

ACGME

APRIL 2005

**System for Evaluation of Competencies in Residencies  
Urology**

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## Initial Evaluation Setup

### Program Director Setup

Initially program directors, DIOs, program coordinators and residents are already in the database as potential evaluators. Program directors and DIOs are given the same login id and password that they use in ADS. Program directors will need to login to the evaluation system and issue a user id and password to the coordinator. Residents are given the same login id and password from the Resident Case Log system.

If a resident does not have access to the Resident Case Log system they will not be able to access the evaluation system. The Resident Case Log administrator will need to create a login id and password through Resident Case Log for each resident who will need access to the evaluation system. If the resident wants to change their existing password they should change the password through the Resident Case Log System login page.

To setup the evaluation program enter in your user id and password at the login screen, then click on the enter button.



The screenshot shows a web browser window displaying the login page for the ACCME System for Evaluation of Competencies in Residencies. The page has a red header with the ACCME logo and the text "Accreditation Council for Graduate Medical Education" and "System for Evaluation of Competencies in Residencies". Below the header, the text "Urology Specialty" is displayed. The login form consists of two input fields: "User ID:" and "Password:", each with a corresponding text box. Below the password field is an "enter" button. At the bottom of the page, there is a footer with the text "Please report any problems or suggestions to the [helpdesk@acgme.org](mailto:helpdesk@acgme.org)." and a "Local intranet" icon in the bottom right corner.

Accreditation Council  
for Graduate  
Medical Education

**System for Evaluation of  
Competencies in Residencies**

ACCME

**Urology Specialty**

User ID:

Password:

enter

Contact [helpdesk@acgme.org](mailto:helpdesk@acgme.org) with any questions or concerns.

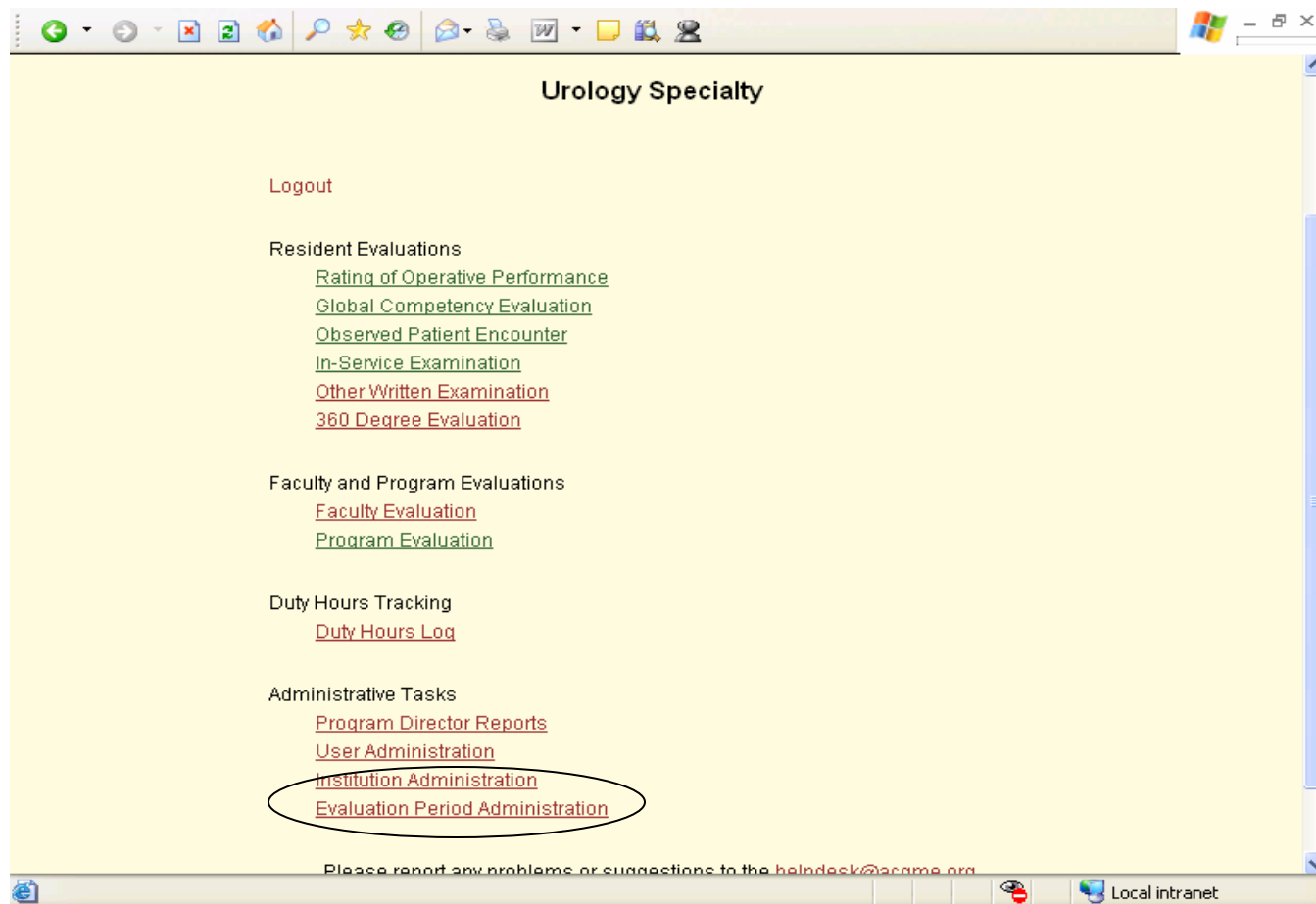
Access to the System for Evaluation of Competencies in Residencies Urology is secured by an encryption certificate obtained through the [Verisign Corporation](#). We use 128-bit SSL encryption to help ensure the secure transfer of information. If you are using a less secure encryption level you may experience difficulty and should upgrade. The data you provide us will be used by ACCME for accreditation, will be maintained confidentially, and will not be distributed for commercial use. Complete information about the use of the database can be found in the ACCME [Terms of Use](#).

Please report any problems or suggestions to the [helpdesk@acgme.org](mailto:helpdesk@acgme.org).

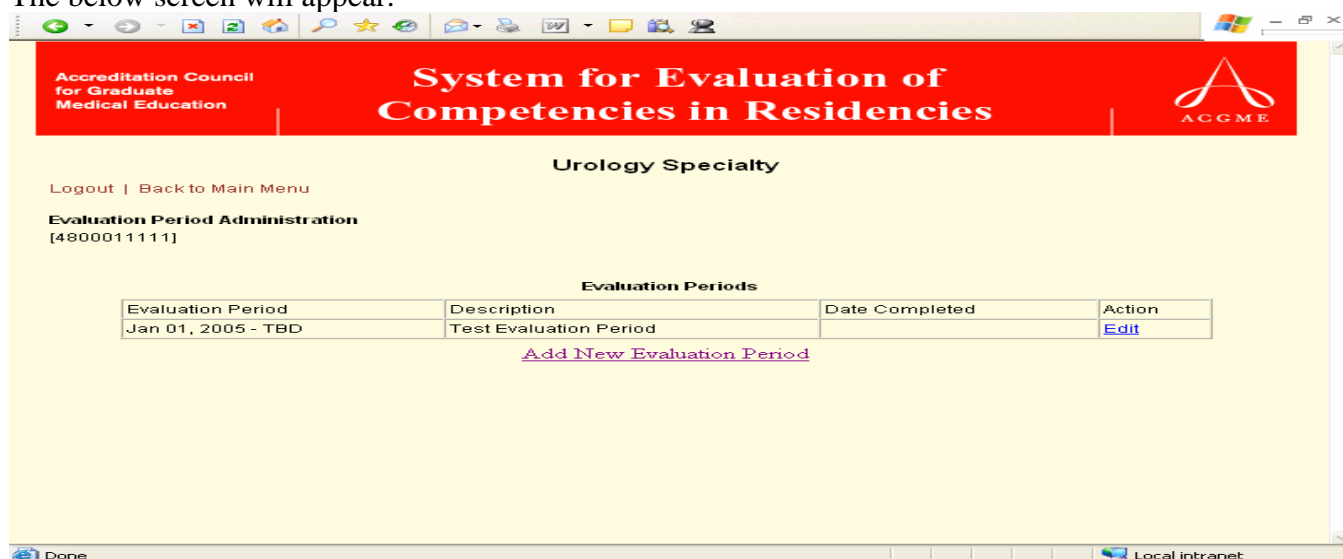
Done Local intranet

## Evaluations Period Administration

After you have logged in you will see the evaluations system's main menu. If you do not see the options for Resident Evaluations, Faculty and Program Evaluations, Duty Hours tracking and Administrative tasks, please contact ACGME.



