



Faculty Advisor

RMS GUIDE

MMCGME Services

2018

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Overview

In New Innovations, an Advisor mentors a trainee and is given access to information such as procedure logs, evaluation results and conference attendance records. The Advisor is assigned to a resident in the resident's Personnel profile.

The Advisor is able to do the following for their Advisees:

- View Milestone Reviews - Go to *Portfolio > Milestones*. Must be on CCC to edit scores.
- View Completed Evaluations - Go to *Evaluations > View Completed Evaluations > Advisee Listing*
- View Evaluation Report - Go to *Evaluations > Reports > Advisor Report*.
- View Procedure Logger Reports - Go to *Logger > Advisor Report*
- View Conference Attendance Report - Go to *Conferences > Advisor Report*

Conference Attendance Report for Advisors

1. Go to *Conferences > Advisor Report*
2. Select a date range
3. Select advisee(s)
4. Click **View Report**


| Advisor's Attendance Report | | | | | | | | | |
|------------------------------------|------------|--------|----------------------------|---------------|------------|---------|-------|---------|------------|
| Date Range: 8/23/2012 - 10/23/2012 | | | | | | | | | |
| Totals: | | | % Attended = Present | | | | | | |
| Person | Dept/Div | Status | Category | # Conferences | # Required | Present | Tardy | Excused | % Required |
| Agrawal, Roberta L | Pediatrics | PRG 3 | Pediatrics :: Grand Rounds | 44 | 44 | 44 | 0 | 0 | 100% |
| Totals: | | | | 44 | 44 | 44 | 0 | 0 | - |
| Bute, Samir | Pediatrics | PRG 1 | Pediatrics :: Grand Rounds | 53 | 53 | 53 | 0 | 0 | 100% |
| Totals: | | | | 53 | 53 | 53 | 0 | 0 | - |
| Grand Totals | | | | 97 | 97 | 97 | 0 | 0 | - |

Evaluations Reports for Advisors

1. Go to *Evaluations > Reports*
2. Click the Advisee tab

Notes:

- On anonymous evaluations, Administrators must give permission for Advisors to see the evaluation results.



Benson, Wayne

Evaluated 3 times

Rotation Data

Summary


Grading Profile





Advisees

Compliance

Exportable Data


07/01/2014 - 06/30/2015

 View PDF

| Name | Program | Year | Evaluated | Low Scores |
|--|-----------------------|-----------------------|--------------------|------------|
|  Brooks, Maggie | JOB Internal Medicine | 2nd Year in Residency | 30 (57 incomplete) | 2 |
|  Grimes, John | JOB Internal Medicine | 3rd Year in Residency | 1 (12 incomplete) | 2 |
|  Schell, Grant | JOB Internal Medicine | 3rd Year in Residency | 0 (12 incomplete) | 2 |
|  Julia, Vijay | JOB Internal Medicine | 3rd Year in Residency | 0 (12 incomplete) | 2 |

Individual Advisee Reports

Click on a resident's name to view the details. Select each tab to view the evaluation data gathered on the resident. Comments are displayed by default. Results are from the current academic year.




Baker, Thomas Eugene ▾
Evaluated 4 times
Has completed 0 evaluations
Rotation Data...

Overall Tags Comments Subcompetency Milestones Competency Problems Compliance Exportable

Form: Faculty Evaluation of Resident

PC-1 Cares for acutely ill or injured patients in urgent and emergent situations and in all settings

| Grade Scale | Average | Peer A |
|------------------------------------|-----------------------|--------|
| Has not achieved Level 1 - Level 5 | 3 | : |
| | 2nd Year in Residency | |



Michael Antonucci 3/24/2015 1:20:39 PM
Competent for this skill level

PC-2 Cares for patients with chronic conditions

Overall Report

The Overall Report shows the results from every question on every evaluation form that was used to evaluate the resident/fellow. The End Date of the match must fall within the date range of the report to be included. Comments are displayed by default.

1. Go to *Evaluations > Reports*
2. Select a Resident
3. Click the **Overall** tab


The first column on the Overall Report includes:

- Form - Name of the evaluation form
- Question - Shows the actual question text
- Grade Scale used
- Comments - Displays any comments made by the evaluator for this question

Results from Various Grade Scales

The remainder of the columns on this page will display different information depending on the grade scales used. We'll explore the results of each type of grade scale below. Check the box for 'Scoring Details' to view a graphic display of the results.

Tags Reports



Brooks, Maggie

 Evaluated 10 times

 Has completed 0 evaluations

 Rotation Data...

Filter

 Current Academic Year

 View PDF

Overall
 Tags
 Comments
 Subcompetency
 Milestones
 Competency
 Problems
 Compliance
 Exportable Data


Tag by Grade Scale
 Tag by Question

☒ Comments
 ☐ Scoring Details
 ☐ Identify evaluators

Tag: Professional Behavior

Works well with patients and families of different socio-economic backgrounds, religions, sexual preferences and cultures.

| Grade Scale | Average | Peer Average | Minimum | Maximum | Standard Deviation |
|------------------|---------|--------------|---------|---------|--------------------|
| Poor - Excellent | 5 | 4.2 | 5 | 5 | 0.33 |




David Bradshaw

 1/27/2016 2:40:46 PM

 Resident was very sensitive and caring with a Muslim family.

