Faculty Advisor

RMS GUIDE

MMCGME Services 2018

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Overview

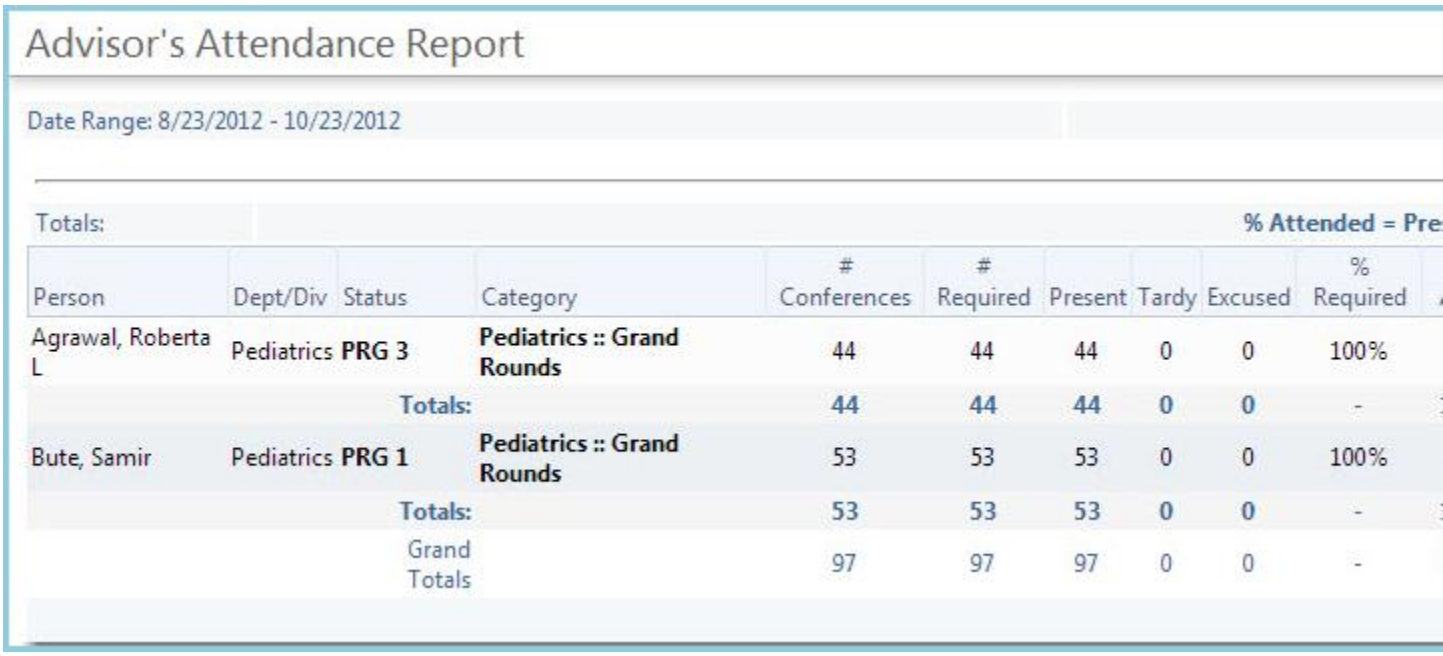
In New Innovations, an Advisor mentors a trainee and is given access to information such as procedure logs, evaluation results and conference attendance records. The Advisor is assigned to a resident in the resident's Personnel profile.

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 = Pre

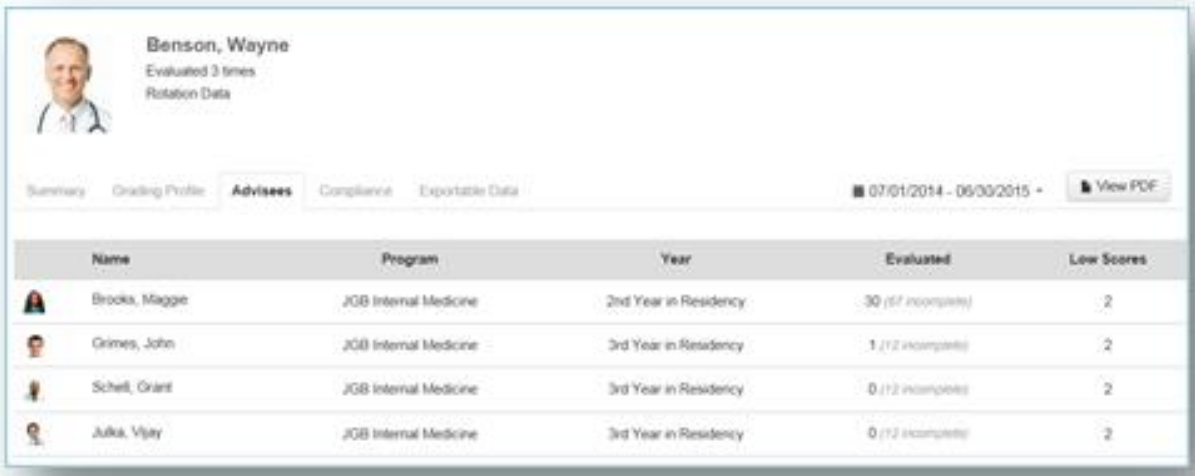
Person	Dept/Div	Status	Category	# Conferences	# Required	Present	Tardy	Excused	% Required
Agrawal, Roberta L	Pediatrics	**PRG 3**	**Pediatrics :: Grand Rounds**	44	44	44	0	0	100%
		Totals:		**44**	**44**	**44**	**0**	**0**	-
Bute, Samir	Pediatrics	**PRG 1**	**Pediatrics :: Grand Rounds**	53	53	53	0	0	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

