

Course Director Guide to Student Procedures and Encounters

Course Directors have access to a specialized course director “Student Procedures” functionality, which provides the most direct route to viewing individual student procedure logs against the requirements. Course Directors also have access to several additional procedure reports that provide procedure information for all students enrolled in a course.

Note: All procedures and encounters are logged under procedures in MedHub, and none are logged under MedHub’s “diagnoses” sections.

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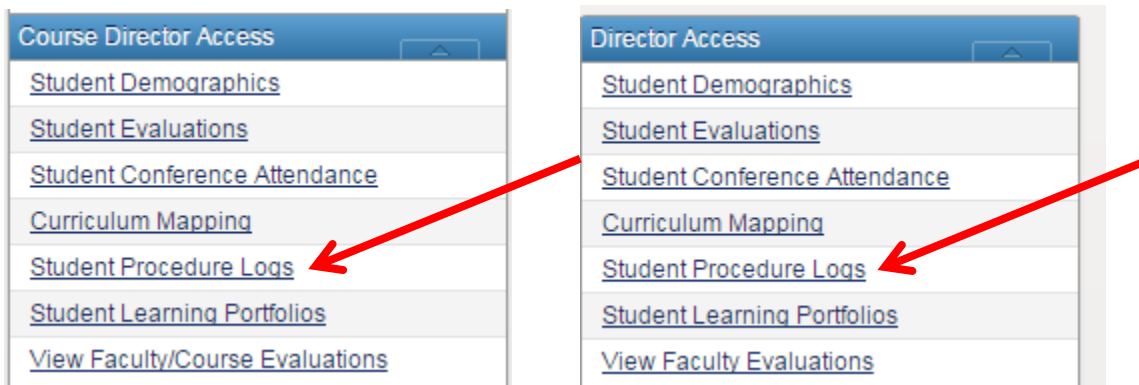
Student Procedure Logs - Course Director Functionality

Course Directors have specialized access to view student procedures and encounters measured against requirements. Use this functionality to track student progress towards completion of all procedure requirements. You can only review student evaluation data for one student at a time.

Step-by-Step

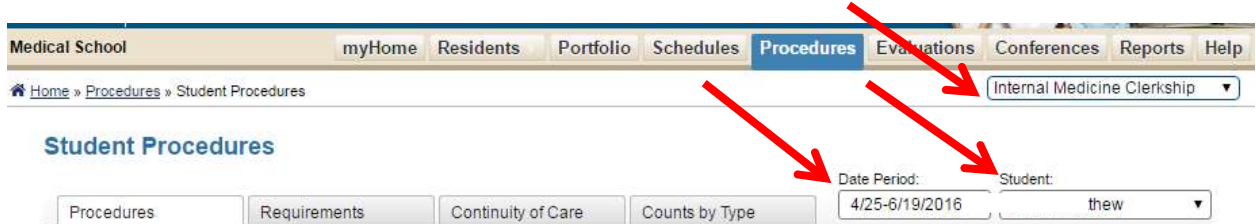
Home page -> [Course] Director Access tab -> Student Procedure Logs link

1. Log into MedHub at <https://gwu.medhub.com>.
2. Select the “Student Procedure Logs” link in the “Course Director Access” box of your homepage. If you are also involved in a residency program at GW, your box may read “Director Access.” Both boxes direct you to the same UME data.

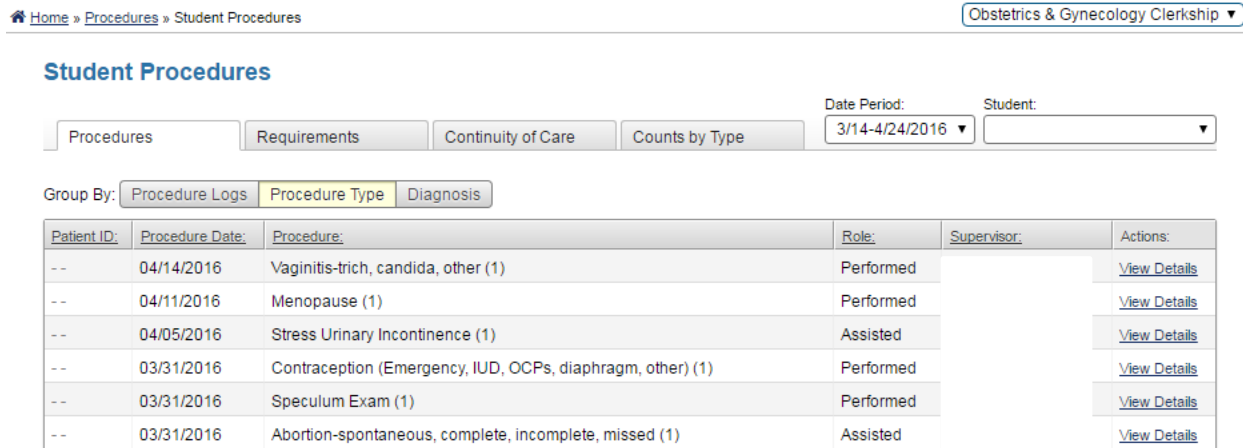


3. If you are a course director for more than one course, select the appropriate course from the drop-down list at the top right of the window.
4. From the drop-down list at the top right of the window select a date period to populate a list of students enrolled during that time.

