

PARTNERS OFFICE FOR GME

LIST OF HELPFUL LINKS

- GME Website: <http://www.partners.org/gme>
 - Orientation information: <http://www.partners.org/gme/orientation/orientation.html>
 - New Innovations information: <http://www.partners.org/GME/ni.html>
 - Trainee Policies, Benefits and more: http://www.partners.org/research/gme/research_gme_trainee.html

NEW INNOVATIONS (NI)

Partners licenses a residency management suite, New Innovations, a 3rd party vendor, to help our training programs comply with some administrative tasks such as managing evaluations, monitoring duty hours, procedure logging, conference scheduling, and more.

Partners requires that trainees in ACGME accredited programs log their duty hours using New Innovations (NI) the day they begin working. It is your professional responsibility to log hours accurately and honestly. If you have any concerns about this process, please contact Deb Weinstein, VP for Partners Graduate Medical Education (dweinstein@partners.org).

How to logon to NI

There are three ways to logon to New Innovations:

- 1) **From a Partners workstation, go to **Start, Partners Applications, and click on New Innovations.****

If you are NOT at a Partners workstation, use (2) or (3) below.

- 2) **If you are not at a Partners workstation, you can use the **Auto-Login link** provided in your **email notification** from any computer with internet access. In order to use the Auto-Login you must first have a confirmed email address on file with NI.**

By clicking the link below, your email address will be automatically confirmed after you successfully log in. In the future, when you are notified to complete an evaluation or log duty hours, you can use the Auto-Login link to log you in automatically.

If you haven't already done so, click here to confirm your address:
<http://www.new-innov.com/Login/Login.aspx>

- 3) **If you are not at a Partners workstation, you may also login the conventional way using your assigned username and password from any computer with internet access:**

Go to: <https://www.new-innov.com/Login/Login.aspx?Hospital=partners>

Client/Institution: **partners**

FIRST TIME USERS ONLY, type the following in lowercase, no spaces.

Username and password: **firstinitiallastname**

Once you're in the system, change both your username and your password by responding to prompt or by clicking on CHANGE PASSWORD on the top of the Welcome/Home page.

How to log duty hours

- 1) **Logon** using one of the three methods described above.
- 2) **Set the duty hours page as your initial logon page (optional):** Once you're logged on, click on Favorites on the top right corner of the screen. Click on "Set as My Home Page".
- 3) **Enter daily:** All works hours, as well as, vacation/leave must be accounted for. NI will send periodic email reminders to residents/fellows who have not logged for 'x' number of days. Your program director and coordinator will also

receive reminders to let them know who has not logged. Generally, programs request the reminders be sent every 3 to 5 days. Vacation and leave can be entered anytime, but you may not log any other hours in the future.

- 4) **Select your Duty Type:** In order to calculate compliance, duty types are used to tell the system what type of hours have been entered. Please see the attached duty type list with descriptions on how they should be used. Your program may only use a subset of these based on your specialty.
- 5) **Paint your time for each duty type and “Save”.**

If you ever have any feedback, questions, or problems, please email us at: phsgmeresmtg@partners.org, or call 617-643-6379.

Thank you!

Maria DellaRocco
Partners Office for Graduate Medical Education

List of Duty Types and Descriptions

Your program may use all or a few of these duty types. Please check with your program for more details.

Call- In-House Calls Only

Post-Call- To be used for any work hours that immediately follow a 24-hour in-house call

Clinic- Any hours worked while in a clinic

Conference/Didactics- Any hours spent in Conference/Didactic- No Patient Care

Moonlighting-In House- Any hours worked moonlighting in any of the Partners Health System Hospitals

Moonlighting-Out of Hospital- Any hours worked moonlighting in locations outside of the Partners Health System Hospitals

Pager Call-Not Called In- Any hours on **Home call** where the resident was not called into the hospital

Pager Call-Called In- While on **Home Call** all hours called into the hospital

Shift/Work Hours- Any other hours worked in the hospital that do not fall within any of the categories above

Research- Any other hours worked in the hospital doing research