



# Program Coordinator Town Hall

April 3, 2020



**DukeHealth**

Graduate Medical Education



# Agenda

- Qualtrics survey questions
- Trainees Needing Additional Scrubs
- Updates from the North Carolina Medical Board
- Check in
  
- **Please note all information in the following slides is current as of Thursday, April 2<sup>nd</sup>. Information has been changing rapidly and will continue to do so.**



## GME Office hours

- Officially, closed for in person.
- Dropbox in DIOs suite for all onboarding materials and will be picked up once weekly.
- Ask questions to the GME registration box (re: onboarding/incoming ONLY) and GME Office box (re: all other questions).
- Please read all communications fully (from GME Office, Duke Health, ACGME, Board newsletters, etc.) Yes it may take 30 minutes of your day but all have pertinent information.



# Virtual Meeting Help/Test Opportunity

The PC Wellness group wants to help you in a multitude of ways! One is to offer help and/or test opportunities as we venture in the world of virtual meetings. Complete the survey link from Jessica if interested.



# Trainees Needing Additional Scrubs

- The Medical Center Bookstore is able to supply additional scrubs to trainees, as needed. The Bookstore is currently closed, but will open 2 days per week at specific time for order pick-up.
- There will be a Qualtrics Survey that will be sent around after this meeting. Please complete the survey and make sure you answer all questions.
- All new/additional scrubs will be paid for by the program/department.
- Once we pull the information from the survey, the designated contact will be notified when the order has been filled and the dates and times for pick-up.



# NCMB and Applicant Oath

- What should I tell my incoming trainees about the notary portion of the applicant oath?

Please be advised that the North Carolina Medical Board (“NCMB”) accepts electronic notarization or “e-notary” documents. North Carolina e-notary document services must be obtained from Electronic Notary Solution Providers authorized by the N.C. Department of Secretary of State. You can find a list of approved e-notary service providers here: [https://www.sosnc.gov/divisions/notary/e\\_notary\\_solution\\_providers](https://www.sosnc.gov/divisions/notary/e_notary_solution_providers)

For more information on e-notary in North Carolina, you may access the North Carolina Secretary of State website relating to e-notary here: [https://www.sosnc.gov/divisions/notary/e\\_notary](https://www.sosnc.gov/divisions/notary/e_notary)

If you are having trouble obtaining a picture to submit with your license application, the NCMB will temporarily accept a quality photograph of an unexpired driver’s license or other unexpired government identification card that has a picture of you on it. The picture quality must be of a suitable nature to easily identify the likeness of the applicant portrayed in the picture.



# NCMB and Fingerprinting

- What is the Board doing about fingerprinting?

The NCMB temporarily suspended the background check requirement for licensure. Applicants will not need to have a background check at this time to be issued a North Carolina resident training license. Applicants will be required to obtain a background check at a later date. If you have not sent out fingerprint cards to your incoming, please just hold on to them for now.

Applicants who fail to obtain a background check at a later time may also face disciplinary action.

Our onboarding process includes background checks via social security numbers. At this time, we are planning to continue those checks.



# USMLE/COMLEX Step Level 2 for RTL Applicants

The Board recently held an emergency meeting. As a result, the following was passed:

- Temporarily postpone both parts of USMLE and COMLEX–USA Step/Level 2 requirement for RTL applicants subject to the following conditions:
- **This postponement will not apply to any RTL applicant who has taken and failed either part of Step/Level 2 twice**
- The applicant must meet all other requirements for an RTL, and
- A list of every RTL issued via this process shall be maintained by NCMB staff to ensure that these applicants eventually satisfy both parts of the USMLE and COMLEX–USA Step/Level 2 requirement - once testing has resumed as determined by NCMB staff

**If one of your upcoming residents fall into this category, they will need to include a statement with their application that they were unable to take Step/Level 2 due to the COVID-19 pandemic.**





## Other onboarding adjustments (for now)

- My incoming intern doesn't have a white coat for her picture. What should she do?
- We are loosening the requirements on this. Incoming trainees need to wear a white shirt (preferably with a collar) with a white/light colored background.