Select the attributes of this resident when working within an interprofessional team.

| Grade Scale | Most Popular response | Pct. Selected |
|---|-----------------------|---------------|
| Listens to all opinions - Attends team meetings on a reg... Attends team meetings on a regular basis Show all top choices | 100% | |




Teresa Spino

 1/27/2016 2:42:06 PM

 Not afraid to be an advocate for the patient!

Resident is a good role model for professional behavior.

| Grade Scale | Average | Peer Average | Minimum | Maximum | Standard Deviation |
|------------------|---------|--------------|---------|---------|--------------------|
| Poor - Excellent | 4.67 | 4.2 | 4 | 5 | 0.33 |



Teresa Spino


 1/27/2016 2:42:06 PM

 Very honest!

Tag: Overall

Select the resident's best skill. Select only one.

| Grade Scale | Most Popular response | Pct. Selected |
|---|-----------------------|---------------|
| Professionalism - Leadership Medical Knowledge Show all top choices | 42.86% | |



Teresa Spino

 1/26/2016 4:14:55 PM

 Very good at finding solutions to equipment problems.

Is the resident progressing as expected?


| Grade Scale | Average | Peer Average | Minimum | Maximum | Standard Deviation |
|-------------|---------|--------------|---------|---------|--------------------|
| Yes/No | 1 | 0.8 | N/A | N/A | N/A |

2nd Year in Residency

Tag: Patient Caring

Takes vital signs of patient

| Grade Scale | Average | Peer Average | Minimum | Maximum | Standard Deviation |
|------------------|---------|--------------|---------|---------|--------------------|
| Poor - Excellent | 5 | 4.4 | 5 | 5 | 0.33 |



David Bradshaw

 1/27/2016 2:40:46 PM


 Very thorough process.

Tag: Clinical Practice

Takes vital signs of patient

| Grade Scale | Average | Peer Average | Minimum | Maximum | Standard Deviation |
|------------------|---------|--------------|---------|---------|--------------------|
| Poor - Excellent | 5 | 4.4 | 5 | 5 | 0.33 |

Comments Reports




Brooks, Maggie
Evaluated 55 times
Has completed 15 evaluations
Rotation Data...


▼ Filter ▾ 07/01/2014 - 06/30/2015 ▾ [View PDF](#)

Overall Tags **Comments** Subcompetency Milestones Competency Problems Compliance Exportable Data

Comments by Evaluator ▾ ☒ Show Question ☐ Identify evaluators


**Anonymous**

Overall comments:
Excellent resident!

**Benson, Wayne**

Question comments:
Conduct a 'Well Baby' visit.
12/10/2014 8:54:25 AM JGB: Ambulatory
Excellent with patient and family.
Conduct a 'Well Baby' visit.
2/19/2015 8:51:09 AM JGB: VA
Conducts a very thorough Well Baby visit. Excellent with child and mother.
Clinical knowledge (MK1)
12/10/2014 8:56:36 AM JGB: Cardiology
Excellent knowledge of diseases and symptoms.

Overall comments:
12/10/2014 8:54:25 AM JGB: Ambulatory
Excellent first year resident!

**Bradshaw, David**


Question comments:
Appropriately manages situations requiring urgent or emergent care
12/10/2014 8:58:54 AM JGB: EM
Works well in stressful ER situations.
Has professional and respectful interactions with patients, caregivers and members of the interprofessional team (e.g. peers, consultants, nursing, ancillary professionals and support personnel). (PROF1)
2/19/2015 1:04:48 PM JGB: Ambulatory
Excellent resident!

Overall comments:
12/10/2014 8:58:54 AM JGB: EM
Outstanding resident!

Sub-competency Report

The Sub-Competency Report displays the results of evaluations completed about the residents where the forms contained the following:

- Actual ACGME sub-competencies inserted on the form, either manually or rotation-based
- Responses from questions tagged or mapped to sub-competencies, such as EPAs, custom sub-competencies and custom questions (in your own words)



Brooks, Maggie

Evaluated 3 times
Has completed 0 evaluations
Rotation Data...

▼ Filter

■ Current Academic Year

View PDF

Overall

Tags

Comments

Subcompetency

Milestones

Competency

Problems


Compliance

Exportable Data

| Training Year | PC | | | | MK | | PBLI | | | | ICS | | | PRO | | | | SBP | | | |
|-----------------------|------|------|------|------|------|------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 2nd Year in Residency | PC 1 | PC 2 | PC 3 | PC 4 | MK 1 | MK 2 | PBLI 1 | PBLI 2 | PBLI 3 | PBLI 4 | ICS 1 | ICS 2 | ICS 3 | PRO 1 | PRO 2 | PRO 3 | PRO 4 | SBP 1 | SBP 2 | SBP 3 | SBP 4 |
| | 3.55 | 3.89 | 4.33 | 3.88 | 4.14 | 3.58 | 3.58 | X | X | X | 4.00 | X | X | 3.00 | X | X | X | 3.00 | 3.88 | X | X |
| | PC 5 | | | | | | | | | | | | | | | | | | | | |
| | 3.58 | | | | | | | | | | | | | | | | | | | | |

Milestones Report

The Milestones Report displays the results of milestone questions. These may be from daily Shift Cards or from any milestone narratives placed directly on your regular evaluations.



Brooks, Maggie

Evaluated 55 times
Has completed 15 evaluations
Rotation Data...

▼ Filter

07/01/2014 - 06/30/2015

View PDF

Overall

Tags

Comments

Subcompetency

Milestones

Competency

Problems

Compliance

Exportable Data

Training Year

PC

MK

PBLI

ICS

PRO

SBP

1st Year in Residency

12345

PC 1

X8988XX

PC 2

X4758XX

PC 3

X10010079X

PC 4

X80100XX

PC 5

X80XX

12345

MK 1

X100XX

MK 2

X87100XX

12345

PBLI 1

X100XX

PBLI 2

X80XX

PBLI 3

X60100XX

PBLI 4

X80100XX

12345

ICS 1

X75100XX

ICS 2

X67100XX

ICS 3

X100100XX

12345

PRO 1

X79100XX

PRO 2

X79100XX

PRO 3

X67XX

PRO 4

X55100XX

12345

SBP 1

X87XX

SBP 2

X88100XX

SBP 3

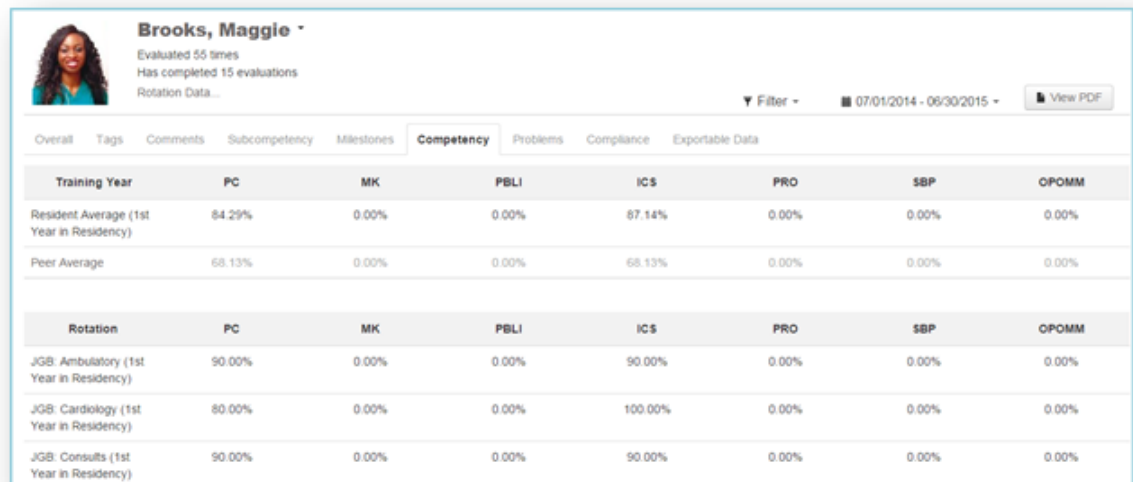
X67100XX

SBP 4

X60XX

Competency Report

The Competency Report displays data collected about the resident from General questions (Standard questions in your own words) that have been tagged to Core Competencies



Brooks, Maggie
Evaluated 55 times
Has completed 15 evaluations
Rotation Data...

Filter: 07/01/2014 - 06/30/2015 View PDF

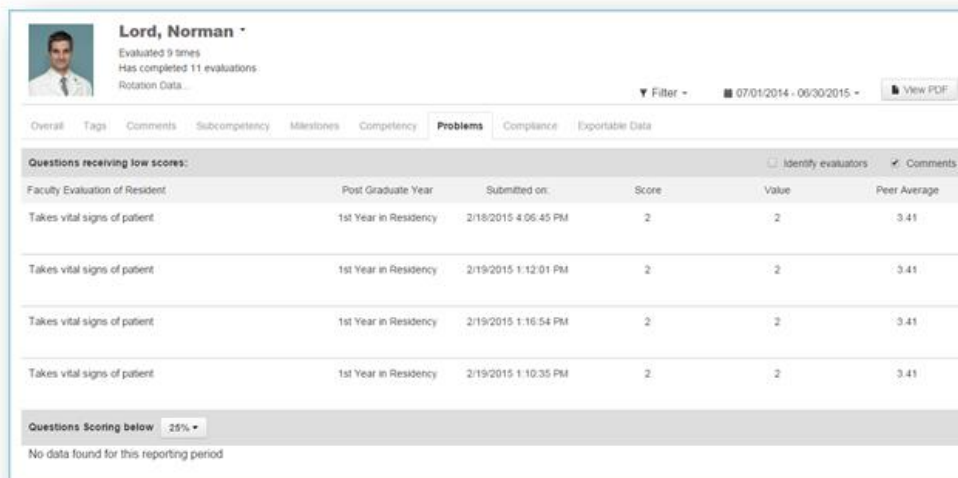
Overall Tags Comments Subcompetency Milestones **Competency** Problems Compliance Exportable Data

