

GME On-Line Advancement Form Instructions

Purpose of On-Line Advancement Form

- The purpose of the on-line advancement form is to document house staff appointment information and Program Director approval for each academic year.
- Please review the information contained in each section carefully.
- There are four slides with screen shots at the end of this presentation guide as an additional user aid.
- If you have any questions about the online form, please contact Wendy Wilson at wendy.wilson@vanderbilt.edu or 322-7821.

Permissions for Advancement Form

- Program Coordinators are set up as “editors.” They can enter and edit new information for each house staff until it is submitted to the Program Director
- Program Directors are set up as “secondary editors.” They can enter/edit new appointment information and must approve the advancement information for each house staff.
- Some departments may require additional approval by an Administrative Officer (DOM or VCH or Dept.). An additional advancement status of “Pending AO Approval” is present for those programs. The AO can either approve or reject submitted line items.
- If any changes need to be made to these functions, please contact Wendy Wilson at wendy.wilson@vanderbilt.edu or 322-7821.

PLEASE NOTE

- This form is for the advancement of *CURRENT* house staff.
New house staff will not be available in the advancement system.
 - On initial log in, verify that all CURRENT appointment information is correct and report any discrepancies to GME.
- All GME appointed house staff, including Non-ACGME programs, are to be advanced using this online form.
- To access the On-Line Advancement Form
 - Click this link and log into the PC/PD Portal:
<https://gme.mc.vanderbilt.edu/gmeportal/>
 - Click “Advancement Form” under Admin Tools.
 - Click on the program name to edit.

Advancement: Using the system

- Advancements are made on a per house staff basis. Each line of the form may be submitted or rejected independently of the next. You may approve and reject multiple house staff lines in a single submission.
- To sort the information (i.e. name, PGY, status) you can click the header of any column. The table will be sorted by that column. Clicking it again will sort it in reverse order.
 - Note that you can also click the radio button, “Show Only Lines I Can Edit/Submit” to quickly locate those appointment lines that are still in progress or may have been rejected back to you. This is located under the program name (top left corner).
- Each time an appointment line is submitted, emails are automatically sent to those who will next need to approve/review the items submitted. For this reason, try to submit several rows (or all rows) at one time to reduce the number of emails sent.
- To edit information for each individual, click “**Edit**” on each row.

Advancement: Status, Dates, Title, PGY

- Click **“Edit”** to the left of the house staff name to edit that individual.
- Choose the appropriate option in the drop down box by **“Future Status”**.
 - If the selection is “Joining VUMC Faculty” or “Leaving VUMC” the boxes below will be greyed out as no further information is needed.
 - If a house staff is completing training but you are not aware of his/her future status, select “Joining VUMC Faculty” and indicate in the Notes box.
 - *Notify Wendy Wilson in GME once his/her next status is determined.*
 - If “Advancing” or “Program Transfer” is selected for the coming year, indicate the begin/end date, program (for those transferring programs), title, PGY level, and training type.
 - If you are unsure of what program the house staff is transferring into, select “To Be Determined” in the drop-down.
 - *Notify Wendy Wilson in GME once the new program is determined.*
 - If a house staff will remain in the same PGY level for some portion of the future year due to LOA, Probation, Warning, etc., select “Training Extension” and remember to specify in the Notes.

Advancement: Status, Dates, Title, PGY (continued)

- Appointment dates can be entered using the calendar button or typed directly into the text box.
 - Dates are in the mmddyyyy format and the '/' character does not need to be typed.
- Once you have entered all of the fields for that house staff, click “Update” to save the information.
- If more than one appointment line is needed due to a training extension or other issue, you will need to add an appointment line for that house staff on the main screen and then enter the data.
 - Select the house officer from the drop down list at the top right of the screen and click the “Add Additional Training Period” button.
 - Once you enter the appointment data and return to the main screen, you will see two appointment lines for that house staff. *Be sure the appointment dates do not overlap.*

Notes Box

- You will see a “Notes” box at the bottom of the main screen. The notes box is included for any specific information you need to share with GME regarding a member of the house staff (training extension/reason, future status TBD, etc.).
- Begin each entry with the house staff’s name as the notes box is not tied to a particular individual.
 - Click in the “Notes” box to type your comment.
 - Your entries will remain active as you continue to work.
 - Click on “Save Note” to save your entries.
 - Your saved notes will appear in the “Note History” box.
 - Saved notes cannot be edited or deleted.

