

EXPORT EVALUATION DATA

Clerkship Coordinators can export evaluation form data to Excel.

INSTRUCTIONS

- From the Home page, select the Evaluations tab
- Depending on the evaluation form you wish to export, select the Core Clerkship or the Clerkship Site from the right side drop down
 - Core Clerkship Evaluations: Core Clerkship Evaluation, Core Final Evaluation, Mid-Clerkship Feedback form
 - Clerkship Site Evaluations: Clinical Educator, Core Clerkship Site Evaluation, Patient Care Professionalism/RIME form

TIP Double check here to make sure you're in the correct core clerkship or clerkship site

SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara

Home Schedules Procedures **Evaluations** Conferences Reports

Home > Evaluations SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara

Evaluations Clerkship site Evaluations tab

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

Deliver Evaluations

Queued Evaluations

Evaluation Form:	Number:	Delivery Date:
(none)		

Evaluation Forms

Modify/Print Form:
(select evaluation)

+ New Evaluation Form

Detailed description: This is a screenshot of a web application interface for managing evaluations. At the top, there is a navigation bar with tabs for Home, Schedules, Procedures, Evaluations, Conferences, and Reports. The 'Evaluations' tab is selected. Below the navigation bar, there is a breadcrumb trail 'Home > Evaluations' and a dropdown menu showing 'SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara'. A red banner highlights the 'Evaluations' section. Below this, there is a 'Deliver Evaluations' button and a 'Queued Evaluations' table. The table has columns for 'Evaluation Form:', 'Number:', and 'Delivery Date:', and currently shows '(none)'. To the right, there is an 'Evaluation Forms' panel with a 'Modify/Print Form:' dropdown menu (currently showing '(select evaluation)') and a '+ New Evaluation Form' button. A blue callout box with an exclamation mark icon and the text 'TIP Double check here to make sure you're in the correct core clerkship or clerkship site' points to the dropdown menu. Two blue arrows point to the 'SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara' text, with labels 'Clerkship site' and 'Evaluations tab' below them.

- Select “Export Evaluation Data” under the “Evaluation Functions” section on the right side column of the page

Evaluation Forms

Modify/Print Form:
(select evaluation) ▾

+ New Evaluation Form

[Manage Evaluation Forms](#)

Evaluation Functions

[View Completed Evaluations](#)
[Incomplete 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](#) ←
[Final Evaluation Question Mapping](#)

[Custom Answer Types](#)

Evaluation Reports

[Aggregate Comments Report](#)
[Aggregate Evaluation Report](#)
[Evaluations Low Score Report](#)
[SIS Completion History](#)
[Yale Ranking Report](#)

MedHub will display a screen with links to all evaluation forms associated with the selected clerkship.

- Select:
 - Evaluation Form
 - Core Clerkship selected: Core Clerkship Evaluation, Core Final Evaluation, Mid-Clerkship Feedback form
 - Clerkship Site selected: Clinical Educator, Core Clerkship Site Evaluation, Patient Care Professionalism form
 - Evaluators: who completed the evaluations
 - Evaluations of: who was evaluated
 - Issue Dates: range when the evaluation was issued/delivered
 - Filter Options: options to select sites linked to courses, courses associated with sites, and sites linked to activities
 - Display Options: option to check Final Evaluations only, Include Required Comments, or Include Current Clerkship Only

Export Evaluation Data

Evaluation Form: Since a Clerkship Site has been selected, rather than the Core Clerkship, this example will use the Patient Care Professionalism form.

Evaluator(s): Unless viewing individual evaluations, select "(all evaluators)"

Evaluations of: Unless viewing individual evaluations, select "(all evaluators)"

Issue Dates: Start Date: End Date: Select the range of dates of when the evaluation was issued

Filter Options: Filter by Site

Site(s):*

- Kaiser-Redwood City
- Kaiser-San Jose
- Kaiser-Santa Clara
- Lucille Packard
- Private/Community Practice
- Santa Clara Valley Medical Center
- Stanford
- Veteran's Affairs

Link Methods: (choose at least one)

- Sites directly linked to Clerkships
- All Clerkships associated with Sites
- Sites directly linked to Activities (Services, Clinics)

If a Core Clerkship had been selected, here are options to further filter by Sites

Shift/Ctrl keys to select multiple

Display Options: Final Evaluations Only Different options for displaying the raw data. By default, "Include Required Comments" and "Include Current Clerkship Only" have been selected

Include Required Comments

Include Current Clerkship Only

Submit

Export Evaluation Data

Evaluation Form: Patient Care Professionalism

Evaluator(s): (all evaluators)

Evaluations of: All Outside Evaluators

Issue Dates:

Filter Options:

STUDENTS:
(TEST) Brar, Kiran

(TEST) Russell, Irina

Display Options:

For "Evaluator(s)" and "Evaluations of", you can only make one selection. The MedHub system has already filtered by the Core Clerkship selected or by the Clerkship Site selected. Selecting "(all evaluators)" will display only those associated with the Core or the Site.

