New Innovations (RMS) Program Evaluations

MMCGME

Metro MN Council on Graduate Medical Education

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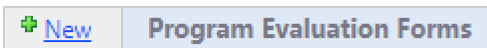
Program evaluations happen in their own system outside of all other evaluation types. See below for form creation, distribution & reporting.

Creating Program Evaluations

Program evaluations are unique; their evaluation form is different from all other evaluation types. There's no way to convert a regular evaluation form to a program evaluation form.

<u>Create a program evaluation form</u>

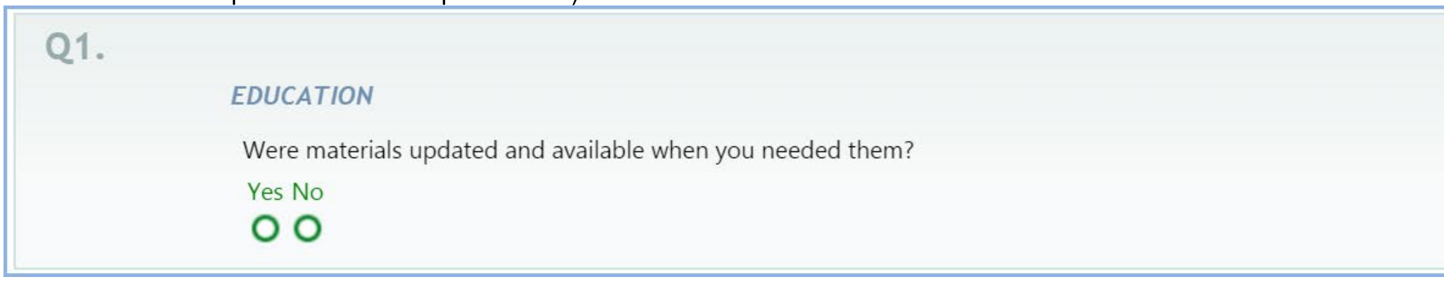
1. Go to Evaluations > Program Evaluation Forms
2. Click **New** 

3. Enter the name of the form by typing over the text '**Enter Evaluation Form name here…**'
4. Type over 'Enter Evaluation Form instructions here…' to add instructions
5. Click Save Header Changes 

6. Click **OK**
    - Note: [Program Name] and [Evaluation Dates] are populated later when the form is distributed
7. Click Add Question 

8. Pick Existing or New Category
    - Existing Category – Select a category from the drop-down list
    - New Category – Type in a new category
9. Write your question text in the box Question box
10. Create or choose a **Grade Scale**
    - None
    - Existing Grade Scale – Select a grade scale from the drop-down list
        - Optionally check **Requires Response**
    - New Grade Scale
        - Optionally check **Requires Response**
        - Enter a name
          You can use this grade scale again on a different question by looking for its name
        - Select how many options you want the question to have
        - Enter labels and values for each option
11. Optionally include a **Comment Box**
    - Allow single or multiple lines of comments
    - Set requirement to:
        - Not required
        - Always required
        - Or **required by response**. When you choose this option, check boxes appear next to each label of the grade scale above. Check the grade scale responses that you want to require a comment
12. Optionally include a **Not Applicable** response. You can change its label from the default N/A if you like.
13. Click **Save**

14. Use the buttons on the question to Edit, Cut (delete from form), Copy or Delete (permanently delete the question from the question list)