| Training Year | PC | MK | PBLI | ICS | PRO | SBP | OPOMM |
|--|--------|-------|-------|--------|-------|-------|-------|
| Resident Average (1st Year in Residency) | 84.29% | 0.00% | 0.00% | 87.14% | 0.00% | 0.00% | 0.00% |
| Peer Average | 68.13% | 0.00% | 0.00% | 68.13% | 0.00% | 0.00% | 0.00% |

| Rotation | PC | MK | PBLI | ICS | PRO | SBP | OPOMM |
|---|--------|-------|-------|---------|-------|-------|-------|
| JGB: Ambulatory (1st Year in Residency) | 90.00% | 0.00% | 0.00% | 90.00% | 0.00% | 0.00% | 0.00% |
| JGB: Cardiology (1st Year in Residency) | 80.00% | 0.00% | 0.00% | 100.00% | 0.00% | 0.00% | 0.00% |
| JGB: Consults (1st Year in Residency) | 90.00% | 0.00% | 0.00% | 90.00% | 0.00% | 0.00% | 0.00% |

Problems Report

- Resident receives a low score on a specific question on an evaluation form flagged to give Low Score notifications
- Resident receives a low score on a specific grade scale, on any form, flagged to give Low Score notifications



Lord, Norman
Evaluated 9 times
Has completed 11 evaluations
Rotation Data...

Filter: 07/01/2014 - 06/30/2015 View PDF

Overall Tags Comments Subcompetency Milestones Competency **Problems** Compliance Exportable Data

Questions receiving low scores: ☐ Identify evaluators ☒ Comments


| Faculty Evaluation of Resident | Post Graduate Year | Submitted on: | Score | Value | Peer Average |
|--------------------------------|-----------------------|----------------------|-------|-------|--------------|
| Takes vital signs of patient | 1st Year in Residency | 2/18/2015 4:06:45 PM | 2 | 2 | 3.41 |
| Takes vital signs of patient | 1st Year in Residency | 2/19/2015 1:12:01 PM | 2 | 2 | 3.41 |
| Takes vital signs of patient | 1st Year in Residency | 2/19/2015 1:16:54 PM | 2 | 2 | 3.41 |
| Takes vital signs of patient | 1st Year in Residency | 2/19/2015 1:10:35 PM | 2 | 2 | 3.41 |

Questions Scoring below 25%
No data found for this reporting period

Compliance Report

This report displays information about the compliance rate of the resident for completing evaluations assigned to them. Evaluations are included if:

- The End Date of the match falls within the date range of the report
- The Due Date is in the past



Brooks, Maggie ▾

Evaluated 55 times
Has completed 15 evaluations
Rotation Data...

▼ Filter ▾

07/01/2014 - 06/30/2015 ▾

View PDF

Overall

Tags

Comments

Subcompetency

Milestones

Competency

Problems

Compliance

Exportable Data


| Assigned | Compliance | Completed On Time | Completed Late | Declined | Delinquent |
|----------|----------------|-------------------|----------------|-----------|------------|
| 28 | 15/28 (53.57%) | 1 (3.57%) | 14 (50.00%) | 0 (0.00%) | 13 |

Delinquent Evaluations

| Subject | Session | Rotation | Start | End | Due |
|-----------------|---------------------------------|-----------------|----------|-----------|----------|
| Benson, Wayne | Resident Evaluation of Faculty | JGB: Ambulatory | 6/1/2015 | 6/30/2015 | 7/3/2015 |
| JGB: Ambulatory | Resident Evaluation of Rotation | JGB: Ambulatory | 6/1/2015 | 6/30/2015 | 7/3/2015 |
| JGB: Wards A | Resident Evaluation of Rotation | JGB: Wards A | 3/1/2015 | 3/31/2015 | 4/3/2015 |

Exportable Data

This report displays the actual scores given to each resident by each evaluator. If sub-competencies were dynamically added to the evaluation based on the rotation, these scores will also be shown. If the resident was evaluated 12 times, the scores from all twelve evaluations will be displayed. No calculations are performed on this page. The results on this tab cannot be printed using the 'View PDF' button. However, the results can be exported to a spreadsheet format by clicking the **Excel** button, and then printing the document.



Brooks, Maggie

Evaluated 10 times

Has completed 0 evaluations

Rotation Data...

