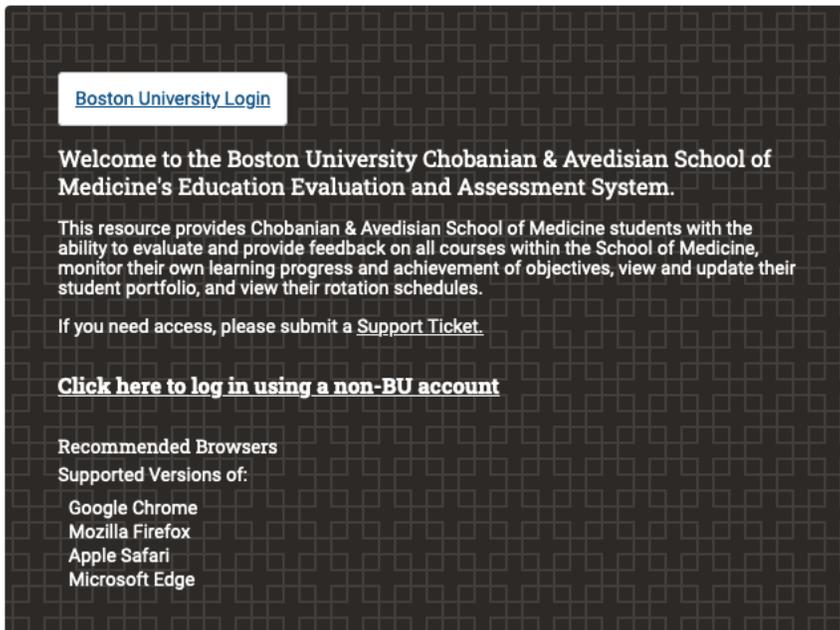


Dear M3s,

Welcome to 3<sup>rd</sup> 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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[Legal Notice](#) | [Privacy Policy](#) | [Mobile Version](#)

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:

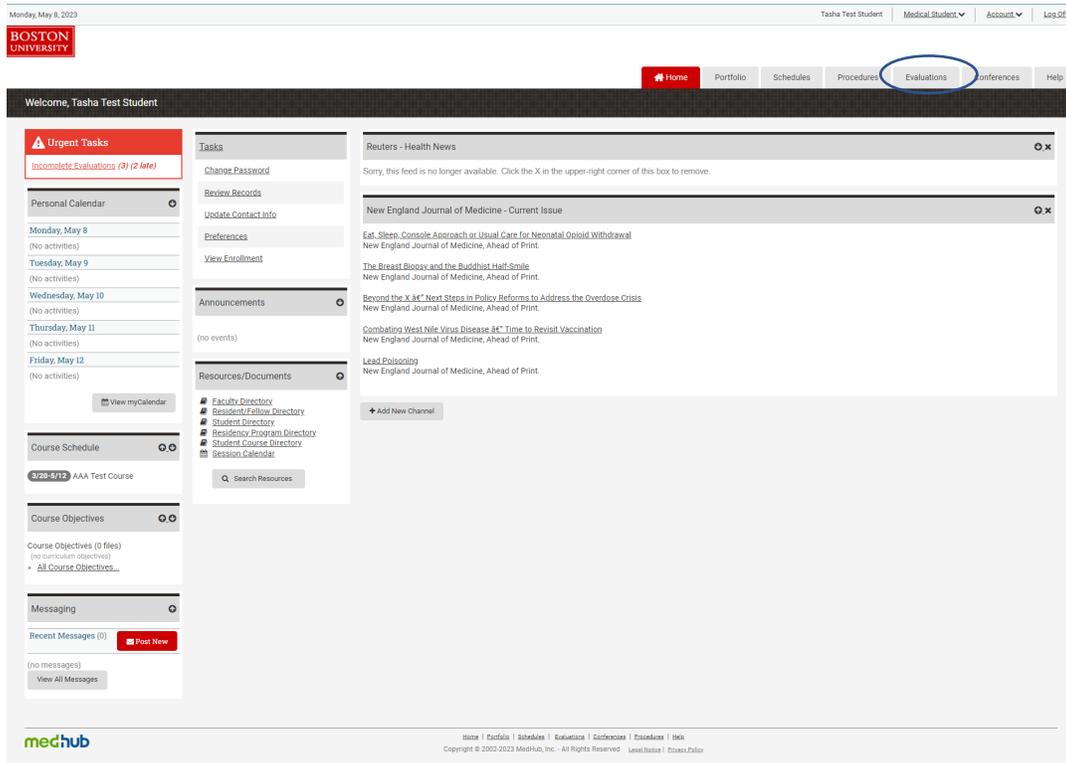


Figure 2 Student-Homepage

### 4. To send an evaluation to a resident/faculty member you worked with, please click the following:

- From Homepage > Evaluations tab (Circled in blue above)
  - Initiate Performance Evaluation (Square box below)
  - Select the applicable Course/Clerkship
  - Click Submit
  - Select applicable resident/faculty
  - Enter a message to the Evaluator (optional)
  - Click Submit
  - 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:
      - 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.**
      - 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 self-evaluation 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.
7. 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:

<https://www.bumc.bu.edu/evalue/medhub-support-tickets/>

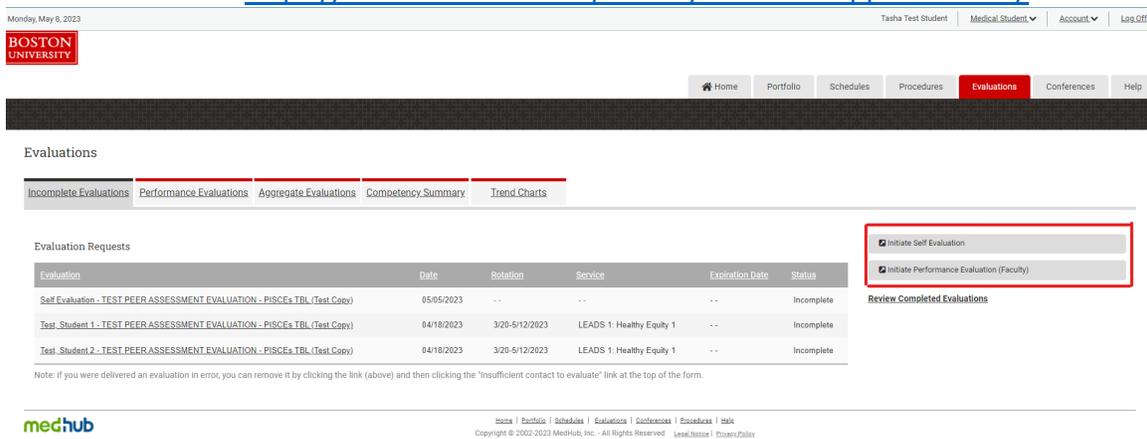


Figure 3 Send Evaluation

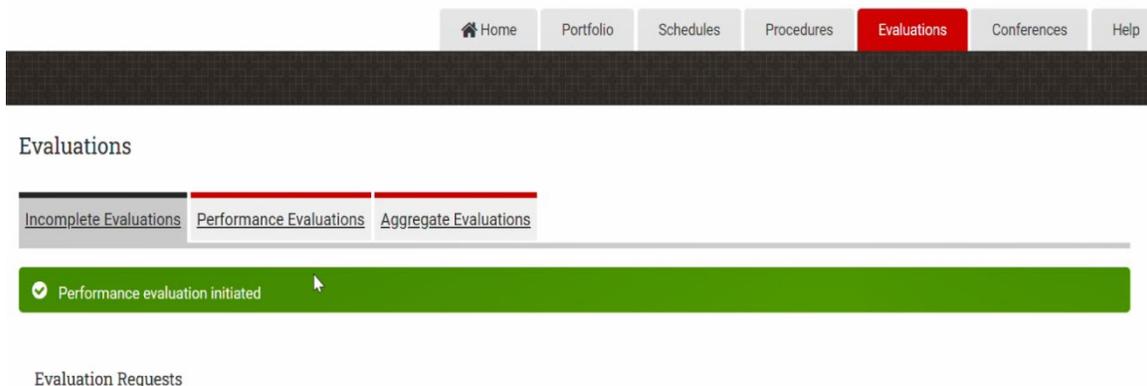


Figure 4 Performance Evaluation Initiated Confirmation Banner

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: 3<sup>rd</sup> 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
- k. You may enter additional Procedure Logs for separate Encounters

