

Professional Development Series:

Resident & Fellow Folders

May 8, 2009

Loyola University Medical Center

Graduate Medical Education

Anne Hartford



LOYOLA
MEDICINE

We also treat the human spirit.®

Why talk about files anyway?

- We learned from experience
 - ACGME/RRC
 - LUMC policy
 - Medicare
 - Boards
 - Future Employers
 - Attorneys



LOYOLA
MEDICINE

We also treat the human spirit.®

Why Standardize files?

- For internal reviews
- RRC site visits
- Learned from standardizing Medical Staff files.



LOYOLA
MEDICINE

We also treat the human spirit.®

Application tab

1. GME application
2. ERAS application
3. Letters of recommendation
4. Transfer summary evaluation*
5. Transcripts – medical school
6. Copy of medical school diploma
7. Copy of certificate from prior US training program



*This applies to all residents from any outside program and internal transfer residents.
All Fellows are considered Transfer Residents

TRANSFER RESIDENT EVALUATION SUMMARY

BACKGROUND AND TRAINING

PROGRAM NAME AND INSTITUTION

RESIDENT NAME

	FIRST		MIDDLE	LAST
SUFFIX/DEGREE		SOCIAL SECURITY #		
USMLE I TOTAL ATTEMPTS			___	
USMLE I PASSING SCORE			___	
USMLE II TOTAL ATTEMPTS			___	
USMLE II PASSING SCORE			___	
USMLE III TOTAL ATTEMPTS			___	
USMLE III PASSING SCORE			___	

DATES COVERED BY THIS EVALUATION:

FROM: _____ TO: _____

LEVEL(S) OF TRAINING DURING THIS TIME PERIOD: _____ MONTH/DATE/YEAR MONTH/DATE/YEAR

Form available on the GME website – Incoming Housestaff
 Tab - 3 page form to be completed by PD.

Contracts / License

1. Illinois licensure application
2. Copy of Illinois license
3. Contracts
4. NPI
5. Other licenses – ICSL, DEA



LOYOLA
MEDICINE

We also treat the human spirit.®

Resident Information

1. Demographic information
2. Name/address change information
3. LOA information (not PHI)
4. Work authorization – (i.e. visa, ECFMG info)
5. Loan deferment information



LOYOLA
MEDICINE

We also treat the human spirit.®

Exams & Certifications

1. USMLE 1,2,3 – scores if needed
2. BLS, ACLS, PALS, NRP, etc.
3. Conscious sedation approval
 - Certification & worksheet
4. Procedure logs/ Operative experience reports (signed)
5. In-Service exam scores
6. Board scores (if available)
7. Exams
8. Copy of LUMC certificate of completion



Evaluations

1. Semi-annual aggregate reports of rotation evaluations.
 - Conference attendance (if program requires)
 - Self reflection tool
 - Case logs/operative experience logs (signed)
2. Direct observations
3. Other evaluations
4. Final Summative evaluation



LOYOLA
MEDICINE

We also treat the human spirit.®

Advisor Meetings

1. Rotation schedule
2. Notes
3. Program director's worksheet (if applicable)



LOYOLA
MEDICINE

We also treat the human spirit.®

Recognition & Awards

1. Letters (commendation, praise, thank you from patients, teaching award letters, etc.)
2. MAGIS awards



LOYOLA
MEDICINE

We also treat the human spirit.®

Portfolio & Scholarly Activities

1. Presentations (list if files are kept electronically)
2. Publications
3. Posters/submissions
4. Departmental activities (varies by dept)
5. Quality Improvement project information



LOYOLA
MEDICINE

We also treat the human spirit.®

Verification of Training

1. Copies of verifications completed after resident completes/leaves training.



**LOYOLA
MEDICINE**

We also treat the human spirit.®

Confidential

1. Low score reports
2. Disciplinary action information
3. Academic probation information



**LOYOLA
MEDICINE**

We also treat the human spirit.®

What not to put in the file:

1. Protected healthcare information
 - TB test information
 - LOA medical certification information
 - Occupational health related information



Program Specific Requirements

Please be sure to pay attention to your own specialty

How do I know what is required?

- Look at your specific requirements
- Some ACGME/RRC requirements available online @

http://www.acgme.org/acWebsite/resInfo/ri_residentEvalSpec020105.pdf



LOYOLA
MEDICINE

We also treat the human spirit.®

Next Steps

- Check your program requirements to see what you need
- Organize current files
- Create inventory to determine what you need to track down
- Follow up to ensure your files are compliant



GME next steps

- Some components of resident files stored electronically
- Eliminating unnecessary duplication of materials and efforts



LOYOLA
MEDICINE

We also treat the human spirit.®