From the main menu click on the Evaluation Period Administration link to setup the evaluation periods. The below screen will appear.



Click on Add New Evaluation Period link to setup multiple evaluation periods.

At the evaluation period screen enter in a begin date, end date, description of the evaluation period and date completed. You can then select the evaluations for that period by using the arrows between the Available definitions box and the Selected Definitions box to add and remove evaluations.

Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

AGCME

## Urology Specialty

[Logout](#) | [Back to Main Menu](#) | [Evaluation Period List](#)

### Evaluation Period Detail

**Begin Date**

**End Date**

**Description**

**Date Completed**

#### Available Definitions

- Rating of Operative Performance
- Global Competency Evaluation
- Observed Patient Encounter
- In-Service Examination
- Other Written Examination
- 360 Degree Evaluation
- Faculty Evaluation
- Program Evaluation
- Duty Hours Log

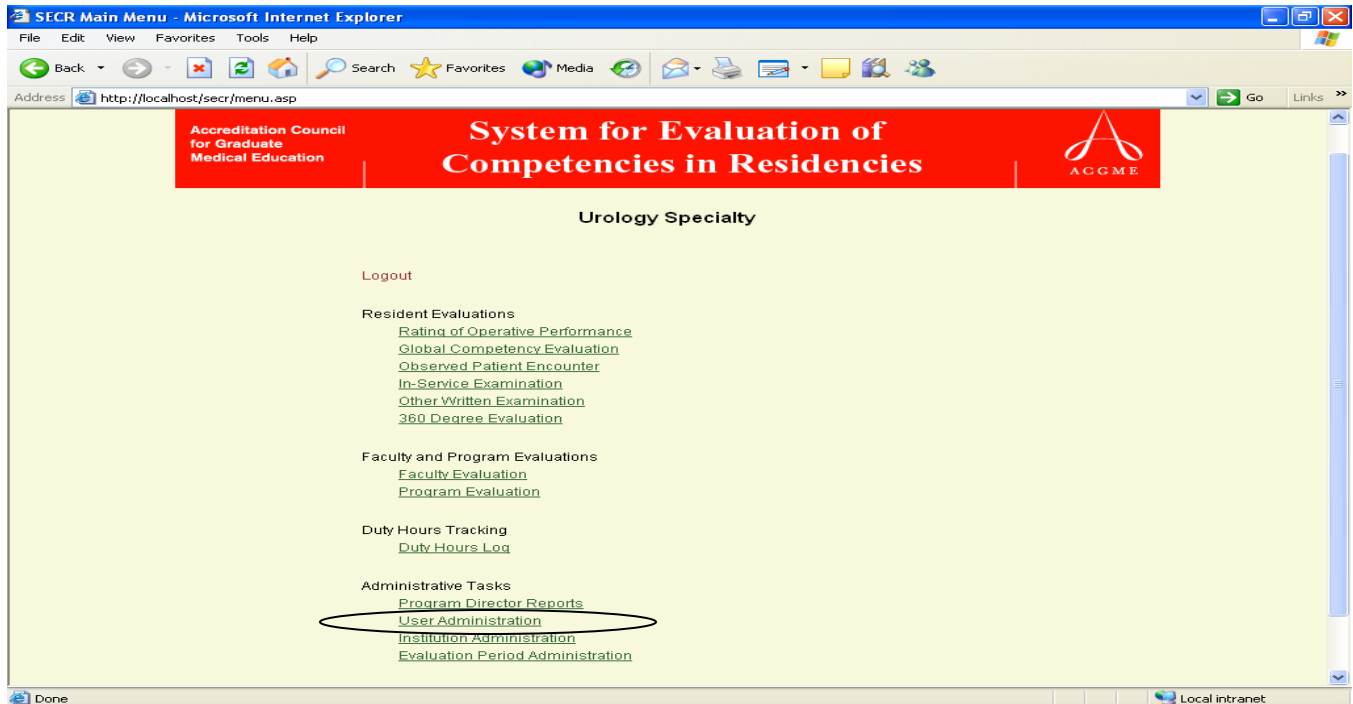
#### Selected Definitions

→  
→→  
←  
←←

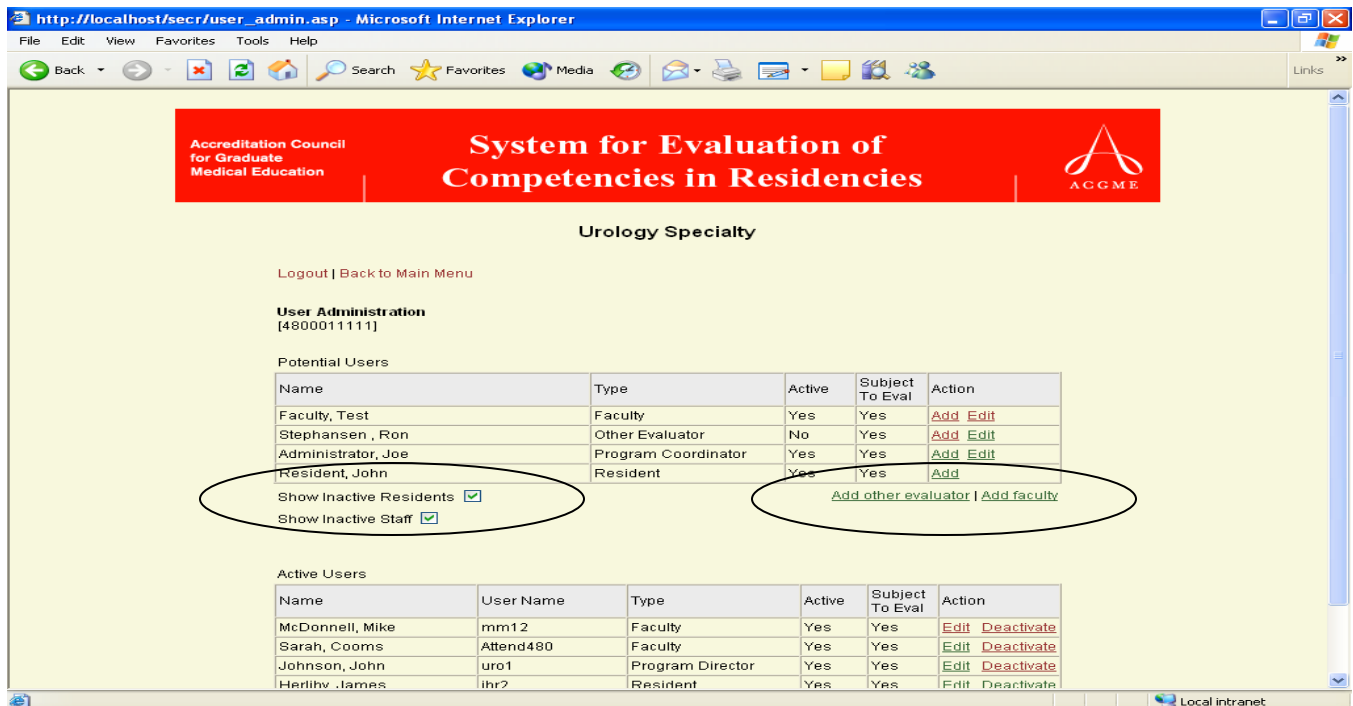
Done Local intranet

## User Administration

From the main menu click on the user administration link to setup staff members.