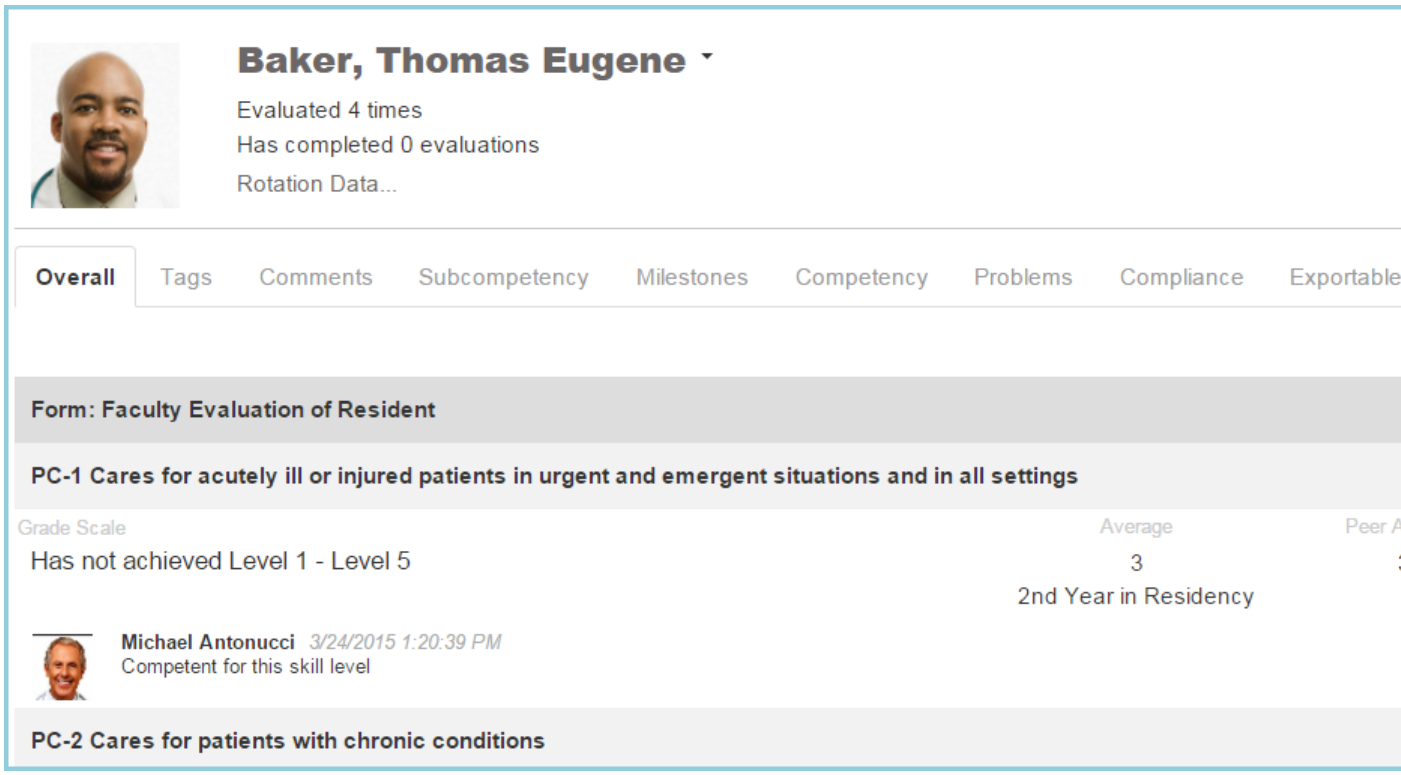
Notes:

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



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.



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

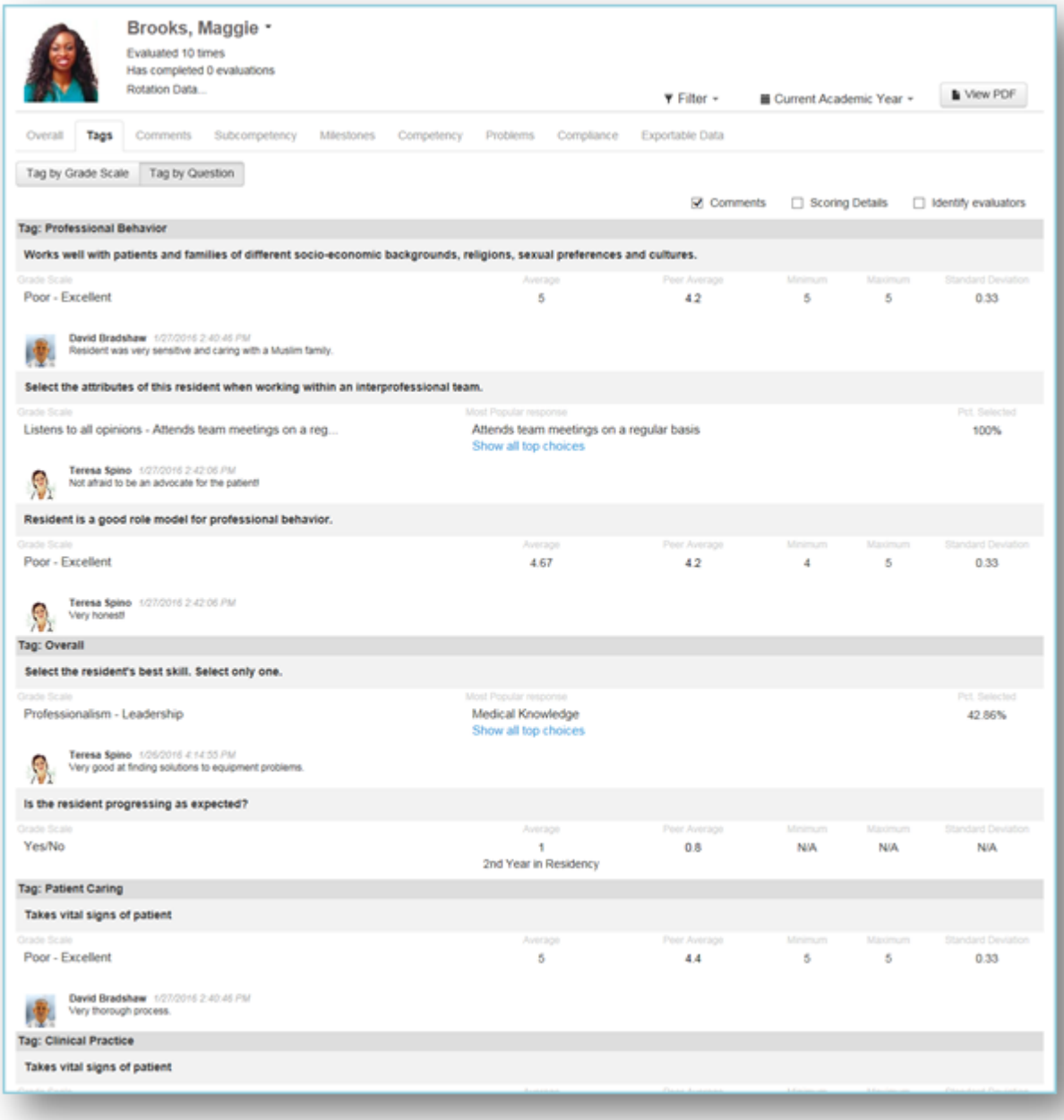
The first column on the Overall Report includes:

- 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

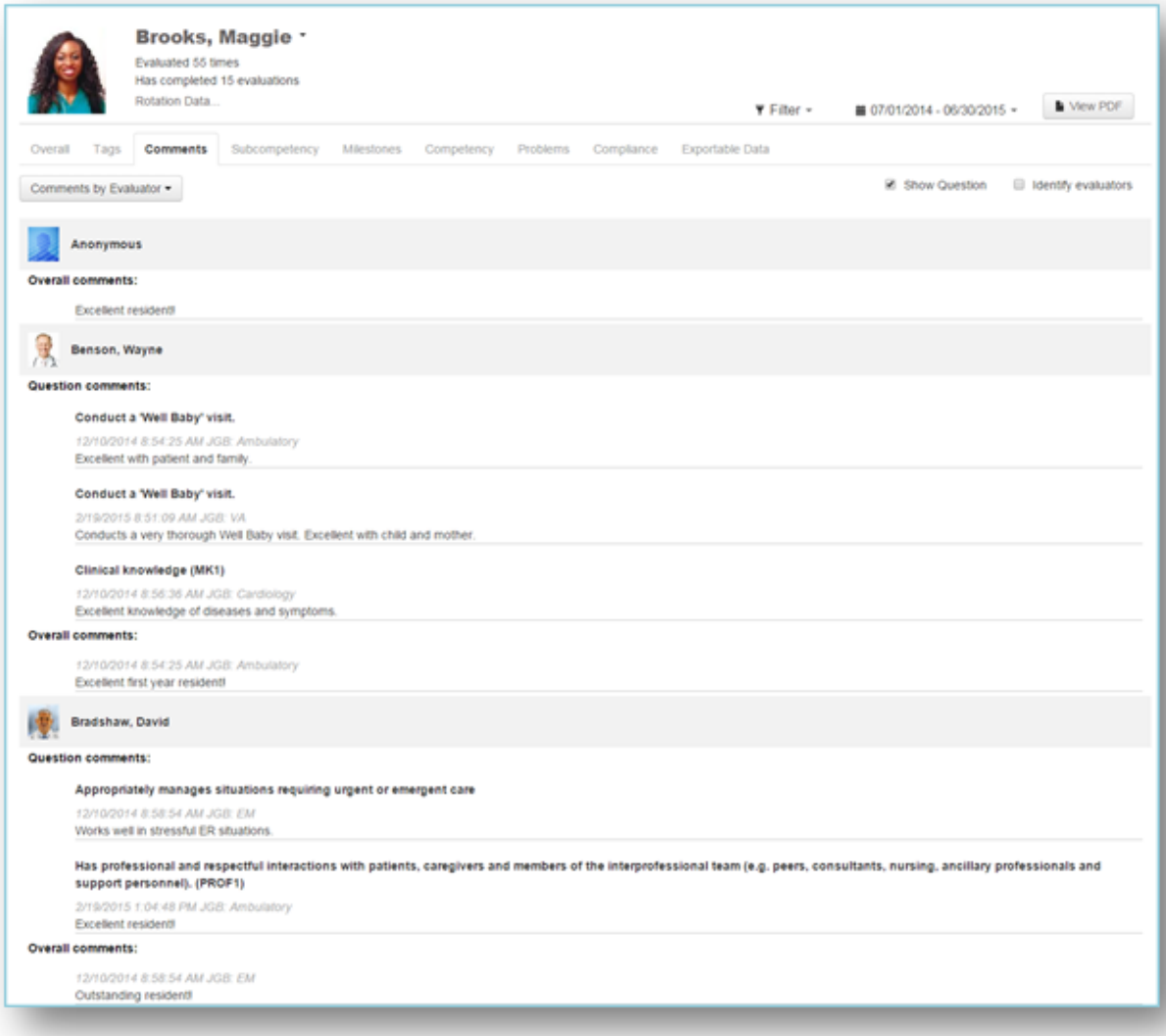
Results from Various Grade Scales

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



Comments Reports



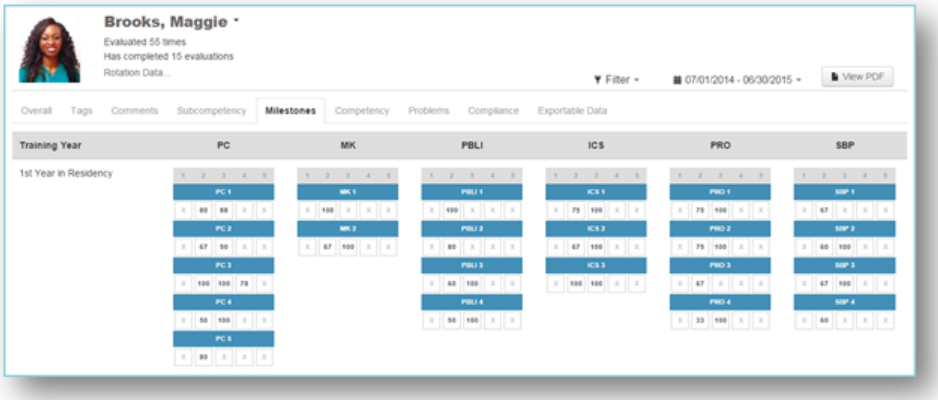
Sub-competency Report

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)

