Academic Year Changeover MedHub Checklist

The following items should be completed annually in MedHub before the start of the academic year for each of your programs.

☐ Review and set up curriculum objectives/goals
☐ Upload GME Program Handbook/Policy Manual
☐ Review and update faculty list
☐ Review and update mentors/mentees
☐ Review and update outside and off-program evaluators
☐ Schedule conferences (if applicable)
☐ Review procedures/case logs set-up (if applicable)
☐ Absences
   ☐ Review absence approval process set-up
   ☐ Enter absences collected at beginning of year (if applicable)
☐ Set up rotations and clinics
☐ Ensure all required evaluation types are set up. Reference ACGME Required Evaluations – Table (MedHub homepage > GME Resources and Documents > Accreditation and Compliance > Evaluations and Surveys)
   ☐ Faculty Evaluation of Resident – delivered within 2 weeks following each rotation (no less than quarterly)
   ☐ Multi-Source Evaluation of Resident (staff, peers, self, patient) – must be incorporated into Program Director’s semi-annual evaluation of resident
   ☐ Resident Evaluation of Faculty – delivered at least annually
   ☐ Resident/Faculty Evaluation of Program – delivered annually
☐ Review and update evaluation form content
☐ Ensure correct services are selected for existing automated evaluations (only applicable if you added/removed services for the upcoming academic year)
☐ Add new or archive old evaluation forms