NEW INNOVATIONS: WHAT IS IT, WHAT TO MONITOR NOW, AND HOW TO GET READY FOR THE NEW ACADEMIC YEAR

Please note that no one has reviewed this documentation for accuracy or completeness. If you find mistakes, please report them to Anne Rigg. Thanks for your help in improving this documentation.

WHAT IS NEW INNOVATIONS (NI)?

New Innovations is a web-based software application used by ACGME-accredited residents/fellows to log duty hours, by trainees and faculty in both accredited and non-accredited training programs to evaluate each other and their program, by program administrators to monitor the program, by the GME Office for creating email lists and monitoring duty hours and, occasionally, other aspects of the program.

Depending on your role and the size of your residency or fellowship you might never use NI or you might use it daily. Even if you never plan to use it, it may be helpful to know what’s available.

There are about a dozen "modules" in NI. There are 4 modules an ACGME-accredited program or its residents must use: personnel data, duty hours, evaluations, and block schedule.

MONITOR YEAR-ROUND

ACGME Survey

Ensure Trainees in ACGME Programs Respond to the ACGME Survey
The ACGME sends an annual survey to residents and fellows of all accredited programs that have at least 3 or 4 trainees and asks them questions about the quality of the program that they participate in. This survey is sent out between January and June of each year and programs are required to have a 90% response rate.

Duty Hours

Ensure Trainees in ACGME Programs Understand Their Duty Hour Responsibilities
(1) log duty hours for months of August, November, February and May
(2) respond monthly to the evaluation sent by the GME Office by the 21st of each month. We call this questionnaire an evaluation to help remind residents/fellows that they will find it in the Evaluations" module in NI, not in the "Duty Hours" module.

Use the Duty Hours Dashboard
Single most useful tool in monitoring duty hours. To find it, click on Duty Hours on the navigation bar and then on "Dashboard".

The home page of the duty hour module is a dashboard that contains real-time data. To get to it, click on “Duty Hours” and then on “Dashboard”. The dashboard provides a usefull overview of the status of your program’s compliance with the duty hour rules. It also allows you to view the logged hours of anyone in your program. By clicking on each of the panels on the page, you launch the report that compiles the data shown on the dashboard.

The “Usage” panel shows how many of your trainees are logging duty hours. Clicking on it will give you a report showing the hours logged for that week by each trainee.
The “Violations” panel shows the number of violations in the current month and each of the previous 4 or 5 months. If there is no data in this panel, it indicates that your program has had no violations during this time frame. Clicking on the panel takes you to the Violations report which lists the violations and justifications.

The “Compliance” panel shows the percentage of your trainees (or their shifts) that comply with the duty hour rules. Clicking on the panel runs the Compliance report for the current day and the previous 27-day period.

Ensure Your Trainees are Logging as Required

1. View Hours: Click on Duty Hours, click on Dashboard, select person’s name from the drop-down list on the top left corner of the screen, click on View Hours to the right of the name. Note: to the left of the list is a small “funnel” icon that can be clicked on to configure the status types of the residents whose hours you want to view.

2. Usage report: Click on Duty Hours, click on Reports, click on Usage Summary, configure the report and click on “View Report”. The number of hours that the resident has logged, the number of days without logs, and the last updated columns allow you to estimate whether or not the trainee is logging regularly.

3. Compliance report: Click on Duty Hours, click on Reports, click on Compliance. A copy of the configuration options was sent to all program coordinators in September. If you need a copy, contact the GME Office.

4. Daily email notification: Your notifications are probably set up so that you get an email telling you to whom the duty hour logging reminders were sent. If you’re not getting such emails, contact the GME office to find out how to configure them.

Ensure Your Trainees Complete the Monthly Duty Hours Evaluation

Click on “More” and then on “Custom Reports”. Find the report called “month year Duty Hours Evaluation Non-Responders Report (GME-Partners) where month and year are the month and year for which the trainee is providing the duty hour data.

