
Keeping
Organized

-

Resident Information

Chi Quach
University of California, Los Angeles
Department of Surgery
April 24, 2013



David Geffen
School of Medicine



Disclosure: I have no conflict of interest in relation to this presentation



David Geffen
School of Medicine

ARCS
Association of Residency
Coordinators in Surgery

Objectives:

Identifying options to best organize resident documents.

I will focus mainly on residents' documentation in these areas:

- Residents files
- Storing Resident demographic Information using ACCESS
- Resident Website



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Paper File

- Correspondence
- Bi-Annual Meetings
- M&M reports
- ABSITE
- Mock Orals
- Evaluations
- Personnel
- Human Resources
- Application
- Contract



Pros: If the computer crashes, you still have a copy available

Cons: Easy to lose files and there is never enough space in the office.



Create Web-based Portfolio

Residents | My Presentations | My Personal Documents | Public Presentations | Core Reading Materials | Search | G & O | Survey | Manage Account | Log Out

Residents


Bruin, Joe
bruin2, joe
Buchanan, Colin
Burruss, Sigrid
Byrd, Joshua
Carson, Joshua
Carter, Mollie
Carter, Stacey
Chang, Heather
Chang, Tina
Cheek, Richard
Chen, David
Chen, Formosa
Cheng, Allen
Chestovich, Paul

Add

Academic Year: ----- All -----

Personal Info / Contact Info / Training Info / Rotations / Certificates / Completion of Training

Last Name	<input type="text" value="Bruin"/>	First Name	<input type="text" value="Joe"/>
Employee ID	<input type="text" value="123-456-789"/>	Gender	<input type="text" value="Male"/>
Date of Birth	<input type="text" value="07/04/1975"/>	SS #	<input type="text" value="6789"/>
Med School Attended	<input type="text" value="UCLA"/>		
Med School Grad Year	<input type="text" value="2000"/>		
Division	<input type="text" value="General Surgery"/>		
Residency Begin Date	<input type="text" value="06/24/2000"/>	End Date	<input type="text" value="06/30/2006"/>
UCLA Email	<input type="text" value="JoeB@mednet.ucla.edu"/>		
Personal Email	<input type="text" value="JoeB@yahoo.com"/>		



[Remove]

Update **Download All**

Pros: Can access anywhere. Residents are self efficient.

Cons: Expensive



Using Google Doc

The screenshot shows the Google Drive interface. At the top, there is a navigation bar with links for +Chi, Search, Images, Maps, Play, YouTube, News, Gmail, Drive, Calendar, and More. Below this is the Google logo and a search bar. A notification banner states: "You have removed an item from the shared folder 'Formosa Chen'. Other users will no longer see this item in the shared folder. [Undo](#)".

The main content area shows a folder path: My Drive > Surgical Skills Portfolio > Resident Portfolio > Class of 2013 > Formosa Chen. Below the path is a table of files:

<input type="checkbox"/>	TITLE	OWNER
<input type="checkbox"/>	ABSITE Shared	Zabrazado
<input type="checkbox"/>	Applications Shared	Dacob
<input type="checkbox"/>	Bi-Annual Meetings Shared	Zabrazado
<input type="checkbox"/>	Correspondence Shared	Dacob
<input type="checkbox"/>	Forms, Certificates, Licenses, Diplomas, CVs Shared	Dacob
<input type="checkbox"/>	M&M Shared	Zabrazado
<input type="checkbox"/>	Mock Orals Shared	Dacob
<input type="checkbox"/>	New Hire Paperwork Shared	Dacob
<input type="checkbox"/>	Reference Letter Shared	Dacob
<input type="checkbox"/>	Resident Progress Shared	Zabrazado

Cons: Information not stored on site

Pros: It's free.

Storing Resident information using ACCESS

Two database: Current Resident and Alumni Database that stores the residents demographics




Storing Resident information using ACCESS

Forms

- Resident Progress Meeting - R1 Evals Score
- Resident Progress Meeting - R2 Evals Score
- Resident Progress Meeting - R3 Evals Score
- Resident Progress Meeting - R4 Evals Score
- Resident Progress Meeting - R5 Evals Score
- Resident Progress Meeting R1 Comments
- Resident Progress Meeting R2 Comments
- Resident Progress Meeting R3 Comments
- Resident Progress Meeting R4 Comments
- Resident Progress Meeting R5 Comments
- ResidentProgressMeeting
- ResidentProgressMeetingR1
- ResidentProgressMeetingR2
- ResidentProgressMeetingR3
- ResidentProgressMeetingR4
- ResidentProgressMeetingR5
- Residents