The below user list screen will appear. If additional residents need to be added to the list, they should be added through the Resident Case Log System. To add additional staff click on add other evaluator or add faculty and fill out the profile information.



On the user list screen above, anyone in the potential users list and active users list can be evaluated except DIO type users.

Residents to be evaluated: the residents in the lists are from the Resident Case Log and the list consists of only active residents of the current academic year. To see previous academic year residents check the show inactive residents box. Previous year residents can be evaluated by checking the show inactive checkbox next to the resident dropdown list on each evaluation screen.

Staff members to be evaluated: any active staff member can be enabled for the faculty evaluation by checking the “subject to evaluation“ box on the edit screen or add user screen. Clear the “subject to evaluation” box to prevent a staff member from appearing in the faculty dropdown list on the faculty evaluation.

Active status: staff members can be inactive only if they are in the potential users list. Once added as a user a staff member is considered active. Staff members in potential users list can be made active by checking the active box within the edit screen. To see the inactive staff check the show inactive staff box. Active status for staff members only applies to this evaluation database not the ADS or Resident Case Logs database.

The subject to evaluation and active fields on the staff member edit screen are shown below.

http://localhost/scr/staff\_edit.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Mail Print Links

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**System for Evaluation of Competencies in Residencies**

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**Urology Specialty**

[Logout](#) | [Back to Main Menu](#) | [User Administration](#)

First Name:

Middle Initial:

Last Name:

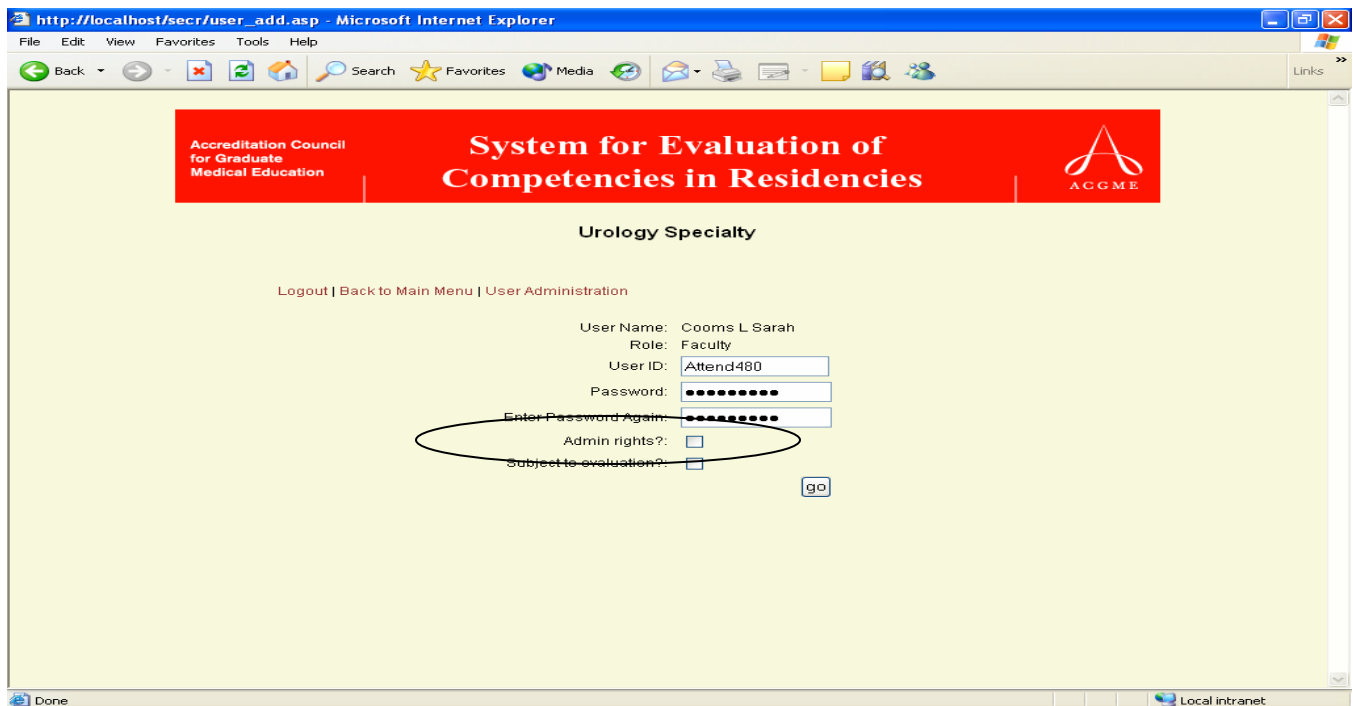
Role: Local Staff

Subject to evaluation?:

Active:

Local intranet

The program director will need to setup a login for each faculty member and any other staff that are going to evaluate residents. This can be done with the user add screen shown below. Also the program director can assign his administrative rights to another person so that person can setup the system and run the program director reports. This can be done by creating a login with the administrative rights box checked, on the user add screen, see below.



## Different User levels and access

Residents are given rights to access only the following evaluations: 360 Degree evaluation, Duty Hours Log, Faculty evaluation and Program evaluation. Residents do not have access to the resident evaluations, program director reports or any of the administration functions.

Staff members are given rights to access the resident evaluations only. They do not have access to the Program Evaluation, Faculty Evaluation and the Duty Hours Log. They are not given rights to access the program director reports or any of the administration functions. If they have the admin rights box checked on the user add or user edit screen then they have access to all evaluations, the program director reports and the administration functions.

Program directors are given rights to access all evaluations, administration functions and the program director reports.

## Institution Administration

From the main menu, click on the institution administration link to setup institutions. Initially the institutions associated with the program through ADS are used for rotations. Click on the Institution Administration link from the main menu and the below screen will appear. Any of the institutions listed for your program can be deactivated. Also new institutions can be added by clicking on the “Add Institution” link.

The screenshot shows a web browser window displaying the ACCME System for Evaluation of Competencies in Residencies. The page is titled "Urology Specialty" and is under the "Institution Administration" section. It features two tables: "Inactive Institutions" and "Active Institutions".

**System for Evaluation of Competencies in Residencies**  
ACCME

Urology Specialty

Logout | Back to Main Menu

**Institution Administration**  
[4800011111]

**Inactive Institutions**

Institution Name	Type	Action
test inst	Local	<a href="#">Edit</a> <a href="#">Activate</a>

[Go to ADS](#) [Add Institution](#)

**Active Institutions**

Institution Name	Type	Action
Childrens Memorial hospital of Kings and Daughters	Local	<a href="#">Edit</a> <a href="#">Deactivate</a>
Cook County	Local	<a href="#">Edit</a> <a href="#">Deactivate</a>
Herlihy Institute of Testing	Local	<a href="#">Edit</a> <a href="#">Deactivate</a>
Loyola	Local	<a href="#">Edit</a> <a href="#">Deactivate</a>
x files on land	Local	<a href="#">Edit</a> <a href="#">Deactivate</a>

