New Innovations (RMS) Curriculum Module

MMCGME

Metro MN Council on Graduate Medical Education

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Curriculum Introduction

The Curriculum module offers you a place to store rotation goals and objectives and distribute them to residents and fellows prior to their scheduled rotations. Administrators can set up email and Home Page notifications to direct recipients to the curriculum documents.

Once the recipients read the curriculum, they can confirm they've read and understood the rotation goals and objectives. Program administrators can then generate Confirmation Reports and use them as documentation proving they have a process in place to distribute rotation goals and objectives and ensure that residents and faculty read and understood them prior to the start of the rotation.
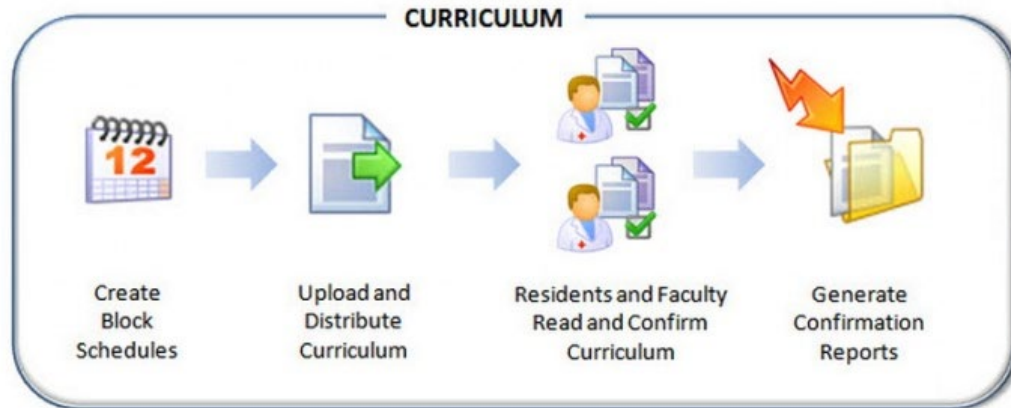
Notes:
- The file size limit for uploads is 12 megabytes. However, you may encounter difficulties uploading documents over 8 megabytes due to specific institutional bandwidth limits
- Program administrators can assign curriculum to any members of their own Department
- Curriculum documents uploaded to New Innovations cannot be revised. Go to the original document on your computer first, make the changes and then swap it with the uploaded document or create a new Curriculum Definition and associate it with the revised curriculum document
- To assign more than one curriculum document for the same Rotation, create multiple curriculum definitions

Access

The list below describes the privilege levels needed in the Block Schedule module:
- Level 5 - Upload and view curriculum definitions; generate confirmation reports for their Department/Division
- Level 4 - View curriculum
- Level 3 - View curriculum
- Level 2 - View curriculum and confirm
- Level 1 - View curriculum

Glossary

Confirm - Action taken by a resident or faculty stating that they have received and read the curriculum assigned to them

Curriculum Definition - The software entry that includes the curriculum document, the rotation it is linked to, plus a list of people the curriculum is assigned to

Creating a Curriculum Definition

1. Go to *Schedules > Curriculum*
2. Click New
3. Name - In the text field, enter the name of the curriculum document, such as 'Pediatric Neonatal Rotation Goals and Objectives
4. Assign Curriculum
5. Assign by Status - Select the status types who are required to read the curriculum.
6. Assign by Rotation - Select the name of the Rotation the curriculum applies to. Narrow the list to only your department rotations by checking the box underneath the list labeled "Limit choices above to rotations from (your department)". NOTE: only rotations that are marked "Requires Curriculum" are available in the list.
7. Email, Confirmation and Notification - Selecting either one of the methods below will place a link on the person's Home page AND send an email. If neither of these are selected, no link will appear on the Home page.
   - 'Send automatic email notifications and allow people to confirm this curriculum __ days before the rotation begins.' - Check this box to place a Curriculum link on the person's Home Page on the day the email is sent.
   - 'Send an email notification when this Curriculum Definition is saved for rotations that start between [start date] and [end date].' - Check this box to send an immediate notification to the people assigned the curriculum and create a Curriculum link on their Home Page. Check the third checkbox to send a confirmation email to administrators listing those people who were sent emails. Enter the appropriate administrator email addresses in the text box.
8. Active Dates - Active dates are optional and do not need to be configured unless the user wishes to apply the curriculum only to a specific date range. Set the dates for the period of time the curriculum should be used. (Example: When a program distributes a new curriculum at the start of an academic year, the Active Dates boxes could be used to designate which curriculum is distributed during the current academic year and which one will be distributed after the start of the new academic year.)
   - Apply Curriculum to rotations that begin on or after this date. This option checks the Block Schedule for people whose rotations begin on or after the specified date.
   - Apply Curriculum to rotations that begin on or before this date: checks the block schedule for people whose rotations begin on or before the specified date. Only enter a date in this space if you want to stop distribute of this curriculum.
9. Upload File - File can be no larger than 12 MB.
   - Click "Choose File" to find the file on your computer.
   - Select the document.
   - Click Open
10. Click "Save New Curriculum" to upload the file and save the new curriculum definition.