- Select the student whose procedure logs you would like to see from the drop-down list at the top right of the window to populate the procedures that student has logged.



- The “Procedures” tab will populate all of the procedures that the selected student has logged for the selected enrollment period and course, the role/level of completion, and the supervisor. It also provides a “View Details” link which allows you to view further details the student logged with that procedure submission.



- The “Requirements” tab will populate all of the procedure requirements set by your course, and whether the student completed the requirement at the appropriate level. Under the “Requirements” column, the “Total Logged” line indicates if the total number of procedures requirement has been met regardless of the level. The second line indicates if the procedure was logged at the appropriate level (observe, assist, perform, simulated).
 - If all lines are marked 100% the student has met all requirements.
 - If there is only one line for total logged, it is because the requirement is at the observe level, and thus could be met at any level. In these cases, if the total logged is at 100%, the requirement has been met.
 - Example below: the student has met the total requirement for Patient in Labor at 100%, but has 0% for the level requirement. This means that the student has logged an encounter at a lower level than required, and has thus not met the requirement.

Student Procedures

Date Period: 4/25-6/5/2016
 Student:

View Requirements By:

Procedure Requirements				
Procedure(s)	Level(s)	Requirement(s)	Completed	Percent
Cesarean Delivery	2-4	1 Total Logged	2	100%
Speculum Exam	2-4	1 Total Logged 1 Performed or Assisted	3	100%
Vaginal Delivery	2-4	1 Total Logged 1 Performed or Assisted	2	100%
Abnormal Bleeding (Postmenopausal Bleeding/DUB	2-4	1 Total Logged 1 Performed	6	100%
Contraception (Emergency, IUD, OCPs, diaphragm, other)	2-4	1 Total Logged 1 Performed	3	100%
Patient in labor	2-4	1 Total Logged 1 Performed	1	100%
			0	0%



8. The "Counts by Type" tab provides a break-down of all of the procedures and encounters a student has logged, and at what level. The "simulated" column is where ALEs are logged.

Student Procedures

Date Period: 1/4-1/17/2016
 Student:

Procedure Types Count						
Procedure:	Clerkship:	Total:	Performed:	Assisted:	Observed:	Simulated:
Abnormal Bleeding (Postmenopausal Bleeding/DUB	Obstetrics & Gynecology Clerkship	1	1			
Abortion-spontaneous, complete, incomplete, missed	Obstetrics & Gynecology Clerkship	1	1			
Acute Abdominal Pain in Pregnancy	Obstetrics & Gynecology Clerkship	1	1			
Antepartum Care	Obstetrics & Gynecology Clerkship	1	1			
Cesarean Delivery	Obstetrics & Gynecology Clerkship	1	1			
Contraception (Emergency, IUD, OCPs, diaphragm, other)	Obstetrics & Gynecology Clerkship	1	1			
Depression	Obstetrics & Gynecology Clerkship	1				1
Infertility/ Endometriosis/ Fibroids	Obstetrics & Gynecology Clerkship	1	1			
Menopause	Obstetrics & Gynecology Clerkship	1				1
Patient in labor	Obstetrics & Gynecology Clerkship	1	1			
Pelvic infection (PID, STI, pelvic pain)	Obstetrics & Gynecology Clerkship	1				1

Diagnosis Count		
Diagnosis:	Clerkship:	Total:
(none)		



Procedure Reports

Course Directors also have access to additional reports that can provide collective data for multiple students in a course at once. The most useful report is the Procedure Requirements Summary report, which provides data on all student procedure requirement completion by course.

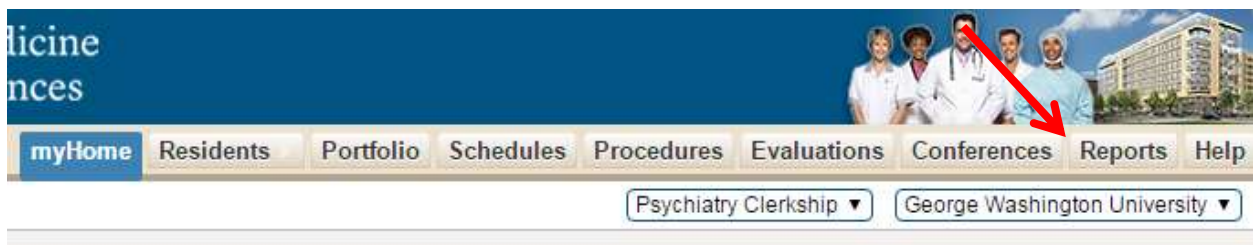
Procedure Requirements Summary Report

Use this report to get a snapshot of all students enrolled in your course and where they stand in meeting procedure requirements for the course.

