

YALE-NEW HAVEN MEDICAL CENTER
(YNHMC)

POLICIES AND PROCEDURES

Subject: MedHub Responsibilities

Policy #: I. 011

Effective Date: July 1, 2013

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Distribution: Accredited and GMEC Approved Programs

Revision Date:

Introduction:

MedHub is the Graduate Medical Education web-enabled residency/fellowship management system that all accredited and GMEC approved programs are expected to use. Programs must be granted approval by the OGME to utilize other systems.

Resident/Fellow Responsibilities

Policy:

1. All duty hours logging must be completed within 2 weeks. Failure to complete duty hours within this time period will result in the user being locked out of the system. User must request that the Program Coordinator or Administrative Coordinator, GME (OGME) un-lock the user. Repeated "lock-outs" may result in a written comment regarding professionalism in the upcoming semi-annual evaluation.
2. All evaluations must be completed within 2 weeks of either receipt of the evaluation or the end of the evaluation period. Evaluations that remain incomplete at the time of the semi-annual evaluation may result in a written comment regarding professionalism in the semi-annual evaluation.
3. All procedures and case logs if applicable must be up-to date by the time of the semi-annual evaluation. Procedures and logs that remain incomplete at the time of the semi-annual evaluation may result in a written comment regarding professionalism in the semi-annual evaluation.

Program Responsibilities

Policy:

1. It is the responsibility of the Program to monitor the completion of duty hours, evaluations and procedures and case logs at least monthly.