The resulting list is the names of the trainees who have not yet responded. It’s a good idea to run the report at least a few days before the 21st so that it there are names of trainees who have left the program or are on extended leave, you can notify the GME Office and we can remove their names.

Monitor Violations

Check regularly, preferably weekly if your program is a residency (monthly is probably fine for fellowships, depending on your trainees’ history of violations), and if you notice violations that appear to be logging errors, talk to the resident/fellow about them right away, before they forget what hours they worked. Be very careful, though, never to give the trainee the impression that he/she should change the hours he/she reported simply to reduce or eliminate violations. Only hours that are logged in error should be modified. The goal is to have trainees report their hours as accurately and completely as possible.

Inform your program director of any trends that you see in duty hour violations – problems, for example, with certain rotations – that he/she may be able to resolve by changing the staffing on the rotations or hiring additional service providers.

Review Justifications

Residents/fellows in the “final years” of education can violate two rules (maximum consecutive hours worked and short-break) if they have a good reason. The RRCs define which residents/fellows are considered in their “final years” of education. The ACGME specifies valid reasons in the Common Program Requirements (http://www.acgme-2010standards.org/pdf/Common_Program_Requirements_07012011.pdf). The ACGME also says that “The program director must review each submission of additional service, and track both individual resident and program-wide episodes of additional duty.”
Neither the ACGME nor the GME Office specifies what information should be provided in the justification. However, I suggest that the trainee provide enough information so that if you are reviewing these justifications with the ACGME during a site visit, you can be confident that the site visitor will have sufficient information to form his/her own opinion about the validity of the justification.

**Educate Trainees to Prevent Common Logging Errors**
Log day off as vacation/leave. Days off are not logged; any day without a log is considered a day off. Vacation/leave is logged.
Log “call” and “post-call” together as either “call” or “shift/work hours”
Log “call” as “shift/work hours”
Log “pager call – not called in” as “call”
Log lunch or dinner as a break. Lunch breaks should be logged as work time.

**Personal Data**

**Notify the GME Office of Changes to a Trainee’s Status**
Anytime there is a change to your residents or fellows, for example, someone leaves the program, please notify the GME Office so that NI can be updated. If a resident or fellow goes on leave and his/her program end date or advancement date changes, please notify the GME Office.

**Know How to Reset Passwords**
Faculty members and trainees frequently forget their NI passwords. You can not determine what a person’s password is but you can reset it by clicking on the “key” icon that is two lines below the user’s photo placeholder in the Personnel Data record. A pop-up will tell you what the new password is.

**Block Schedule**

**Maintain an Accurate Block Schedule**
Frequently, coordinators don’t learn about changes in the block schedule until a faculty member emails her/him to say that the faculty member didn’t work with the resident. In this case, the best option is to update the schedule. If you are using automatic matches in your evaluation sessions, you then need to rematch the interval. If you created manual matches for the evaluation session, you’ll need to update the matches individually. While it, at times, seems that the easiest solution is to delete the match, if you rematch the interval for some other reason, the match will reappear. Another disadvantage is that is reduces the accuracy of your Evaluation Compliance report.

**GET READY FOR THE NEW ACADEMIC YEAR**

**Personal Data**

**Send Incoming Residents and Fellows Information to the GME Office**
Sometime in the winter or spring the GME Office emails the coordinators of programs that don’t go through the main March NRMP residency match to ask for a list of incoming residents or fellows. Even if your program doesn’t use NI, the GME Office needs the names and email addresses of your trainees. If your program uses ERAS, you can download most of the data we need from ERAS. If not, we will send you an Excel spreadsheet that contains 50+ fields, about 15 of which are for required data and the remaining for optional data, and the GME Office will create the resident and fellow accounts. The GME Office asks that you return the data within two or three weeks.

