

Duty Hours & Evaluations

Spring 2020

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USF Health

UNIVERSITY of SOUTH FLORIDA

Duty Hours Overview

The Duty Hours module is used to collect and report on your residents' work hours. You can take advantage of several reports to keep track of who is logging their hours and where any problems might be. You can also set up notifications to alert you when violations occur and to remind residents to log their hours.

ACGME Duty Hour Standards

ACGME website www.acgme.org

Common Program Requirements:

<https://www.acgme.org/Portals/0/PFAssets/ProgramRequirements/CPRResidency2020.pdf>

Specialty-Specific Duty Hour Definitions:

http://www.acgme.org/Portals/0/PDFs/DH_Definitions.pdf

*FAQs included in packet



Duty Hour Rules





- 80 Hours a Week - inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting (when averaged over 4 weeks).
- 24 + 4 (Maximum Work Period Length) - Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments. An additional 4 hours may be used for activities related to patient safety, such as providing effective transitions of care, and/or resident education.
- Short Break (Mandatory Free Time) – Must have a minimum of 8 hours off between shifts/duty periods. Must have 14 hours off after 24 hours of in-house call.
- Day Off (Mandatory Free Time) – Must have 1 day in seven free from all clinical activities (when averaged over 4 weeks).



Duty Hours in New Innovations

- You must log duty hours in New Innovations or your program is charged a fee.
- All hours must be logged by the 5th day of the month for the previous month's work.
- Trainees can use their mobile device to log hours.
- Ensure entries in NI are for a continuous period of time - leave no gaps in work time such as lunch.

Mandatory Time Free of Duty (CPR VI.G.3)

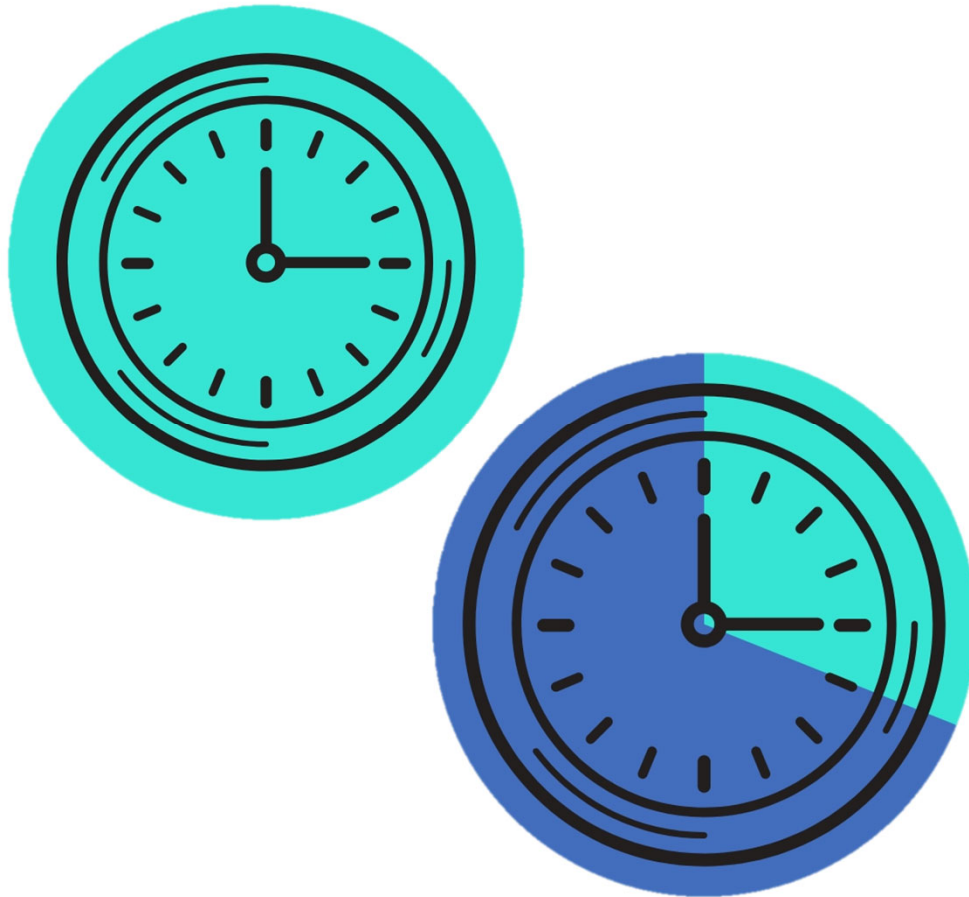
			24 Hours 			20 Hours Off
						24 Hours 
24 Hours 						
		24 Hours 				20 Hours Off

1-in-7 Off

One Day= 24 Hours

Common Reasons for Reported Violations:

- Resident entered “vacation” for duty free day – NI looks for 24 hours of no logs
- Program counted vacation as part of the duty free periods – vacation must be subtracted from calculations before averaging.