Employee Id	First Name	Middle Name	Last Name	Birth Date
403743384	Joe	Westwood	Bruin	06/22/1953
Division	Year Begin	Year End	Clinic YR	citizen: SSN
Urology	06/24/2008	06/30/2014	3	US 123-45-6789
Medical School	Year Grad	E-mail		
UCL Medical School	2008	joebruin@mednet.ucla.edu		



Address	Phone:	203 980-2758
2216 Westwood	Pager	25841
Los Angeles	NPI:	12356789
CA	Mentor	Coach Wooden
90077		

ABSITE Scores

	Percent Correct	%tile
PGY1:	99	99
PGY2:	99	99
PGY3:	99	99
PGY4:	99	99
PGY5:	99	99
PGY6:		
PGY7:		
PGY8:		
PGY9:		

Storing Resident information using ACCESS

Chi - Master Alumni - Microsoft Access

Home Create External Data Database Tools Acrobat

View Paste Copy Cut Copy Format Painter Font Rich Text Refresh All Save Delete More Spelling Filter Selection Advanced Size to Fit Form Windows Find Replace Go To Select

Forms

- Applicants
- delson
- FICA
- FormBillingCharge
- frm_Credentialing_sub
- Invoice for Agency
- InvoiceForAgency122106
- Resident Alumni for Billing
- Surgery Alumni

Joe Westwood Bruuin Grad GS Grad Other?

FINAL DIVISION: General Surgery Certificate Given? Gender

ENTRY DATE: 6/24/2008 EXIT DATE: 6/30/2014 BIRTH DATE: 6/22/1976 SS#: 123-45-6789

File Status: In Storage

ADDRESS: 2216 UCLA Road Los Angeles CA 90077

POST MD YR	DIVISION	BEGIN DATE	END DATE	ABSITE TOTAL TEST
PGY - I	GS	6/24/1953	6/23/1954	
PGY - II	GS	7/1/1954	6/30/1955	
PGY - III	GS - Research	7/1/1955	6/30/1956	
PGY - IV	GS-Research	7/1/1956	6/30/1957	
PGY - V	GS	7/1/1958	6/30/1959	
PGY - VI	GS	7/1/1959	6/30/1960	
PGY - VII				
PGY - VIII				

RESEARCH INFORMATION

ENTERED LAB: 7/1/1955 LEFT LAB: 6/30/1957

MEDICAL SCHOOL: Yale Medical School YEAR GRADUATED: 2006

Credentialing Service: * Date Ser

Record: 1 of 1 No Filter Search

EXIT REVIEWS

Patient Care:	Acad. Completion:	Admin Respon.	Tech. Skills:	Prof. Conduct:
Excellent	Excellent	Excellent	Excellent	Excellent

Faculty at UCLA

Last Known Address: 123 Westwood Bruin St. Los Angeles CA 90095 Telephone: 310-206-9291

Fellowship:

Surgery Website

Department Tools | Intranet | What's New | Jobs | Contact Us

search

Doctors Surgical Services Clinical Services Research Training

UCLA SURGICAL EDUCATION

UCLA Surgical Education

- Education Home
- Rotation Schedules
- Call Schedules
- Rosters/Paging
- Medical Students
- OR Schedule
- Conferences
- Service Information
- Basic Science
- Research
- Orientation
- GME
- Forms
- Resident Portfolios/Archive
- Policies & Procedures
- Prospective Residents
- E-Quiz
- Contact Us
- Hospital Documentation
- Faculty Development
- Site Map
- Resident Instant Feedback



Announcements (April 1, 2013)



US News - America Best Hospital Honor Roll for 2012-2013 ranks Ronald Reagan UCLA Medical Center as one of the top five American Hospitals and the best hospital in the western United States.

Surgical Education Newsletter - April 2013

Clinical Documentation Principle

Pictorial Roster 2012-13 (PDF)

Mock Oral Guidelines - by Dr. David Chen

American Board of Surgery Assessment Forms

Teaching Rounds - "Teaching When Time is Limited" by Dr. LuAnn Wilkerson

Sleep Deprivation and Countermeasures by Dr. Alon Avidan (Quicktime video)

SCORE Curriculum

Resident Milestones

PAGER INFORMATION

Who's On Call Today?

Mon, April 15, 2013

Virtual Pagers

All Resident Pagers

*Reminder: Wednesdays 7am-10am is Protected...

RESIDENT SIGN OUT

VERINFORM

-Work Hours -Evaluations

USEFUL LINKS

- UCLA Mednet
- ACGME Case Log
- Graduate Medical Education
- Fund. of Surgery Curriculum
- SCORE
- California Medical Board
- At Your Service Online
- Certification & Licensure
- ACLS classes
- Salaries and benefits

It pays to be organized .
Resident and faculty become self efficient



Questions?

Thank you



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