Done Local intranet

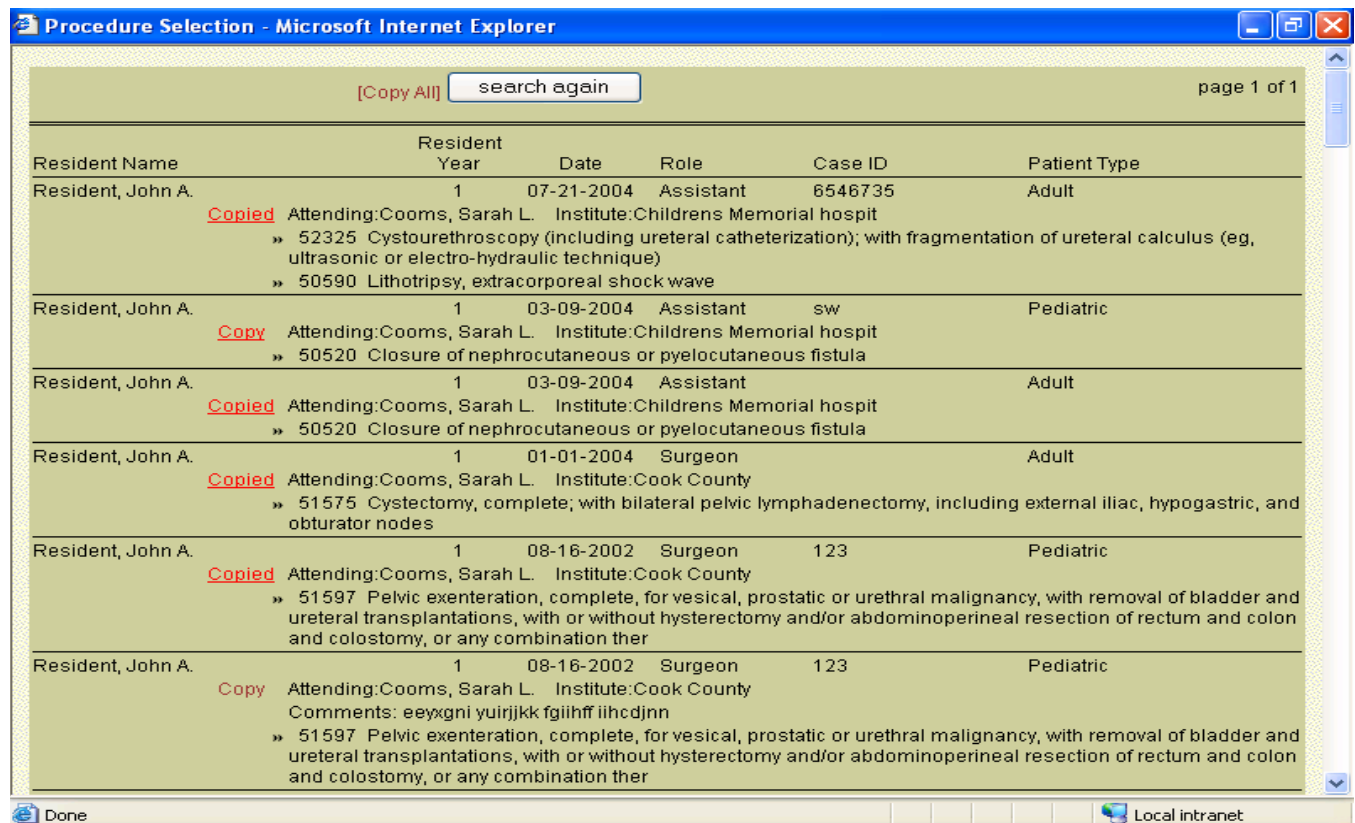
If you are adding Institutions where the typical residents’ regular rotation occurs for one month or longer, these institutions should be added through the ADS System.

## Input Evaluations – Residents Evaluation

### Rating of Operative Performance

First select procedures to review by selecting them in the Resident Case Log System. Once you are logged in to the Resident Case Log System click on the case entry tab then click on the “Select Procedures for Evaluation” link. A search criteria screen will display. Enter in your criteria and change records per page to 9999. This will allow you to filter through one list, instead of many pages.

The results of the filter will display as shown below. You can scroll through the procedures, they are listed by date. Or you can press the CTRL key on your keyboard and the F key this is a find function. You then could enter a case ID and it will go to that procedure to copy.



Resident Name	Resident Year	Date	Role	Case ID	Patient Type
Resident, John A.	1	07-21-2004	Assistant	6546735	Adult
<a href="#">Copied</a> Attending:Cooms, Sarah L. Institute:Childrens Memorial hospit » 52325 Cystourethroscopy (including ureteral catheterization); with fragmentation of ureteral calculus (eg, ultrasonic or electro-hydraulic technique) » 50590 Lithotripsy, extracorporeal shock wave					
Resident, John A.	1	03-09-2004	Assistant	sw	Pediatric
<a href="#">Copy</a> Attending:Cooms, Sarah L. Institute:Childrens Memorial hospit » 50520 Closure of nephrocutaneous or pyelocutaneous fistula					
Resident, John A.	1	03-09-2004	Assistant		Adult
<a href="#">Copied</a> Attending:Cooms, Sarah L. Institute:Childrens Memorial hospit » 50520 Closure of nephrocutaneous or pyelocutaneous fistula					
Resident, John A.	1	01-01-2004	Surgeon		Adult
<a href="#">Copied</a> Attending:Cooms, Sarah L. Institute:Cook County » 51575 Cystectomy, complete; with bilateral pelvic lymphadenectomy, including external iliac, hypogastric, and obturator nodes					
Resident, John A.	1	08-16-2002	Surgeon	123	Pediatric
<a href="#">Copied</a> Attending:Cooms, Sarah L. Institute:Cook County » 51597 Pelvic exenteration, complete, for vesical, prostatic or urethral malignancy, with removal of bladder and ureteral transplantations, with or without hysterectomy and/or abdominoperineal resection of rectum and colon and colostomy, or any combination ther					
Resident, John A.	1	08-16-2002	Surgeon	123	Pediatric
<a href="#">Copy</a> Attending:Cooms, Sarah L. Institute:Cook County Comments: eeyxgni yuirjjkk fgiihf lihcdjnn » 51597 Pelvic exenteration, complete, for vesical, prostatic or urethral malignancy, with removal of bladder and ureteral transplantations, with or without hysterectomy and/or abdominoperineal resection of rectum and colon and colostomy, or any combination ther					

Search for the procedure(s) you want to evaluate and select each one by clicking on the “Copy” link next to each procedure. You can also select all procedures listed by clicking on the “Copy All” link at the top of the page. These procedures are then copied over to the evaluation system. When you select a procedure the entire case (all procedure CPT Codes in case) are copied over to the evaluation system.

Next logon on to the evaluation system and pull up the Rating of Operative Performance evaluation and the evaluation criteria screen is displayed.

Logout | Back to Main Menu

Selected evaluation: **Rating of Operative Performance**

Resident:

Surgery Date:

Institution:

Attending:

Select Evaluation Period: Please Select an Evaluation Period

CPT Code:

Area Description:

Type Description:

go

Done Local intranet

Select an evaluation period and filter the list using any of the criteria listed. The list can be filtered using resident, surgery date, institution where surgery was performed, attending physician, CPT Code, area description or type description. Click on the “Go” button to search.

A list of procedures is returned that meets the search criteria specified on the previous screen. Each procedure in the list has either an “Evaluate” link if the procedure has not yet been evaluated or it has an “Edit Existing Evaluation” link if the procedure has already been evaluated.

Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

## Urology Specialty

Logout | Back to Main Menu | Evaluation Criteria

Selected evaluation: **Rating of Operative Performance**

Resident	Resident Year	Date	Role	Case ID	Patient Type
Resident, John	1	Aug 3, 2000	Assistant		Adult

[Evaluate](#)

Institution: Childrens Memorial hospital of Kings and Daughters  
 Attending: Sarah L. Cooms  
 CPT: [51050] Unassigned Unassigned  
 REMOVAL OF BLADDER STONE

To create an evaluation click on a procedure that has an “Evaluate” link and the evaluation questions screen will display.

Urology Specialty

Logout | Back to Main Menu | List of Procedures

Evaluator - John A Johnson  
 Evaluation Period: Jan 01, 2005 - TBD

Status - New Evaluation

### Rating of Operative Performance

Resident	Resident Date Year	Role	Case Id	Patient Type
John A Resident	1 8/3/2000	Assistant		Adult

Institute: Childrens Memorial hospital of Kings and Daughters  
 Attending: Sarah L. Cooms  
 Area: Unassigned Type: Unassigned  
 CPT: [51050] Cystolithotomy, cystotomy with removal of calculus, without vesical neck resection

Knowledge of Operative Steps:

	1	2	3	4	5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Unfamiliar with steps of the operation; Unable to recall or describe many operative steps		Knows and can explain most of the operative steps but unsure of some		Obvious knowledge of all operative steps; Able to give details of steps without hesitation

Instrument Handling:

	1	2	3	4	5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Makes tentative or awkward moves by inappropriate use of instruments		Competent use of instruments but occasionally appears stiff or awkward		Fluid moves with instruments and no awkwardness

Knowledge of Instruments:

	1	2	3	4	5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Each question should be answered for the evaluation to save. Comments fields are optional and can be left blank. To save evaluation to the database, click on the “Save” button or Click on the “Cancel” button to exit without saving the evaluation.

