

Intern Online Resources and To Dos

ACGME [acgme.org/about-us/overview](https://www.acgme.org/about-us/overview)



Accreditation Council for
Graduate Medical Education

Pulled directly from ACGME site:

Founded in 1981 and headquartered in Chicago, IL, the ACGME is the body responsible for accrediting all graduate medical training programs for physicians in the United States. It is a non-profit private council that evaluates and accredits medical residency and internship program. Current President and CEO is Thomas Nasca.

ACGME Purpose: “We improve health care by assessing and advancing the quality of resident physicians’ education through accreditation.”

All residency programs at Inova are ACGME accredited. The ACGME mandates everything we do.

What is an accredited residency program?

ACGME accreditation provides assurance that a sponsoring institution, (such as Inova) or program meets the quality standards (Institutional and Program Requirements) of the specialty or subspecialty practice(s) for which it prepares its graduates.

- In academic year 2019-2020, there were approximately 12,000 ACGME-accredited residency and fellowship programs in 182 specialties and subspecialties at approximately 865 sponsoring institutions.
- There were approximately 145,000 active full- and part-time residents and fellows.
- 1 out of 7 active physicians in the United States is a resident or fellow.

MedHub is our evaluation, duty hour and record-keeping software.

MedHub – You will use MedHub for completing evaluations and logging your own procedure completion and duty hours-on your phone via MedHub app. (Logging Duty Hours is an ACGME requirement!) Please download the MedHub app for your phone and you will easily be able to complete your daily required duty hours. You will need to use a laptop/or desktop computer for completing evaluations of faculty, peers, rotation evaluations, and for viewing your own evaluations, etc. Evaluations cannot be completed or viewed on your phone. App is for duty hours ONLY. Chiefs will hold a training session for DHours. Jacki Ferry, Kristin Liska and our Chiefs are “near-expert” level in MedHub if you have any questions at any time. Your log on will be sent by Jacki Ferry/via your @inova.org email address.

www.inova.medhub.com

AMION – *your schedule software*

www.amion.com

We use Amion.com for scheduling. You can view your schedule online –anytime and anywhere with the phone app or log on anywhere Amion.com with password below. Your clinic day is usually on already-decided clinic day and time each week, but it will change based on your senior’s schedule and what rotation you’re on, so always be sure to check the Amion schedule.

Please NOTE: Everyone’s schedule can be viewed by ALL that have access to Amion. You may also view your individual monthly schedule. Jacki and Chiefs can help with Amion.

◆ **Amion.com** → **ffxmed** (Chiefs create: for Wards, ICU, CCU, all inpatient)

PEAC Hopkins Modules (not available until August) — Please look for email instructions/handout regarding Hopkins Modules *after* July 30, and you will be told in Staff Meetings. NOTE: Hopkins modules are a *required* yearly component of your residency program.

<https://ilc.peaconline.org/>

Create an account:

- ◆ Select “Create an Account”
- ◆ MUST use your @inova.org email address
- ◆ User group: Inova Fairfax Hospital Internal Medicine Residency Program
- ◆ Passcode: (will send to you via email)
- ◆ You will be prompted to change your password

Modules to be completed:

- ◆ **MANDATORY** 10 per year during PGY-1 and PGY-2 year – YOUR CHOOSING OF TOPICS. May be used as an additional resource during PGY-3 year if desired and mandatory modules are already completed.
- ◆ Listed under “Available Modules”. Note: you will be given “modules time” when you are on Ambulatory rotation, please use this time wisely.

NOTE: Hopkins/PEAC Modules = excellent correlation with high ITE exam scores AND Board Exam pass rates. Do more than 10 per year to increase your learning.

Yale Office-Based Medicine Curriculum

(You should be able to log in with below log in and password)— YOBM is ambulatory curriculum.

www.yobm.yale.edu

NOTE: YOBM modules are a *required* yearly component of your residency program.

Access curriculum

- ◆ Click on “Residents Login” located in top portion of screen
 - ◆ Username: inova
 - ◆ Password: Note: this code will change for new academic year.
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AMA IPM Modules: American Medical Association Introduction to the Practice of Medicine

<https://www.ama-assn.org/life-career/gme-competency-education-program>

NOTE: You will not have access to these modules until after July 1, please use Inova.org email address for access. Jacki will send notice when your access is activated.

NOTE: AMA IPM modules are required before you work on our Wards.

Recommended modules for intern year:

- ◆ Sleep Deprivation
 - ◆ Confidentiality
 - ◆ Patient Handoffs
 - ◆ Thriving Through Residency
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HealthStream —is Inova’s software to track and keep employees up to date on Federal and Inova-related company policies such as Language Services, Compliance and Ethics Training, etc.

HealthStream site can be accessed from any computer only while on Inova campus (or on Citrix, from home).

Click on Inova’s Intranet:→ (right side) click “Tools” → scroll down → click “HealthStream”

- ◆ Your log in is your employee ID number
 - ◆ The initial password is “Inova1” – it will then prompt you to change
 - ◆ You will receive email when you have new items to complete → (find: “My Learning” → click)
 - ◆ Please complete in timely manner, by date stated on HealthStream email reminders
 - ◆ Jacki Ferry will also send you reminder emails. Come by her office for help/etc. * I will send you your employee number as soon as I get them.
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Hand-off CEX —is a direct observation assessment tool. You are required to have 2 completed intern year.

- ◆ Attending or a senior resident will be assigned to you and he/she will complete the evaluation
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Monthly Staff Meetings with PD and APD

- ◆ Every month we hold a monthly staff meeting for all residents with PD and APD.
 - ◆ Meeting is different time of month, each block, and will be selected according to PD schedule/residents schedules / where fits best. You will be notified via email and calendar invitation.
 - ◆ Guest speakers, important changes and reminders will be presented, in addition to Resident Kudos!
 - ◆ Lunch is usually served at our staff meetings
 - ◆ Please bring any questions you may have.
 - ◆ **Your attendance is expected each month at this meeting. We will have a Zoom link for those off-site.**
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Semi-Annual Evaluations —1:1 meeting with Program Director, performance evaluation and an opportunity to discuss your accomplishments, contributions, and achieving your desired career goals —please come prepared!

- ◆ You will meet twice yearly with Dr. Gaudiano (Dec-Jan and June-July)
 - ◆ Required paperwork will be emailed to you 1-2 weeks before meeting –please complete in advance (“Self-Reflection” and “Epworth Sleepiness Scale”)
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USMLE—Step 3 Exam —Step 3 must be successfully completed by April 30 of PGY2 year.

Please plan to take Step 3 at the END of PGY-1 year.

STEP 3 is now paid for by GME Office. Please send Jacki your receipt for Step 3.

Note: Screen shots are not accepted receipts by Inova Accounts Payable Dept. Do not send them.

Registration is online→ Federation of State Medical Boards:

<http://www.fsmb.org/licensure/usmle-step-3/>

- ◆ Please follow all instructions on the site
 - ◆ Please use your Inova email address
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Important IT Tasks — Call IT to get RSA Token started. (Ticket has been submitted in for all but you must call for access to start)

- ◆ Call IT at 703-889-2000
- ◆ A ticket has been submitted for you to have remote access (work from home) via Citrix. You need to download the app “RSA SecurID” onto your smartphone. This will generate a security code that will allow you to access EPIC and other Inova related programs from home or anywhere you are with your RSA software. This is also required in order to prescribe controlled substances by physicians.

More:

- ◆ Each resident’s stipend is \$1000 per year. If you don’t spend \$1000 each year, it gets cut in half due to budgeting. You must send all receipts for stipend reimbursement to Jacki Ferry, no exceptions, please do not process yourself. Receipts must say “receipt” or “invoice” and have your name and usually the word “paid”. (You cannot submit a screen shot on your phone for reimbursement.) Please email Jacki or Dr. Gaudiano with questions, she will go over this.
- ◆ You are required to get a **flu vaccine**. Flu shots are free to employees – just show your badge! Flu clinic information is posted all over the campus when it becomes available. You may also go to any drug store or grocery store where flu shots are offered, but you are responsible for sending receipt to Employee Health/ Jacki Ferry. Do not forget this if you go offsite for your flu shot.
- ◆ We purchase a yearly membership for every resident for the ACP: acponline.org (Please do not purchase this yourself)
- ◆ You are expected to check and use your Inova email going forward. Email should be checked on a daily basis when you are working clinically and at least once per week when you are on vacation. You will have Inova phone access/ please use it. If you will not have access to your Inova email due to travel or other circumstances, you should use an out of office message.
- ◆ **Your colleagues and peers are your greatest source of information.** If you don’t know something, please ask. Chief Residents make themselves readily available. We are here to help!