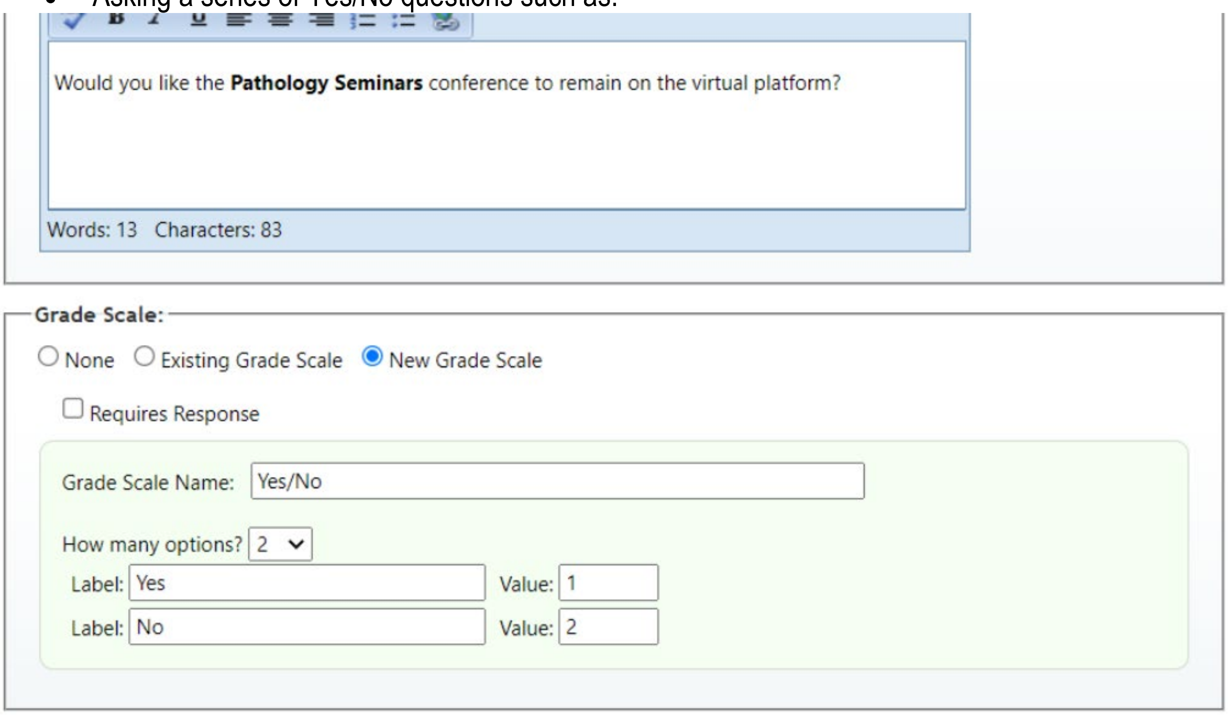


15. Repeat from step 7 to add more questions to form
16. Click **Preview** to view your program evaluation form

Pick-all-that-apply questions?

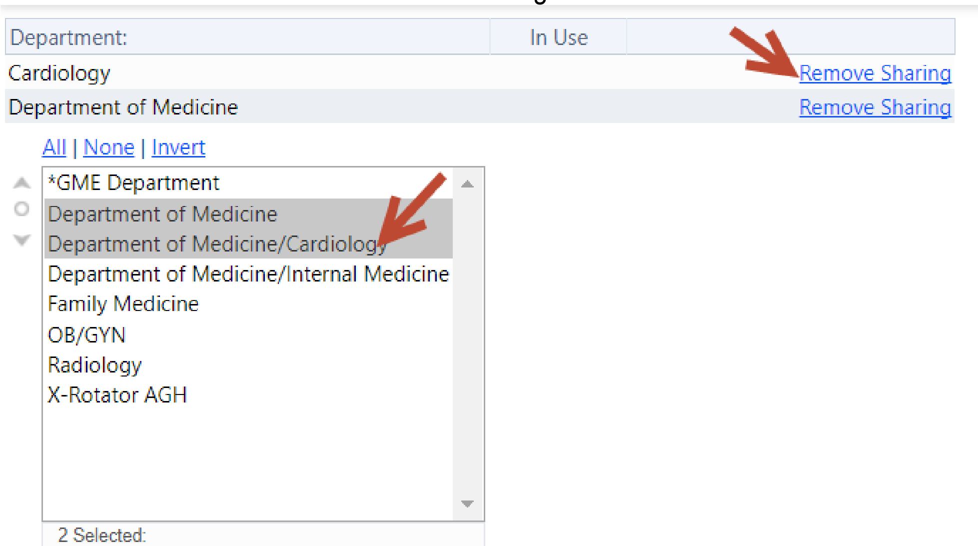
Multi-select is not an option like you see in other evaluation types.
If you want multiple responses, consider:

- Stating any options in the question text, followed by a text box for respondents to type in their multiple choices
- Asking a series of Yes/No questions such as:



Edit and share program evaluation forms

1. Go to Evaluations > Program Evaluation Forms
2. Edit/Delete/Copy/Preview/Share Archive a Program Evaluation Form
    - **Share** allows you to share this form with another program in your database. When the form is shared, you can see results from this form
    - Note: You cannot edit a form that has been shared with another department and is in use there
    - To share a program evaluation form:
        1. Click the **Share** link
        2. Select the program's department you want to share with
        3. Click **Save**
    - Reverse Sharing (unshare)
        1. Click on **Shared**
        2. Click on the Department to unshare
        3. Click Remove Sharing



For more information about program evaluations go to Help>Tutorial Videos>Evaluations [8.15] Evaluations-Program Evaluation Forms

