Anderson Office of Graduate Medical Education using the DiscoverXpress. A fully executed PLA and funding arrangements between UTHealth and MD Anderson must be in place before rotation requests will be processed. Program Coordinators from approved programs are given access to DiscoverXpress by MD Anderson. To request access to DiscoverXpress, send an email to DISCOVER_Support@mdanderson.org. Instructions for requesting a rotation at MD Anderson for your resident can be found by clicking this link.

H. **Resident White Coat Ordering**

All new residents/fellows in approved GME Programs will be provided with two (2) lab coats. All returning residents are provided with one (1) coat per year. Residents/fellows transferring from one program to another are provided with one (1) coat. Program Coordinators will provide to the GME office all lab coats ordered through the GME Office include a patch. Monogramming, special order coats (i.e. all cotton) or additional coats, are not paid for by the GME Office. These additional costs are the responsibility of the Program.

Name presentation on lab coats must be the resident/fellow’s official name as reflected in GME records. The GME office will not provide new lab coats for name changes.

The GME office will send reminders for processing lab coat orders along with instructions for ordering coats to the Program Coordinators each spring.

**SECTION III. Licensure**

The Texas Medical Board (TMB) requires a physician who serves in Texas as a Resident or Fellow in graduate medical education programs accredited by the ACGME, or approved by the TMB or a medical specialty board to hold a Physician in Training Permit or Permanent Texas Medical License. All residents and fellows employed by UTHealth Science Center will be required, pursuant to TMB policy, to practice utilizing only the name under which they are licensed by the TMB. Failure to comply with this policy may be considered unprofessional conduct by the TMB, an in addition, may subject the Resident or Fellow to corrective action.

A. **Texas Medical Board**

1. **Physician in Training Permits (PITs)**

For the purposes of appointment of your resident/fellow, the GME office will seek a PIT permit on behalf of your resident/fellow who has never had an unrestricted license to practice medicine in Texas. During the on-boarding process, your resident/fellow will be invited to apply for the permit upon the completion of the following NI Checklist items:

a) Sign and upload the appointment contract in NI;

b) Complete the entire identity checklist;
c) Complete the TMB release form found in the required forms checklist; and

d) Upload the following items to the Education Document checklist:

   (1) Dean’s Letter of Intent or Medical Diploma for PGY 1s from US/Canadian;
   (2) Medical Diploma and ECFMG Certificate for International Medical School Graduates; or
   (3) Certificates of Completion for training or verification of training letter for PGY 2s and above.

Permits expire on the earlier of: i) the reported ending date of the postgraduate training program, ii) the date a postgraduate training program terminates or otherwise releases a permit holder from its training program, or iii) the date the permit holder obtains full licensure or temporary license pending full licensure pursuant to TMB rules. The TMB retains the right at any time to place a PIT permit on inactive status.

A PIT permit does not entitle the resident/fellow to assume professional activities outside of the Residency Program (see Section II.L of the Handbook).

2. **Permanent Texas Medical License**

   If your resident or fellow obtains a permanent medical license from the TMB during his or her training are required to maintain a current medical license at all times. Your resident/fellow is responsible for notifying the GME Office of a newly issued license. A resident or fellow who has not renewed his or her license as necessary will lose PLI coverage effective on the license expiration date and will be removed from clinical duties and placed on LWOP until the license is reinstated by the TMB.

3. **Resident/Fellow Name Change**

   If a resident has a name change, they must submit the TMB Application for Name Change form to the GME office with all supporting documentation. The GME office will file the application with the TMB. Your name change will not be updated in the resident’s record prior to TMB processing for licensing purposes.

4. **Program Director Report**

   Under TMB Board Rule §171.6, it is the duty of a postgraduate program director to report in writing certain events involving residents within thirty (30) days of when the program director’s is made aware of the event. Failure of the program director to comply with this rule may be grounds for disciplinary action as an administrative violation against the program director. The TMB Program Director's Report is used to report the following events:

   - if a physician did not begin the training program due to failure to graduate from medical school as scheduled or for any other reason(s);
   - if a physician has been or will be absent from the program for more than 21 consecutive days (excluding vacation, military or family leave not related to the participant’s medical condition) and the reason(s) why;
• if a physician has been arrested after the permit holder begins training in the program;
• if a physician poses a continuing threat to the public welfare as defined under Tex. Occ. Code §151.002(a)(2), as amended;
• if the program has taken final action that adversely affects the physician's status or privileges in a program for a period longer than 30 days;
• if the program has suspended the physician from the program;
• if the program has requested termination or terminated the physician from the program, requested or accepted withdrawal of the physician from the program, or requested or accepted resignation of the physician from the program and the action is final.

SECTION IV. Coordinator Tools and Resources

A. Policies and Procedures

1. Request for Permission to Serve Alcoholic Beverages

The use, possession or distribution of alcohol on the premises of UT Health and at events on and off campus sponsored by UT Health or by a registered employee or student/resident organization is prohibited, unless approved in advance by the Senior Executive Vice President, Chief Operating Officer or designee. This policy is in accordance with HOOP 9, Alcoholic Beverages.

This policy should be examined thoroughly before planning any event in which alcoholic beverages will be served.

To request permission, the Request for Permission to Serve Alcoholic Beverages must be completed and submitted no less than ten (10) business days prior to the event. Expenses incurred for alcoholic beverages may be reimbursed only from designated funds appropriate for such expenditures. Private (or gift) funds may be used only if specifically permitted by the terms of administration of the account.

2. Moonlighting

Under Texas law, only residents who hold medical licenses from the Texas Medical Board can practice medicine outside the program to which they are appointed (moonlighting). Residents engaging in moonlighting activities may not represent themselves as UTHealth Physicians, nor may the resident use the UTHealth, GME Program, Medical School or other UT-affiliated names in such moonlight activities.

Benefit coverage including coverage for injury or disability suffered, does not apply during outside or unassigned activity. Professional Liability Insurance (PLI) will not cover the resident for any liability incurred while moonlighting.

The resident must get prior approval before engaging in any moonlighting activity by completing the Approval for Resident Moonlighting. Failure to obtain approval may result in disciplinary action against the resident.
3. **Resident/Fellow Wellness and Well-being**

It is a requirement of the [ACGME Common Program Requirements](https://www.acgme.org/) (Section VI.C.) that the institution and sponsoring programs recognize psychological, emotional, and physical well-being are critical in the development of a competent, caring and resilient physician through self-care.

Part of the requirement includes providing the residents/fellows with tools for self-screening and access to confidential, affordable mental health assessment and counseling, including access to emergent care 24 hours a day, seven days a week.

UTHealth has many resources and tools to ensure the wellness and well-being of our residents/fellows. These resources can be accessed through the Fellow & Resident Assistance Programs webpage.

You as a program coordinator are encouraged to recognize and identify the signs and symptoms of burnout, depression and substance abuse. And, if you suspect or have a concern that one of your residents/fellows is exhibiting these signs, to alert your program director of your concerns. For more information go to the ACGME’s Tools and Resources page for Resident and Faculty Well-being.

B. **New Innovations – RMS (Resident Management System)**

1. **Level 5 Administrator Training Guide**

You as a Program Coordinator will have Level 5 Administrator privileges in New Innovations. Level 5 Administrator privileges allows you to perform high-level tasks in the New Innovations Resident Management System. As an Administrator, you are eligible to subscribe to informative emails from NI about the following topics:

- New Software Features and Updates – Learn about new releases and enhancements made in the software
- Live Webinar Trainings – Receive notifications about free training webinars
- NI Conferences – Get information about our training conferences held annually in the Spring and Fall.

Click [here](#) to access the Level 5 Administrator Training Guide, or click on MORE > RESOURCES > DEPARTMENT MANUALS in the NI INFO – TRAINING – MANUALS – TIPS folder.

2. **Quick Guides**

Quick Guides with the most frequently used functions in each of the NI modules are attached in the Appendices to this handbook as follows:

a) Personnel Module  
b) Program Dashboard  
c) Schedules Module  
d) Evaluations Module  
e) Duty Hours Module
3. **Forms and Resources**

For your convenience, the GME office has provided several forms and resources in one central location in NI. To access the various forms, resources and instructions described below in NI, click **MORE > RESOURCES > DEPARTMENT MANUALS** or click on the links in this document.

a) **Request a New Rotation**, Modify a Rotation or Archive a Rotation in NI

To request a new rotation be created in New Innovations, you will need to complete the **New Innovations Rotation Request Form**.

Information you will need to complete the **Rotation Request Form** is as follows:

1. Whether the rotation will be for an ACGME program;
2. If the rotation is listed in ADS;
3. If the rotation is not listed in ADS, an [ACGME ADS Participating Site Change Request](#) will need to be submitted with the **Rotation Request Form**.
4. Whether a signed, current **Program Letter of Agreement** (PLA) is on file with the GME office;
5. If a signed PLA is not on file with the GME office, you will need to attach a draft of the new PLA for the rotation to the **Rotation Request Form**;
6. If a CFS is to be billed, is it set up in NI;
7. **NI CFS Request Form** if CFS is to be billed and has not been set up in NI;
8. Program Name;
9. Location of Rotation;
10. Rotation (Service) Name;
11. Is it a Research rotation;
12. Supervising Faculty and Department; and
13. Default Bill to information.

b) **New Assignment-Continuity Clinic Request**

Resident Continuity Clinic is a setting where residents are primary care physicians for their own patients over a residency period. This feature is used to track and report on patient visits, diagnoses and procedures. To request that a New Assignment or Continuity Clinic be set up in NI, you will need to complete the **New Assignment-Continuity Clinic Setup Form**.
c) **Adding a Personnel Record and Changing Privileges** in NI

To request a faculty or staff member be given access to New Innovations is a two-step process. The first step being adding the person as a new record in NI. The second step consists of completing a web-based form outlining the person’s Status, Work Role or privileges requested. The following required information for adding a personnel record to NI is listed below:

- Last Name
- First Name
- NPI# (Required for Faculty)
- Work Role
- Credentials (Required for Faculty, ex MD, MD PhD)
- Title (Preferred)
- Department
- Program
- Email
- Birthdate

The personnel record must be created prior to submitting the web-based form. If the personnel record has not been created in NI, the form will be denied and returned to the requestor. To complete part 2 of the process, click this link to access the web-based form used to request appropriate permissions are set.

To request permissions be changed or added for a faculty or staff member, complete the web-based form by clicking on this link or by going to https://apps.uth.edu/nitools. Make certain that you explain the changes you are requesting in the Comments field of the web-based form.