Link Methods: (choose at least one)

Sites directly linked to Clerkships

All Clerkships associated with Sites

Sites directly linked to Activities (Services, Clinics)

To download the export, click Submit. The export should automatically download. If not, click the [DOWNLOAD FILE](#) link.

Generating Excel File

Progress COMPLETE!

[DOWNLOAD FILE](#)



You can now view the raw data in Excel.

Response ID	Evaluation ID	Evaluator	Evaluator ID	Evaluator Employee ID	Evaluatee	Evaluatee ID	Evaluatee Employee ID	Type	Clerkship
1508229	6769	Dr. (TEST) Brar, Kiran	85261		Cioni, Claire	85256	cmcioni	Faculty evaluation of a student	SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara
1508222	6769	Dr. (TEST) Cioni, Claire	85255		Cioni, Claire	85256	cmcioni	Faculty evaluation of a student	SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara
1508230	6769	Dr. (TEST) Cioni, Claire	85255		Cioni, Claire	85256	cmcioni	Faculty evaluation of a student	SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara
1508232	6769	Dr. (TEST) Tsukemik, Masha	85259		Cioni, Claire	85256	cmcioni	Faculty evaluation of a student	SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara
1508237	6769	Dr. (TEST) Cioni, Claire	85255		Cioni, Claire	85256	cmcioni	Faculty evaluation of a student	SURG 300A - Surgery Core Clerkship - Kaiser-Santa Clara

On evaluations where students are the evaluators (Student evaluation of Faculty), their names would be redacted here.

Scroll to the right for data.

R	S	T	U	V	W	X	Y	Z	AA	AB
1	Did you personally provide medical care or mental health counseling to this student.	Time spent with the student	Evaluator Role	Obtains an accurate, complete and detailed H&P	Presents patient data clearly and logically, following a standard format, with good comments					
2	Completed. Value: ; Title:	Value: ; Title:	Value: ; Title:	Value: ; Title:	Value: ; Title:	Value: ; Title:	Value: ; Title:	Value: ; Title:	Value: ; Title:	Value: ; Title:
3	1000-00-00	2 Yes								
4										
5	7/19/18	1 No	2 1-5 Days	1 Attending	3 Consistently	3 TRUE	3 Consistently	3 Consistently	3	TRUE
6										
7	7/20/18	1 No	2 1-5 Days	1 Attending	3 Consistently	3 TRUE	3 Consistently	2 Sometimes	2	TRUE
8										
9	7/20/18	1 No	2 1-5 Days	3 Intern	2 Sometimes	2 TRUE	2 Consistently	2 Consistently	2	TRUE
10										
11	7/23/18	1 No	1	1 Attending	3 Consistently	3 TRUE	3 Consistently	3 Consistently	3	TRUE
12										
13										

Z	BA	BB	BC	BD	BE
1	Comments may include details about student's knowledge to clinical care.	Did the student meet expectations for professionalism in all of the above mentioned domains	Concerns or suggestions for improvement	Professionalism and Interpersonal Communication	Which if any of the following behaviors have you observed (or not observed) in the student?
2	Value: ; Title:	Value: ; Title:	Text Response:	Value: ; Title:	Value: ; Title:
3					
4					
5					
6		Concerns in one or more domains (comment required)	concerns		I have not observed any of the above behaviors.
7					
8					
9					
10		Concerns in one or more domains (comment required)	major concerns		Extends him/herself beyond usual duties to ensure patients' comfort or wellbeing.; Advocates respectfully and diplomatically on behalf of patients.; Makes an extra effort to support or help fellow students and others excel.; Without prompting, takes on extra work to help the team/preceptor.; Maintains composure and manages conflict in difficult situations.; Seeks and responds openly and proactively to feedback.; Demonstrates advanced degree of personal responsibility & accountability-beyond punctual/reliable.
11					
12					
13					
14					