Residents may be scheduled to a maximum of 24 hours of continuous duty in the hospital.

- 4 additional hours may be allowed for effective transition in care

Common Reasons for Reported Violations:

Resident logs 28 hours of continuous duty as 1 log entry – Ni cannot determine how to break down this calculation. Program may be able to justify the entry, if sufficient rationale is provided by trainee in the log notes.

*As of 2017, Residents are no longer limited to working just 4 hours after working a 24 hour shift. According to the 2017 Rules: after 24 hours of continuous in-house duty seeing patients, a resident may work as many hours as necessary for exceptional circumstances, but may not see new patients.

Examples:

- Humanistic reasons
- Caring for a severely ill or unstable patient and the family
- Unique educational experience.

In the Duty Types, there is now a checkbox for work after 24 or 28 hours. If you use the OK after 28 hours option, the log will also be OK after 24 hours.



Minimum Time Off Between Scheduled Duty Periods (CPR VI.F.2)

- Residents must have eight hours off between scheduled clinical work and education periods.

Common Reasons for Reported Violations:

Resident ends one log on the hour (i.e. 1:00pm) and starts the next log one minute later (1:01pm).

Resident has 30 minute gap between entries for travel from one facility to another

Breaks between work hours that do not afford sufficient time for rest must be counted toward the 80-hour, 24+, and short break rule checking

**No new clinical activities must be assigned or performed after 24 hours of continuous duty

In-House On-Call

Residents must be scheduled for in-house call no more frequently than every-third night (when averaged over a four-week period).

- ‘On-Call Duty’ defined - “as a continuous duty period between the evening hours of the prior day to the next morning, generally schedule in conjunction with a day of patient care duty prior to the call period.
- Only one week per month, residents can be assigned to a maximum of four in-house call nights in any seven-day period.
- Residents must not take in-house night call for two consecutive nights.

At-Home Call

Time spent in the hospital by residents must count towards the 80-hour maximum, and must satisfy the 1-in-7 duty free rule, but is not subject to the every-third-night limitation, but must satisfy the requirement for one day in seven free of clinical work and education, when averaged over four weeks.

How New Innovations helps with Duty Hours

Rules

Logging
Duty Hours

Notifications

Reports

Rule Configuration in New Innovations

Basic Configuration | **Rule Configuration** | Signoff Configuration | Notifications

Duty Hour Rules

ACGME

2017 Standards

- 80 Hour ✓
- 24+ ✓
- Call ✓
- Short Break ✓
- Day Off ✓

EM 60 Hour

EM 72 Hour

EM 12 Hour

EM Short Break

EM Day Off

ACGME 2011

2011 Standards

- 80 Hour (2011) ✓
- 24+4 (2011) ✓
- Call (2011) ✓
- Short Break (2011) ✓
- Day Off (2011) ✓
- Night Float (2011) ✓

EM 60 Hour (2011)

EM 12 Hour (2011)

EM Short Break (2011)

EM Day Off (2011)

Choose a rule to configure

Edit enforced rules

Enforced Rules

ACGME 80 Hour
80 hours per week averaged over 4 weeks.

ACGME 24+
24 consecutive hours. 4 hours for transitional activities.

ACGME Call
Call once every 3 nights averaged over 4 weeks.

ACGME Short Break
Should have 8 hours off between shifts. 14 hours after 24hr duty.

ACGME Day Off
1 (24) hour period off per week averaged over 4 weeks.

ACGME 80 Hour (2011)
80 hours per week averaged over 4 weeks.

ACGME 24+4 (2011)
24 consecutive hours. 16 for PGY-1. 4 hours for transitional activities.

ACGME Call (2011)
Call once every 3 nights averaged over 4 weeks.

ACGME Short Break (2011)
Must have 8 hours off between shifts.

ACGME Day Off (2011)
1 (24) hour period off per week averaged over 4 weeks.

ACGME Night Float (2011)
6 consecutive Night Float duties.

