

2026

New Innovations (RMS)
Journals Training



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Journal Description

Residents are given the opportunity to write self-reflections about their learning experiences. Residents can be assigned specific Journal entries or can be permitted to log journal entries independently.

The Journaling module is a Practice-Based Learning and Improvement tool that gives trainees a place in the software to capture their reflections on individual learning experiences and analyze those experiences by writing about them [see Common Program Requirement IV.A.5c)].

Individuals in your program can use their journals to:

- Identify strengths, deficiencies and limits in their knowledge and expertise
- Systematically analyze their practice and plan changes that will improve their performance
- Use information technology to optimize their learning

Access

The following privilege levels have access to Journals:

- Level 6 - Setup and maintain Journaling module
- Level 5 - Setup and maintain Journaling module
- Level 4 - Log Journal entries; Submit comments
- Level 3 - N/A
- Level 2 - Log Journal entries; Submit comments
- Level 1 - N/A

Access to review and approve Journal entries goes beyond the Security and Privilege levels shown above.

- Program Director - The Program Director must be designated on the program Personnel page.
- Associate Program Directors - Associate Program Directors must be designated on the program Personnel page.
- Advisors - Advisors must be designated in each resident's Personnel record.

Follow the instructions in this Quick Start Guide to add Advisors:

Those individuals who have been designated as reviewers of an assignment will receive an email when an assignment is submitted. If you choose more than one reviewer, they will all receive an email. However, only one of the reviewers needs to indicate his or her approval.

Glossary

Journals

Journals are collections of individual journal entries created by users in the Portfolio module. Anyone who has access to the Portfolio module can create journal entries independently. These journal entries can be kept private so that only the author may access them. Journal entries that are marked as public can be seen by the Program Director, Associate Program Director, Advisor and Program Administrator. These people can also add comments to a journal entry.

Journal Assignments

Administrators can create Journal Assignments for trainees in their program. Assignments provide structure to reflective writing exercises by giving administrators a place to:

- Add instructions
- Distribute assignments
- Identify key educators to review the assignments
- Set due dates

Create Journal Assignments

For more information on creating and managing assignments [13:07] Portfolio Journaling

If you would like to use Journaling as a Practice-Based Learning and Improvement tool in your program, you may want to try creating Journaling Assignments. Assignments allow you to give journaling some structure, including Instructions, Due Dates and Sign-off by key educators. You can begin shaping assignments by going to Portfolio and clicking New Journal Assignment.

Create Assignments

1. Go to *Portfolio > Journals > Assignments*
2. Click New Assignment
3. Journal Entry Title - Enter the name of the assignment that should appear in emails and in trainees' journals. (Required.)
4. Assignment Instructions - Add instructions for completing the assigned journal entry and criteria for a successful entry. (Required)
5. People - Click Select the people to choose who will complete this assignment. (Required)
6. Journal Entries & Due Dates - Set a due date for this assignment. (Required)
7. Click Add another journal entry to create additional due dates, if necessary.
8. Core Competencies - Click Practice-Based Learning and Improvement to open the list of Core Competencies and edit which competencies are relevant to this assignment. Practice-Based Learning and Improvement is checked by default. (Optional)
9. Assignment Approval - This optional step allows you to select who will be responsible for reviewing and approving journal assignments. See the additional notes below for more information.
10. Click Continue
11. Confirm each of the people assigned. Uncheck any that should not receive this assignment.
12. Click Distribute Selected Assignments

New Journal Assignment

Monthly Reflection

Describe two events that happened this month:

1. An event where you shined! Your knowledge, practice and/or communication skills were used to help a patient and/or their family
2. An event where you felt inadequately prepared to handle the situation. Describe what happened, what you learned and how you'll handle this type of situation differently in the future.

People

Select the people who should complete this assignment.

Journal Entries & Due Dates

One entry is due on [Date Picker] [Calendar Icon]

Add another journal entry

Assignment Approval

Does this assignment need to be approved? If so, select the reviewers.

Advisor

Program Director

Associate Program Director

Assignment is considered approved after only one person approves it.

Core Competencies

Completing this journal assignment displays competency in **Practice-Based Learning and Improvement**

Continue Cancel

Why Use Assignment Approval?

