

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/cebml/>
 - Presentation alternatives: <http://prezi.com/index/2/>
 - Presentation interactive response: <http://www.poll Everywhere.com/>
 - Curriculum Guidelines: <http://www.aafp.org/medical-school-residency/program-directors/curriculum.html>
 - Survey systems:
 - Catalyst
 - Survey Monkey
 - o Smart phone applications