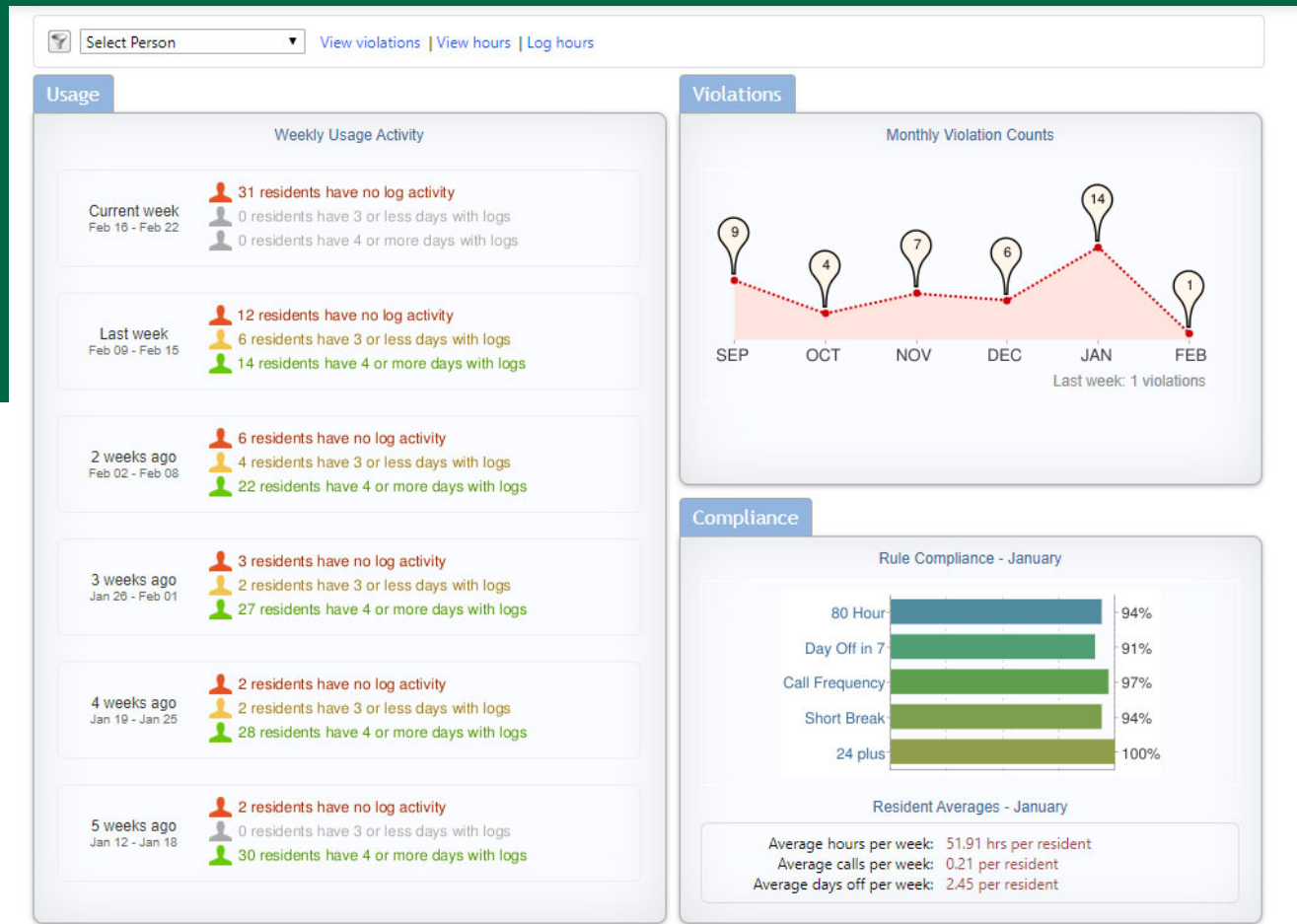
[Rules Enforced by Duty Type](#)

How Rule Checking Works

- The ACGME has clarified in their FAQ's that all averaging rules must be checked within the confines of a rotation's start date and end dates. Specifically, they say that "Averaging must occur by rotation. This is done over one of the following: a four-week period; a one-month period; or the period of the rotation if it is shorter than four weeks."
- Based on this statement, New Innovations has established the following requirements in their software:
 - Rules will only be checked when residents are on a rotation. This means that **all residents must have a primary block schedule entered into New Innovations.**
 - All duty hour reports will return data grouped by rule-checking periods, i.e. in four-week increments, one-month increments, or for the rotation period (if shorter than four weeks)
 - Long rotations will be broken down into contiguous four-week check periods. So a 12-week rotation would be broken down into three four-week check periods. A 15-week rotation would be broken down into four four-week check periods, the last check period being the last four weeks in the rotation.

Duty Hour Dashboard: Duty Hours>Dashboard

- 1) Usage Panel
- 2) Violations Panel
- 3) Compliance Panel



Usage Panel

This panel is divided into 6 smaller panels, representing this week and the past five weeks. Each week has three lines of information.

1- (red) how many of your residents have no log activity. It is represented by red, alerting you that this may be a problem area. The first line is residents who have not logged their duty hours this week.

2- (yellow) shows residents have logged their duty hours for three days or less.

3- (green) tells us how many residents have four or more days with logs.

Click one of the weeks to go to the Weekly Usage Monitor. This report lets you see the number of hours each for person has logged for each day of a week, and also clearly see who hasn't recorded any duty hours for specific days.

You can also email someone directly from this report which is sent immediately instead of the next morning. If you don't see an email icon for a person that means they do not have a primary email address in personnel data.

