

Graduate Medical Education New Program Director Orientation

Part 4 of 4

medhub

Objectives

By the end of today's orientation, you should be able to...

- ▶ Know how to navigate MedHub's user interface
- ▶ Recall the core PD functions on MedHub



Agenda

- ▶ History and Background
- ▶ User Interface
- ▶ Evaluation
- ▶ Milestone Management
- ▶ Work Hour Review
- ▶ APE Page
- ▶ Mentors
- ▶ Q/A



MedHub PD topics

- ▶ UI
 - Tabs
 - Navigate to Rotation schedule
 - Navigate to Work Hour
- ▶ Evaluation
 - Setting up trigger-initiated evaluations
 - View completed evaluations (aggregated)
- ▶ Milestones
 - Finding and viewing your program's milestones
 - Knowing how it connects to evaluation
 - Progress report tab
- ▶ APE Page
 - Finding the APE page
 - File attachments
 - GME's APE Review
- ▶ Work hour
 - Where trainees are reporting their duty hour
 - Work hour Review
- ▶ Mentorship
- ▶ Other resources
 - MedHub's PD focused videos
 - Your PC
 - Your GME PM

History and Background

- ▶ MedHub is SHC's Residency Management System (RMS). "[MedHub] Streamline curriculum, coursework, scheduling, assessments, site management and more." MedHub.com
- ▶ SHC implemented MedHub in 2005

Levels of access

PD	PC	Faculty	Trainee
<ul style="list-style-type: none">• Work Hour Review• Aggregate Evaluation Access• Partial Schedule Access• Resident's File Access• Limited Report Access	<ul style="list-style-type: none">• Full Work Hour Access• Full Evaluation Access• Full Schedule Access• Resident's File Access• All Report Access	<ul style="list-style-type: none">• No Work Hour Access• Limited Evaluation Access• Partial Schedule Access• Resident's File Access	<ul style="list-style-type: none">• Submit Work Hour• Limited Evaluation Access• Partial Schedule Access• Resident's File Access

Talk to your program coordinator to find out more

User Interface

User Interface

The screenshot displays a web-based user interface for a medical education portal. At the top, a navigation bar contains several tabs: Home, Residents, Portfolio, Schedules, Procedures, Evaluations, Conferences, and Help. Below this, the main content area is divided into several panels:

- Urgent Tasks:** A red-bordered box containing three items: [Duty Hours - Review Violations \(201\)](#), [Life Support Expiration \(3\)](#), and [Compliance Module Expiration \(3\)](#).
- Personal Calendar:** A calendar view showing events for Thursday, May 23 and Friday, May 24. Thursday events include Grand Rounds (5:55am - 6:55am) and Peds - Morning Report (8:15am - 9:00am). Friday events include Grand Rounds (5:55am - 6:55am) and Peds - Early Morning Report (7:30am - 8:15am).
- Faculty Access:** A blue-bordered box with links for [Author Learning Modules \(1\)](#), [Learning Modules](#), and [GMEC Resources](#).
- Program Director Access:** A blue-bordered box with links for [Curriculum Objectives/Goals](#), [Announcements](#), [Resources/Documents](#), [Competency Dashboard](#), [Program Scorecards](#), [Program Accreditation](#), [Duty Hours Review Periods](#), and [View Faculty/Service/Program Evaluations](#).
- Mentor Access:** A blue-bordered box with links for [Resident Demographics](#), [Resident Evaluations](#), [Conference Attendance](#), [Procedure Logs](#), and [Procedure Certifications](#).
- Graduate Medical Education - Portal Channel (Director):** A blue-bordered box with a "LOCKED" status, containing a [December 2012 GME Newsletter](#) with text about GME Incentive Program updates, TIPS, and meetings.
- Resident Duty Hours - Last Week Summary:** A blue-bordered box showing a bar chart for Submitted (0.0%) and Not Submitted (100.0%) status, along with statistics: Non-compliant (0/0), Avg. Hours/Week (--), Avg. Days Off/Week (--), 24+4 Hr Max Violations: 0, and 10 Hr Break Violations: 0.
- Resident Absences - This Week:** A blue-bordered box with a table for tracking absences. The table has columns for Today, Vacations, Sick Days, Away Conferences, and LOAs.

