

Emergency Medicine Residency Program

DRAFT

	Incoming resident perspective	When	Who can perform	Ideas	Can this be delegated?	Can this be automated
APPLICANTS						
Web site update	Decentralize updates, update CVs q 6 months for res, q year for faculty; annual report updates; FREIDA, SAEM catalog; EMRA listing	Summer	LB, PA, Prog Asst, Debi	Res give electronic CVs Investigate on-line CV programs	yes - faculty	CV template to be completed/updated?
Recruitment	Guide to Res app process; Rules of the Road (interview tips)	Spring & Fall				
Information packets	to med student interested in EM		LB, Prog Asst	Wiki site		
ERAS installation/updates		Aug				
Retrieve applicant files		Sep-Nov	Pat, Lori,			
Track application stats		Sep-Jan	Pat, Lori,			
Review/score applications		Sep-Nov	CBH	Talk to CBH about data entry		
INTERVIEWS						
Invite for interviews	Emailed via ERAS and IB	Sep-Nov	Pat, Lori, CBH			
Prepare materials for applicants	Review via wiki	Oct	Pat and Lori			
Set up spreadsheet of candidates & fill ERAS data fields (EM rotations & Letter writers)			Pat		yes	?
Develop interview schedule			Pat, Lori, Felix			
Schedule applicant	Done through Interview Broker					
Schedule faculty/residents				Schedule residents in advance with Chief; 2 RODs per interview day		
Itineraries/feedback sheets						
Interview/rate applicants						
Enter feedback scores		Nov-Jan	Pat	Consider direct entry by interviewer Data entry on-line	yes	?
Rank applicants			FA/CBH			
Send rank list to NRMP						
Contact matched residents						
Match party						
ORIENTATION						
	Onboarding mapped w/GME			What can GME do?		
Develop schedule for 2 weeks				See how much info transfer can be done on-line before residents arrive. Add pictures of ED personnel to wiki		
ACLS				Consider web-based		
ATLS						
EHS		April	Pat	Forms on wiki?		NI?
Schedule Teambuilding						

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Epic Training						
ED Orientation & Shadow shifts						
Program Orientation	Update orientation wiki	March	Pat, Lori	YouTube videos		?? Via video
Develop rotation schedules		April				
Manual	Based on wiki	May		on-line acknowledgement		
Procedure rodeo		June				
Airway lab		June				
Resident picnic		June	Pat, Lori	Order food to be delivered to park or catered	yes	
MEDICAL STUDENTS				?? Yearly schedule of important dates		
Yearly schedule - U of M			LB, Prog Asst			
Outstate students				Should we require all outstate students to go through VSAS?		
Student schedule				Can we template advanced students?		
Orientation				How about a wiki?		
Ride-alongs						
Shift report cards				Can another system be used?		??
Mid-rotation eval						
Final test						
Schedule final evaluation						
LORs for applications						
Workshops				Should we do workshops without advanced students?		
ROTATING RESIDENTS						
Yearly schedule			Pat			
Resident work schedule						
Orientation			ROD, Pat	Put info on wiki or NI		
ADMINISTRATION COORD						
Resident contract						
Payroll	Badge in		Lori			
Resident permit				Put link on wiki		
MMCGME paperwork				put form/link on wiki		NI?
Scrubs/labcoats			Pat			
Beeepers/Mailboxes/Lockers			Pat			
Off service notifications			Pat, Lori			
Society dues			Pat			
Block schedule in NI			Pat, Lori			

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Monthly reports (proc. f/u, conf. attend, pt satisf)	How to automate? Check on pt follow-up as ACGME requirement. Should f/u reports go out monthly instead of weekly? Check with NI on automatic reports			Eric Peterson to give monthly reports on procedures & pt satisfaction. Check with EP about monthly dashboard	Yes	Check w/NI
Mealcards			Lori			
Vacation tracking			Pat, Lori			
Supplies			Lori			
DUTY HOURS						
Duty Assignments	Look further into automating - ask residents if this is still onerous		Pat, Lori			?? Parking cards
Teach Residents		June	Pat, Lori		yes	
Review monthly for accuracy		q month	Pat, Lori			
CONFERENCES						
Schedule Development						
Resident Assignments						
Staff Assignments						
Outside speaker contacts						
Case selection						
Schedule updates						
Room arrangements						
CME requirements						
Evaluations						
Set up in NI						
Journal Club articles						
EVALUATIONS						
Gen fac evals of res q.6mo						
Composite resident evals						
Promotions committee rev						
Schedule resident evals						
Gen res evals of fac q.yr						
Composite faculty evals						
Yearly program evals to residents						
Yearly program evals to faculty						
Composite program eval						
Summarize program evals						
Gen rotation evals						
Ann composite evals to rotations						
EKG test						
PROGRAM APPLICATION ROTATION LIAISON						
Faculty information						
Facility information						

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Curriculum						
Resident information/stats						
Site visit						
LOU's						
Anesthesia						
Cardiology						
Orthopedics						
Peds Anesthesia (AAPA)						
St. Paul Children's						
Minneapolis Children's						
Toxicology						
OB						
Plastics						
SICU						
MICU						
EMS						
Electives						
Selectives						
SEXUAL ASSAULT						
Protocol development						
Resident training						
Record review						
ULTRASOUND						
Protocol development						
Training						
Review						
PROVIDER TRAINING						
ACLS						
ATLS						
PALS/NRP						
TUTORIALS						
Development						
Schedule						
Track						
PROCEDURE LAB-1ST YEAR						
Development						
Schedule lab						
Schedule resident						
Funding						
PROCEDURE LAB-2ND YEAR						
Development						
Schedule lab						

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Schedule resident						
Funding						
PROCEDURE LAB-3RD YEAR						
Development						
Schedule lab						
Schedule residents						
Funding						
QUALITY IMPROVEMENT						
QI Meetings						
Chart reviews						
BUDGET						
Development						
Monitoring						
Foundation Acct						
ORAL EXAMS						
Development						
Schedule						
Notify residents/services						
Maintain record						
PROCEDURE LOG						
Development/Maintenance						
Resource/training						
Monthly reports						
INSERVICE EXAM						
Contact with ABEM						
Schedule Room						
Notify residents/services						
Proctor exam						
COMMITTEES						
Residency Committee						
Meetings/agenda/minutes						
Library Committee						
Meetings/agenda/minutes						
Res/Fac Meetings						
Agenda/minutes/scheduling						
PGY-1 Class						
Agenda/minutes/scheduling						
PGY-2 Class						
Agenda/minutes/scheduling						
PGY-3 Class						
Agenda/minutes/scheduling						
GRADUATION						

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Criteria						
Certificates						
Ceremony						
Summary letter						
Graduate Survey						
DEPARTMENTAL OPERATIONS						
Departmental policies & proced						
ED Ops Liaison						
OTHER EDUCATION						
Simulation						
Faculty development						
Resident projects						
Admin Education						
Resident Wellness						
Resident Remediation						
Resident Mentorship						
Advisor Selection						
Residency Retreat						
Annual Report						
International Rotations						