



The International Conference on Residency Education  
La conférence internationale sur la formation des résidents

# PA01: One45 tips and tricks for seasoned Program Administrators



Author: Jason Ladicos, Wayne Lore, Destiny Poruchny

Date: October 22, 2014





The International Conference on Residency Education  
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I have/had an affiliation (financial or otherwise)  
with a pharmaceutical, medical device or  
communications organization.

J'ai (ou j'ai eu) une affiliation (financière ou autre)  
avec une entreprise pharmaceutique, un fabricant  
d'appareils médicaux ou un cabinet de communication.



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# Today's Agenda

- Year in review
- Tips and tricks
- Help and support

# 2014 YEAR IN REVIEW



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Yr3 Clerkship

2014/15

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Forms

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Low Performance

Comment Cleaning

Form Links

## FORMS

Create new form

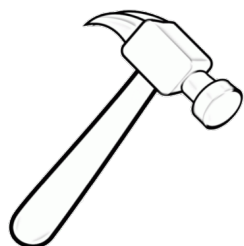
### Your Active Forms

[view form history](#)

10/11 SA - End of Clerkship Asmt (v2 2010)	view edit share clone More ...
10/11 SA - End of Clerkship Asmt - Adult Psychiatry	view edit share clone More ...
10/11 SA - End of Clerkship Asmt - Adult Psychiatry	view edit share clone More ...
10/11 SA - End of Clerkship Asmt - Child Psychiatry	view edit share clone More ...
10/11 SA - End of Clerkship Asmts	view edit share clone More ...
10/11 SA - Mid-Rotation Formative Asmt	view edit share clone More ...
11/12 SA - End of Clerkship Asmt	view edit share clone More ...
11/12 SA - End of Clerkship Asmt - Adult Psychiatry	view edit share clone More ...
11/12 SA - End of Clerkship Asmt - Child Psychiatry	view edit share clone More ...
11/12 SA - Mid-Rotation Formative Asmt	view edit share clone More ...
11/12 SA Year 3 Self Assessment	view edit share clone More ...
11/12: SE 03 AN Clerkship Evaluation Survey	view edit share clone More ...
11/12: SE 03 DR Clerkship Evaluation Survey	view edit share clone More ...
11/12: SE 03 IM Ambulatory Sub-Rotation Evaluation Survey	view edit share clone More ...
11/12: SE 03 OP Clerkship Evaluation Survey	view edit share clone More ...

### Your Inactive Forms

	view edit share clone More ...
	view edit share clone More ...
	view edit share clone More ...



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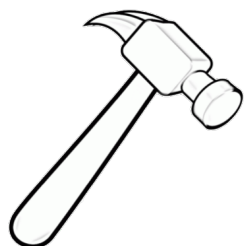
## FORM HISTORY

← Back to forms

Log type

Form question creations

Question text	Question type	Form	Person	Date	Time
Yah	Likert question	Resident or Fellow Clinical Teaching - Feedback by Medical Students	Dave Paulson	Jul 18, 2014	1:40 PM
ddfsgsdf	Likert question	10/11 SA - End of Clerkship Asmt - Child Psychiatry	Chad Lindstrom	Jun 17, 2014	10:39 AM
ddfsgsdf	Likert question	10/11 SA - End of Clerkship Asmt - Child Psychiatry	Chad Lindstrom	Jun 17, 2014	10:39 AM
abc	Likert question	10/11 SA - End of Clerkship Asmt - Child Psychiatry	Chad Lindstrom	Jun 17, 2014	10:39 AM
abc	Likert question	10/11 SA - End of Clerkship Asmt - Child Psychiatry	Chad Lindstrom	Jun 17, 2014	10:39 AM
How was the session	Likert question		Penny Curtis	Jun 9, 2014	10:27 AM
Pick someone	People question		Penny Curtis	Jun 9, 2014	10:27 AM
Please enter opinion	Text		Penny Curtis	Jun 9, 2014	10:26 AM
Drop it man	Dropdown question		Dave Paulson	May 5, 2014	9:52 AM
What type of procedure	Dropdown question		Dave Paulson	May 5, 2014	9:41 AM
Did you participate	Dropdown question		Dave Paulson	May 5, 2014	9:40 AM
Reg Text	Text		Dave Paulson	May 2, 2014	4:19 PM
Shorty text	Short text question		Dave Paulson	May 2, 2014	4:19 PM
Radio yo	Radio button question		Dave Paulson	May 2, 2014	4:19 PM
My Peeps	People question		Dave Paulson	May 2, 2014	4:18 PM
Paragraph question	Paragraph question		Dave Paulson	May 2, 2014	4:18 PM
Numero	Numeric question		Dave Paulson	May 2, 2014	4:17 PM



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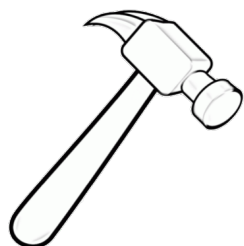
## FORMS

Create new form



### Your Active Forms

[view form history](#)

10/11 SA - End of Clerkship Asmt (v2 2010)	view	edit	share	clone	ore ...
10/11 SA - End of Clerkship Asmt - Adult Psychiatry	view	edit	share	clone	ore ...
10/11 SA - End of Clerkship Asmt - Adult Psychiatry	view	edit	share	clone	ore ...
10/11 SA - End of Clerkship Asmt - Child Psychiatry	view	edit	share	clone	ore ...
10/11 SA - End of Clerkship Asmts	view	edit	share	clone	ore ...
10/11 SA - Mid-Rotation Formative Asmt	view	edit	share	clone	ore ...
11/12 SA - End of Clerkship Asmt	view	edit	share	clone	ore ...
11/12 SA - End of Clerkship Asmt - Adult Psychiatry	view	edit	share	clone	ore ...
11/12 SA - End of Clerkship Asmt - Child Psychiatry	view	edit	share	clone	ore ...
11/12 SA - Mid-Rotation Formative Asmt	view	edit	share	clone	ore ...
11/12 SA Year 3 Self Assessment	view	edit	share	clone	ore ...
11/12: SE 03 AN Clerkship Evaluation Survey	view	edit	share	clone	ore ...
11/12: SE 03 DR Clerkship Evaluation Survey	view	edit	share	clone	ore ...
11/12: SE 03 IM Ambulatory Sub-Rotation Evaluation Survey	view	edit	share	clone	ore ...
11/12: SE 03 OP Clerkship Evaluation Survey	view	edit	share	clone	ore ...





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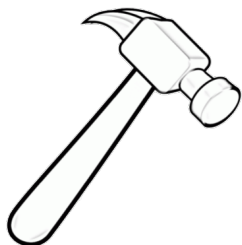
## SHARE FORM


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Share form '10/11 SA - End of Clerkship Asmt (v2 2010)' with the following groups

- ☐ Admin Team Evaluations
- ☐ Adolescent Medicine Subspecialty Residency
- ☐ Adult Psychiatry
- ☐ Anatomical Pathology
- ☐ Anesthesia Postgrad
- ☐ Cardiac Surgery
- ☐ Cardiology Postgrad
- ☐ Child group
- ☐ CIP
- ☐ Clinical Immunology and Allergy-Adult
- ☐ Comm Med Postgrad
- ☐ Critical Care
- ☐ Derm Postgrad

Share form




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## CLONE FORM '10/11 SA - END OF CLERKSHIP ASMT (V2 2010)' I

← Back to forms

Clone into current group

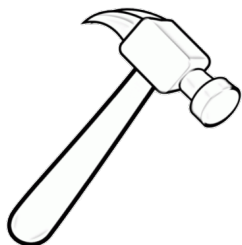
☐ Self clone (Yr3 Clerkship)

new 10/11 SA - End of Clerkship Asmt (v2 2010)

Clone into other group(s)

- ☐ Admin Team Evaluations
- ☐ Adolescent Medicine Subspecialty Residency
- ☐ Adult Psychiatry
- ☐ Anatomical Pathology
- ☐ Anesthesia Postgrad
- ☐ Cardiac Surgery
- ☐ Cardiology Postgrad
- ☐ Child group
- ☐ CIP
- ☐ Clinical Immunology and Allergy-Adult
- ☐ Comm Med Postgrad
- ☐ Critical Care
- ☐ Derm Postgrad

Clone form



## Edit scale...



**Warning!** Other questions in the form use this scale. Saving changes will be reflected in all likert questions that share this scale.

