medhub

Medical Student Quick Start Guide

MedHub is a web-based application designed to house, document, track and monitor medical school requirements and educational experiences. This system will allow you to review your rotation and course/clerkship schedule, complete evaluations, log procedures, log work hours, and set up your student portfolio.

Getting Started

To login, enter your MedHub URL into the browser: http://bu.medhub.com.

Home

The Home page is the central or portal page for each user. This page is essentially the communication channel where the Dean's Office or the clerkship may post pertinent information.

Tasks

Under the Tasks section you will have the ability to review your own records. Reviewing your records allows you to see your basic demographic information as well as see any files that have been shared with you by the Dean's Office or the course/clerkship.
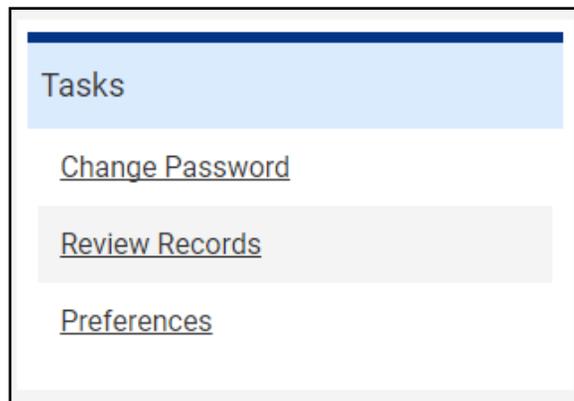
Urgent Tasks
Adjacent to the Tasks section are urgent tasks. This box will appear in red if you have any particular items that need to be completed (i.e. evaluations).
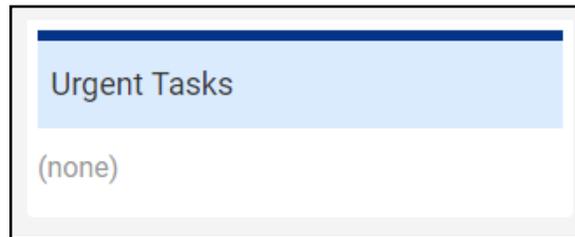
Personal Calendar

Your personal calendar will display sessions or other activities that you are scheduled to. You may sync your MedHub personal calendar with either an Outlook e-mail account or through an iPhone or Android device.

Course Schedule

The course schedule lists the courses/clerkships you are enrolled under on a rolling schedule. To review the course/clerkship you have been enrolled under for the entire academic year, refer to the "Review Records" link.

Course Objectives

The Course Objectives provides you with the ability to review the course/clerkship objectives for the courses/clerkships that you have been enrolled under. These objectives will only appear if the course/clerkship has uploaded them to the system.

Messaging

Messaging allows you to send and receive messages through the MedHub system. When sending a message through MedHub, it does not go to the recipient's e-mail unless you designate that the message you are sending should go to his/her e-mail. If you have been sent a message, it will appear in the Messaging section where you can select the message to review the content.

Announcements

Any announcements posted by either the Dean's Office or the course/clerkship may be visible here.

Resources/Documents

There are various directory links that are available to you in case you need to find a particular individual's contact information. The Dean's Office or your course/clerkship may also add other information to this section that you can review.

Add New Channel

You have the ability to customize your home page when it comes to various news feeds you may want to appear automatically when you log in. The "Add New Channel" button allows you to add various feeds from a variety of news sources.

Functionality

Portfolios

You have the ability to manage and track your own portfolio information. Faculty who are identified as student advisors or the clerkship director can also view your portfolio.
There are portfolio entry options that you can choose from. Each portfolio entry option has its own specific fields related to that entry.
To access the portfolio functionality, you will select the <u>Portfolio</u> tab located at the top right-hand side of the home page, also known as the navigation bar.


You can select a portfolio entry type by choosing an option from the drop-down list that describes the type of entry you would like to include in your portfolio.

When adding a portfolio entry, you also have the ability to share this entry with the faculty members who have been added as your student advisor.

