

Orientation

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No Disclosures

Onboarding/Match Day

- December – Match Day
 - I send out email to all faculty and current fellows congratulating the ones that matched. Matched fellows are cc'd in the email.
- Main communicator between institution and incoming fellow until they arrive July 1st.
- Create files for each incoming fellow

Department Fellowship Coordinator

Emails Matched Fellows

External

- Medical License Information if needed
- NPI information – reminder to update
- Visa Sponsorship
- MedHub
- New Fellow Orientation Goals and Objective
- Sample Orientation Schedule
- GME office address/information
 - Link to GME website
- UI Resources – maps/community resources

Internal

- Reminder to keep up on UI compliances
- Visa Sponsorship
- New Fellow Orientation Goals and Objectives
- Sample Orientation Schedule
- GME office address/information
 - Link to GME website

GME – Welcome email in March

- Apply for medical license if your state requires one
- Watch for email from Residency Management System (RMS) with onboarding package
- Sign your contract
- Add GME email address to address book
- Benefits – link to HR website

GME Onboarding Package in RMS

- Contract and attachments
- Personal Information Form
- TB test
- Background check
- Chronological History
- UEHC requirements
- License Information
- Photograph
- Veterans Affairs Form
- Parking Application
- Medical or Dental Diploma
- Residency Certificate
- NPI Application/Number
- ECFMG information/certificate
- Iowa Vital Events System (Death Certificate)
- Medicare/Medicaid enrollment
- I-9
- Benefits and Payroll

Orientation

New to UIHC 2016-2017 Orientation Date 7/1/2016, Application Due 7/1/2016 (complete)

Download Files

Print Missing

Form/Document:	Status: [key]	Note:	File:	Select:
Contract		Complete (5/4/2016 BB)		
Contract Attachments		Complete (4/21/2016 BB)		
2016 Personal Information Form		Complete (5/12/2016 BH)		
Tuberculin Skin Test (TST)		Complete (5/20/2016 BH)		
Background Check Permission Form		Complete (4/26/2016 BB)		
2016 Chronological History		Complete (5/5/2016 BB)		
University Employee Health Clinic (UEHC) Requirements		Complete (7/19/2016 BB)		
License - Apply using Universal Application (Physicians) or Contact Hospital Dentistry (Dentists)		Complete (5/17/2016 BB)		
Medical License Information		Complete (5/17/2016 BB)		
Photograph		Complete (4/5/2016 BB)		<input checked="" type="checkbox"/>
Veterans Affairs Form		Complete (4/5/2016 BB)		
2016 University of Iowa Parking Application Form		Complete (4/20/2016 BB)		
Medical or Dental Diploma		Complete (4/21/2016 BB)		<input checked="" type="checkbox"/>
Residency, Transitional Year or Fellowship Certificate		Complete (7/5/2016 BH)		<input checked="" type="checkbox"/>

Orientation Week

- Usually lasts 4 or 5 days pending the July 4th Holiday – includes GME, Department and Division
- GME office has Transitional Professional Development for all fellows
- Cardiology Division orientation usually lasts a full day

	TIME	WHO	SESSION	LOCATION
Monday, July 3, 2017	8:00 am-12:00 pm	New to UIHC Fellows: Groups I, II, III	Epic Training (Day 1 of 2) BRING PHOTO ID OR PASSPORT	UIHC HSSB Training Center
	12:00 pm-1:00 pm	All Incoming Fellows: Groups I, II, III	Lunch on Your Own	
	1:00 pm-2:00 pm	All Incoming Fellows: Groups I, II, III SWITCHERS MUST ATTEND	Introductions & Surveys Manish Suneja, MD Director, IM Residency Program Brian Gehlbach, MD Director, IM Fellowships Denise Floerchinger Fellowship Program Administrator	E331 GH Med Alumni Aud
	2:00 pm-3:00 pm	All Incoming Fellows: Groups I, II, III	White Coat Fitting	0041 RCP
	3:00 pm-5:00 pm	New to UIHC Incoming Fellows: Groups I, II, III	Completion of I-9 Employment Forms (22 fellows)	E321 GH Denise's Office
Tuesday, July 4, 2017	UNIVERSITY HOLIDAY/OFFICES CLOSED			
Wednesday, July 5, 2017	7:00 am-1:00 pm	New to UIHC Incoming Fellows: Groups I, II, III. SWITCHERS MUST ATTEND 8:50 a.m.-1:00 p.m.	Transitional Professional Development	Feller Room Carver Arena
	1:15 pm-1:25 pm	All Incoming Fellows: Groups I, II, III	Meet Denise Floerchinger	UIHC Main Entrance
	1:30 pm-2:30 pm	All Incoming Fellows: Groups I, II, III	Badging	C110 GH
	2:30 pm-3:30 pm	All Incoming Fellows: Groups I, II, III	Documentation Guidelines	S715 GH Damasio Cnf Rm
	3:30 pm-4:30 pm	New to UIHC Fellows: Groups I, II, III & Noncompliant Switchers	Harassment Prevention Training	S715 GH Damasio Cnf Rm
Thursday, July 6, 2017	8:00 am-12:00 pm	New to UIHC Fellows: Groups I, II, III	EPIC Training (Day 2 of 2) BRING UNIVERSITY ID BADGE	UIHC HSSB Training Center
	12:00-1:00 p.m.	All Incoming Fellows: Groups I, II, III	Lunch on Your Own	
	1:00-2:30 p.m.	All Incoming Fellows: Group III	EPIC Beacon Training (for Hem/Onc fellows)	UIHC HSSB Training Center
	1:00 pm – 3:00 pm	All Incoming Fellows: Group II	EPIC Cupid Training (for fellows in the Cath Lab)	UIHC HSSB Training Center
	1:00 pm-4:00 pm	New to UIHC Fellows: Group I	VA/CPRS Computer Training (Not confirmed)	2S05 VAMC
Friday, July 7, 2017	9:00 am-12:00pm	New to UIHC Fellows: Groups II, III	VA/CPRS Computer Training (Not confirmed)	2S05 VAMC