2/9/2020 to 2/15/2020 Current week Last week 2 weeks ago 3 weeks ago 4 weeks ago 5 weeks ago

Person	Rotation	Sun	Mon	Tue	Wed	Thu	Fri	Sat	80hr Total	Total Hours	
	NEURO:NEURO:GEN-EEG-TGH		7	7	8	8			30	30	
	NEURO:NEURO:ELECTIVE-JAHVA		11	8	10	5			34	34	
	NEURO:NEURO:CONSULTS-TGH		13	12	7	15	2		49	49	
	NEURO:NEURO:ELECTIVE-TGH		16	7					19	23	
	DM:JM:HOUSEOFFICER-JAHVA	7	13	13	8				41	41	
	NEURO:NEURO:MS/POLYTRAUMA/PAIN/HA-JAHVA	22	9	9	14	10	6	11	81	81	
	NEURO:NEURO:PSYCHIATRY-BPVA								0	0	
	NEURO:NEURO:CONSULTS-BPVA								0	0	
	NEURO:NEURO:ELECTIVE-TGH								0	0	
	NEURO:NEURO:CONSULTS-TGH	17	16	14	12	10	13	8	90	90	
	NEURO:NEURO:STROKE-TGH		12	12	12	12	12		60	60	
	NEURO:NEURO:PEDS-ACH	17	8	10	10	10	7	8	70	70	
	DM:PULM:MICU-JAHVA	12	12	12	10	9			55	55	
	NEURO:NEURO:CONSULTS-BPVA	13	9	8	9				39	39	
	DM:JM:IMM WARD-MCC	12	10	11					33	33	
	NEURO:NEURO:PEDS-TGH		12	12	12	12	12		60	60	
	DM:JM:IMM CONSULTS-MCC	4.83	7	7	13		13		44.83	44.83	
	NEURO:NEURO:EEG/EMG-JAHVA			10	12				22	22	
	NEURO:NEURO:ER-TGH								0	0	
	NEURO:NEURO:GEN-TGH								0	0	
	NEURO:NEURO:CONSULTS-TGH								0	0	
	NEURO WOC-USF			12	10				22	22	

Violations Panel

This panel gives you trending information about violations in your department for the past six months and a count of violations that occurred in the last week. Below the chart is a list of information about Justifications. This panel lets you know if there is any action to take.

Violations are listed for the date range at the top. You can change the date range to see violations from last week, this month and last month.

On the report, you can see the person's name, status, and rotation as well as violation information including the rule that was broken, a description of what happened, comments made and the duty type and log date of the violation. You can click the rule to drill down to see the actual logs that are associated with the violation.

This report can be customized by clicking Report Setup in the top right. You can filter by rule, department, status, and location and show rotators and log details.

1/21/2020 to 2/17/2020 View Report Report Setup

Last Week | Current Month | Last Month

Violations Causes

Page 1 of 2, items 1 to 20 of 40.

Name	Status	Rule	Description	Comments	Duty Type	Log Date	Rotation
	PRG 3	ACGME-EM 12 Hour	18 Consecutive Hour(s) Worked. Maximum Allowed is 12.		Rotation	1/31/2020 6:00 AM	SURG:SURG:RED-TGH
	PRG 3	ACGME-EM Day Off	No days off found between 1/15/2020 and 1/22/2020		Shift/Unit	1/20/2020 11:00 PM	ER:ER:EM-TGH
	PRG 2	ACGME-EM Short Break	Not enough time off between Emergency Medicine activities. Must have 8 hrs.		Rotation	1/22/2020 1:00 PM	ER:ER:EMS-TGH
	PRG 2	ACGME-EM Short Break	Not enough time off between Emergency Medicine activities. Must have 8 hrs.		Rotation	1/29/2020 2:00 PM	ER:ER:EMS-TGH
	PRG 1	ACGME-EM 12 Hour	13 Consecutive Hour(s) Worked. Maximum Allowed is 12.		Rotation	2/3/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM 12 Hour	13 Consecutive Hour(s) Worked. Maximum Allowed is 12.		Rotation	2/4/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM Short Break	Not enough time off between Emergency Medicine activities. Must have 13 hrs.		Rotation	2/4/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM Short Break	Not enough time off between Emergency Medicine activities. Must have 13 hrs.		Conference	2/5/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM 12 Hour	13 Consecutive Hour(s) Worked. Maximum Allowed is 12.		Rotation	2/5/2020 1:00 PM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM 12 Hour	13 Consecutive Hour(s) Worked. Maximum Allowed is 12.		Rotation	2/6/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM Short Break	Not enough time off between Emergency Medicine activities. Must have 13 hrs.		Rotation	2/6/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM 12 Hour	17 Consecutive Hour(s) Worked. Maximum Allowed is 12.		Rotation	2/7/2020 2:00 PM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM 12 Hour	13 Consecutive Hour(s) Worked. Maximum Allowed is 12.		Rotation	2/10/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM 12 Hour	13 Consecutive Hour(s) Worked. Maximum Allowed is 12.		Rotation	2/11/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM Short Break	Not enough time off between Emergency Medicine activities. Must have 13 hrs.		Rotation	2/11/2020 7:00 AM	ER:ER:TRAUMA-TGH
	PRG 1	ACGME-EM Short Break	Not enough time off between Emergency Medicine activities. Must have 13 hrs.		Conference	2/12/2020 7:00 AM	ER:ER:TRAUMA-TGH

