This presentation includes the following topics:

- Login
- Notifications
- Completing Evaluations
- Viewing Evaluation Results
- Conferences
- Confirming Procedures/Diagnoses

NOTE: Not all Departments have implemented every module.
Login at www.new-innov.com

Click the CLIENT LOGIN link

NEW INNOVATIONS, INC.

Intelligent software solutions for healthcare training and education

Medical Education Management Suite
We specialize in integrated software solutions for medical education programs at schools, hospitals and private practices across the world.

Unify your information tasks and compliance management into a secure centralized internet database with tools specifically designed for both Graduate and Undergraduate Medical Education environments.

We are pleased to welcome University of Tennessee Memphis Health Science Center (UME) as a new member of the New Innovations' client family.

Residency Management Suite | Undergraduate Management Suite
a new innovation in medical software
1. Enter the Institutional Login – ufl (lowercase)

2. Enter your Username and Password. 
   varies by Dept - commonly gatorlink
   lower case letters and no spaces
   (unless otherwise specified by an administrator)

3. Click Log In.
   Click Forgot Your Password? if you need a temporary password sent to your email address.

Click Add to Favorites to add this page to your browser favorites for a quicker login process in the future.
After completing login you will be directed to your **Home Page**.

Home pages will vary in appearance by Department. You can customize your view if you like.
Notifications

Take note of the following relevant areas:

- **Evaluations** that need to be completed
- **Procedure/Diagnosis Logs** that require confirmation.
- **Additional Administrative** alerts and notifications

**Notifications**

- **Evaluations**
  - You have 27 evaluations to complete. Click here to complete them.
  - You have 2 evaluations that require your signature. Click here to review and sign them.

- **Logger**
  - You have 3 unconfirmed procedure(s). Click here to confirm them.
Customize Home Page Layout

You can customize the Home Page Layout by dragging items where you wish and then clicking **Save Page Layout**

Sections, such as “**My Favorites**”, may be collapsed by clicking on the icon in the upper right corner of each panel.
Navigate through the software by clicking on the **Main** menu and selecting the area where you wish to work.
Change Password

1. Select **Main > Change Your Password** or click your username in the upper right corner of the display, or click the Change Password menu item on the Home Page.
2. Once modified, click **Save**.
Complete Evaluations

On the Home Page under the heading Notifications
Complete Evaluations by clicking on the complete them link
You may be permitted to return evaluations with the NET option (Not Enough Time).

Check the box for each evaluation to return and click **Submit Selected Evaluations as NET**

<table>
<thead>
<tr>
<th>NET</th>
<th>Subject Name</th>
<th>Session Name</th>
<th>Session Dates</th>
<th>Session Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returned</td>
<td>Benn, Jason Michael</td>
<td>Faculty Evaluation of Resident (Emergency Medicine)</td>
<td>7/1/2008 to 7/31/2008</td>
<td>8/7/2008</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Popodopolus, Nastaran</td>
<td>Faculty Evaluation of Resident (Emergency Medicine)</td>
<td>8/1/2008 to 8/31/2008</td>
<td>9/7/2008</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Connors, Lisa</td>
<td>Faculty Evaluation of Resident (Emergency Medicine)</td>
<td>11/1/2008 to 11/30/2008</td>
<td>12/7/2008</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Miller, Christy</td>
<td>Faculty Evaluation of Resident (Emergency Medicine)</td>
<td>11/1/2008 to 11/30/2008</td>
<td>12/7/2008</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Popodopolus, Nastaran</td>
<td>Faculty Evaluation of Resident (Emergency Medicine)</td>
<td>11/1/2008 to 11/30/2008</td>
<td>12/7/2008</td>
</tr>
</tbody>
</table>

Evaluations shown in RED are considered delinquent – complete ASAP!
Complete Evaluations

Once the form loads, select the appropriate response(s) for each question including designated or required areas for comments. Evaluations will vary from department to department and by rotation.

### Resident Monthly Evaluation

**Evaluator:** Andrews, Florence  
**Subject:** Smith, Ahmed  
**Status:** Faculty  
**Rotation:** EM:TOX:VA  
**Evaluation Dates:** 2/1/2009 to 2/28/2009

In evaluating resident's performance, use as your standard the level of knowledge, skills, and attitudes expected from the clearly satisfactory resident at this stage of training. For any component that needs attention or is rated a 4 or less, please provide specific comments and recommendations at the bottom of the form in comments. Be as specific as possible, including reports of critical incidents and/or outstanding performance. Global adjectives or remarks, such as "good resident," do not provide meaningful feedback to the resident.

