

NORTHWESTERN UNIVERSITY FEINBERG SCHOOL OF MEDICINE
DEPARTMENT OF SURGERY
GENERAL SURGERY RESIDENCY
POLICIES & PROCEDURES

Administrative Tracking Policy

Revised June 2025

PURPOSE

The administrative tracking policy was created to track compliance of administrative tasks within the program.

PERSONS INVOLVED

Categorical & Preliminary General Surgery Residents.

PROCEDURES

Administrative tasks will be tracked by administration and will be available to all residents via a shared OneDrive Excel spreadsheet. Tasks will be tracked monthly.

Residents are to finish the following tasks by the 15th of each month, for the previous month:

- Duty hours
- Case logs
- Evaluations (peer, faculty, and rotation)

All attendance will be tracked via New Innovations and [Qualtrics absence form](#). Residents are to have 100% attendance rate for all education activities, otherwise they need to submit an absence request. Absence forms may be submitted any time prior to absence or within 24 hours of the absence. All other tasks labeled as “self-report” have a unique reporting system – the resident who participated in the mentioned task, must email Jenna Little and Terri Young to verify completion.

Administrative Tasks

- ACGME Case Logs
 - You must have a **minimum of 4 cases logged** during the previous month to receive credit for this task. The intent is to stay up to date on case logs. Ongoing low reporting will be investigated further to determine compliance. Critical care, non-operative traumas, and bedside procedures are all eligible cases. Preliminary residents are excused from ACGME case log tracking.
- Duty Hours Logged
 - You must have hours entered into New Innovations a **minimum of 22 days** during the previous month to receive credit for this task. Vacations (Monday – Friday) should be entered at the beginning of the year.
- Completed Evaluations
 - You must have **100% completion** of all assigned New Innovations evaluations (peer, rotation, faculty) to receive credit for this task. You can decline evaluations if you did not work with the assigned person. Ongoing declined evaluations will be investigated further to determine compliance.

Attendance Tracking

- Attendance will be tracked on New Innovations by scanning a QR code for EACH activity below or by submitting a [Qualtrics Absence](#) form. All residents are expected to achieve **100% compliance for EACH activity**.
- Required educational sessions Times New Roman
 - M&M – Thursdays 7am
 - Core curriculum – Thursdays 8am
 - Research conference – Thursdays 9am
 - Skills labs – Thursdays 9am

- Friday conference – Fridays 7am
- Rotation specific requirements
 - *GI/MIS, Nagle, Transplant, Colorectal, Endocrine, Thoracic, Vascular, Breast, Trauma, Plastics, SICU Days, Surgical Oncology, Pediatric Surgery, Weiss/WestSub*: You are required to attend every scheduled education session in person.
 - *Night Float/SICU Nights*: You are required to attend Grand Rounds and M&M that end by 8am. You are excused for all other conferences.
 - *CDH Vascular & CDH Surgical Oncology*: You are required to attend all didactic conferences (virtual or in person) and all skills labs in person.
 - *Cook County*: You are excused from all conferences and labs.
 - *VA*: You are required to attend all didactic conferences (virtual or in person) and all skills labs in person.
 - *Electives*: Variable. If at NMH, follow rotation guidelines stated above. If offsite, check with leadership.
- Absences
 - You **do not** need to submit an absence form for excused absences based on your rotation. For example, while you are on Nights, we will automatically excuse you from all conferences after 8am.
 - If you have logged your vacation in New Innovations duty hours *before* the start of your vacation, you will be automatically excused. If you did not log your vacation, you will need to submit an [Qualtrics Absence](#) form for all activities missed.
 - You may be excused for covering Whipples, adrenals, Level 1 traumas, patient care emergencies, or personal medical care. Complete a [Qualtrics Absence](#) form for these events.

Administrative task tracking will be updated by the 15th of each month (if the 15th falls on a weekend, the Monday following the 15th). If you are not up to date with your duty hours, case logs, or evaluations, you will be required to attend Administrative Office Hours on the 4th Thursday of each month from 9:00a—11:00a with program administration.

ADDITIONAL ITEMS

Compliance with administrative tasks will be noted in the semi-annual Clinical Competency Committee, and taken into consideration when discussing ACGME milestone evaluations.

In order to be reimbursed from the education stipend, residents must be in good administrative standing. Administrative requests such as signatures, seal requests, and letters of recommendations will not be processed until residents are up-to-date in their administrative tasks.