For complete instructions on this process, access the Ni Security and New Personnel Process documentation.

d) **FMLA (Family Medical Leave Act) Forms**

If a resident or fellow has requested a leave of absence under the FMLA, policies and instructions for applying for FMLA can be found in the UTHealth Handbook of Operating Procedures (HOOP), Policy 106, Family and Medical Leave.

e) **Elective Rotations at Other Facilities**

If a resident or fellow choses to do an away elective rotation, they must make that request in writing at least thirty (30) days prior to the rotation and sixty (60) days prior to an international away rotation by completing the Application for Away Elective Rotation form. The information needed to request the away elective rotation is as follows:

1. Letter/Email invitation from host institution;
2. Copy of signed Program Letter Agreement;
3. A letter of good standing from the resident/fellow(s) current program director (for International Away Rotations Only);
4. AMBS Member Board Approval (for International Away Rotations Only);
5. Name and Address of Host Institution;
6. Training Program/Specialty of Rotation; and
7. Dates of Rotation.
Additional information related to away elective rotations is as follows:

(1) Residents and fellows are responsible for all travel costs including housing and parking;

(2) For International Away Rotations, GME requires the Program Director provide written approval from the appropriate specialty board;

(3) Unless department agrees to pay the resident/fellow’s salary during the rotation, the resident/fellow will be placed on leave of absence without pay for the duration of the rotation;

(4) For International Away Rotations, resident/fellow must register with the International SOS Insurance for Traveler’s on University Business; and

(5) Visa and EAD Card Holders must obtain permission from the Office of International Affairs.

f) Fatigued Resident Travel Reimbursement Form

The GME office will offer reimbursement for round trip transportation costs to help ensure that UTHealth residents and fellows, get home safely after work. This reimbursement is available to any resident or fellow that elects to use a transportation service to get home instead of driving their vehicle while fatigued. To request reimbursement and see complete details of what is required to request reimbursement, complete the GME Fatigued Resident Travel Reimbursement Form.
C. **Calendar of Events for Academic Year**

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
</tr>
</thead>
</table>
| July   | • Beginning of Academic year for most programs.  
       | • Set up vacation schedules keeping in mind to avoid conflicts with rotations outside your program.  
       | • Update resident and fellow addresses and phone numbers in NI if needed.  
       | • Begin setting up evaluation sessions in NI for the year.  
       | • WebADS released for revision - enter new residents, rotations and update program information.  
       | • GME Track Resident Update Opens  
       | • End of rotation evaluations.  
       | • Duty Hours Tracking |
| August | • WebADS deadline for completion for certain programs (8/31).  
      |     | *(To identify when your program deadline is, log in to WebADS)*  
      |     | • Ensure program website is updated for the new academic year.  
      |     | • NRMP Main Match opens begin receiving PDWS materials.  
      |     | • Send out recruitment materials.  
      |     | • Complete GME Track.  
      |     | • End of rotation evaluations.  
      | • Duty Hours Tracking |
| September | • NRMP Institution/program registration begins.  
      |     | • Resident applications begin to arrive via ERAS.  
      |     | • Update recruitment form letters and enclosures for interview confirmations.  
      |     | • Update evaluation forms used for resident recruitment interviewees.  
      |     | • End of rotation evaluations.  
      | • Duty Hours Tracking |
| October | • ACGME WebADS update due.  
      |     | • Recruitment - send out invitations to interview.  
      |     | • Prepare itinerary for interviewees.  
      |     | • GME House Staff Survey  
      |     | • End of rotation evaluations.  
      | • Duty Hours Tracking |
| November | • Recruiting – interview season begins.  
      |     | • Complete review of residency applications.  
      |     | • Begin interviewing resident/fellow applicants.  
      |     | • Coordinate with faculty the scoring of applicants.  
      |     | • End of rotation evaluations.  
      | • Duty Hours Tracking |
| December | • Semi-annual resident reviews.  
      |     | • TMB Program Director’s Annual Report Due. |
| January          | • NRMP rank order list entry begins, applicants and programs may start entering their rank order list.  
|                 | • Send follow-up letters to interviewees.  
|                 | • January 31, deadline for NRMP match quota changes.  
|                 | • ACGME Resident/Fellow and Faculty Surveys begin.  
|                 | • End of rotation evaluations.  
|                 | • Duty Hours Tracking  
| February        | • NRMP rank order list certification deadline.  
|                 | • Register your programs for ERAS for the following year.  
|                 | • Submit notification to trainees of any contract non-renewal, per ACGME requirements.  
|                 | • End of rotation evaluations.  
|                 | • Duty Hours Tracking  
| March           | • APR/APE Deadline for Completion  
|                 | • Mid-March – MATCH Day. Results posted on NRMP web site.  
|                 | • Begin appointment process for new house staff.  
|                 | • Check visa requirements for any international medical graduates.  
|                 | • Begin to monitor New Hire Checklists in NI.  
|                 | • End of rotation evaluations.  
|                 | • Duty Hours Tracking  
| April           | • Continue to monitor New Hire Checklists in NI.  
|                 | • Lab Coat Orders Due (second week in April).  
|                 | • Notify GME of any Contract Exceptions for the Completing Residents.  
|                 | • Order certificates for graduating residents and fellows.  
|                 | • Schedule annual evaluation of faculty and program by residents.  
|                 | • Begin updating Goals and Objectives, Policies and Procedures for upcoming academic year.  
|                 | • Process completing paperwork for graduating house staff.  
|                 | • End of rotation evaluations.  
|                 | • Duty Hours Tracking  
| May             | • Annual Registration ERAS Participation.  
|                 | • Plan Program orientation for new residents/fellows.  
|                 | • Prepare block schedule for new academic year.  
|                 | • End of rotation evaluations.  
|                 | • Duty Hours Tracking.  
| June            | • Semi-annual resident reviews.  
|                 | • Program Directors complete summative final evaluation on departing residents.  
|                 | • Main Resident/Fellow Orientation.  
|                 | • Institutional Orientation and Program Orientation.  
|                 | • Graduation ceremony for graduating house staff.  
|                 | • End of rotation evaluations.  
|                 | • Duty Hours Tracking.  

UTHealth Science Center Office of Graduate Medical Education  
Program Coordinator Handbook  
Page 28
CURRENT MOOD
D. Meetings and Workshops

1. Program Administrative Committee (PAC) Meetings

The Program Administrators Council (PAC) is an institutional group composed of all UTHealth professionals involved in the support and management of the graduate medical education programs.

The PAC meets monthly and works closely with the institutional GME office to create professional development opportunities for all of its members.

For more information about the PAC including a list of officers and meeting dates, click this link.

2. Annual GME Program Coordinator Meetings

The GME office conducts an annual program coordinators meeting to discuss new developments with the upcoming academic year including changes in the onboarding and credentialing process along with new policies and guidelines. You will receive an email invite annually from the GME office for the meeting. It is highly recommended that you attend this meeting.

SECTION V. Program Accreditation

A. New Program Request Form

All new training programs whether ACGME, TMB, or Specialty Board accredited must complete the Request for New Training Program Form and will need to be approved during an upcoming GME Committee Meeting. The deadlines associated for new training program applications are indicated on the top of the request form. The request should be submitted to the GME Office at JIL 310 or can be emailed to ms.gme@uth.tmc.edu. Prior to preparing an application for a new program, please contact either the DIO or the GME Director.

For complete information regarding making a Request for New Training Programs through the Accreditation Council for Graduate Medical Education (ACGME) or the Texas Medical Board (TMB), click this link.

B. Accreditation Council for Graduate Medical Education (ACGME)

The majority of the programs offered here at UTHealth Science Center are accredited by the ACGME. The ACGME is a private, 501(c)(3), not-for-profit organization that sets standards for US graduate medical education (residency and fellowship) programs and the institutions that sponsor them, and renders accreditation decisions based on compliance with these standards. Accreditation is achieved through a voluntary process of evaluation and review based on published accreditation standards. ACGME accreditation provides assurance that a Sponsoring Institution or program meets the quality standards (Institutional and Program Requirements) of the specialty or subspecialty practice(s) for which it prepares its graduates. ACGME accreditation is overseen by a Review Committee made up of volunteer specialty experts from the field that
set accreditation standards and provide peer evaluation of Sponsoring Institutions and specialty and subspecialty residency and fellowship programs.

1. **Common Program Requirements**

   The ACGME Common Program Requirements are a basic set of standards (requirements) in training and preparing resident and fellow physicians. These requirements set the context within clinical learning environments for development of the skills, knowledge, and attitudes necessary to take personal responsibility for the individual care of patients. In addition, they facilitate an environment where residents and fellows can interact with patients under the guidance and supervision of qualified faculty members who give value, context, and meaning to those interactions.

   Click this [ACGME Common Program Requirements](#) link to access a copy of the most up-to-date information for multi-year core programs.

   Click this [ACGME Common Program Requirements](#) link to access a copy of the most up-to-date information for multi-year fellowship programs.

   Click this [ACGME Common Program Requirements for One-Year Fellowships](#) link to access a copy of the most up-to-date information for one-year fellowships.

2. **ACGME Data Collection Systems**

   The ACGME Data Collection Systems comprise the Accreditation Data System (ADS), which includes the Case Log System, and the Resident/Fellow and Faculty Surveys.

   ADS is a web-based software system that contains critical accreditation data for all Sponsoring Institutions and programs. It is a tool to collect and organize information for accreditation purposes, and serves as a means of communication between the ACGME and Sponsoring Institutions and programs. It is also used internally by the Department of Field Activities and the staff of the Review Committees in conducting accreditation activities. ADS incorporates several applications and functions, including the Annual Update, Milestones, Case Logs, and the application for accreditation.

   The Department of Field Activities uses ADS for site visit scheduling and housing site visit reports for submission to the Review Committees, and programs use ADS to evaluate site visitors. The Clinical Learning Environment Review (CLER) Program uses ADS to schedule CLER visits and manage additional details of the CLER process.

