



POLICY: ENgage Lecture Series

POLICY: The ENgage Lecture Series is coordinated through the Graduate Medical Education office (GME). Lectures are presented by faculty from the University of California, San Francisco and Fresno as well as other entities. The lectures will occur a few weeks of each month between September and May each year, except during certain holidays. Generally, lectures are presented on Tuesdays and Thursdays from noon to 1 pm at the UCSF Fresno Center. Topics for the ENgage Lecture Series will cover four tract areas: Wellness, Healthcare Quality and Patient Safety, Ethics, and Research. The four areas are common across programs to assist in meeting the needs of accreditation requirements for graduates.

In addition to providing lectures in the four tract areas to meet the needs common across all programs, core residency programs (Family Medicine, Emergency Medicine, Internal Medicine, OB/GYN, Ortho, Pediatrics, Psychiatry, and Surgery) will choose their lecture dates from the available calendar to invite their own speakers in their areas as we have done in the past for the Visiting Lecture Series. The number of ENgage Lecture dates per program depends on program size and availability of remaining dates after tract lectures have been confirmed.

RESPONSIBILITY: Department program directors will assume the responsibility of appointing a faculty member (program planner) and a staff support person to be responsible for the department/program speakers for their assigned dates on the lecture calendar. Those individuals within the departments will work with the selected speaker in determining the topic (which meets an identified need of the department), setting the date, and making arrangements for the speaker to take part in departmental activities outside of the designated lecture activity. GME will be notified of those appointed contact people for communication purposes.

PURPOSE: The purpose of this policy is to provide the ENgage Lecture Series to support educational needs for all departments and programs at UCSF Fresno in addition to providing individual lecture opportunities to meet the specific needs of the core programs. Each residency program that participates in this series will be allotted lecture spots, depending on their size, on the calendar to host and for which they select a speaker and topic. The four tract general areas of Wellness and Professionalism, Quality Improvement and Patient Safety, Research and Ethics all have designated faculty to determine tract topics for ENgage tract lectures. ***The hosting department is encouraged to schedule and take advantage of these opportunities if the physicians/speakers are available.***

PROCEDURE:

1. The program director (or manager of non-residency program departments) of the sponsoring department will identify a program planner (a faculty member in the case of residency programs) and a staff support person to be responsible for the lecture series sponsored by that department.
2. These individuals will be responsible for the selection of the speakers and topics for their department's assigned ENgage Lecture and will make initial contact with the speakers to confirm dates, times, and topics. They will also be responsible for introducing the speakers and for coordinating any additional activities planned.
3. If dates need to be rearranged once blocked, departments can trade with other departments as needed and then notify the GME of any changes to the schedule so the on-line calendar can be kept up-to-date.
4. The program planner is responsible for the completion and submission of the *ENgage Speaker Confirmation and Agenda Form* (within this policy) and will return the completed form to the GME as soon as speakers are identified so travel arrangements and calendaring of the lecture can be completed.
5. **The GME staff will make travel arrangements**, order catering for the noon lecture, book hotel (if required) and request presentation equipment needs for the speakers. Please do not make travel arrangements on your own, the GME office will communicate with the speaker directly to make the

arrangements. If the visiting speaker is adamant about making their own travel arrangements, this may be acceptable on a case by case basis after approval from the GME office.

6. CME credit can be offered for those lectures the planners designate. Arrangements for CME credit should be made through the CRMC Physician Education Department at 559-459-1777. The contact person is Laurie Smith. Program planners will be responsible for working with CRMC to ensure all appropriate paperwork is completed and submitted on time to receive CME credit for ENGage presentations.
7. The program planner will introduce (or arrange for another faculty member to introduce) the visiting physicians/speakers and will be responsible for any other educational activities planned.
Any changes should be communicated immediately to the GME office at: 559-499-6520.

Funding is available to support honorariums for speakers (local faculty are not eligible for honorariums). Generally, \$500.00 from the GME is allotted to a speaker for each visit whether or not multiple lectures are provided. Any additional amount must come from the sponsoring program. Transportation to and from Fresno (*UCSF Fresno does not reimburse for first class or business class airfare*), hotel stay for one night, and food for the ENGage Lecture Series can be supported through funding as well. Any other expenses will be the responsibility of the sponsoring program.

University policies, guidelines, and forms will be used to pay for ENGage Lecture Series speaker expenses. Please verify university policy through the GME before committing to pay for any expense.

(Original signed Policy is available in the UCSF Fresno General Medical Education office)

Michael Peterson, M.D., Associate Dean, Co-Chair GMEC

UCSF Fresno

ENgage Lecture Series

155 North Fresno Street
Fresno, CA 93701
(559) 499-6520

1. Your Name: _____
2. Your Preferred Title: _____
3. Lecture Title: _____
4. Learning Objectives for Lecture (3-4):
 - 1 _____
 - 2 _____
 - 3 _____
 - 4 _____

Travel Information

5. Do you plan to fly? Yes _____ No _____
- Departing Airport: _____
- Name as it appears on your driver's license or passport (whichever ID you'll be using): _____
- (please print)
- Date of Birth: _____
- Address: _____
- City: _____ ST _____ Zip _____
- Frequent Flyer Miles Carrier: _____ Frequent Flyer Miles #: _____

Departing	Arriving	Seating
Time arriving into Fresno:	Time arriving back home:	W-window M-middle A-aisle

Flight and Hotel Confirmation - Email address(s)

_____ Contact Email Address _____ Additional Email Address _____ Contact Phone Number

Driving Your Own Vehicle

6. Driving your own vehicle: Yes _____ No _____
- Departing Address: _____
- City _____ ST _____ Zip _____

Hotel

7. Will you need a hotel? Yes _____ No _____ Check in Date: _____

Honorarium

8. UC ID # (if UC employee): _____
9. Non - UC Employee: please provide your SSN # _____

AV Needs

10. AV Equipment needed: _____
11. Permission for lecture to be video recorded for teleconferencing and archive purposes? Yes _____ No _____

Please send a copy your current CV

Email back to pmiller@fresno.ucsf.edu or fax to (559) 499-6521