I hope you are all having a wonderful summer! Please remember that Cassie has scheduled only one meeting with coordinators during August. OGME will not be scheduling a separate meeting. Instead we will be using much of this meeting to cover several time sensitive topics that are important for all coordinators. If you are unable to attend, please let OGME know.

**THURSDAY, AUGUST 23rd from 8:30 to 10:30**

- **REVIEW OF APPLICANTS FOR VISA AND MA LICENSURE ELIGIBILITY**
  Kate Carroll will review issues regarding foreign nationals who will require visa support. Deb Porter will review limited license requirements and concerns. She will highlight specific issues that might impact licensure so that programs can screen applications. Cheat sheets with information will be provided.

- **GME POLICY AND PROCEDURE CHANGES AND REMINDERS**
  Leave of Absence Policy and FMLA
  Outside Elective Rotations and Registration through Terra Dotta

- **NEW ANNUAL PROGRAM EVALUATION (APE) TEMPLATE**
  APEs are due at the end of September. Dr. DeMarco will review the new template and process.

**REMINDERS:**

1. **WEB ADS UPDATES** – Due for all programs by September 1, 2018.

2. **GME TRACK** – The deadline for Resident (and Fellow) information is September 30, 2018. This populates AMA FREIDA which is an important recruitment tool.

3. **SEND ONE-YEAR SURVEYS TO LAST YEAR’s GRADUATES**

4. **ERAS REGISTRATION** – Please make sure that everyone who needs access to ERAS is registered! Webinars and information are available for those who are new to the system.

5. **NRMP** – Match opens in August for most fellowships and in September for residency programs.

6. **ANNUAL PROGRAM EVALUATIONS** - These are required by the ACGME. A lot of the information can be pasted directly from WebADS. Due to GME by the end of September.

7. **APPLICANT INTERVIEWS** –
   - **APPLICANT INFORMATION** - Please note ACGME and UMMS eligibility requirements and distribute mandatory applicant information.
   - **PARKING VOUCHERS** – available from OGME
   - **LUNCHEON REIMBURSEMENT** – Please save invoices and track participants. OGME reimburses 50% up to $5 per person for applicants and current residents only.
8. **PROGRAM WEB SITE UPDATES**
   Check that your site information is current and that links work

9. **TRANSPORTATION FOR FATIGUED RESIDENTS**
   Residents who are too tired to drive home post call may be reimbursement for Uber or Lyft to go home and to return the following day. Receipts must be provided and processed through your department. The forms and receipts must be submitted ON PAPER to GME for approval (despite the electronic process, accounts payable insists on receiving paper via snail mail. Go figure!

10. **ANNUAL GME RETREAT - ENHANCING RECRUITMENT – FRIDAY, SEPT 7th from 8 am to 2 pm.**

11. **ITQC (INTERPROFESSIONAL TRAINEE QUALITY COUNCIL) KICKOFF – WEDNESDAY, SEPTEMBER 5th from 8:15-4:30**
   The ITQC provides lean training and project support for trainees interested in healthcare quality improvement. The kickoff is a full day event.

12. **GME PRACTICE MANAGEMENT SESSIONS**
    This year, two “generic practice management programs” are scheduled for all residents and fellows across specialties. Alternatively, programs can arrange for sessions in their own departments that are specialty specific.

   **WEDNESDAY, SEPT 12 from 7:30 am to 9:30 am - ROOM S1-123**
   **FINDING AND EVALUATING JOB OPPORTUNITIES – CVs, INTERVIEWING & WORKING WITH RECRUITERS**

   **WEDNESDAY, SEPT 26 from 7:30 am to 9:30 am – LRB Michaelson Conference Room**
   **EMPLOYMENT CONTRACTS – CONTENT AND NEGOTIATION**

13. **SOLICITATIONS FROM FINANCIAL PLANNERS, INSURANCE REPRESENTATIVES AND PHYSICIAN RECRUITERS**
   UMMS and UMMMC policies prohibit solicitation and specify financial services and insurance representatives as individuals who are not permitted to solicit business here. Please advise GME if you are contacted (you won’t be the only one) or if residents are being harassed.

   UMMS has a contract with InsMed Insurance Company for resident long-term disability insurance and has also offered financial/debt management seminars. GME is currently working with InsMed to identify a local representative to work with our programs and will advise you of updated contact information.