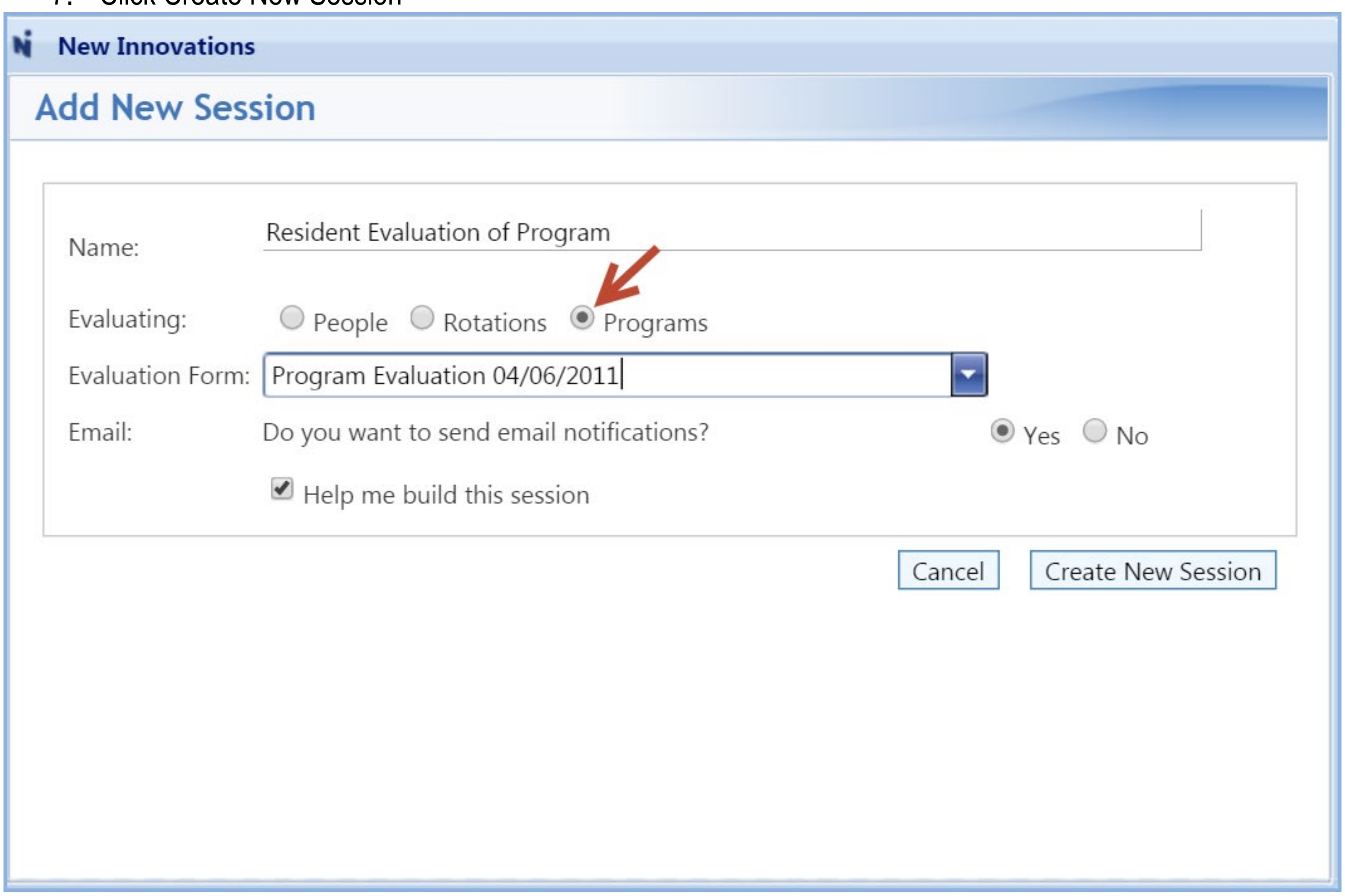
Distributing Program Evaluations

Common Program Eval Characteristics

- Sent annually or semi-annually
- Will not ask for the signature of the evaluator
- Are totally anonymous by default
  (The administrator will not be able to see the identity of the evaluator on completed evaluations. However, the evaluator can see their completed program evaluation form.)
- Program Evaluation Forms are created in *Evaluations* > ***Program*** *Evaluation Forms*

Build Distribution Session

1. Go to Evaluations > Add Session
2. Type the name of the session in the New Session Name field – Evaluation of Program
3. Choose evaluating **Programs**
4. Select the correct form (only Program Evaluation Forms are available in the drop-down list
5. Yes to email
6. Choose whether or not to display the help assistant while building the session.
7. Click Create New Session



People Tab

Is this form sent to Residents or Fellows?
Select the evaluator status types from the drop-down list.

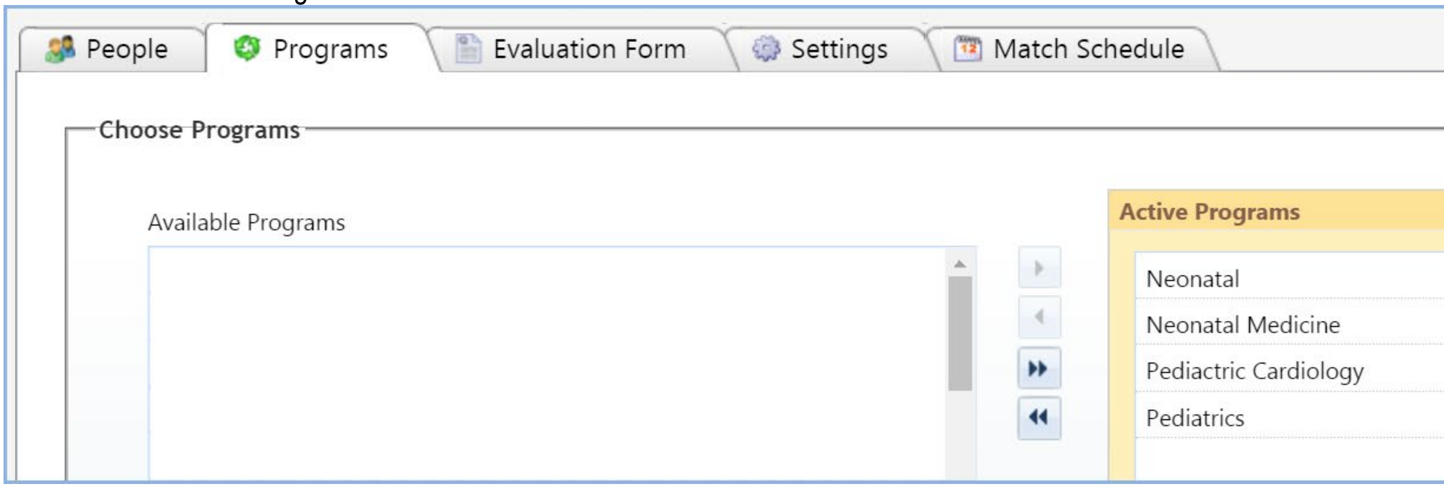
Is this form sent to Faculty?
Select the faculty statuses from the drop-down list.
Faculty will be matched with the program selected in the session when:

- Their Personnel profile is in a department with the program associated to it or
- They have a faculty appointment in the the program. The appointment can be assigned either through their profile in Personnel or in the Faculty tab in **Administration** > **Program** > **Personnel**.
- To include faculty from another department, give them a faculty appointment in your department
- **Note** that all faculty marked core in your program are included in Eval Report results and statics and NAS/CLER statistics.

Program Tab

You can only create program evaluations for programs where you are privileged.

1. Highlight the program name from the Available Program box to be included for this session.
2. Move the selected programs to the box on the right labeled Active Programs by clicking the single arrow key pointing to the left or double clicking on the rotation name.
3. Click Save Changes

