

E*Value

M3 Requirements

October 2016

1. PxDx Log

The School of Medicine requires that each student record all procedures and diagnoses (not the actual patient(s) or identifying patient information) 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 and type *UMMC* in the Institution Code and click *Login*.
- Click the *Year 3 Program* and then click *Continue Login*
- Under Case Logs, click Log New Case
- Complete all of 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 *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 or both if it happened at the same time) 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 an email as I will have to either update your information or add you to this program manually.***

2. Technical Skills

M3 students are also required to perform 7 specific Technical Skills (or procedures) **by the end of the M3 academic year**. This is a graduation requirement.

You will log these 7 Technical Skills just like you would a normal procedure (see instructions in #1). It is imperative that you log these skills under the **exact procedure names** listed below. We will pull a report and if they are not logged under these skills, they will not count towards this requirement.

1. Venipuncture

2. Airway Management
3. Insertion of Foley Catheter Male
4. Insertion of Foley Catheter Female
5. Insertion of Intravenous Catheter
6. Insertion of Nasogastric Tube
7. Suturing Simple Lacerations

You can also complete 4 of these required technical skills in the SIM Center directed by Dr. Anna Lerant. Those include: *Airway Management, Venipuncture, Insertion of Intravenous Catheter, and Insertion of Nasogastric Tube.* The Center is located in the Classroom Wing. Please call 601-815-9082 in advance to setup an appointment. Remember to log those that have been completed in the SIM Center under the activity name "*Simulation Education Center*" in EValue. These technical skills will not generate if it is not under that course activity name.

For technical skills opportunities in your rotations, let the course director, attendings and nurses know *in advance* which ones you need to complete and be present at all times so you can complete these skills as they arise.

*Do NOT wait until the end of your M3 year to complete this requirement. Get started on it ASAP!

3. 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. Instead of logging the hours you are scheduled for, you will need to log the time you actually clocked in and out each day. To record this data, log into the *Year 3 Program* and follow the instructions below.

- 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. 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

4. 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 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.

To view completed evaluations on yourself follow the directions below:

- 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
- Evers Evaluations – administered at the end of each 7 major clerkships (results are collected and reported by Evers student committee members)
- On the Fly Evaluations – not automatically administered. You can complete these 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 peers:

- Peer to Peer Evaluations – Peers in your clerkship groups will evaluate your work ethic and professionalism

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.

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

Office of Medical Education – School of Medicine
Room N142 – (Two doors down from Dr. Clark's office)

Kelli Irby
Executive Assistant
Kirby@umc.edu
601-984-5006

Lucy Valera-Quintero
Project Manager
lvaleraquintero@umc.edu
601-815-6451

Robyn Herring
Senior Education Administrator
RHerring2@umc.edu
601-984-5006