

Medical University Hospital Authority (MUHA)
Office of Graduate Medical Education (GME)

Standard Procedures and Practices
in the Operation of the GME Enterprise's
Electronic Residency Management System (ERMS)

Management of Resident Promotion within the ERMS

Policy

The MUHA GME Office requires all GME programs manage the ERMS accounts of trainees being promoted to the next year of training in their programs in the fashion outlined in Appendix A, "Promotion Procedures" below.

Deviations from the procedures listed in this Policy's Appendices are not permissible without prior written authorization from the Director of the GME Office.

The term "program administrator" in these procedures is meant to refer primarily to the coordinator in each program. However, in the event that a program's coordinator is unable to fully attend to these procedures, the program director must either do so himself or identify a suitable delegate.

Appendix A

Promotion Procedures

Program administrators must take care to attend completely, accurately, and in a timely fashion to all of the steps in the checklist below. Failure to do so will create inaccuracies in the ERMS which will hamper future ERMS use at the program and GME Office level.

As a reminder, users are added to, or removed from, People Groups using the function under Administration, Users, Add People to People Groups.

It should also be noted that the word “resident” as used throughout this document applies equally to both specialty residents and sub-specialty residents (a.k.a. “fellows”).

1. Within 5 business days of the fact of a resident’s promotion (but starting no earlier than July 1 for on-cycle residents or the official date of promotion for off-cycle residents), the following updates in the ERMS must be made for each resident being promoted to the next year of training in his program. For on-cycle residents, this work must be completed by July 7 (or the closest business day prior to July 7).
 - a. The resident must have his Rank updated to the next appropriate PGYx rank. This can be accomplished either by manually updating each such resident’s Rank on the resident’s Biographic Information screen or by using the Administration, Users, Promote feature to promote the resident. The Administration, Promote feature also can be used to promote the program’s entire “PGYx Residents” People Group in a single operation if the program administrator so desires as a time-saving measure. The Promote feature is a time-saving feature which (1) updates a resident’s Rank to the next appropriate rank in the program, (2) closes out the Training & Education record for the just-completed year of training, and (3) if appropriate, creates a new Training & Education record for the just-started year of training.
 - b. On the Administration, Users, Biographical Data, Training & Education tab for the resident, the training record for the just-completed year of training must be updated to reflect the last date of that training year. This date is the very last date of the official training year, NOT the last date of the resident’s presence at work, and NOT the last business day of the training year. This date will be 06/30/xxxx for on-cycle residents and whatever other date is appropriate for off-cycle residents. NOTE: If the Administration, Users, Promote feature was used to update the resident’s Rank to “Graduated/Active”, then the system automatically takes care of closing out the prior training record and creating the next training record, and a manual update of this tab is not needed.

- c. After the record for the just-completed year of training is updated, a new training record for the just-started year of training must be created.
NOTE: If the Administration, Users, Promote feature is not used and there is thus a need to manually update the Training & Education tab, the administrator can use the “Auto-Create Next Year” link (in the rightmost column of the just-completed year’s training record) to conveniently create the next year’s training record. If the Auto-Create feature is not used, the next year’s training record must be created manually.
- d. Remove the resident from the “PGYx Residents” People Group he was in for the just-completed year of training. Each of a program’s “PGYx Residents” People Groups must reflect at all times the entire body of residents *currently* in that PGYx class (e.g., PGY1 class, PGY2 class, etc.) in that program.
- e. Add the resident to the “PGYx Residents” People Group he should be in for the just-started year of training. Each of a program’s “PGYx Residents” People Groups must reflect at all times the entire body of residents *currently* in that PGYx class (e.g., PGY1 class, PGY2 class, etc.) in that program.
- f. If the resident has become a chief resident, add him to the program’s “Chief Residents” People Group. A program’s “Chief Residents” People Group must reflect at all times the entire body of chief residents *currently* in that program.

IMPORTANT: Do *not* delete any People Groups which become empty as a result of removing residents from groups as instructed above.