Compliance Panel

There are two pieces of information on this panel:

- A breakdown of resident compliance for each duty hour rule for the last completed rotation. The previous month is displayed. Click this section to go to the Compliance Report which shows today and the last 27 days (28 days total).
- The Program Information summary, which includes the average hours per week per resident, the average calls per week and the average days off per week for the past four weeks.

1/17/2020 to 2/16/2020 View Report Report Setup

Group By Department or Rotation | Filter By Person ACGME Violations

Department	Rule Compliance	80Hr	Off	Call	24+	SB					
ER-Emergency Medicine	80hr 30/30 = 100% Call 30/30 = 100% Off 30/30 = 100% 24+ 28/30 = 93% SB 23/30 = 77%				11	11					
Rotation	Check Period	Hrs/Wk	Call	Off/Wk	Off	V	80Hr	Off	Call	24+	SB
PRG 1											
ER.ER.ELECT-	2/1/2020 - 2/29/2020	0	q0	7	29	0					
PRG 1											
ER.ER.TRAUM	2/1/2020 - 2/29/2020	33.31	q0	4.83	20	0				10	5
PRG 1											
NEURO-Neu	2/1/2020 - 2/29/2020	0	q0	7	29	0					
PRG 1											
ER.ER.EM-TG	2/1/2020 - 2/29/2020	17.14	q0	5.79	24	0					1
PRG 1											
ER.ER.ANES-	2/1/2020 - 2/29/2020	7.97	q0	6.28	26	0					
PRG 1											
ORTHO-Orth	2/1/2020 - 2/29/2020	6.03	q0	6.28	26	0					
PRG 1											
MED-Pulmor	2/1/2020 - 2/29/2020	36.21	q0	4.34	18	0					
PRG 1											
OB-Obstetric	2/1/2020 - 2/29/2020	0	q0	7	29	0					
PRG 1											
ER.ER.PED EM	2/1/2020 - 2/29/2020	27.28	q0	5.07	21	0					1
PRG 1											
MED-Intern	2/1/2020 - 2/29/2020	2.9	q0	0	0	0					
PRG 2											
ER.ER.EM-TG	2/1/2020 - 2/29/2020	21.97	q0	5.07	21	0					
PRG 2											
ER.ER.EM-TG	2/1/2020 - 2/29/2020	22.45	q0	4.59	19	0					

Duty Hour Reports

- Violations
- Usage
- Compliance

Duty Hour Reports

Usage



Hours Logged

Examine a detailed list of duty hour log entries.

[By Person or Rotation](#)

[By Location](#)



Usage Reports

Analyze duty hour logging statistics.

[Usage Summary](#)

[Weekly Usage](#)



Signoff

Monitor duty hour signoff compliance.

[Complete](#)

[Delinquent](#)

[Notification History](#)

Compliance



Violations

View lists of duty hour violations.



Compliance

Examine usage statistics and violation counts for each resident.

Resident Logging of Duty Hours

Local Demo

My Profile Schedules Evaluations **Duty Hours** Logger Conferences Portfolio More

Log Hours View Hours Violations Sign Off Hours

2011

Sun 7/24 Mon 7/25 Tue 7/26 Wed 7/27 Thu 7/28 Fri 7/29 Sat 7/30

12 AM 1 AM 2 AM 3 AM 4 AM 5 AM 6 AM 7 AM 8 AM 9 AM 10 AM 11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 5 PM

Step 2: Drag from Start Time to End Time

Bruderline, Barbara M.D. Alumni
Program: JAS General Surgery
Rotation: N/A

Department: JAS Surgery

Choose a Duty Type

- At Home Call - Called In
- Call
- Clinic
- Conference/Didactics
- Post Call (up to 6 hrs worked ...)
- Rotation

Current Selection: Rotation

Log Vacation/Leave

Choose Training Location

Save Cancel Save & Copy Edit in Bulk Preferences

Step 1: Choose a Duty Type

Step 3: Click Save

Log Hours View Hours Violations Sign Off Hours

Click & drag to log your hours. Use right-click for more options. [Need help logging your hours?](#)