Filter

Current Academic Year

Excel

Overall

Tags

Comments

Subcompetency

Milestones









Competency

Problems

Compliance

Exportable Data

Identify evaluators

| Evaluator | Rotation | Q1 checkbox | Q2 Numeric/Text | Q3 checkbox | Q4 boolean | Q5 comment | | | | | | | | | | | |
|---|-----------------|------------------------|---|--|-------------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| Faculty Evaluation of Resident (IM) | | | | | | | | | | | | | | | | | |
|  Bradshaw, David | JGB: MICU | 12/1/2015 - 12/31/2015 | Inclusive,Friendly,Thorough,Sensitive | 25 | Medical Knowledge | 1 - | | | | | | | | | | | |
|  Spino, Teresa | JGB: Pediatrics | 1/1/2016 - 1/31/2016 | Inclusive,Friendly,Sensitive | 31 | Problem-Solving | 1 - | | | | | | | | | | | |
|  Bradshaw, David | JGB: EM | 7/1/2015 - 7/31/2015 | Friendly,Thorough,Sensitive | 20 | Medical Knowledge | 1 - | | | | | | | | | | | |
|  Benson, Wayne | JGB: Ambulatory | 8/1/2015 - 8/31/2015 | Poite,Inclusive,Friendly,Thorough,Sensitive | 20 | Communication | 1 - | | | | | | | | | | | |
|  Benson, Wayne | JGB: Cardiology | 9/1/2015 - 9/30/2015 | Inclusive,Friendly,Thorough | 30 | Medical Knowledge | 1 - | | | | | | | | | | | |
|  Bradshaw, David | JGB: Geriatrics | 11/1/2015 - 11/30/2015 | Poite,Inclusive,Friendly,Thorough,Sensitive | 30 | Problem-Solving | 1 - | | | | | | | | | | | |
|  Benson, Wayne | JGB: Consults | 10/1/2015 - 10/31/2015 | Poite,Inclusive,Friendly,Thorough,Sensitive | 31 | Problem-Solving | 1 - | | | | | | | | | | | |
| Evaluator | Rotation | Q1 1 to 5 | Q2 1 to 5 | Q3 checkbox | Q4 1 to 5 | Q5 boolean | PC 1 1 to 5 | PC 2 1 to 5 | PC 3 1 to 5 | PC 4 1 to 5 | PC 5 1 to 5 | MK 1 1 to 5 | MK 2 1 to 5 | SBP 1 1 to 5 | SBP 2 1 to 5 | PRO 1 1 to 5 | PRO 2 1 to 5 |
| Faculty Evaluation of Resident (Rev) | | | | | | | | | | | | | | | | | |
|  Benson, Wayne | JGB: Ambulatory | 8/1/2015 - 8/31/2015 | 5 5 | Listens to all opinions,Is respectful to all members of the team,Contributes knowledge, experiences and options to discussion,Attends team meetings on a regular basis | 4 | 1 | 3 | 3.5 | - | - | - | 3.5 | - | 3.5 | - | 3.5 | - |

Viewing Completed Evaluations

Residents and faculty are limited to only viewing evaluations completed about them and evaluations they have completed. If no evaluations appear, your program may have restricted resident and/or faculty access. Please check with your coordinator for further assistance.

1. Go to *Evaluations > Completed Evaluations*
2. Select the date range
3. Check the box in front an evaluation
4. Click **View selected evaluations**

View My Completed Evaluations

Filter by Year
2015 - 2016

7/1/2015
6/30/2016

☐ Include Archived Items

Residency Evaluations

[View selected evaluations](#) |

All | None | Invert

| | Evaluator Name | Rotation/Subject Name | Rotation | Session Name |
|-------------------------------------|-----------------|-----------------------|--|-----------------------|
| <input checked="" type="checkbox"/> | Bradshaw, David | Brooks, Maggie | JGB: MICU (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Spino, Teresa | Brooks, Maggie | JGB: Pediatrics (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Bradshaw, David | Brooks, Maggie | JGB: EM (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Benson, Wayne | Brooks, Maggie | JGB: Ambulatory (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Benson, Wayne | Brooks, Maggie | JGB: Cardiology (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Bradshaw, David | Brooks, Maggie | JGB: Geriatrics (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Benson, Wayne | Brooks, Maggie | JGB: Consults (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Benson, Wayne | Brooks, Maggie | JGB: Ambulatory (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Bradshaw, David | Brooks, Maggie | JGB: Geriatrics (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Spino, Teresa | Brooks, Maggie | JGB: Pediatrics (JGB Department of Medicine/JGB Med - Internal Medicine) | Faculty Evaluation of |
| <input type="checkbox"/> | Brooks, Maggie | JGB: MICU | JGB: MICU (JGB Department of Medicine/JGB Med - Internal Medicine) | Resident Evaluation |
| <input type="checkbox"/> | Brooks, Maggie | JGB: Pediatrics | JGB: Pediatrics (JGB Department of Medicine/JGB Med - Internal Medicine) | Resident Evaluation |
| <input type="checkbox"/> | Brooks, Maggie | JGB: EM | JGB: EM (JGB Department of Medicine/JGB Med - Internal Medicine) | Resident Evaluation |

