M&M guidelines

File outlining zoom login instructions and M&M fellow responsibilities

Responsibilities of M&M and teaching fellow

M&M presenter responsibilities:

- Email the M&M fellow for the month with all deaths, code whites, RRTs, or other cases with morbidities that you think might need discussion. Not all cases will need to be discussed, but please email all cases to the M&M fellow so that they can decide with Peter if it needs to be presented. At the start of each month, the M&M fellow for that month will email you about this.

- Because of conversations that may have happened on different levels (attendings, medical center, etc), Peter helps us decide which cases should be discussed. While each fellow should discuss any other issues that may need to be discussed.

- **Once your case has been selected for discussion, you are responsible for:**
  - Telling the M&M fellow which attendings were on service with you for the case and which consultants should be invited for M&M/were involved with the patient
  - Creating the M&M presentation and emailing it to the M&M fellow, Peter, and your supervising attending for feedback (this needs to be done two weeks before M&M). You can expect feedback to be given by 1 week before M&M. Please let the M&M Fellow know if the faculty have not given you feedback in a timely manner.
  - Use the template to create your presentation. Please fill out the chart IOM/ACGME chart, Action Item slide, and include topics for discussion related to the case. If you are unsure of what should be included in either of those things, talk to the M&M fellow and your attending for guidance.
  - Submitting your final slides to the M&M fellow and Peter no later than Monday night the week of M&M
  - Identifying an alternative presenter for the case in the event you are unable to attend M&M (preferably a fellow who was also involved in the care of the patient)

M&M fellow responsibilities:

- Determine the case list and schedule for the month's M&M (typically covers the cases the previous month) & RRT (not all need to be discussed but ones with issues should be discussed), M&M, Code White; review which ones to discuss with Peter and which ones can be pushed to the following month if there is a long case load

- Fellow that is on when morbidity or mortality occurs should be presenting the case

- Provide feedback on M&M presentation (ie help guide junior fellows through IOM grid, identify systems based issues, etc)

- **Timing**
  - All fellows need to send M&M slides to the attendings and M&M fellow **TWO WEEKS** before the M&M. Please cc the M&M fellow when you send the slide deck to your attending.
  - Attendings and the M&M fellow will give you feedback by **1 week** before M&M. If the attending has not given feedback within one week, the M&M fellow will email Peter and Peter will contact the faculty member to make sure timely feedback is given. If M&M fellows are not giving timely feedback, please email the chief fellow.

- New Action Item Slide
  - We have created a new "Action Item" slide that needs to be filled out at the end of every M&M presentation.
  - Action items should be briefly summarized in this slide (ie Epic ticket submission, proposed changes in workflow, etc).
  - Attendings and M&M fellows should assist you in coming up with action items. Peter should also be cc'ed when discussing action items so that he can provide background on current QI projects in place relevant to your action items.
  - This slide may be edited during M&M (by the M&M fellow) if the group has additional action item suggestions
  - The new slide deck including the Action Item slide is attached and can also be found on the wiki.

- Coordinate with consultants and additional presenters (ex pathologists) for the conference. I usually ask for their time preference between 7-9am, and then make the final schedule to accommodate when the most subspecialists can be present à “Please join us on *** @ *** if you can. It will be in room 6897 & 6899 on the 6th floor of the UCSF Benioff Children's Hospital, 1975 4th Street floor in PICU.

- **Information for ZOOM:**
  - Join from a PC, Mac, Linux, iOS or Android device:
  - https://ucsf.zoom.us/j/905734588
  - Meeting ID: 905 734 588
  - Telephone:
US: +1 669 900 6833
or +1 646 558 8656

Conference room system (H.323):
Dial: 162.255.37.11 (US West)
Dial: 162.255.36.11 (US East)

SIP: 905734588@zoomcrc.com

iPhone single-tap (US Toll):
+16699006833,,905734588# or +16465588656,,905734588#

UCSF Zoom instance is approved for use with restricted data.

For more information on Zoom:
http://ucsf.zoom.us

- You could also include your cell phone number for subspecialists in the event that there are issues logging in.
- Review and compile presentations.
- Ensure that your email communications have “ePHI” in subject line, and email communications/final powerpoint say the following: “This information is confidential and protected under California Evidence Codes 1156 & 1157”
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- **ICU RESUS:** preparing and presenting ICU debrief presentations. Anne MacKenzie will provide the Zoll data, the NP/fellow actually preparing their own M&M presentation should present you with 1-2 summary slides at least 1-2 weeks prior to debrief session, and Jana/Deb can help to organize the presentation with you. Presentation should then be reviewed by Deb the day or two beforehand. See template for help with workflow for this.