Those programs who use the match can expect such an email one to two weeks after the match.
Once we receive the information from you, GME Office staff will upload the information to New Innovations and then email you and let you know that we’ve done so.

**Verify Trainee Data and Contact Trainees**

After trainee data has been uploaded there are two things you need to do:

1. Check that the information is correct in New Innovations, especially the status, PGY, and start and end dates.
2. Send their usernames and passwords to the trainees and ask them to change their passwords right away. We will send you sample text to use in emailing the trainees. We also provide a custom report, Incoming Residents and Fellows, and instructions for obtaining the new trainees’ usernames and passwords. This report provides a list of incoming residents and fellows. Once they’ve started the program, their status type will change and the report will be empty.

If you notice any inaccurate data in a training record, please inform the GME Office immediately.

**Review List of Faculty**

If a faculty member leaves, you can archive his/her account by clicking on the Archive’ link several lines below the photo placeholder.

If a new faculty member joins your division, send an email to the GME office and we’ll create his/her account. If the faculty member is not listed in the Partners phone directory, please send us his/her email address and the name of his/her employer. We will assume that the new faculty member will be in the same division as your home department/division. If the faculty member is employed by an affiliate such as Children’s Hospital and associated with more than one division, we’ll create the account in the division associated with his/her employer, e.g., X-Other Faculty-Children’s Hospital.

**Add Rotators**

If trainees from other hospitals will be rotating to one of the Partners Hospitals, we need to create an NI account for him/her. For rotators, we need all the same information as we do for Partners trainees. We also need to know the exact dates that the person will be rotating here.

**Update Trainees Files and Notes**

Consider storing your trainees’ CVs and ECFMG certificates in the Files and Notes section in “Attached Files”. This will allow the Finance department to get this data from NI rather than having to ask you to send it to them. To do so simply click on “Attached Files” to be given the option to browse for the file you want to upload. Note that files contained in “Attached Files” follow a trainee to his/her next training program. Other files and folders do not; they are accessible only to administrators in your program.

**Academic Year(s)**

**Understand How Academic Years are Used**

The academic year indicate the number of blocks or intervals within the year and the start and end dates for each block indicate the dates when residents/fellows start/end a rotation. It is used by the Block Schedule module as well as by the Evaluations module.

Most trainees are on different rotations during the academic year. For example, a Pediatrics resident may be on an inpatient rotation during one period of time and on a NICU or Newborn rotation at a different time of the year. The number of rotations the typical trainee is on during the year typically dictates the number of intervals in the academic year. For example, if a trainee is on month-long rotations, you will create an academic year with 12 intervals. If a trainee is on four-week rotations, you’ll create an academic year with 13 intervals. If week-long rotations, you’ll
create one with 52 intervals. Some programs have blocks that vary in length; for example, one block might be 16 days old and another 18 days.

While most programs create only one Academic Year, some programs benefit by having a few. If yours is a multi-year program in which the trainees in different years of the program have different start dates, you may want to create an academic year for each year in the program, for example, a 2013-2014 Intern academic year and a 2013-2014 PGY2-4 academic year.

The academic year, as noted above, is also typically used when creating a schedule for an evaluation session. The ACGME states that trainees should receive feedback at the end of each rotation and most programs meet this requirement by setting up written evaluations of the trainees. If you've created an academic year that matches the rotation schedule, you can then use that academic year to create the schedule on which trainees will be evaluated by faculty. However, if, in addition, your trainees are evaluated by health care professionals twice a year and if the trainees evaluate the program twice a year, you may want to have an academic year set up with two intervals and then use this two-interval academic year for these evaluation sessions.

Create an Academic Year
To create an academic year, click on Administration on the main menu bar and then on “Software Setup”. When the page loads, look under “Local Setup” for “Academic Years” and click on it. A web page similar to that shown below will open.