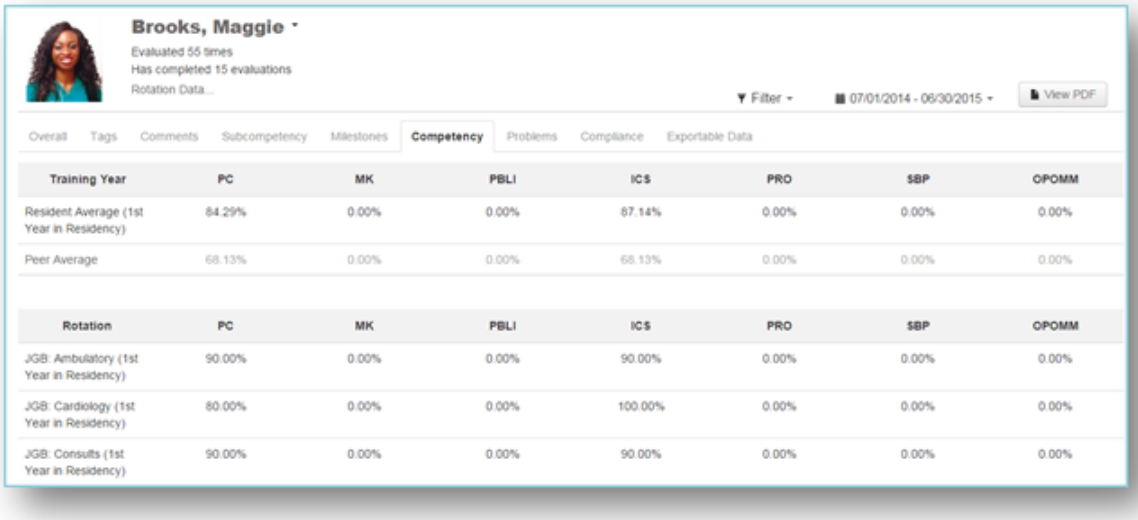
Milestones Report

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.



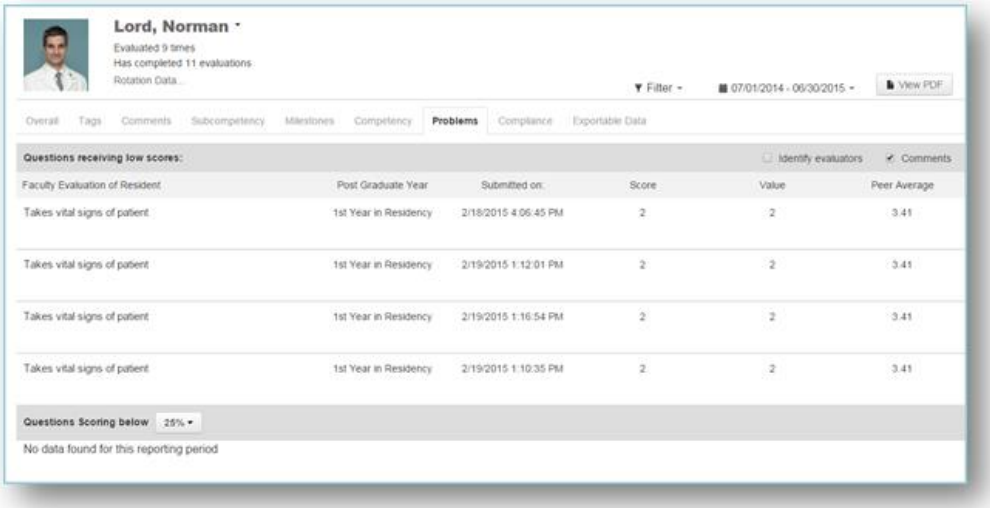
Competency Report

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



Problems Report

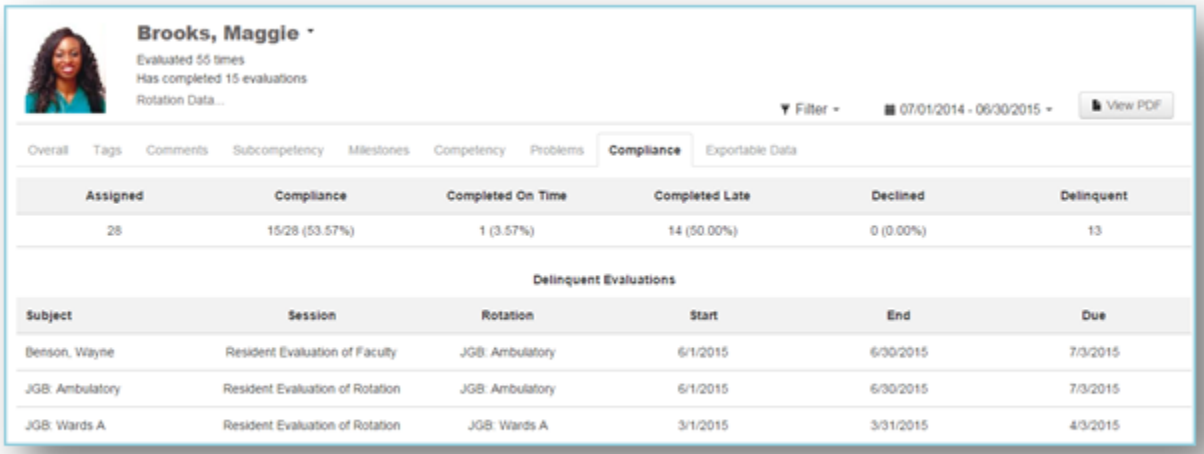
- Resident receives a low score on a specific question on an evaluation form flagged to give Low Score notifications
- Resident receives a low score on a specific grade scale, on any form, flagged to give Low Score notifications