Coordinator Approval / Submission Process

- Coordinators: once you have completed all required fields for each house staff and entered the appropriate notes...
 - Click the “Submit” checkbox next to each house staff that you want to submit to the Program Director.
 - If all rows are ready for submission, click the checkbox in the header under ‘Submit’ and all rows will be checked for submission.
 - Click the “Submit Selected Rows” button above the notes box.
 - Your program director will receive an email notice to log on, review/edit information, and submit.

Program Director Approval / Submission Process

- Program Directors: After the Program Coordinator has completed the initial steps, you will receive an email that the Advancement Form is ready for your review and approval. As a Program Director you may also choose to complete the initial entry rather than the program coordinator.
- Once all information is correct and the appropriate notes have been entered, you should...
 - Click the “Submit” (or “Reject”) checkbox next to each house staff.
 - If all rows are ready for submission, click the checkbox in the header under ‘Submit’ and all rows will be checked for submission.
 - Click the “Submit Selected Rows” button above the notes box.
 - The AO or the GME Office will receive an email to review the submitted lines.
 - The Program Coordinator will receive an email for any rejected lines.
 - Please make an entry in the Notes box to explain any rejected lines.
 - The approval/submission process is the same when rejected lines have been revised and resubmitted.
- Wendy Wilson will contact the program if there are any questions.

Admin Officer Approval / Submission Process

- Administrative Officer (if applicable): You will receive email notification that a specific program has completed the Advancement Form and it is ready for your review. You may either approve and submit to GME or you may “reject” any lines for corrections. Please make an entry in the Notes box to explain any rejected lines.
 - If any lines are rejected, the Program Director and Coordinator will receive an email informing them that specific lines have been rejected.
 - The program will revise and resubmit the appointment line(s) for review/approval.
 - To approve appointment lines...
 - Click the ‘Submit’ checkbox next to each house staff
 - If all rows are ready for submission, click the checkbox in the header under ‘Submit’ and all rows will be checked for submission.
 - Click the ‘Submit Selected Rows’ button above the notes box.
- Once approved, this information will automatically be sent to the GME Office and the current status of those house staff submitted will indicate “Pending GME Approval.”
- Wendy Wilson will contact the program if there are any questions.

Screen shots follow providing additional details/direction for those using the On-Line Advancement System.

Basic Layout of First Screen

Click checkbox
under Submit to
select all rows

Click Edit button
for EACH name
to enter/edit
information

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Request for House Staff Advancement

VANDERBILT UNIVERSITY MEDICAL CENTER

[Link to the instructions](#)

Internal Medicine
Due Date: 12/10/2012

[Advancement Instructions](#)
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☒ Show All Lines
☐ Show Only Lines I Can Edit/Submit

[Click any column header to sort](#)

Add Additional Training Period For:

		Current Appointment								Future Appointment								
	Submit	Reject	Advancement Status	First	Middle	Last	Begin Date	End Date	Title	PGY	Future Status	Begin Date	End Date	Program	Title	PGY	Chief Year	Training Type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	F			7/1/2012	6/30/2013	Resident	1								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	A			1/1/2013	12/31/2013	Resident	3								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	K			7/1/2012	6/30/2013	Resident	1								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	F			7/1/2012	6/30/2013	Resident	2								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	K			7/1/2012	6/30/2013	Resident	1								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	T			7/1/2012	6/30/2013	Resident	1								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	T			7/1/2012	6/30/2013	Resident	1								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	K			7/1/2012	6/30/2013	Resident	2								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	K			7/1/2012	6/30/2013	Resident	1								

Current
house staff &
their current
appointments
appear in this
section

This is where the information
you enter will appear

Status of each house staff appointment.
Advancement for your program is complete when
each row indicates Pending GME Approval.