![Image of web page for creating an academic year]

Click on “New”. Name the academic year “2013-2014” or something similar.
Add the academic year start and end dates, such as 7/1/13 for the start of the year and 6/30/14 for the end of the academic year. Once you do so and click elsewhere on the page, the page will refresh and the start dates and end dates for each interval will be populated automatically, as shown below.

NI defaults to creating an academic year with 12 intervals. If your academic year has a different number, use the drop-down to change the number of intervals. The page will refresh and the interval dates will be updated. Adjust the dates to match your block schedule. Note that you can not change the end date of any interval. When you change the start date of an interval, however, NI will automatically adjust the end date of the previous interval. You can also change the interval names.
Note the “Include dates” checkbox on the top right. I recommend clicking this so that the dates are displayed on your block schedule.

If your program probably already has one or more academic years set up for the 2012-2013 academic year, another option is to simply copy an academic year from one year to another. If your program has the same block lengths year after year, you may want to create a recurring academic year.

**Block Schedules for Trainees and Faculty**

Understand the Importance of the Block Schedule
While the block schedule gets its initial data from the Personnel Data module, all other modules - for example, duty hours, conferences, evaluations, curriculum, etc. - get their data from the block schedule so it’s important to keep the block schedule up to date.

Review Rotations
Your program/division already has a set of rotations, however, sometimes there are changes. The curriculum changes or an affiliate changes so a new rotation needs to be created or an existing one edited. Only staff with level 6 privileges in NI (GME Office staff) have the ability to create or modify rotations.

Ensure Trainees are on a Primary Rotation for the Entire Year
ACGME, ABOG, and CODA-accredited trainees should be on a primary rotation for every day in the academic year, including days off, weekends, vacation, and leaves of absence (unless the leave of absence is for the entire academic year). Non-ACGME trainees and faculty need to be on the block schedule only if you opt to use “automatic matching” in your evaluation sessions. If your program is not accredited by one of these organizations but you want your trainees to log duty hours, you must create a block schedule for them.

If trainees are on multiple rotations at the same time, the rotation that they spend most of their time on should be listed as the primary rotation. The primary rotation is used by the Duty Hours module and the Finance module.

Schedule Faculty and Trainees
The block schedules for faculty should be in NI if your program is going to use NI for evaluations of trainees and faculty. It’s necessary to have the block schedule for faculty in NI because NI uses the schedule to determine which attending supervised which residents/fellows.

While residents and fellows are on different rotations during the academic year, faculty are generally on the same rotation - because of their particular expertise - for the entire year. It’s not unusual for faculty to be put on the same rotation for multiple years, e.g., 5 years.

If you have level 5 privileges in the block schedule in any division, you can schedule the trainees in that division as well as add any faculty member to one of your rotations. You can not schedule trainees in other divisions nor edit the rotations of faculty who are on rotations outside the divisions in which you have privileges.

You can create a trainees schedule three ways:
1. Use MedScheduler. MedSchedule is a tool that you download from NI. It runs on your computer and, after updating your faculty and trainee schedules, you synchronize them with the server. In the screen shot shown below, half way down the screen on the right, note the “Install MedScheduler” link.
2. Upload the schedules from AmIOn. This is the method preferred by most large residencies simply for historical reasons. It combines both the Block Schedule and Assignment Schedule features of New Innovations. If your residency hasn’t used it in the past, I recommend using MedScheduler instead.

3. Click on Schedules and then on “Schedule Rotations” to get a drop-down list of everyone whose home department is the same as the division that you’re active in or who is on one of that division’s rotations for the current academic year. To access faculty who are not in your division, click on the “Access All Faculty” link below the drop-down list.

Check with Coordinator Before Scheduling Trainees on Rotations in Another Division
When scheduling a resident on a rotation in a different division, check with the program coordinator to make sure that you’re putting the resident on the correct rotation. As an alternative, you can view the schedule for the faculty member who is supervising your trainees and see what rotations he/she is on.

