2013-2014 HOUSESTAFF APPOINTMENTS

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AGENDA

- GME Title Codes
- Appointment vs HR Paperwork
- Housestaff Salaries and PGY
- Medical Licensing
- Appointment Process
- Appointment Paperwork
- E*Value
- Appointment Best Practices
- APeX
- Terminations
GME TITLE CODES

- 2708: PGY1 Resident/Intern
- 2724: PGY1 - PGYVII Residents
- 2725: Chief Resident or Fellow Stipend
- 2726: PGYIV - PGYIX ACGME/ABMS Clinical Fellows
- 2732: PGYII - PGYIX Non-ACGME Clinical Fellows
- 2735: Additional Pay for Moonlighting
- 2740: Non-MD Trainee --- NEW!
# Appointment Paperwork vs HR Onboarding

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<th>Appointment (credentialing)</th>
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<td>Allows for patient contact</td>
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<td>Office (dept) Responsible</td>
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<td>Same for staff, faculty, trainees, etc.</td>
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HOUSESTAFF SALARIES

- Determined by UCOP
- Usually released in May for upcoming academic year
- Based on PGY in program
- Residents: set rate for each PGY
- Clinical Fellows: paid within range
  - All fellows at the same level unless an exception is granted by OGME (Amy)
    - ie paid by a grant that stipulates a higher rate, extra work for extra pay, etc
- Okay to pay from outside source (ie foreign government), but money should come through UCSF and must be at UCSF rate
  - If funding source pays less, department makes up the difference
- Use current year salaries for next academic year contract letters
POSTGRADUATE YEAR

- Postgraduate year in program
- Always based on what is required to enter the program
  - Example --- cardiology: three years of medicine required
  - First year fellows are always PGY4
  - Fast trackers: two years of medicine, PGY4
  - Chief residents: three years of medicine plus fourth chief year, PGY4
- All trainees in same year in same program must have same PGY
US medical school graduates: one year of ACGME training is required to qualify for licensure
- 12 month grace period if in ACGME program
- First 24 months: Postgraduate Training Registration Form
- Must obtain by first day of 25th month of ACGME training (usually first day of PGY3 year)
International medical school graduates need two years of ACGME training to qualify for a license.

- 12 month grace period if in ACGME program
- First 36 months: PTAL and Postgraduate Training Registration Form
- Must obtain by first day of 37th month of ACGME training (usually start of PGY4 year)
MEDICAL LICENSING: PTAL

- Postgraduate Training Authorization Letter
- For international medical graduates training in ACGME programs
- Obtained from California Medical Board in process similar to licensure (allow at least six months)
- Covers trainee during period he/she is working toward meeting licensure requirements
MEDICAL LICENSING

- Cannot work without a license (or PTAL): ILLEGAL
- Provider ID will not be issued or shut off
• Annually
• Appointment season: February through July
  • 95% of housestaff start between June 16th and July 1st
  • ~1,400 appointments
• 2013 Timeline
  • Three rolling deadlines
  • Report from OGME two weeks after deadline
  • All missing documents must be submitted two weeks after receipt of report
  • Trainees with incomplete packets on start date cannot work
• Late documentation = no guarantee trainee can start on time
PROCESS: STEPS

1. Coordinator works with trainee to complete packet
2. Coordinator enters trainee in E*Value
3. Coordinator submits packet to OGME
4. OGME reviews and works with coordinator until E*Value and packet are complete
5. OGME orders background check
6. OGME approves and assigns provider ID
7. APeX access will be granted automatically (few days)
PAPERWORK: NEW VS CONTINUING

- **New**: never been appointed in a GME program at UCSF
  - Medical students, postdocs, etc are considered new
- **Continuing**: has been appointed to a GME program in the past
  - In your department
  - In another department
  - Resident becoming a clinical fellow
  - **Exception**: more than a year gap since the trainee’s previous program ended---new packet
Available first week of February for following academic year

- 28 different packet types
  - ie New, ACGME, US Medical Grad, Unlicensed
  - ie Continuing, Non-ACGME, IMG, Licensed

- Word forms and mail merge ready forms
- [http://medschool2.ucsf.edu/gme/coordinators/index.html](http://medschool2.ucsf.edu/gme/coordinators/index.html)
Checklist must be on top of each packet
- All paperwork must be in the order listed on the checklist
- Must include coordinator contact information
- Originals only
- No E*Value print outs
- No staples, folders, etc. --- one paperclip per packet
- No double-sided copies
- Hand deliver (no campus mail, faxing, or emailing)