   The Resident/Fellow and Faculty Surveys are managed in a separate system in order to protect and preserve anonymity and confidentiality. Conducted annually, the surveys poll program residents/fellows and faculty members to collect critical evaluations of components of their programs to assist in their review for the purposes of accreditation. The Surveys are only accessible by those participating during specific windows during the academic year. These participation windows are communicated directly to institutions and programs via email. All accredited programs are required to meet a minimum level of participation compliance with the ACGME Surveys.
The majority of data is available only to individuals with login credentials. Public-facing data is available here. Logins are provided to designated institutional officials (DIOs), program directors, program coordinators, residents and fellows, and faculty members participating in surveys. Users have access to the following systems:

- Program Director: ADS, including Case Logs for viewing reports
- DIO: ADS, including Case Logs for viewing reports
- Residents/Fellows: Case Logs and ACGME Surveys
- Faculty Members: ACGME Survey

To log into the ADS, Surveys, or Case Log System, go to the ACGME homepage, click the appropriate link under the Login section:

```
LOGIN

Accreditation Data System (ADS)
ACGME Surveys
Resident Case Log System
```

a) Resident Case Log System

The Resident Case Log System is a web application within ADS where residents and fellows (in certain specialties) are required to log their clinical experiences on an individual case basis. Depending on the specialty, the components used to build these cases are Common Procedural Terminology (CPT) codes, International Classification of Diseases (ICD9) codes, and/or descriptors. Programs have access to the system and are able to review the information logged by their residents or fellows through the reporting and search tools. These data are grouped into specialty-specific categories by the Review Committees, and may be used as program performance indicators. To log into the resident case log system,

b) Resident, Fellow and Faculty Surveys

The ACGME’s Resident/Fellow and Faculty Surveys are an additional method used to monitor graduate medical clinical education and provide early warning of potential non-compliance with ACGME accreditation standards. All specialty and subspecialty programs (regardless of size) are required to participate in these surveys each academic year between the months of January and June.

The GME Office will send information to you and your Program Director when surveys are available for completion and when survey reports are ready for review including instructions on how to access the evaluation results report.

Click this ACGME Resident Fellow and Faculty Surveys and FAQs link to access additional information directly from the ACGME website.
c) Annual Program Updates

It is a requirement of the ACGME that Annual Program Updates be made to the WebADS. The update is generally made annually. The Annual Program Updates are available to update July 1. Depending upon the program, the deadline for completion of the Annual Program Update is either August 31 or September 30. The GME Office will send you and your Program Director a reminder of the completion deadline for your Annual Program Update.

d) WebADS Deletion or Addition of Participating Site

The addition or deletion of a Participating Site in the WebADS requires official GMEC approval. This is also a requirement of the ACGME that any addition or deletion of Participating Sites be updated in that program’s WebADS. To request approval of the addition or deletion of a Participating Site, complete the Deletion and Addition of a Participating Site form.

3. Annual Program Review/Evaluations (APR/APE)

The Charge of the Quality and Accreditation Subcommittee is to help the institution meet the ACGME Institutional Requirements for GME oversight of the ACGME accredited programs. To accomplish this, the Quality and Accreditation Subcommittee completes an Annual Program Review (APR) for all of the ACGME residency and fellowship programs at our institution. The GME Annual Program Review is published annually in New Innovations for you and your Program Director to complete and submit to the GME office. The deadline for completion of the APR/APE usually occurs annually on March 1.

Notification from the DIO will be sent to Program Directors and Coordinators some time in December with detailed instructions for preparing for and completing your Annual Program Review.

4. Miscellaneous ACGME Information

Below you will find useful links to additional information from the ACGME website.

a) ACGME Policies and Procedures
b) ACGME Glossary of Terms
c) Milestones FAQs
d) Site Visits

SECTION VI. Recruiting

A. NRMP (National Resident Matching Program)

The National Resident Matching Program (NRMP), is a private, non-profit organization established in 1952 at the request of medical students to provide an orderly and fair mechanism for matching the preferences of applicants for U.S. residency positions with the preferences of residency program directors. This service conducts and annual Main Residency Match
encompasses more than 42,000 applicants and 30,000 positions, and conducts fellowship matches for more than 60 subspecialties.

NRMP Matches use a computerized mathematical algorithm to align the preferences of applicants with the preferences of program directors in order to produce the best possible outcome for filling training positions available at U.S. teaching hospitals.

1. **NRMP Resources**

   Click the links below for more information on the related topics.

   a) [Using Applicant Match History-Support Guide](#)
   b) [Information to Make Available Interviewees](#)
   c) [Policy Highlights for Programs Video](#)
   d) [Policy Updates for 2020 Match Season](#)
   e) [Match Communication Code of Conduct](#)
   f) [Professionalism and the Match](#)
   g) [Violations Case Summaries](#)

B. **San Francisco Match (SFMatch)**

While the NRMP is the most widely-used residency and fellowship match service, the San Francisco Match (SFMatch) is also used. The SFMatch conducts residency matches for Ophthalmology and Plastic Surgery and fellowship matches for 21 fellowship programs.

Some fellowship boards offer their own matching services.

C. **Electronic Residency Application Service (ERAS)**

The Electronic Residency Application Service (ERAS) is a service offered by the Association of American Medical Colleges (AAMC) that is used to transmit applications to residency programs. ERAS simplifies the residency application process for applicants, their Designated Dean’s Offices, letter of recommendation authors and program directors. ERAS provides applicants the ability to build and deliver their application and supporting materials individually or as a package to programs. ERAS does not provide matching services.

Another part of the ERAS service is the Program Director’s WorkStation (PDWS) for training programs to receive and review the applications and supporting documents.

If your program is already participating with ERAS and you are a newly appointed program coordinator or program director, the GME office will initiate these changes for your program in ERAS. You will then receive an email with a token that will allow you to log in to the service. Once you are established with an “Active” status, you will automatically be granted the same access for the next recruiting season.

1. **Adding a Program to ERAS**

   For new programs interested in participating with ERAS, you will need to complete the New Program Submission Form on the ERAS website. If you are a dually accredited
program (ACGME and AOA), ERAS treats each accreditation as a separate program, therefore you will need to register each program separately.

2. **Annual Registration of Program for MATCH.**

If your program is participating in the ERAS Match, you will receive an email annually reminding you that you need to confirm your program’s participation status. If you fail to do this, your program will NOT be included in the match.

Upon receipt of the email from ERAS, you will be able to confirm your program’s participation by logging in to [ERAS Account Maintenance](#) and clicking on the Account Overview Tab.

For more information and instructions for using the ERAS service, click on one of the following links below:

- [ERAS Getting Started Guide](#)
- [ERAS Training and Learning](#)
- [ERAS Account Maintenance](#)
- [ERAS Program Timeline for ACGME-accredited Residency](#)
- [ERAS Timeline for AOA-accredited Residency](#)
- [ERAS Timeline for IMG Residency](#)
- [ERAS Fellowship Application Timeline](#)
- [ERAS Match Calendars](#)

D. **GME Track**

GME Track is a resident database and tracking system created to assist GME administrators and program directors in the collection and management of GME data. GME Track contains the National GME Census, which is jointly conducted by the Association of American Medical Colleges (AAMC) and the American Medical Association (AMA) and reduces duplicative reporting by replacing the AAMC’s and AMA’s previously separate GME surveys. The National GME Census is completed by residency program directors and institutional officials. The Census is comprised of two components: the Resident Survey and the Program Survey. Resident data and program data are confirmed annually, and the survey cycle can be updated between May and February, while the GME Track application is open. For more information visit the [AAMC’s GME Track Home Page](#).

1. **Accessing GME Track Information**

   - Open a browser window and type in [www.aamc.org/gmetrack](http://www.aamc.org/gmetrack)
   - Enter Username and Password
   - If you need username and password, please email the GME Track Help Desk at gmetrack@aamc.org or contact the census Support Hotline at 1-800-866-6793, option 1.

E. **Recruiting Document Templates**
1. **Sample Letter for Invitation to Interview**

Date

Applicant Address

Dear ________________:

We are happy to confirm your scheduled interview with the Department of ________________ at the University of Texas Medical School at Houston McGovern Medical School.

**Interview Day Details**

Your interview day will begin at ________ am/pm in ______________. The room is located on the ________ floor of the _________________ Building, _____________________, Houston, TX 77030. Your interview day will conclude by ________ am/pm.

**Hotel Room Information:**

If you are traveling from outside the Houston area and need a hotel room, you must make the reservation **AT LEAST TWO WEEKS PRIOR TO YOUR INTERVIEW DAY** in order for UT Houston ____________ to cover the cost. You will be asked for your credit card to guarantee your reservation; however, we will cover the cost once you check in. Please note you will be responsible for any non-room charges.

There is a complimentary shuttle available from the hotel to the medical school. Please inquire at the front desk about departure times.

*How to reserve your hotel room at Holiday Inn NRG:*

Call the central reservation team directly at 1-866-644-0370 and provide the group block code “DP8” or use the booking link provided below to book their reservations.

Using the booking link...Guests will need to manually enter the arrival and departure date, this will not automatically populate. Date selection is located in the middle of the website page. Once the dates have been entered the block code (DP8) will show to let the guest know they are booking within the group block. Click on “check availability” to view room and rates. Group rate will show as per contract. If the group rate does not show correctly please contact us directly.

**Booking Link:**


If you have issues using either booking method please call direct to Telisa.Edwards@hihoustonsouth.com or 713-576-5075 or Nancy.Canales@hihoustonsouth.com 713-576-5076

For more information about the Texas Medical Center, click [here](#). If you would like more information about Houston and surrounding attractions, click [here](#).

*For International Medical School Graduates only:*

The Texas Medical Board requires that our GME office review original documents and obtain notarized copies of the documents contained in the link below. You must present the ORIGINAL documents, along with a notarized copy of the documents to our GME office at the time of your interview. Click [here](#) for more details.
We look forward to meeting you. If you need additional information, please call me at 713-________ or email me at __________________@uth.tmc.edu.

Sincerely,

_____________________________
Program Coordinator

Parking instructions
If you are driving in and would like us to validate your parking, you MUST park in the__________ Parking Garage. You may enter the garage from ______________________ Street.

Directions from ________ Building parking garage to the [location of interview]
2. **Sample Offer Letter**

Dear Dr.:

We are pleased to offer you a [residency/fellowship] position in the [Residency/Fellowship] Program at The University of Texas Medical School at Houston, from July 1, 20XX to June 30, 20XX. You will receive a PGY-XX level stipend and will be provided with health insurance and professional medical liability insurance during your tenure. Upon acceptance of this offer, you will also receive an official Notice of Appointment from The University of Texas System Health Science Center at Houston, which refers to the Graduate Medical Education Resident Handbook. These two documents shall govern all the terms and conditions of your appointment. This letter will more fully outline our expectations for you in our [Residency/Fellowship] Program. A few key additional points are outlined below:

You must be eligible to work in the United States (Federal Immigration Reform and Control Act of 1986) to qualify for this appointment. Further, this offer is expressly contingent upon timely receipt by the Office of Graduate Medical Education of either a Texas Physician-in-Training Permit from the Texas Medical Board or a copy of your current and valid Texas Medical License, your consent to and successful completion of a criminal background check, and your submission of any other required documentation deemed necessary by the Office of Graduate Medical Education to allow you to start on the date specified above. In the event you are for any reason unable to meet the requirements of Office of Graduate Medical Education or the requirements for practice at any of the affiliated hospitals or participating institutions, this offer may be withdrawn.

We look forward to having you with us next year and feel that it will be a mutually beneficial experience. If you have any further questions regarding these matters, please do not hesitate to contact me at 713/500-XXXX.

If you decide to accept this offer, please indicate your acceptance of our offer by signing below and returning the original document via US Mail to our office at your earliest convenience and no later than [choose 1 or 2 weeks] weeks from the date of this letter. If we do not hear back from you within this period, this offer will be deemed to be withdrawn.

Sincerely,

Program Director

I, ___________, M.D., hereby accept the offer to participate in the [residency/fellowship] program from July 1, 20XX to June 30, 20XX.

_________________    __________________
Date
SECTION VII. Hospital/Clinic Affiliation Agreements

Hospitals affiliated with UTHealth for the purpose of the Residency Training Programs include Memorial Hermann Hospital-TMC, Memorial Hermann-TIRR, and other hospitals in the Memorial Hermann Hospital System, Harris County Hospital District ("HCHD"), including, e.g., Lyndon B. Johnson General Hospital and other Harris Health facilities, The University of Texas M.D. Anderson Cancer Center, St. Joseph Medical Center, St. Luke’s Episcopal Hospital, The University of Texas Harris County Psychiatric Center, The Methodist Hospital, Shriners Hospitals for Children-Houston, Texas Children's Hospital, Veterans Affairs Medical Center, and Woman’s Hospital of Texas.

A. Program Letter of Agreement

For every rotation in an affiliated hospital or clinic, a Program Letter of Agreement (PLA) and funding arrangements must be in place before rotation requests will be processed. To access the template for Program Letter of Agreement sample, click this link.

Agreements must be updated when certain changes have been made. Those changes are:

• When there has been a change in program director;
• When there has been a change in the participating site director;
• When there has been a change in resident/fellow assignments;
• When there are revisions to the items specified in the Common Program Requirements I.B.2.a);
• Agreements must be renewed every ten (10) years.

PLA’s must be loaded into New Innovations. For complete instructions on Logging and Uploading Program Letters of Agreement in New Innovations, click this link.

B. Billing/Funding

All hospital and clinic affiliations are billed monthly for residents and fellows. When a PLA is entered into with an affiliated hospital or clinic for a rotation, the following information is agreed upon for billing purposes:

• Duration of the PLA;
• Faculty assuming the educational and supervisory responsibility for the residents;
• Duration of the educational experience (i.e., number of residents rotating, PGY level, length of assignment, assignment nature, and educational objectives for assignment); and
• An account number for billing purposes, also referred to as a chartfield string (CFS).

C. Rotation/External Billing Change Request

Due to the complexity of how our Funding module in NI is set up, occasionally it is necessary to modify a prior month rotation and/or Bill To (hospital) associated with a resident. This can be accomplished by completing a Rotation/External Billing Change Request Form and emailing the completed form to ms.gme@uth.tmc.edu.
D. Chartfield String (CFS) Request Form

To have a new chartfield string (CFS) set up in NI to be used for a bill to location related to a rotation, you will need to complete the Bill to Setup Form.

SECTION VIII. Completing Residents and Fellows

The checkout process for completing residents and fellows is a fairly easy process but can involve several steps. Below is a list of actions required for completing residents and fellows:

A. Program Director Summative Evaluation of Resident/Fellow

It is a requirement of the ACGME that the program director provide a summative evaluation for each resident upon completion of the program. This evaluation remains a permanent part of the resident’s training record maintained by UTHealth. The evaluation must be accessible for review by the resident, document the resident performance during the final period of education, and verify that the resident has demonstrated sufficient to enter practice without direct supervision.

B. Resident/Fellow Checkout Form

1. UTHealth GME Resident Checkout

Residents/Fellows are required to complete a Resident/Fellow Checkout Form. The form includes instructions for the resident/fellow to obtain checkout verifications from each hospitals rotated to by the resident/fellow during their training. The completed form must be returned in person by the resident/fellow to the GME office. A resident/fellow will not be able to get their residency/fellowship completion certificate until the completed check-out form is received by the GME office.

2. Visiting Resident Checkout

The procedure for visiting residents/fellows is similar to that of UTHealth residents/fellows in that the visitor will need to complete a Visiting Resident/Fellow Checkout Form. The form includes instructions for the visitor to obtain checkout verifications from each hospitals rotated to by the visitor during their rotation. The completed form must be returned in person by the visitor to the GME office. A visitor who fails to return the completed form to the GME office will jeopardize receiving their rotator evaluation.

C. Resident/Fellow Certificate of Completion

Upon completion of all the required resident/fellow checkout procedures, the resident/fellow will receive a Certificate of Completion. Certificates of completion will be ordered once the GME office receives a Certificate Order Form from the program. There is no charge for ordering certificates of completion, however there is a $50.00 charge for replacement certificates.
D. Resident/Fellow Verification of Training

The GME Office will only verify dates of training as indicated on the respective appointment agreement(s). Requests for training verification must be submitted in writing directly by the entity that is requesting the information. It should be submitted with a signed release of information from the former resident/fellow. The GME Office will not do verbal verification under any circumstances and we will not release information of any kind without the signature release. If the verification is for a state medical board, you must submit the official form from the medical board with a signed letter from the resident requesting release of the information. Verification requests for state medical boards are forwarded to the actual training program and completed and signed by the Program Director. The request should be emailed to ms.gme.verification@uth.tmc.edu.

E. Verification of Malpractice Coverage and Claims History

UTHHealth residents/fellows, are covered under two separate malpractice insurance policies. Memorial Hermann hospital maintained a policy for residents/fellows rotating within their walls and UT System maintained a self-insured policy for all other locations. To get a complete verification of past coverage and claims history, the resident/fellow must contact both entities. Please see the FAQs for answers to some basic questions and full contact information for requesting verification.
APPENDICES
Every new academic year, it is helpful to do a few housekeeping exercises to prepare for the new academic year. Some suggestion tasks are:

### I. **CHECK PERSONNEL DESIGNATIONS IN NI FOR UP-TO-DATE INFORMATION**

To Check Personnel Designations in NI, go to Go to **ADMINISTRATION > PROGRAM > PERSONNEL**

#### A. **Add New Personnel**

Select **ADMIN** tab to designate or change:
- Program Director
- Associate Program Director
- Chief/Chair
- Program Coordinator(s)

1. Click Link to Add or Change (PD, APD, PC, Chair)
2. Select individual from drop down.
3. For Program Director, enter **APPOINTMENT START DATE** and indicate if **PROGRAM DIRECTOR IS ALSO DEPARTMENT CHAIR** by selecting the appropriate radio button.

4. For Program Coordinator, enter **APPOINTMENT START DATE** and indicate whether he/she is **PRIMARY COORDINATOR**.
   
   **NOTE:** If you have a change in Personnel for upcoming new academic year, do not prematurely change the information under Personnel until the effective appointment date of the new PD. This information is used for notification purposes.

#### B. **Edit Program Personnel (or Other Admin Personnel)**

1. Go to **ADMINISTRATION > PROGRAM > PERSONNEL**
2. Select the **CHANGE PROGRAM DIRECTOR** (or whatever position is to be edited) link.
3. Click the **Remove Program Director** (or whatever position is being edited) link.

#### C. **Add New Faculty**

To add or edit faculty designations:

1. Go to **ADMINISTRATION > PROGRAM > PERSONNEL**, click **FACULTY** tab.
2. Click **ADD NEW FACULTY BUTTON**.
3. Select Faculty name from drop down.
4. Enter **APPOINTMENT DATE**.
5. Select **CORE FACULTY** or **SERVES ON THE CLINICAL COMPETENCY COMMITTEE (CCC)** radio button is applicable.
6. Click **ADD FACULTY**.

### II. **ARCHIVE FACULTY WHO HAVE TERMINATED**

To archive Faculty and Staff who are no longer with UTHSC:

Go to **PERSONNEL > PERSONNEL RECORDS**, search for the person by “last name, first name”. On the **DEMOGRAPHICS** tab, click the **ARCHIVE RECORD** link.

### III. **CREATE NEW ACADEMIC YEAR**

Every new academic year, a new academic year must be created in New Innovations. This provides the calendar intervals in which you build your block schedule.
New Innovations – Onboarding Reminders

NOTE: Annually GME creates an academic year for each program. The name of the academic year is the program year followed by “DUTY HOURS REQUIRED” (i.e., 2019-2020 DUTY HOURS REQUIRED). Please DO NOT DELETE this academic year. It is necessary for GME to generate required duty hour reports.

A. Create New Academic Year

To create a New Academic Year:

1. Go to ADMINISTRATION > SOFTWARE SETUP > LOCAL SETUP > ACADEMIC YEARS
2. Click the RECURRING TAB to see if a recurring academic year has been set up. If so, you do not need to create one for the year it will happen automatically.
3. Click back on the ACADEMIC YEARS tab, click CREATE NEW
4. Complete NAME field.
5. Select ACADEMIC YEAR DATE RANGE.
6. Unselect the radio button next to PRIMARY.
7. Select the number of intervals you need for your year. This would be how many rotation blocks you need for your block schedule.
8. Adjust the start date of each block if necessary.
9. Click SAVE.

B. Create Multiple Academic Years

Some Programs prefer to have a separate academic year for the different PRG levels. For instances, if your first year’s or interns have a different start date (i.e., for orientation) than the rest of your residents, you may want to create an academic year to accommodate the early start date.

To create an additional Academic Year:

1. Follow STEPS 1-4 IN SECTION III.A. above.
2. Complete the ACADEMIC YEAR DATE RANGE to include the early start date.
3. **Unselect** the radio button next to PRIMARY.
4. In the INTERVALS field, increase the number of intervals you will need by one. For instances, if you work on a 12-interval year, select 13.
5. In the second block, enter 7/1/2019 in the start date of the second block (the beginning of the academic year).
6. Adjust the start date of the remaining blocks if necessary.
7. Click SAVE.

C. Create Recurring Academic Year

To have your academic year automatically create each year, you can set up a Recurring Academic Year Calendar in New Innovations.

To create a RECURRING ACADEMIC YEAR:

1. Go to ADMINISTRATION > SOFTWARE SETUP > LOCAL SETUP > RECURRING
2. Click CREATE NEW.
3. In the RECURRING YEAR SETTINGS dialog box, complete START DATE, INTERVALS fields.
4. Under Additional Options, enter date to Create new year.
5. **Unselect** the radio button next to PRIMARY.
6. Enter any email notifications you want to occur once the Academic Year is created.
7. To add additional information to the Academic Year name, complete the ADD TO ACADEMIC YEAR NAME FIELD.
8. Click SAVE.

IV. MONITOR ONBOARDING CHECKLISTS

You have the ability to monitor the progress of your residents and fellows onboarding checklists. Monitoring the checklists is essential to keeping your residents and fellows on track to start on time.