Compliance Report

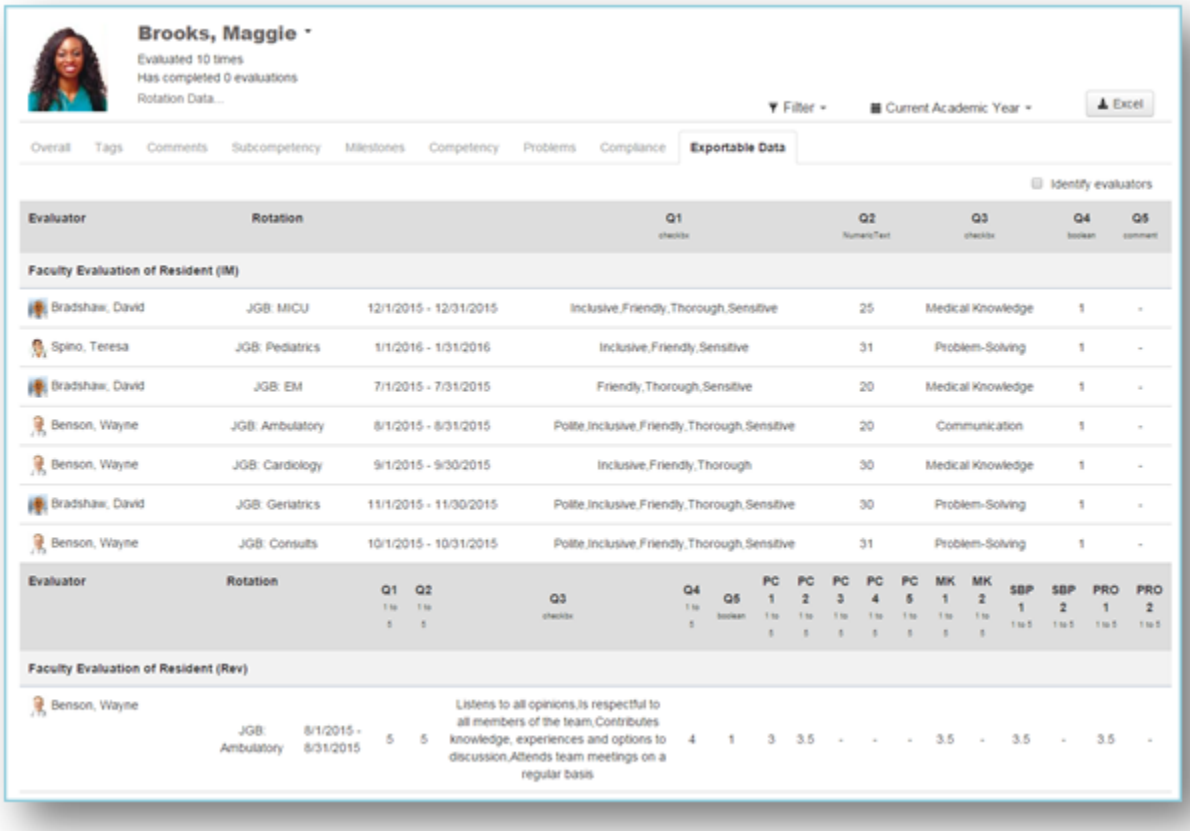
This report displays information about the compliance rate of the resident for completing evaluations assigned to them. Evaluations are included if:

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



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

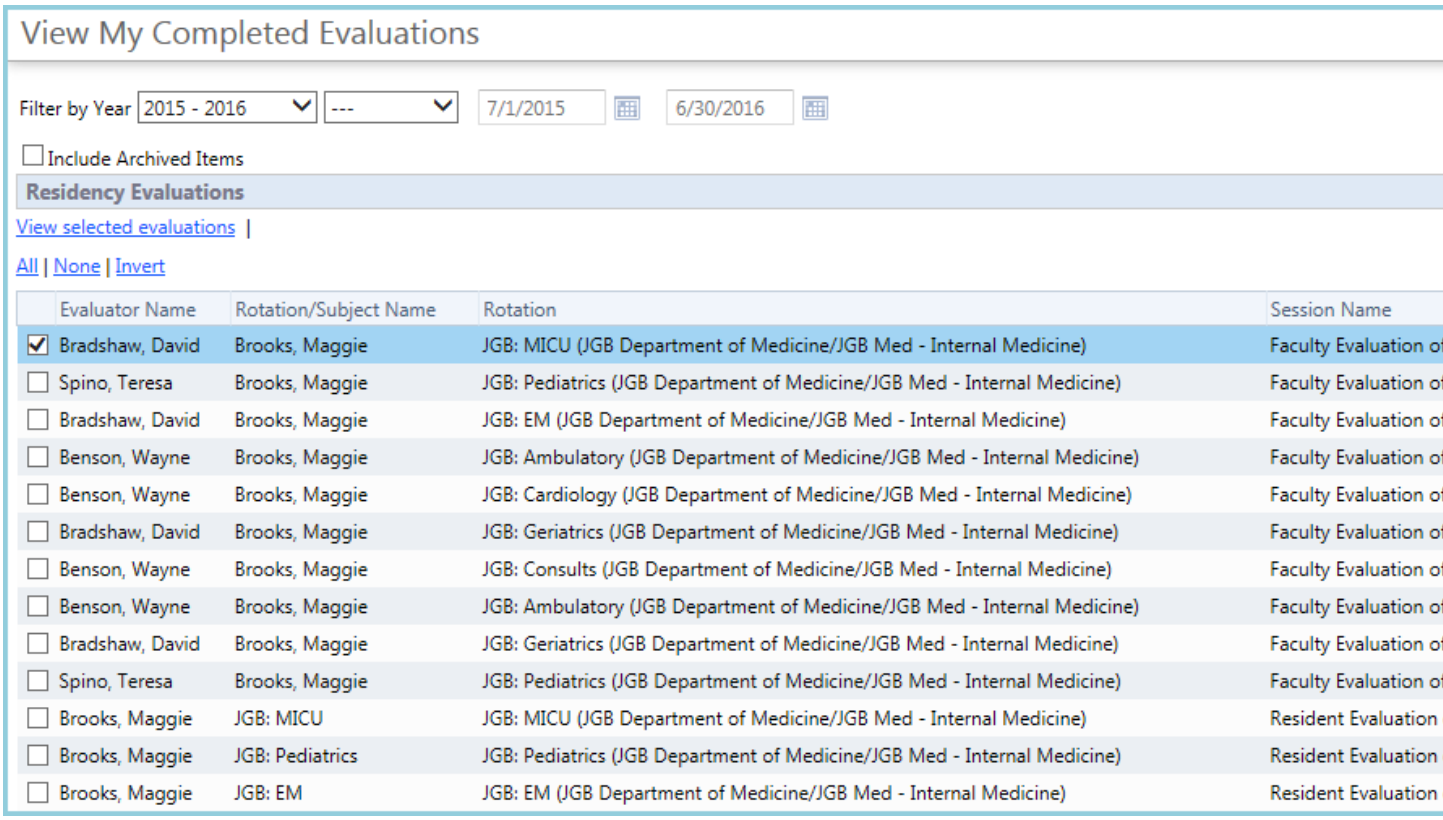
Evaluator	Rotation		Q1	Q2	Q3	Q4	Q5
Faculty Evaluation of Resident (IM)							
Bradshaw, David	JGB: MICU	12/1/2015 - 12/31/2015	Inclusive,Friendly,Thorough,Sensitive	25	Medical Knowledge	1	-
Spino, Teresa	JGB: Pediatrics	1/1/2016 - 1/31/2016	Inclusive,Friendly,Sensitive	31	Problem-Solving	1	-
Bradshaw, 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	Polite,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	Polite,Inclusive,Friendly,Thorough,Sensitive	30	Problem-Solving	1	-
Benson, Wayne	JGB: Consults	10/1/2015 - 10/31/2015	Polite,Inclusive,Friendly,Thorough,Sensitive	31	Problem-Solving	1	-