<i>header</i>		not acceptable	not acceptable		headers
<i>label</i>	N/A	Does Not Meet Requirements (Fail)	Suggest Remediation	Meets Requirements	Exceeds Requirements
<i>score</i>		1	2	3	4  custom scores

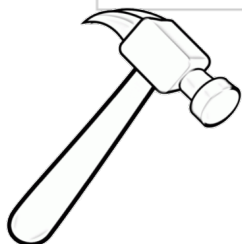
Choose a different scale...



re-use scales


Save

cancel



# PROGRAM COMPARISON REPORT




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- Reports By Target
- Reports by Form
- Faculty Comparison
- Form Data Export
- Competency Reports
- Clean Comments
- Schedule and Comment Setup
- Schedule and Comment Export
- Clerkship Grades Report
- Log Reports
- Log Exports
- Program Comparisons**
- Marks Overview
- Rotation Weeks
- Elective Proposal Report
- CIR Export
- ▼ **Releasable Reports**
  - Evaluation Reports
  - Saved Reports
- ▼ **Duty Hours**
  - Individual Report

## ACROSS GROUP INFO

### 1. Pick report type

☐ evaluation/assessment response rates  
☐ face-to-face breakdown by form  
☒ resident/student rotation lists  
☐ resident/student rotation planner lists  
☐ program forms

### 2. Pick dates

From: Jul 1, 2014 To: Aug 31, 2015

### 3. Pick groups

[check all](#) / [uncheck all](#)

- ☒ Admin Team Evaluations
- ☒ Adolescent Medicine
- Subspecialty Residency
- ☒ Adult Psychiatry
- ☒ Anatomical Pathology
- ☒ Anesthesia Postgrad
- ☒ Cardiac Surgery
- ☒ Cardiology Postgrad
- ☒ Child group
- ☒ CIP
- ☒ Clinical Immunology and Allergy Adult

[Get Report](#)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	<b>Resident/Student Rotation List</b>																				
2	For rotation between Jul 1 2014 to Aug 31 2015																				
3	List created on: Oct 16 2014																				
4	one45 id	last name	first name	student num	phone	fax	role	schedule group	rotation_abbrev	rotation_name	rotation court	site	service	start_date	end_date	schedule r	rotation id	block id	o block nam	learner's home program	rota
5	11111	Jetson	George	55555555			student	Surgery	NS-Surg	Surgery NS	---	---	---	2014-07-01	2014-07-07		14787	50379	45	Internal Medicine	
6	11111	Jetson	George	55555555			student	Family Medicine	NS-Fam	Family Medicine NS	---	---	---	2014-07-08	2014-07-14		14787	50380	46	Internal Medicine	
7	11111	Jetson	George	55555555			student	Internal Medicine	NS-Int Med	Internal Medicine NS	---	---	---	2014-07-01	2014-07-07		14794	50381	47	Internal Medicine	
8	11111	Jetson	George	55555555			student	Internal Medicine	HS-Int Med	Internal Medicine HS	---	---	---	2014-07-08	2014-07-14		14787	50382	48	Internal Medicine	
9	11111	Jetson	George	55555555			student	Internal Medicine	QB-Int Med	Internal Medicine QB	---	---	---	2014-07-29	2014-08-04		14787	50383	49	Internal Medicine	
10	22222	Jetson	Judy	44444444			student	Surgery	Surg-B2	Surgery B2	---	---	---	2014-07-15	2014-07-21		14789	50381	47	Surgery	
11	22222	Jetson	Judy	44444444			student	Surgery	Surg-B2	Surgery B2	---	---	---	2014-07-22	2014-07-28		14789	50382	48	Surgery	
12	22222	Jetson	Judy	44444444			student	Surgery	Surg-B2	Surgery B2	---	---	---	2014-07-29	2014-08-04		14789	50383	49	Surgery	
13	22222	Jetson	Judy	44444444			student	Surgery	Surg-IM	Surgery B2	---	---	---	2014-08-05	2014-08-11		14789	50384	50	Surgery	
14	22222	Jetson	Judy	44444444			student	Surgery	Surg-B2	Surgery B2	---	---	---	2014-08-12	2014-08-18		14789	50385	51	Surgery	
15	22222	Jetson	Judy	44444444			student	Internal Medicine	NS-Int Med	Internal Medicine NS	---	---	---	2014-08-05	2014-08-11		14789	50386	52	Surgery	
16																					

schedule group	start_date	end_date	learner's home program
Surgery	2014-07-01	2014-07-07	Internal Medicine
Family Medicine	2014-07-08	2014-07-14	Internal Medicine
Internal Medicine	2014-07-01	2014-07-07	Internal Medicine
Internal Medicine	2014-07-08	2014-07-14	Internal Medicine
Internal Medicine	2014-07-29	2014-08-04	Internal Medicine
Surgery	2014-07-15	2014-07-21	Surgery
Surgery	2014-07-22	2014-07-28	Surgery
Surgery	2014-07-29	2014-08-04	Surgery
Surgery	2014-08-05	2014-08-11	Surgery
Surgery	2014-08-12	2014-08-18	Surgery
Internal Medicine	2014-08-05	2014-08-11	Surgery



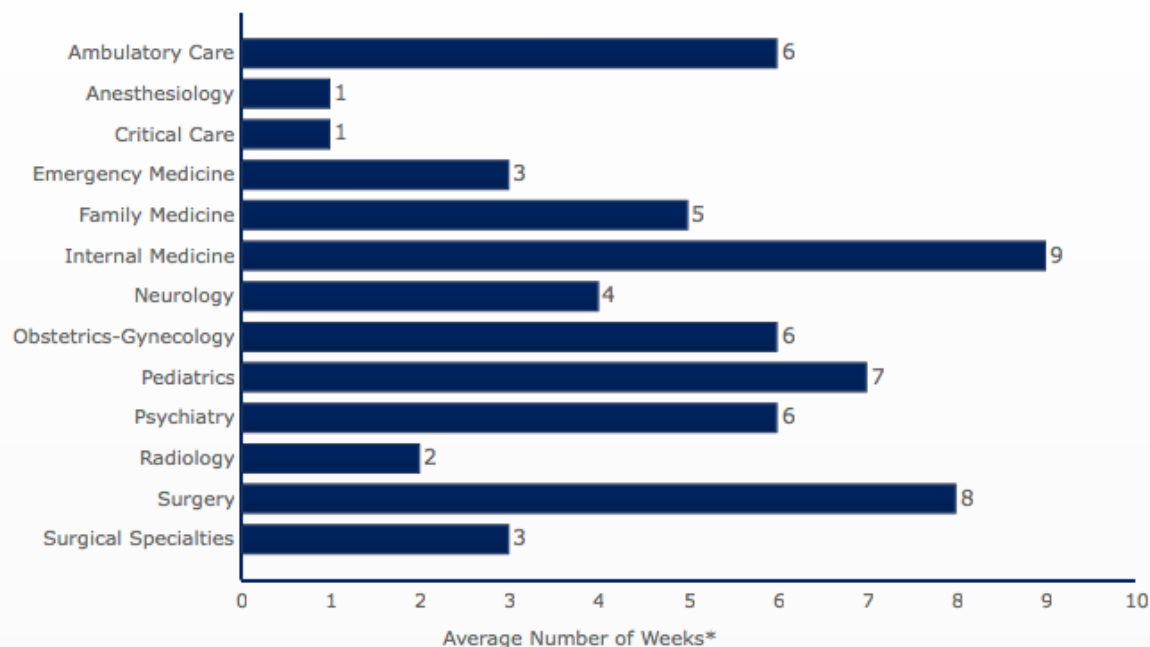
=IF(\$T3=\$H3, \$O3-\$N3, 0)

Tell me how many days this resident spent on rotations in her home program



# CURRICULUM MANAGEMENT

Average Number of Clerkship Weeks Required by U.S. Medical Schools for Various Clinical Disciplines in Year 3 of the Curriculum in 2011-2012\*



Source: LCME Part II Annual Medical School Questionnaire 2011-2012

QUESTION: Provide the total number of weeks for clinical clerkships in each discipline required of every medical student...Provide the number of required clerkship weeks in the 2nd year, 3rd year, 4th year, or either the 3rd or 4th year.

