2020

New Innovations (RMS) Faculty Guide

MMCGME

Metro MN Council on Graduate Medical Education

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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)**
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)**
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
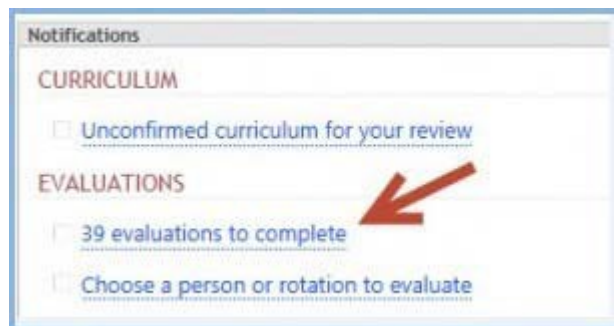
Complete an Evaluation

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.

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)

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5 Total Evaluations to Complete

    Brooks, Gracie

Faculty Evaluation      Dec 3, 2013    ▼
of Resident

Faculty Evaluation      Nov 3, 2013    ▼
of Resident

Faculty Evaluation      Oct 3, 2013    ▼
of Resident
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3. Complete the questions
4. If provided, check the box at the bottom of the form to confirm your electronic signature
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.
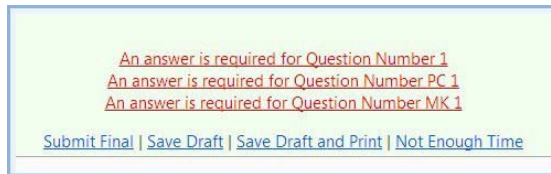
Template

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.
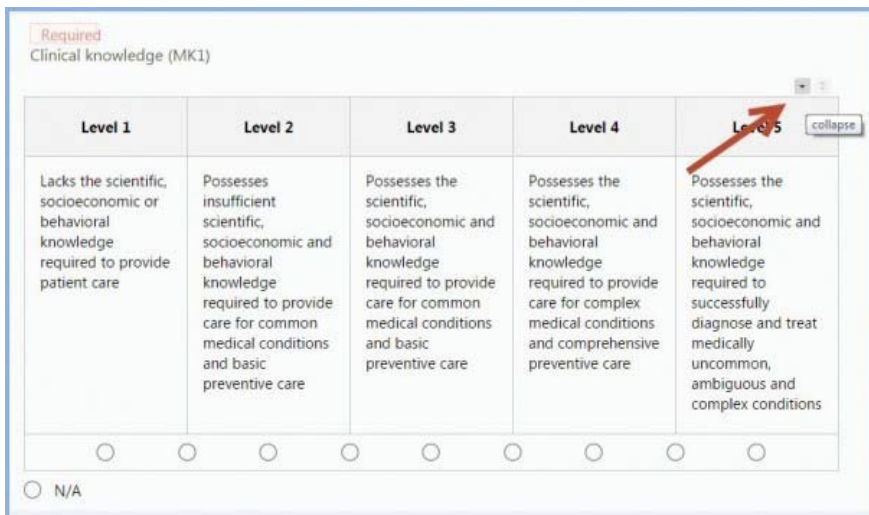
Complete an On-Demand Evaluation

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: Shift Card)
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**

Decline an Evaluation

If an evaluation is assigned to you but you did not worked 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.

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.

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.

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

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 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**

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".