Evaluator	Rotation		Q1	Q2	Q3	Q4	Q5	PC 1	PC 2	PC 3	PC 4	PC 5	MK 1	MK 2	SBP 1	SBP 2	PRO 1	PRO 2
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**

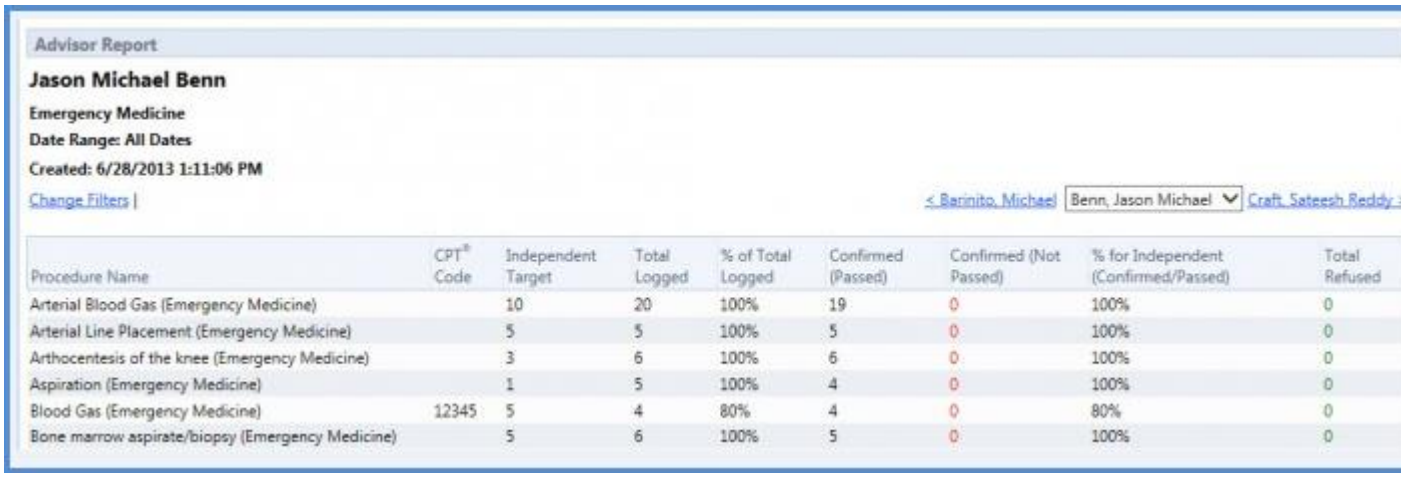


Procedure Logger Advisor Report

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

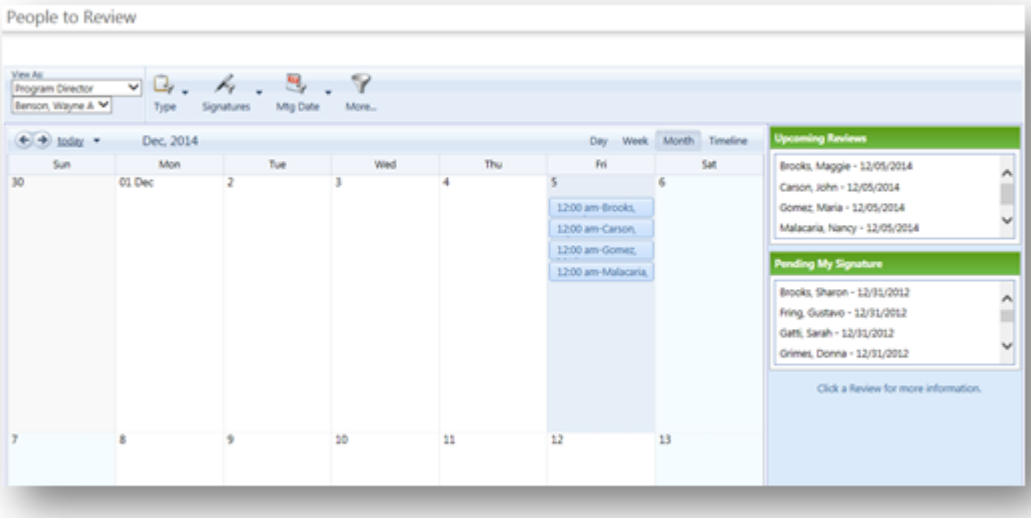
Procedure Name	CPT® Code	Independent Target	Total Logged	% of Total Logged	Confirmed (Passed)	Confirmed (Not Passed)	% for Independent (Confirmed/Passed)	Total Refused
Arterial Blood Gas (Emergency Medicine)		10	20	100%	19	0	100%	0
Arterial Line Placement (Emergency Medicine)		5	5	100%	5	0	100%	0
Arthocentesis 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

