*The main sections to focus on at GW presently are **Duty Hours; Procedure/Case Logging; & Evaluations***

Medical Student Quick Start Guide 2017

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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, submit duty hours, complete evaluations, log procedures and set up your student portfolio.

Getting Started

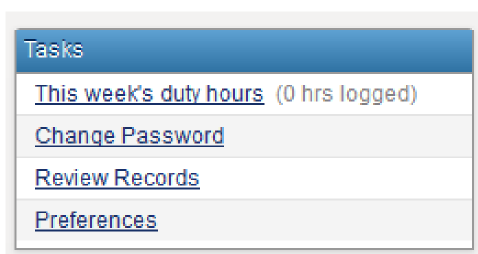
To log-in, use the following website address in your browser: https://gwu.medhub.com. Log-in information is first sent through an automated message from MedHub. The e-mail will contain a username and a temporary password. Upon log-in, you will be asked to change your password. If you forget your log-in information later, click the "Forgot My Password" button at the top of the log-in page, or contact your coordinator who can reset your password for you.

MyHome

The MyHome 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

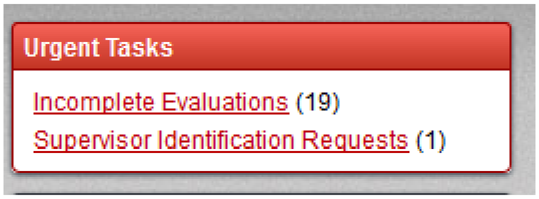
Under the Tasks section, you'll have the ability to log the current week's duty hours, review your own records, and update your contact information. Reviewing your records allows you to see your basic demographic information as well as see any files that have been shared with you by the Dean's Office or the course/clerkship. You can also choose to change your password at any time or update certain preferences.



The main sections to focus on at GW presently are ***Duty Hours; Procedure/Case Logging; & Evaluations***

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

You have the ability to keep a personal calendar in MedHub and sync it to either an Outlook e-mail account or through an iPhone or Android. By selecting the "View myCalendar" button, it will allow you to add any appointments, meetings, etc. for each day within each month. If your clerkship has created a conference schedule, these conferences will also appear on your personal calendar automatically.

Course Schedule

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

Course Objectives

The Course Objectives provides you the ability to review the course/clerkship objectives for the courses/clerkships that you have been enrolled. 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, this does not go to the recipient's e-mail unless you designate that the message you are sending should go to their e-mail as well. If you have been sent a message, it will appear in this Messaging section where you can select the message to review the content.

Announcements

Any announcements/events 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 will have access and 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.

Portal Channels

You may also have GWU or specific course channels set up on your homepage. The Dean's Office or your course/clerkship coordinator and director may use portal channels to display updates, messages, or news.

*The main sections to focus on at GW presently are **Duty Hours; Procedure/Case Logging; & Evaluations***

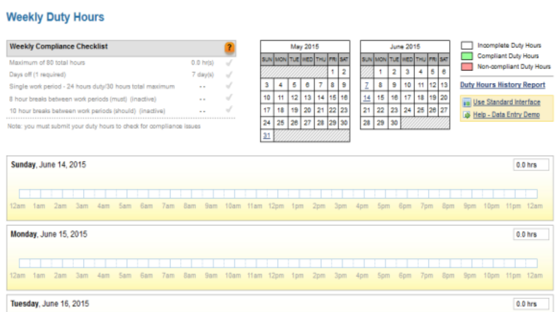
Functionalities

Duty Hours

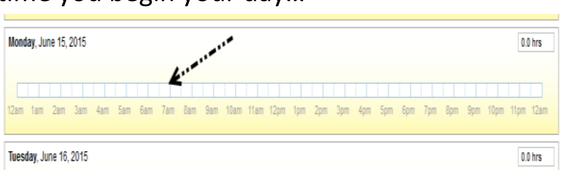
[**LINK to GW's Duty Hours Policy**]

Logging Duty Hours

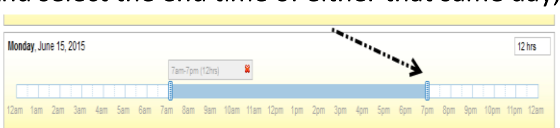
To add each week's duty hours, select the "This week's duty hours" link located in the Tasks section from your home page. This will take you directly to the timesheet in the graphical interface view where you can begin to enter your hours. Duty hours must be submitted within a two week time frame of completing them. MedHub will only allow you to edit and submit hours in the current and previous week.



