New Innovations
Objectives

• New Innovations Module
• Resource Guide
• McGaw Requirements & Deadlines
• Timeline
• Preparing for the New Academic Year
• New Innovations Training
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)
Clinical Experience and Education
Resource Guide for Program

Table of Contents

SECTION 1: POLICIES AND REQUIREMENTS
- McGaw Policy ................................................................. 3
- ACGME Common Program Requirements ................................ 6
- New Innovations Compliance Check ..................................... 9

SECTION 2: DUTY HOUR SETUP IN NEW INNOVATIONS
- Basic Configuration .......................................................... 13
- Rule Configuration .......................................................... 16
- Notifications ................................................................. 19

SECTION 3: FOR PROGRAM ADMINISTRATORS
- Logging Compliance .......................................................... 23
- Violations .................................................................. 28
- Compliance Report ......................................................... 31

SECTION 4: FOR PROGRAM DIRECTORS
- Duty Hour Dashboard ......................................................... 33
- Trainee Log Review .......................................................... 37
- 80-Hour Rule Violation .................................................... 38

SECTION 5: FOR MCGAW HOUSESTAFF
- Logging Duty Hours .......................................................... 39
- Vacation/Leave ............................................................... 45
- New Innovations Mobile Web .............................................. 47
Resource Guide

Words of Wisdom from a Coordinator
“Bother them [trainees] constantly into compliance.”

A McGaw Recommendation
Confer with your Program Leadership (ex. Program Director, Associate Program Director(s), and/or Chief Residents/Fellows) to decide on Duty Types for logs. Using the least amount of generalized duty types will alleviate confusion for housestaff. Selecting duty types are at program’s discretion however, McGaw recommends utilizing the following duty types:
1. Rotation (or Work Hours or Shift)
2. Home Call
3. Personal Time Off/Sick (or Sick)
4. Clinic (if separate from Work Hours)
5. Research (if applicable)
6. Moonlighting (if applicable)

Words of Wisdom from a Coordinator
“We [Program] have started sending 3rd week of rotation ‘average hours reports’ so that service faculty will know if a trainee is approaching an over 80 hour average violation.”

A McGaw Notice
McGaw will require ALL housestaff of ACGME-accredited programs (residency and fellowship) to provide a cause and/or comment for any ACGME 80 Hour rule violation.

Ask New Innovations

FAQ: How should I log in home calls or 24-hour call period?
You should only be logging in time that you have spent on patient care activities during your on-call period. Patient care activities include answering pages, phone consultations, and EMR documentation while at home, as well as time spent at hospital during the call period. For example, you are scheduled for home-call duty from 5pm – 7am. However, in that time period, you only spent 4 hours doing patient care activities at home. In your NI Duty Hour log, you would log in “Call” (or any related duty type) from 5pm-9pm.

FAQ: I worked a clinic from 8am-12pm and then worked a shift from 5pm-7am. After logging my hours, I received a short break violation. How do I correct this?
You should consider your duty hour logs as if it was a time punch card; your hours should be entered from the period when you first arrived on campus and left campus. For the above scenario, you should log in your hours from 8am – 7am with one duty type. However, if your program requires you to differentiate between clinic and shift time in your logs, you will need to speak with your program coordinator/director.

FAQ: Do I need to log in moonlighting hours?
YES, whether you moonlighted at one of McGaw affiliated hospitals or at another non-affiliated institution, you are required to log in moonlighting hours in New Innovations per McGaw policy. All moonlighting hours are counted towards the ACGME 80 Hour rule. If the moonlighting duty type is not available for you, please contact your program coordinator.
Resource Guide

New Innovations Home Page

New Innovations Guides for Housestaff: Please see the following overview guides available:

- **Logging Duty Hours into New Innovations (January 2020)**

New Innovations Overview for Residents & Fellows (last updated: May 2018)

Viewing Completed Evaluations in New Innovations (September 2019)

McGaw Program Director/Coordinator Guidebook: Please see the following coordinator’s NI guidebook available:

- **Resource Guide - Clinical Experience and Education (January 2020)**

Preparing for the New Academic Year (added May 2019)

McGaw Program Director’s At A Glance Look at New Innovations (last updated February 2017)

McGaw Guidebook on Personnel (last updated: October 2016)

McGaw Guidebook on Scheduling - Block (last updated: February 2017)

McGaw Guidebook on Scheduling - Assignment (last updated: February 2017)
Resource Guide

• In the Works
  - All Things ACGME
  - Preparing for the New Academic Year
  - Help-I’m a New Program Coordinator!