Group I: Allergy, Endocrinology, Gastroenterology, General Medicine, Hospice/Palliative, Infectious Disease, Nephrology, Nephrology Transplant, Pulmonary and Rheumatology Fellows

Group II: Cardiology Fellows

Group III: Hematology/Oncology Fellows

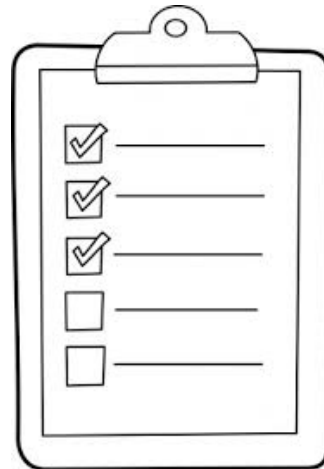
What is included in Cardiology Division Orientation?

- Chief fellow discusses roles and responsibilities
- Overview of the following services: EP, Heart Failure, Cath Lab, Echo lab (2 parts)
- VA Clinic/Rotations
- Research
- I discuss travel requests, call switches, Medicare/Medicaid form instructions

	NO FIRST YEARS IN VA CATH LAB IN JULY
	Clear fellows' office/work space
	Make sure CVD manual is updated- make copies for each new fellow (Have Ellen make copies and bind together)
	Order lunch if needed
	Update Cardiology fellows need-to-know list
	Create form for them to order business cards using generic template
	Print out General Info for 1 st Year Fellow form
	Create work order to add new fellows access to shared folder (after Stephanie has assigned them hawk id's) CVD Conference
	Print out remote desktop forms for them to fill out – you can sign the form and then turn in.
	Is Breakfast needed or snacks?
	AsKIM access for F1s
	Syngo & Xcelera Access – Name, Healthcare ID and CLP # to HCIS
	VA- CART-CL2 access for F1s
	Central Line Training- ALL NEW TO UIHC FELLOWS. Contact John Ding
	Give F1s access to TEE probe room, 4180-A/JPP- email safety and security

At Orientation/First week of July	
	Show how to use the ASKIM oracle schedule, SmartWeb, MedHub, etc
	Show how to get to CVD conference shared drive (Moonlighting form, manual, travel request form)
	Show them master CVD Fellowship Program Manual and briefly go over contents. MUST go over program curriculum and goals and objectives
	Go over absence/travel requests; how to fill out form, what rotations they can take vacation; how many days vacation, personal, meetings, travel stipend, 8 week clinic cancellation rule, 60 days for VA clinic, they are to get coverage themselves and need to communicate with fellows on same rotation.
	Medicare/Medicaid Forms – Switchers only need to do the Medicare Enrollment Form
	They need to keep a log of their procedure numbers in MedHub
	Duty Hours forms (80 hr work week) and moonlighting forms (research year)
	Poster Printing- if you want UI funds to cover expenses printing must be done on the UI campus
	Hand Out RA 2 keys
	Remote Access – Who has MACs vs PCs?
	X-Ray Fluoroscopy Info from Katie Nunez
	Test Sedation Privileges- email from Sheri Bosch to F1s
	Reminder Fellows about EKG sessions with Dr. Brown 7-8 am and 1-2 PM

Verifications



Types of Verifications

- Pre-employment verifications
 - Leases, Daycare, Loans
- Training Verifications
 - Summative Evaluation from Residency Program
 - FCVS
 - Hospital Credentialing
 - I use summative evaluations when they send me a 3 page evaluation form
 - GME office is creating a form to be used by all specialties to verify fellow's training