A. Check the Status of Onboarding Checklists:

1. Go to PERSONNEL > CHECKLISTS > ONBOARDING.
2. Select the PROGRESS link.

V. BUILD BLOCK SCHEDULES

Creating Block Schedules as soon as reasonably possible is extremely helpful. Many of the other modules in New Innovations uses the Block Schedule to gather information. Some of the other NI modules that gather information from the Block Schedule are:

- **EVALUATIONS** – Creates matches between people who are working on the same rotation.
- **DUTY HOURS** - Reporting and ACGME Duty hour rules are calculated based on the rotation length in Block Schedule.
- **CONFERENCES** - Conference Rosters are created using status and rotation from the block schedule.
- **ASSIGNMENT SCHEDULES** - when residents are on the block schedule, they can be assigned daily tasks for their department or in an outside department where they rotate.
- **ROTATION REQUIREMENTS** - Each program can set up their own rotation requirements to track the number of weeks a resident or fellow spends on rotations that are required for the program.
- **FUNDING/IRIS** – Monthly billing calculated based on block schedules and calculations for IRIS reimbursement reports are generated and provided to hospital affiliates.
- **CURRICULUM** - Distribute each rotation’s Goals and Objectives to residents before they begin their rotation based on the Block Schedule.

3. Look at the scale under the STEPS COMPLETED column to see resident/fellow progress in completing that specific checklist.

4. View a list of checklists assigned to your resident/fellow, click the link to the resident/fellow name.

5. To view the details of the incomplete items in a specific checklist, click the next to the checklist to expand.
New Innovations – Initial Login for New Residents/Fellows/Visitors

New Innovations is the Resident Management Software used by UT Health Science Center.

The first time you log in to New Innovations, you must follow the instructions below:

To access the program, click this link: https://www.new-innov.com/uth/

1. Click the here link at the bottom of the screen.
   NOTE: You must log in to New Innovations using the here link until you are given your UTHSC login credentials after onboarding.

2. At the Account Login screen enter your username:
   NOTE: Residents, Fellows and Visitors, you will receive your log-in credentials from your program coordinator.
   NOTE TO PROGRAM COORDINATORS: Username can be located on the resident personnel record in New Innovations.

3. Enter your password. Your password will be your first initial and last name (all lowercase letters).

4. You will be prompted to change your password upon logging in for the first time.

NOTE: Once you are onboard with UTHSC and you receive your Institution login credentials, you will use the Log In with UTHealth link. See below:
Appendix B
NI Program Dashboard Quick Guide
Interactive Tool
• Monitor Data
• View Information
• Investigate Issues of noncompliance (Ex. Duty Hours Violations, Evaluation Completion Rates)

Data Displayed for the Following Modules:
• Evaluations - Distribution, Compliance for Faculty and Resident completion
• Duty Hours - Violations and logging compliance
• Schedules - Percentage of residents who have block schedules for each month of the academic year
• Personnel - Data entry progress for required, IRIS and advancement information
• Curriculum - Rotations with curriculum and percentage of residents who have confirmed reading it (Program)
• Portfolio - Reviews scheduled, Scholarly Activities logged and Journal assignments completed
• Procedure Logger - Percentage of final year residents who have met privilege targets
• Conferences - Percentage of residents who have met attendance requirements and survey completion

Program Dashboard Other Tabs
• Setup Tab – Displays the Administration screen for Global Setup, local Setup and Tools
• Reports Tab – Lists of all reports available within the various modules

DASHBOARD WIDGETS

To access the Dashboard in New Innovations, click the Administration menu, select the Dashboard option.

The table above displays the following data:
• Five percent of Residents were not assigned as an evaluator for the month of September
• Forty-four percent of Residents were not assigned as a subject for the month of September
• Names of the Residents who were not assigned as an evaluator or as a subject for the month of September.

B. Completed Evaluations YTD (Incomplete Evaluations)

Click the Completed Evaluations pie chart to access Evaluation Participation details for each month.

1. Chart displays the total number of completed evaluations and the total number of incomplete evaluations since the beginning of the current academic year.
2. Completed evaluations are broken down into the percentages of evaluations that were declined, completed on time, or completed late.
3. Incomplete evaluations are broken down into a count of evaluations that are pending or delinquent.
The Evaluation Overview chart displays a snapshot of the statistics for the department broken down by person.

C. Resident and Faculty Complete Evaluations
The Resident Completed Evaluations and the Faculty Completed Evaluations widgets will display a listing of how many residents or faculty respectfully have completed their evaluations for the past 90 days.

II. Duty Hours Widget
The Duty Hours widget displays the number of violations per rule for each month of the current academic year.

A. Duty Hour Violations Per Rule
Click the Duty Hour Violations Per Rule widget to display violation details
1. Graph displays the total number of completed evaluations and the total number of incomplete evaluations since the beginning of the current academic year
2. Violation details chart includes resident status, rotation, log, rule violated and a description
3. Several filtering options to display the information
4. A button to add comments
5. An option to send an email to the resident; and
6. A details button that displays the duty hours log showing the violation and allowing the resident to add comments why the violation occurred.

B. Resident Duty Hour Usage
Click the Residents Hours Logged widget to display a listing of Residents Not Logging Duty Hours for the last 7 days, the last 2 weeks, and the previous month.
1. Details displayed are resident status, resident, and date of last logged hours
2. An email link to email the resident a reminder; and
3. A link to Contact people in this department list to notify all the residents in the list.

Reason for gaps are:
- Time without scheduled rotations
- Time with no primary rotation designated
- Time designated as “unspecified”

B. Rotation Requirements Widget
The Rotation Requirements widget displays the percentage of residents on the block schedule who are meeting rotation requirements.

Note: Rotation Requirements have to be configured for the department to display this information.

Click the Rotation Requirements widget to display a listing of residents whose schedules do not meet requirements defined by the program. The chart displays the following information:

III. Scheduling
The Scheduling widgets displays resident schedule gaps and residents who are missing rotation requirements.
1. Resident name and status;
2. Target for that level;
3. The number of target times are assigned in the schedule “Actual”; and
4. An edit schedule link to take you to the resident schedule.

To schedule Rotation Requirements for your program, click the Setup Rotation Requirements link.

IV. PERSONNEL

The Personnel widgets display a snapshot of percentage of residents that are missing data in their NI record. Data includes, required data (as designated in global settings), IRIS information, advancement date, and future contracts.

A. Data Entry Progress

Click the Data Entry Progress widget to display a listing of residents who have missing information from their personnel record. The table displays the following information:

1. Category of missing information;
2. Percentage of residents who are missing required information for the specific category;
3. Department name;
4. Resident name; and
5. Missing item.

B. Expirations

Click the Expirations widget to display a listing of residents who have certifications, licenses and immunizations that will expire in the next 60 days and that have expired in the last 90 days. The report displays the following information:

1. Department name, number of items expiring and number of items expired;
2. Resident’s name, status, expiring item, name of item, and expiration date;
3. An email link to email the resident;
4. A View Expirations link to view the resident’s expiration dates for certifications, licenses and immunizations; and
5. A link to Contact people in this department list to notify all the residents in the list.

V. CURRICULUM

The Curriculum widget checks to make sure rotations that require curriculum have curriculum documents.

A. Rotations Configured

The Rotations Configured pie chart displays a chart that reflects the percentage of rotations owned by the program that have Goals and Objectives documents assigned to them for the current academic year.

Click the Rotations Configured widget to display a list of residents on rotations that have no assigned curriculum in the current academic year. The information displays is as follows:

1. Department and percentage of rotations without a curriculum assigned
2. Access your Rotations link to configure which rotations require curriculum; and
3. List of Residents, who are on rotations with no assigned curriculum, resident’s status, rotation name and rotation start date.

B. Confirmed Curriculum

The Confirmed Curriculum pie chart displays the percentage of all residents who have confirmed that they have reviewed the curriculum documents in the current curriculum assigned to them.

Click the Confirmed Curriculum widget to display a list of residents in the program who have not confirmed that they have reviewed their assigned curriculum documents. The report displays the following information:

1. Department name, percentage of people with unconfirmed curriculum;
2. Resident’s name, status, rotation, date of rotation, curriculum; and
3. An email link to email the resident; and
4. A link to Contact people in this department list to notify all the residents in the list.

VI. PORTFOLIO

The Portfolio chart displays the percentage of residents in your program who have participated in Reviews, Scholarly Activity and Journaling.

A. Resident Participation YTD
Click the Resident Participation YTD widget to display a listing of resident who have not yet logged a scholarly activity, written in their journal or do not have Semi-Annual Reviews scheduled. The information displays as follows:
1. Department and percentage of non-compliant residents; and
2. Resident Status, Resident name organized and grouped by status.

B. Late Journal Assignments
Click the Late Journal Assignments widget to display a listing of residents with incomplete journaling assignment that were due in the last 90 days. The information displays as follows:
1. Department and percentage of non-compliant residents; and
2. Resident Status, Resident name organized and grouped by status.

C. Late Review Signatures
Click the Late Review Signatures widget to display a list of people (residents and faculty) who have participated in review in the past 90 days and have not yet signed them. The information displays as follows:
1. Department and number of non-compliant participants
2. Status, name, role, subject, type of review, due date organized and grouped by status
3. An email link to mail the participant a reminder
4. A link to View Review in question; and
5. A link to send email reminders to all individuals listed.

VII. PROCEDURES

The Procedures pie chart displays the percentage of residents in their final year of their program who have met all procedure targets set by their program and are privileged in the procedure.

A. Final Year Residents
Click the Final Year Residents widget to display a list of residents who are not meeting their procedure targets. The list displays as follows:
1. Department and percentage of residents not meeting procedure target;
2. Procedure, resident name, status, and program end date.

B. Unconfirmed Procedures
The Unconfirmed Procedures widget displays a count of procedures in the program that haven’t been confirmed by supervisors. Information displayed is as follows:
1. Department, Status, Person, Number of Unconfirmed Logs;
2. An email link to contact the supervisor; and
3. An email link to contact all people in the department list.

VIII. CONFERENCES

The Conferences widget displays compliance information related to conference attendance and the percentage of conferences with surveys.

A. Attendance Requirements
Click the Attendance Requirements widget to display a chart of individual attendance by program. The information displayed is as follows:
1. Department, Percentage of Residents Not Compliant;
2. Status, Person’s Name, Requirement, Percent attended;
3. An email link to notify the resident that they are non-complaint;
4. An Attendance by Person Report to view a breakdown of attendance by resident, conference and category; and
5. A link to send email reminders to all individuals listed.

B. Configured Surveys

Click the Configured Surveys widget to display a table of conferences in the academic year without available surveys. The information displayed is as follows:

1. A link to the program’s survey forms;
2. Program Name, Percentage of Conferences without surveys; and
3. Date and time of the conference, Conference Name, and Category.

Note: Clicking the conference name will direct you to the associated Survey Form Options that will allow you to select options and distribute a survey for the Conference selected.
Appendix C
NI Schedules Module Quick Guide
Appendix D
NI Evaluations Module Quick Guide
The Evaluations module was created to support programs in monitoring resident performance. The process begins by creating evaluation forms. Once forms are created, they are distributed through sessions.

The three main types of evaluations are:
- People
- Rotations
- Programs

The main types are evaluation forms consist of:
- Evaluation of a Rotation
- Evaluation of a Faculty
- Evaluation of a Program
- Evaluation of a Resident/Fellow

I. RESIDENT/FELLOW EVALUATION - CREATE

The resident/fellow evaluation forms are used to gather end of rotation performance data on residents and fellows. The form can contain General, EPA, Milestone and Sub-competency type questions. See below:

General Questions:
General questions created with the following answer options:
- Rating – (allows enter question and answer based on a grade scale);
- Multiple Choice (allows evaluator to select one or more correct answers);
- Yes/No (allows an affirm or deny type question);
- Number (allows questions where a minimum number or maximum number can be entered);
- General Text (allows written feedback from the evaluator).

Specialized – EPA (Entrustable Professional Activities):
EPA’s are questions created in your own words that allow faculty to rate the level of trust in a resident to perform an activity independently. EPA’s use a special Entrustment Scale rather than a typical grade scale. NI provides a default Entrustment Scale which can be edited.

You can map the responses from EPAs to either sub-competencies or individual miles which provides feedback to your CCC in the resident’s Milestone Review.

Milestone Question:
Milestones from the ACGME are imported in NI for your program. Milestone questions are automatically mapped to the corresponding milestone on the resident’s Milestone Review which provides feedback to you CCC.

Sub-competency Question:
Sub-competency questions are published by the ACGME and can be added directly to the evaluation form in two ways:
- Manually – use a specific sub-competency on the evaluation form and the resident is evaluated on that sub-competency regarding of the rotation
- OR-
- Rotation-Based – designated the sub-competency based on resident’s rotation. System will dynamically place correct sub-competencies based on resident’s rotation.

A. Create A Resident/Fellow Evaluation Form
1. In NI, click EVALUATIONS > EVALUATIONS FORMS > ADD NEW
2. Enter INTERNAL NAME (name visible when building a session to distribute the form). Be descriptive with this name so that the evaluation can be correctly identified when distributing.
3. Enter TITLE (official name of the form that appears for the evaluator and on reports).
4. Enter SUBTITLE (this is optional).
5. Add INSTRUCTIONS (instructions to evaluators are optional and limited to 750 characters).
6. Click CONTINUE.

7. Click the radio button next to OVERALL COMMENTS to activate this field. Click the REQUIRED radio button to require Overall Comments be added by evaluator.

B. Add A General Question

To add a RATING question:
1. Click the ADD A COMPONENT link to add a general question, a specialized Milestone question, and formatting options.
2. From the GENERAL column, select desired grade scale (rating, multiple choice, yes/no, number, text).
3. Complete QUESTION field.
4. If using the RATING option, complete the LABEL field for each rating level. The label field is where you indicate what each value stands for (i.e., poor, fair, satisfactory, good, excellent).
5. Complete Option Settings if desired. Option Settings are located by clicking the drop down arrow to the right of the rating level.
6. **Option Settings** will trigger a response to Low Scores, High Scores are given on a rating.

7. Select the **Required Response** radio box if response is required for this question.

8. Select the **Allow Comments** radio button and select when comments are to be allowed (Not Required, Required with Any Response, Required with High or Low Response) to add a text comments field to the question.

9. Add a **Competencies** and **Tags** if desired. Competencies and Tags allow you to link the question to a Core Competency and Tags allow you to enter keywords for reporting purposes.

10. Click **Add**, **Add and Create Another** or **Done**.

To add a **Multiple Choice** question:
1. Complete **Steps 1-3** above and select **Multiple Choice** from the General column.
2. Select the **Multiple Choice Scale** from the drop down

   - **OR**-

   create your own scale by completing the **Option Label** field.

3. Select an **Option Setting** (See Step 6 Above) if desired.
4. Select the **Required Response** radio box if response is required for this question.
5. Select the **Allow Comments** radio button and select when comments are to be allowed (Not Required, Required with Any Response, Required with High or Low Response) to add a text comments field to the question.
6. Add a **Competencies** and **Tags** if desired.
7. Click **Add**, **Add and Create Another** or **Done**.

**NOTE:** If you change a Grade Scale you may be prompted that the Grade Scale has been used in other places, where would you like to apply the changes? Select this occurrence only and Save.

To add a **Yes/No** question:
1. Complete **Steps 1-3** above and select **Yes/No** from the General column.
2. Enter the **Yes/No** Scale label.
3. Click the radio button by the green arrow to indicate the positive response.

4. Select an **Option Setting** if desired.
5. Select the **Required Response** radio box if response is required for this question.
6. Select the **Allow Comments** radio button and select when comments are to be allowed (Not Required, Required with Any Response, Required with High or Low Response) to add a text comments field to the question.
7. Add a **Competencies** and **Tags** if desired.
8. Click **Add**, **Add and Create Another** or **Done**.

To add a **General - Number** question:
1. Complete **Steps 1-3** above and select **Yes/No** from the General column.
New Innovations – Evaluations – Basics

2. Select the **REQUIRED RESPONSE** radio box if response is required for this question.
3. Select the **ALLOW COMMENTS** radio button and select when comments are to be allowed (Not Required, Required with Any Response, Required with High or Low Response) to add a text comments field to the question.
4. Add a **COMPETENCIES** and **TAGS** if desired. Competencies and Tags allow you to link the question to a Core Competency and Tags allow you to enter keywords for reporting purposes.
5. Click **ADD, ADD AND CREATE ANOTHER** or **DONE**.

To add a **TEXT** question:
1. Complete **STEPS 1-3** above and select **TEXT** from the General column.

2. Select the **REQUIRED RESPONSE** radio box if response is required for this question.
3. Add a **COMPETENCIES** and **TAGS** if desired. Competencies and Tags allow you to link the question to a Core Competency and Tags allow you to enter keywords for reporting purposes.
4. Click **ADD, ADD AND CREATE ANOTHER** or **DONE**.

C. Add An EPA Question
To add an EPA question to the evaluation form:
1. Click the **ADD A COMPONENT** link.
2. Under the **SPECIALIZED** column, click **EPA**.
3. If EPAs for the program have previously been set up, click the desired EPA, if not, click the **ADD NEW** button to create an EPA.
4. Enter the **EPA** question.
5. Select the **REQUIRED RESPONSE** radio box if response is required for this question.
6. Select the **INCLUDE COMMENTS** radio button to add a text comments field to the question.
7. Click **DONE**.

D. Add A Milestone Question
To add a Milestone question to the evaluation form:
1. Click the **ADD A COMPONENT** link.
2. Under the **SPECIALIZED** column, click **MILESTONE**.
3. Select the sub-competency from the list.
4. Select the milestones by level for that sub-competency that should be displayed.
5. Select the **REQUIRED RESPONSE** radio box if response is required for this question.
6. Select the **INCLUDE COMMENTS** radio button to add a text comments field to the question.
7. Click **DONE**.

E. Add ACGME Sub-Competency Language to Your Form.
1. Click the **ADD A COMPONENT** link.
2. Under the **SPECIALIZED** column, click **SUB-COMPETENCY**.
3. Select the sub-competency from the list.
4. Check the sub-competencies from the existing list.
5. Select the **REQUIRED RESPONSE** radio box if response is required for this question.
6. Select the **INCLUDE COMMENTS** radio button to add a text comments field to the question.
7. Click **DONE**.

F. Add A Custom Sub-Competency to Your Form.
1. Click the **ADD A COMPONENT** link.
2. Under the **SPECIALIZED** column, click **CUSTOM SUB-COMPETENCY**.
3. If Custom Sub-competencies for the program have previously been set up, click the desired option, if not, click the **ADD NEW** button to create a Custom Sub-competency.
4. Enter **TITLE** for Custom Sub-competency.
5. Click the **EDIT** button to adjust the rating scale levels.
6. Click the Include **N/A OPTION** to allow selection of N/A.
7. Click the + in the Level field to define that level and click SAVE.

8. Select the REQUIRED RESPONSE radio box if response is required for this question.

9. Select the INCLUDE COMMENTS radio button to add a text comments field to the question.

10. To map the Custom sub-competency question to a Milestone, click the MAP TO MILESTONE button and select the Milestone you wish to map to.

11. Click DONE or ADD ANOTHER.

G. Inserting Section Dividers with Headings and Instructions in Evaluation Forms

To insert dividers or section headings into your Evaluation Form:

1. Click the ADD A COMPONENT link located on the top of the question you want to add the Section Divider with Header and Instructions.

2. Under the FORMATTING column, select SECTION DIVIDER: HEADER & INSTRUCTIONS button.

3. In the SECTION DIVIDER dialogue box, complete the HEADER name and INSTRUCTION fields.

4. Click SAVE.

II. Edit an Evaluation Form

If the Evaluation Form has been distributed, you are limited as to what information on the form can be edited.

The following edits cannot be made on an evaluation form that is already in use:

- Copy questions
- Add or delete questions
- Change the type of grade scale used for a question
- Change the number of choices for a rating scale
- Edit whether a multiple choice scale can have multiple responses or not.

The following edits can be made on an evaluation form that is already in use:

- Edit text of existing questions
- Edit text of grade scale labels including text for N/A
- Modify extra grade scale options (hi/low/default)
- Move the location of questions
- Change default radio button selection for a grade scale
- Edit whether comments are allowed for a question
- Toggle between comments required or not

A. Edit an Evaluation Form in Use

To edit an evaluation form that is already in use:

1. In NI click EVALUATIONS > EVALUATION FORMS.

2. From the ACTIONS drop down to the right of the form, select EDIT.

3. Place cursor on the question you wish to edit, click the blue EDIT button which appears to the right of the question.

4. Make any allowable edits desired to the question (text of question, rating scale, allow N/A response, required response, comments options, or add competencies and tags.

5. Click SAVE.

6. Click DONE at the top of the form.

B. Move Question in an Evaluation Form Already in Use:

1. In NI click EVALUATIONS > EVALUATION FORMS.

2. From the ACTIONS drop down to the right of the form, select EDIT.
3. Place cursor on the question you wish to move, click the Move button which appears to the right of the question.
4. Find the location where you want the question to be moved within the form and click the Place button located to the right of the Add a Component field.

