

Resident Selection/ Interview/Orientation

Diana Breda, University of Southern California

Lisa Newstrom, University of Minnesota



SELECTION OF APPLICANTS

Application Process

- Applications start coming into ERAS July 1
- USC Deadline: August 15

ERAS Applications

- Make sure system is set up properly to receive applications
- Download files at least weekly
- Notify applicants of missing items if needed
- USC receives approximately 45-50 applications

Online Application Review

- Faculty reviewers are set up to view applications via ERAS website
- Under File tab – PDWebRevue
- Assign users and permission levels- they receive an email with link to view applications

Selection Process

- Program Director informs Coordinator of who they want to invite to interview
- Interview dates are set for September and October
- Candidates are invited via ERAS for interview dates (letter includes information about registering with NRMP)

USC No Interview Letter

Dear Applicant:

We thank you for your interest in our fellowship program. However, due to the high volume of qualified candidates, we are unable to invite all of the applicants for an interview.

Once again, thank you for your application and we wish you the best of luck in your future endeavors.

Yours sincerely,

Glenn T. Ault, M.D., MEd.
Program Director
University of Southern California
Keck School of Medicine
Division of Colorectal Surgery

GA/db

USC Invite Letter to candidates:

- Dear Applicant,
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- Thank you for applying to our program in the Division of Colorectal Surgery at the University of Southern California, Keck School of Medicine. We have reviewed your application and based on the information you supplied, we are impressed. Your hard work and achievements thus far make you the kind of candidate we consider for our program.
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- As a result, we would like the opportunity to meet with you in person for an interview. This would give us the chance to meet you and simultaneously expose you to some of what our program has to offer as you interact with Faculty and current Fellows. We have two interview dates set and listed below. Please email Diana Breda at dbreda@usc.edu to schedule an interview date or you may call her at (323)442-4093. We will have a social event for you to attend on Sunday evening and the interview schedule will begin with our staff conference at 7am the following morning. A detailed schedule will be sent to you once you are confirmed for your interview.
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- 2011-12 Interview dates for prospective Fellows:
 - September 26-27, 2010
 - October 10-11, 2010
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- We look forward to meeting you on the date you choose from those listed above.
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- It is very important that your file is complete prior to the interview. If your file is incomplete, please make sure to have all of the materials in your ERAS file prior to your interview date. It is also critical that you are registered with the NRMP. Please go to www.nrmp.org and register as soon as possible.
-
- With Best Regards,
-
-
- Glenn T. Ault, M.D., M.S.Ed.
 - Associate Professor and Program Director
 - Division of Colorectal Surgery
 - Keck School of Medicine
 - University of Southern California

Interview Dates

- Use Interview Manager in ERAS to set up dates for interviews
- Set limit on number of candidates for each date

Interview Schedule

- Enter names of candidates for each interview date from ERAS
- Send letter with details about interview days as soon as they commit to a date
- Make interview schedule with faculty interviewing each candidate

September 20, 2010

Dear Applicant:

You are scheduled to interview for our residency program on Monday, October 11, 2010. We will be having a social event/dinner on the evening of October 10 at 6pm at Il Fornaio Restaurant in Pasadena. The address is 24 West Union Street, Pasadena, CA 91103. Directions can be found on their website at this link:
http://www.ilfornaio.com/?page=138&restaurant_id=3152.

On October 11 your day will begin by meeting in front of the Seaver cafeteria near the Pappas quad of the USC Health Science Campus at 6:45a.m. You will be greeted by Dr. Pamela Lee, who is one of our current residents. She will walk you to our case conference at the County hospital. Following the conference, you will have interviews with our faculty until approximately 12:00p.m. You will then have lunch with our current residents at the Edmondson Faculty Center and also have a campus tour and an opportunity to observe our clinic at County hospital. Your day will end at approximately 2:00p.m.

If you are flying back home that day, please allow at least 2-3 hours of travel time to LAX with traffic and security conditions. I will send the actual schedule once we have it confirmed.

Our campus is the USC Health Sciences Campus. For hotels in the area, we usually recommend the Pasadena and/or South Pasadena areas. There are also some nice hotels in downtown Los Angeles near our campus. You can get hotel information from the specific websites.

If you need parking for the day, please let me know and I will make you a reservation at the Biggy lot, which is next to the campus and the Norris Cancer Hospital at the corner of Zonal Avenue and Biggy Street. The address of the Norris Cancer Hospital is: 1441 Eastlake Avenue, Los Angeles, CA 90033. For driving directions and maps, please go to <http://transnet.usc.edu/>, and click on HSC (Health Sciences Campus).

My direct phone number on campus is (323)442-4093 and I will be in the office at approximately 8:00a.m. on October 11. If you need immediate assistance that morning, please call Dr. Lee's cell phone at (415)933-7613.

