



Council of
Emergency Medicine
Residency Directors

Best Practices in Residency Education – CORD 2018

Instructions for speakers: Please complete this form to the best of your ability on your upcoming lecture. These will be given to all attendees to keep for easy reference. Feel free to modify this form as you see fit. Please keep it to ONE PAGE is possible.

Session title	Taming the In-Basket! Tips for Survival in an Endless Charting World
Speaker name (s)	Meg McGrath, MD Assistant Program Director, Boston Medical Center
How this info can change current practice	There is real harm in letting the In-Basket build up. Hope is here! STEP 1: remember why we chart STEP 2: move out of denial- it isn't going away STEP 3: banish the idea that LONGER charts are BETTER- this is NOT TRUE STEP 4: recognize the risk of late charting STEP 5: recognize why late charting takes more time
Major teaching point #1	SPECIFIC TRIED AND TRUE METHOD FOR TAMING THE IN-BASKET: Chart the biggest and the littlest in real time- SIGN them and get them OUT OF YOUR IN-BASKET before they ever arrive Discuss specific examples from ICU level of care down to ankle sprains. We will review how to handle the 3's and 4's in the middle. This method will cut your In-Basket in half.
Major teaching point #2	Don't write the same things in multiple places Chart-chart-wherever you are Campaign to get scribes and dictation services in your department
Major teaching point #3	Share what works for you with us all!
Who to contact for more information	Meghan.mcgrath@bmc.org