

E-Value Student Evaluation Solicitation by Course:

- **Medicine 2 or Ambulatory Medicine:** Clerkship Coordinator will solicit ALL student evaluations there is no action required by the student
- **Family Medicine:** Clerkship Coordinator will solicit ALL student evaluations there is no action required by the student
- **Geriatrics:** Clerkship Coordinator will solicit ALL student evaluations there is no action required by the student
- **Medicine 1:** Students are required to solicit evaluations of who they worked with at the end of the shift/rotation using the Who Did You Work With (WDYWW) tool described below
- **Neurology:** Students are required to solicit evaluations of who they worked with at the end of the shift/rotation using the Who Did You Work With (WDYWW) tool described below
- **Obstetrics and Gynecology:** Coordinator will schedule evaluations for the student's continuity provider and small group leader. Students will be required to solicit 2 additional evaluations using the Who Did You Work With (WDYWW) tool described below
- **Pediatrics:** Students are required to solicit evaluations of who they worked with at the end of the shift/rotation using the Who Did You Work With (WDYWW) tool described below
- **Psychiatry:** Coordinator will solicit ALL student evaluations this is no action required by the student
- **Radiology:** Coordinator will solicit ALL student evaluations this is no action required by the student
- **General Surgery:** Paper evaluations will be solicited by the coordinator for ALL students and entered into E-Value by the coordinator on behalf of the preceptor
- **Surgical Subspecialty:** Paper evaluations will be solicited by the coordinator for ALL students and entered into E-Value by the coordinator on behalf of the preceptor

E-Value Instructions for Students

In order to ensure that we obtain a fair and representative picture of your clinical performance, you may be required to obtain a clinical evaluation at the end of your shift/rotation. Towards the end of your shift, please let your primary preceptor for the shift know that you will be requesting an evaluation for the shift/rotation. Your team leader/attending will typically be the one to evaluate you, but you may request an evaluation from your attending or from another team member if you worked closely with this person during the shift/rotation. Evaluations by off-service rotators (ie, medicine residents, ob-gyn interns, etc) should be avoided if at all possible.

You will request evaluations through E-Value (www.e-value.net), using the “Who Did You Work With” function. This function will allow you to select the name of your preceptor for the shift, and will generate a form for you to complete about your preceptor’s teaching skills, and one for him or her to complete about your clinical performance.

By you requesting evaluations in E-value is the most effective mean we have of tracking who you worked with and when. Timely generation of evaluations may be viewed as a mark of professionalism during your clerkship, and failure to appropriately generate evaluations may result in grade penalty, requirement for additional clinical shifts, or in extreme cases even failure of the clerkship.

If you encounter technical problems with E-value, please notify Christopher Vaughan (cvaughan@bu.edu) immediately.

Here are the steps to follow in order to generate and fill out that evaluation immediately.

1. Log onto evalue (if you have forgotten your log-in please go to E-Value and click the Log-In icon and forgot password and follow the steps).
2. Click the **EVALUATIONS ICON**
3. Click **On the Fly**
4. Evaluation Type: **Who Did You Work With?**
5. Who – Don’t worry about this step – it’s automatic
6. **Activity Site** – Choose BMC, ETC.
7. **Time Frame** – Choose Block Dates that you were involved in.
8. **Click next** - Who do you work with Evaluation will appear!
9. Complete this evaluation by choosing whom you worked with – your choices include the names of current attending physicians, fellows and residents.

Here are the steps to view/complete pending evaluations:

1. Click the **EVALUATIONS ICON**
2. Click **Evaluations: Pending**

3. A list of all queued evaluations will appear.
4. Find and complete the evaluation for your attending physician or resident preceptor (100% completion is expected as a measure of professionalism).

In certain circumstances, paper evaluations may be necessary. If there are technical difficulties with the E-Value system, if you work with an off-service preceptor or a preceptor who is for some reason not in the system, or if your preceptor simply prefers a paper evaluation, this is okay. Instructions for paper evaluations:

- Paper versions of the evaluation forms are available on Blackboard – print out the preceptor evaluation and complete it, then print out the daily shift evaluation and give it to your preceptor.
- For all paper evaluation forms, *please print your name, the date, and your evaluator's name legibly on the evaluation form*. This is critical – we can't give you credit for an evaluation if we can't read your name on it.
- You must notify the clerkship coordinator via email of all outstanding paper evaluations. If your preceptor fails to complete the evaluation form, you will not be held responsible. If, however, you fail to let us know that you have requested the evaluation, you will be held responsible, and it will be as though you never worked the shift.
- Ideally, your preceptor will complete the evaluation and return it to you before the end of your shift. If this does not occur, that is okay – as long as you notify the clerkship coordinator as above, we will take responsibility for tracking down the evaluation from this point.
- Paper evaluation data will be entered into E-Value and will be visible there along with electronic evaluations at the end of the clerkship

Student Responsibilities:

The importance of requesting evaluations cannot be overemphasized. **You are expected to request an evaluation for each and every shift/rotation (depending on clerkship), and failure to do so will result in the imposition of grade penalties, up to or including failure of the rotation in extreme cases.** There must be a record of each and every evaluation requested, either through E-Value, or through a personal email to the clerkship coordinator in the case of paper evaluations. You are ultimately responsible for ensuring that you request an evaluation for each shift – we have no way of recreating your schedule and figuring out who you worked with after the fact.

Our Responsibilities:

While it is our clear expectation that students will request evaluations for all shifts worked, and generate a record of all evaluations requested, we do understand that the student is **not** responsible for whether the preceptor completes the evaluation. We will never penalize a student for a preceptor's delinquency, provided there is appropriate record that the evaluation was requested (via E-Value or email).