

PINNACLE HEALTH
GMEC Policy

Policy 14
Page 1 of 2

Policy: Annual Mandatory Education (AME) for Residents

Purpose: This policy addresses the need and requirements for all interns/residents/fellows (House Staff) to complete all education courses and tests provided in Annual Mandatory Education (AME) once every academic year. The AME courses contain information necessary to maintain compliance with regulatory requirements and Pinnacle Health System Standards and education. AME courses will be unavailable for a specified period each year for review and revision by subject matter experts.

Procedure:

1. Pinnacle Health System uses an internet-based Learning Management System (LMS) Net Learning, to deliver, track, and manage All AME courses. Each AME course is a separate computer-based learning (CBL) course or module.
2. Each House Staff member must complete the AME course on an annual basis.
 - a. New House Staff members will satisfy this mandatory education for this first annual contract year through attendance at System Wide Resident Orientation.
 - b. House Staff that will be continuing their educational training from year to year will be expected to complete the assigned CBL courses within the first six months of each academic year (June to December). Completions of courses are required for promotion and/or graduation within the program. Monitoring of completion for each House Staff member will be done at the program level. Certificate/transcripts of completion will be maintained by department and kept on file for record keeping and documentation within the residents' file.
 - c. House Staff who will be going on an anticipated or scheduled leave of absence are expected to complete their AME prior to going on such leave of absence.
 - d. For emergency or unscheduled leaves of absence, employees must complete their AME within thirty (30) days of return from leave of absence.
3. Each House Staff member will be provided their own personalized student interface to gain access to the AME courses. House Staff members utilize their employee ID number to access the AME courses via any internet ready computer.
4. Successful completion of each AME Course will be attained by achieving a 100% score on the test associated with the CBL module.
5. Education records will be automatically updated with the successful completion of each CBL module. Education transcripts are immediately updated with each successful completion of each test assigned to the course.

Cross References:

Pinnacle Health maintains the following Human Resource Policy:

- Annual Mandatory Education (AME) – Policy #HR-1.1

Effective: 7/1/2008
Approved by GMEC:
Review:

Chair, GMEC

Designated Institutional Official