User Interface - Schedules

[Home](#)
[Residents](#)
[Portfolio](#)
[Schedules](#)
[Procedures](#)
[Evaluations](#)
[Conferences](#)
[Help](#)

Rotation Schedules

Academic Year

July 1, 2012 - June 30, 2013

Schedule

PGY 1

PGY 2-4

View Type

Resident

Resident (Details)

Service

Services (All)

Residents to Display

In-Program

Released

All Residents

PRINT VERSION

Rotation:	1	2	3	4	5	6	7	8	9	10
Resident:	7/1-7/29	7/30-8/28	8/27-9/23	9/24-10/21	10/22-11/18	11/19-12/21	12/22-12/27	12/28-1/2	1/03-1/27	1/28-2/2
Blewn, Emily (1)	NT Int (7/1-7/9) HowInt (7/10-7/29)	HarrisInt (7/30-8/12) NT Int (8/13-8/28)	FTN	NICUInt	SDC (10/22-10/28) SDC (11/5-11/18) VAC 10/29-11/4	KatzInt (11/19-12/17) NT Int (12/19-12/21)	Holiday	KatzInt	DavInt (1/3-1/14) NT Int (1/15-1/27)	DRHINT
Chefdelleen, Reid (1)	HarrisInt (7/1-7/15) NT Int (7/16-7/29)	FTN	SDC (8/27-9/2) SDC (9/10-9/23) VAC 9/3-9/9	HowInt	NICUInt	SDC (11/26-12/21) VAC 11/15-11/25	NICUInt	Holiday	NT Int (1/3-1/14) KatzInt (1/15-1/27)	Cards (1/28-2/4) Cards (2/11-2/17) VAC 2/4-2/10
Jeneldhenef, Nirmaia (1)	KatzInt (7/1-7/8) NT Int (7/9-7/22) KatzInt (7/23-7/29)	SDC (7/30-8/12) SDC (8/20-8/28) VAC 8/13-8/19	NICUInt	HarrisInt (9/25-10/7) NT Int (10/8-10/21) SICK 9/24	SDC (10/29-11/11) SDC (11/13-11/18) VAC 10/22-10/28 SICK 11/12	FTN (11/19-12/9) FTN (12/11-12/21) SICK 12/10	Holiday	FTN	NT Int (1/3-1/13) HowInt (1/14-1/27)	DavInt (1/28-2/4) NT Int (2/11-2/17)
Knechs, Michelle (1)	ID	NT Int (7/30-8/12) HowInt (8/13-8/28)	NT Int (8/27-9/9) HarrisInt (9/10-9/23)	DRHINT (9/24-10/7) Pulm-AI (10/8-10/14) VAC 10/15-10/21	DavInt (10/22-11/5) NT Int (11/6-11/18)	NICUInt	Holiday	NICUInt	FTN	SDC (1/28-2/4) SDC (2/11-2/17) VAC 2/4-2/10

User Interface - Schedules



Director Access to Evaluations



<u>Evaluator:</u>	<u>Evaluation:</u>	<u>Type:</u>	<u>Alert:</u>
(anonymous)	Dr. Adkins, Deanna - Pediatric Endocrine FELLOW Evaluates FACULTY	Resident evaluation of faculty member	
(anonymous)	Dr. Adkins, Deanna - Pediatric Endocrine FELLOW Evaluates FACULTY	Resident evaluation of faculty member	
Dr. Belsz, Sarah	Dr. Adkins, Deanna - Pediatric Endocrine FELLOW Evaluates FACULTY	Resident evaluation of faculty member	
Dr. Belsz, Sarah	Dr. Adkins, Deanna - Pediatric Endocrine FELLOW Evaluates FACULTY	Resident evaluation of faculty member	

Evaluations

Evaluations

▶ Quick Access Overview

- PD has access to faculty, service, and program evaluations within the program.
- PD access does not provide access to evaluations of residents - but mentor access does.