Please email or call me to confirm that you will be attending the interview as scheduled and whether or not you will need parking no later than October 1, 2010. I also need to know if you will attend the social event on October 10.

ALSO—very important!! If you haven't already done so, please register with the NRMP at www.nrmp.org so that you can be entered into the match system.

Please contact me if you need any further information. We look forward to meeting you soon.

Sincerely,

Diana C. Breda
Program Coordinator
University of Southern California
Division of Colorectal Surgery



INTERVIEWS

Interviews

- USC interviews approximately 9-10 candidates on two dates.
- Interview day schedule

Interview Agenda

KECK Department of
SCHOOL OF MEDICINE **USC** Colorectal Surgery

Resident Interviews

Agenda
Monday, October 11, 2010

Time	Event/Location	Host(s)
6:45a.m.	Pappas Quad	Dr. Lee
7:00-8:40a.m.	County Conference	Dr. Ault
9:00-11:00a.m.	Interviews/7 th Floor Norris	Faculty
11:00-11:30a.m.	Tour Campus	Dr. Lee
11:30a.m.-12:30p.m.	Lunch at Edmondson	Residents
12:30p.m.	Closing	Dr. Ault

Rating During Interviews

- USC Faculty use rating form to rate candidates during interviews.

Resident Candidate Evaluation Form

0= Unacceptable 1=Unknown 5=Outstanding/Must have

NAME _____

A. Research _____

B. Presentation _____

C. Education _____

D. Residency Quality _____

E. Evaluations _____

F. Residency Performance _____

G. Objective test scores _____

H. As a colleague _____

I. Leadership evidence _____

J. Overall impression _____

TOTAL _____

AVERAGE _____

Signature _____

NRMP Rank Order List

www.nrmp.org

- Faculty meet and rank candidates
- PD submits rank order list to PC
- PC enters list into NRMP system by deadline (November 2 this year)
- Accuracy is critical!

NRMP Match Day

- 2011 NRMP Match Day is November 16
- Letter to matched residents welcoming them to program
- Necessary materials to PC by April 1

Welcome Letter from Program Director



Keck School of Medicine
University of Southern California

**Department of Surgery
Division of
Colorectal Surgery**

**Anthony J. Senagore, MD, MS,
MBA, FACS, FASCRS**
Division Chief and
Professor of
Colorectal Surgery
Charles W. and Carolyn
Costello Chair for
Colorectal Diseases
anthony.senagore@med.
usc.edu

Petar Vukasin, MD
Assistant Professor of
Colorectal Surgery
vukasin@pacbell.net

Andreas M. Kaiser, MD, FACS
Associate Professor of
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akaiser@usc.edu

Glenn T. Ault, MD, MEd
Assistant Professor of
Colorectal Surgery
ault@usc.edu

AnaMaria McElrath-Garza, MD
Assistant Professor of
Colorectal Surgery
anamaria.garza@usc.edu

1441 Eastlake Avenue
Suite 7419
Los Angeles,
California 90033
Tel: 323 865 3690
Fax: 323 865 3671
www.USCColorectalSurgery.com

November 17, 2010

Physician, M.D.
Any street USA
Tucson, AZ 85712

Dear Dr. Blank:

On behalf of the faculty of the USC Division of Colorectal Surgery, we are pleased that you will be joining our program on July 1st. Now that you have matched to our colorectal surgery program, the California Medical License application process becomes an urgent issue. Since the California Medical Board has informed us that they won't even begin processing an application until they have had it at least 120 days, and they are now closed 3 Fridays a month, it is imperative that you have your application complete and ready to submit with the fee within the next 10 days. You can apply online via the following link: <http://www.medbd.ca.gov/applicant/Index.html>. Your employment is contingent on the granting of a California Medical License. I cannot stress the importance of you completing and submitting a **complete** application within 10 days.

In addition, if you don't already have a DEA certificate, you can also do this online once you have your California Medical License number. This is the link for the DEA application: http://www.deadiversion.usdoj.gov/online_forms.htm. You can waive the fee if you use our dept. address as the location to receive your certificate: LAC+USC -GME office, 1200 North State Street, Clinic Tower, Suite A7D, Los Angeles, CA 90033.

In order to prepare your file for the fellowship program, we need to receive some information from you. Please submit the following items to Diana Breda **no later than April 1, 2011**:

- Current Curriculum Vitae
- Copy of California Medical License
- Copy of DEA Certificate
- Copy of Drivers' License
- Medical school verification letter or copy of diploma
- Verification of all prior postgraduate training in the USA and satisfactory completion thereof- for training NOT completed at the LAC+USC Medical Center. This should be a letter or certificate from the facility verifying satisfactory completion of training. The general surgery residency verification must include the following wording: "Dr. (your name) has demonstrated sufficient competency to enter practice without direct supervision."