Procedure Logger Advisor Report

The Advisor Report allows faculty members designated as Advisors to view the procedures of their advisees

Go to *Logger > Reports > Advisor Report*

- Select the resident(s)
- Select the procedure(s)
- Show All Dates or Specify Dates
- Click **View report**

| Advisor Report | | | | | | | | |
|---|-----------|--------------------|--------------|-------------------|--------------------|------------------------|--------------------------------------|---------------|
| Jason Michael Benn | | | | | | | | |
| Emergency Medicine | | | | | | | | |
| Date Range: All Dates | | | | | | | | |
| Created: 6/28/2013 1:11:06 PM | | | | | | | | |
| Change Filters < Barinito, Michael Benn, Jason Michael Craft, Sateesh Reddy | | | | | | | | |
| Procedure Name | CPT® Code | Independent Target | Total Logged | % of Total Logged | Confirmed (Passed) | Confirmed (Not Passed) | % for Independent (Confirmed/Passed) | Total Refused |
| Arterial Blood Gas (Emergency Medicine) | | 10 | 20 | 100% | 19 | 0 | 100% | 0 |
| Arterial Line Placement (Emergency Medicine) | | 5 | 5 | 100% | 5 | 0 | 100% | 0 |
| Arthrocentesis of the knee (Emergency Medicine) | | 3 | 6 | 100% | 6 | 0 | 100% | 0 |
| Aspiration (Emergency Medicine) | | 1 | 5 | 100% | 4 | 0 | 100% | 0 |
| Blood Gas (Emergency Medicine) | 12345 | 5 | 4 | 80% | 4 | 0 | 80% | 0 |
| Bone marrow aspirate/biopsy (Emergency Medicine) | | 5 | 6 | 100% | 5 | 0 | 100% | 0 |

Portfolio

How to access CCC Portfolio Reviews:

1. Access the Reviews by following one of these paths:
 - a. Click the auto-login link in your email notification
 - b. In the Notifications panel on your Home Page, under Portfolio, click 'Sign ___ reviews you participated in.'
 - c. Go to *Portfolio > People to Review*
2. Select the subject from:
 - a. The calendar or
 - b. The Upcoming Reviews panel.

The screenshot displays the 'People to Review' interface. At the top, there's a header with 'View As' set to 'Program Director' and a dropdown for 'Benson, Wayne A.'. Below this are icons for 'Type', 'Signatures', 'Mtg Date', and 'More...'. The main area features a calendar for December 2014, with days of the week as columns and dates as rows. On Friday, December 5th, there are four review entries: '12:00 am-Brooks', '12:00 am-Carson', '12:00 am-Gomez', and '12:00 am-Malacaria'. To the right of the calendar, there are two panels: 'Upcoming Reviews' and 'Pending My Signature'. The 'Upcoming Reviews' panel lists four reviews: 'Brooks, Maggie - 12/05/2014', 'Carson, John - 12/05/2014', 'Gomez, Maria - 12/05/2014', and 'Malacaria, Nancy - 12/05/2014'. The 'Pending My Signature' panel lists four reviews: 'Brooks, Sharon - 12/01/2012', 'Fring, Gustavo - 12/01/2012', 'Gatti, Sarah - 12/01/2012', and 'Grimes, Donna - 12/01/2012'. At the bottom right, there is a link that says 'Click a Review for more information.'

3. In the Review Details panel to the right, click **Go to Review Form**.
4. Review the data shown for each widget for the review period.
5. Complete the Progress Summary by:
 - a. Clicking the appropriate radio buttons
 - b. Adding comments
 - c. Signing the form, if this option was included.

Progress Summary

Overall Progress

☒ Meets Expectations
☒ Requires Attention

Competency Progress

| | | |
|---|---|---|
| Patient Care | <input checked="" type="radio"/> Meets Expectations | <input checked="" type="radio"/> Requires Attention |
| Medical Knowledge | <input checked="" type="radio"/> Meets Expectations | <input checked="" type="radio"/> Requires Attention |
| Practice-Based Learning and Improvement | <input checked="" type="radio"/> Meets Expectations | <input checked="" type="radio"/> Requires Attention |
| Interpersonal and Communication Skills | <input checked="" type="radio"/> Meets Expectations | <input checked="" type="radio"/> Requires Attention |
| Professionalism | <input checked="" type="radio"/> Meets Expectations | <input checked="" type="radio"/> Requires Attention |
| System-Based Practice | <input checked="" type="radio"/> Meets Expectations | <input checked="" type="radio"/> Requires Attention |

Only users with full access to this review may record progress

Comments

There are no comments to display

Signatures

Advisor

☒ pending signature... | On File

Program Director

☒ Personnel signed on 2/25/2013 at 9:58 AM

Attached Files

6. To close the form, click **Exit Form**.

Milestones

1. Go to *Portfolio > Milestones*
2. Click on a resident's name
3. Score each sub-competency
4. Click **View Details** to see the evaluation results mapped to the sub-competencies