Notice the Status field on the upper right corner of the evaluation detail screen. You can tell by the status what state the evaluation is in. When starting a new evaluation the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing evaluation. After saving a new evaluation or saving an existing evaluation you should get a status message of “Evaluation Saved”.

Back to Main Menu | List of Procedures

Evaluator - John A Johnson  
Evaluation Period: Oct 01, 2004 - TBD

**Status - New Evaluation**

### Rating of Operative Performance

Resident	Resident Date Year	Role	Case Id	Patient Type
John A Resident	1 9/21/2000	Assistant		Adult
Institute: Childrens Memorial hospital of Kings and Daughters Attending: Sarah L. Cooms Area: Unassigned Type: Unassigned CPT: [47125 ] Hepatectomy, resection of liver; total left lobectomy Area: Unassigned Type: Unassigned CPT: [37251 ] Intravascular ultrasound (non-coronary vessel) during diagnostic evaluation and/or therapeutic intervention; each additional vessel (List separately in addition to code for primary procedure)				

**Knowledge of Operative Steps:**

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unfamiliar with steps of the operation; Unable to recall or describe many operative steps		Knows and can explain most of the operative steps but unsure of some		Obvious knowledge of all operative steps; Able to give details of steps without hesitation

**Instrument Handling:**

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes tentative or awkward moves by inappropriate use of instruments		Competent use of instruments but occasionally appears stiff or awkward		Fluid moves with instruments and no awkwardness

Done Local intranet

After saving evaluation a printable version is displayed on screen. Click on the “Print” button to print or select “File” then “Print” from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to “Portrait”. To change, select “File” then “Page Setup” and then select “Portrait” in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the “Edit” button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the “Go” button.

Click the “Close” button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.



The question responses are based on the likert scale where 1 – 3 is considered unacceptable, 3 – 6 is acceptable, and 7 – 9 is superior or N/A for not applicable questions. Each question has descriptive text of what is considered in the acceptable category. Click on the “Criteria” button next to each question to access this information.

Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

## Urology Specialty

Logout | Back to Main Menu | Criteria Selection      Evaluator - John A Johnson      Status - New Evaluation  
Evaluation Period: Jan 01, 2005 - TBD

### Global Competency Evaluation

Please select the number corresponding to the resident's performance in each area, irrespective of training level.

**Resident** James Herlihy  
**Year in Program** 1  
**Rotation** Childrens Memorial hospital of Kings and Daughters  
**Evaluation Date** Apr 13, 2005

	Unsatisfactory			Satisfactory			Superior			N/A
	1	2	3	4	5	6	7	8	9	0

**Professionalism**

1. Accepts responsibilities and follows through on tasks  [Criteria](#)

2. Practices within the scope of his/her abilities  [Criteria](#)

Microsoft Internet Explorer

Criteria for satisfactory performance: Accepts responsibilities willingly; is industrious and dependable; completes tasks carefully and thoroughly; responds to requests in a helpful and prompt manner.

OK

Each question needs to be answered for the evaluation to save. Comments fields are optional and can be left blank. Click on the “Save” button to save evaluation to the database or click on the “Cancel” button to exit without saving the evaluation

Notice the Status field on the upper right corner of the evaluation detail screen. You can tell by the status what state the evaluation is in. When starting a new evaluation the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing evaluation. After saving a new evaluation or saving an existing evaluation you should get a status message of “Evaluation Saved”.

Back to Main Menu | Criteria Selection      Evaluator - John A Johnson  
 Evaluation Period: Oct 01, 2004 - TBD      **Status - Evaluation Saved**

### Global Competency Evaluation

**Resident** James Herlihy  
**Year in Program** 1  
**Rotation** Childrens Memorial hospital of Kings and Daughters  
**Evaluation Date** Feb 1, 2005

	Criteria	Unsatisfactory			Satisfactory			Superior			N/A
		1	2	3	4	5	6	7	8	9	
<b>Professionalism</b>											
1. Accepts responsibilities and follows through on tasks	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Practices within the scope of his/her abilities	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Responds to each patient's unique characteristics and needs	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Demonstrates integrity and ethical behavior	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Interpersonal and Communication Skills</b>											
5. Demonstrates care and concern for their patients and families	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Communicates effectively with patients and families	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>System-based Practice</b>											
17. Manages hospital inpatients	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Prepares for surgical cases	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Demonstrates surgical skill in performing endoscopic procedures	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Demonstrates surgical skill in performing open surgical cases	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Demonstrates surgical skill in performing laparoscopic procedures	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Provides cost-conscious medical care	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Works to promote patient safety	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Coordinates care with other healthcare providers	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Facilitates patient care in the larger healthcare community	Criteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments</b> No comments at this time											
<input type="button" value="Edit"/> <input type="button" value="Close"/> <input type="button" value="Print"/>											

After saving the evaluation a printable version will be displayed on screen. Click on the "Print" button at the bottom of the evaluation to print or select "File" then "Print" from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to "Portrait". To change, select "File" then "Page Setup" and then select "Portrait" in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the "Edit" button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the "Go" button.

Click the "Close" button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.

## Observed Patient Encounter

Selecting Observed Patient Encounter evaluation from the main menu and the evaluation criteria screen will display.

Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

## Urology Specialty

Logout | Back to Main Menu

Selected evaluation: **Observed Patient Encounter**

Resident: Herlihy, James  Active Only?

Rotation: Childrens Memorial hospital of Kings and Daughters

Year in Program: 1

Date of encounter: Apr 13, 2005

Select Evaluation Period: 1/1/2005 - TBD

Done Local intranet

Select name of resident being evaluated, rotation, year in program of resident, date of encounter and evaluation period then click on the “Go” button and the evaluation questions are displayed.

Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

## Urology Specialty

Logout | Back to Main Menu | Criteria Selection

Evaluator - John A Johnson

Status - New Evaluation

Evaluation Period: Jan 01, 2005 - TBD

### Observed Patient Encounter

---

**Resident** James Herlihy  
**Year in Program** 1  
**Rotation** Childrens Memorial hospital of Kings and Daughters  
**Date of encounter** Apr 13, 2005

Please select the number corresponding to the resident's performance in each area, irrespective of training level.

	Unsatisfactory	Satisfactory	Superior	N/A						
<b>Medical Interview</b>										
1. Initiating the interview	1	2	3	4	5	6	7	8	9	0
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Done Local intranet

The question responses are based on the likert scale where 1 – 3 is considered unacceptable, 3 – 6 is acceptable, and 7 – 9 is superior or N/A for not applicable questions. Each question has descriptive text of what is considered in the satisfactory category. Click on the “Criteria” button next to each question to access this information.

Each question needs to be answered for the evaluation to save. There is a comments field for each question. All Comments fields are optional and can be left blank. Click on the “Save” button to save evaluation to the database or click on the “Cancel” button to exit without saving the evaluation

Notice the Status field on the upper right corner of the evaluation. You can tell by the status what state the evaluation is in. When starting a new evaluation the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing evaluation. After saving a new evaluation or saving an existing evaluation you should get a status message of “Evaluation Saved”.

Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

**Urology Specialty**

Logout | Back to Main Menu | Criteria Selection

Evaluator - John A Johnson  
Evaluation Period: Jan 01, 2005 - TBD

**Status - New Evaluation**

**Observed Patient Encounter**

---

**Resident** James Herlihy  
**Year in Program** 1  
**Rotation** Childrens Memorial hospital of Kings and Daughters  
**Date of encounter** Apr 13, 2005

Please select the number corresponding to the resident's performance in each area, irrespective of training level.