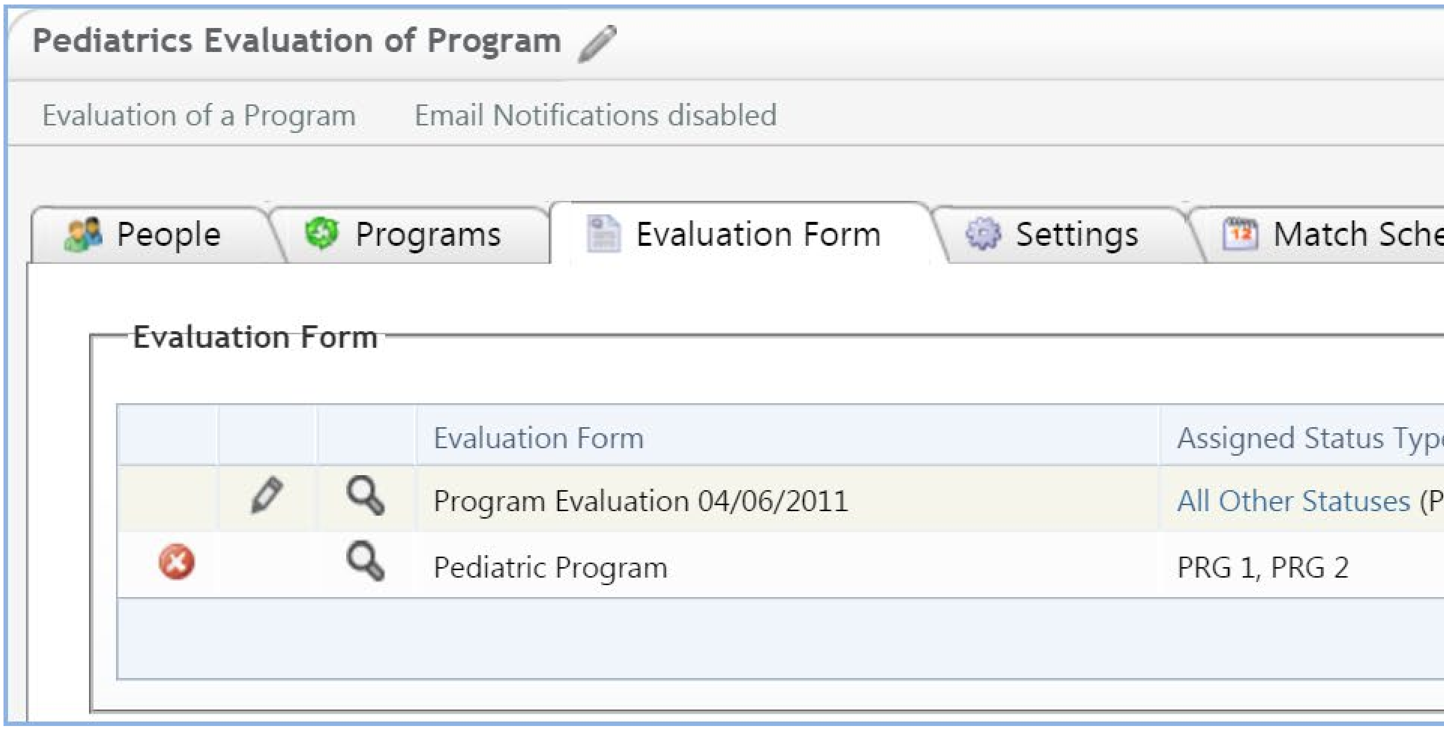


Evaluation Form Tab

1. Confirm the name of the Evaluation Form to be used in this evaluation
2. Different Evaluation Forms can be assigned to different status types by clicking **Add**
3. Choose the Evaluation Form from the first drop-down list
4. Choose the status that should get the Evaluation Form from the second drop-down list
5. Then click Save Evaluation Form

Any statuses picked in the People tab that do not have an evaluation form specifically assigned to them will get the default form.

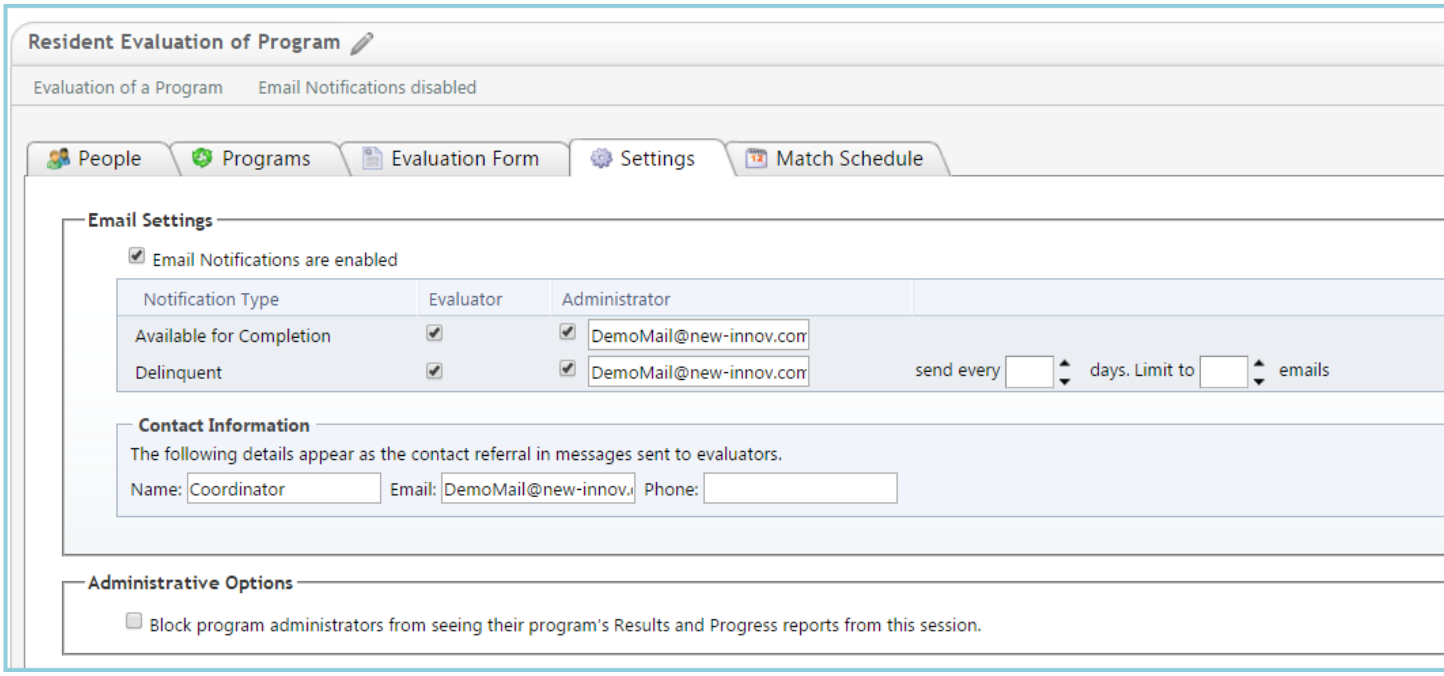
In this example, PRG1, PRG2 and PRG 3 are the evaluators. The PRG3s will complete the default form (the one picked at the beginning of the session) and the PRG2s and PRG3s will use the other form that was added.



Settings Tab

1. Choose email options
2. Enter how often delinquent reminders should be sent
3. Delinquent emails can be sent in a recurring pattern. Enter how often they should be sent and a total number (limit) to be sent.
4. Contact Information should be populated from your Personnel profile
5. Click Save Changes

You can prevent people with Level 5 privileges from seeing the results of this evaluation by checking the box 'Block program administrators...' This is usually used when the GME office sends out the program evaluations and doesn't want anyone to view results.



