REPORTS – Elective Clerkship

Elective Clerkships are set up differently than Core Clerkships in MedHub. Elective Clerkships do not have access to the Reports tab from the Home page.

To access reports for Electives:

- Select the clerkship from the right side drop down
- From the Home page, select the Evaluations tab
  - On the right side column, you can access reports by selecting “View Completed Evaluations” or by selecting any of the reports under “Evaluation Reports”
If you select “View Completed Evaluations”:

- Change any of the parameters to filter your report outputs
- For “Evaluation Status” select either:
  - Completed Evaluations (only)
  - Completed & Incomplete Evaluations
  - Incomplete Evaluations (only)

Complete and Incomplete Evaluations will show you all assigned evaluations, regardless of completion status.
The next screen will show evaluations based on the parameters you selected:

- You can print the individual forms one by one or in a batch process by checking the evaluations on the right hand side
- Select “Print Selection”
- Submit
If you select a specific report:

- Under “Evaluation Reports” on the right side, select a report

- Select the Evaluation Type based on the Report you selected on the previous screen
On this screen, select:

- **Form:** form options based on Evaluation Type selected on previous screen
- **Target:** select all or some students
  - Ctrl+Shift/Command+Shift to select multiple
- Select “Combine targets in a single report” or “Individual report for each target” depending on reporting need

**Reports**

![Options for "Aggregate Evaluation Report"](image)

- Form selected
- All clerkship students selected
- In this example, will combine targets into a single report

With all clerkship students selected, there are four resulting faculty of student evaluations.
Scroll for additional report filer options:

- Enter dates to filter evaluations
- Check boxes for report filter options based on reporting needs
- Select “Go to Step 3”

The “total average” will be out of 10, while individual questions mostly out of 5
The final page lists output format options
After making output format selection, select “Generate Report”

**Example Report:**

*Aggregate Evaluation Report - Faculty Evaluation Of A Student*

Generated: 07/02/2018 1:57pm PDT

**Evaluation:** Patient Care Professionalism
**Target:** Combined Report
**Date Range:** 07/01/18-07/23/18
**Responses:** 4

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**Did you personally provide medical care or mental health counseling to the student?**

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th>N</th>
<th>Avg</th>
<th>Std</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>4</td>
<td>1.25</td>
<td>0.4</td>
</tr>
</tbody>
</table>

**Time spent with the student**

<table>
<thead>
<tr>
<th>&lt;1 Day</th>
<th>1-5 Days</th>
<th>1-3 Weeks</th>
<th>3+ Weeks</th>
<th>N</th>
<th>Avg</th>
<th>Std</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>2.05</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Evaluator Role**

<table>
<thead>
<tr>
<th>Attending</th>
<th>Resident</th>
<th>Intern</th>
<th>Other</th>
<th>N</th>
<th>Avg</th>
<th>Std</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td>3</td>
<td>1.67</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Obtains an accurate, complete and detailed H&P**

<table>
<thead>
<tr>
<th>Consistently True</th>
<th>Sometimes True</th>
<th>Rarely True</th>
<th>Never True</th>
<th>Unable to Assess</th>
<th>N</th>
<th>Avg</th>
<th>Std</th>
</tr>
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<tbody>
<tr>
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<td>1</td>
<td></td>
<td>0</td>
<td></td>
<td>3</td>
<td>2.05</td>
<td>0.5</td>
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**Presents patient data clearly and logically, following a standard format, with good command of medical terminology**

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<td>0.5</td>
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**Interpreter**

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