Some of these portfolio entry types also allow you to create a CV that will display the entries which you can manage.
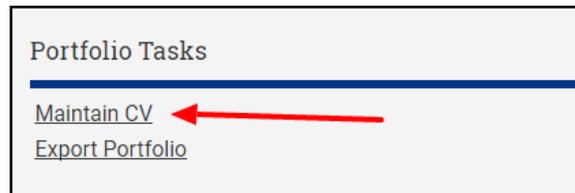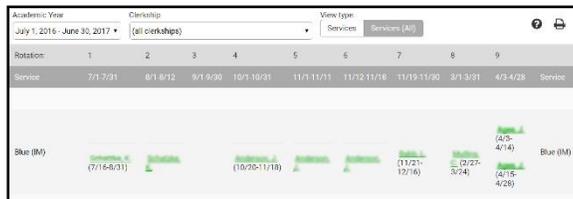
Schedules

The schedule allows you to view the services or rotations that you have been assigned to. To access the schedule, select the Schedules tab located at the top right-hand side of the home page.


You can review the schedule for all clerkships you are enrolled under or you can select a specific clerkship to see your schedule.

If the clerkship has not defined any services or rotations, the schedule will be blank. If you are looking for your courses or clerkships where you are enrolled, refer to the course schedule on your home page or select the "Review Records" link on your home page to see what you have been enrolled in, are currently enrolled in and what you will be enrolled in.

The dates at the top of the rotation schedule indicate the dates that you are enrolled in the course or clerkship.
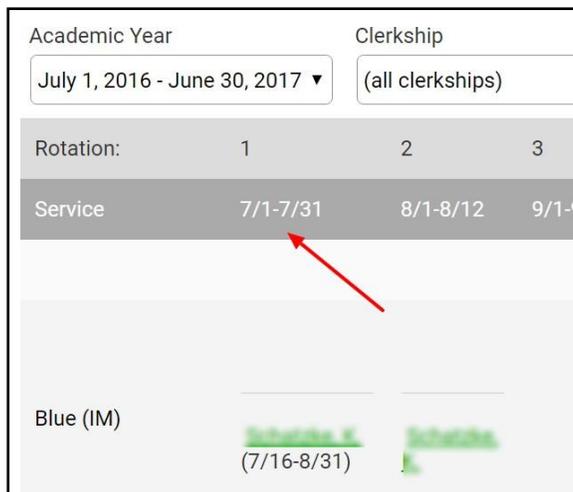

The name of the service or rotation you are scheduled under within the clerkship will appear on the right-hand side of the schedule. If you are only scheduled to a particular service or rotation, the dates for which you are assigned to that service or rotation will appear next to your name within the schedule.

If your school has elected to allow visibility of other medical students and faculty members scheduled to that same service or rotation the assignments will be displayed on the rotation schedule.
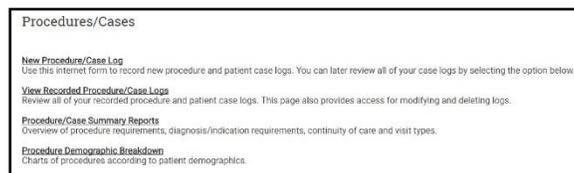
Procedures

Procedures allows you to log procedures or case encounters within MedHub as well as review various reports of your submitted logs. To access procedures, select the Procedures tab located at the top right-hand side of the home page.
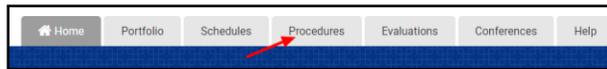
There are four links that you can access. They include:
1. New Procedure/Case Log
2. View Recorded Procedure/Case Log
3. Procedure/Case Summary Report
4. Procedure Demographic Breakdown

New Procedures/Case Log – This link provides you the ability to log your procedures/cases or diagnoses based on the clerkship you are or have been enrolled under. You will have the ability to:
1. Select the clerkship you are or have been enrolled under to log a procedure, case or diagnosis particular to that clerkship.
2. Identify the date of the procedure, case, or diagnosis.
3. Choose the location you performed, assisted, observed, simulated, etc. the procedure, case or diagnosis.

4. Identify the supervisor that observed you (if needed, but is not required).
5. Confirm the setting (i.e. inpatient, outpatient or alternate experience) of that particular procedure, case or diagnosis.
6. Select the procedure, case or diagnosis from a list (defined by the clerkship) and classify your role or level of responsibility associated with that procedure, case or diagnosis.
7. Log Procedure.