Evaluations Reports

Aggregated evaluation reports

Compile evaluation reports

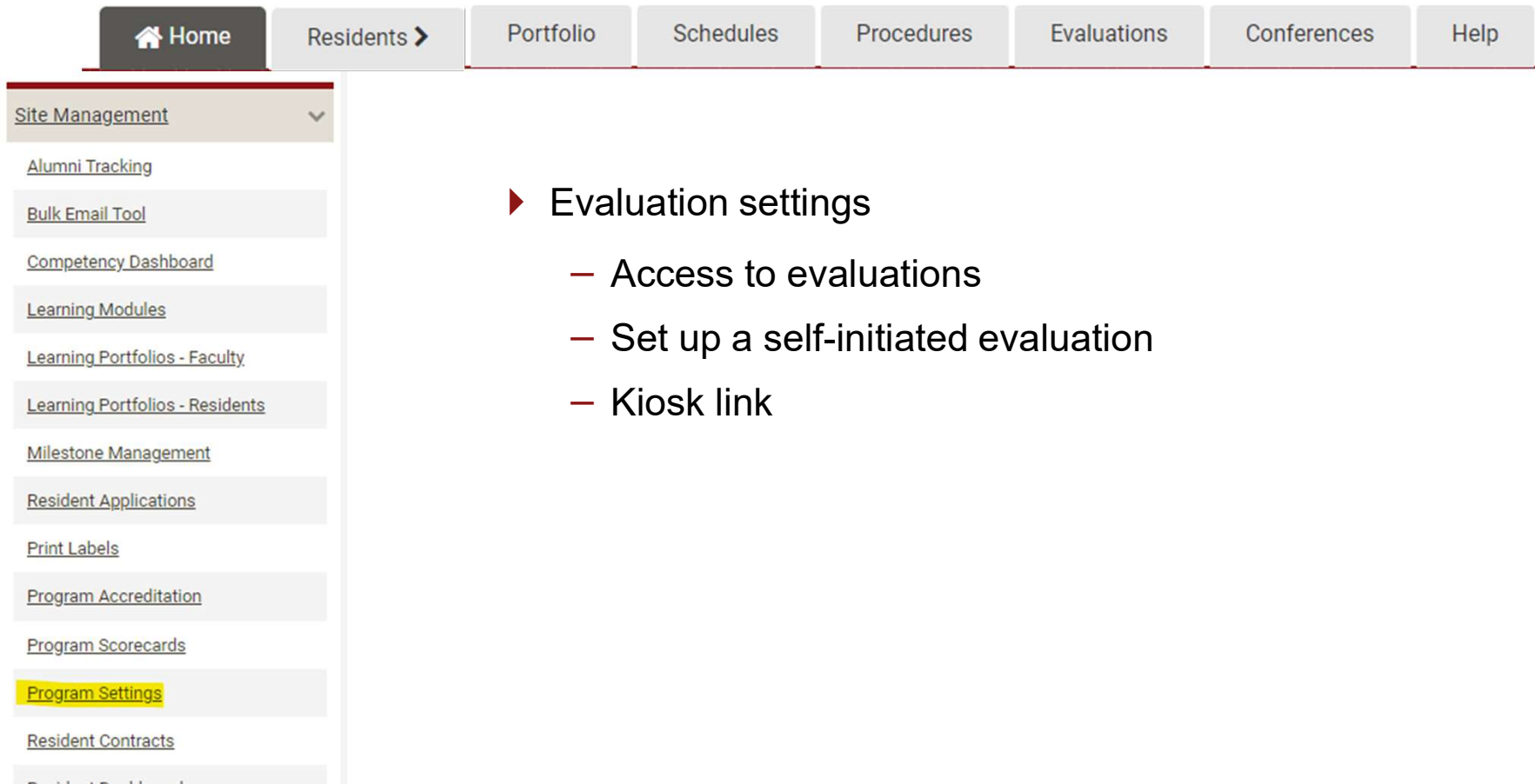
Aggregated comments reports

Compile comments of evaluation reports

Evaluation Completion Summary

Milestones Summary by Level

Evaluation – configurations in Program Settings



The screenshot shows a navigation bar with the following items: Home, Residents >, Portfolio, Schedules, Procedures, Evaluations, Conferences, and Help. A dropdown menu is open under 'Residents >', listing various site management options. The 'Program Settings' option is highlighted in yellow.


- Site Management
- Alumni Tracking
- Bulk Email Tool
- Competency Dashboard
- Learning Modules
- Learning Portfolios - Faculty
- Learning Portfolios - Residents
- Milestone Management
- Resident Applications
- Print Labels
- Program Accreditation
- Program Scorecards
- Program Settings**
- Resident Contracts

- ▶ Evaluation settings
 - Access to evaluations
 - Set up a self-initiated evaluation
 - Kiosk link

Milestone Management

Milestone management

- Home
- Residents >
- Portfolio
- Schedules
- Procedures
- Evaluations
- Conferences
- Help


- Site Management 
- Alumni Tracking
- Bulk Email Tool
- Competency Dashboard
- Learning Modules
- Learning Portfolios - Faculty
- Learning Portfolios - Residents
- Milestone Management
- Resident Applications
- Print Labels

Milestone management

- ▶ Milestones 2.0
- ▶ Competency-based evaluations, i.e., tagged with sub-competencies
- ▶ Milestones Summary & Progress Report to facilitate CCC

The Addiction Medicine Milestone Project

An Initiative of
The Accreditation Council for Graduate Medical Education

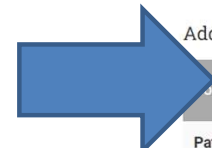


ACGME
January 2019