Sample email:

New Innovations <support@new-innov.com>
10:37 AM (0 minutes ago)

to me
Dear Ali Bhagat,

New Innovations would like to remind you to log in and comple
evaluations:

Session Name Due Date
Evaluation of a Program 06/30/2015

Thank you for using New Innovations

Match Schedule Tab

Automatic Matching

1. Automatic matching is enabled by default.
2. Enter the number of days prior to the match that you would like to be notified that the session will match, then enter your email address in the text field.

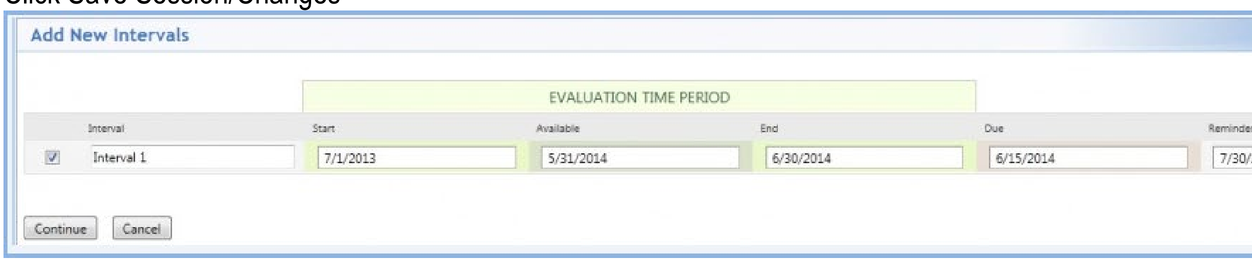
End of Session Settings

1. Check the box for Auto Copy when this session ends
2. Check the box next to Send an email reminder when the session ends to, if you would like to receive a notification email when the session is copied. Enter your email address in the following field.
3. Auto Copy Settings – choose one of the following options:
   - Use the interval dates in this session and increment the dates by one year
   - Create the interval dates according to this pattern
4. Enter a session name. (Required)
   - Only enter the name of the session, not dates. The system will automatically add the dates for you when the next option is checked

5. Check the box for Add dates to name if you would like the session to automatically add start and end dates to the session. For example, “Resident Evaluation of Faculty” becomes “Resident Evaluation of Faculty 2013 – 2014.”
6. Click Save Changes to save the above settings

Add Intervals

1. Click Add New Interval
2. Create your own time by entering a start and end date and the number of intervals to divide the date range into
3. Click Create Schedule
4. In the next interface, you can adjust these times or labels:
    - Interval - You can edit the names of the intervals if needed
    - Start - This is the start date of the interval
    - Available - This is when the evaluation will be available to the evaluator
    - End - This is the end date of the interval
    - Due - This is the date that the evaluation is due. If the evaluation is not complete after this date, it will be considered delinquent.
    - Reminders Expire - This is when the delinquent email reminders will end
    - Click Continue
    - Click Save Session/Changes

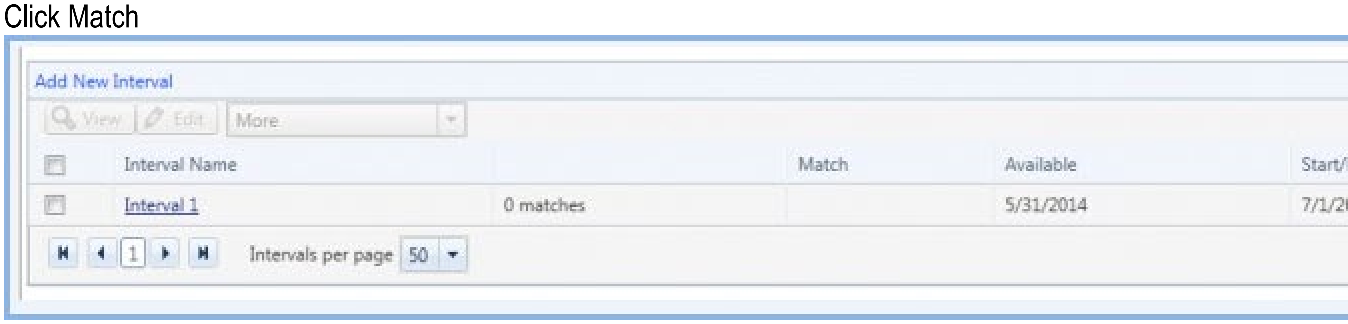


You have now finished building your session for automatic matching.