There will be more information mailed to you as July approaches. Please notify Diana Breda, our coordinator, of any address changes or if you need further assistance. Her direct line is (323)442-4093 and her email address is dbreda@usc.edu.

Sincerely yours,

Glenn T. Ault, M.D., MEd.
Assistant Professor and Program Director
USC Division of Colorectal Surgery

GTA/db



RESIDENT ORIENTATION



RESIDENT ORIENTATION

- Enhances communication
- Assures them of commitments to help them succeed

RESIDENT ORIENTATION

- The orientation process is established to provide an overview of the Division policies, goals and objectives as well as their roles and responsibilities of the residents, faculty preceptors, and division staff.

RESIDENT ORIENTATION

- Invite key individuals to attend the orientation:
 - Program Director
 - Residency Program Coordinator
 - Teaching Faculty
 - Departing Residents
 - Clinic Coordinators/Surgery Schedulers
 - Business Office Manager
 - Librarian

RESIDENT ORIENTATION

- Presentations and/or a videotape be included to cover the mission/history and structure of the University.

RESIDENT ORIENTATION

- Review in detail the orientation manual and allow time for questions and answers.
- Provide new residents with a biographical sketch and photograph of teaching faculty.
- Provide an organizational chart.

RESIDENT ORIENTATION

- The orientation manual should include:
 - Agenda
 - Teaching faculty/pertinent telephone numbers
 - Division/University policies
 - Conference schedule/description
 - Research guidelines
 - Alumni
 - Administrative Chief Resident responsibilities
 - Hospital/clinic information
 - Rotation schedule/descriptions
 - Miscellaneous

RESIDENT ORIENTATION

- RESIDENCY PROGRAM COORDINATOR'S
ROLE

- Complete credentialing/educational experience for hospitals
- Distribute pagers/parking permits/keys
- Provide phone listing of pertinent personnel/faculty
- Conference schedule/description
- Hospital/clinic information
- Application for ASCRS
- Operative Experience Record Forms/Complications Log
- Instructions on office equipment
- Library services (Librarian present)

RESIDENT ORIENTATION

- PROGRAM DIRECTOR'S ROLE

- Teaching Plan and Division Policies
- Rotation schedule/descriptions (Teaching staff present)
- Research guidelines (Director of Research and Research Nurse present)
- Administrative Chief Resident responsibilities
- Call Schedule
- Evaluation Process

RESIDENT ORIENTATION

- SURGERY SCHEDULER'S ROLE

- Call Schedule/Case Coverage
- Surgery Schedule Line
- Weekly surgery/office schedule printouts

RESIDENT ORIENTATION

- BUSINESS OFFICE MANAGER'S ROLE

- Medical Records Retention
- Voicemail instruction
- Billing/Coding
- Medical records retrieval
- Medic Instruction
- Practice Management

USC Resident Orientations

- LAC+USC Sponsoring Institution Orientation
- Division of Colorectal Surgery Orientation
- Department of Surgery Orientation

USC Orientation Agenda

USC Division of Colorectal Surgery Orientation for New Residents

Agenda
Tuesday, June 28, 2011
1:00-4:00p.m.
Norris Conference Room 7409

<u>Time</u>	<u>Agenda Item</u>	<u>Presenter</u>
1:00-2:00	Welcome	Dr. Ault/Diana
	Introduce Staff & Rotations/Clinic Schedule	
	Time sheets/Verinform/Amion.com	
	HIPAA/Human Subjects	
	Reimbursement for LAC conference food (submit monthly)	
(1:30-1:45)	Rep. from UH/Norris Medical Staff office	
2:00-3:00	LAC Rotation/Overview of Program	All Faculty
	Review of Handbook	
	Call policy	
	Weekend Phone log	
	Residents responsibilities	
	Core Curriculum	
	Rotation Goals (<u>sign receipt form</u>)	
	Call Schedule/MEDFONE system	
	Schedule vacations now—monthly can update to Dr. Ault	
	Trip Policy/Travel & Educational Expenses	
	Thesis	Dr. Kaiser
	Duty Hours/Moonlighting policies (<u>sign receipt form</u>)	
	Monthly Case Lists	
	Mentor	
	Dress Code (see attached article)	
3:00-4:00	Case Log System on ACGME website	All Residents

RESIDENT ORIENTATION

- Welcome aboard resident/spouse picnic
- Other ideas?

RESIDENT ORIENTATION

- Creates a feeling of welcome to the organization
- Demonstrates positive perceptions about the organization
- Personal involvement from key staff members and teaching faculty

Happy Residents

- Communication is critical
- PC is liaison between residents and tons of information- try to make it as easy as possible!

