

2020

New Innovations (RMS)  
Faculty Guide



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# Logging into New Innovations, Changing your Username and Password

## Log in to New Innovations

1. Go to [www.new-innov.com](http://www.new-innov.com) (<http://www.new-innov.com>)
2. Click Client Login
3. Enter your **Institution Login, Username and Password** - This information will be provided by your GME or Program Coordinator. Institution name is **mmcgme**.

Institution: MMCGME (upper case or lower case)

User Name and Password will be provided by your program coordinator.

## Change Password

You can change your initial password at any time.

### If you know your password

1. Log in to the software
2. On your Home Page click **Change Password**



### If you have forgotten your password

1. Go to [www.new-innov.com](http://www.new-innov.com) (<http://www.new-innov.com>)
2. Click Client Login
3. Click Forgot Your Password?
4. Enter your Institution, Username and Email Address that you use for New-Innovations

## Lock Out

- For security reasons, New Innovations imposes an automatic Lock Out after five unsuccessful attempts to log in within 30 minutes.
- After two unsuccessful attempts, you will receive a warning of the lock out
- After the 5th attempt you will be blocked from trying again
- The lock out lasts 30 minutes
- After that time, you can use the Forgot Your Password link or contact your GME or Program Coordinator

# Complete an Evaluation

## Find the Evaluation

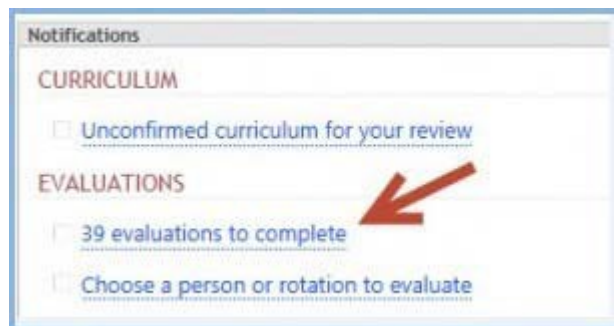
### From the Auto-Login Link in your email

If configured by your administrator, you may receive an email with an 'auto-login' link stating that you have evaluations to complete.

1. Click the Auto Login link in your notification
2. You may have to copy and paste the link into the web address bar if your email is set to Plain Text instead of HTML.

### From your Home Page

1. On your Home page, scroll down to the Notifications section
2. Click " **evaluations to complete**"



## Complete Evaluations Page

The Complete Evaluations page allows you to view and access the evaluations you need to complete. The evaluations displayed are for the last 90 days. For evaluations that are more than 90 days overdue, click **Show Older** below the right panel. Here is an explanation of the features on this page:

### Subject's Panel

- Each subject's picture is listed within a panel. The evaluations that need to be completed on that person are listed below their picture.

- If there are more than 3 evaluations to be completed on a person, a number will appear beside the person's picture. This number indicates how many evaluations you need to complete about that person. Click **Next** in the panel under the listed evaluations to scroll through all of the evaluations due for that person.

- The Due Date is indicated beside each evaluation. If the Due Date is printed in 'Red,' the evaluation is overdue.

The screenshot displays the 'Complete Evaluations' interface. At the top, there is a search bar labeled 'Find a person or evaluation...'. Below it, a summary shows '11 Total Evaluations to Complete'. The main area features subject panels for Bradshaw, David; Brooks, Maggie; Donovan, James; and Mazzarella, Juanita. Each panel lists evaluations with their due dates. Donovan, James' panel shows a blue circle with the number '5' and a 'Next' button. On the right, a 'Display' panel offers filters: 'All' (11), 'Drafts' (0), 'Overdue' (6), and 'Requested' (0). Below this is a 'Create Evaluations' panel with a 'Choose Subject' button and a 'Show Older (3)' link.

