

Dear M3s,

Welcome to 3rd year! I am writing regarding our evaluation system, MedHub, which you have been hearing about through orientation. This is a new system that we implemented this year, from the parent company of our prior system, eValue. It has functionality including a mobile platform that we are hoping will be a benefit to our community and assessment.

1. To log into MedHub go to:

https://bu.medhub.com/

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	Boston University Login
	Welcome to the Boston University Chobanian & Avedisian School of
	Medicine's Education Evaluation and Assessment System.
	This resource provides Chobanian & Avedisian School of Medicine students with the ability to evaluate and provide feedback on all courses within the School of Medicine, monitor their own learning progress and achievement of objectives, view and update their student portfolio, and view their rotation schedules.
	If you need access, please submit a <u>Support Ticket.</u>
	Click here to log in using a non-BU account
	Recommended Browsers
	Supported Versions of:
	Google Chrome Mozilla Firefox Apple Safari Microsoft Edge

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Figure 1 Login Screen

2. Click on Boston University login and you will be prompted to enter your **BU Kerberos** username and password



3. Your student home screen will look like below:

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Figure 2 Student-Homepage

- 4. To **send an evaluation to a resident/faculty member** you worked with, please click the following:
 - a. From Homepage > Evaluations tab (Circled in blue above)
 - b. Initiate Performance Evaluation (Square box below)
 - c. Select the applicable Course/Clerkship
 - d. Click Submit
 - e. Select applicable resident/faculty
 - f. Enter a message to the Evaluator (optional)
 - g. Click Submit
 - h. You should see a "Performance evaluation initiated" green banner
 - Please see 'Self-Initiated Evaluations for Students' PDF for step-by-step instructions
 - Students have the ability to self-initiate an evaluation (aka "On-the-fly Evaluations"). Students can complete or deliver a variety of self-initiated evaluation types:
 - 1. Student-Initiated Faculty Evaluations: Allows the Student to initiate an evaluation of a Faculty member. *You will use this option for all of your clinical supervisors, including Residents.*
 - 2. Student-Initiated Resident Evaluations: Allows the Student to initiate an evaluation of Resident. *This option may be visible but will not have supervisors available.*



- 3. Student-Initiated Peer Evaluations: Allows the Student to initiate an evaluation of another peer (i.e., another Student).
- 4. Student-Initiated Self Evaluations: Allows the Student to initiate a selfevaluation of themselves.
- 5. Student-Initiated Course Evaluations: Allows the Student to initiate an evaluation of the course.
- 6. Student-Initiated Performance Evaluations: Allows the Student to select faculty/preceptors from a drop-down to initiate a request for a performance evaluation of themselves.
- If the clinical supervisor is not listed on the drop down, please submit a Preceptor Profile Addition Request support ticket request for the faculty/resident to be added via:

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Evaluation Requests

Figure 4 Performance Evaluation Initiated Confirmation Banner

- 5. To **log a patient/procedure** as part of the required core for the clerkship, you will need follow these steps:
 - a. From Homepage > Procedures tab
 - b. Click New Procedure/Case Log
 - c. Select Clerkship/Course: 3rd Year Longitudinal Patient Encounters



- d. Enter Procedure Date and location (if applicable)
 - i. You do not need to enter a supervisor name
- e. Enter Clinical Setting (Inpatient, Outpatient, or Alternative Experience)
- f. Select Procedure (BOTH Procedures and Clinical Conditions should be logged under Procedures)
- g. Select the applicable Role (Performed, Observed, Simulated, etc.)
- h. Enter Procedure Notes (if applicable)
- i. Enter additional Procedures for the SAME Encounter (if applicable)
- j. Click Log Procedure to save

day, May 8, 2023

k. You may enter additional Procedure Logs for separate Encounters

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Figure 6 Log Procedures/Clinical Conditions



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Complications:	
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Figure 7 Log Procedure to Save

- 6. To review evaluations that have been completed about you, please click on:
 - a. From Homepage > Evaluations tab
 - b. Click Review Completed Evaluations, Performance Evaluations, or Aggregate Evaluations
 - c. You may also view Competency Summary and Trend Charts (if these settings have been enabled at the Course/Clerkship level)

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Figure 8 View Completed/Incomplete Evaluations

- 7. To review the training modules for more details on any of these activities go to:
 - a. From Homepage > Help tab
 - b. You may access Help Resources, the Learning Portal (tutorials), and various Knowledge Articles



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Figure 9 Help & Training Modules