

The 'by schedule' method of delivering evaluations.

Delivering evaluations using the 'by schedule' method streamlines the process of evaluation delivery and allows Administrators with large programs and many Faculty and Trainees to quickly and effectively deliver many evaluations by having MedHub make matches based upon the rotation schedule.

Using this method of delivery assumes two tasks have been completed:

1. Trainees have been fully scheduled
2. Faculty have either been associated with a service/clinic or have been scheduled directly into the rotation schedule

If either of these tasks is incomplete, MedHub will not be able to create matches based upon scheduled activity.

Evaluations > Deliver Evaluations > [select] Evaluation type > [selection Method] Services/Teams/Tiered

The following screen is displayed:

Deliver Evaluations - Step 2

Evaluation Type: **Faculty evaluation of a resident**
Selection Method: **Services/Teams/Tiered**

Evaluation Form(s): **Addiction and Recovery Clinic Attending Evaluation of Resident - YPCOC (2014-2015)**

Select... **Service(s) / Clinic(s):***
AMB - Optimus Brdpt
AMB-1
AMB-Allergy-E
AMB-Backup
AMB-McNair - Private Office-Woodbury
AMB-Urgent Care NH
AMB-VA-Spelman
Ambulatory

Rotation:*
Current Rotation

Match By:*
Individual Services

Shift/Ctrl to select multiple

Evaluation Targets (Residents)
Level(s):*
Level 0
Level 1
Level 2
Level 3
Level 4
Level 5
Level 6
Level 7

Home Program(s):*
ALL PROGRAMS
This Program (Internal Medicine - Primary Care)

Shift/Ctrl to select multiple

Shift/Ctrl

Notes:
(optional)

Special Options:
(optional)
(none)

Disable 'Insufficient Contact' links

Reciprocal Evaluation:
(optional)
(do not send reciprocal evaluations)

Teams-based options: Team structure relationships will be used for all services that utilize teams

Delivery:*

Immediate

On Date (Queue)

Submit

Evaluation Form: MedHub will display all form types that satisfy the selected criteria (such as Faculty Evaluation of a Resident) in a pull-down menu.

This delivery method requires MedHub to look at scheduled activity rather than individual users. Therefore, rather than displaying users to select, MedHub displays activities (services and clinics) and Trainee levels (select multiple by holding down the ‘Control’ key and clicking multiple names).

If, for example, the Administrator's intent is to send out a faculty evaluation of a resident at the conclusion of a rotation for all Trainees and all Faculty in the program, where a match is made by MedHub on the rotation schedule, the Administrator would highlight all services/clinics and all levels, instructing MedHub to make matches based upon all activity for that period. Administrators can also elect to select the current rotation or past rotations.

Select: (services/clinics) – Services will be listed first in this pull-down menu, followed by a dotted line, then continuity clinics thereafter.

Rotation: Select current rotation (default) or have MedHub make matches based upon past rotations (up to 4 rotations retrospective).

Match by:

1. Individual Services – Select each service for matching (default)
2. Service Groups – Select each service grouping for matching

Evaluation Targets (Trainees): Since the example above is a faculty evaluation of a resident, the target would be Residents by level. Select one or multiple PGY levels.

Notes: Notes are optional and will appear at the top of the form when delivered.

The rotation periods and services/clinics options that were available in the individual method are now absent because MedHub will automatically tag each form with the appropriate rotation period and service/clinic.

Special Options:

Electronic Signature — Requires an electronic signature to appear at the bottom of the completed evaluation form.

Anonymous Evaluation — Means once the evaluation is submitted by the evaluator, their name will be completely stripped off of the form permanently. Not even MedHub Support will be able to determine who the evaluator was. Note: Do not confuse this setting with the confidentiality of Residents when completing evaluations of Faculty. By design, all evaluations completed by Residents of Faculty are fully confidential. This setting completely and permanently strips the evaluator's name off the form. Use with caution.

Disable ‘Insufficient Contacts’ link — By default all delivered evaluation forms have a link at the top: “Insufficient Contact to evaluate” that can be clicked if the recipient of the evaluation form did not interact with the target. This check box will turn this link off (this function is rarely used and there are settings within Program Settings > Evaluations that more effectively manage this function).

Reciprocal Evaluation — Reciprocal evaluations can be identified for delivery in this step. Selecting a reciprocal evaluation for the evaluation type: ‘Faculty Evaluation of a Resident’ means an equal number of ‘Resident Evaluation of Faculty’ evaluations for the same people selected above will also be delivered.

Delivery — Evaluations can be delivered immediately or Administrators can select a date in the future for delivery. If a date in the future, is selected, evaluations would be delivered at midnight on the date selected. When evaluations are actually delivered, all recipients will receive an email notifying them of a delivered evaluation and an alert on their MedHub portal page.

Queued Evaluation Delivery

Queued evaluation delivery is simply the act of delivering one or more evaluations by either of the methods above and selecting a future delivery date or dates. When using the "Evaluation Delivery" form, simply select either the "On Date (Queue)" or "Multiple Dates (Queue)" option and then enter the appropriate delivery date(s) which must be in the future and use the standard date format (MM/DD/YYYY). In the case of multiple dates, use commas to separate the dates.

Once a set of queued evaluations is verified, it will be listed under the "Queued Evaluations" section of the main "Evaluations" page. This provides immediate access to all future evaluation deliveries and offers the ability to delete future deliveries if they no longer need to be sent.