## Complete an Assigned Evaluation

1. Find your subject's panel
2. Click on the evaluation you want to complete (Ex: Faculty Evaluation of Resident or Resident Evaluation of Rotation)

5 Total Evaluations to Complete



**Brooks, Gracie**

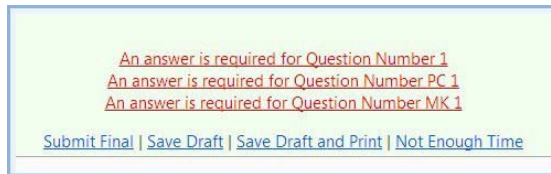
Faculty Evaluation of Resident	Dec 3, 2013	▼
Faculty Evaluation of Resident	Nov 3, 2013	▼
Faculty Evaluation of Resident	Oct 3, 2013	▼

3. Complete the questions
4. If provided, check the box at the bottom of the form to confirm your electronicsignature
5. Click **Submit Final**

## Required Questions

If a required question has been overlooked, several alerts will be given to the evaluator when they click 'Submit Final':

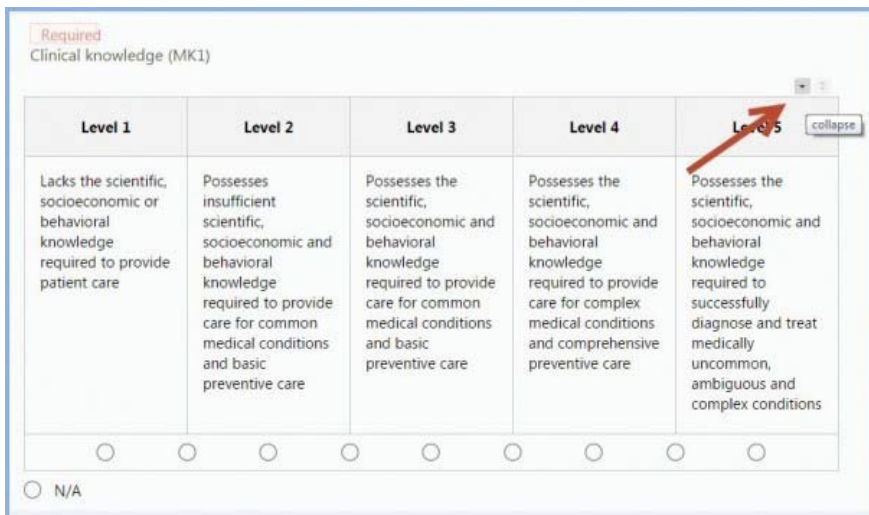
- A popup screen will list the required questions that must be answered
- An alert will be shown in red at each required question
- A summary of the required questions will be listed at the bottom of the evaluation. Click on the link to go to that question.



## Template

If you have a published sub-competency question or a custom sub-competency question placed in a blank template, you can collapse the box and the text inside to reduce the length of the evaluation on your screen.

- Click the single arrow near the box to collapse that particular sub-competency Click the double arrows to collapse all of the boxes on your evaluation.





## Complete an On-Demand Evaluation

This is a type of evaluation where you can select a person to evaluate or request a person to evaluate you.

1. In the right panel, click **Choose Subject**
2. Find your subject and select the type of evaluation you want to complete (Ex: ShiftCard)
3. If this is a daily evaluation, select the date that you worked with the person
4. Complete the evaluation
5. Check the box to confirm your electronic signature, if provided.
6. Click **Submit Final**

The screenshot shows the 'Complete Evaluations' interface. At the top, there is a search bar labeled 'Find a person or evaluation...'. Below the search bar, there are two columns of evaluation cards. The left column is for 'Brooks, Gracie' and the right column is for 'Rodriguez, Marcus'. Each card shows the evaluation type and the date. For example, Brooks, Gracie has three 'Faculty Evaluation of Resident' cards with dates Dec 3, 2013, Nov 3, 2013, and Oct 3, 2013. Rodriguez, Marcus has two 'Shift Card' cards with dates Dec 3, 2013. On the right side, there is a sidebar with a 'Display' section containing filters for 'All' (5), 'Drafts' (0), 'Overdue' (5), and 'Requested' (0). Below the 'Display' section is a 'Create Evaluations' section with a 'Choose Subject' button, which is highlighted by a red arrow. At the bottom right of the sidebar, there is a 'Show Older (2)' link.

