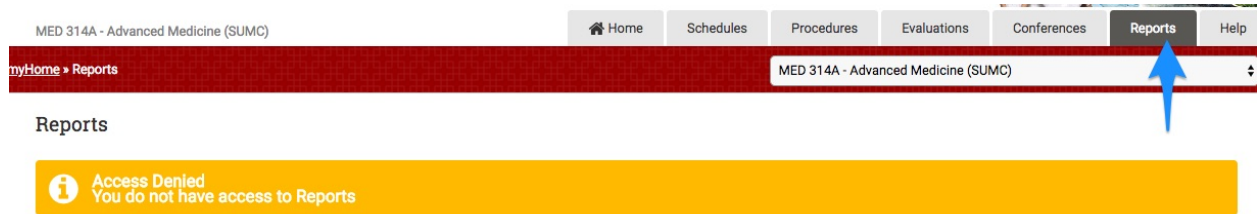


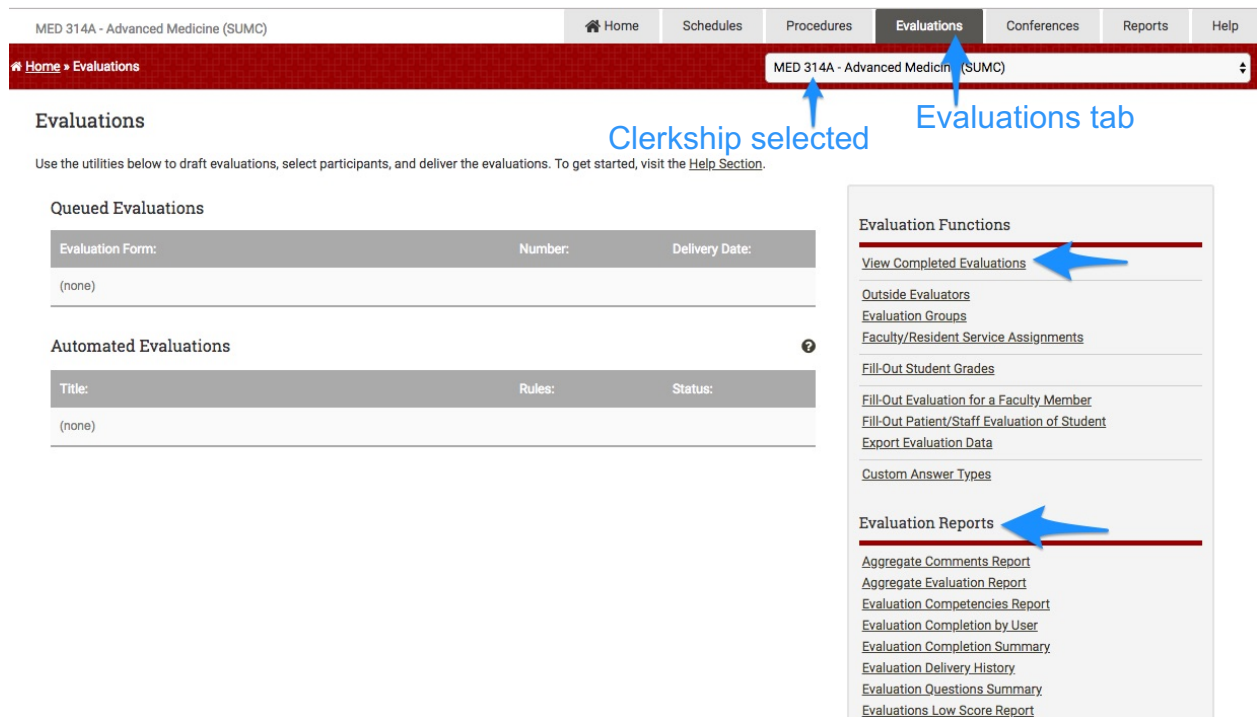
REPORTS – Elective Clerkship

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)

Service(s):

Rotation(s):

Alert Status:

Evaluation Status: Completed Evaluations (only)
 Complete & Incomplete Evaluations
 Incomplete Evaluations (only)

Display final 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

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Home Schedules Procedures **Evaluations** Conferences Reports Help

Home » Evaluations » View Completed Evaluations » View Evaluations

View Evaluations

To print multiple evaluations at the same time, select the appropriate checkboxes and click the "Print Selected" button at the bottom of the page.

Evaluator	Evaluation	Type	Service	Clinic	Rotation	Issued	Completed	Alert	Printed	
		Faculty evaluation of a student	--	--	--	8/2/2018	8/15/2018	No	--	<input type="checkbox"/>
		Faculty evaluation of a student	--	--	--	8/2/2018	8/15/2018	No	--	<input type="checkbox"/>
		Faculty evaluation of a student	--	--	--	8/2/2018	8/15/2018	No	--	<input type="checkbox"/>
		Faculty evaluation of a student	--	--	--	8/2/2018	8/15/2018	No	--	<input type="checkbox"/>
		Faculty evaluation of a student	--	--	--	8/2/2018	8/15/2018	No	--	<input type="checkbox"/>

1-5 of 5 Results

Prev Page 1 / 1 Next Per Page 50

Display options:
 Mask Evaluator Mask Comments
 Mask Scale Descriptors Mask Required Comments

(select action) Print Selected Submit

1-5 of 5 Results

Prev Page 1 / 1 Next Per Page 50

If you select a specific report:

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

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Home Schedules Procedures **Evaluations** Conferences Reports Help

Home > Evaluations MED 314A - Advanced Medicine (SUMC)

Evaluations

Use the utilities below to draft evaluations, select participants, and deliver the evaluations. To get started, visit the [Help Section](#).

Queued Evaluations

Evaluation Form:	Number:	Delivery Date:
(none)		

Automated Evaluations

Title:	Rules:	Status:
(none)		

Evaluation Functions

- [View Completed Evaluations](#)
- [Outside Evaluators](#)
- [Evaluation Groups](#)
- [Faculty/Resident Service Assignments](#)
- [Fill-Out Student Grades](#)
- [Fill-Out Evaluation for a Faculty Member](#)
- [Fill-Out Patient/Staff Evaluation of Student](#)
- [Export Evaluation Data](#)
- [Custom Answer Types](#)

Evaluation Reports

- [Aggregate Comments Report](#)
- [Aggregate Evaluation Report](#)
- [Evaluation Competencies Report](#)
- [Evaluation Completion by User](#)
- [Evaluation Completion Summary](#)
- [Evaluation Delivery History](#)
- [Evaluation Questions Summary](#)
- [Evaluations Low Score Report](#)

Evaluation reports

- Select the Evaluation Type based on the Report you selected on the previous screen

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Home > Reports

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

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

Choose Report Select Options Generate Report

Options for "Aggregate Evaluation Report"

Evaluation Type: Faculty evaluation of a student [\[Change Type\]](#)

Form*:
Patient Care Professionalism **Form selected**
[\[select multiple\]](#)

Target (Resident/Faculty/Service/Conference)*:
Cioni, Claire **All clerkship students selected**
[\[select multiple\]](#) [\[show all\]](#)

Individual report for each target
 Combine targets in single report **In this example, will combine targets into a single report**

Resulting Evaluations:
4
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 of the form, 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:

- HTML - Standard
- XLS - MS Excel
- XLSX - MS Excel 2010
- TEXT - Tab Delimited
- TEXT - Comma Delimited
- TEXT - Pipe Delimited

Scaling
(HTML only)

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 True	Sometimes True	Rarely or Never True	Unable to Assess	N:	Avg:	Std: