



COLLEGE OF MEDICINE
THE UNIVERSITY OF TOLEDO

**The University of Toledo
College of Medicine
Graduate Medical Education**

**Institutional Curriculum Overview
2011-2012**

All residents are required to complete the Institutional Curriculum prior to graduating from their residency program. In order to provide a valuable education, the on-line Institutional curriculum has been designed to be completed in phases throughout your residency years.

Prior to July 1st of entering year of residency/fellowship – Required Curriculum

• **Health Insurance Portability and Accountability Act (HIPAA)**

To Be Completed by: All Incoming Residents/Fellows

ACGME Competencies: Professionalism, Interpersonal and Communication Skills, Patient Care

Access to On-Line Curriculum: <http://www.hccs.com/utoledo/utoledo.asp>

1. Detailed instructions on how to log into the HIPAA training modules (HIPAA Compliance and Professional Compliance) can be found on the GME Website at <http://www.utoledo.edu/med/gme/> under the Incoming Residents/Fellows section

• **iCARE Education and Attestation Statements: Curriculum provided during GME Orientation**

To Be Completed by: All Incoming Residents/Fellows and Subsequently All Residents on yearly basis

ACGME Competencies: Patient Care, Interpersonal and Communication Skills, Professionalism

Access to Attestation Statements:

1. Education and Attestation Statements will be provided to Incoming Residents/Fellows at GME Orientation for completion and instruction on submission to GME Office.
2. Education and Attestation Statements will be provided to Current Residents/Fellows via email for completion and instruction on submission to GME Office.

• **Residents as Educators: Curriculum provided during GME Orientation**

Residents as Educators: Fundamentals of Teaching, Evaluating, and Medical Students for Resident Physicians

Residents as Educators: Teaching and Learning Styles

Residents as Educators: Interacting With Your Medical Students

Residents as Educators: Providing Feedback

Residents as Educators: Evaluating Your Student

To Be Completed by: All Incoming Residents/Fellows

ACGME Competencies: Patient Care, Interpersonal and Communication Skills, Professionalism, Practice-Based Learning and Improvement

End of July 2011 – Required Curriculum

- **Practice Guidelines for Sedation and Analgesia by Non-Anesthesiologists**

To Be Completed by: All Incoming Residents/Fellows

ACGME Competencies: Patient Care

Access to On-Line Curriculum: <http://utmc.utoledo.edu/medstaff/>

1. Log in using Novell username without the container, and Novell password
2. Select “Online Practice Guidelines for Sedation and Analgesia by Non-Anesthesiologists”
3. Watch the video. Computer will need Real Media Player.
4. Complete quiz and submit for certification. Quiz must be passed at 80% in order to become certified and receive credit for completion of the curriculum.

- **Order Writing**

To Be Completed by: All Incoming Residents/Fellows

ACGME Competencies: Patient Care, Medical Knowledge

Access to On-Line Curriculum: <http://www.surveymonkey.com/s/B5KWSWJ>

1. PowerPoint presentation will be sent via email from the GME office.
2. Must review presentation
3. Complete quiz and submit. Responses will be sent electronically to GME office.
4. Must score 100% on quiz to receive credit for completion of the curriculum.

End of September 2011 – Required Curriculum

- **Anticoagulation Protocol**

To Be Completed by: All Residents/Fellows

ACGME Competencies: Patient Care, Practice Based Learning and Improvement, Systems-Based Practice

Access to On-Line Curriculum: http://www.utoledo.edu/med/cme/Recent_Materials.html

1. Review the presentation.
2. Complete quiz using the following link: <http://www.surveymonkey.com/s/5YYPWH6> and submit. Responses will be sent electronically to GME office.
3. Must score 100% on quiz to receive credit for completion of the curriculum.