Update Existing Curriculum

Overview
Existing curriculum can be updated with a date it should start being distributed. You can apply the new document immediately or indicate a future date for its distribution. For example, you may have updated your curriculum, but want the old curriculum to continue to be distributed for the remainder of the current academic year. You can set date parameters for the old curriculum to end on the last day of the academic year and set the new curriculum to begin distributing on the beginning of the new year.
Note:
Curriculum documents themselves cannot be edited in New Innovations. The existing curriculum document on your computer should be updated and saved. Then you can upload it to the Curriculum module.

Applying a final date for the old document
1. Go to *Schedules > Curriculum*
2. Find the curriculum which needs an updated document and click "Edit"
3. At the bottom of the page, insert a date in the field labeled 'Apply Curriculum to rotations that begin on or before this date.' This date should identify the last date on the block schedule that this old document is applicable.
4. Click Save New Curriculum

Update Existing Curriculum
To update an existing curriculum, you'll need to take two steps:
- 'Clone' the curriculum definition
- 'Swap' the old document for the new document. You cannot swap curriculum if the existing curriculum has confirmations. Delete the confirmations first, then swap.
- **Clone the Curriculum Definition**
    1. Go to *Schedules > Curriculum*
    2. Find the curriculum which needs an updated document and click "Edit"
    3. At the bottom of the screen, click "Clone"
    4. Click OK
    5. Choose a new name (Ex: Dermatology (Revised 2016))
    6. Click Save

Swap the Document

1. Go to *Schedules > Curriculum*
2. Find the curriculum which needs an updated document (This should be the curriculum definition that was just created in the steps above.)
3. Click "Edit"
4. Click "Swap File", then click OK
5. Click "Choose File"
6. Click on the new document
7. Click "Open"
8. Click "Save", then click OK
9. Verify the Status, Rotation, and Email Settings (these are copied from the original curriculum)
10. Set Active Dates:
    - If you want this new document to be distributed from this day forward, no dates need to be applied here
    - If you want this new document to start being distributed after a future date, such as beginning July 1 of the new academic year, enter the date (July 1, 20XX) in the box for 'Apply Curriculum to rotations that begin on or after this date.' The second date box should remain empty.
11. Click Save Curriculum

Archive a Curriculum Definition

Overview

Curriculum that has confirmations associated with it cannot be deleted. You can, however, archive the curriculum to remove it from view and prevent future distribution.

1. Go to Schedules > Curriculum
2. In the curriculum list, find the curriculum to be archived
3. Click "Archive" on the right side of the screen
4. Click OK

View the Archived Curricula

1. Go to Schedules > Curriculum
2. Check the box for Include Archived Curricula

Unarchive Curriculum

1. Go to *Schedules* > *Curriculum*
2. Check the box for "Include Archived Curricula"
3. Click "Activate" for the curriculum you want to unarchive
4. Click OK

Curriculum

Listing	Confirmation Report

✚ New   **Curriculum Definitions**

☑ **Include Archived Curricula**

	Name		Assign
Edit Delete	**AmbGyn ***		Assign
Edit Delete	**Cardiology**		Assign
Edit Delete	**Comm Medicine**		Assign
Edit Delete	**Dermatology**		Assign
Edit Delete	**Fam Med A**		Assign
Edit Delete	**Fam Med B**		Assign
Edit Delete	**Fam Med C**		Assign
Edit Delete	**FPC2**		Assign
Edit Delete	**Geriatrics**		Assign
Edit Delete	**Sports Medicine**		Assign

Generate Curriculum Reports

Assigned People Report

1. Go to *Schedules > Curriculum*
2. Click "Assigned People"
3. Select a date
4. Click Go

Curriculum: Assigned People

People assigned the INPT Curriculum curriculum taking place on or after 1/1/2013 [calendar] [Go]