This is the screen you will see after clicking the 'Edit' button on the house staff listing (first page). Here you will enter the appointment information for the next year. Enter data for each field. Field will be greyed out if no entry needed.

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Vanderbilt Medical Center: For Employees, Researchers, and Students

Graduate Medical Education Request for House Staff Advancement

VANDERBILT UNIVERSITY MEDICAL CENTER

Search

Edit Advancement Status

Abe [redacted] nu

Future Status		Advancing to Next PGY
	Current	Future
Begin Date	7/1/2012	07/01/2013
End Date	6/30/2013	06/30/2014
Program		Internal Medicine
Title	Resident	Resident
PGY	1	2
Training Type		Residency

Update Cancel

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Make appointment
selections here

Select advancement action in the pull-down menu.
Advancing to Next PGY has been selected in this
example.

If transferring to another VUMC program you'll indicate
the new program or 'To Be Determined' if not yet
confirmed.

Select applicable title and PGY level for appointment.

Click the Update button when done.

To Add Training Row

If your house staff will have more than one appointment status during the year, you need to add an appointment row by clicking this button. (i.e. Training Extension and then Program Transfer, add a row for the transfer)

VanderbiltHealth.com: For Patients and Visitors

Request for House Staff Advancement

VANDERBILT UNIVERSITY MEDICAL CENTER

Internal Medicine

Due Date: 12/10/2012

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☒ Show All Lines

☐ Show Only Lines I Can Edit/Submit

Add Additional Training Period For:

Abe [dropdown menu]

Current Appointment										Future Appointment							
	Submit	Reject	Advancement Status	First	Middle	Last	Begin Date	End Date	Title	PGY	Future Status	Beg Date	End Date	Program	Title	PGY	Chief Year
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	Fa			7/1/2012	6/30/2013	Resident	1							<input type="checkbox"/>
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	An		mail	1/1/2013	12/31/2013	Resident	3							<input type="checkbox"/>
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	Kath		s	7/1/2012	6/30/2013	Resident	1							<input type="checkbox"/>
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	Fol		e	7/1/2012	6/30/2013	Resident	2							
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	Kate		er	7/1/2012	6/30/2013	Resident	1							
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	Thor		er	7/1/2012	6/30/2013	Resident	1							
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	Tar		er	7/1/2012	6/30/2013	Resident	1							
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	Kar		tti	7/1/2012	6/30/2013	Resident	2							
Edit	<input type="checkbox"/>	<input type="checkbox"/>	Pending Data Entry	Kath		mann	7/1/2012	6/30/2013	Resident	1							

To add a training period:

First, select the house staff name in this drop-down list.

Second, click the “Add Additional Training” button.

To add a training period:

First, select the house staff name in this drop-down list.

Second, click the "Add Additional Training Period" button and enter the information.

This is a view of the bottom portion of the page.

Advancements - Graduate Medical Education VU...

Edit		Pending Data Entry	K	ter	7/1/2012	6/30/2013	Resident	1	
Edit	<input type="checkbox"/>	Pending Data Entry	Th	ter	7/1/2012	6/30/2013	Resident	1	<input type="checkbox"/>
Edit	<input type="checkbox"/>	Pending Data Entry	T	ger	7/1/2012	6/30/2013	R		<input type="checkbox"/>
Edit	<input type="checkbox"/>	Pending Data Entry	K	tti	7/1/2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	R		<input type="checkbox"/>
					2012	6/30/2013	Resident	1	<input type="checkbox"/>

After clicking the Submit Box (or check-box in header to select all), click "Submit Selected Rows" to send the advancement to the next approval level.

Use this scroll bar to navigate your house staff list.

Use this scroll bar to navigate the entire page.

Submit Selected Rows

Enter notes here: (Notes only need to be saved once before logging out)

Enter your notes about appointments here (i.e. names of those with a status to be determined, training extensions, etc.).

Save Note >>

View/Hide Details

Note History

If you have questions, please contact

Wendy Wilson

wendy.wilson@vanderbilt.edu

322-7821

Thank you!