Initiate matching

If all interval Match dates are in the future, no further action is necessary because matching will occur as scheduled on the Match date. However, if some of the interval Match dates are in the past, you’ll need to initiate the matching process for those intervals

1. Check the box(es) in front of the interval(s) that are in the past
2. Click the arrow in the 'More' dropdown list
3. Click Match



Notes: Automatic matches will be created under the following parameters:

- Residents will be matched based on the Current Program within their Personnel record
- Faculty will be matched with the program selected in the session when:
    - Their Personnel profile is in a department with the program associated to it or
    - They have a faculty appointment in the the program. The appointment can be assigned either through their profile in Personnel or in the Faculty tab in Administration > Program > Personnel

Program Evaluations Progress Report

This report displays the progress completion details for Program Evaluations. You can send email reminders to individuals or the entire list of personnel to log in and complete delinquent evaluations.

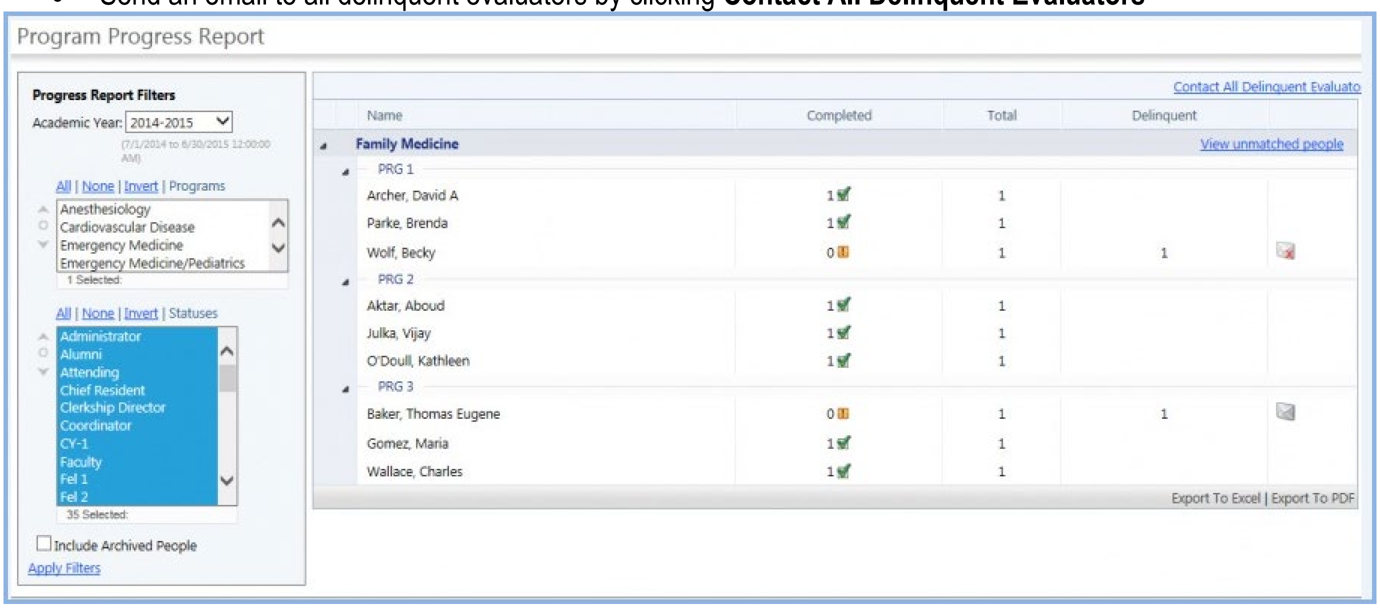
<u>Generate Progress Report</u>

1. Go to **Evaluations** > Program Evaluations column **Progress**
2. Select an academic year
3. Select a program
4. Select statuses to include in the report
5. Click Apply Filters

<u>Email Reminders</u>

You can send an immediate, non-customizable reminder to anyone who has not completed the program evaluation.

- Send an email to an individual by clicking the email icon for their name
- Send an email to all delinquent evaluators by clicking **Contact All Delinquent Evaluators**



Program Evaluations Results Report

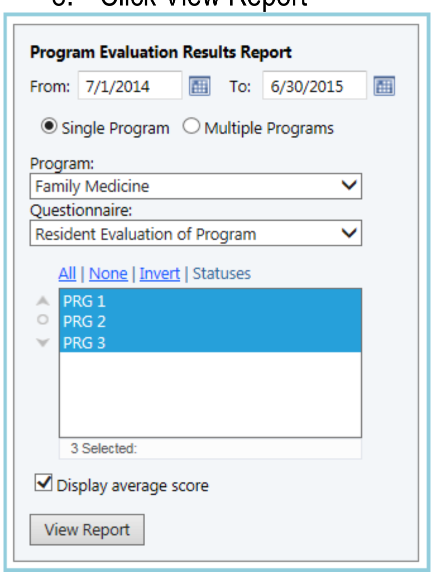
This report gathers all of the scores from the program evaluations and summarizes them for your review. You can look at the data for a single program or for multiple programs, provided that they are all using the same form.