**Missing paperwork and E*Value mistakes delay the process**
PAPERWORK: TYPES OF DOCUMENTS

- Not all of this is required for every trainee
- Contract Letter
- Attestation
- CA License or Postgraduate Training Registration
- Health Statement:
  - TB Skin Test(s) or Chest Xray
  - Immunizations
  - Abuse Reporting Form
- CV
- HIPAA Confidentiality Statement
- Competencies
- Non-ACGME Fellow Credentialing Requirements
- SFGH Paperwork
- VA Application
- ECFMG Certificate
- Visa
- PTAL
PAPERWORK: CONTRACT LETTER

- Updated each year by OGME and GMEC
- Must use approved templates
- Different templates for residents, ACGME fellows, non-ACGME fellows, and ABMS fellows as well as new versus continuing
- Templates released first week of February for following academic year
- Letters for continuing housestaff must be completed by February 28th (submitted to OGME with appointment packet)
- Use salaries from prior academic year
PAPERWORK: CONTRACT PROCESS

- Coordinator selects and completes appropriate template
- Gives/sends contract (without PD or chair signature) and blank attestation to trainee
- Trainee submits both signed to coordinator
- Coordinator gives them to PD for review and signature
New: two pages
• Provide all information requested (education, USMLE scores, and prior GME training)
• No gaps in training/employment history (up to three month gap between medical school graduation and start of GME training okay)
• Yes/no questions
• Continuing: one page (yes/no questions)
• Yes answers require and explanation
• Send with contract letter
• Signed by PD after completed and signed by trainee
PAPERWORK: MEDICAL LICENSE

- Must include expiration date
- Print out from California Medical Board website preferred
  - [http://www.mbc.ca.gov/lookup.html](http://www.mbc.ca.gov/lookup.html)
- Copy of card also okay
The Medical Board of California
certifies that
Aaron Jacob Berger
a graduate of
Yale University School of Medicine
possesses qualifications, education, and training prescribed by law and is hereby granted a license as a
Physician and Surgeon
entitled to practice the profession of medicine in the State of California.

Given under our hands and the seal of the Medical Board of California this 1st day of August, 2008.

No. A 105053

REJECTED
PAPERWORK:
POSTGRADUATE TRAINING REGISTRATION

- For trainees not licensed in the state of California (see previous slides regarding licensure requirements)
- Formerly called L3
- Coordinator responsibility to send to Medical Board
PAPERWORK: HEALTH STATEMENT

- New trainees CANNOT get any of this done at UCSF Occupational Health --- must be done prior to arrival
- Cannot be signed by other residents or clinical fellows
- PPD clinics will be held for current trainees in March and April
Vaccinations or positive titers:
- Measles, mumps, rubella
- Varicella: history of chicken pox does not meet the requirement
- NEW: TDAP is now required
- Two TB skin tests OR one Quantiferon if negative history
  - One March 2013 or later (if starting June/July - if not, within three months of start) AND
  - One within two years OR
  - One negative Quantiferon within 12 months of start date
- Chest xray within one year of start date if positive history
PAPERWORK:
HEALTH STATEMENT (CONTINUING)

- One PPD if negative history
  - March 1, 2013 or later if starting June/July
  - Within three months of start if off-cycle
- Complete sign and symptom review on form
- Will accept UCSF Occupational Health, VA, SFGH, or other forms
- Positive history, just complete sign and symptom review
PAPERWORK:
ABUSE REPORTING AND CONFIDENTIALITY

- Trainee signature required
- Abuse Reporting is for new only
- Confidentiality Statement is for new and continuing
  - Coordinator should sign as “UCSF Representative”
PAPERWORK: CV

- Most recent copy of CV
- ERAS application is okay for those who are starting training in the same year they applied
  - Actual CV is preferred
PAPERWORK: COMPETENCIES

- Joint Commission requirement
- ACGME/ABMS trainees only (and non-ACGME with exception to WOS appointment)
- List of procedures trainee may do “unsupervised” on the first day of that year of training, as determined by the PD
- These are not individual - trainees should not cross things out or add procedures
- All changes to the list of competencies must be done through OGME (do not change your form on your own)
New central line forms must be submitted each year to keep the competencies.