• Suggestions?
McGaw Requirements & Deadlines
McGaw Requirements & Deadlines
For McGaw Housestaff

• Annual Patient Safety/Quality Improvement Attestation – due July 3, 2020
• Opioid Attestation – due May 1, 2020

• RATL II Sessions (Residents only) – due 2 weeks after session; must complete by June 30, 2020
McGaw Requirements & Deadlines
For McGaw Housestaff

• Letter of Agreement – due 2 weeks after release; must upload by June 30, 2020
  - Housestaff must sign and re-upload all 4 pages of their LOA within 2 weeks of release
  - E-signatures on Letters of Agreement are no longer allowed!
    • This includes certified e-signatures from Adobe programs (ex. Adobe Sign)
    • Must have a wet (ink) signature on LOA
McGaw Requirements & Deadlines
Program Coordinators

• Rotation Schedules
  - Schedules must be updated and accurate by the 3\textsuperscript{rd} 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 3\textsuperscript{rd} 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
Checklists
Onboarding, LOA (Letters of Agreement), Compliance, OH MY!

• ONBOARDING
  - Onboarding tasks will be split between 3 separate Onboarding Checklists
  - All new-to-McGaw housestaff had Onboarding #1 checklist will be released beginning **Friday, March 20 at 12:00PM**
    • Includes: Introductory information; Background Check form; Demographic Information; NPI (National Provider Identifier) Information
  - **Separate Licensing Checklist (only for matched residents)** will be distributed on Friday, March 20
  - Onboarding #2 checklist will be released **mid/late May** (Chicago Contact Information; Wildcard Information**)
Checklists
Onboarding, LOA (Letters of Agreement), Compliance, OH MY!

• LETTERS OF AGREEMENT
  - LOAs for Newly-Matched Residents will be released beginning Friday, March 20 at 12:00PM
  - Appointment/Reappointment (Residents) and Stipend B (Fellows) Forms must be submitted and approved by McGaw prior to LOA Checklist release
Checklists
Onboarding, LOA (Letters of Agreement), Compliance, OH MY!

• COMPLIANCE
  - New-to-McGaw housestaff release date: **May 22, 2020 (tentative)**
    • DUE JUNE 23, 2020
    • Includes: IHI Training Modules, RATL Modules, SAFER Training Module (with quiz), Impaired Physician Module (with quiz), Written Assessment of Undergraduate Medical Students in Clinical Clerkship, Title IX – Discrimination and Sexual Misconduct
    • New modules added: Conflict of Interest, Feinberg’s Learning Objectives for working with Medical Students
  - Continuing housestaff release date: **August 1, 2020 (tentative)**
    • DUE AUGUST 31, 2020
    • 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
Preparing for the New Academic Year
Preparing for the New Academic Year
What to Do from Now → July 1

- Create your 2020-2021 Academic Year(s)
- Check Primary Email Address for Housestaff (must be @northwestern.edu)
- Check Faculty Records
  - Add/Archive faculty records
  - Check primary email address for faculty
- Enter 2020-2021 Block/Rotation Schedule (preliminary schedule-April/May; final schedule due June 30, 2020)
- Check Curriculum
- Review Evaluation Forms
- Add Evaluation Session(s) or Copy Session(s) from previous academic year
- Check Duty Hours Setting
  - Update/Remove Duty Types available for housestaff logging
  - Rule Configurations
Preparing for the New Academic Year
What to Do from Now → July 1

- Enter 2020-2021 Conference Schedule
  - Review/Update Conference Surveys
- Procedure Logging Settings
- Notifications
  - Updated Program Coordinator/Administrator Information (Evaluations, Duty Hours, Procedures)
- Departmental Resources
  - Revise/Update Department Manuals
  - Update Policies
New Innovations Training
New Innovations Training/Lab Times

• Preparing for the New Academic Year
  - Dates: May 2020, dates to be announced
  - Tentative Location: 320 E. Superior St. (Searle Medical Research Building)
    Weinberg Computer Labs (Room 1-730)

• New Innovations Training
  - Dates: July or August 2020, dates to be announced
  - Tentative Location: 320 E. Superior St. (Searle Medical Research Building)
    Weinberg Computer Labs (Room 1-730)

• New Innovations Spring Conference
  - April 22–24, 2020
  - Intercontinental Cleveland (Cleveland, OH)
  - NI Conferences
Contact Information

- Institutional New Innovations Coordinator
  Jennifer Lee
  jennifer.lee@northwestern.edu
  312.503.0887
- New Innovations-Help
  330.899.9954