\* Calculations of Average Number of Weeks excludes schools without a response and schools with a response of zero.



Updates to outstanding forms page

Checkbox, dropdown, and radio button questions from contributing forms are no longer averaged on head forms

Feedback questions appear on head forms, even when the contributing form is a self-evaluation

Easier management of distribution lists

Improved competency mapping reporting in curriculum search

Choose specific mappings in courses and mappings

Names of releasable reports can now be edited

Ability to assign permissions to create/run competency reports now available to super administrators

Manage grades details window now shows the evaluation scores.

Improvements to grades calculations so that grades are not calculated when only “N/A” forms are submitted.

Better handling of case in low performance where the reviewer of a flag is also the target of the flag.

New lottery constraint - replace rotations.

**AND 100s MORE**

# CALENDAR SYNC





# one45 Tips and Tricks

- Rotation Naming Recommendations
- Evaluation Workflow Options
- Form Tracking Options

# Rotation Naming Recommendations

## Uniform Naming Scheme

for example: Specialty – Location

ie. Surgery – Vancouver General Hospital

ie. Surg - VGH

### Benefits:

- Consistent and concise naming scheme across the board
- Learners receive pertinent information (specialty, location, etc) within their eDossier \ My Rotations page
- Ability to report on each singular rotation or combine all similar specialties/locations for a comprehensive report

# Evaluation Workflow Recommendations

- Setup your schedule, evaluation forms, Evaluation Workflows and perform regular Sendouts (Let the system do the dirty work for you!)

Note: For Sendouts, the one45 system is defaulted to sending out evaluation forms at the end of a rotation regardless of the number of blocks.

For example, if your schedule shows that Surgery is 2 months/blocks long, then evaluation forms would only be sent at the end of the 2nd month.

# Evaluation Workflow Options

- Alternative workflow options:
  - » Custom Patterns (overriding the system default send out forms at different intervals when a rotation is longer than 1 block/period)
  - » Self Sends (putting the onus on the evaluator or target to initiate the evaluation form in question via eDossier)
  - » Schedule Matching (on the Rotation Schedule, including the preceptor that the learner worked with; allows the appropriate forms to be sent out immediately further distribution required)
  - » Best Guess List (updating rotations with a list of potential preceptors that may work with students in a given specialty/rotation)

## Best Guess List Options

- If a preceptor is sent an evaluation form via the Best Guess List for a student that they didn't work with, how does the preceptor opt out of completing the form?
  - » Enabling Evaluation Workflow Opt Out feature
  - » Manually deleting the evaluation form
- Allow your learners to update the Best Guess List during the distribution process  
(requires one45 assistance to turn this feature on)



# Form Tracking Options

- Sendouts
- Custom Search
  - » Export to Excel option
- Form Hound

## Recent Support News

- New tip and trick added to our support site each week
  - » Access the support site by clicking on the “Support” tab when logged into one45
- New Toll-free support number
  - » 1-888-254-0343
  - » Over the summer, we answered 80% of calls in 2 minutes or less
- Sign up for our blogs!
  - » <http://one45updates.blogspot.ca/>
  - » <http://www.one45.com/blog/>

**Help us improve.  
Your input matters.**

- Visit the evaluation area in Pre-function Hall B, near Registration; or
- Go to: **<http://www.royalcollege.ca/icreevaluations>** to complete the session evaluation.

**Aidons-nous à nous améliorer.  
Votre opinion compte.**

- Visitez la zone d'évaluation, au vestibule de la salle B, près du kiosque d'inscription; ou
- Visitez le **<http://www.collegeroyal.ca/evaluationscifr>** afin de remplir une évaluation de la séance.