FACULTY ORIENTATION

Program Director (1/2 day)
- Administrative
  - Organization overview: political and financial
  - Who to contact for help
  - Residency website and Facebook page
  - Credentialing, required courses, and certifications
  - Meetings and conferences
  - Evaluations: personal, program, faculty, residents
  - Residents in Difficulty
- Clinical Responsibilities
  - Patient panel
  - Medical Home Port Team
  - Electronic health records
  - CME
  - On-call phone triage
- Resident Graduation requirements
  - USMLE/COMLEX 3
  - State Licensure
  - Procedures
  - Certifications
  - MC-FP
  - Scholarly activity curriculum
  - New Innovations: procedure logging, evaluations @ https://www.new-innov.com/login/
- Outpatient clinic
  - How to use your nurse/MA/administrative assistant
  - Clinic schedule
  - Resident panels
  - Precepting requirements
    - One minute preceptor
  - Cosigning notes
  - Medical student documentation
  - Consultation requirements and protocols: OB collaborative practice guidelines
  - Coding
  - Walkins/balancing rotation and panel
  - Coverage and turnover
- Academic Presentations
Associate Program Director (1/2 day)

- Program Requirements
  o ACGME
    ▪ Work hours
  o Milestones
  o CLER

- Faculty Responsibilities
  o Important dates: ITE, boards, conferences, retreat
  o NAS
  o Milestones
  o Procedure clinics
  o Advising
  o Faculty standards:
    o Scholarly activities requirement
  o Collaterals
    ▪ Current faculty roles
    ▪ PI projects
    ▪ Rotation liaison and curriculum management (turnover)
  o Appointments
    ▪ UW faculty application (WWAMI network)
      http://depts.washington.edu/fammed/administration/clinical-faculty-appointments

- Communication options:
  o Pager
  o Phone: how to retrieve voicemail
  o Email: add to listserves
  o Faxing / Printing

- Scheduling
  o Time away
  o Resident block schedule
  o Clinics
  o Procedure clinics
  o Inpatient Attending
    ▪ Resident coverage schedule
    ▪ Chart signing
    ▪ Medical student use
  o Call
    ▪ Call room + codes
    ▪ On-call evaluations (night float resident feedback)
  o Continuity patient deliveries

- Resources:
  o Share drive
  o Online
    ▪ UW: https://weblogin.washington.edu/
      ▪ Procedures consult
      ▪ Webinars: https://depts.washington.edu/fammed/network/faculty-staff/webinars
    ▪ STFM: http://www.stfm.org/
    ▪ Teaching evidence based medicine: http://ktclearinghouse.ca/cebmc
    ▪ Presentation alternatives: http://prezi.com/index/2/
    ▪ Presentation interactive response: http://www.polleverywhere.com/
    ▪ Survey systems:
      ▪ Catalyst
      ▪ Survey Monkey
  o Smart phone applications