Internal Medicine Fellow Summative Evaluation

UNIVERSITY OF IOWA HOSPITALS AND CLINICS
GRADUATE MEDICAL EDUCATION
SUMMATIVE EVALUATION AND TRAINING VERIFICATION FORM

Section I	TRAINEE NAME: (List degree abbreviations)						
	DATE OF BIRTH:						
	Trainee Type	Training Program Name	Department	ACGME Accredited YES or NO	Training Start Date	Training End Date	Completed Training?
	Resident						Yes No
	Fellow						
	Fellow -						
	If trainee left program prior to completion, select reason: Transferred Withdrawn Dismissed Other (Describe)			If trainee's length of program was extended, select one: Leave of absence Extension			
	<i>See end of Overall Recommendation</i>						

Section II	SUMMATIVE EVALUATION: <i>Levels: define Internal Medicine Fellow</i>						
	Level 1	Level 2	Level 3	Level 4	Level 5	Not Applicable	
	Level 1: These learner behaviors are not within the spectrum of developing competence. Instead they indicate significant deficiencies in a trainee's performance.						
	Level 2: Describes behavior of an early learner.						
	Level 3: Describes behavior of a trainee who is advancing and demonstrating improvement in performance related to milestones.						
	Level 4: Ready for Unsupervised Practice: Describes behavior of a trainee who substantially demonstrates the milestones identified for a physician who is ready for unsupervised practice. This column is designed as the graduation target, but the trainee may display these milestones at any point during training.						
	Level 5: Aspirational: Describes behavior of a trainee who has advanced beyond those milestones that describe unsupervised practice. These milestones reflect the competence of an expert or role model and can be used by program to facilitate further professional growth. It is expected that only a few exceptional trainees will demonstrate these milestones behavior.						
	Use definitions and levels above to evaluate						
	Level 1	Level 2	Level 3	Level 4	Level 5	NA	
	Patient Care and Procedural Skills						
	Medical Knowledge						
	Practice-based Learning and Improvement						
	Interpersonal and Communication Skills						
	Professionalism						
	Systems-based Practice						

Section III	CLINICAL PRIVILEGES/PROCEDURES
	The physician is capable of knowing how, understanding and explaining the following (where appropriate): Indications, Contraindications, Recognition & Management of Complications, Pain Management, Sterile Technique, Specimen Handling, and Interpretation of Results. The physician has Requirements/Knowledge to Obtain Informed Consent for these procedures:

* The program is unable to comment on requested clinical privileges/procedures outside the scope of a general internal medicine resident or fellow by training program.

Section IV	PROFESSIONAL CONDUCT – TO THE BEST OF MY KNOWLEDGE	Yes	No
	Has the physician been the subject of any professional misconduct action?		
	Has the physician ever been subject to any corrective or disciplinary action?		
	Has the physician ever been subject to suspension, termination, or voluntary or involuntary limitation regarding his/her house staff membership or privileges?		
	If "yes" to any of the above, please comment:		

Section V	CERTIFICATION AND PRIVILEGING QUESTIONS	Yes	No	NA
	Trainee was recommended for Board Certification?			
	Would you recommend trainee for privileges in his/her specialty?			

Section VI	OVERALL RECOMMENDATION	Check only one category
	Superior - I highly recommend this physician, and I verify that the physician named on this form has demonstrated sufficient competence to enter practice without direct supervision.	
	High - I recommend this physician without reservation, and I verify that the physician named on this form has demonstrated sufficient competence to enter practice without direct supervision.	
	Fair - I recommend this physician with reservation, and I verify that the physician named on this form has demonstrated sufficient competence to enter practice without direct supervision.	
	Poor - I do not recommend this physician. I cannot verify that the physician named on this form has demonstrated sufficient competence to enter practice without direct supervision.	
	I cannot recommend this physician. The physician named on this form did not complete the training program. He/she did not demonstrate sufficient competence to enter practice without direct supervision.	
	Additional remarks:	

Section VII	RECOMMENDATION BASED ON	Check all that apply
	Review of resident's competency-based curriculum goals and objectives for each assignment at each educational level.	
	Milestones	
	Clinical Competency Committee	

Section VIII	SIGNATURE
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Program Director Signature

Date

Printed Name

Malpractice inquiries should be directed to UIHC Legal Services

1337 JCP
UI Hospitals and Clinics
200 Hawkins Drive
Iowa City, Iowa, 52242

FAX: 319/356-3862

How long do you keep verifications?

- ACGME requires you to keep training verification in fellow's files
 - Can be kept electronically (PDF)
 - Hard copy

Questions?