You can use the Assignment Approval feature if the Journal Assignments are to be reviewed and approved by key educators in your program, such as:

Program Director - Defined in Program Personnel (Go to Administration > Program > Personnel)

Associate Program Directors - Defined in Program Personnel (Go to Administration > Program > Personnel)

Advisors - Defined in Personnel (Go to Personnel > Personnel Records > Select Resident > Basic Information > Advisor)

Those individuals who have been designated as reviewers of an assignment will receive an email when an assignment is submitted. If you choose more than one reviewer, they will all receive an email. However, only one of the reviewers needs to indicate his or her approval.

Manage Assignments

For more information on creating and managing assignments [13:07]
Portfolio-Journaling

Go to *Portfolio > Journals > Assignments*

You can view how people are completing the Assignments you've created on this page. You can also send reminders to complete Assignments, delete a person's Assignment and add an Assignment to someone's list. Just put a check beside a person's name and select an action from the top right of the page.

Use the tabs to sort Assignments by All, Not Submitted, Pending Approval and Approved.

Manage Journal Assignments							
Below is a list of Journal Assignments in this department.							
All	Not Submitted	Pending Approval	Approved	Delete Assignments Email Reminders New Assignment			
9/1/2016	to	3/30/2017	Ok	Search			
	Due Date	Person	Status	Submitted	Reviewers	Approved	
Assignment: 10/1/2016 - Patient Encounter							
<input type="checkbox"/>	10/1/2016	Adams, Betsy Lynn	PRG 1		Program Director	---	
<input type="checkbox"/>	10/1/2016	Arshid, Balal Mounir	PRG 1		Program Director	---	
<input type="checkbox"/>	10/1/2016	Benn, Jason	PRG 2		Program Director	---	
<input type="checkbox"/>	10/1/2016	Christopher, David	Incoming Resident		Program Director	---	
<input type="checkbox"/>	10/1/2016	Douglas, Amy	PRG 1		Program Director	---	

Email Notifications

There are several types of email reminders that are sent:

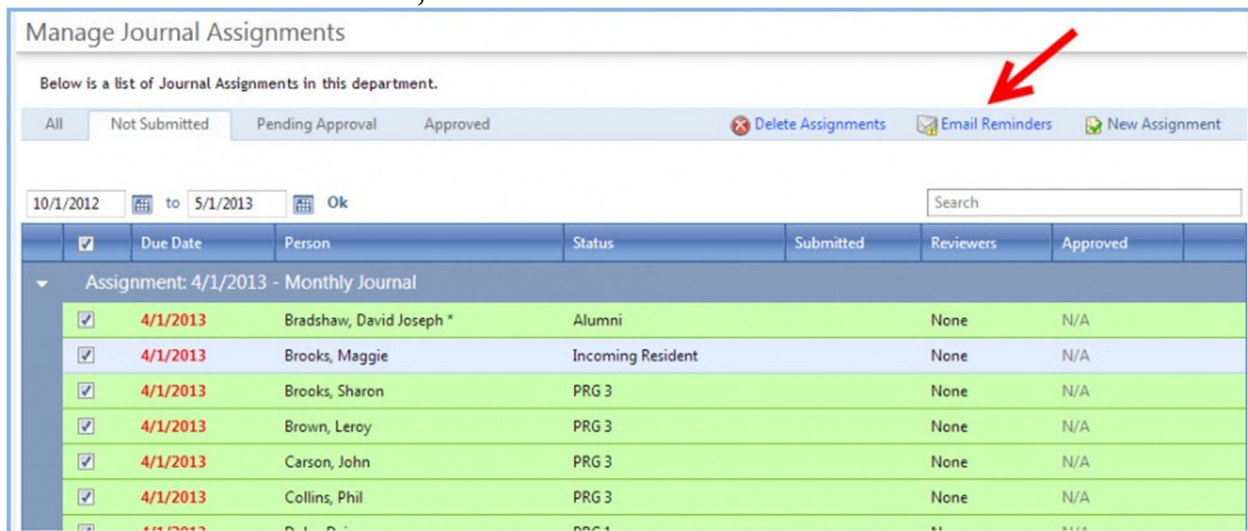
Assigned People: The system automatically sends an email to the assigned people as a reminder to complete their assignments.