Step-by-Step

[Home page](#) -> [Reports tab](#) -> [Procedure Reports section](#) -> [Procedure Requirements Summary Report](#)

1. Log into MedHub at <https://gwu.medhub.com>.
2. Click the “Reports” tab.



3. If you have a MedHub account for GW residency and UME, a page may populate stating you do not have access to reports. If this is the case, change the drop-down in the top right of your window from your residency program to “George Washington University.”



4. Select the “Procedure Requirements Summary” report link under the Procedure Reports section on the new Reports page that populates.

1 Choose Report **2 Select Options** **3 Generate Report**

- Compliance Reports**
 - Duty Hours Compliance Report
 - Duty Hours Detail Report
 - Duty Hours Submission Report
 - Violation Reasons Report
- Site Statistics**
(no reports available)
- Demographics**
(unavailable)
- Scheduling Reports**
(no reports available)
- Conference Reports**
(unavailable)
- Procedure Reports**
 - Procedure Demographics Report
 - Procedure Log Summary
 - Procedure Requirements by Resident
 - Procedure Requirements Summary
 - Procedure Totals by Type
 - Procedures Summary
 - Procedures Summary by Resident
- Evaluation Reports**
(unavailable)
- Charts/Graphs**
(no reports available)
- Saved Reports**
(none)

- A new page with report options will populate. Select the course, the enrollment period, and leave Display on "Procedure Type Requirements" (GW does not use Diagnosis Requirements). Click "Go to Step 3."

1 Choose Report **2 Select Options** **3 Generate Report**

Options for Procedure Requirements Summary [Reset Form]

Clerkship:* Obstetrics & Gynecology Clerkship ▼

Students active during period:* 04/25/2016 [calendar] to 6/25/2016 [calendar]

Display: Procedure Type Requirements ▼

Go to Step 3 ...

- You can export the report as either HTML or excel in the "Output Format" drop-down. Select your option and click "Generate Report."

1 Choose Report **2 Select Options** **3 Generate Report**

Generate Report: Procedure Requirements Summary

Output Format: HTML - Standard ▼ Scaling (HTML only): Standard ▼

Generate Report

7. The report will show all students enrolled in the course during the selected time frame, and whether they have met the procedure requirements. A “YES” in the "Complete" column indicates that the student has met that procedure’s requirements.
 - a. If there is not a “YES” in the column, the student has either not completed the requirement, or has logged the requirement as an ALE. The system does not interpret ALEs as meeting the requirement. To check if a student missing a “YES” has met the requirement via ALE, cross-check the student and procedure in the “Student Procedure Logs - Course Director Functionality” (above).

Internal Medicine Clerkship

Year	Abdominal pain (Years 3-4)						Acute renal failure (Years 3-4)						Altered mental status (Years 3-4)											
	Total	1	Perc.	Performed	1	Perc.	Complete	Total	1	Perc.	Performed	1	Perc.	Complete	Total	1	Perc.	Performed	1	Perc.	Complete			
--	0		n/a		0		n/a		0		n/a		0		n/a		0		n/a		0		n/a	
--	0		n/a		0		n/a		0		n/a		0		n/a		0		n/a		0		n/a	
--	1		100		1		100	YES	1		100		1		100	YES	1		100		1		100	YES
--	1		100		1		100	YES	1		100		1		100	YES	1		100		1		100	YES
--	3		100		2		100	YES	2		100		1		100	YES	4		100		2		100	YES
--	1		100		1		100	YES	1		100		1		100	YES	1		100		1		100	YES

Additional Procedure Reports

[Home page](#) -> [Reports tab](#) -> [Procedure Reports section](#)

Course Directors have access to additional procedure reports under the Procedure Reports section.

Additional Procedure Reports

- [Procedure Demographics Report](#) - This report summarizes basic patient demographics as reported through the procedure log.
- [Procedure Log Summary](#) - This report summarizes logged procedures by course.
- [Procedure Requirements by Resident \(Student\)](#) - This report summarizes procedure requirements by student and displays by student how many have been performed, and whether or not the requirement has been fulfilled.
- [Procedure Totals by Type](#) - This report summarizes the number of procedures by role, grouped by either student, procedure type, or student/procedure type.
- [Procedures Summary](#) - This report summarizes student procedure logging activity and displays the data by year, and whether the procedure was performed, assisted, or observed.
- [Procedures Summary by Resident \(Student\)](#) - This report provides a summary of logged procedures by student. It includes the number of procedures and the roles (i.e. performed, assisted, observed).