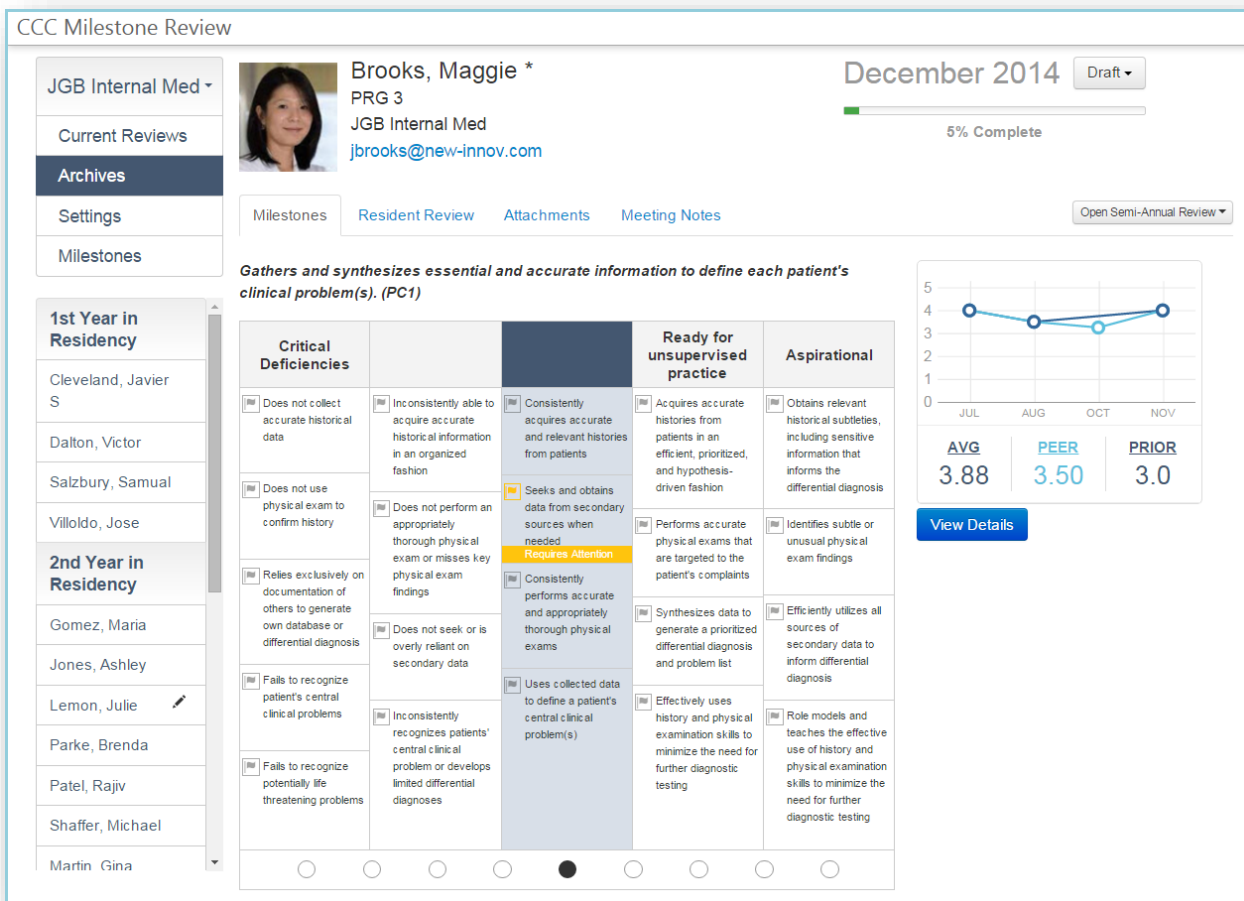
Complete a Milestone Review

Click on a resident to view the details of their Milestone Review on a more granular level. There are four tabs to help you dig deeper into each resident's Milestone Review: Milestones, Resident Review, Attachments and Meeting Notes.

Milestones Tab

On the Milestones tab, each sub-competency is displayed allowing the CCC to view and score the resident's level of competency. Scroll down the list to rate the resident on each sub-competency.

- Score - Select one of the radio buttons at the bottom of the template box. Continue to scroll down the page to view and score each sub-competency. Selections are automatically saved. To deselect a score, click the radio button again.
- Flag - Click the **Flag** icon on a specific milestone to show that milestone narrative is an area of concern and 'Requires Attention.' The milestone will be highlighted in yellow. Click it again to remove the flag.



To the right of each sub-competency, a panel displays a summary of the resident's evaluation results that have been mapped to this sub-competency.