- **Learning to Address Impairment and Fatigue to Enhance Patient Safety – LIFE**

To Be Completed by: All Residents/Fellows

ACGME Competencies: Interpersonal and Communication Skills, Professionalism, Practice Based Learning and Improvement, Systems-Based Practice

Access to On-Line Curriculum: Conferences/Workshops Provided by Residency Program

1. Residency Programs will use materials supplied by the LIFE curriculum to address all modules of the curriculum.
2. All residents will be required to participate in each module in order to receive credit for completing the module.
3. Completion will be validated by the Residency Program either through attestation of Program Director or attendance records submitted to the GME office.

- **Safety Testing – Joint Commission standard**

To Be Completed by: All Residents/Fellows

ACGME Competencies: Interpersonal and Communication Skills, Professionalism, Practice Based Learning and Improvement, Systems-Based Practice

Access to On-Line Curriculum: www.utoledo.edu/depts/safety

1. Click on "Training" from the menu list on the left.
2. Click on "Safety and Health Test Bank and Training Calendar" in the middle of the screen
3. Type in your UTAD sign-on (most times first initial and last name, e.g., "Mary Monohan" would be "mmonohan"), enter your UTAD password, and click the "login" button.
4. If you have a requirement for training, your list of required test(s) will appear. Click on the name of the test to begin.
5. If you previously started a test that you didn't finish, a test number will be waiting on the screen after you log in. Click on the appropriate blue test number to begin; **OR**, from the menu on the left of the screen under Testing/Training, click on "Select Test".
6. A new box will appear titled "Select Test". In that box is a drop-down menu where all tests are listed. Click on the arrow for the drop-down menu and choose the test you want to take.
 - i. Test #1 Safety 2010-2011 (for most employees)
 - ii. Test #40 for Nurses
 - iii. Test #86 for Ambulatory Services staff
 - iv. (check with your manager for the proper test to take)
7. Then click the button just below "Take Selected Test"—you can take it at that point or start it later.

You have the option to exit and come back to finish later at any point during the test.

8. The first question of the test will appear. Answer each question by **clicking on the desired answer**. **TYPING THE ANSWER DOES NOT WORK!** Click on the blue word "next" or the blue number on the next box to advance to the next question of the test.

A source link appears with many of the questions to provide online help.

9. When you are done choose the blue link just above your test answers, "Finish/Score test". Answer by clicking the appropriate button on the next screen and the program will either score the test, send you back to the test you are working on, or save it to finish later.

The program will provide a results page if you have completed your test.

10. You can print the results page by clicking on the "print" button below the results. You can also click the "missed questions" button to see the questions you missed.
11. There is a button "Other test results" if you want to look at your past test scores. If you want to return to the log-in page, click the button "testing Home".
12. If you failed the test or any individual topics, go to your test bank Home page, then click on "Select Test" from the menu on the left side. Then use the dropdown menu in the middle of the screen and choose the test for the topic you failed. Many tests have similar names, so be sure to pick the test with the same name as the topic(s) you failed.
13. When you are finished using the test bank, don't forget to log off.

- **Compliance Education: Teaching Physician Attestation Education**

To Be Completed by: All Residents/Fellows in 2011-2012, subsequently only Incoming Residents/Fellows

ACGME Competencies: Interpersonal and Communication Skills, Professionalism,
Practice Based Learning and Improvement, Systems-Based Practice

Access to On-Line Curriculum: <http://utoledo.simpllms.com>

1. Enter username (FirstName.LastName)
2. User ID is: utoledo Note: you will be prompted to change your User ID upon log in.
3. Upon logging in you will see the required course you need to take: "Compliance Education: Teaching Physician Attestation 101".
4. This is a 7 minute video and a 5 question quiz.
5. You need to take and submit the quiz in order to receive credit for completion of the curriculum.

End of 2011 – 2012 Academic Year – Required Curriculum

- **Risk Management Education**

To Be Completed by:

All Residents/Fellows

Incoming Residents: Year One modules

Residents PG2: Year Two modules

Residents PG3 and higher/Fellows: Year Three modules

ACGME Competencies:

Professionalism, Practice Based Learning and Improvement, Systems-Based Practice

Access to On-Line Curriculum: <http://utmc.elmexchange.com/cc>

1. Register as "New User". Please confirm your group and click on the link on the left side of the page by clicking "Submit".
2. Fill out a short registration form. You will be asked to provide your name, email address, select a password, and your specialty affiliation.
3. Access your courses. Once registration has been completed you will be guided through an introduction and course guide.

