New Innovations
Objectives

- New Innovations Modules
- Checklists
- Preparing for the New Academic Year
- Resources
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)
Rotation/Block Schedules

- Schedules must be updated and accurate by the 3rd of each month for the previous month’s schedule
- 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 auditing housestaff schedules
More Training Available

• Frequent Program Coordinator NI Training
• Online Resources will be available
• Best Practices Meetings
• Suggestions??

• New Innovations Spring Conference
  - May 1 – 3, 2019
  - Intercontinental Cleveland (Cleveland, OH)
  - NI Conferences
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 released beginning **Friday, March 15 at 12:00PM**
    • Includes: Introductory information; Background Check form; Demographic Information; NPI (National Provider Identifier) Information
  - **Separate Licensing Checklist (only for matched residents) was** distributed on Saturday, March 16
  - 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 (LOA)
  - Appointment/Reappointment (Residents) and Stipend B (Fellows) Forms must be submitted and approved by McGaw prior to LOA Checklist release
  - 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
  - Signed LOA can be found by going to Housestaff Profile → Contracts
Checklists
Onboarding, LOA (Letters of Agreement), Compliance, OH MY!

• COMPLIANCE
  - New-to-McGaw housestaff release date: **May 24, 2019 (tentative)**
    • **DUE JUNE 23, 2019**
    • 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: **July 1, 2019 (tentative)**
    • **DUE JULY 31, 2019**
    • 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

New Innovations Training/Lab Times

• Dates:
  - Thursday, May 9, 2019 from 10:00am – 12:00pm
  - Monday, May 13, 2019 from 1:00pm – 3:00pm
  - Thursday, May 16, 2019 from 11:00am – 1:00pm
  - Tuesday, May 21, 2019 from 9:00am – 11:00am
  - Friday, May 31, 2019 from 12:00pm – 2:00pm

• Location: 320 E. Superior St. (Searle Medical Research Building)
  Weinberg Computer Labs (Room 1-730)
Preparing for the New Academic Year
What to Do from Now → July 1

- Create your 2019-2020 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 2019-2020 Block/Rotation Schedule (preliminary schedule-April/May; final schedule due June 30, 2019)
- 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 2019-2020 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
Help?!
Resources

New Innovations Welcome Page

Are you interested or planning an elective rotation outside of McGaw institutions? Before you make your travel plans, make sure the following have been completed and approved:

1. Check with your program coordinator to see if an affiliation agreement and/or program letter of agreement (PLA) is valid between McGaw and the rotating institution (at least 3-6 months prior to planned dates of elective). If an agreement is not in place before your elective dates, you will be forced to postpone or cancel your elective.

2. Once an affiliation agreement and/or PLA is in place between McGaw and the rotating institution, you must complete the Non-McGaw Elective Rotation Form and submit that to McGaw in care of Angela Diak. All requests must be submitted no less than 90 days prior to the start date of the planned elective. Once the request has been submitted and fully signed, you may begin making your plans!

For housestaff who plan to go on international elective rotation, the following forms must be completed and submitted with your Non-McGaw Elective Rotation Form:

- Obtain a housestaff's own expense, an individual GeoBlue supplementary health insurance policy
- Overseas Rotation Acknowledgement, Waiver, and Release Form
- McGaw Increased Risk Travel Release Form - This travel release form is a supplement to the Overseas Rotation Acknowledgement, Waiver, and Release Form, both of which shall apply when a McGaw housestaff travels to a country currently under a U.S. Department of State travel warning (travel to any site on this list requires approval by the McGaw President and/or Centers for Disease Control and Prevention travel notice (level two or three).

For any questions regarding non-McGaw electives, don't hesitate to reach out to McGaw. We're here to help!

Educational Opportunities for McGaw Housestaff

Kellogg Fast-Track MBA Program for McGaw Housestaff

McGaw is proud to announce this one-of-a-kind partnership designed to prepare housestaff for leadership roles in healthcare systems and organizations. Students in this fast-tracked, part-time MBA program will supplement their residency and/or fellowship training with the business background needed to propel their leadership journey in medicine. Click below to check out the flyer and head over to the McGaw website for additional information.

McGaw Clinical Scholars Program

In addition to the MBA program, McGaw offers the following clinical scholars programs for those housestaff with specialized interests and anticipated career paths. Head over to the McGaw website for more information on each of these programs:

- Bioethics Clinical Scholars Program
- Global Health Clinical Scholars Program
- Health Equity and Advocacy Clinical Scholars Program
- Medical Education Clinical Scholars Program

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

- New Innovations Overview for Residents & Fellows (last updated: May 2018)
- Logging Duty Hours into New Innovations

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

- 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)
Contact Information

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