2014

12 A Jory Eaton GME

Department: Department of Medicine/IM - Interni

Choose a Duty Type

- Night Float
- Planned Duty Hours
- Post Call/Transition Time

Log Vacation

Choose Training Location

Save Cancel Save & Copy Edit in Bulk Preferences

Time	Sun 8/10	Mon 8/11	Tue 8/12	Wed 8/13	Thu 8/14	Fri 8/15	Sat 8/16
12 A							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12 P							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

12 AM								12 AM
1 AM								1 AM
2 AM								2 AM
3 AM								3 AM
4 AM								4 AM
5 AM								5 AM
6 AM								6 AM
7 AM								7 AM
8 AM								8 AM
9 AM								9 AM
10 AM								10 AM
11 AM								11 AM
12 PM								12 PM
1 PM								1 PM
2 PM								2 PM
3 PM								3 PM
4 PM								4 PM
5 PM								5 PM
6 PM								6 PM
7 PM								7 PM
8 PM								8 PM

Right Click

Add a new log

From 8/14/2011 at 8:00 AM

To 8/14/2011 at 9:00 AM

Save Close

Goslin, Matt M.D. PRG 3
Program: JAS General Surgery
Rotation(s): JAS:SURG:TEAM A-GH (JAS Surgery) 8/1/2011 - 8/31/2011 (PGY: 3)

- Department:
- Choose a Duty Type
- At Home Call - Called In
 - Call
 - Clinic
 - Conference/Didactics
 - Post Call (up to 6 hrs worked ...)
 - Rotation
- Current Selection: Rotation

Log Vacation/Leave

Choose Training Location

Save Cancel Save & Copy Edit in Bulk Preferences

View Duty Hours Logs

Log Hours View Hours Violations Sign Off Hours

Wyatt Alden MD PRG 2

From: 2/1/2011 To: 2/28/2011 Update

Approve Did Not Work Columns Edit in Bulk Chart View Show unapproved hours only

	Start	End	Hrs	Duty Type	Source	Approved By	Last Checked
Rotation on 2/1/2011 AN:CARDIOTHORACIC ANESTHESIA - PRG 2							
<input checked="" type="checkbox"/>	Tu 2/1/2011 6:00 AM	2/2/2011 6:00 AM	24	Call	Admin	Admin	4/26/2011 2:52 PM
<input type="checkbox"/>	W 2/2/2011 6:00 AM	2/2/2011 3:00 PM	9	Post Call (up to 6 hrs worked after 24 hr call) *	Admin	Admin	Never - See Details
<input type="checkbox"/>	W 2/2/2011 7:00 PM	2/3/2011 5:00 AM	10	Call	Admin	Admin	4/26/2011 2:52 PM
<input type="checkbox"/>	F 2/4/2011 7:00 AM	2/4/2011 8:00 PM	13	Rotation	Admin	Admin	Never - See Details
<input type="checkbox"/>	Sa 2/5/2011 7:00 AM	2/5/2011 8:00 PM	13	Rotation	Admin	Admin	Never - See Details
<input type="checkbox"/>	Su 2/6/2011 6:00 PM	2/7/2011 7:00 AM			Res	Admin - Res	4/26/2011 2:52 PM
<input checked="" type="checkbox"/>	M 2/7/2011 7:00 AM	2/7/2011 12:00 PM			Res	Admin - Res	4/26/2011 2:52 PM
<input type="checkbox"/>	M 2/7/2011 1:00 PM	2/7/2011 8:00 PM			Res	Admin - Res	4/26/2011 2:52 PM
<input type="checkbox"/>	Tu 2/8/2011 7:00 AM	2/8/2011 7:00 PM			Res	Admin - Res	Never - See Details
<input type="checkbox"/>	W 2/9/2011 7:00 AM	2/9/2011 8:00 PM			Admin	Admin	Never - See Details
<input type="checkbox"/>	Th 2/10/2011 7:00 AM	2/10/2011 7:00 PM			Res	Admin - Res	Never - See Details
<input type="checkbox"/>	Th 2/10/2011 7:00 PM	2/11/2011 7:00 AM			Res	Admin - Res	4/26/2011 2:52 PM

Edit, Delete or add Details to Duty Hour Logs

Justifications & Causes

- What is a justification?
 - Residents in the final years of their program can use a Justification to explain why they violated the 24+4 rule or the Short Break rule. The justification is submitted in writing to the Program Director for review. The PD can remove the violation or let it stand.
 - **You are required to enter a justification all 24 + 4 rule violations as well as short breaks.**
- What is a cause?
 - A cause is an explanation of the cause of any violation. Providing a cause helps your Program Director and GME identify situations where residents are exceeding duty hour rules to see if changes can be made to eliminate these violations in the future.
 - **Your program may require you to enter a reason any time you have a violation.**

Evaluations



USF Health
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Resident Required Evaluation: End of Rotation (Formative)

