



### Initiate an Ad hoc Evaluation – Who did you work with?

# <u>Initiating an Ad hoc Evaluation</u> allows you to complete one of the following tools from the Ad hoc drop down:

- 3<sup>rd</sup> Year Who did you work with? Should only be selected by 3<sup>rd</sup> Year Medical Students
  - When a 3<sup>rd</sup> Year Student submits a completed "3<sup>rd</sup> Year Who did you work with?" from the Ad hoc drop down:
    - a "3<sup>rd</sup> Year BUSM C-SEF" will be sent to the selected Clinical Preceptors and/or Resident Educators
    - in return, the 3<sup>rd</sup> Year Student will be sent an evaluation about the selected Clinical Preceptor(s) and/or Resident Educator(s).
  - 4<sup>th</sup> Year Who did you work with? Should only be selected by 4<sup>th</sup> Year Medical Students
    - When a 4<sup>th</sup> Year Student submits a completed "4<sup>th</sup> Year Who did you work with?" from the Ad hoc drop down:
      - a "4<sup>th</sup> Year BUSM C-SEF" will be sent to the selected Clinical Preceptor(s) and/or Resident Educator(s)
      - in return the 4<sup>th</sup> Year Student will be sent an evaluation about the selected Clinical Preceptor(s) and/or Resident Educator(s).

## The following instructions below about "Who did you work with?" is specific to the following Clinical Rotations <u>ONLY</u>:

<u>3rd Year Clinical Rotations</u>: Surgery Clerkship Radiology Clerkship Selective

<u>4<sup>th</sup> Year Clinical Rotation</u>: Surgery Subspecialty Clerkship Selective

#### • Who did you work with?

- When a 3<sup>rd</sup> or 4<sup>th</sup> Year Student submits a completed "Who did you work with?" from the Ad hoc drop down:
  - an evaluation will be sent to the student to complete about the selected Clinical Preceptor(s) and/or Resident Educator(s).
  - <u>No evaluation will be sent to the Clinical Preceptor(s) and/or Resident Educator(s) to complete about the student</u>

1. From the Home page of the appropriate Program, the <u>Initiate Ad hoc Evaluation</u> tool is located under the Tasks section as shown in the red outlined box below:

Home	Evaluations	Time Tracking	Reports		
Home Page	Other Tasks				34
Velcome to	E*Value				
My Information E*Value has the following information recorded about you. If any of this information is incorrect or missing, please contact your administrator, E*Value Administrator (main) at evalue@bu.edu.		_	▲ Urgent Tasks	Appropriate Treatment in Medicine Initiative	(New
		tion .	Complete Pending Evaluations (1) Please use this link to learn more about the policy and procedure(s inappropriate or unprofessional event that occurred during a course		) an ).
			Tasks	Institutional Learning Objectives	(New
Email: irezende@ Rank: MS4	3bu.edu		Log Time		
Roles: Student			Initiate Ad hoc Evaluations	E*Value Help Desk & Concern Reporting	(Nev
Personal Calendar				Please use this link if you feel your picture is not you or that your level of access appropriate for your role as a student or educator. Also, describe your E"Value I detail and include <u>More</u>	s is not Issue in
Sunday May 27					
Monday May 28					
Tuesday May 29					
Wednesday May 30					
Thursday May 31					
Friday Jun 1					
Saturday Jun 2					
	View myCale	endar			

2. After clicking the <u>Initiate Ad hoc Evaluation</u> tool, you will be brought to the "Initiate Ad hoc Evaluations" page:

#### Initiate Ad hoc Evaluations

Select an evaluation type:	3rd Year - Who did you work with? ▼	]	
Who would you like to evaluate?	{Not Applicable}	]	
Rotation:	Medicine 1 Clerkship	]	
Site:	Boston Medical Center 🔹	) 📚	
Time Frame:	2018-2019: Block A: (05/29/2018 - 07/22/2 🔻	) 📚	Sort By Name



Step 1: For "Select an evaluation type:" drop down, Select the appropriate Who did you work with?

- Step 2: The next drop down is automatically populated as {Not Applicable}
- Step 3: For "Rotation:" drop down, Select the appropriate Clerkship, Sub-I or Subspecialty
- Step 4: For "Site:" drop down, Select the appropriate Site

Step 5: For "Time Frame:" drop down, Select the appropriate Time Frame/Block Dates.

Step 6: Click "Next"



Selecting the Wrong Rotation, Site or Time Frame can lead to issues with Grading.

Please be very careful to make the appropriate and correct selection, as many options can appear in the drop down. DO NOT GUESS! Check with the Clinical Rotation Coordinator if you are unsure. 3. After clicking the Next button, you will be brought to the "Who did you work with?" page: BOSTON UNIVERSITY SCHOOL OF MEDICINE

3rd Year - Who Did You Work With?											
Please select the Clinical Preceptor(s) with whom you have worked. (Question 1 of 2)											
Abalos, Kathleen (Corrine) Abdallah, Bassima Abhayankar, Anita Absalom, Denese Acharya, Lopa	Add -> < Remove										
Please select the Resident Educat	or(s) with whom you have worked.	(Question 2 of 2)									
Abdo, Tony Abdurrahman, Najla Abeles, Ilana Acevedo, Jose Acevedo Diaz, Elia	Add ->	▲ ▼									
If you are satisfied with the evaluati	on, click the <b>Submit</b> button. Once s	ubmitted, you will no longer be able to make changes to thi	s evaluation.								
Save For Later Submit											

Step 1: Select the Educator(s) worked with from the listings that appear and click Add

- Clinical Preceptors include a listing of available Attendings/Faculty
- Resident Educators include a listing of available Resident Educators/Interns
- **Clerkship/Sub-I Directors** are not included on either list as these evaluations will generate automatically 5 days before the end of the block

If you cannot find an Educator in either listing, please submit a <u>Preceptor Profile Addition Request</u> to the <u>E\*Value Help Desk</u> as shown below:



Step 2: After selecting the appropriate Educator(s), click <u>Submit</u> and evaluations will generate appropriately. Pending evaluation(s) will be sent to (either or both) the associated Students and Educators.

Any questions/concerns related to E\*Value can be directed to the <u>E\*Value Help Desk</u>