and presents information and develops an initial differential diagnosis	and develops an initial diagnosis while avoiding premature closure	formulation, including diagnosis, readiness to change, risk of withdrawal and relapse, psychiatric and medical comorbidities, and recovery/living environment	the patient, adjusting the formulation as new data becomes available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Milestones - Subcompetencies

Subcompetencies	Milestones Summary	Milestone Settings
---------------------------------	------------------------------------	------------------------------------



Addiction Medicine Subcompetencies

Competency	ID	Subcompetency
Patient Care	PC-1	Screening, Evaluation, Differential Diagnosis, and Case Formulation of the Patient with or at Risk of Substance Use, Addictive Disorders, and Comorbidities
	PC-2	Pharmacologic and Non-Pharmacologic Treatment for Substance Use and Addictive Disorders

Work Hour Review

Work Hour Review

Navigation Menu:

- Home
- Residents >**
- Portfolio
- Schedules
- Procedures
- Evaluations
- Conferences
- Help

Urgent Tasks

- [Duty Hours - Review Violations \(201\)](#)
- [Life Support Expiration \(3\)](#)
- [Compliance Module Expiration \(3\)](#)

Personal Calendar

Thursday, May 23

- 5:55am - 6:55am
[Grand Rounds](#)
DRH - Conference Room (-)
- 8:15am - 9:00am
[Peds - Morning Report](#)
CHC Harris Library (-)
- 12:15pm - 1:00pm
[Peds - Noon Conf.](#)
CHC Harris Library (-)

Friday, May 24

- 5:55am - 6:55am
[Grand Rounds](#)
DRH - Conference Room (-)
- 7:30am - 8:15am
[Peds - Early Morning Report](#)
CHC Harris Library (-)

Faculty Access

- [Author Learning Modules \(1\)](#)
- [Learning Modules](#)
- [GMEC Resources](#)