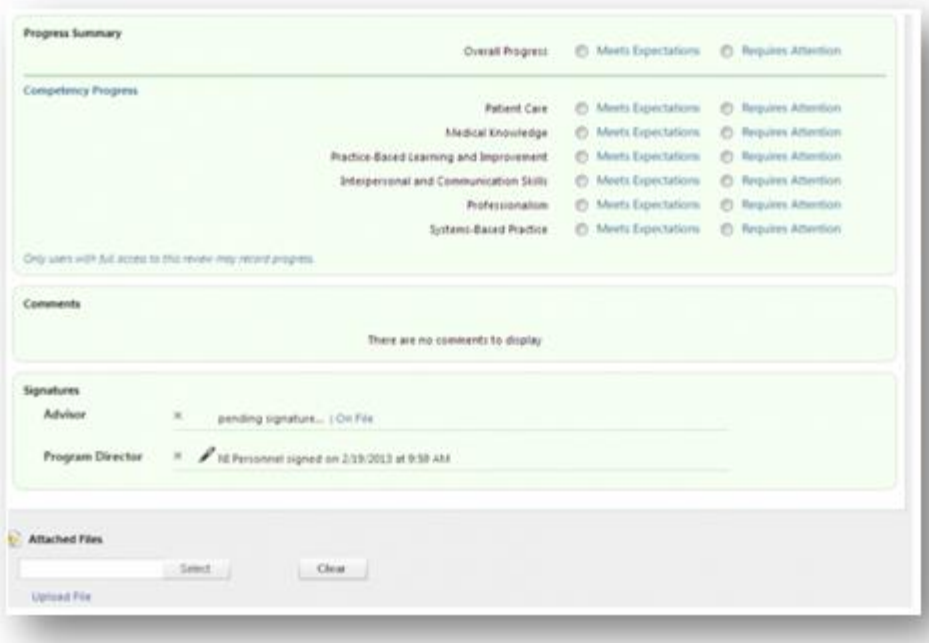
How to access CCC Portfolio Reviews:

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.



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.



