

Program Coordinator Meeting

February 8, 2011

Minutes:

1. Leslie Ruminski and Adriel Gorsuch of Healthcare Education Services gave an EPIC training update.
 - Healthcare Education Services need to know the **number** of residents needing EPIC training and the dates you would prefer them to have the training by Feb 22. The generic EPIC email address is learning@ohsu.edu.
 - PCs are encouraged to talk with their PDs to identify a **clinical partner** in their department or division who can take 2-3 hours in June 2011 to develop a specific curriculum with Healthcare Education Services using specialty smart phrases. This person could be a chief resident, mid-level or physician champion.
 - Residents and fellows will have the option to **test out** of EPIC classroom training this year. During June 13 thru July 8, 2011 weekly opportunities will be available to take the 2-hour test out option. If your residents/fellows are successful, this test-out option will save them 12 hours of classroom training. After Match Day please let Healthcare Education Services know the names of any OHSU students who have matched with your program to schedule for the test-out option. As others ask to Test Out email their names to learning@ohsu.edu
2. Legacy Health is in the process of implementing EPIC as their new electronic health record. Salmon Creek and various clinics have gone live. Emanuel Medical Center will implement EPIC on April 3 and Good Samaritan on June 5. It will be **mandatory** for all Legacy providers to receive training on the new system using the Legacy's E+ On-Line Learning Management System. Legacy's GME will send each of the visiting trainees an email three weeks before the start of their rotation, instructing them on how to complete their on-line training, which must be completed at least one week before their rotation start date. Trainees will not be granted access to EPIC at Legacy unless they have completed their on-line training.
3. Kendra advised PCs that stricter rules are now being enforced by Risk Management regarding Program Letters of Agreement, which are being processed on a first-come, first-served basis. PCs were strongly advised to submit all required and completed documentation to GME **at least one month in advance for in-state activities and two months for out of state/country activities. Out of country activities require Travelers' insurance** in order to submit the OCA to Risk Management for most countries. Risk Management is carefully reviewing all OCA's and will not guarantee they will be approved.
4. Announcements:
 - i. Christine introduced Sara Kaufman. Welcome!
 - ii. Chelsea discussed the Incoming trainees spreadsheet. PCs were asked to re-send any missing applicant names and application materials to GME if they are not listed on this spreadsheet.
 - iii. Sue reminded PCs their NRMP main match rank lists are due to be certified by February 23.
 - iv. Sue urged PCs to help former trainees receive any FICA refunds due to them by updating the contacts spreadsheet emailed this week. Thanks to those who have already.
 - v. Jason asked PCs to return the Annual Program List as soon as possible as they were due 2/3/11
 - vi. Jennifer offered any help needed with graduation certificates to be ordered. The deadline is April 1
 - vii. Jill pointed out the anonymous suggestion/comments box for PC meeting improvement.
5. Chelsea described the Oregon Women in Higher Education (OWHE) recent annual meeting and recommended this organization as a great way to network.
6. Jill requested suggestions for speakers to invite to PC meetings. Next month, Public Safety will be presenting.
7. Jill and Terri are collaborating on future brown bags such as:
 - a. Program evaluations
 - b. Rotation evaluations
 - c. Managing a successful interview season
 - d. Documentation requirements for PCs (101, 102 and 103)