Program Director Access

- [Curriculum Objectives/Goals](#)
- [Announcements](#)
- [Resources/Documents](#)
- [Competency Dashboard](#)
- [Program Scorecards](#)
- [Program Accreditation](#)
- [Duty Hours Review Periods](#)
- [View Faculty/Service/Program Evaluations](#)

Mentor Access

- [Resident Demographics](#)
- [Resident Evaluations](#)
- [Conference Attendance](#)
- [Procedure Logs](#)
- [Procedure Certifications](#)

Graduate Medical Education - Portal Channel (Director) (LOCKED)

December 2012 GME Newsletter

GME Incentive Program December Update
TIPS - Authorization for Use and Disclosure of PHI
Medical Education Scholarship: Extra Mileage From Your Teaching Dec 4 & 5
ICGME Meeting Dec 12
GME PC Meeting Dec 13
Parking Lot Safety Tips
and more

Resident Duty Hours - Last Week Summary

	Submitted (0.0%)	Non-compliant:	0 / 0
	Not Submitted (100.0%)	Avg. Hours/Week:	--
[VIEW DETAILS]		Avg. Days Off/Week:	--
		24+4 Hr Max Violations:	0
		10 Hr Break Violations:	0

Resident Absences - This Week

Today

Vacations	Sick Days	Away Conferences	LOAs
-----------	-----------	------------------	------

Work Hour Review - Periods

▶ Work Hours Review Periods

Duty Hours History Compliance Report **Review Periods** Duty Hours Timesheets

Duty Hours Review Periods

Academic Year: Pending Review Periods

Program	Schedule	Period Start	Period End	Status	Violations	Actions
Obstetrics and Gynecology	PGY 1,3,4	12/29/2013	1/25/2014	Partially Reviewed	8	Review



Resident	Level	Violations				Services	Resident Notes	Review Comments
		AVG Hours	AVG Days Off	16/24+4 Max	10 hr Rest			
Bryson, Daina	1	0 (59.9)	0 (2.5)	0	1	12/29-1/25 Gyn Oncology 1	1/5: Clinical Volume - Scheduled for call Saturday/Sunday and started oncology rotation Monday	discussed with resident. Modified future schedules.

Show all residents **Additional Comments** **Submit Review**

Duty Hour History

View duty hour compliance by time period

Mentor Access to Resident Duty Hours

Duty Hours History

Compliance Report

Review Periods

Duty Hours Timesheets

Dates:	Hours:	Calendar Days Off:	Absences:	Compliance (Reason):	Program Notes:
7/1 - 7/6/13	61.0	1	0	✓	--
7/7 - 7/13/13	71.5	1	0	✓	--
7/14 - 7/20/13	64.0	2	0	✓	--
7/21 - 7/27/13	70.5	1	0	✓	--
7/28 - 8/3/13	62.5	1	0	✓	--
8/4 - 8/10/13	0.0	7	5	✓	--
8/11 - 8/17/13	62.0	1	0	✓	--

Work Hour Review - Duty Hour Timesheet

View duty hour by trainee and time period

Duty Hours Timesheets

Duty Hours History
Compliance Report
Review Periods
Duty Hours Timesheets

Resident:

Alfaro, Raymonde (3)

Week:

8/11-8/17/2013

September 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Incomplete Duty Hours
 Compliant Duty Hours
 Non-compliant Duty Hours

[Add Program Notes](#)

Weekly Compliance Checklist ?

Maximum of 80 total hours	62.0 hrs)	✓
Days off (1 required)	1 day(s)	✓
Single work period - 24 hours duty/28 hours total maximum	--	✓
8 hour breaks between work periods (must)	--	✓
10 hour breaks between work periods (should)	--	✓

Note: you must submit your duty hours to check for compliance issues
 Last Modified by Raymonde Alfaro on 8/20/2013 at 12:53pm

Sunday	August 11, 2013	In:	Out:
<u>Recorded Activities:</u> (none)			

Monday	August 12, 2013	In:	Out:
<u>Recorded Activities:</u> (none) 8:00am 2:00pm Standard Work Period			

Tuesday	August 13, 2013	In:	Out:
<u>Recorded Activities:</u> (none) 8:00am 4:00pm Standard Work Period			

Wednesday	August 14, 2013	In:	Out:
------------------	-----------------	-----	------

Work Hour Review – Compliance Report

Duty Hours History Compliance Report Review Periods Duty Hours Timesheets

Please select report options...

