Please note some of the important upcoming tasks and reminders.

1. **THURSDAY, JANUARY 18TH COORDINATOR MEETING** - 8:30 breakfast, meeting starts at 9:00
   - UPDATE ON MED HUB IMPLEMENTATION AND ONBOARDING
   - REVIEW OF NEW GME RESOURCE GUIDE
   - Q & A ON NEW GME POLICIES, PROCEDURES – Send us your questions!!
   - REVIEW OF LICENSE RENEWALS AND REAPPOINTMENT PROCESS (optional)

2. **ACGME MILESTONES REPORT DUE JANUARY 18, 2018**

3. **NRMP QUOTA CHANGE DEADLINE JANUARY 31, 2018**

4. **REAPPOINTMENT PROCESSING SHOULD BEGIN:**
   - Send Status List to GME
   - Please confirm any off-cycle reappointments resulting from leave of absence
   - Notify any resident at risk of non-reappointment
   - Stipend Schedule should be available after January or February GMEC meeting at which time reappointment agreements should be distributed
   - Limited License renewal should begin as soon as system opens.  All renewals should be submitted to the BORM before the Match unless there are extenuating circumstances delaying reappointment decisions.  After the Match, the Board staff focus on new license applications.

5. **LICENSING EXAM STEP 3 REQUIREMENT** – PGY2s must take Step 3 by December 31st or request an extension from Dr. DeMarco.  Failure to pass Step 3 after 2nd or 3rd attempt may result in non-promotion or non-reappointment.  A failing score should be considered by the program Clinical Competency Committee (CCC) in conjunction with program milestones assessment to determine eligibility for reappointment.  Failure to pass Step 3 at the end of the 3rd year of training may be considered by CCC as grounds for dismissal.  A passing score on Step 3 is required for certification of successful completion of program.

6. **NEW GME SITE AS LIBRARY RESOURCE GUIDE (replacing BB Learn)**
   The demo site is ready for release the first week in January, 2018.  All reappointment documents will be posted on the site.  Please provide feedback to GME.  We hope this will be much easier for everyone (including residents and fellows) to navigate.  The main site does not require a password.  There is one password-protected page for Coordinators and Program Directors which we will share when the site opens.
   [https://libraryguides.umassmed.edu/GME](https://libraryguides.umassmed.edu/GME)

7. **OUTSIDE ELECTIVE POLICY AND AUTHORIZATION FORM** – The new policy/procedure and form applies to all away elective rotations.  There are additional requirements for all international experiences.  Policy and Form are available in GME Resource Guide.  We are still working on new Program Letter of Agreement Templates for domestic and international experiences.  In the interim, please continue to use the current template.
8. **DUTY HOURS: CLINICAL EXPERIENCE AND EDUCATION** – New policy is posted in GME Resource Guide. Individual programs are expected to have a program-specific policy or can use the institutional policy.

9. **RESIDENT APPRECIATION DAY** – A task force is currently planning a UMMS Resident Appreciation Week (most likely the last week in February or the first week in March). Please feel free to share ideas with OGME.

10. **REMINDERS:**

- **OSTI CURRICULUM** – Please remind your residents and fellows to attend their scheduled sessions.
- **WHITE BELT TRAINING** – Please encourage residents and fellows (and faculty) to sign up for White Belt Training. Participation is directly applicable to patient safety and quality improvement projects and will look great on applications for fellowships or jobs.
- **FLU IMMUNIZATION IS MANDATORY FOR RESIDENTS & FELLOWS**
  The flu vaccine is mandatory for physicians, residents, fellows and LIPs, so they cannot decline the vaccine. Proof can be sent directly to Employee Health at employeeflumailbox@umassmemorial.org