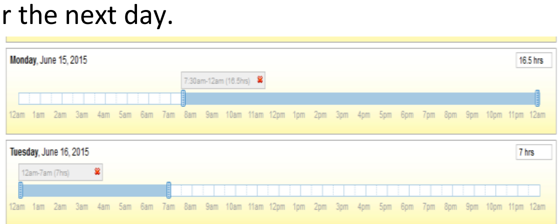
To add your hours for each day, select the start time you begin your day…



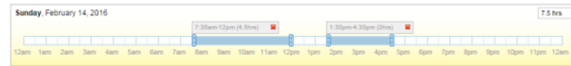
And select the end time of either that same day,



or the next day.

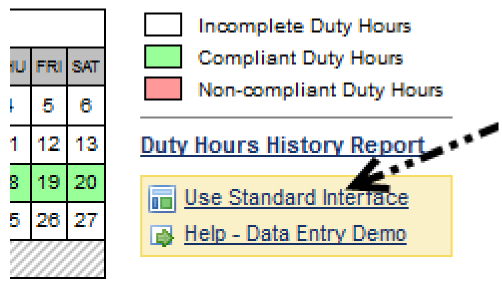


You can select multiple time frames if this is the case.

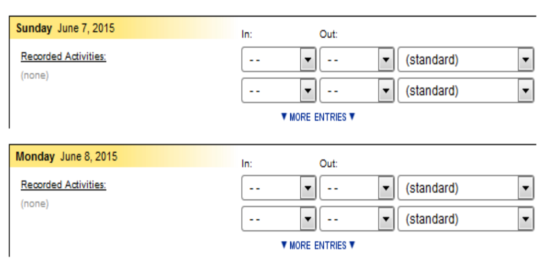


A bar will appear that totals the amount of time you worked based on your start and end times. At the bottom of the timesheet you will have an ability to save and/or submit your hours. Saving your hours simply saves your hours; it does not submit your hours for reporting purposes.

You also have the ability to switch to another view of the duty hour timesheet. This is called the standard interface view.

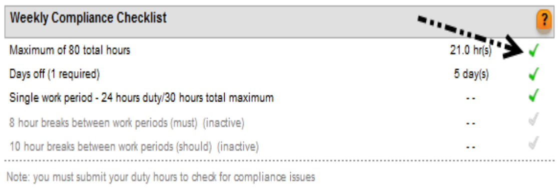


The standard interface allows you to log hours using a drop-down format vs. a graphical representation of hours. In this format, you would also log your start and end times. The "more entries" link below the designated drop-downs provides additional drop-downs, in case you have multiple in and out times throughout the day. The term "standard" in the drop down refers to your daily schedule which encompasses all activities (rotations, clinics, etc.) that occur within a given day.

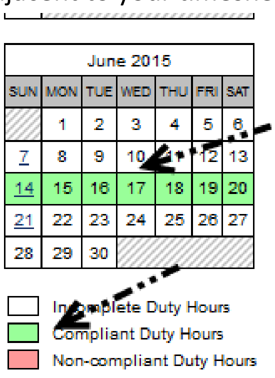


*The main sections to focus on at GW presently are **Duty Hours; Procedure/Case Logging; & Evaluations***

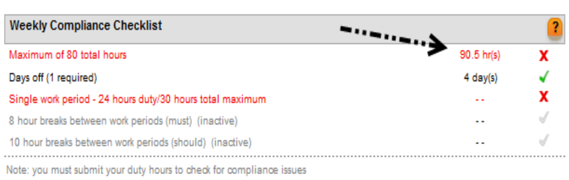
Once you have submitted your hours, and all associated work hour rules have met compliance, the compliance checklist identified at the top of the timesheet will indicate the rules where you have met compliance.



The compliant week you have submitted will show up in green on the monthly calendar located adjacent to your timesheet.



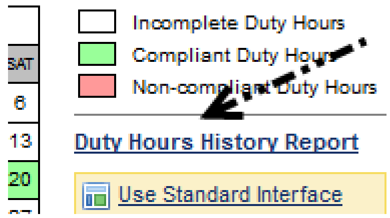
If you submit a non-compliant duty hour timesheet, the compliance checklist will indicate what rules are not in compliance by appearing in red.



You may be required to submit rationale regarding the non-compliant submission (i.e. patient volume).