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

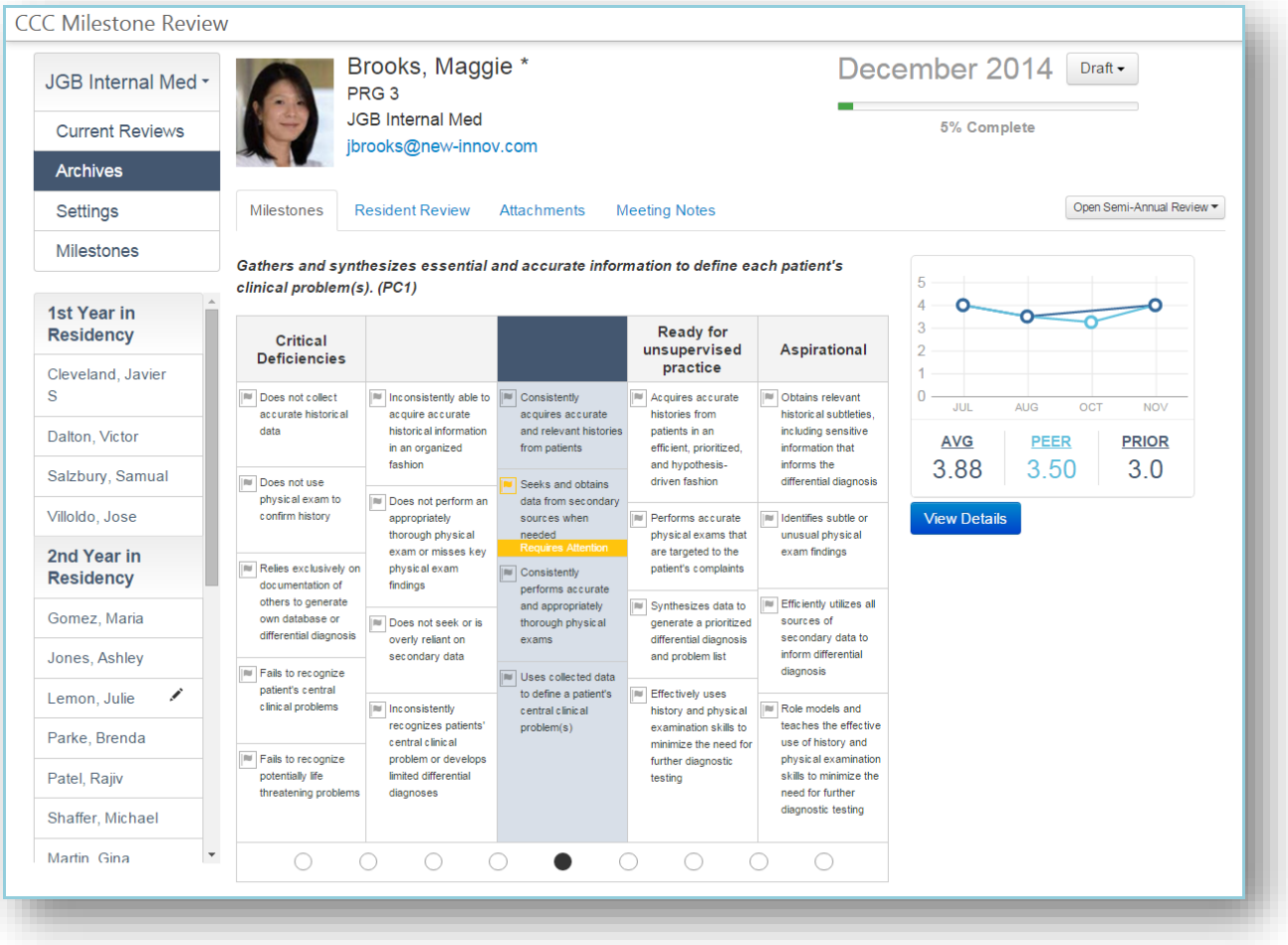
Complete a Milestone Review

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.

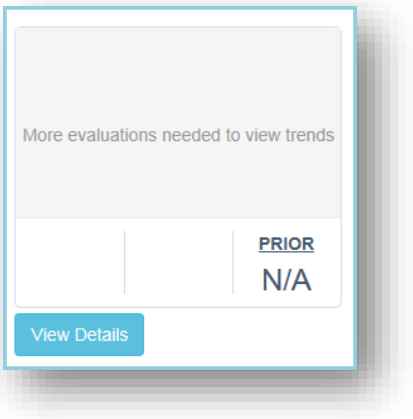
On the panel you'll find:

- 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.

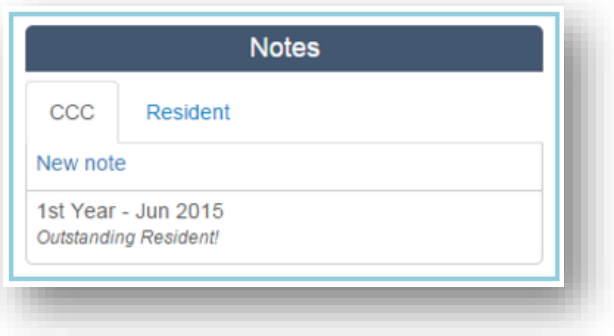


View Details

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

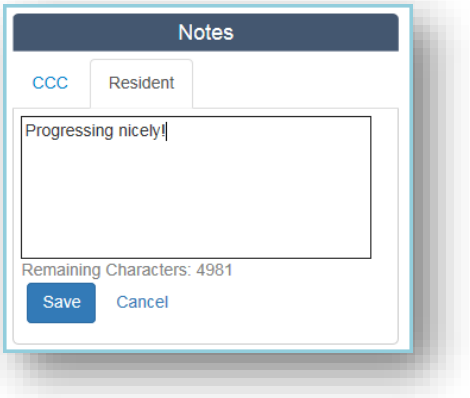
Notes – CCC Tab

- 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



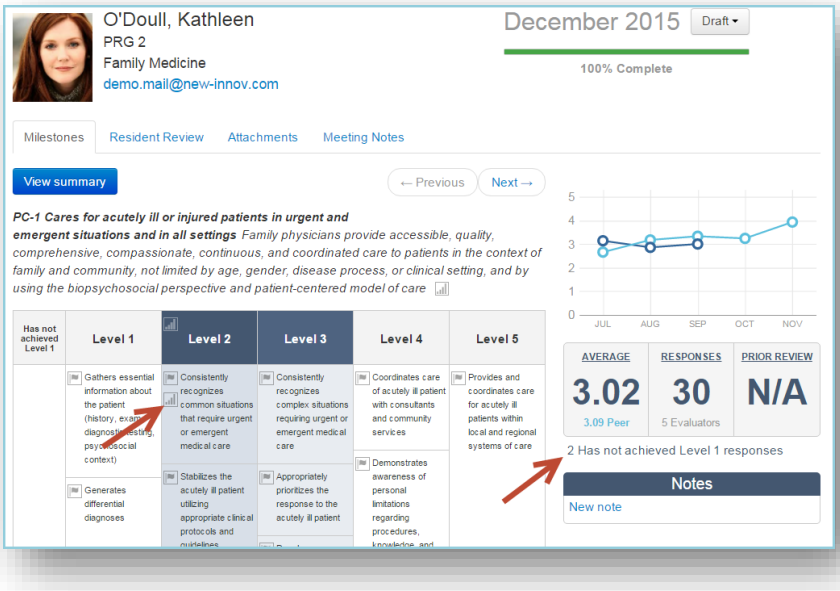
Notes – Resident Tab

- 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.)



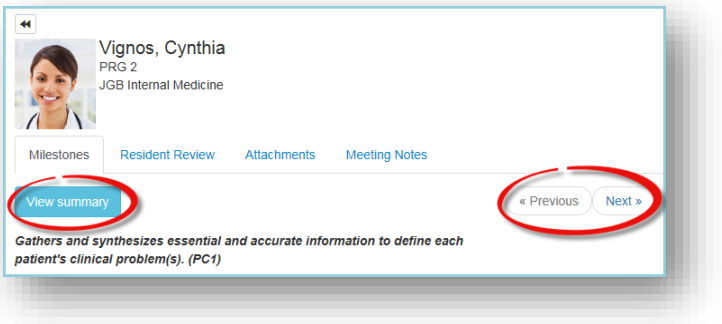
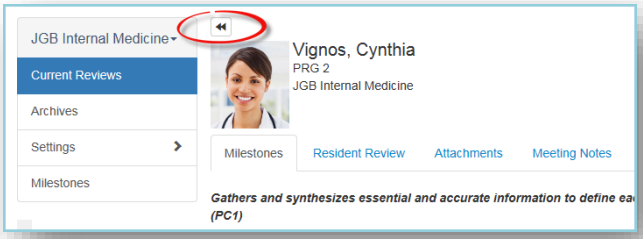
Bar Graph

- 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