## Incoming residents/fellows starting work at another institution for COVID reasons

- I have a trainee from NY who will be graduating medical school early and has been asked to help her medical school institution due to increased needs with COVID patients. Can she do this?

Incoming trainees can do what they want with their time before their training begins here at Duke. We appreciate their generosity, commitment, and sense of duty to help others. We do expect that incoming trainees be prepared to start as planned (and as required by NRMP binding contracts). Incoming trainees should take into consideration the mandatory 14 day quarantine as well as consideration if they were to become sick prior to starting with your programs.

As additional note, Duke SOM is not planning on graduating their students early as of now.



# Communication

**Now, more than ever, we need your assistance!**

We have updated a FAQs for all incoming questions. Please reference this before reaching out to anyone in the GME Office.

Also, utilize the Microsoft Teams and ask your fellow PCs. You all are a wealth of knowledge and may be able to help each other quicker. Leslie and Jessica are moderating the conversation in cases where misinformation is shared or for necessary differences per specialty.



## EOHW and Off-Site Clearance

- Have there been changes to the off-site clearance?

At this time, **EOHW cannot handle requests for off-site clearance.** Once they are have packets available, they will notify us and will communication this information to program coordinators.

**Please refrain from contacting EOHW regarding off-site clearance.**









# ACGME and RC specialty letters

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## Specialty Letters to the Community

Letters to the specialty communities from the ACGME Review Committees and their staff and leadership are linked below. These will be added as they are developed, and updated as needed.

-  [Anesthesiology »](#)
-  [Dermatology »](#)
-  [Emergency Medicine »](#)
-  [Family Medicine »](#)
-  [Pediatrics »](#)
-  [Preventive Medicine »](#)
-  [Radiology »](#)
-  [Radiation Oncology »](#)
-  [Surgical specialties and subspecialties »](#)



# ACGME and Work Hours

- **Q: Has the ACGME's stance on clinical work and planned educational hours changed in light of New York State's decision to waive its own, more stringent work hours requirements?**
- **A: No.** The ACGME Common Program Requirements in Section VI.F. remain in place nationally for accredited programs. [Read the full ACGME statement on this issue.](#)
- **Q: If residents/fellows are away from the institution and involved in distance learning instead of attending on-site conferences, should the distance learning activities be recorded as clinical work and planned educational hours (previously known as “duty hours”)?**
- **A: Yes.** If a resident/fellow is participating in required learning activities, the time spent in these activities counts towards work hours, regardless of the setting. If a resident/fellow is studying independently, the time spent in this activity would not be reported as work hours.



# ACGME and Milestones

- **Q: Are programs required to submit Milestones evaluations for the end of the 2019-2020 academic year?**
- **A:** No. Reporting of Milestones in the second window of this 2019-2020 academic year is optional for all residents/fellows who are not in their final year of education. However, Milestone evaluations, using assessment data available, must be completed for residents/fellows in their final year of education, even if the Milestones are not reported to the ACGME.
- The ACGME understands the many difficulties of Milestones evaluations during the pandemic. If the program cannot complete Milestone evaluations scheduled for May 2020, programs should review and assess whether the Milestones evaluations completed during the November 2019 are a suitable surrogate for the May 2020 evaluation.
- **Q: Do programs need to have meetings of the Clinical Competency Committee (CCC) by the end of the 2019-2020 academic year?**
- **A:** No. If programs choose or are able to conduct a CCC meeting, they can and should do that. However, it is both understandable and acceptable that the format of that meeting be conducted remotely during the pandemic.
- **Q: For some specialties, Milestones 2.0 are scheduled to go into effect on July 1, 2020. Will this be delayed?**
- **A:** Yes, for some specialties. See website for specifics.



# ACGME and Year End Activities

- **Q: Do graduating residents still need a final evaluation?**
- **A:** Yes. The program director must still provide a final evaluation for each resident and be able to attest for future hospital privileges, licensure, and other purposes.
  