- ❑ Must be done at least every 3 months
- ❑ Should be confidential
- ❑ Evaluated in 6 core competencies
- ❑ Evaluated on specialty-specific milestones
- ❑ Evaluation can be made AVAILABLE the first Friday AFTER the START of a rotation
- ❑ Evaluation should be DUE no more than 14 days AFTER the rotation ENDS



Resident Required Evaluation: 360 Evaluations

Other types of evaluators:

- Self
- Peer
- Patient
- Other professional staff members



Resident Required: Milestone Evaluation

- Twice per year
- Assisted by the CCC



Resident Required: Summative Evaluations



- The specialty-specific Milestones must be used as one of the tools to ensure residents are able to practice core professional activities without supervision upon completion of the program.
- The program director must provide a summative evaluation for each resident upon completion of the program.
 - PD verifies that the resident has demonstrated the knowledge, skills and behaviors necessary to enter autonomous practice

Resident Evaluation Final Evaluation



- This is the old Summative evaluation
- Completed at the end of the training program
- Milestones and Case Logs (when applicable) must be used as tools
 - Becomes part of the resident's permanent record
 - Shared with residents at completion of the program

Faculty Evaluation

- At least annually, the program must evaluate faculty performance as it relates to the educational program.
- Include a review of the faculty's
 - Clinical teaching abilities
 - Program engagement
 - Faculty Development participation
 - Clinical performance
 - Professionalism
 - Scholarly Activities

This evaluation must include written, anonymous, and confidential evaluations by the residents.

Program Evaluation

Residents and faculty must have the opportunity to evaluate the program confidentially and in writing at least annually.



Recap & Frequency

Required Evaluations	Frequency
*Resident evaluation by faculty	At the end of a rotation (or every 3 months for rotations greater than 3 months or every 3 months for longitudinal experiences and at the completion)
*Semiannual evaluation	2 times per year
Milestones	2 times per year (through ACGME Webads)
*Summative evaluation	1 time at end of the year
*Final Evaluation	1 time at program end
Program Evaluation	At least 1 time per year (GME Internal house-staff Evaluation)
*Faculty Evaluation by Residents	At least 1 time per year

**EVALUATION FORMS CAN BE
ENTERED INTO NEW
INNOVATIONS AS A WORD DOC.
OR PDF.**

MYTH

FACT

Evaluation forms must be set up
using NI's Evaluation Form builder.

**YOU CAN EASILY CHANGE AN
EVALUATION FORM IN THE
MIDDLE OF AN ACADEMIC YEAR**

NOT

Fact

Not so easy

- A new form has to be built
- The form has to be swapped out in all future sessions
- Skewed or misleading reports

**ONCE EVALUATIONS ARE SET
UP THEY REQUIRE NO
FURTHER ATTENTION OR
MONITORING**

NOT TRUE

Fact

Education coordinators need to regularly monitor evaluations


- Verify evaluator/subject matches made
- Ensure evaluations are being completed
- Create reports (e.g, CCC)

Evaluations in New Innovations

There are 2 ways to create and complete evaluations in New Innovations:

1. Automatically
2. On-demand


Schedule Driven

Resident Evaluation of a Faculty Member 

Evaluation of a Person Email Notifications enabled

[People](#) [Rotations](#) [Evaluation Form](#) [Settings](#) [Match Schedule](#) [Save Session](#)


Automatic Matching

Enable Automatic Matching - the system will automatically create matches with personnel on the department block schedule for each interval. 

Match intervals: days before the available date

Send an email weekdays before the interval match date to this address [REDACTED] as a reminder that matches will be made.

End of Session Settings

Auto Copy when this session ends [Edit](#) Send an email reminder when the session is copied to 

[Add New Interval](#) [Add Matches to Intervals](#)

<input type="checkbox"/>	Interval Name	Match	Available	Start/End	
<input type="checkbox"/>	Interval 1	303 matches	6/27/2019	7/1/2019	7/1/2019 - 6/30/2020

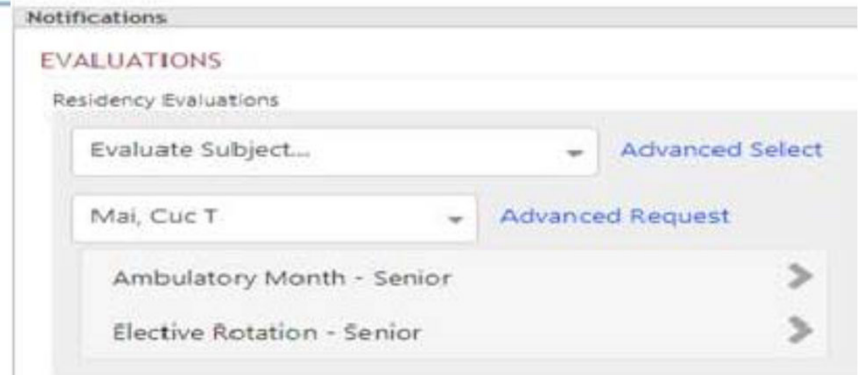
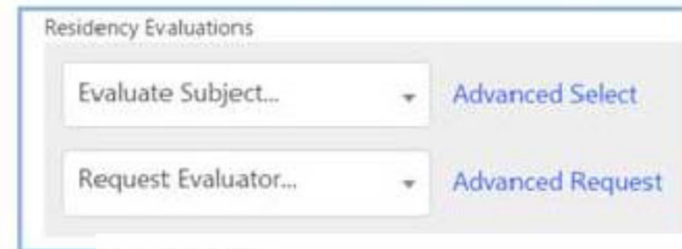
 Intervals per page: 1 intervals in 1 pages

