E*Value
M4 Requirements
10.24.16

1. **PxDx Log**

   The School of Medicine requires that each student record all procedures and diagnoses (not the actual patients) that they observe, perform or assist with in each of their UMMC clinical rotations. Therefore, you do not have to record this data for any extramural rotations. To record this information, please follow the instructions below.

   - Go to E*Value on the internet (www.e-value.net)
   - Use your UMMC username and password to login (it is case sensitive) and type *UMMC* (all uppercase) in the Institution Code and click *Login*.
   - Click the *Year 4 Program* and then click *Continue Login*
   - Under Case Logs, Log New Case
   - Complete the blanks in the Main tab (If the activity for which you are trying to log data is not in the drop down list, click the small *funnel icon* next to the activity drop down and it will generate a list of all your classes from which you can choose.)
   - You will then click either the *Procedure* or *Diagnoses* tab (whichever you are logging) and complete all required information. Make sure you review your record carefully and then click *Save Record*.
   - If a procedure, diagnosis, attending or resident are not in the appropriate dropdown box, email Robyn Herring (RHerring2@umc.edu) or Tanya Reed (TMReed@umc.edu) the detailed information and she will add it to the list so that you can go back and record the correct information.

   Please keep in mind that our office (Medical Education) will pull PxDx reports at the end of each month. If you have logged 10 or less procedures or diagnoses, we will send you a friendly reminder to log that information in E*Value as soon as possible. (If you did not actually complete more than 10 PxDx the month prior, please disregard our notice.)

   *If your name has changed since you began school here or you are just now joining this new class, please send me or Julie an email as we will have to either update your information or add you to this program manually.

2. **Duty Hours**

   Students are also required to log all duty hours. Duty hours include all clinical responsibilities in the hospital and clinical care spaces. This does not include formal didactic lectures or study time. To record this data, please follow the instructions below. (Always, log this information in the Year 4 Program).

   - Click, Time Tracking
   - Log Time
   - Task
   - Activity
   - Start & End time
   - Click on calendar day below

Our office (Medical Education) will note the 4 rule violations when we pull those reports at the end of each month. Make sure you record "Off Days" as well. These reports will also be sent to Dr. Loretta Jackson-Williams for review. They are as follows:

> Rule 1. Less than 4 days off in 4 weeks (28 days) (concatenated results)
> Rule 2. 80 hour work week
> Rule 3. Shift length exceeds 30 hours
> Rule 4. Shift break less than 10 hours.

3. **Evaluations**

We value student feedback! That's why students receive many evaluations. Keep in mind that these surveys will now be a permanent part of your educational and professional career. Please take time to carefully complete these documents as they will help cultivate your professionalism, your peers' performance, and our institutional program as a whole.

You will receive a separate link via email for each evaluation you are assigned to complete or you can log into E*Value (www.e-value.net) to complete pending evaluations in your profile. Once you have logged in you can also review completed evaluations about yourself (only if they are not suppressed due to confidentiality) or complete *On the Fly* evaluations about your peers and faculty.

Note, if you do not complete these evaluations, you will receive an E*Value email reminder each week until it is completed.

- Log into the program from which you are looking for certain results. (Ex. Year 3 Program, Pediatric Program, etc.)
- Click, Reports
- Under Evaluation Student Reports, click Completed Evaluations About Students
- Filter for the correct *Dates*, *Activity* and always choose *format option as HTML*
- Click *Next*. (If the data is not suppressed) Click *View Evaluations*.

Some of the evaluations you will receive are:

Completed by student:
- Student of Course – administered at the end of each course
- Course Director Evaluation Card – administered at the end of each course
- On the Fly Evaluations – not automatically administered. You can complete these *anonymously* by logging into your account and clicking *Evaluations > On the Fly*

> 1. Concern Card about a Trainee
> 2. Concern Card about an Educator
> 3. Praise Card about a Trainee
> 4. Praise Card about an Educator
> 2. Who did you work with evaluation

Completed by faculty:

- Formative Evaluation– administered by *mid rotation in 4 week clerkships only*. Should be a face to face evaluation or via email that is completed by a faculty member. This lets you know your performance to date during clerkship.
- Medical Student Clinical Performance Evaluation or MSCPE Summative Evaluation – administered at the *end of every rotation*. A detailed evaluation that will generate a grade and is used as either a percentage or total sum of final grade. Comments will also be *recorded* and used in your M4 MSPE dean's letter that you will use to apply for residency. If you are concerned about a comment(s) left on an M3 or M4 evaluation, please contact our office as soon as possible, so we can schedule a time for you to meet with Dr. Jackson about that issue.
- Reminder: If you take an extramural, it is your responsibility to get your supervisor's name and contact information (email and phone number) from that institution and send it to the UMMC course coordinator before the rotation starts. That way the course coordinator here can make sure your evaluations and grades are submitted in a timely manner.

* This information will be posted on our Office of Medical Education website https://www.umc.edu/som_mededu/. *However, if you have any questions regarding these requirements, please contact our office.*

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