- **Q: Should we convene our Program Evaluation Committee (PEC) meeting this year?**
- **A:** Yes, if possible. However, the provision of care to patients and the safety of the physicians take precedence during the pandemic.
  
- **Q: I have a resident in her (scheduled) final year of education who is concerned about missing key procedural experiences due to the COVID-19 pandemic. She wants to extend her education to get these experiences but is getting pushback from the program director/designated institutional official.**
- **A:** The ACGME does not determine when a resident/ fellow graduates from a program. The program director, with input from the CCC, must decide whether a resident/fellow has the knowledge, skills, and behaviors necessary to enter autonomous practice and is ready for graduation. In making that determination, the program director has a significant responsibility to both the public and to the resident/fellow. If the resident/fellow disagrees, that decision can be appealed following program and institutional policies.





# ACGME and ADS Submissions

- **Q: If we change our residents' schedules because of the pandemic, do we have to reflect this on the block diagram that we submit in ADS?**
- **A:** No, but the program should internally track each actual assignment served by each resident/fellow (regardless of the number of days, weeks, or months of each assignment).
- The block diagram is often confused with the resident/fellow rotation schedule. The block diagram is a map of the planned rotations (or other educational experiences) for all residents/fellows in a given post-graduate year. A rotation schedule depicts the actual sequence of rotations (or other educational experiences) for each individual resident/fellow. The ACGME requires programs to annually submit a block diagram but requests submission of rotation schedules only rarely and for very specific reasons. Refer to the Residency/Fellowship Program Directors' Guide for further clarification.
- [Residency Program Directors' Guide](#): pages 82-89
- [Fellowship Program Directors' Guide](#): pages 74-79



# ACGME and New Program Applications

- **Q: I submitted a new program application. When will it be reviewed?**
- **A:** Program applications are being accepted by the ACGME. Review of applications requiring a site visit will be postponed until site visits resume. Applications for programs that do not require a site visit will be handled by Review Committees on a case-by-case basis. Contact the Review Committee team for the applicable specialty or subspecialty for details on application processing and status.



# ACGME and Increases in Complement

- **Q:** How will the ACGME handle temporary complement increase requests to accommodate residents/fellows who are not able (for any reason) to graduate as previously scheduled?
- **A:** As always, requests for temporary complement increases should be submitted to the accreditation team for consideration by the Review Committee.



# Medhub Changes

- My program has a ton of schedule changes because of COVID. How should I make those adjustments in Medhub?
- We are actively working out a solution for Medhub scheduling as all programs are adjusting and will be adjusting rotations for various COVID responses. **As soon as we have a plan that works well with billing requirements and impacts a large majority of programs in the smallest possibly way, we will provide more details.**



# Outside Duke moonlighting

As DUHS sees increasing numbers of COVID-19 cases, schedule modifications have already been made and additional planning for staffing is underway. As these adjustments and plans are made, it will be increasingly important over the coming days to have as many of us as possible available for work at our Duke Hospitals. To that end, moonlighting will need to be limited over the coming weeks to months. We recognize that this change might create a burden, and wanted to give you as much notice as possible.

Any residents or fellows who moonlight at facilities external to DUHS are asked to notify their contacts at those sites **immediately** that they will not be allowed to moonlight if staffing needs at Duke require trainee presence at Duke.

Please remind these sites that DUH is the primary employer for all residents and fellows and that this decision is out of your hands. These decisions may come with very short notice over the next couple of weeks. This process is consistent with that of many other peer institutions who are farther along in managing the COVID-19 pandemic. We will monitor the situation and allow for external moonlighting to be resumed as soon as it is feasible. Note that this process does NOT apply to TSMA activities at Duke.



# Staying Well

Please remember the resources available for you (and your trainees!) We are all in this together so please reach out if you need assistance.

**Personal Assistance Service** (*free to Duke employees and immediate family members*)

**Personal Assistance Service** is here to provide support during this challenging time. To obtain an appointment, contact the PAS office at **919-416-1727**. PAS also offers video and telephone sessions.