## Decline an Evaluation

If an evaluation is assigned to you but you did not work with that person or did not spend enough time with the person to assess their skills you can decline the evaluation. There are three available methods for returning an evaluation.

### Decline one evaluation

1. Click the arrow beside the evaluation you want to return
2. Click **Decline**

Note: The evaluation will be grayed out. Click the arrow again and click 'Undo' to reverse the previous action.

The screenshot shows a web interface titled "Complete Evaluations" with a sub-tab for "Residency Evaluations". A search bar contains the text "Find a person or evaluation...". Below the search bar, it states "22 Total Evaluations to Complete" and "Order by:" with sorting icons. Three evaluation cards are displayed:

- Andrews, Florence**: Resident Evaluation of Faculty, Due Sep 3, 2015, Rotation FM:MedA-SC, Dates 08/01/2015 - 08/31/2015. Buttons: Evaluate, Decline (circled in red).
- Antonucci, Michael**: 6 evaluations. Resident Evaluation of Faculty, Due Jan 3, 2016. Resident Eval of Faculty, Due Jul 3, 2015. Button: Next.
- Black, James**: Resident Evaluation of Faculty, Due Aug 3, 2015.

## Decline all evaluations for one person

1. Hover over a person's panel
2. Click the small 'X' in the top right corner of the panel

Note: All evaluations for that person will be grayed out. Click 'Undo' to reverse the previous action.

### Complete Evaluations

Residency Evaluations

Find a person or evaluation...

22 Total Evaluations to Complete Order by:

 <b>Andrews, Florence</b> Resident Evaluation of Faculty <span style="float: right;">Sep 3, 2015 ▼</span>	 <del>Antonucci, Michael</del> <b>Undo</b> <b>6 Declined</b> Resident Evaluation of Faculty <span style="float: right;">Jan 3, 2016 ▼</span> Resident Eval of Faculty <span style="float: right;">Jul 3, 2015 ▼</span> <span style="float: right;">Next</span>	 <b>Black, James</b> Resident Evaluation of Faculty <span style="float: right;">Aug 3, 2015 ▼</span>
-----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

## Decline all evaluations assigned to you


1. Beside Order by, click the Calendar icon
2. Click Decline All at the bottom of the page
3. Read the pop-up message and click OK









Note: All evaluations shown will be grayed out. Click **Undo** on a specific evaluation to reverse the previous action and return that evaluation to the active list. Click the **A-Z** icon to return to the default screen.

Complete Evaluations

Residency Evaluations

Find a person or evaluation...

16 Total Evaluations to Complete Order by: 

<b>Mar 3, 2016</b> <b>Jones, Robert</b> Resident Evaluation of Faculty 	<b>Feb 7, 2016</b> <b>FM:Derm-SC</b> Resident Evaluation of Rotation	<b>Feb 3, 2016</b> <b>Motts, Frank J</b> Resident Evaluation of Faculty 
<b>Jan 7, 2016</b> <b>FM:FPC2-PCMH</b> Resident Evaluation of Rotation	<b>Dec 7, 2015</b> <b>FM:Geri-PCMH</b> Resident Evaluation of Rotation	<b>Dec 3, 2015</b> <b>Schmidt, Denise</b> Resident Evaluation of Faculty 
<b>Nov 7, 2015</b> <b>FM:MedC-SC</b> Resident Evaluation of Rotation	<b>Nov 3, 2015</b> <b>Miller, Jerry</b> Resident Evaluation of Faculty 	<b>Oct 7, 2015</b> <b>FM:MedB-SC</b> Resident Evaluation of Rotation
<b>Oct 3, 2015</b> <b>Miller, Jerry</b> Resident Evaluation of Faculty 	<b>Sep 7, 2015</b> <b>FM:MedA-SC</b> Resident Evaluation of Rotation	<b>Sep 3, 2015</b> <b>Andrews, Florence</b> Resident Evaluation of Faculty 
<b>Sep 3, 2015</b> <b>Matthews, Kathy</b> Resident Evaluation of Faculty 	<b>Aug 7, 2015</b> <b>FM:SportsMed-SC</b> Resident Evaluation of Rotation	<b>Aug 3, 2015</b> <b>Black, James</b> Resident Evaluation of Faculty 
<b>Jun 15, 2015</b> <b>Family Medicine</b> Resident Evaluation of Program		

**Decline All**

## Other Features

Use the Search option to find people, rotations, sessions, etc.

