HAPPY HOLIDAYS! We are almost halfway through the academic year. Congratulations to the Medicine Subspecialties for a successful match. Now the fun of reappoints and terminations

1. **ACGME MILESTONES REPORTING - DEADLINE – JANUARY 11, 2019**

2. **MED HUB PROCEDURE CERTIFICATION DOCUMENTATION**
   Per email from Dr. DeMarco this is high priority. Coordinators must ensure that individual procedure verification is documented and updated regularly in Med Hub.

3. **REAPPOINTMENT NOTIFICATION**
   Residents must be notified by the end of December if they will not be reappointed for the coming academic year. The reappointment decision can be delayed but this must be communicated now as GMC Personnel Policies require 6 months notification.

4. **USMLE (OR COMLEX) STEP 3 POLICY REMINDER**
   All residents and fellows must provide passing USMLE or COMLEX Step 3 scores for appointment to their third year of GME. (This also applies to individuals who repeat a PGY1 or PGY2 year due to change of specialty or for academic reasons).

5. **REAPPOINTMENT PROCESSING**
   GME will be distributing a “Status Sheet” to determine which residents/fellows are leaving, staying, and changing programs. It is especially important to advise GME of all “off-cycle” (non-July 1) dates for termination and promotions. The current plan is to process all reappointment agreements on-line through MedHub. GME will be providing instructions for coordinators and for residents and additional documents.

6. **LICENSE RENEWAL**
   Limited licenses are valid for one year and must be renewed on line annually. GME will distribute resident instructions for to access the BORM renewal site in January. Residents must complete renewals with a personal credit card number as soon as possible. They will be reimbursed the $100 fee when EVERYONE in the program has submitted his/her renewal. Residents with “yes” answers (leave of absence, malpractice case, disciplinary action) should complete their renewals as soon as possible as additional documentation is required and these renewals must be reviewed by the licensing committee before the renewal is approved.
   Application for FULL licensure can take 4 to 6 months and should begin no later than February. Please advise OGME of any residents applying for full MA licensure.

7. **MEAL TICKET INCREASE**
   Effective January 1, the value of resident meal tickets will be increased from $7 per call to $10 per call. The increase is NOT retroactive to July 1. HOWEVER in order to ensure that all residents benefit equally from the rate increase, GME will adjust the balance on all resident meal tickets by an increase of $1.50 per call based on the total number of calls that are assigned over 12 months rather than trying to determine remaining calls and adding $3 per call over the remaining 6 months.
8. **NEW MOONLIGHTING FORM REMINDER**
   Each reimbursement form MUST INCLUDE AN ORIGINAL SIGNATURE as this document approves the hours and dates worked and money owed. We cannot accept photocopy of signature on the forms submitted.

9. **FLU IMMUNIZATION REMINDER**
   Immunization is mandatory for care-givers. Residents and fellows who do not meet this requirement will be suspended from patient care and placed on unpaid leave until they comply.

10. **HOLIDAY TIME AND INCLEMENT WEATHER REMINDER**
    Residents and fellows are essential employees when a snow day is declared. If they have assigned responsibilities, they are expected to work. If they are scheduled for outpatient or other activities that have been cancelled, they should verify whether they are needed elsewhere as back up for patient care before assuming they are free to stay home.