No new trainees can be granted this competency because they must complete the module and minimum procedure requirements.

Module available on the LMS (SumTotal).
For new trainees only

Only complete if trainees will be rotating to one of these sites while in your program

VA forms submit to OGME

SFGH forms send directly to Nancy Hui at SFGH --- DO NOT SEND TO GME
PAPERWORK: VISAS

- Contact the International Students and Scholars Office as soon as you know you need a visa
- J1s and H1B transfers (from H1B, OPT, or F1)
  - GME Recruitment, Selection, and Eligibility Policy
- Trainees with visas CANNOT moonlight
PAPERWORK: ECFMG CERTIFICATES

- Required for all international medical school graduates (except Canadian graduates)
- Medicare reimbursement and J1 visa purposes
- Must be uploaded to E*Value (training tab), appropriate E*Value fields completed, and submitted in the packet
Non-ACGME/non-ABMS fellows are required to have the following:

- Clinical Fellow appointment (GME)
- Clinical Instructor without Salary appointment (Academic Affairs) ---send GME a print out from system
- Faculty privileges (Medical Staff Office) at all sites
- Email exception requests ASAP or include letter in appointment packet ---competencies
- Must be in place prior to start date (cannot work)
NON-ACGME EXCEPTION: J1 VISA HOLDERS

- Non-ACGME fellows who have J1 visas CANNOT have a secondary appointment as a clinical instructor and privileges
- Include exception letter in appointment packet and signed competencies
Entry must be completed prior to submitting the packet (no documentation in packet please)
Data from ERAS can be uploaded (details will be sent following the Match in March)
New: Pre Active (formerly Pre/Post Active)
Continuing: do not change rank or status
Missing fields will delay appointment approval
List of required fields can be found on OGME website
E*VALUE: HOME PROGRAM CHANGES

- New trainee with no profile in E*Value --- create new profile
- New trainee has a profile at another institution --- create new profile and email Gitanjali Kapur to link profiles
- New trainee has UCSF profile (UCSF medical students) --- home program will automatically switch at the end of May
- Continuing trainee staying in your program --- do nothing
- Continuing trainee moving from one program to another --- home program should be changed before packet is submitted to GME (does not affect evaluations or anything else)
- Email E*Value Help Desk with questions: GMEEvalue@medsch.ucsf.edu
E*VALUE: REQUIRED FIELDS

- List will be updated and posted on GME website by first week of February each year
- Every field must be entered accurately
- Missing data will delay appointment
Thank you to Kirsten Dahmen, Vicky Leong, Katherine Jung, Amy Forseth, Jillian Maliszewski, and Kate Shimshock
APPOINTMENT
BEST PRACTICES

- Cover sheet from coordinator highlighting everything important - the more detail the better
- Give trainees a very early deadline, prior to GME deadline (allow for enough time to complete packet before submission)
- Keep a detailed spreadsheet of every key thing by trainee (what each person has submitted, their new PGY, new salary, etc)
- Fill out as much of forms as possible and mark places that need attention with flags
For continuing trainees, take partially completed packets to didactic lectures or conferences and make them complete on the spot or put packets in their mailboxes with an eye-catching note on the top.

Have one of your departmental nurses give them PPDs at conferences.

For new trainees, complete as much as possible and attach everything as one PDF in an email.

Send lots of reminders.
Have continuing trainees get their PPDs while you are processing the paperwork for them to complete --- you don’t have to wait to do it all at once

- Reward them with food if they meet deadlines --- bake for them
- Wait outside hospital and clinic rooms to get them to sign
- Employ your “sparkling wit and personality”
APEX

- Disclaimer: none of this is final, but will most likely happen
- Training for new users will be all online
- Released in May --- cross your fingers!
- There will be a test at the end of the modules
- Ambulatory will be four to six hours
- Inpatient will be six to eight hours
- Don’t know length yet of other modules
- Access to APeX will hopefully be granted automatically after completion of training
TERMINATIONS

- Unexpected “terminations” (different than date in contract letter and in E*Value)
  - Leave of Absence
  - Investigatory Leave
  - Resignation
  - Termination
- Your responsibility to notify OGME as soon as you know it’s happening to ensure deactivation of provider ID and access to clinical systems
- Access to Confidential Information Policy