Reviewers: The system automatically sends an email to the reviewers when an assignment has been submitted.

Delinquent: The administrator can send additional emails to those who need reminded to complete their tasks.




Configure Notifications:

1. Go to **Portfolio > Journals > Assignments**
2. Check the box(es) for those who need to be reminded
3. Click Email Reminders
4. On the Assigned People tab, click Send Reminder
5. On the Reviewers tab, click Send Reminder



Manage Journal Assignments

Below is a list of Journal Assignments in this department.

All Not Submitted Pending Approval Approved  Delete Assignments  Email Reminders  New Assignment

10/1/2012 to 5/1/2013 Ok Search

<input checked="" type="checkbox"/>	Due Date	Person	Status	Submitted	Reviewers	Approved
Assignment: 4/1/2013 - Monthly Journal						
<input checked="" type="checkbox"/>	4/1/2013	Bradshaw, David Joseph *	Alumni		None	N/A
<input checked="" type="checkbox"/>	4/1/2013	Brooks, Maggie	Incoming Resident		None	N/A
<input checked="" type="checkbox"/>	4/1/2013	Brooks, Sharon	PRG 3		None	N/A
<input checked="" type="checkbox"/>	4/1/2013	Brown, Leroy	PRG 3		None	N/A
<input checked="" type="checkbox"/>	4/1/2013	Carson, John	PRG 3		None	N/A
<input checked="" type="checkbox"/>	4/1/2013	Collins, Phil	PRG 3		None	N/A
<input type="checkbox"/>	4/1/2013					

Journal Assignments-Email Notifications

Administrators can configure email settings so that the software will send immediate emails notifying people when:

- New comments are added to journal entries they are associated with
- New journal assignments are given to them
- New journal entries have been submitted and are ready for them to review, comment on and approve

Email reminders may also be sent when managing assignments to remind people to complete or review and approve assignments.

Automatic Email Notifications

1. Go to *Portfolio > Notifications*
2. Click the Journals tab
3. By default, boxes are checked for the following email notifications:
 1. Email the author, reviewers and other commenters when a comment is added to a Journal
 2. Email people when they receive a new Journal Assignment
 3. Email reviewers when a Journal Assignment is submitted that they need to review
 4. Include an auto-login link in the email
4. Click Save

Manual Email Reminders

Administrators can send emails to residents reminding them to complete Journal Assignments and to reviewers reminding them to approve Journal entries.

1. Go to *Portfolio > Manage Journals*
2. Click Manage Assignments
3. On the 'Not Submitted' tab, check the box in front of an assignment
4. Click Email Reminders
5. Click Assigned People or Reviewers tab
6. Click Send Reminder

Log an Entry

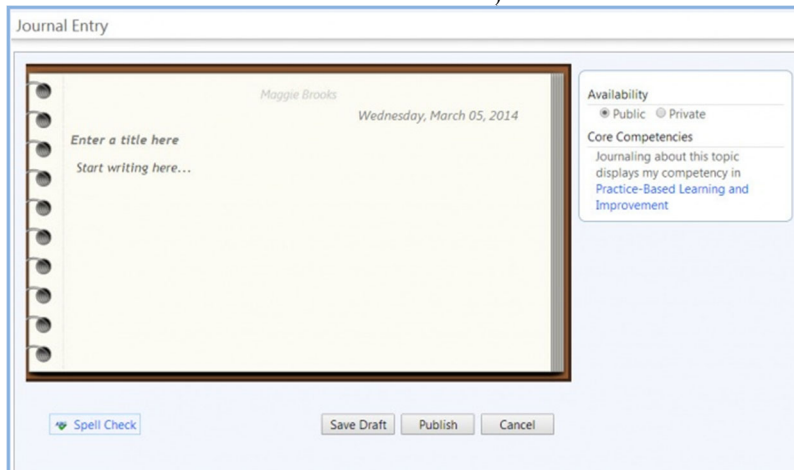
The Journaling module is a Practice-Based Learning and Improvement tool that gives trainees a place in the software to capture their reflections on individual learning experiences and analyze those experiences by writing about them [see Common Program Requirement IV.A.5c)].