Department	Person	Status	Rotation	Date Range	Confirmed
JGB Internal Medicine	**Menon, Sue Joy**	PRG 2	JIM:INPT	6/1/2013 - 6/30/2013	
JGB Internal Medicine	**Pitlor, Lynn**	PRG 2	JIM:INPT	2/1/2013 - 2/28/2013	
JGB Internal Medicine	**Portal, Christopher**	PRG 2	JIM:INPT	5/1/2013 - 5/31/2013	
JGB Internal Medicine	**Mathis, Mattie Hilda**	PRG 2	JIM:INPT	6/1/2013 - 6/30/2013	
JGB Internal Medicine	**Grimes, John Wesley**	PRG 2	JIM:INPT	6/1/2013 - 6/30/2013	
JGB Internal Medicine	**Sherman, Daria**	PRG 3	JIM:INPT	4/1/2013 - 4/30/2013	
JGB Internal Medicine	**McCahan, Carol**	PRG 2	JIM:INPT	1/1/2013 - 1/31/2013	
JGB Internal Medicine	**Collins, Phil**	PRG 3	JIM:INPT	6/1/2013 - 6/30/2013	
JGB Internal Medicine	**Lord, Norman C**	PRG 2	JIM:INPT	1/1/2013 - 1/31/2013	

Export to Excel

Confirmation Report

1. Go to *Schedules > Curriculum > Confirmation Report tab*
2. Specify the date range or an academic year
3. Select the Rotations
4. Select the Statuses
5. Select one of the following:
    1. "Show people that have Confirmed or Not Confirmed" displays both people who have and have not confirmed reading curriculum assigned to them.
    2. "Show people that have Confirmed" displays only people who have confirmed reading curriculum assigned to them.
    3. "Show people that have Not Confirmed" only displays people who have not confirmed reading curriculum assigned to them.
6. Define the date range of review considered acceptable.
7. Click "View Report"

Notes:

- The report displays people's names in red who have not read assigned curriculum or have read and confirmed curriculum outside the specified acceptable date range
- Send an email to people who have not read curriculum
- Check the box next to their name
- Click Send Email Reminder to send the email. Emails will not be sent to those addresses marked as 'Private.' This is a good example of why people should have a primary email address in the system.

Confirmation Report

Send Email Reminder   Back

All | None | Invert

1 2

Reminder	Name	Department	Status	Rotation	Start Date	End Date	Curriculum	Confirmed
☐	Carson, John	JGB Internal Medicine	PRG 3	(JGB Internal Medicine) JIM:AMB	7/1/2012	7/31/2012	(JGB Internal Medicine) AMB Curriculum	4/26/2013 10:13:44 AM
☐	Loree, Roul	JGB Internal Medicine	PRG 2	(JGB Internal Medicine) JIM:INPT	7/1/2012	7/31/2012	(JGB Internal Medicine) INPT Curriculum	
☐	Malacaria, Nancy	JGB Internal Medicine	PRG 1	(JGB Internal Medicine) JIM:AMB	7/1/2012	7/31/2012	(JGB Internal Medicine) AMB Curriculum	4/26/2013 10:14:47 AM

Trainee View for Curriculum Approval

1. Go to your Home Page
2. In the Notifications section, under Curriculum, click **'Unconfirmed curriculum for your review'**
3. Click the "**X of Y confirmed**" link in the Curriculum column

4. Open and read the document
5. Scroll to the bottom and click **Confirm**

On Mobile Web

1. Log in to New Innovations with a mobile device
2. Tap **Notifications**
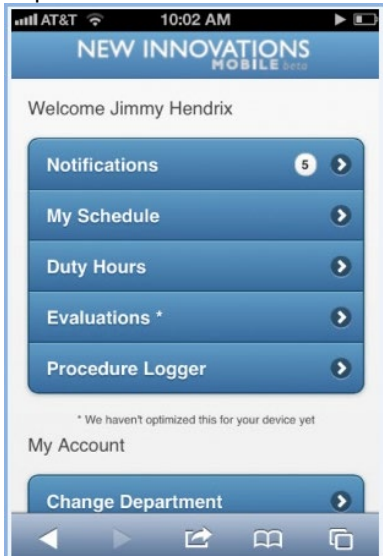
3. Tap **Unconfirmed curriculum for your review**

4. Confirm that you have read the curriculum using one of these methods:
   - Tap the name of the rotation to view the curriculum, then click **Confirm**
   - Tap 0 of 1 confirmed (for example), then tap Confirm