5. Click Done at the top of the form.

C. Copy an Existing Evaluation Form

To copy an existing evaluation form:
1. In NI click Evaluations > Evaluation Forms.
2. Locate the form to copy.
3. In the Actions dropdown list beside the form, select Copy to New Form.
4. The current date is added to the internal name when the form is copied.
5. Locate newly copied form in list of evaluation forms and click the Edit in the Actions dropdown list beside the newly copied form.
6. Click on the name field of the form to reveal the different title fields.
7. Edit the internal name of the form.
8. Edit Subtitle if desired.
9. Make desired changes to the copied form
10. Click Save.
11. Click the Preview button at any time to see what the form will look like to the evaluator.

D. Delete an Evaluation Form

An evaluation form can only be deleted if the form has not been distributed in an Evaluation Session. To delete an existing evaluation form:
1. In NI click Evaluations > Evaluation Forms
2. Locate the form to delete
3. In the Actions dropdown list beside the form, select Delete
4. On the “Are you sure you want to delete this item” prompt, click OK.

E. To Archive an Evaluation Form

To archive an existing evaluation form:
1. In NI click Evaluations > Evaluation Forms
2. Locate the form to Archive
3. In the Actions dropdown list beside the form, select Archive.

F. To View or Unarchive an Evaluation Form

To view archived evaluation forms:
1. In NI click Evaluations > Evaluation Forms
2. Select the Include Archived option.

Archived Evaluation Forms will then be listed in the list of forms and will be shaded in color.

To unarchive an evaluation form:
1. In the Actions dropdown list beside the archived form, select Unarchive.
New Innovations – Using On-Demand Evaluations

I. ON-DEMAND EVALUATIONS

On-Demand Evaluations in New Innovations give the evaluator the ability to complete an evaluation or a subject the ability to request that an evaluation be completed with a few easy steps.

A. To COMPLETE an evaluation for a resident, fellow, attending peer, or rotation:
   1. On the homepage of New Innovations in the EVALUATIONS section, click the drop-down arrow next to the CREATE AN EVALUATION option.
   2. Select the name of the subject to be evaluated from the list.
   3. Select the evaluation being completed from the drop down list.
   4. The evaluation will be selected and ready for completion.
   5. Once evaluation is completed, click the SUBMIT button at the bottom on the form.
   6. If you start an evaluation and need to complete it later, select the “CONTINUE LATER” option at the bottom of the form.

B. To continue an Evaluation that has already been started:
   1. On the homepage of New Innovations in the EVALUATIONS section, click the drop-down arrow next to the CREATE AN EVALUATION option.
   2. Select the name of the subject to be evaluated from the list.
   3. Select the evaluation being completed from the drop down list.
   4. The evaluation will be selected and ready for completion.

C. To REQUEST AN EVALUATION to be completed on you:
   1. On the homepage of New Innovations in the EVALUATIONS section, click the drop-down arrow next to the REQUEST AN EVALUATION option.
   2. Select the name of the evaluator to be from the list.
   3. Select the evaluation being completed from the drop down list.
   4. The notification of what will be sent to the evaluator is displayed and can be edited before sending. Once edits are complete, click SEND REQUEST.

D. To DECLINE An Evaluation:
   1. On the homepage of New Innovations in the EVALUATIONS section, click that says “# EVALUATION(S) TO COMPLETE”.
   2. In the list that appears of evaluations that need to be completed, click the name of the evaluation below the person’s name in the list that appears.
   3. Click the DECLINE button.
   4. Enter the REASON FOR DECLINING.
   5. Click SUBMIT.
New Innovations – Using On-Demand Evaluations

I. ON-DEMAND EVALUATIONS

On-Demand Evaluations in New Innovations give the evaluator the ability to complete an evaluation or a subject the ability to request that an evaluation be completed with a few easy steps.

A. To complete an evaluation for an attending faculty:
   1. On the homepage of New Innovations in the EVALUATIONS section, click the drop-down arrow next to the CREATE AN EVALUATION option.
   2. Select the name of the subject to be evaluated from the list.
   3. The evaluation form will be displayed and ready for completion.
   4. Once evaluation is completed, click the SUBMIT button at the bottom on the form.
   5. If you start an evaluation and need to complete it later, select the “CONTINUE LATER” option at the bottom of the form.

B. To continue an Evaluation that has already been started:
   1. On the homepage of New Innovations in the EVALUATIONS section, click the drop-down arrow next to the CREATE AN EVALUATION option.
   2. Select the name of the subject to be evaluated from the list.
   3. The evaluation form will be displayed and ready for completion.
   4. Once evaluation is completed, click the SUBMIT button at the bottom on the form.
   5. If you start an evaluation and need to complete it later, select the “CONTINUE LATER” option at the bottom of the form.

C. To request an Evaluation be completed on you:
   1. On the homepage of New Innovations in the EVALUATIONS section, click the drop-down arrow next to the REQUEST AN EVALUATION option.
   2. Select the name of the individual you are requesting to be evaluated by from the list.
   3. Select the evaluation being completed from the drop-down list.
   4. The notification of what will be sent to the evaluator is displayed and can be edited to select the rotation and rotation interval date before sending. Once edits are complete, click SEND REQUEST.
New Innovations – Using On-Demand Evaluations

D. To DECLINE An Evaluation:
1. On the homepage of New Innovations in the EVALUATIONS section, click the “# EVALUATION(S) TO COMPLETE” link.
2. In the list that appears of evaluations that need to be completed, click the name of the evaluation below the person’s name in the list that appears.
3. Click the DECLINE button.
4. Enter the REASON FOR DECLINING.
5. Click SUBMIT.

E. On Demand Evaluations via Mobile Device
To create an On Demand Evaluation or Evaluation Request from your mobile device:
2. Click the log In with UTHealth button
3. Enter username and password
New Innovations – View Resident Evaluations

To view evaluations for a resident for a given time period:

1. In New Innovations, Click on EVALUATIONS > REPORTS.
2. From the RESIDENT Tab, make certain “PERFORMANCE” is what is selected.
3. Click the drop down arrow next to the Filter button.
4. Select the box next to FILTER evaluation forms to select only specific evaluations to display.
5. Select the option to “INCLUDE EVALUATIONS FROM OTHER DEPARTMENTS” if desired.
6. Click APPLY.
7. Click the drop down next to the DATE FILTER button to filter results for a specific date range:
   - Last 3 months
   - Last 6 months
   - Last 18 months
   - Academic Year
   - Custom
8. Click the RESIDENT NAME LINK from the list of residents to display the evaluations.
9. To create a PDF file of the information displayed, click the “VIEW PDF” button at the top/right side of the program window.
10. To return to the list of residents, click the back button at the top left corner of your window.
Mapping assessment questions written in your own words to milestone sub-competencies will result in that question being displayed in the resident’s CCC Milestone Review.

NOTE: Mapping is retroactive – if you apply mapping today it will affect responses in the past and future.

Question types that can be associated to Milestone sub-competencies are:

- Rating
- Text
- Yes/No
- Custom sub-competencies
- EPAs

I. MAPPING GENERAL QUESTIONS

There are two ways in which to map questions to Milestone sub-competencies. Listed below are those options:

A. Mapping Using Configure Questions Option

Mapping Using the Configure Questions option is probably more efficient for evaluation questions that already exist in an evaluation form. To use the Configure Questions option:

1. In NI, click EVALUATIONS > MILESTONES
2. Click the CONFIGURE button in the Questions box.
3. Select the EVALUATION FORM from the displayed list where the question exists that you want to map.
4. Click OK.

B. Mapping Using Question Editor Option

Mapping Using the Question Editor option is probably more efficient for mapping evaluation questions as they are created.

1. In NI, click EVALUATIONS > EVALUATION Forms
2. Select the EVALUATION FORM by clicking the ACTIONS button to the right of the form name and clicking EDIT.
3. Hover mouse pointer over question > click EDIT.
4. From COMPETENCIES AND TAGS click “ADD ONE HERE”.
5. Select the SUB-COMPETENCY (tag appears under COMPETENCIES AND TAGS).
6. Click SAVE.
Appendix E
NI Duty Hours Quick Guide
Appendix F
NI Logger Module Quick Guide
Appendix G
NI Conferences Module Quick Guide
New Innovations - Dissecting the Conferences Module
Introduction, Setting Defaults and Getting Started

The Conferences Module in New Innovations offers you a way to manage conferences and didactic events for your Program. You can create new conferences, manage existing conferences, take attendance and distribute surveys for the conferences. The module lets you set attendance requirements and generate attendance reports.

Features include:
- Building single or recurring conferences
- Building rosters with names of those in attendance
- Logging attendance via QR Code
- Assigning speakers
- Sending notifications to attendees and speakers
- Distribute quality surveys
- Reporting capabilities
- Option to populate resident or fellow duty hours logs when marked present
- Create custom calendar views

To use the conference module:
- Faculty and Trainees must have a Personnel profile
- Residents and Fellows need to be scheduled on the Block schedule
- An assignment definition of “Conference” must be created if you choose the option to have attendance auto-populate the Trainee’s duty hour logs

I. Setting Up Default Settings

Default settings can be set up for conferences for items that are consistently used when creating a conference.

A. To set default settings:

Click Conferences, Setup, Configuration & Defaults.

1. Set DEFAULT LOCATION from dropdown list to set location used for each conference. Location can be changed when creating new conference.

2. Set DEFAULTS FOR CONFERENCE ATTENDANCE ROSTER by clicking the View/Edit Default Attendance Roster Configuration Link

Options are:
- Build Attendance Roster by Rotation and Status. (Uses block schedule to build the roster.)
- Build Attendance Roster by Departmental Personnel. (Uses statuses on block schedule and in personnel module to build roster.)
- Include People from My Divisions to include personnel from divisions within your department.
- Allow level 4 users to Add/Remove people from attendance rosters.
- Set default number of attendees on each page of when taking attendance.

3. SET CONFERENCES AND DUTY HOURS option to link Conferences and Duty Hours when trainee is marked present. (A duty hour log is inserted in trainee’s record for the date and duration of conference.) Select trainee status type that should have feature enabled.

4. Select AUTO-LOGIN “Yes” to insert auto-login link to Conference Survey email notifications

5. Click SAVE CONFIGURATION.

B. Create Content Categories in Default Settings

Use CONTENT CATEGORIES to categorize common conferences (i.e., Grand Rounds or Journal Club). These can be used create attendance criteria for content categories.

1. Enter name for CONTENT CATEGORY in empty field, click ADD NEW to add category to list.

2. Click EDIT link to edit name of Content Category.

3. Click DELETE link next to Content Category to remove the category.

C. Create Sub-Content Categories in Default Settings

1. Click SUB-CONTENT tab.

2. Select a Content Category from the dropdown list.

3. Enter name for Sub-Content category in the empty field, click ADD NEW to add Sub-Content.

D. Default Rooms

Under the ROOMS tab enter conference room names and click ADD NEW for a default list of rooms.

