New Innovations
Objectives

- New Innovations Module
- McGaw Requirements & Deadlines
- Timeline
- McGaw Resource Guides
- Preparing for the New Academic Year
What Am I Doing?
Required Modules for McGaw Programs

• Duty Hours
  - All McGaw Housestaff (Residents & Fellows) are required to log in duty hours and vacation days

• Evaluations
  - All evaluations must be distributed through New Innovations

• Checklists (Onboarding, Compliance, Letters of Agreement)

• Annual Program Evaluation (APE)

• Personnel Records
  - All current and incoming McGaw Housestaff (Residents & Fellows) must have a profile in New Innovations

• Block Scheduling
  - All McGaw Housestaff (Residents & Fellows) must have a rotation/block schedule entered in New Innovations for the current academic year
Additional Modules Available

- **Procedure Logger**
  - Tracking Procedures (if not already not in ACGME Case Logs)
  - Future Employers are asking for Procedure Lists as part of Credentialing
- **Conference**
  - Managing Conferences (Speakers, Documents, Attendance, Surveys)
- **Portfolios**
  - Milestones
  - Scholarly Activities
  - Journals
  - Reviews
- **Checklists (Program Specific)**
McGaw Requirements & Deadlines
McGaw Requirements & Deadlines  
For McGaw Housestaff

• Annual Patient Safety/Quality Improvement Attestation – due **July 3, 2021**

• Health Disparities & Health Equity Modules – due **April 30, 2021**
  - Found in Advancement Checklists
  - Introduction, Module 1, Module 2, and Module 3 have been released
  - Needs Assessment, Pre-Test, and Post-Test must be completed for satisfactory submission

• Feinberg’s “Advancing a Bias-Free and Inclusive Culture” – due **April 9, 2021**
  - Found in MyHRLearn
  - Fulfill 2021 RATL II requirement for residents
McGaw Requirements & Deadlines
For McGaw Housestaff

• Letter of Agreement – due 2 weeks after release; must upload by June 30, 2021
  - Housestaff must sign and re-upload all 4 pages of their LOA within 2 weeks of release
  - Electronic signatures must reflect true “wet” signature
    • Only allowed for AY22 due to circumstances
    • Typed signatures will be returned to be re-signed
    • Please notify GME if trainee will not be continuing in program

1. Letter of Agreement (Reappointment NMH Medicine)
   IMPORTANT: For legal purposes, e-signatures are not allowed on McGaw Letter of Agreement. This includes certified e-signatures from Adobe programs. Housestaff must download/print their letter of agreement and apply a wet (ink) signature on their agreement before re-uploading in New Innovations.
Rotation Schedules
- Schedules must be updated and accurate by the 3rd of each month for the previous month’s schedule
- Includes clinics/assignments/calls/shifts at affiliates
- Includes Duty Hours & Vacation/Time Off for the month
- Schedules will be locked by the 3rd of the month
  • Does not include Faculty Schedules
  • Does not include Duty Hours
- Affiliated Institutions have been proactive in audit schedules
McGaw Requirements & Deadlines
Program Coordinators

• Use ERAS Import to import all applicant information over to New Innovation as soon as your program match, regardless of start date
• Only takes ~5 minutes and will save you a headache

Pretty Please
Timeline
Checklists
Onboarding, LOA (Letters of Agreement), Compliance, OH MY!

• ONBOARDING
  - Onboarding tasks will be split between 2 separate Onboarding Checklists
  - All new-to-McGaw housestaff had Onboarding #1 checklist have been released; past due April 2, 2021
    • Includes: Introductory information; Background Check form; Demographic Information; NPI (National Provider Identifier) Information
  - Separate Licensing Checklist (only for matched residents) have been distributed; contact Brenda if trainee has not started licensing process
  - NU NetID/Email Activation – mid/late April
  - Lab Coat Order (Lurie fellows excluded) – mid/late April
  - Onboarding #2 checklist will be released mid/late May
    • Chicago Contact Information
    • IHI Training Modules
    • Wildcard Photo Submission
Checklists
Onboarding, LOA (Letters of Agreement), Compliance, OH MY!

• LETTERS OF AGREEMENT
  - Appointment/Reappointment (Residents) and Stipend B (Fellows) Forms must be submitted and approved by McGaw prior to LOA Checklist release
  - Please notify McGaw if new trainee being onboarded late
Checklists
Onboarding, LOA (Letters of Agreement), Compliance, OH MY!

• COMPLIANCE

  - All McGaw housestaff release date: **August 1, 2021 (tentative)**
    - **DUE AUGUST 31, 2021**
    - Includes: RATL Modules, SAFER Training Module (with quiz), Impaired Physician Module (with quiz), Title IX – Discrimination and Sexual Misconduct

  - Weekly Reminders after Due Date will be sent to Program Coordinators and Program Directors until Completion
Checklists
Onboarding, LOA (Letters of Agreement), Compliance, OH MY!

• Personnel Profile ➔ Checklist tab to check on progress of checklists

• Onboarding ➔ New-to-McGaw Housestaff
• Advancement ➔ Continuing Housestaff
Resource Guides
Resource Guides

Clinical Experience and Education
Resource Guide for Program

Base Hospital
- Hospital Onboarding/Orientation: Online Modules (NPI, HIPAA, EHS, etc.)
- Annual Industry Training Requirements: Infection Control, Radiation Safety, Workplace Violence, etc.
- Hospital Policies and Procedures
- Employee Development
- Benefits and Perks
- Wellness Programs
- Parking

Who to Contact
- Medical Information
- Laboratory Services
- Pharmacy
- Social Work

McGaw
- Medical Library
- Research Services
- IT Services
- Compliance

Evaluations
Resource Guide for Program

McGaw Medical Center of Northwestern University
Feinberg School of Medicine

Northwestern Medicine

McGaw Medical Center of Northwestern University
333 E. Chicago Ave.
Chicago, IL 60611
866-659-2424

McGaw Payroll & Benefits
1640 Sherman Ave.
Chicago, IL 60614

McGaw Medical Center of Northwestern University
333 E. Chicago Ave.
Chicago, IL 60611
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Resource Guides
New Innovations Home Page

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As McGaw staff continues to work remotely, notary service will be available for **McGaw residents & fellows only** via electronically for the following forms:

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<th>McGaw Resource Guides for Program Administration</th>
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Resource Guides

• In the Works
  - Milestones (Supplement to Evaluations Resource Guide)
  - All Things ACGME

• Suggestions?
Preparation for the New Academic Year
Resource Guide for Program

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New Innovations Training

SAVE THE DATE!

Preparing for the New Academic Year

Monday, May 3, 2021 at 10:00 – 11:00am

Zoom link to be emailed

Preparing for the New Academic Year Resource Guide
Contact Information

- Institutional New Innovations Coordinator
  Jennifer Lee
  jennifer.lee@northwestern.edu

New Innovations-Help
330.899.9954