Rotation Period: 11/3-12/28 (11/03-12/28/13) ▾
 Sort By: Last Name ▾
 Display Violations (only):

Submit



Duty Hours History Compliance Report Review Periods Duty Hours Timesheets

Duty Hour Compliance for: 11/3/2013 - 12/28/2013

RESIDENT:	AVG HRS:	AVG DAYS OFF:	16/24+4hr MAX:	8hr REST:	10hr REST:	ROTATIONS:	COMMENTS/NOTES:
Obstetrics and Gynecology							
Alfaro, Raymonde (3)	63.6	2.1	(8 / 8)	(8 / 8)	(7 / 8)	11/3-12/28 OB/INF 3	Director Review: [11/3-11/30] still more than 8 11/24-11/30/13: Clinical Volume - I had >8, less than 10
Doran, Rina (4)	64.4	1.5	(8 / 8)	(8 / 8)	(7 / 8)	11/3-12/28 Duke Regional Hospital	Director Review: [11/3-11/30] still more than 8 11/17-11/23/13: Clinical Educational Value - BLS is a required exercise after my usual work hours. Vacation: 11/25-11/29
Forman, Margy (2)	63.8	1.4	(8 / 8)	(8 / 8)	(7 / 8)	11/3-11/30 Duke Regional Hospital 12/1-12/28 RIDER	Director Review: [11/3-11/30] still not less than 8 hours 11/17-11/23/13: 1 in 7 Averaged Days Off - patient care - weekend call
Moulton, Ria (1)	65.5	1.5	(8 / 8)	(8 / 8)	(7 / 8)	11/3-12/28 Gynecology 1	Director Review: [11/3-11/30] still more than 8 11/17-11/23/13: Procedures - Staved late in the OR for 7 hr case

Work Hour Review - Calculations

▶ Calculation of violations:

- number of days off / number of days eligible to work * 7 = weekly avg.
- Average hours per week: Total hours worked for period / # of possible work days in period (excluding vacation days) * 7 = Average hours per week

Example - Trainee A

2 Weeks block	Days worked	Total possible Days worked	Days Off	Calculation (past 4 weeks)
Week 1-2	12	14	2	
Week 3-4	14	14	0	$(2+0)/(14+14)*7 = 0.5$
Week 5-6	10	14	4	$(4+0)/(14+14)*7 = 1$

Week block 1-4 is not in compliant but week block 3-6 is

Work Hour Review - The Big Picture

Trainee

- ▶ Submits work hours regularly and routinely

PC

- ▶ Monitor work hour submission on a weekly basis

PD

- ▶ Review work hours routinely
- ▶ Address citations and plans moving forward

Encourage
honest input of
work hours

Not for
punitive
actions

An opportunity
for program
improvement

Highlight root
problems
causing
violations

APE page

APE page

- ▶ MedHub APE page location – MedHub → Program Accreditation → APE (select AY)

[Home](#) » [Accreditation](#) » [Annual Program Evaluation](#) » APE

Annual Program Evaluation

[Dashboard](#)

[CLER](#)

[AIR](#)

[Program Detail](#)

[Overview](#)

[GME Review](#)

[ACGME Review](#)

[APE](#)

[Surveys](#)

[Scholarly Activity](#)

[Correspondence](#)

[Policies](#)

5/1/2022

Mentor

Mentors

Home

Residents >

Portfolio

Schedules

Procedures

Evaluations

Conferences

Help

Urgent Tasks

[Duty Hours - Review Violations](#) (201)
[Life Support Expiration](#) (3)
[Compliance Module Expiration](#) (3)