<u>The report displays:</u>

- The questions
- The actual answers from the grade scale
- A graphical representation of the amount of people who answered each question
- A percentage for those answers, and a count of the number of people who responded with that answer.
- Optional: The average score of all responses with a numeric value
- The category

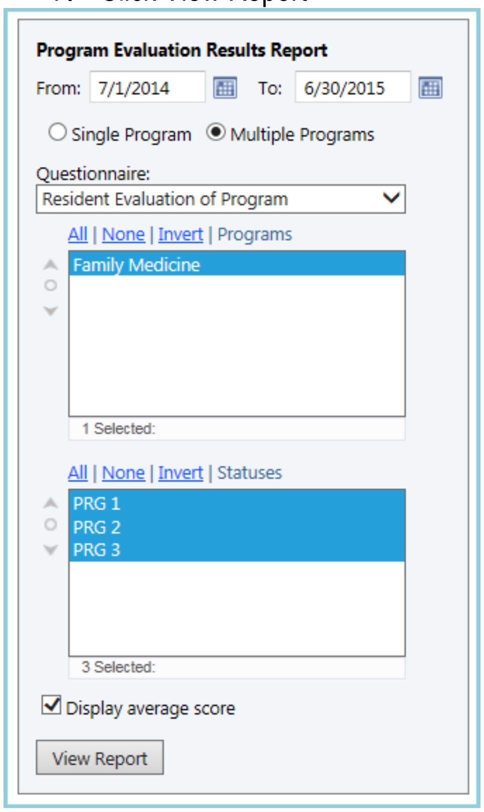
<u>Generate report for a single program:</u>

1. Go to Evaluations > Program Evaluations > Results
2. Set a date range
3. Select Single Program
4. Choose a program
5. Select a form. The list contains the forms used to evaluate the program in that date range
6. Select Statuses. The status list displays the statuses of people who have completed evaluations in that date range using that form.
7. Check the box to show the average score
8. Click View Report



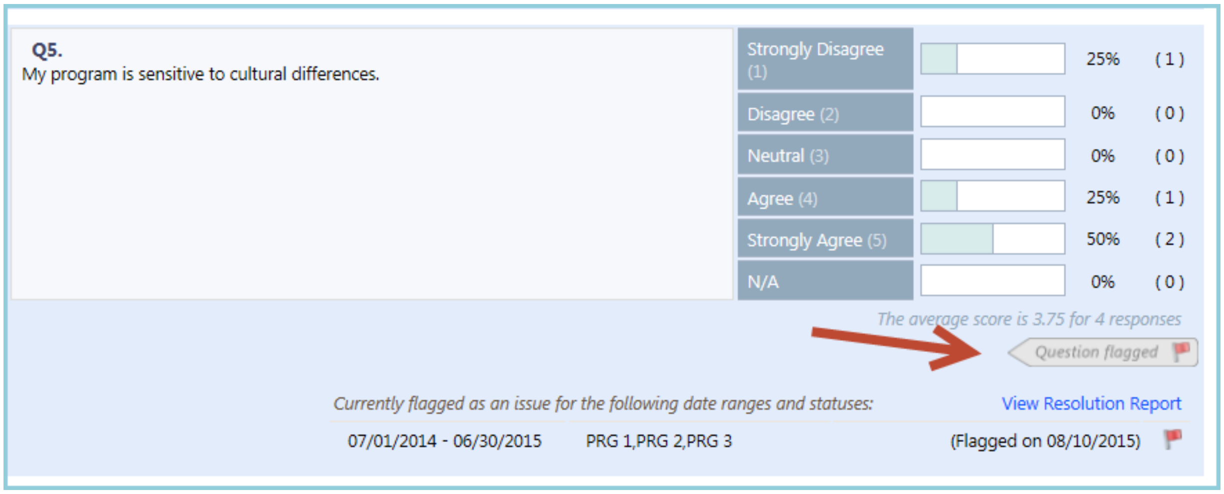
Generate report for multiple programs:

1. Go to **Evaluations** > under Program Evaluations: **Results**
2. Set a date range
3. Select Multiple Programs
4. Select a form. The list contains the forms used to evaluate multiple programs in that date range
5. The status list will update to display the statuses of people who have completed evaluations in that date range using that form.
6. Check the box to show the average score
7. Click View Report



Flag a question

You can flag certain questions as problem areas by clicking the Question Flagged button. When you flag a question as a problem, it is shared with the Problem Resolution Report.



Program Evaluations Problem Resolution Report

Once questions are flagged as problems on the Results Report, you can track the problems your program is experiencing using the Program Resolution Report. This report has several dynamic features that allow you to add documentation (files and comments) and indicate when the problem is resolved.

Generate the Report

1. Go to Evaluations > Program Evaluations > Problem Resolution
2. Take action on an issue:
   - Mark as resolved
   - Enter a comment
   - Attach a file
   - View the Responses
   - Delete the problem

For more information about program evaluations go to Help>Tutorial Videos>Evaluations [8.14] Evaluations-Evaluation of a Program & Reports