Session ID: 10727
Department: ER-Emergency Medicine (22)

On-Demand

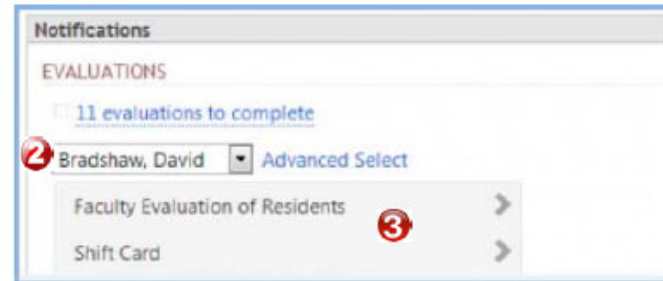
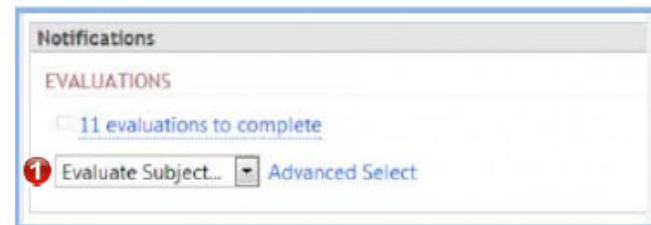
The simple steps to REQUEST an evaluator:
(currently being used by Internal Medicine residents on Elective Rotations)

1. In the notifications section under Residency Evaluations you can “request evaluator”
2. Choose the evaluator from the drop down menu
3. Choose which FORM you’d like the evaluator to complete
4. Add a message and/or send request

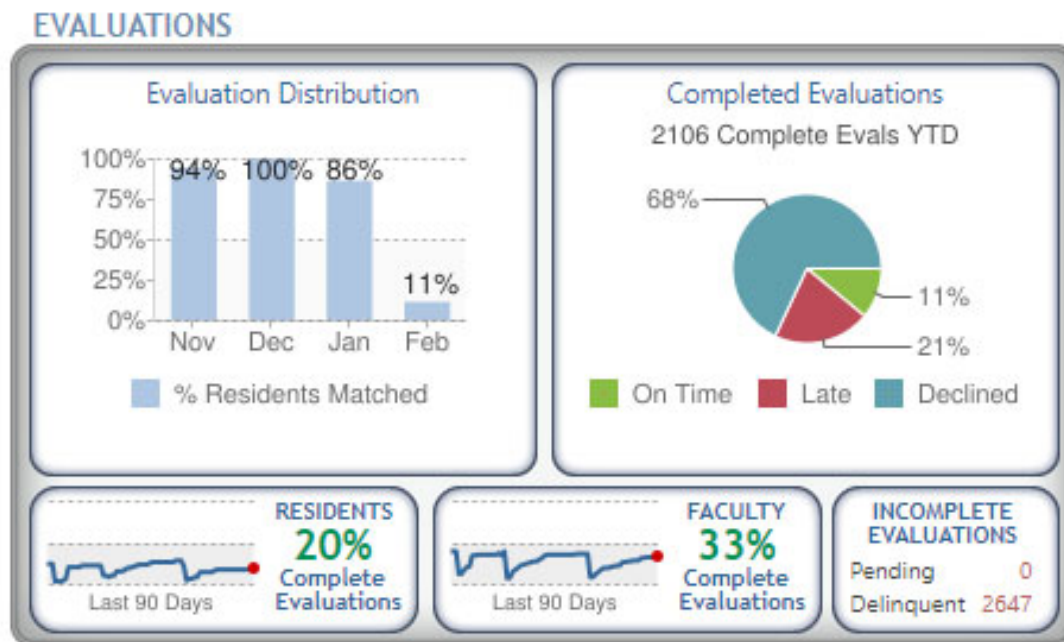


When RESIDENTs or FACULTY want to complete an evaluation on someone that wasn't matched with them ...

1. In the notifications section under Residency Evaluations you can "evaluate subject"
2. Choose the subject from the drop down menu
3. Choose which FORM you'd like to complete
4. Choose the rotation and interval dates from the drop down menu



Evaluations Dashboard





Thank you!



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