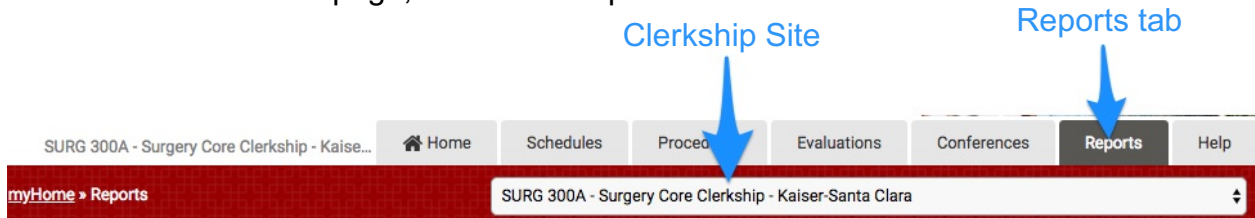


# REPORTS – Aggregate Evaluations

## Aggregate Evaluations

- Select the clerkship site from the right side drop down
- From the Home page, select the Reports tab



- In the “Choose Report” tab, select “Aggregate Evaluation Report” under the Evaluation Reports heading

## Reports

Choose Report Select Options Generate Report

<b>Compliance Reports</b> (no reports available)	<b>Conference Reports</b> (no reports available)
<b>Site Statistics</b> <a href="#">Audit Trail Query</a>	<b>Procedure Reports</b> <a href="#">Procedure Log Summary</a> <a href="#">Procedure Requirements Summary</a>
<b>Demographics</b> <a href="#">Student Evaluation Summary</a> <a href="#">Student Grades</a> <a href="#">Student Roster</a>	<b>Evaluation Reports</b> <a href="#">Aggregate Comments Report</a> <a href="#">Aggregate Evaluation Report</a> <a href="#">Evaluations Low Score Report</a> <a href="#">SIS Completion History</a> <a href="#">Yale Ranking Report</a>
<b>Scheduling Reports</b> <a href="#">Site Contract Report</a> <a href="#">Student Enrollment Report</a>	<b>Charts/Graphs</b> (no reports available)

On the next screen, select:

- Evaluation Type: form type for evaluation data you wish to report
- Select "Go to Step 3"

## Reports

Choose Report | Select Options | **Generate Report**

Options for "Aggregate Evaluation Report"

Evaluation Type ✓ (select type)

- Student evaluation of other student (peer)
- Student evaluation of resident
- Student evaluation of faculty
- Student self evaluation
- Student evaluation of a service/clinic
- Student evaluation of course
- Faculty evaluation of a student
- Resident evaluation of student
- Resident/Student/Faculty evaluation of a procedure
- Resident/Student/Faculty evaluation of a conference
- Patient/staff evaluation of a student
- Patient/staff evaluation of faculty/program/hospital
- Learning portfolio evaluation
- Faculty self evaluation

**Go to Step 3...**

This example will walk through a "Faculty evaluation of a student" report.

medhub

Procedure  
ub, Inc. - All

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

The screenshot shows the 'Reports' interface for an 'Aggregate Evaluation Report'. It features three tabs: 'Choose Report', 'Select Options', and 'Generate Report'. The 'Select Options' tab is active, displaying the following configuration:

- Options for "Aggregate Evaluation Report"**
- Evaluation Type:** Faculty evaluation of a student [Change Type]
- Form\*:** Patient Care Professionalism [select multiple] (Annotated: Form selected)
- Target (Resident/Faculty/Service/Conference)\*:** Cioni, Claire [select multiple] [show all] (Annotated: All clerkship students selected)
- Report Options:** Individual report for each target (unchecked),  Combine targets in single report (Annotated: In this example, will combine targets into a single report)
- Resulting Evaluations:** 4 (Annotated: With all clerkship students selected, there are four resulting faculty of student evaluations)

Scroll for additional report filter options:

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

The screenshot shows a web-based filter interface. At the top, there is a dropdown menu labeled "Evaluations Issued Between Dates" with a downward arrow. To its right, two date input fields are shown: "07/01/2018" and "07/20/2018", each with a calendar icon. A blue arrow points to the second date field, with the text "Filter by issue date" to its right. Below the date fields is a list of checkboxes. The first checkbox, "Filter by Site", is unchecked. The next two checkboxes, "Include responses from all evaluation types using this form" and "Limit to evaluations delivered by SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara", are checked. Under the heading "Display Options:", there are several more checkboxes. "Repeat Scale Headers" is unchecked. "Display required comments" is checked. "Display total average (for scale-based questions)" is unchecked, with a blue arrow pointing to it and the text "The 'total average' will be out of 10, while individual questions mostly out of 5" to its right. "Display number of responses per scale option" is checked. "Show complete log of applicable responses" is unchecked. "Display scale descriptions" is checked. "Mask all text responses and comments" is unchecked. "Mask confidential questions" is unchecked. "Condense text-based responses (Excel only)" is unchecked. "Include final evaluations only" is unchecked. "Choose individual questions" is unchecked. At the bottom left, a button labeled "Go to Step 3..." is highlighted with a blue rectangular border.

Filter by issue date

The “total average” will be out of 10, while individual questions mostly out of 5

Go to Step 3...

- The final page lists output format options
- After making output format selection, select "Generate Report"

## Reports

Choose Report
Select Options
Generate Report

**Generate Report: "Aggregate Evaluation Report"**

Output Format:

Scaling (HTML only)

✓ HTML - Standard

XLS - MS Excel

XLSX - MS Excel 2010

TEXT - Tab Delimited

TEXT - Comma Delimited

TEXT - Pipe Delimited

Generate Report

- Example Report:

### Aggregate Evaluation Report - Faculty Evaluation Of A Student

Generated: 07/30/2018 1:57pm PDT

Evaluation: **Patient Care Professionalism**  
Target: **Combined Report**

Date Range: **07/01/18-07/20/18**  
Responses: 4

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

No	Yes	N:	Avg:	Std:
3	1	4	1.25	0.4

Time spent with the student\*

<1 Day	1-5 Days	1-2 Weeks	2-3 Weeks	3-4 Weeks	N:	Avg:	Std:
	3				4	2.00	0.0

Evaluator Role\*

Attending	Resident	Intern	Other	N:	Avg:	Std:
2		1		4	1.67	0.9

#### Reporter:

Please indicate whether each of the following statements is true, based on your personal observations of this student's performance. If you worked with the student for several days or weeks, base your responses on the student's work at the end of your time together. Use the text box to provide details and examples.

Consistently True	Sometimes True	Rarely or Never True	Unable to Assess	N:	Avg:	Std:
2	1			4	2.67	0.5
1	1			4	2.50	0.5

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

Presents patient data clearly and logically, following a standard format, with good command of medical terminology.\*

#### Interpreter:

Please indicate whether each of the following statements is true, based on your personal observations of this student's performance. If you worked with the student for several days or weeks, base your responses on the student's work at the end of your time together. Use the text box to provide details and examples.

Consistently	Sometimes	Rarely or Never	Unable to			