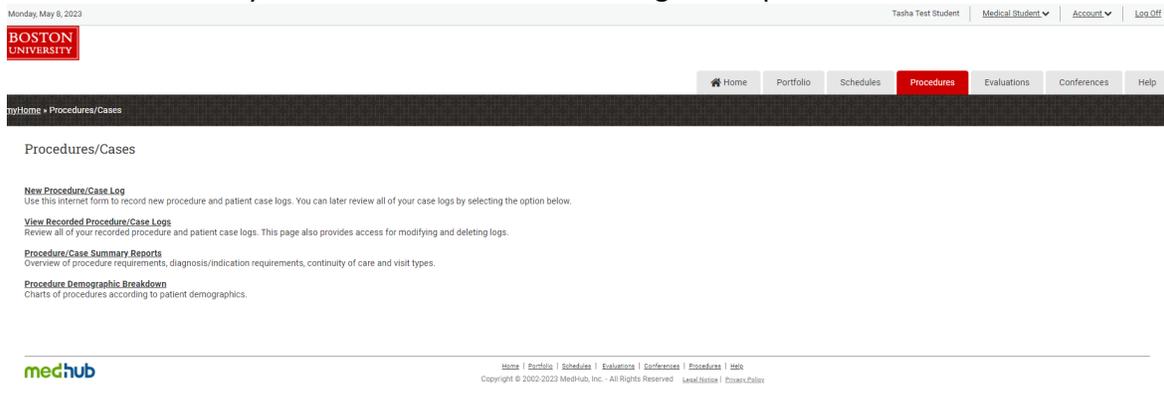


Figure 5 New Procedure/Case Log

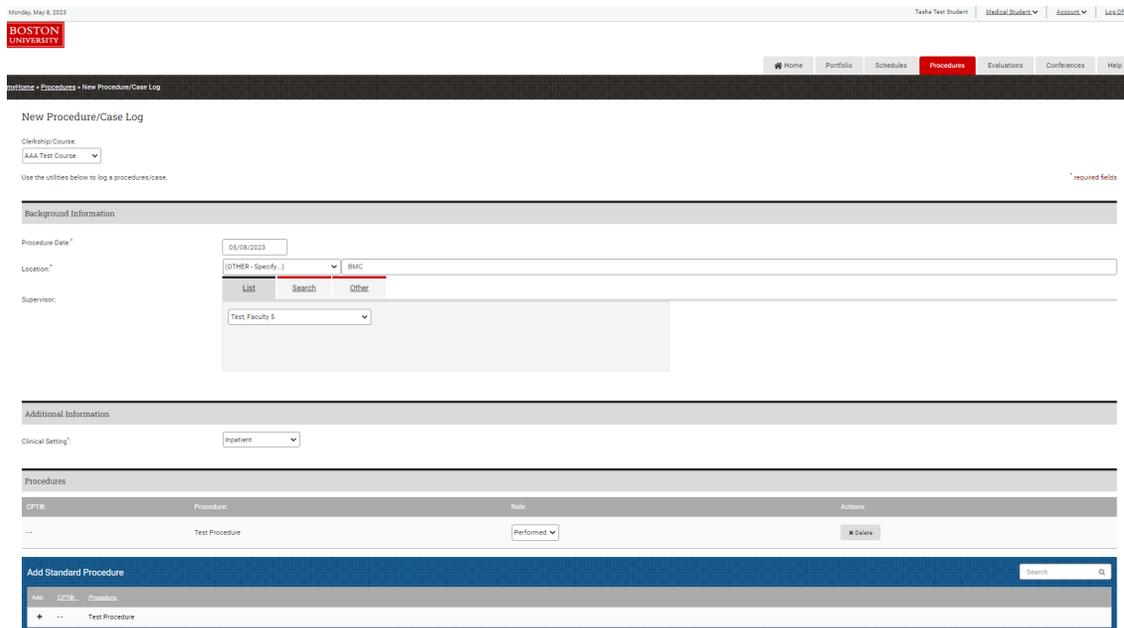


Figure 6 Log Procedures/Clinical Conditions

Notes

Complications:

Procedure Notes:

[Log Procedure](#) [Log Another Procedure](#)

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)

Monday, May 8, 2023 Tasha Test Student | Medical Student | Account | Log Off

**BOSTON UNIVERSITY**

Home | Portfolio | Schedules | Procedures | **Evaluations** | Conferences | Help

Evaluations

[Incomplete Evaluations](#) | [Performance Evaluations](#) | [Aggregate Evaluations](#) | [Competency Summary](#) | [Trend Charts](#)

Evaluation Requests

Evaluation	Date	Rotation	Service	Expiration Date	Status
Self Evaluation - TEST PEER ASSESSMENT EVALUATION - PISCEx TBL (Test Copy)	05/05/2023	--	--	--	Incomplete
Test Student 1 - TEST PEER ASSESSMENT EVALUATION - PISCEx TBL (Test Copy)	04/18/2023	3/20-5/12/2023	LEADS 1: Healthy Equity 1	--	Incomplete
Test Student 2 - TEST PEER ASSESSMENT EVALUATION - PISCEx TBL (Test Copy)	04/18/2023	3/20-5/12/2023	LEADS 1: Healthy Equity 1	--	Incomplete

Initiate Self Evaluation

Initiate Performance Evaluation (Faculty)

[Review Completed Evaluations](#)

Note: if you were delivered an evaluation in error, you can remove it by clicking the link (above) and then clicking the "insufficient contact to evaluate" link at the top of the form.

medhub [Home](#) | [Portfolio](#) | [Schedules](#) | [Evaluations](#) | [Conferences](#) | [Procedures](#) | [Help](#)  
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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



myHome • Help • Resources

Help - Resources

- Help Resources
- Support Tickets
- Community
- Learning Portal

Search Resources



New Content

**UME - Logging a Procedure**

Watch this video to learn how to log a Procedure as a Student Administrator and to see the Student view of logging procedures.

Viewing time: 2:43

**MedHub Learning Portal - Completing Coursework**

Watch this video to learn how to complete coursework within the Learning Portal.

Viewing time: 2:35

Recently Viewed

- 20.5.0. Student View of Evaluations**  
Incomplete Evaluations Tab - Allows Student to view all their incomplete evaluations. Also houses the Student identify User requests link (displays the service, rotation dates, the request, how many were identified, and who was identified) and the Review Completed Evaluations link (shows a listin...  
Last Viewed: 2/18/2023 9:12am
- 23.2.0. Student View of Portfolio**  
The Student may access the portfolio functionality by selecting the Portfolio tab located at the top right hand side of the home page, also known as the navigation bar. The Student can select a portfolio entry type by choosing an option from the drop down list that describes the type...  
Last Viewed: 2/18/2023 6:37am

> View Full History

Browse Resources

Knowledgebase Articles

- Frequent Questions (FAQ)
- Conferences
- Work Hours
- Evaluations
- Forms/Fields
- General
- Login/Security
- myProfile
- Portal
- Procedures
- Reporting
- Scheduling

Video Tutorials

- Overviews
- Conferences
- Demographics
- Work Hours
- Evaluations
- General/Other
- Portfolios
- Procedures
- Scheduling
- > All Tutorials

User Manual

- Introduction
- Conferences
- Curriculum Mapping
- Work Hours
- Evaluations
- Faculty
- Gradebooks
- Portfolios
- Procedures
- Reporting
- Student Demographics
- Scheduling
- > View User Manual

- Knowledgebase Articles
- Video Tutorials
- User Manual



Figure 9 Help & Training Modules