EVALUATIONS – Manual Delivery

Manual delivery is the simplest way to deliver evaluations. Clerkship Coordinators can pick the evaluation target(s) and the evaluator(s).

INSTRUCTIONS

Manual Delivery
- Select the clerkship site from right side drop down
- From the home page, select the Evaluation tab. Then, select “Deliver Evaluations.”

![Diagram showing manual delivery process]

Site Specific Clerkship
Select for manual evaluation delivery
Evaluations tab
Site Specific Clerkship
Select for manual evaluation delivery
STEP 1
On this page, select:

- **Evaluation Type**: who is evaluating who/what
- **Selection Method**: Individuals (this will be pre-selected)
- **Continue**

To assign the *Patient Care/Professionalism (RIME)* form to faculty, use the “Faculty evaluation of a student” type
To assign the *Clinical Educator* form to students, use the “Student evaluation of faculty” type
To assign the *Patient Care/Professionalism (RIME)* form to residents, use the “Student evaluation of residents” type
To assign the *Clinical Educator* form to students, use the “Student evaluation of resident” type

**Please note:** You will be able to assign reciprocal Clinical Educator evaluations to students at the same time you set-up any of the above evaluations
STEP 2
On this page, select:

- **Evaluation Form(s):** MedHub will display all active forms based on the Evaluation Type selected on the previous screen.
- **Select:**
  - **Recipients:** the evaluators, who will receive the evaluation to complete
  - **To Evaluate:** who will be evaluated

Deliver Evaluations - Step 2

Evaluation Type: Faculty evaluation of a student
Selection Method: Individuals
Evaluation Form(s): [Patient Care Professionalism]

Only forms associated with the previously selected Evaluation Type will be visible.
This page also contains several optional settings:

- **Notes**: (optional) this message will be seen at the top of the delivered evaluation
- **Rotation Period**: (optional) evaluator will see which rotation period the form applies to, but the evaluation is not tied to the rotation
- **Service/Clinic**: (optional) evaluator will see which clinic/service the form applies to, but the evaluation is not tied to the service
- **Special Options**: (optional) keep set to (none) unless you require a signature
  - **Electronic Signature**: evaluator must provide an electronic signature in order for the form to be completed
  - **Anonymous Evaluation**: name is completely stripped from evaluation form
    - *Never assign evaluations as Anonymous Evaluation – this option permanently strips the evaluator name from the submitted forms at all levels, including MedHub*
- **Reciprocal Evaluation**: (optional) option to deliver reciprocal evaluations. For example, when setting up “Faculty evaluation of a student” evaluations to deliver the Patient Care/Professionalism (RIME) form, you can also schedule the same faculty to be evaluated by the student(s) using the Clinical Educator form.
- **Delivery**:
  - Immediate
  - On Date or Multiple Dates
    - Specify the exact date(s) the evaluations will be released
    - Delivery just after midnight eastern time on date(s) selected
- **Submit**

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  | Rotation Period: (optional): |
  | (available) | (unavailable) |

  | Service/Clinic: (optional): |
  | (available) | (unavailable) |

  | Special Options: (optional): |
  | (available) | (none) |

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

  | Clinical Educator: |
  | (available) |

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<td>Immediate</td>
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<td>On Date (Queue)</td>
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  * Do NOT select option to make anonymous

  e.g., “please contact X if there are any issues with assigned evaluations”

  Similar to the “Both” option in E*Value
STEP 3

The final screen displays the evaluations for a quick review and confirmation before delivery. If any of the exact evaluations have been delivered previously within a 7 day window, it will be flagged as a duplicate and will be unchecked by default.

- Select the “Deliver Selected Evaluations” button to finalize the delivery

You can also remove evaluations from the queued delivery up to the date the evaluations are scheduled to be delivered.