Viewing Duty Hours

To review past duty hour submissions, select the link called, "Duty Hour History Report" located adjacent to the monthly calendars.

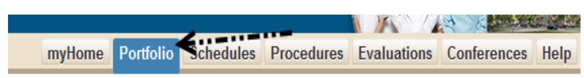


This report provides you a listing of each week that has been submitted along with the total number of hours for that week, days off, and any compliance rationale based on a non-compliant week.

Portfolios

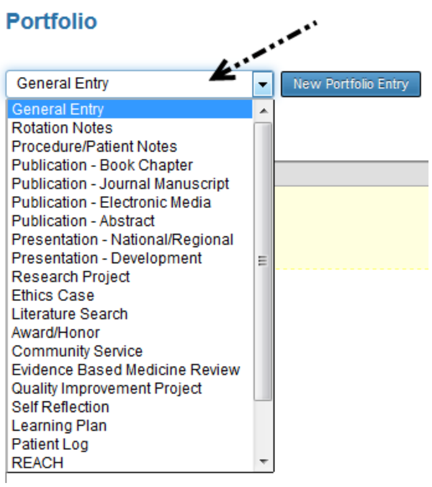
You have the ability to manage and track your own portfolio information. Faculty who are identified as student advisors or the clerkship director can also view your portfolio.
There are currently twenty-three portfolio entry options which you can choose. Each portfolio entry option has its' own specific fields related to that entry.

To access the portfolio functionality, you will select the Portfolio tab located at the top right hand side of the home page, also known as the navigation bar.

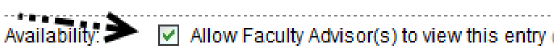


You can select a portfolio entry type by choosing an option from the drop down list that describes the type of entry you would like to include in your portfolio.

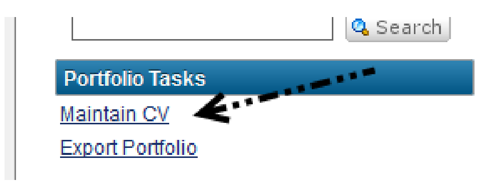
The main sections to focus on at GW presently are ***Duty Hours; Procedure/Case Logging; & Evaluations***



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.



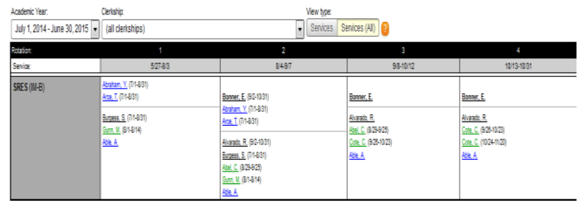
Some of these portfolio entry types also allow you to create a CV that will display these entries which you can manage.



Schedules

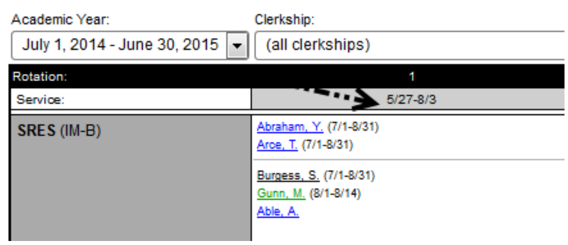
The schedule allows you to view the services or rotations that you have been assigned. To access the schedule, select the Schedules tab located at the top right hand side of the home page.

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



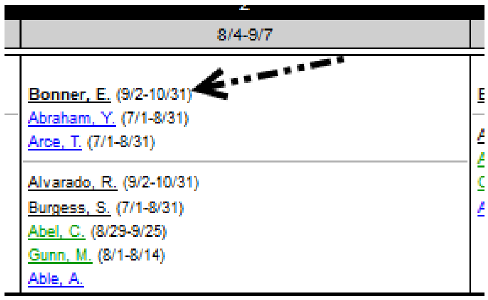
If the clerkship has not defined any services or rotations, the schedule will be blank. If you are looking for your courses or clerkships where you are enrolled, refer to the course schedule on your home page or select the "Review Records" on your home page to see what you have been enrolled in, are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

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 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.

*The main sections to focus on at GW presently are **Duty Hours; Procedure/Case Logging; & Evaluations***



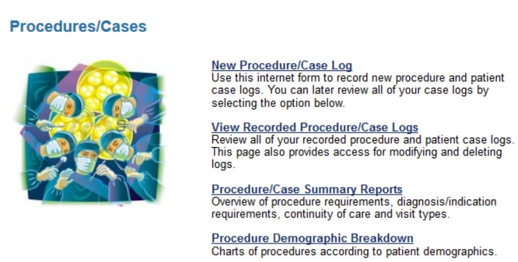
You may also see other medical students, residents and faculty members scheduled to that same service or rotation so you'll know who is rotating with you.