**Key:**  
1-3 Unsatisfactory  
4-6 Satisfactory  
7-9 Superior  
N/A Insufficient Contact to Judge

#### 1. Patient Care

**Unsatisfactory** - Incomplete, inaccurate medical interviews, physical examinations, and review of other data; incompetent performance of essential procedures; fails to analyze clinical data and consider patient preferences when making medical decisions

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Superior</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Superior** - Superb, accurate, comprehensive medical interviews, physical examinations, review of other data, and procedural skills; always makes diagnostic and therapeutic decisions based on available evidence, sound judgment, and patient preferences

| 7              | 8            | 9        | N/A |

#### 2. Medical Knowledge

**Unsatisfactory** - Limited knowledge of basic and clinical sciences; minimal interest in learning; does not understand complex relations, mechanisms of disease

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Superior</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Superior** - Exceptional knowledge of basic and clinical sciences; highly resourceful development of knowledge; comprehensive understanding of complex relationships, mechanisms of disease

| 7              | 8            | 9        | N/A |
Submit Evaluations

After finishing the Evaluation form, check the signature box (if required) then click the **Submit Final** link

By checking this box, you certify that you are Andrews, Florence and that you are electronically signing this document. □ Date: 3/2/2009

Submit Final | Save Draft | Save Draft and Print | Email Subject

Click **Save Draft** when you want to save answers that have already been entered but you want to complete the form at a later time.
View Completed Evaluations

View evaluations that you completed on others or evaluations that were completed about you (excluding anonymous evaluations). Select Evaluations then click **View > Completed Evaluations**

![View Completed Evaluations Interface](image)

<table>
<thead>
<tr>
<th>Evaluator Name</th>
<th>Rotation/Subject Name</th>
<th>Rotation</th>
<th>Session Name</th>
<th>Start Date</th>
<th>Stop Date</th>
<th>Session Due Date</th>
</tr>
</thead>
</table>
Evaluation Reports

Generate a report to see your cumulative evaluation results.

- Go to **Main > Evaluations**
- Choose **Reports > Custom Evaluation Reports**
- Click on view next to the **Individual Report (General)**

Reports will not include anonymous evaluations unless your coordinator has set up the report to allow viewing of anonymous results.
Below is an example of a personal report.

<table>
<thead>
<tr>
<th>Questionnaire Name/Title</th>
<th>Category/Question</th>
<th>Faculty Average</th>
<th>Average Minimum</th>
<th>Average Maximum</th>
<th>Standard Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Res eval of Fac</td>
<td>General Ability to impart knowledge</td>
<td>3.87</td>
<td>4.00</td>
<td>4.00</td>
<td>0.00</td>
</tr>
<tr>
<td>St. Christopher's</td>
<td>General Ability to teach operative and technical skills</td>
<td>3.84</td>
<td>3.67</td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>General Ability to teach problem-solving skills</td>
<td>3.81</td>
<td>3.67</td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Resident's Evaluation of</td>
<td>General Ability to demonstrate and impart confidence</td>
<td>3.75</td>
<td>3.67</td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Faculty</td>
<td>General Ability to teach interpersonal skills</td>
<td>3.91</td>
<td>3.33</td>
<td>3.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>
Advisor Reports

To view evaluations completed on your advisees, go to **Evaluations > View > Completed Evaluations**.

To see an evaluation report about your advisees, go to **Evaluations > Reports > Custom Evaluation Reports** and click view beside the **Advisor Report**.
Viewing Conference Information

Select **Conferences > View > Calendar** to view a list of conferences for the current month. Click on a conference to see topics, speakers and attached files.
Conference Speakers can attach files to a conference for other users to access. Select **Main > Conferences** then **Setup > File Attachments**. Select the conference, select the file and click **Upload File** to attach.
Confirming Procedures/Diagnoses

If you are chosen as a supervisor for a procedure/diagnosis you can confirm the log by clicking the **Confirm** link in the *Notifications* section of the Home Page.

or select **Main > Procedure Logger** then **Add/View/Confirm > Confirm Procedure Logs.**
Confirming Procedures/Diagnoses

Choose to **Confirm and Pass**, **Confirm and not Pass** or **Refuse** and add comments as needed. Click on **Save Selections on This Page** to submit results.
Thank you for using New Innovations