Residency Blueprint 2009 – 4
Wednesday, September 30, 2009

8:00 am   Meet at Calla Lily

8:15 am   Introduction of Themes
- GME and Quality Integration
- NCS
- ACGME Annual Survey
- Content Experts
- Program Review/Residency Retreat Agenda

9:00 am   Services Group 1

10:15 am   Services Group 2

11:30 am   Lunch

12:00 Noon   Discussion of Themes

3:30 pm   End of Day

Residency Blueprint 2008 – 3
Wednesday, August 20, 2008

8:00 am　　　　Meet at Calla Lily

8:15 am　　　　Introduction of Themes
- Resident Recruitment
- GME and Quality Integration
- Procedure Lab/Peds Anesthesia
- Advising and Mentoring
- Faculty Teaching Cards
- Fundraising and Resource Development
- Content Experts
- Program Review/Residency Retreat Agenda

9:00 am　　　　Services Group 1

10:15 am　　　Services Group 2

11:30 am　　　Lunch

12:00 Noon　Discussion of Themes

3:30 pm　　　　End of Day

Residency Admin
Wednesday, August 20, 2008

X	Pat Anderson	X	Rachel Dahms, MD	X	Adina Miller
X	Felix Ankel, MD	X	Cullen Hegarty, MD		Tara O'Connell
X	Lori Barrett	X	Matt Morgan, MD	X	Scott Thielen
X	Kelly Barringer, MD		Mike Zwank, MD		

Person	Item	Action Plan/Key Points
	Agenda	Felix reviewed the Residency Blueprint 2008-3 agenda.
	Faculty Teaching/Shift Card	Faculty teaching shift card discussed. Pat will draft two models, one based on the "Five Microskills", and one based on the "Effective Teaching in the ED" table.
	Residency Retreat	Residency retreat is scheduled for October 23. Will invite an alumni to speak. Small groups will be lead by chief residents and alumni. Pat will check into the following location: MN History Center; U of MN St. Paul Campus; U of MN Conference Center.
	Resident Recruitment	Interview planning meeting is scheduled for Sept 18 during conference.
	Conferences	Community cases - Discussed bringing this conference back on an ongoing basis. This presents a good opportunity in keeping us connected with alumni. Critical Case Conference: Would like to get the chiefs more involved in selection of cases.
	Alumni Day	Alumni day is September 25 at the Paul and Sheila Wellstone Center. Guest speakers are: David Sklar , MD, Associate Dean, Graduate Medical Education, University of New Mexico and member of ACEP Board of Directors; and Karry Broderick, MD, Denver Health Medical Center, Associate Professor, University of Colorado An alumni reception/book club will be on September 25 from 5-7. Book will be on "La Clinica: A Doctor's Journey Across Borders" written by Dr. Sklar.
	Core Content	The faculty core content lecture areas were reviewed and updated.
	Core Content Expertise Areas	Core content areas of expertise and staff for each area were identified. Each content area will eventually have a staff, resident and nurse to work on quality projects to improve the quality of care in ED. Felix will bring this to the next EMDEC meeting for discussion.

Residency Blueprint 2007 – 2
Wednesday, October 17, 2007

8:00am　　　Meet at The Calla Lily

8:15am　　　Introduction of Themes
- Bedside Teaching/Microskills Faculty Assessment Cards
- Merging Quality and Residency
- Merging Patient Satisfaction and Residency
- Residency Retreat Agenda
- GANTT Update

9:00 am　　　Services Group 1

10:15 am　　　Services Group 2

11:30 am　　　Lunch

12:00 Noon　Discussion of Themes

3:30 pm　　　End of Day

Residency Blueprint 2007
Friday, June 8, 2007

8:00am   Meet at The Calla Lily

8:15am   Introduction of Themes
- Resident Recruitment (video, web page, branding, med student brochure, etc.)
- Clinical Presence (ED, hospital, regional)
- Conferences (content, day, AV, marketing w/outreach)
- GME and Quality Integration
- Procedural Competency including Ultrasound
- Advising, Mentoring, Alumni Engagement
- Residency and Teaching Faculty Governance and Structure
- Competency Measurements (chief complaint, core competency, procedural competency, off-service rotation competency)
- Fundraising

9:00 am   Services Group 1

10:15 am   Services Group 2

11:30 am   Lunch

12:00 Noon Discussion of Themes

3:30 pm   End of Day

Emergency Medicine Residency
Strategic Planning Meeting
April 28, 2005

- Mission
- SWOT (Strengths, Weaknesses Opportunities, Threats)
- GAANT Chart
- Didactics
- Procedural Competency
- Core Competencies
- Faculty Development
- Resident Development
- Outcomes Assessment
- Integration
- Fellowship Development
    - Ultrasound
    - Simulation
- Residency Info Systems
- Recruitment/Interviewing
- Residency Advisory Group
- Portfolios
- Policies
- Goals & Objectives
    - LOUs
- Survey of Graduates
- Integration of ACEME & IOM

Barrett, Lori J

From:	Ankel, Felix K
Sent:	Tuesday, March 20, 2007 12:31 PM
To:	Dahms, Rachel A; Hegarty, Cullen B; Morgan, Matthew W; 'Stephanie Witt'; Zwank, Michael D
Cc:	'jamesecolletti@gmail.com'; 'Teri.M.Gunnarson@HealthPartners.com'; Knopp, Robert K; Asplin, Brent R; Chung, Won G; Anderson, Patricia K - ER; Barrett, Lori J
Subject:	Residency transition
Attachments:	2006.02.27 GAANT Chart.xls; 2006.2.23 core curriculum.xls; Society for Academic Emergency Medicine.htm

2006.02.27 GAANT   2006.2.23 core   Society for
Chart.xls (40...   curriculum.xls ...   :ademic Emergency

Greetings Fellow Educators,
Thanks for all your help and support during this transition time. I've had many discussions with you as individuals, but wanted to share a few things and get input on a few others as a group. With the number of individual conversations and the rate of recent change, some miscommunication may have occurred. If this has happened, I apologize and hope this e-mail will clarify any possible misunderstanding.

First of all, thanks to Rachel, Cullen, Matt, Stephanie and Mike who have agreed to take on a larger role in educational leadership. I appreciate all your recent energy and ideas. I wanted to paint a few broad strokes for the residency and distribute the GAANT and residency core curriculum faculty responsibility list to get input.

I also want to thank Teri, Jim and Jeahan. Their contributions to the residency and teaching program have been immense, and I will miss them tremendously. Their fingerprints will be on the residency for a long time.

I see major delineations in the residency along the concepts of class liaisons and the concepts of knowledge, skills and attitudes. In the past, Jim was advisor to the EM-1 class, Teri advised EM-2, Cullen was the EM-3 advisor, and Brian McBeth was off-service rotator coordinator. Officially, our knowledge manager was Jim, skills manager was Rachel, and attitude "manager" was Teri (advisor coordinator, promotions committee chair.) In reality, most people cross-covered these areas.

For now, I see Mike being off-service rotator coordinator, Matt taking over conference and knowledge management from Jim. Rachel will continue as skills manager. I see Stephanie as attitude "manager." I would like to have Stephanie be first year rotation liaison, Rachel be liaison for 2nd years and Cullen continue as 3rd year liaison. I have asked Rachel to help out with first year things, such as orientation and "attitude things" i.e, advisor selection, and promotions committee chair until Stephanie joins us. The reality is that most of us will have other responsibilities (Matt with Tox, Rachel as residency operations rep., Cullen as med student and sim director).

I would like to match people's interests with responsibilities and balance this with the residency's needs. I would like to update the GAANT chart, delineating authority/accountability, responsibility, support, and inform. Please look at the GAANT chart and give me your feedback by April 15. I have also attached the residency core curriculum faculty responsibility list. Please give me, Matt and Jim any feedback by April 15.

The following themes have come up in discussions that I would like to get your thoughts on.

1. Setting aside assigned office days, for example, residency committee meets the 2nd Wed of the month. With the majority of residency directorship in attendance, residency committee meeting would be followed by residency director development meeting to discuss best practice in residency directorship (e.g., recruitment, budget, PIFmanship, feedback and evaluation, bedside teaching, mentorship, procedural competency, core competencies, etc.)

2. Consider melding student and residency program and assigning an educator of the day (just like doc-o-day). This person would then be the go-to person for things like student orientation, mid-term & final evals, off-service orientation, workshops, etc.

3. Develop "colleges" in our residency (EMS, tox, public policy, informatics, education). Work towards "cradle-to-grave" continuum of education (tailor interview day to applicant interest, assign resident advisor to interest, work towards aligning resident project and elective to interest, recruit "college" grads to serve as mentors for residents.)

4. Recruitment - consider updating web page, video, tailor interviews (see 3. above). Consider producing med student rotation brochure and sending to ACEP medical student section mailing list.

5. Presence - I would urge you to have as big a presence as possible. Things like attendance at orientation picnic, holiday and match party, graduation dinner, critical case conference, and interviews often have big long-term effects. The reality is that we all have time limitations, but even a brief presence sends a strong message. Presence outside of the department is also helpful to the residency. Consider contributing to the EMRes list (over 160 members) and joining national committees.

6. Balance - one of the challenges of being in residency direction is balancing administrative workload with professional growth and production of materials useful for academic promotion and balancing personal and work activities. I have attached a piece by Carey Chisholm that I feel is a good read. Ultimately, I expect that all faculty involved in residency direction are core faculty members as defined by the RRC. This allows for a clinical commitment limit, but also requires at least one piece of scholarly activity per year. Please let me know if there are ways we can help you in this area.

It is an honor to work with you. I'm looking forward to exciting times.
Felix

Emergency Medicine Residency Program

DRAFT

	Lori	Pat	Ankel	Hegarty	Dahms	Taft	Zwank	Knopp	Other Respons.
APPLICANTS									
Web site update	S	S	A	R					S = BDG
Recruitment	S	S	R	A					
Information packets	S	R	I	A					
ERAS installation/updates	S	R	I						IS
Retrieve applicant files	S	R	I	A					
Track requests/applications	S	R	I	A					
Review/score applications	S	S	R	A					
INTERVIEWS									
Invite for interviews	S	S	A	R					
Develop interview schedule	S	R	A	I					
Schedule applicant	S	R	I	A					
Schedule faculty/residents	S	R	A	I					
Itineraries/feedback sheets	S	R	A	I					
Interview/rate applicants	S	S	R	A	S	S	S	S	S = other faculty
Enter feedback scores	S	R	A	I					
Rank applicants	S	S	A/R	I					
Send rank list to NRMP	S	R	A	I					
Contact matched residents	R	R	A						
Match party	S	S	A/R						
ORIENTATION									
Develop schedule for week	S	S	A			R			
ACLS	R	S	A			I			A = CRH
ATLS	S	R				A			
EHS	A	R	I			I			
ED Orientation	S	S	A			R			
Develop rotation schedule	S	S	A		R				S = chief residents
Manual	R	S	A			I			
Resident picnic	S	R	I			A			
MEDICAL STUDENTS									
Yearly schedule - U of M	R		I	A					
Outstate students	R		I	A					
Student schedule	R		I	A					
Orientation	R		I	A					
Pre-test	S		I	A					S=KPK
Ride-alongs	R		I	A					
Shift report cards	R		I	A					S=KH, KPK
Mid-rotation eval	S		I	A/R					S=KH, KPK
Final test	S	R	I	A					S=KH, KPK
Final evaluation	S		I	A/R					S=KH, KPK
Letter to Dean	S		I	A/R					
Workshops	S	S	i	A/R					
ROTATING RESIDENTS									

A=Authority/Accountability
R=Responsibility
S=Support
I=Inform

9/28/2009

Emergency Medicine Residency Program

DRAFT

	Lori	Pat	Ankel	Hegarty	Dahms	Taft	Zwank	Knopp	Other Respons.
Yearly schedule	S	R	I				A/I		
Resident work schedule	S	S	I				A/I		R=chief residents
Orientation	S	S	I				A/I		R=chief residents
ADMINISTRATION COORD									
Resident contract	S	R	I						A=GME
Payroll	A/R	S	I						
Resident permit	A	R	I						
University of MN paperwork	A	R	I						
Scrubs/labcoats	A	R	I						
Beepers/Mailboxes/Lockers	A	R	I						
Off service notifications	A	R	I				I		
Scheduling	S	S	I		A				R=chief residents
Maintain dictations	S	R	I		A				
Society dues	A	R	I						
Chart completion	S	S	I		A				R=compliance chief
Monthly reports (proc. f/u, conf. attend)	S	A/R	I	I	I	I		I	
Mealcards	A	R							
Vacation tracking	A	S	I/R		I				
Supplies	A/R	S							
CONFERENCES									
Schedule Development	S	R	I			A			
Resident Assignments	S	R	I			A			
Staff Assignments	S	S	I			A			
Outside speaker contacts	S	S	I			A			
Case selection	S	S	I			A			R=Ed Chief Resident
Schedule updates	S	R	I			A			
Room arrangements	S	A/R	I			A			
CME requirements	S	A/R	I			A			
Evaluations	S	R	I			A			
Taping	S	S	I						A/R=BDG
Journal Club articles	S	S	I						A/R=JSH
PROGRAM APPLICATION									
ROTATION LIAISON									
Faculty information	S	S	A						R=KMI
Facility information	R	S	A						
Curriculum	S	S	A		R	R			
Resident information/stats	R	S	I		A				
Site visit	R	S	A						
LOU's	S	S	A						
Anesthesia	S	S	A			R			
Cardiology	S	S	A			R			
Orthopedics	S	S	A			R			

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9/28/2009

Emergency Medicine Residency Program

DRAFT

	Lori	Pat	Ankel	Hegarty	Dahms	Taft	Zwank	Knopp	Other Respons.
Peds Anesthesia (AAPA)	S	S	A/R						
St. Paul Children's	S	S	A		R				
Minneapolis Children's	S	S	A			R			
Toxicology	S	S	A						R=CRH
OB	S	S	A			R			
Plastics	S	S	A			R			
SICU	S	S	A		R				
MICU	S	S	A		R				
EMS	S	S	A						R=RJF
Electives	S	S	A	R					
Selectives	S	S	A/R						
SEXUAL ASSAULT									
Protocol development	S	S	I						A/R=MEC
Resident training	S	S	I						A/R=MEC
Record review	S	S	I						A/R=MEC
ULTRASOUND									
Protocol development	S	S	I				A/R		I=PK
Training	S	S	I				A/R		I=PK
Review	S	S	I				A/R		I=PK
PROVIDER TRAINING									
ACLS	R	S	I						A=CRH
ATLS	R	S	I						
PALS/NRP	R	S	I						
TUTORIALS									
Development		S	I			A			
Schedule		A/R	I						
Track		R	I			A			
PROCEDURE LAB-1ST YEAR									
Development	I	S	I		A/R				
Schedule lab	I	A/R	I		I				I=RAD
Schedule resident	I	A/R	I		I				I=RAD
Funding	S		A/R						
PROCEDURE LAB-2ND YEAR									
Development	I		S		A/R				S=PGK/KB/KH
Schedule lab	I	A/R	I		I				
Schedule resident	I	A/R	I		I				
Funding	I		A/R						
PROCEDURE LAB-3RD YEAR									
Development	S		I		A/R				
Schedule lab	A/R		I						I=RAD
Schedule residents	A/R		I						I=RAD
Funding			A/R						
QUALITY IMPROVEMENT									

A=Authority/Accountability
R=Responsibility
S=Support
I=Inform

9/28/2009

DRAFT

	Lori	Pat	Ankel	Hegarty	Dahms	Taft	Zwank	Knopp	Other Respons.
QI Meetings		S	I			I			A/R=RCL
Chart reviews		R	A	I		I			A=RCL
BUDGET									
Development	S		A/R						
Monitoring	R		A						
Foundation Acct	R		A						
ORAL EXAMS									
Development	S	S	I	S	S	A/R	S		S=KI, MEC, EB
Schedule	A/R		I			I			
Notify residents/services	A/R		I			I			
Maintain record	A/R		I			I			
PROCEDURE LOG									
Development/Maintenance	A/R		A						
Resource/training	A/R	S	I						
Monthly reports		A/R	I						
INSERVICE EXAM									
Contact with ABEM	R	S	A						
Schedule Room	A/R	S	I						
Notify residents/services	A/R	S	I						
Proctor exam	A/R	S	I						
EVALUATIONS									
Gen fac evals of res q.6mo	A/R	S	I						
Composite resident evals	S	S	A	R (G3)	R (G2)	R (G1)			
Promotions committee rev	S		I	I	A/R				
Schedule resident evals	A/R		I						
Gen res evals of fac q.yr	A/R		I						
Composite faculty evals	S		A/R	I					I=KMI
Yearly program evals to residents	R		A/R						
Yearly program evals to faculty	R		A/R						
Composite program eval	S		A/R	I					
Summarize program evals	S		A/R	I					
Gen rotation evals		A/R	I						
Ann composite evals to rotations		A/R	I	I					
EKG test		S						A/R	
COMMITTEES			S	S					
Residency Committee Meetings/agenda/minutes	R	S	A						
Library Committee Meetings/agenda/minutes	S	R	I	A					
Res/Fac Meetings Agenda/minutes/scheduling	R	S	A						
PGY-1 Class Agenda/minutes/scheduling	S	R	I	I		A/R			

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9/28/2009

Emergency Medicine Residency Program

DRAFT

	Lori	Pat	Ankel	Hegarty	Dahms	Taft	Zwank	Knopp	Other Respons.
PGY-2 Class Agenda/minutes/scheduling	R	S	I	I	A/R				
PGY-3 Class Agenda/minutes/scheduling	R	S	I	A/R					
GRADUATION									
Criteria	S		A/R		S				
Certificates	A/R	S	A/R						
Ceremony	R	S	A/R						
Summary letter	S		A/R						
Graduate Survey	S		A		R				
DEPARTMENTAL OPERATIONS									
Departmental policies & proced			I		A/R				R=WGC
ED Ops Liaison			I		A/R				
OTHER EDUCATION									
Simulation	S	S	I	A/R					S=JGN, EB
Faculty development			R						A=KMI, S=LM
Resident projects	S		I				A/R	A/R	
Admin Education	S		I						A/R=DZ
Resident Wellness	S		I		A/R				
Resident Remediation	S		I		A/R				
Resident Mentorship Advisor Selection		S	I			A/R			
Residency Retreat		S	A/R						
Annual Report	S		A/R						
International Rotations	S		A/R						

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9/28/2009