	Unsatisfactory			Satisfactory			Superior			N/A
	1	2	3	4	5	6	7	8	9	0
<b>Medical Interview</b>										
1. Initiating the interview	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="button" value="Criteria"/>									
	<input type="text"/>									

Done Local intranet

**Clinical Judgement**

7. Assessing the information

Criteria	1	2	3	4	5	6	7	8	9	0
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

8. Identifying the problem

Criteria	1	2	3	4	5	6	7	8	9	0
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

9. Addressing the problem

Criteria	1	2	3	4	5	6	7	8	9	0
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

**Explanation & Planning**

10. Explaining the problem

Criteria	1	2	3	4	5	6	7	8	9	0
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

11. Discussing the plan

Criteria	1	2	3	4	5	6	7	8	9	0
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

---

12. Closing the session.

Criteria	1	2	3	4	5	6	7	8	9	0
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons: Edit, Close, Print

Done Local intranet

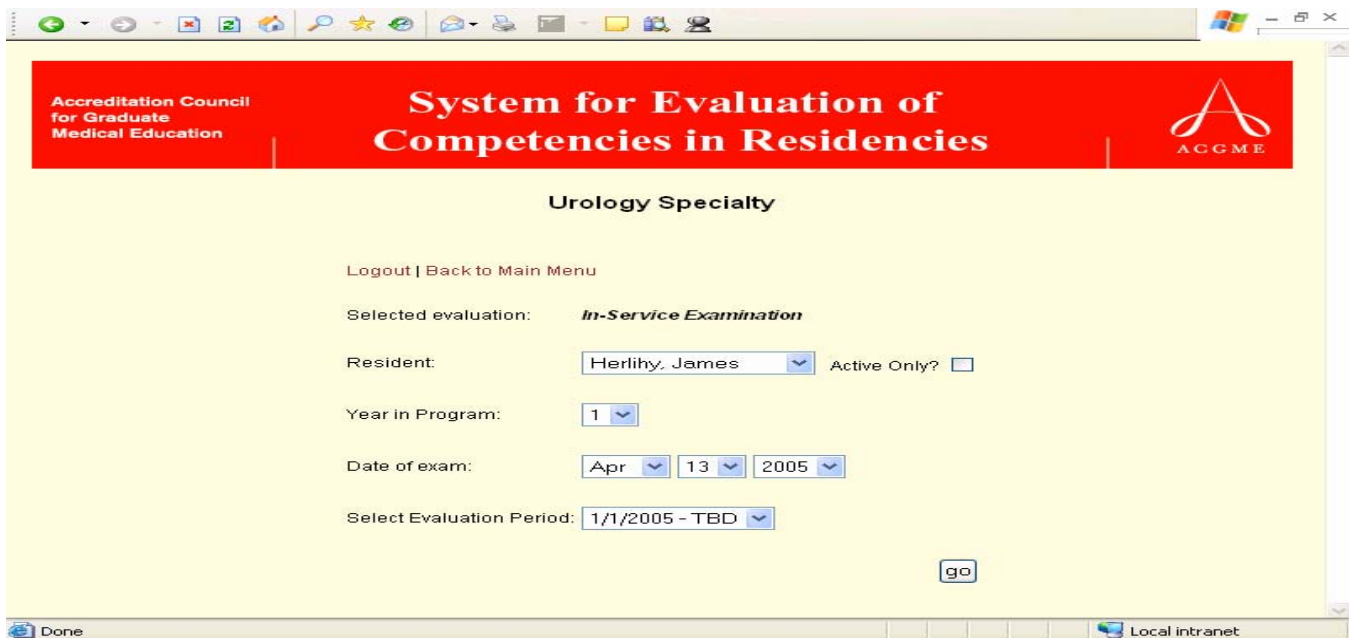
After saving the evaluation a printable version will be displayed on screen. Click on the “Print” button at the end of the evaluation to print or select “File” then “Print” from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to “Portrait”. To change, select “File” then “Page Setup” and then select “Portrait” in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the “Edit” button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the “Go” button.

Click the “Close” button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.

## In-Service Examination

Select In-Service Examination from the main menu and the criteria screen will display.



Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

## Urology Specialty

Logout | Back to Main Menu

Selected evaluation: **In-Service Examination**

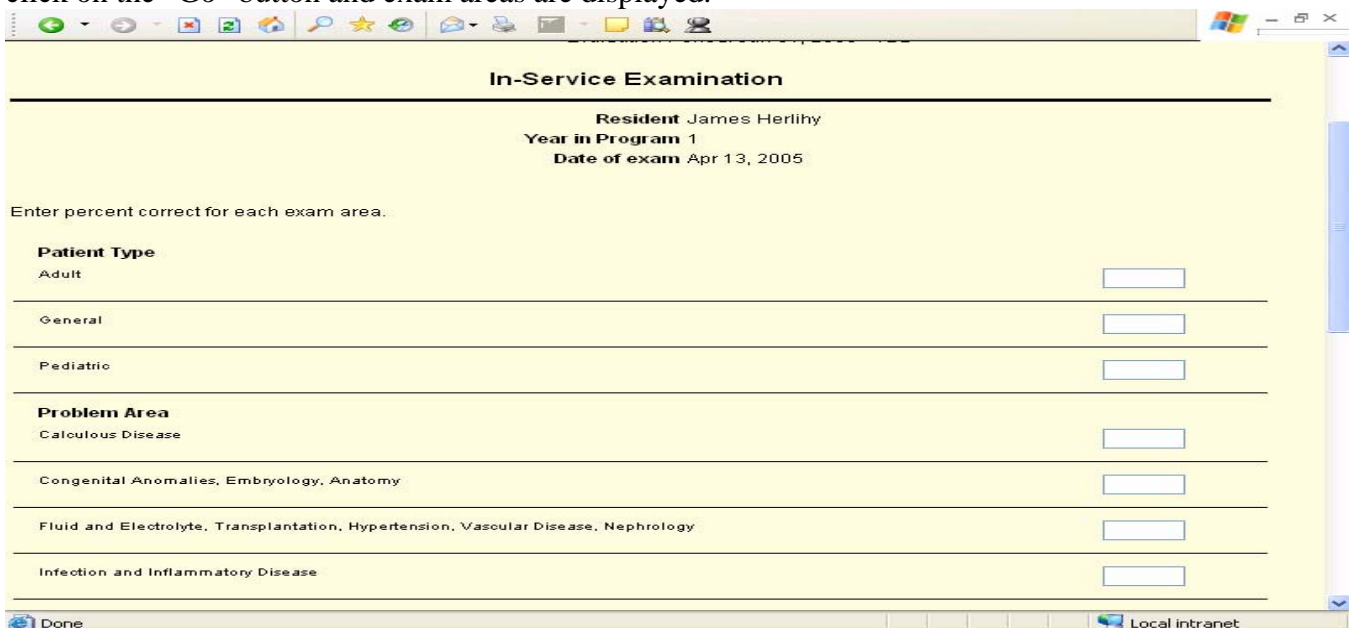
Resident: Herlihy, James  Active Only?

Year in Program: 1

Date of exam: Apr  13  2005

Select Evaluation Period: 1/1/2005 - TBD

Select name of resident on exam, year in program of resident, date of exam and evaluation period then click on the “Go” button and exam areas are displayed.



## In-Service Examination

Resident James Herlihy  
Year in Program 1  
Date of exam Apr 13, 2005

Enter percent correct for each exam area.

Patient Type	Percent Correct
Adult	<input type="text"/>
General	<input type="text"/>
Pediatric	<input type="text"/>
Problem Area	Percent Correct
Calculous Disease	<input type="text"/>
Congenital Anomalies, Embryology, Anatomy	<input type="text"/>
Fluid and Electrolyte, Transplantation, Hypertension, Vascular Disease, Nephrology	<input type="text"/>
Infection and Inflammatory Disease	<input type="text"/>

Enter a percent correct score from 0-100 for each exam area. Each exam area needs to have a score to save the in-service exam evaluation. The comments field is optional and can be left blank. To save the exam, click on the “Save” button or click on the “Cancel” button to exit without saving the exam.

Notice the Status field on the upper right corner of the evaluation detail screen. You can tell by the status what state the evaluation is in. When starting a new evaluation the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing evaluation. After saving a new evaluation or saving an existing evaluation you should get a status message of “Evaluation Saved”.

Back to Main Menu | Criteria Selection

Evaluator - John A Johnson  
Evaluation Period: Oct 01, 2004 - TBD

**Status - Evaluation Saved**

### In-Service Examination

---

**Resident** James Herlihy  
**Year in Program** 1  
**Date of exam** Feb 2, 2005

<b>Patient Type</b>	
Adult	25
General	25
Pediatric	25
<b>Problem Area</b>	
Calculous Disease	25
Congenital Anomalies, Embryology, Anatomy	25
Fluid and Electrolyte, Transplantation, Hypertension, Vascular Disease, Nephrology	25
Infection and Inflammatory Disease	25
Neurogenic Bladder, Voiding Dysfunction, Incontinence	25
Obstructive Uropathy	25
Sexual dysfunction, Endocrinopathy, Fertility, Fertility Problems	25
Physiology, Immunology	25
Trauma and Fistulae	25
Urinary Diversion	25
Total Examination	25
<b>Additional Breakdowns</b>	
Imaging Questions	25
Pathology Questions	1

**Comments**

After saving evaluation a printable version will be displayed on screen. Click on the "Print" button to print or select "File" then "Print" from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to "Portrait". To change, select "File" then "Page Setup" and then select "Portrait" in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the "Edit" button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the "Go" button.

Click the "Close" button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.

## Other Written Examination

Select Other Written Examination from the main menu and the criteria screen will display.

Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

## Urology Specialty

Logout | Back to Main Menu

Selected evaluation: **Other Written Examination**

Resident: Herlihy, James  Active Only?

Year in Program: 1

Date of exam: Apr 13, 2005

Select Evaluation Period: 1/1/2005 - TBD

go

Select name of resident on exam, year in program of resident, date of exam and evaluation period then click on the “Go” button and exam total evaluation is displayed.

Accreditation Council for Graduate Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

## Urology Specialty

Logout | Back to Main Menu | Criteria Selection

Evaluator - John A Johnson

Evaluation Period: Jan 01, 2005 - TBD

Status - New Evaluation

### Other Written Examination

---

Resident James Herlihy

Year in Program 1

Date of exam Apr 13, 2005

Examination Name

Enter percent correct for exam.

Total Examination

---

Comments

Save Cancel

Enter name of exam and the percent correct total of examination score. Each exam needs to have a score to save the Other Written exam evaluation. The comments field is optional and can be left blank. To save the exam, click on the “Save” button or click on the “Cancel” button to exit without saving the exam.

Notice the Status field on the upper right corner of the evaluation detail screen. You can tell by the status what state the evaluation is in. When starting a new evaluation the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing evaluation. After saving a new evaluation or saving an existing evaluation you should get a status message of “Evaluation Saved”.

The screenshot shows a web browser window with the following content:

- Header: **Medical Education** | **Competencies in Residencies** | **ACGME**
- Section: **Urology Specialty**
- Navigation: [Logout](#) | [Back to Main Menu](#) | [Criteria Selection](#)
- Metadata: Evaluator - John A Johnson | Evaluation Period: Jan 01, 2005 - TBD
- Status: **Status - New Evaluation** (circled in red)
- Section: **Other Written Examination**
- Form Fields:
  - Resident: James Herlihy
  - Year in Program: 1
  - Date of exam: Apr 13, 2005
  - Examination Name:
  - Total Examination:
  - Comments:
- Buttons:
- Footer: Done | Local intranet

After saving evaluation a printable version would be displayed on screen. Click on the “Print” button to print or select “File” then “Print” from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to “Portrait”. To change, select “File” then “Page Setup” and then select “Portrait” in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the “Edit” button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the “Go” button.

Click the “Close” button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.



The question responses have a five point scale with one being “Not at All Characteristic” and five being “Highly Characteristic”. There is also a “Don’t Know” response.

Each question needs to be answered for the evaluation to save. Comments fields are optional and can be left blank. To save the evaluation, click on the “Save” button or click on the “Cancel” button to exit without saving the evaluation.

Notice the Status field on the upper right corner of the evaluation detail screen. You can tell by the status what state the evaluation is in. When starting a new evaluation the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing evaluation. After saving a new evaluation or saving an existing evaluation you should get a status message of “Evaluation Saved”.

**Urology Specialty**  
Logout | Back to Main Menu | Criteria Selection  
Evaluator - John A Johnson  
Evaluation Period: Jan 01, 2005 - TBD  
**Status - New Evaluation**

**360 Degree Evaluation**

For each item select the number that corresponds with how characteristic the behavior is of the resident you are evaluating.

**Resident** James Herlihy  
**Rotation** Childrens Memorial hospital of Kings and Daughters  
**Date of evaluation** Apr 13, 2005

	Not at All Characteristic			Highly Characteristic		Don't Know
	1	2	3	4	5	0
<b>Professionalism</b>						
1. Follows through on tasks he/she agreed to perform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Responds to requests, including pages, in a helpful and prompt manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Knows the limits of his/her abilities and asks for help when needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Takes responsibility for actions, admits mistakes and does not blame others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After saving evaluation a printable version would be displayed on screen. Click on the “Print” button to print or select “File” then “Print” from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to “Portrait”. To change, select “File” then “Page Setup” and then select “Portrait” in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the “Edit” button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the “Go” button.

Click the “Close” button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.



The question responses are based on the likert scale where 1 – 3 is considered unacceptable, 3 – 6 is acceptable, and 7 – 9 is superior or N/A for not applicable questions.

Each question needs to be answered for the evaluation to save. The comments field is optional and can be left blank. To save the evaluation, click on the “Save” button or click on the “Cancel” button to exit without saving the evaluation.

Notice the Status field on the upper right corner of the evaluation detail screen. You can tell by the status what state the evaluation is in. When starting a new evaluation the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing evaluation. After saving a new evaluation or saving an existing evaluation you should get a status message of “Evaluation Saved”.

The screenshot shows a web browser window with the following content:

- Page title: Urology Specialty
- Evaluator: John A Johnson
- Evaluation Period: Jan 01, 2005 - TBD
- Status: New Evaluation (circled in red)
- Faculty Evaluation
- Faculty: Joe Administrator
- Date of evaluation: Apr 13, 2005
- Instruction: Please rate the program faculty member in the following areas.
- Table with Likert scale options (1-9) for various criteria:

	Unsatisfactory			Satisfactory			Superior			N/A
	1	2	3	4	5	6	7	8	9	0
Interest in teaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to teach surgical technique	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to teach research technique	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commitment to the educational program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to motivate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approachability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After saving evaluation a printable version would be displayed on screen. Click on the “Print” button to print or select “File” then “Print” from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to “Portrait”. To change, select “File” then “Page Setup” and then select “Portrait” in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the “Edit” button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the “Go” button.

Click the “Close” button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.



The question responses are based on the likert scale where 1 – 3 is considered unacceptable, 3 – 6 is acceptable, and 7 – 9 is superior or N/A for not applicable questions.

Each question needs to be answered for the evaluation to save. There is a comments field for each question. All comments fields are optional and can be left blank. Click on the “Save” button to save evaluation to the database or click on the “Cancel” button to exit without saving the evaluation

Notice the Status field on the upper right corner of the evaluation detail screen. You can tell by the status what state the evaluation is in. When starting a new evaluation the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing evaluation. After saving a new evaluation or saving an existing evaluation you should get a status message of “Evaluation Saved”.