Utilize the Gap Locator Tool
The “Gap Locator” tool will tell you if there are periods of time that your residents/fellows and/or faculty are not on the block schedule or are not on a primary rotation. To find the tool, click on “Schedules” and then, under Tools, on “Gap Locator”. Be sure to check the box “Include people without a schedule”.

**Duty Hours**

Run Duty Hour Reports
(1) Make sure duty hour logging is complete before the end of the academic year and that logging errors have been corrected and your program director has responded to justifications.
(2) Run the DH Compliance Report for each month that your trainees were required to log and save the reports. Because the Compliance Report shows every rotation that primarily falls within the dates of the report, it may include weeks that your trainees were not required to log and, therefore, your trainees’ response rate (weeks complete) may be lower than it would be if you
could exclude the weeks in which trainees were not required to log. In this case, you may want to “view” the hours for each trainee and print that report.

To run the Compliance Report,
1. Click on “Duty Hours”, click on “Compliance”.
2. Select the first and last day of the month for which you want the report.
3. In the list after “Select Departments”, make sure that your department is selected.
4. Under “Rotations & Statuses” select “Filter by Status”. When running the Compliance Report, select all status types that correspond to your program.
5. Under Additional Options, select “Breaks - The number of valid breaks compared to the number of breaks” for calculating Short Break compliance and choose “Work Periods - The number of valid shifts compared to the number of shifts” for calculating Max Consecutive Hours compliance.
6. On the right side of the page, select “logging compliance” and click on the default number of days that are considered compliant and change it to 4 or more. The screen shot below shows the recommended settings.

**Evaluations**

**Understand What An Evaluation Session Is**
An evaluation session is a collection of configuration options that determine who is being evaluated, by whom, on what time schedule, using what questionnaire, etc. The data is organized into 5 tabs: People, Rotations, Questionnaire, Settings, and Match Schedule.

**Review or Select Questionnaires to be Used for Program Evaluations**
The Evaluation and Feedback and Evaluation Subcommittee of PEC has just released two evaluations of the program. One is called “Faculty Evaluation of Program” and the other is called “Trainee Evaluation of Program” and they are available in NI.

**Set up Program Evaluation by Faculty and Program Evaluation by Trainees**
Most programs ask the faculty to evaluate the program once a year and ask the trainees to evaluate the program once a year. The evaluations of the program can be configured either as an evaluation of the program or an evaluation of a rotation. If you want to include evaluators who are in a different division than that with which the program is associated, you will need to use an evaluation of a rotation.

You can use the Rotation evaluation to evaluate the program but should do so only if you need to include evaluators from outside your division.

The four primary differences between the evaluation of a program as a rotation and an evaluation of a program are:
1. To be used in an evaluation of the program, the questionnaire must be copied as a program questionnaire. There are slight limitations on a program questionnaire that don’t exist with other questionnaires.
2. By default, an evaluation of a program has “Total” anonymity. An evaluation of a program must be configured with “Total” anonymity.
3. There is only one report available for the evaluation of a program but you can create your own custom report for the evaluation of a program as a rotation.
4. Evaluators from other divisions can be included in the evaluation of a program as a rotation but only evaluators who are in the same division with which the program is associated can evaluate a program using the program evaluation.
5. Evaluators are matched based on the “program” (really the division) they are in rather than on the rotation they’re on.

Send Reminders to Evaluators Whose Evaluations are Overdue
Your evaluation sessions are probably configured to automatically send delinquent reminders. These reminders are sent as part of the “Daily Email Notification” from NI which many NI users ignore.

In addition to the automatic reminders, you can view all delinquent evaluations and send a separate (not part of the Daily Email Notification) email to faculty and trainees. Like the standard delinquent reminder, this email can be customized. It can also be sent to selective rather than all delinquent evaluators and you can cc the program director or person responsible for ensuring that evaluations are completed.