Sort your evaluations:

- A-Z icon – Sorts the evaluations alphabetically
- Calendar icon – Sorts the evaluations chronologically by Due Date
- All – Shows all evaluations due within the last 90 days
- Drafts – Displays all evaluations due within the last 90 days that have been partially completed and saved in 'Draft' format
- Overdue – Shows all evaluations that are delinquent in the past 90 days Requested  
– Indicates the evaluations that have been requested by a subject

Note: These numbers will not add up to the number shown for 'All.' The Pending evaluations are included in All, but are not available for filtering.

Show Older - for evaluations that are more than a year overdue, click **Show Older** below the right panel.

# Evaluation Reports - Faculty View

## Overview

Faculty members can view the results of evaluations completed about them if the session settings allow the faculty (subject) to see their results.

1. Go to *Evaluations > Reports*
2. Click the **Overall** Tab

## Overall Report

This report displays the following information:

- Name of the evaluation form
- Question text
- Their average on that question
- The Minimum and Maximum scores received, along with the Standard Deviation
- Check the box for 'Scoring Details' to view a graphic representation of the results

Form: Resident Evaluation of Faculty	Average	Peer Average	Minimum	Maximum	Standard Deviation
Attending provides adequate supervision during rotation.	4.55	0	4	5	0.52
Attending provides adequate supervision during transitions in care.	4.64	0	4	5	0.50

## Other Reports

Faculty members can also select the following Tabs to view evaluation results:

- Tags – Displays evaluation results from questions that have been 'tagged' to a Custom Tag
- Comments – Shows comments made by evaluators
- Grading Profile – Displays the faculty member's average score given for each question and the average score given by other faculty members
- Problems – If configured, this page shows two areas:
  - Questions receiving low scores – Results from questions marked to give Low Score notifications
  - Questions scoring below 25% - Results that fall below a certain percentage (Select other percentages from dropdown list)
- Compliance – Shows compliance rates for completing evaluations assigned to you
- Exportable Data – Displays the actual scores given by evaluators

## Confirm Procedures

1. Log in using the conventional log in at [www.new-innov.com](http://www.new-innov.com) or use the link in the notification email, if provided.
2. Scroll to the section labeled Notifications on the Home Page
3. Click the link under Logger to get to the procedures to confirm
4. When the screen refreshes, the list of procedures to confirm is displayed
5. Select the appropriate radio button for each procedure
  - Pass – confirm you were the supervisor and the resident passed
  - Not Pass – confirm you were the supervisor but the resident did not pass
  - Refuse – select if you were not the supervisor or do not wish to confirm the procedure
  - Leave Unconfirmed
6. Click the **Add Comment** link to enter comments
7. Click **View Entire Log** to expand and view all fields in the log
8. Click **Save Confirmations**

Confirmations

Confirm View


Confirm procedures listed below or if any details are incorrect, you can refuse confirmation and the item will be returned to an administrator for further review.

Resident: All  Include archived personnel

[Save confirmations](#) | [Pass all](#) | [Not Pass all](#) | [Refuse all](#) Date performed - Ascending

Logs per page: 50 Logs 1 to 10 of 10

Eaton, Mary Supervisor: Andrews, Florence Date performed: 4/6/2011

	<b>PROCEDURE:</b> Arterial Line Placement Emergency Medicine	<b>PATIENT:</b> ID: Gender: Unknown DOB/Age:
<b>DIAGNOSES:</b> • Abnormal EKG	<b>Comments:</b>	
<b>Role:</b> First Assist 1	<b>Location:</b>	

**CONFIRMATION:**  
 Pass  Not Pass  Refuse  Unconfirmed + Add Comment

Feedback [inal Details](#)

### Other Tools:

- After reviewing the logs, use these handy links to quicken the confirmation process: Pass all, Not Pass all or Refuse all. Be sure to “Save confirmations”.