View Recorded Procedure/Case Logs – After each submission of procedures, cases or diagnoses, you have the ability to view what has been recorded. You will view:

1. By Procedure/Case Logs which allows you to view all of the logs that you have submitted. You will also be able to view the detail of the log as well as modify if needed. You can delete the log if there is an error within that particular log and you need to re-submit.

2. By Procedure Type which allows you to view the procedures or cases you have submitted along with the chosen level of responsibility (i.e. role) of each procedure or case. You can also view, modify and delete the log as needed.

3. <u>By Diagnosis</u> which allows you to view the diagnoses you have submitted as well as view, modify or delete the log associated with the diagnosis.

<u>Procedure/Case Summary Reports</u> – This provides you the ability to review the requirements assigned to each procedure/case or diagnosis as well as audit your own performance regarding the requirements. You have the ability to review:

1. <u>Procedure Requirements</u> which provides you an outline of the requirements you have completed at that time. It also provides you a bar graph in relation to the *current clerkship* you are enrolled under with the ability to export that bar graph into a .jpg, .png, or .pdf files if needed. The bar graph's intent is to show the requirement progress based on the level or role of responsibility.

2. <u>Diagnosis Requirements</u> which provides you an outline of the requirements (if any are defined) you have completed at that time. It also provides you a bar graph (same as procedures/cases) in relation to the *current clerkship* you are enrolled under with the ability to export that bar graph into a .jpg, .png, or .pdf files if needed. The bar graph's intent is to show the requirement progress based on the total number of required diagnoses.

3. <u>Counts by Type</u> provides you an ability to review the total counts of procedures or cases based on the clerkships you were enrolled under and your level or role of responsibility. The Diagnosis count provides a total that you may have performed, observed, etc., but does not designate the count by level of responsibility.

Mobile App

Procedures may also be logged via the MedHub mobile app. Please see the Mobile App section below for details.

Evaluations

To access evaluations, select the Evaluations tab located at the top right-hand side of the home page.

This section will allow you to:
1. Complete evaluations that you have been requested to complete as well as review all evaluations you have completed in the past.
2. Review your individual performance evaluations that have been completed of you.
3. See an aggregate or summary information of evaluations that have been completed of you.
4. Review competency summary data.
5. Assess trend data compared with peers by overall average or across the various competencies.

Conferences

If conferences have been set up by the clerkships you have been enrolled under, you will be able to view a conference schedule under the Conferences tab. To access conferences, select the Conferences tab located at the top right-hand side of the home page.

This allows you to see an upcoming conference schedule, as well as review the complete conference schedule for the academic year and view your own conference attendance (if conference attendance was taken).

Mobile App

Downloading the App

The MedHub Mobile App is available for iPhone (via the App Store) and Android users (via Google Play). To download the app, simply search for an app named **MedHub**. The mobile app allows students to:

- Log work hours in real time.
- Access weekly work hour compliance overview.
- Complete pending evaluations, as well as initiate and request evaluations.
- Submit and review case logs.
- View a calendar of MedHub-scheduled events (sessions, conferences, events, etc.).

Accessing the App

The MedHub Mobile App is available for iPhone users (via the App Store) and Android users (via Google Play).

The Trainee will search for the App by typing 'MedHub' in the search field and the MedHub App will be displayed.
When the App is initially opened the Trainee will be asked if they would like to receive notifications from MedHub (i.e. "Work Hours have not been submitted yet.")

When the App is opened the Trainee will select their home institution from the drop-down menu, enter their username and their password.

The MedHub Mobile App may be used to record work hours, log procedures, and to complete evaluations.

Please access our online help manual (see the "Help" section below) for more information on using the mobile app.

Help

The Help tab, located in the navigation bar provides you the ability to send the MedHub support team an e-mail (i.e. support ticket) if you should have a question regarding the functionality.

The help tab is also home to our User Manual, available video tutorials and the MedHub Community. The MedHub Community is a collaborative space where you can communicate with other MedHub users, access documents and materials.