To send these reminders, click on “Evaluations” and on “View Evaluations”. The page defaults to the “Completed” tab. Click on the “Delinquent” tab as shown below.
Use the three boxes, “Sessions”, “Evaluators” and “Subjects” to filter the evaluations. In the example above, I have selected “All” for Sessions and Evaluators and “Trainee, BWH” for “Subjects”. Click on “View List”.

A screen similar to that shown below will open.

Select the evaluators to whom you want to send the delinquent email reminder by clicking on the checkbox to the left of the evaluators’ name(s) and then click on “Send Delinquent Email”.

A new screen, similar to that shown below, will open.
Note that the CC and BCC lists, by default, list all evaluators but you have to select the ones to whom you want the CC or BCC to go. Type in your Message Subject and Message Body and click the “Send” link.

As an alternative, you can use NI to get the list of evaluators who have delinquent evaluations and send an email from your program director to them reminding them to complete their evaluations.

Release On Hold Evaluations As Needed
Many programs automatically place evaluations on hold so that the program director can review them before the subject of the evaluation sees them. If this is the case with your program, set a schedule with your program director to regularly release the evaluations from hold. For example, some program directors have an in-person meeting with their trainees every six months. They keep the evaluations on hold until after that meeting and then release them to the trainee.

View and Print Evaluations
Go to Evaluations and then click on View Evaluations. The page defaults to the “Completed” evaluations tab. Note that you can print evaluations with the print date and that, by default, evaluations that have “Subject” anonymity are printed without the rotation information or evaluator identity. If you want this information included, you need to uncheck the checkbox for “Hide identifying information in the header of the anonymous evaluations.”

I recommend that if your trainees are rotating to another division/program that you still set up the evaluation sessions to evaluate them. That simplifies matters greatly when it’s time to view and print the evaluations because you have access to all the evaluations. If your trainees were evaluated by another division/program, that division may not have given you access to the evaluations.

Run Evaluation Reports
Evaluation reports are designed to aggregate the results of completed evaluations. The most common reports that administrators use are the custom evaluation reports such as Report about People Who Were Evaluated. To find them go to Evaluations and then click on Reports for a list of all reports. The custom evaluation reports are listed at the top.

Run the Evaluations Compliance Report
The Evaluations Compliance Report will tell you what percentage of evaluations of people or things have been completed by each of your faculty members and trainees.

“Close” Evaluation Sessions
Sometimes faculty who haven’t completed and don’t intend to complete evaluations from previous years, ask that the evaluations be removed from their list of evaluations to complete. The best way to do so is to simply “close” (mark “for administrative use only”) the evaluation session which will remove the outstanding evaluations from the lists of all evaluators. You may wish to do this a month or two after the end of the academic year for all sessions in the previous academic year. For most programs, this is the most efficient way to remove the evaluations and it has the advantage of preserving the list of originally requested evaluations which ensures the accuracy of the Evaluation Compliance Report.

To “close” an evaluation, click on “Evaluations” and then on “Session Manager”. Click on the name of the evaluation you wish to close and go to the “Settings” tab. At the bottom of the page, click on “Show advanced settings (modified)” as shown below.
Under Administrative Options, click the checkbox for "Evaluations are for administrative use only (No evaluations are distributed or email notifications sent).

Click the “Save Changes” button in the top right corner of the screen.

Conferences

**Run the Attendance Report**
Run the Attendance Report and save it.

**Collect Conference Surveys**
Run the Conference Surveys Report.

Procedure Logger

**Run the Procedure Logger Reports**
Run Procedure Logger reports for all trainees or at least for those who are graduating and save.

Portfolio Review

**Set up Portfolio Reviews**
Set up Portfolio Reviews for your trainees.

Suggested Task Calendar

**February**
1. Make sure trainees are logging duty hours.
2. Monitor duty hour violations and justifications.
3. Make sure trainees complete the “Evaluation of Your Duty Hours in January 2013”.

**March**
1. Make sure logging for February is complete.
2. Run the Duty Hour Compliance report and save it.
3. Make sure trainees complete the “Evaluation of Your Duty Hours in February 2013”.
4. Complete the ERAS download or the spreadsheet of new trainees and send to Anne Rigg.
5. If your trainees are logging duty hours in March, monitor them.
6. Review the new program evaluation questionnaires from the Feedback and Evaluation Subcommittee of PEC with your program director and edit as needed.

**April**
1. Make sure trainees complete the “Evaluation of Your Duty Hours in March 2013”.
2. Verify that the trainee data that the GME Office uploaded to NI is complete. In particular, check the start date, status type and PGY.
3. Notify trainees of their NI usernames and passwords and ask them to change their passwords.
4. If any of your trainees will not graduate as anticipated, notify the GME Office so that NI can be updated. If any trainees will become faculty upon graduation, notify the GME Office so that their Training Records can be updated.
5. If you trainees are logging duty hours in April, monitor them.

**May**
1. Set up the program evaluation by faculty.
2. Set up the program evaluation by trainees.
3. Make sure trainees are logging duty hours.
4. Monitor duty hour violations and justifications.
5. Make sure trainees complete the “Evaluation of Your Duty Hours in April 2013”.
6. Upload trainees CVs and ECFMG certificates.

**June**
1. Make sure duty hour logging for May is complete and run the Duty Hour Compliance report for May and save it. If you haven’t run it for August, November, and February for the current academic year, do so now.
2. Create the academic year(s).
3. Notify the GME Office if you need additional rotations or if there are changes to any rotations.
4. Enter the block schedules for all trainees and faculty.
5. If faculty members have left, edit their schedules so that their rotations end on their last day with the program.
6. Notify the GME Office of any changes to faculty or health care professionals who evaluate trainees.
7. Set up Conferences for July and beyond.
8. Run evaluation reports or set up Portfolio Reviews for trainees who are graduating.
9. Make sure trainees complete the “Evaluation of Your Duty Hours in May 2013”.
10. Run the Gap Locator tool.
11. If your trainees are logging duty hours in June, monitor them.
12. If needed, send delinquent evaluation reminders.
13. Release on hold evaluations as needed.
14. Run evaluation reports and save.
15. As needed, find and print completed evaluations.
16. As needed, run and save procedure logger reports.

**July**
1. Copy evaluation sessions from last year to this year and make sure that all settings are complete and accurate. Match at least the first interval and check the matches carefully against the schedule to make sure none are missing.
2. If needed, send delinquent evaluation reminders.
3. Notify the GME Office of any rotators from outside Partners.
4. Run the Conference Attendance Report for the previous academic year.
5. Make sure trainees complete the “Evaluation of Your Duty Hours in June 2013”.
6. Run the Non-responders report early in the month to make sure that the “Evaluation of Your Duty Hours in June 2013” was not sent to the trainees who have graduated.
7. Educate your trainees who just started about their two duty hour responsibilities (logging and month evaluation).
8. Educate your incoming trainees about duty types and logging.
9. If your trainees are logging duty hours in July, monitor them.
10. Collect and save the Conference Surveys if needed.

August
1. “Close” all evaluation sessions from the previous year(s).
2. Make sure trainees complete the “Evaluation of Your Duty Hours in July 2013”.
3. Make sure trainees are logging duty hours.
4. Monitor duty hour violations and justifications.
5. Run the Evaluation Compliance Report for the previous academic year

Coordinator Educational Materials

Prior Coordinator Retreat handouts can be found at:
http://www.partners.org/Graduate-Medical-Education/Program-Coordinators-And-Administrators/Annual-Retreat-and-Handouts.aspx and
http://www.partners.org/Graduate-Medical-Education/Program-Coordinators-And-Administrators/Coordinators-Exchange-And-Handouts.aspx

NI Help

NI offers webinars and a lot of documentation about NI. There is a "Help" button in the top right corner of every page. The documentation includes 20-30 minute webinars.