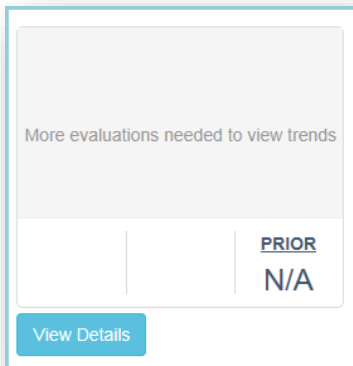
On the panel you'll find:

- Line Graph - The graph displays the results of evaluations completed on the resident over the last 6 months that have been linked to this sub-competency. In our example shown below for PC1:
 - Dark Blue Line – Shows her average score each month from evaluations.
 - Light Blue Line – Shows the average evaluation score of her peer group, those in their first Year in Training.
 - Hover over the graph to see the number of responses received and the average for that month.
- Row of Scores:
 - AVG - Shows the resident's overall average on evaluations for this six-month period for questions linked to PC1. See the section below on Normalized Averages.

- PEER - Displays the overall peer average on evaluation results linked to PC1 for all residents in their first Year of Training for this six-month period.
- PRIOR - Shows the score that this resident received on her prior Milestone Review for PC1.

No Data

Occasionally the panel to the right will not display any information. For the resident's average and the peer average to appear there must be at least one evaluation completed and the results mapped to this sub-competency. There must be at least two evaluation results in different months, plus appropriate mapping, to create the line graph.

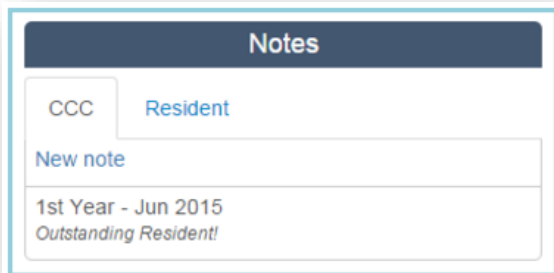


View Details

To view more information about evaluation results mapped to this sub-competency, click the **View Details** button.

Notes – CCC Tab

- Click **New Note** to add a note about this subcompetency. Click **Save**.
- Notes from previous Milestone Reviews will be displayed
- Residents DO NOT see these notes

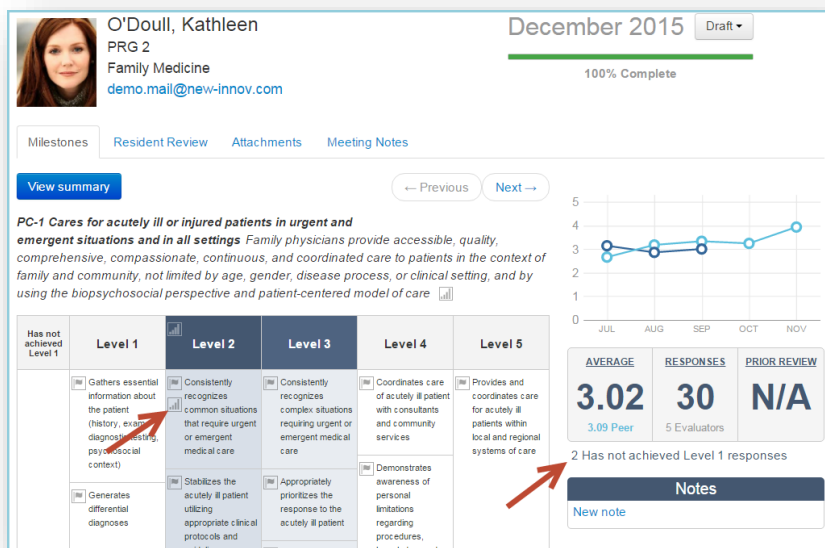


Notes – Resident Tab

- Click **New Note** to add a message to the resident about this sub-competency. Click **Save**.
- Notes to the Resident from previous Milestone Reviews will be displayed
- Residents DO see these notes. (The Milestone Review must be marked as 'Complete' for these notes to appear to the resident.)

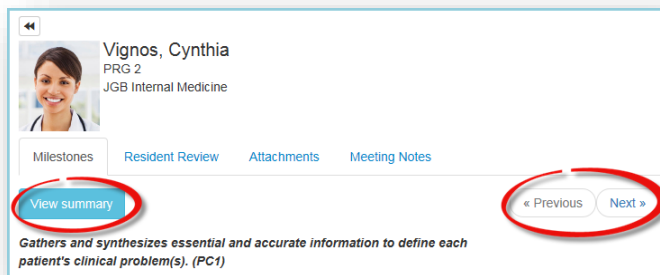
Bar Graph

- Within a milestone narrative panel, a small bar graph icon designates that there are evaluation results from Milestone narratives placed directly on your questionnaire or through the use of Shift Cards
- See more details below under 'Results from Milestone Questions'



Navigation

- Click **View Summary** to exit the Details page and return to the list of sub-competencies
- View **Previous** or **Next** to move to other sub-competencies and keep the details open



Other – The ‘Double-Arrow’ icon collapses the left panel giving you a broader view of the Milestone data