- **Cultural Competence & Diversity Training (must be completed prior to end of academic year)**

To Be Completed by:

All Incoming Residents (prior to end of academic year)

All Residents/Fellows currently in programs who have not completed (prior to end of academic year)

ACGME Competencies:

Interpersonal and Communication Skills, Professionalism, Patient Care

Access to On-Line Curriculum: <http://myut.utoledo.edu/>

1. Log on to "MyUT" using utad username and password (yellow boxes on top right of screen)
2. Select "Employee" tab (on the left)
3. Look for the "Training and Career Development" box in center of window
4. Select on "Cultural Competency and Diversity Training (on-line module)"
5. Complete the 5 modules as instructed

Additional Curriculum – To Be Completed at the Discretion of the Residency/Fellowship Program

- **Residents as Teachers developed by the Alliance for Academic Internal Medicine (AAIM)**

To Be Completed by:

All Residents/Fellows – at the discretion of the Residency/Fellowship Program

ACGME Competencies:

Interpersonal and Communication Skills, Professionalism, Patient Care

Access to On-Line Curriculum:

<http://www.im.org/Resources/Education/Residents/Learning/InterpersonalCommunicationSkills/Pages/Residents-as-Teachers.aspx>

1. The Residency/Fellowship program will be responsible for monitoring the residents' completion of the curriculum.

- **Residents as Educators: Self-Assessment Reflection**

To Be Completed by:

All Residents/Fellows – at the discretion of the Residency/Fellowship Program

ACGME Competencies:




Patient Care, Interpersonal and Communication Skills, Professionalism, Practice-Based Learning and Improvement

Access to On-Line Curriculum: <http://www.ucimc.netouch.com/intro.htm>

1. The inventory measures comfort with clinical teaching by comparing perceptions of your "ideal clinical teacher" and your feelings about yourself as a clinical teacher.
2. The Residency/Fellowship program will be responsible for monitoring the residents' completion of the curriculum.

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College of Medicine - Graduate Medical Education
2011 – 2012 Institutional Curriculum Overview

	July	August	September	October	November	December	January	February	March	April	May	June
Health Insurance Portability and Accountability Act (HIPAA)*	XXXX											
iCARE Education*	XXXX											
Residents as Educators Curriculum*												
<i>FTEMS – Orientation</i>	XXXX											
<i>Teaching and Learning Styles – Orientation</i>	XXXX											
<i>Interacting With Your Medical Student – Orientation</i>	XXXX											
<i>Providing Feedback – Orientation</i>	XXXX											
<i>Evaluating Your Student - Orientation</i>	XXXX											
Guidelines for Sedation and Analgesia by Non-Anesthesiologists	XXXX											
Order Writing Curriculum	XXXX											
Anticoagulation Protocol	XXXX	XXXX	XXXX	XXXX								
Learning to Address Impairment and Fatigue to Enhance Patient Safety (LIFE) Curriculum	XXXX	XXXX	XXXX	XXXX								
Safety Testing – Joint Commission Standard	XXXX	XXXX	XXXX	XXXX								
Compliance Education: Teaching Physician Attestation	XXXX	XXXX	XXXX	XXXX								
Risk Management Education	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
Cultural Competence & Diversity Training	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
Residents as Teachers (AAIM) – Supplemental Curriculum	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
Residents as Educators – Self Assessment Reflection – Supplemental Curriculum	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

-  = All Incoming Residents * HIPAA to be completed prior to July 1st of incoming year. iCare Education and Residents as Educators completed during GME Orientation
-  = All Residents
-  = Supplemental Curriculum for All Residents (at the discretion of the Program Director)