E. Default Objectives

Under the OBJECTIVES tab enter conference objectives and click ADD NEW for a default list of objectives.

F. Default Speakers

Under the SPEAKERS tab enter you can assign default speakers to conferences.

1. Click the SPEAKERS tab.

2. Filter Conferences using the Display conferences fields, click UPDATE LIST.

3. From the CONFERENCES drop down list, select the desired conference.

4. List of Default Speakers will appear if any have been set.

5. Under the Conference Section, click the ADD ONE link to add a speaker.
6. From CHOOSE A SPEAKER field, select a speaker from the drop down list
   - OR -
   Click the FILTER LIST OF PEOPLE to narrow the list of people to a specific program or programs, select program(s) (CTRL+CLICK to select multiple programs), click UPDATE LIST OF PEOPLE

7. Selection the appropriate email notification option. If YES is selected, select the desired additional email options, including to attach a link to New Innovations, a Custom email message, the CC field, attachments and the number of days prior to the conference the notification email is to be sent.

8. Click the PREVIEW DRAFT OF EMAIL NOTIFICATION to review the proposed email.

9. Click SAVE.

II. CREATE A CONFERENCE

Conferences can be created as a single occurrence or a recurring event.

A. To create a conference:
   1. Click CONFERENCES, MANAGE CONFERENCES and ADD.
   2. On the Main tab, enter conference NAME.

3. Complete CONTENT CATEGORY and SUB CONTENT fields.
   New categories and sub content can be added by clicking the green button to the right of the fields.

4. Complete SCHEDULING section including DATE, TIME and DURATION. Select the RECURRING option to set the RECURRENCE PATTERN.

5. Select ROOM.
   Click the blue button to the right of the field to check room availability.

6. Select the TRAINING LOCATION.

7. Enter CREDIT HOURS, OTHER CREDIT HOURS and CURRICULUM CODE.

8. Add desired NOTES.

9. Click SAVE.

B. Add Speakers to a Conference:
   1. If no default Speaker has been set or to change the default Speaker for a Conference, click the SPEAKERS TAB, click ADD SPEAKER and Select a speaker from the drop down. If desired speaker is not listed, click the ENTER NEW SPEAKER link to add a speaker to the list of available speakers it he drop down. Use the FILTER AVAILABLE SPEAKERS option to select the Department(s) in which the desire speaker(s) are located.

   2. If desired, complete the TOPIC field.

   3. Select the SEND email notification option to send the default speaker email notification to the selected speaker.

   4. Select the button to ADD SPEAKER.

   If Defaults have not been set for Conferences, complete the remaining information on the remaining tabs as follows.
C. Add Attachments or Links to a Conference:
1. If no default Attachments or Links have been set or to change the default Attachments or Links to a Conference, click the ATTACHMENTS or LINKS buttons to upload and make available related conference attachments and web link URLs to Attendees.
2. Click the SELECT button to browse for the attachment on your computer.
3. For Attachments or Links, enter a DESCRIPTIVE NAME if desired.
4. For ATTACHMENTS, click UPLOAD and click SAVE.
5. For LINKS, enter the URL address in the ADDRESS field and click ADD LINK.

D. Send Attendee Notification Emails:
1. Complete NOTIFICATION NAME field.
2. Select Status(es) of Attendees (use CTRL+CLICK to select multiple statuses).
3. Complete FROM, CC, and SUBJECT fields.
4. Add Attachments to notification email by clicking the ADD ATTACHMENT link.
5. Click the ADD NOTIFICATION button to add a second notification email.
6. Click SAVE.

E. To Add Competencies and Objectives:
1. Click the COMPETENCIES/OBJECTIVES tab to add desired CLER FOCUS AREAS, CORE COMPETENCIES and OBJECTIVES.
2. Click SAVE.

F. To Automatically Add and Distribute a Survey:
1. Click the SURVEY SETTINGS tab to automatically distribute a conference survey after the conference is held.
2. Select the SURVEY FORM from the drop down if a default has not been set for the Conference.
3. Select the STATUS(es) of who is to receive the Survey.
4. If more than one Survey form is to be sent, click the ADD ANOTHER SURVEY FORM link.
5. Complete the DATE OPTIONS for when surveys are due and for when Surveys expire and are no longer accessible.
6. Select SURVEY DISTRIBUTION options ( Entire Roster or Only those marked in attendance).
7. Select ATTENDEE EMAIL options.
8. Complete ADMINISTRATIVE EMAILS options.
9. Click SAVE.

NOTE: Conferences with attendance records or surveys cannot be deleted unless attendance is cleared. Any conferences in a series with attendance records or surveys will be removed from the series and converted to stand-alone conferences.
I. MANAGING CONFERENCES

Use MANAGE CONFERENCES to add, view, edit, delete, rebuild the roster, take attendance for a conference and search existing conferences.

The SHOW CONFERENCES filter allows for you to filter your list of conferences to a specific date range.

# A. Edit A Conference:

To make changes to an existing conference, such as date, time, speaker or attachments:

1. Click CONFERENCES, select MANAGE CONFERENCES.
2. Click once to highlight the conference to be edited, click the EDIT button.
3. Select the tab or option to be edited.
4. Click SAVE.
5. At the PROCEED WITH CAUTION PROMPT, select the appropriate option. Options are as follows:
   a) Cancel this action;
   b) Save changes, but do not change recurring pattern;
   c) Save all changes, including those to the recurring pattern.

# B. Delete a Conference

To delete a conference:

1. Click CONFERENCES, select MANAGE CONFERENCES.
2. Click once to highlight the conference to be deleted, click DELETE.
3. If the Conference is part of a recurring series, select either Delete only this conference - OR - Delete the entire group/series.
4. Click the DELETE button.

# C. Copy a Conference

To copy a Conference event:

1. Click CONFERENCES, select MANAGE CONFERENCES.
2. Click once to highlight the conference in your list of conferences to be copied, click the COPY button.
3. Make desired changes to the information in the Main tab and any other necessary changes to the additional tabs.
4. Click the SAVE button.

# D. Conference Attendance

In order to take attendance for a conference you must have Level 4 privileges in the Conference Module. To take attendance by Conference:

1. Click CONFERENCES, select RECORD ATTENDANCE.
2. Select ATTENDANCE BY CONFERENCE tab.
3. Use the CONFERENCES FROM date filter to narrow the date range of results to the desired conference, click UPDATE LIST.
NOTE: To copy attendance records from one conference to another, click the COPY ATTENDANCE RECORDS link to select the conference from which you want to copy the attendance records from and select the conference where attendance is to be recorded.

4. From the search results, click the conference name to take attendance.
5. Check the appropriate option (PRESENT, TARDY or EXCUSED) next to each person’s name. If person was absent, do not select any option.
6. Click SAVE.

II. MANAGING THE ATTENDANCE ROSTER

A. Manually Add a Person to Attendance Roster for a Conference

1. Follow STEPS 1-3 in SECTION I.D. above to get to the CONFERENCE ATTENDANCE ROSTER dialog box, click the ADD PEOPLE link.

2. Use the Filter Options to FILTER BY PEOPLE, STATUS, ROTATION and/or ONLY SHOW ROTATIONS FROM {YOUR DEPARTMENT} to narrow your results.
3. Click the UPDATE LIST OF POTENTIAL PEOPLE ABOVE button.
4. From the results of POTENTIAL PEOPLE, select the individuals you want to add to the roster.

5. Click the ADD SELECTED PEOPLE button at the bottom of the window.
6. Click the GO TO ATTENDANCE ROSTER link to return to taking attendance.
7. From the Conference Attendance Roster, click the SAVE link.

B. Manually Remove a Person from Attendance Roster for a Conference

1. Follow STEPS 1-3 in SECTION I.D. above to get to the CONFERENCE ATTENDANCE ROSTER dialog box, click the REMOVE PEOPLE link.

2. From the REMOVE PEOPLE FROM ROSTER window, select the checkbox next to the names of the individuals you want to remove.
3. Click the REMOVE SELECTED PEOPLE Button on the bottom of the window.

C. Edit Roster Configuration for a Conference by Rotation and Status

To update the configuration of a roster for one specific conference by ROTATION AND STATUS:

1. Follow STEPS 1-3 IN SECTION I.D. above to get to the CONFERENCE ATTENDANCE ROSTER dialog box, click the EDIT ROSTER CONFIGURATION link.
2. Select the BY ROTATION AND STATUS option.
3. Select from the options below:
   a) Include personnel from my department on these rotations in my department;
   b) Include personnel from other departments while on these rotations in my department;
   c) Include personnel from my department on these rotations in other departments; and
   d) Include these status types from my department.
4. Use CTRL+CLICK method for making multiple selections.
5. Click the SAVE CONFIGURATION AND REBUILD ROSTER button.
6. Click the VIEW ROSTER link to view the Roster or the TAKE ATTENDANCE link to return to the CONFERENCE ATTENDANCE ROSTER.

D. Edit Roster Configuration for a Conference by Department Personnel

To update the configuration of a roster for one specific conference by ROTATION AND STATUS:

1. Follow STEPS 1-3 in SECTION I.D. above to get to the CONFERENCE ATTENDANCE ROSTER dialog box, click the EDIT ROSTER CONFIGURATION link.
2. Select the BY DEPARTMENT PERSONNEL option.
3. From the Include these status types from my department section, select the status or use the CTRL+CLICK method to select the status(es) to include.
4. Click SAVE CONFIGURATION AND REBUILD ROSTER.
5. Click the VIEW ROSTER link to view the Roster or the TAKE ATTENDANCE link to return to the CONFERENCE ATTENDANCE ROSTER.

NOTE: Changing a specific conference’s default roster configuration will only change the roster configuration for that conference. To change the Default Roster Configuration for all Conferences, see Section IV.E. below.

E. Change Default Roster Configuration for Conferences

To update the configuration of the DEFAULT ROSTER CONFIGURATION:

1. Click CONFERENCES, SETUP, CONFIGURATION & DEFAULTS.
2. From the CONFERENCE CONFIGURATION/DEFAULTS window in the DEFAULTS FOR CONFERENCE ATTENDANCE ROSTER section, click the VIEW/EDIT DEFAULT ATTENDANCE ROSTER CONFIGURATION link.
3. Follow STEPS 1-3 in SECTION II.D. above.
4. Click the SAVE DEFAULT ROSTER CONFIGURATION button at the bottom of the window.
Appendix I
NI Funding Module Quick Guide
Appendix J
NI Custom Reports Quick Guide