The screenshot shows a web browser window with a red header bar. The page title is "Urology Specialty" and "Program Evaluation". The status is "New Evaluation". The evaluator is "John A. Johnson" and the evaluation period is "Jan 01, 2005 - TBD". The evaluation is for "Childrens Memorial hospital of Kings and Daughters" dated "Apr 13, 2005". The evaluation criteria include "Volume and variety of surgical cases" and "Quality and quantity of academic conferences". The Likert scale ranges from 1 (Unsatisfactory) to 9 (Superior) and 0 (N/A).

	Unsatisfactory			Satisfactory			Superior			N/A
	1	2	3	4	5	6	7	8	9	0
Volume and variety of surgical cases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality and quantity of academic conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After saving evaluation a printable version would be displayed on screen. Click on the “Print” button to print or select “File” then “Print” from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to “Portrait”. To change, select “File” then “Page Setup” and then select “Portrait” in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the “Edit” button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the “Go” button.

Click the “Close” button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.

## Duty Hours Log

Select the duty hours log from the main menu and the criteria screen will display.

Accreditation Council  
for Graduate  
Medical Education

# System for Evaluation of Competencies in Residencies

ACGME

## Urology Specialty

[Logout](#) | [Back to Main Menu](#)

Selected evaluation: **Duty Hours Log**

Resident:   Active Only?

Date reporting:

Select Evaluation Period:

Select reporting date and evaluation period then click on the “Go” button and duty hour questions are displayed.

Urology Specialty

[Logout](#) | [Back to Main Menu](#) | [Criteria Selection](#)

Evaluator - John A Johnson  
Evaluation Period: Jan 01, 2005 - TBD

Status - New Evaluation

## Duty Hours Log

The following questions address your duty hours over the previous month.  
Duty Hours are defined as all clinical and academic activities related to the residency program including:

- Patient Care (inpatient and outpatient)
- Administrative duties related to patient care
- Time spent in-house during call activities
- Scheduled academic activities such as conferences

Duty hours do not include reading and preparation time spent away from the duty site.

**Resident** James Herlihy  
**Date reporting** Apr 13, 2005

Please answer the following questions concerning your AVERAGE work hours over the past 4 week period.

1. Were your duty hours limited to less than or equal to 80 hours per week?

If NO, how many weeks were duty hours longer than 80 hours?

The Duty Hours Tracking is not an evaluation, it is a log for monitoring duty hours. The question responses are yes/no or numeric.

Each question needs to be answered for the evaluation to save, however some questions are related to others and do not have to be answered. Click on the “Save” button to save duty hours questions to the database or click on the “Cancel” button to exit without saving duty hours questions.

Notice the Status field on the upper right corner of the duty hours detail screen. You can tell by the status what state the screen is in. When starting a new duty hours log the status field is “New Evaluation”. You should get a status of “Editing Evaluation” if you pull up an existing duty hours log. After saving a new duty hours log or saving an existing duty hours log you should get a status message of “Evaluation Saved”.

The screenshot shows a web browser window with a red header bar. The page title is "Urology Specialty". In the top right corner, a red box highlights the text "Status - New Evaluation". Below the header, there are navigation links: "Logout | Back to Main Menu | Criteria Selection". The evaluator is identified as "John A. Johnson" and the evaluation period is "Jan 01, 2005 - TBD". The main heading is "Duty Hours Log".

The form content includes:

- Instructions: "The following questions address your duty hours over the previous month. Duty Hours are defined as all clinical and academic activities related to the residency program including:"
- Activity list:
  - Patient Care (inpatient and outpatient)
  - Administrative duties related to patient care
  - Time spent in-house during call activities
  - Scheduled academic activities such as conferences
- Exclusion: "Duty hours do not include reading and preparation time spent away from the duty site."
- Resident: "Resident James Herlihy"
- Date reporting: "Apr 13, 2005"
- Question: "Please answer the following questions concerning your AVERAGE work hours over the past 4 week period."
- Question 1: "1. Were your duty hours limited to less than or equal to 80 hours per week?" with a dropdown menu.
- Question 2: "If NO, how many weeks were duty hours longer than 80 hours?" with a text input field.

After saving duty hours log a printable version would be displayed on screen. Click on the “Print” button to print or select “File” then “Print” from the menu at the top of the browser to print. However if the print version is cutting off at the margins you may have to change the setup of the printer. To do this, make sure that the page orientation is pre-selected to “Portrait”. To change, select “File” then “Page Setup” and then select “Portrait” in the orientation box. Also in the same dialog box set your page margins (left, right, top and bottom) to .25 inch.

If after saving you need to make a change on the evaluation you just saved, you can click the “Edit” button to put evaluation into edit mode or you can edit a saved evaluation later by selecting the same criteria on the criteria screen and then click on the “Go” button.

Click the “Close” button to close evaluation and return to criteria screen. Once at the criteria screen you can choose another criteria or click on Back to Main Menu to select another evaluation.

## **Program Director Reports**

Select program director reports from the main menu. The list of available reports is displayed.

### **Resident Evaluations**

- Rating of Operative Performance
- Global Competency Evaluation - All Categories
  - Professionalism
  - Interpersonal and Communication Skills
  - Medical Knowledge
  - Practice-based Learning and Improvement
  - Patient Care
  - System-based Practice
- Observed Patient Encounter - All Categories
  - Medical Interview
  - Physical Examination
  - Clinical Judgment
  - Explanation & Planning
- In-Service Examination - All Categories
  - Patient Type
  - Problem Area
  - Additional Breakdowns
- Other Written Examination
- 360 Degree Evaluation - All Categories
  - Professionalism
  - Interpersonal and Communication Skills

### **Faculty and Program Evaluations**

- Faculty Evaluation
- Program Evaluation

### **Duty Hours Tracking**

- Duty Hours Log

Select a report from the list and the query selection criteria screen will display. The query selection criteria screen allows you to filter the query results and bring back a subset of the evaluation data or all data. The evaluation period has to be selected other criteria fields are optional. Click on the “Go” button to display the query results.

At the top of the reports is the number of evaluations summarized in the query. Below that is the number of people evaluated. The actual report itself shows the average score for each question and a range of scores for each question. There are subtotals showing average score per section for the global competency evaluation (competency score) and average score overall (composite score) for all the evaluation summaries.

To export the report data to a text file, click on the “Export Data” link from the menu bar at the top of the report. A dialog box is displayed, enter name of text file and select file path to save file. The data is saved in a tab delimited format. This file can then be imported into an access database, excel file etc.

The export file consists of the following columns (including the column name):

- lblEvaluatee – (i.e. Resident: All Resident)
- Evaluatee – name of person being evaluated
- Evaluation – name of evaluation
- Period – evaluation period
- Category – question category
- Question – text of question
- Answer – response to question
- Year in program – Year that resident is in program
- Sortseq – sort sequence of questions
- Question ID – unique id of each question
- OverAllEvaluation – yes if this is an overall program being evaluated
- InstitutionName – name of institution/rotation being evaluated
- NumberEvaluations - number of evaluations included in query
- NumberEvaluated - number of persons evaluated in query

Click on the “View Detail” link to view each evaluation included in report along with comments from each evaluation.

Click on “Tracking” to view a list of evaluators who have completed the evaluation for your criteria.

## **Archive Data – Completed Residents**

When residents complete their residency then their evaluation data should be printed out, downloaded to disk and deleted from system.

## **GLOSSARY**

**Evaluation Period** – Period of time where it is allowable for an evaluation associated with that period to be entered into system. Once an evaluation period is indicated as completed, the evaluations in that evaluation period can not be added or updated.

**Evaluation Definition** – Each evaluation is defined in the definition setup tables. Evaluation definitions are associated with evaluation periods. If a question changes on an evaluation a new evaluation definition is created. Evaluations can be queried between evaluation periods as long as the evaluation definition does not change.

**Institution/Rotation** – Rotation list is pre-populated with institutions from ADS however they can be changed to whatever rotation names the program director wants to use. The institution field in the operative performance evaluation is different from rotation it refers to the institution where procedure was performed.

**Staff** – Can be a faculty member, physician, nurse or an administrative support person. Anyone who is going to be evaluating residents needs to be added to system as staff and given a login id and password.