Personal Calendar

Thursday, May 23

5:55am - 6:55am
[Grand Rounds](#)
DRH - Conference Room (- -)

8:15am - 9:00am
[Peds - Morning Report](#)
CHC Harris Library (- -)

12:15pm - 1:00pm
[Peds - Noon Conf.](#)
CHC Harris Library (- -)

Friday, May 24

5:55am - 6:55am
[Grand Rounds](#)
DRH - Conference Room (- -)

7:30am - 8:15am
[Peds - Early Morning Report](#)
CHC Harris Library (- -)

Faculty Access

[Author Learning Modules](#) (1)
[Learning Modules](#)
[GMEC Resources](#)

Program Director Access

[Curriculum Objectives/Goals](#)
[Announcements](#)
[Resources/Documents](#)
[Competency Dashboard](#)
[Program Scorecards](#)
[Program Accreditation](#)
[Duty Hours Review Periods](#)
[View Faculty/Service/Program Evaluations](#)

Mentor Access

[Resident Demographics](#)
[Resident Evaluations](#)
[Conference Attendance](#)
[Procedure Logs](#)

Graduate Medical Education - Portal Channel (Director)

(LOCKED)

December 2012 GME Newsletter

GME Incentive Program December Update
TIPS - Authorization for Use and Disclosure of PHI
Medical Education Scholarship: Extra Mileage From Your Teaching Dec 4 & 5
ICGME Meeting Dec 12
GME PC Meeting Dec 13
Parking Lot Safety Tips
and more

Resident Duty Hours - Last Week Summary

	Submitted (0.0%)	Non-compliant:	0 / 0
	Not Submitted (100.0%)	Avg. Hours/Week:	--
[VIEW DETAILS]		Avg. Days Off/Week:	--
		24+4 Hr Max Violations:	0
		10 Hr Break Violations:	0

Resident Absences - This Week

Today

Vacations	Sick Days	Away Conferences	LOAs
-----------	-----------	------------------	------

Mentors

- ▶ View direct trainee evaluations by assigning mentors

Mentor Access to Resident Evaluations

Individual Evaluations Aggregate View Competencies Resident Ranking Milestones Summary Resident: Aufenn, Waitman (3)

<u>Resident:</u>	<u>Evaluator:</u>	<u>Evaluation:</u>	<u>Type:</u>	<u>Rotation:</u>	<u>Service:</u>	<u>Issued:</u>	<u>Completed:</u>
Dr. Aufenn, W.	Dr. Aufenn, Waitman	Self Evaluation - Tracking of Patient Prevention Measures (Copy)	Resident self evaluation	--	--	3/15/2013	3/15/2013
Dr. Aufenn, W.	Dr. Aufenn, Waitman	Self Evaluation - Tracking of Patient Prevention Measures	Resident self evaluation	--	--	3/15/2013	3/15/2013
Dr. Aufenn, W.	Dr. Aufenn, Waitman	Self Evaluation - Tracking of Patient Prevention	Resident self evaluation	--	--	3/13/2013	3/13/2013




Additional Resource

Visit the help page and view these recommended help videos

Home Residents > Schedules > Evaluations Reports **Help**

Search Resources

program director **Search**

-  [Overview for Program Directors](#)
This tutorial provides a brief overview of the functionality available to Program Directors.
-  [Work Hour Reviews](#)
This tutorial reviews the work hour reviews submitted by the Program Director.
-  [Program Director and Mentor Access](#)
Reivew of how to assign faculty as Program Director, Associate Program Directors and a mentor. Also reviews adding other Faculty as mentors.

GME Contacts

https://med.stanford.edu/gme/gme_team.html

- ▶ Feel free to contact us!

The background features a repeating pattern of light blue question marks inside white speech bubble shapes, set against a light blue background. A dark red horizontal line is positioned near the top of the image. A large, solid dark red rectangle is centered in the lower half of the image, containing the text 'Q&A' in white.

Q&A