Individuals can use their journals to:

- Identify strengths, deficiencies and limits in their knowledge and expertise
- Systematically analyze their practice and plan changes that will improve their performance
- Use information technology to optimize their learning

There are two types of Journal entries that can be entered. One is a freestyle type of journal entry where you can record your thoughts about your experiences at any time. The other type of Journal entry may/may not have been assigned to you by your administrator.

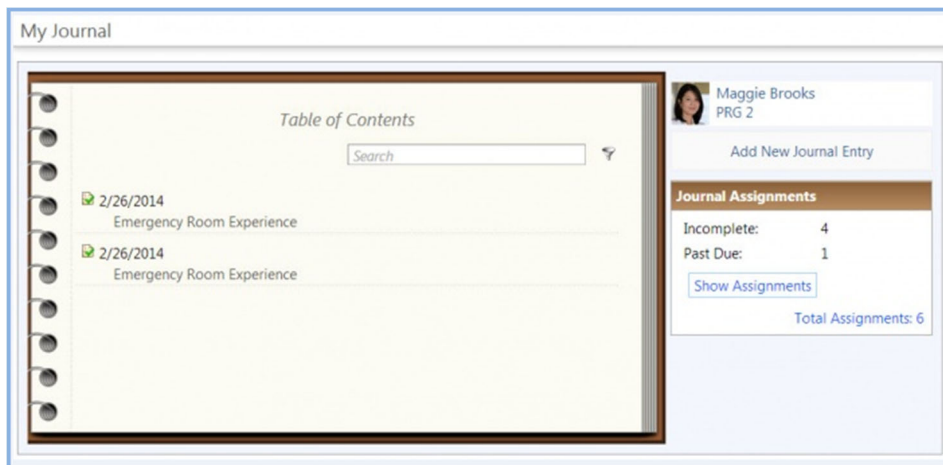
Note: Administrators cannot add journal entries on behalf of others.



The screenshot shows a web-based form titled "Journal Entry". The form has a light blue border and a white background. At the top left, it says "Journal Entry". The main content area is a large text box with a yellow background and a spiral notebook binding on the left side. Inside the text box, it says "Maggie Brooks" and "Wednesday, March 05, 2014" in the top right corner. Below that, it says "Enter a title here" and "Start writing here...". To the right of the text box, there are two sections: "Availability" with radio buttons for "Public" (selected) and "Private", and "Core Competencies" with a text box containing "Journaling about this topic displays my competency in Practice-Based Learning and Improvement". At the bottom of the form, there are four buttons: "Spell Check" (with a small icon), "Save Draft", "Publish", and "Cancel".

Independent Journal Entry

1. Go to *Portfolio > Journal*
2. Click Add New Journal Entry
3. Enter a title
4. Enter your text here
5. Select one:
 1. Public - Can be seen by the author, Program Director, Associate Program Director, Advisor and Program Administration. These people can also add comments to a journal entry.
 2. Private - Only visible to the author
6. Click Practice-Based Learning and Improvement. The PBLI competency is checked by default. Add any others, if needed.
7. Click Publish



The screenshot displays the 'My Journal' interface. On the left, a 'Table of Contents' section lists two entries: '2/26/2014 Emergency Room Experience'. A search bar is located below the title. On the right, a user profile for 'Maggie Brooks PRG 2' is shown, along with an 'Add New Journal Entry' button. Below this is a 'Journal Assignments' section with a table:

Journal Assignments	
Incomplete:	4
Past Due:	1
Show Assignments	
Total Assignments: 6	

Assigned Journal Entry

1. Go to *Portfolio > Journal*
2. Click Show Assignments
3. Select an Assignment
4. Enter your text here
5. Click Publish

My Journal Assignments		Close
click row to open assignment		
Due Date	Title	Submitted
2/28/2014	Clinic Experience	
3/31/2014	Emergency Room Experience	
3/31/2014	Clinic Experience	
4/30/2014	Clinic Experience	

Manage Journals

Manage Journals - By Person

Once people begin completing their journal assignments, you can go to *Portfolio > Manage Journals* to take a high-level look at their journal activities.

You can also see at-a-glance the following information for each Journal:

- Date of latest entry posted
- Number of Assignments
- Number of Assignments not submitted
- Number of Assignments pending approval
- Total number of entries

The screenshot displays the 'Manage Journals' interface. At the top, there is a search box labeled 'Search Author's Name or Status'. Below this, a list of journals is shown for four individuals:

Author	Program	Latest Post	3 Assignments	2 Not Submitted	0 Pending Approval	Total Entries
Benn, Jason	PRG 3	Friday, April 13, 2012	3	2	0	2
Chuku, Melina	PRG 3	Thursday, November 15, 2012	1	0	0	1
DuPuy, Ray	PRG 2	Friday, April 13, 2012	3	2	0	1
Gonzalez, Pedro	PRG 3	Thursday, April 19, 2012	1	0	0	1

To the right of the list is a 'Journal Assignments' summary box:

Incomplete:	36
Past Due:	32
New Journal Assignment Manage Assignments	

In the Journal Assignments box to the right, you can view how many total journal assignments are incomplete and past due for people in your program. Click [New Journal Assignment](#) to create additional assignments. Click [Manage Assignments](#) to go to the Manage Journal Assignments page.

Use the Search box to search for a particular person or to search by status type.

Click on a person's journal to view their Table of Contents. From here, you can see journal entries done independently, assigned or both. Details include the date the journal entry was submitted and the title given to the journal entry.

You can filter the table of contents to only show journaling assignments, independent journal entries or both. (Assigned Journal entries have a paper and check mark icon next to them). You can also use the search feature to find entries containing text you enter into the search box.

In the Journal Assignment box to the right, you will see the total of incomplete and past due journal assignments for this person.

- Click Show Assignments to review the person's pending journal assignments.
- Click Total Assignments to see a list of all assignments for this person, both pending and submitted.


Jason Benn's Journal

Table of Contents

Independent Assigned Both

4/13/2012
complications

4/13/2012
Delivering Bad News

 Jason Benn
PRG 3

Journal Assignments

Incomplete:	2
Past Due:	1

[Show Assignments](#) Total Assignments: 3

Delete an Assignment

Administrators can remove an assignment from the Journal module.

1. Go to *Portfolio > Manage Journals*
2. Click Manage Assignments
3. Click one of the following tabs: All, Not Submitted, Pending Approval, or Approved
4. Check the box in front of an assignment
5. Click Delete Assignments
6. Click OK

Comments and Approval

Comments

The New Innovations Journaling feature facilitates dialogue between trainees and key educators in your program by offering them the ability to comment on Journal Entries. Commenting gives reviewers the opportunity to provide feedback to authors. Reviewers and authors can continue their conversation about the entry as long as they wish.

Once a Journal Entry, either Assigned or Independent, is published, it is open for comments.

- Authors can comment on their own Journaling Assignments
- Reviewers can comment on Journaling Assignments they are attached to
- Advisors can comment on their Advisees' Assignments or public Independent Journal Entries
- Program Directors, Associate Program Directors and Coordinators can comment on Assigned or public Independent Journal Entries published by any member of their program

Emails will be sent to reviewers, authors and other commentators whenever comments are added to journal entries they are associated with. Authors can see all comments by going to their My Journal page.

Approval

If you would like key educators such as your Program Director, Associate Program Directors, or Advisors to review and approve your Residents' or Fellows' journal entries, you would first need to set up Journaling Assignments and include Reviewers by their role [see Journaling Assignments for more information].

Reviewers will be notified when an Assigned Journal Entry they are attached to has been submitted by the trainee. Reviewers can then log in to the software, go to *Portfolio > Manage Journals* and click the link to access assignments they need to approve. They can then click an individual entry to review.

Once they review the entry, they can add comments in the box provided below the entry. They can also approve the assignment by clicking "Approve Assignment".

By approving the entry, they are agreeing that they believe the content of the entry conforms to the instructions.

Journal Entry

Teresa Spino
Wednesday, February 23, 2011

Emergency Room Experience

12/7/10 - Stab victim - took vitals; calmed patient; stopped bleeding; worked with family members and police.

Modified on Wednesday, February 23, 2011 at 7:47 PM

Assignment Information

Due Date: 12/31/2010
Submitted On: 2/23/2011 7:47 PM

Instructions

Spill your guts!

Reviewers

Program Director

Approve Assignment

Core Competencies

Journaling about this topic displays my competency in:

- Patient Care
- Practice-Based Learning and Improvement

Comments

There are no comments to display

Remaining Characters: 1,500

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