Procedures

Procedures allows you to log [procedures or case encounters (**LINK TO GW POLICY HERE**)]() as well as review reports of your submitted logs. To access procedures, select the Procedures tab at the top right hand side of the home page.

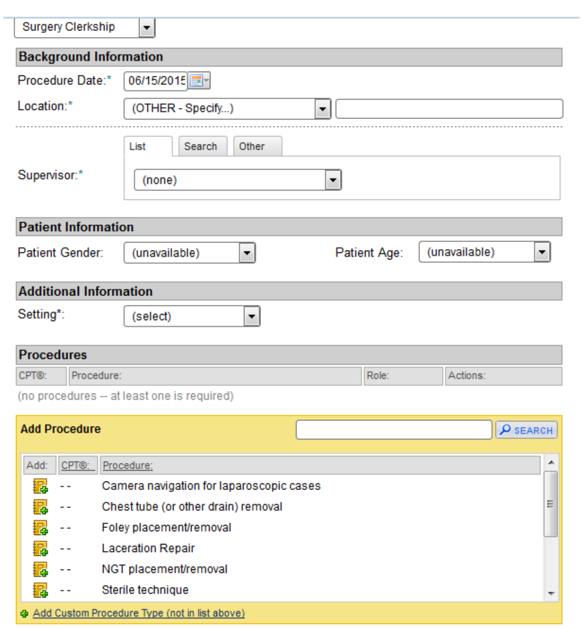
There are four links that you will have access to. They include:

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. You will have the ability to:

1. **Select the clerkship** you are on to log the relevant procedure, case or diagnosis
2. **Identify the date** of the procedure, case, or diagnosis.
3. **Choose your location**.
4. Identify the supervisor that observed you (if needed, but is **not** required).
5. Choose the patient gender and age (if needed, **not** required).
6. **Select the procedure, case or diagnosis from the list defined by the clerkship and classify your role, i.e. level of responsibility (observe/assist/perform)** for that procedure, case or diagnosis. If you completed an **Alternative Learning Experience (ALE)**, then choose the "**simulated**" role.
7. If you encounter a live patient, *even after* logging an ALE, you still need to **log the live** patient, at the appropriate role/level.
8. "Log Procedure" at the bottom of the screen. Continue to log throughout clerkship. Complete all by the final exam.



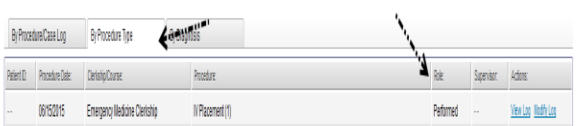
The main sections to focus on at GW presently are ***Duty Hours; Procedure/Case Logging; & Evaluations***

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 you 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.

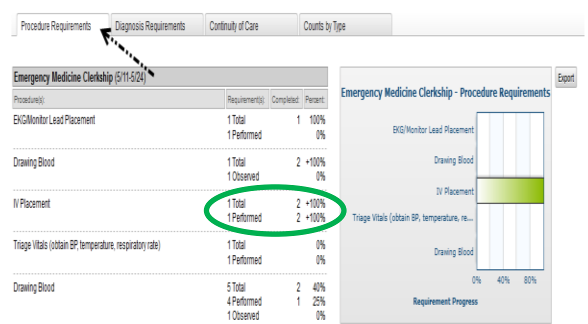


3. By Diagnosis which allows you to view the diagnoses you have submitted as well as view, modify or delete the log associated with the diagnosis.

Procedure/Case Summary Reports – This

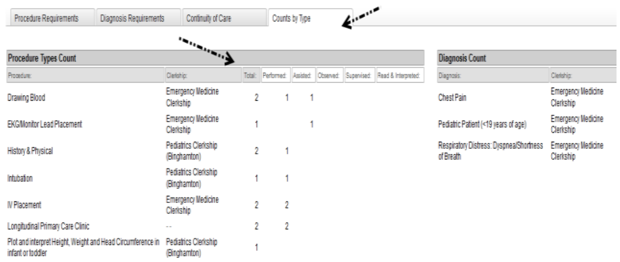
provides you the ability to review the requirements assigned to each procedure/case or diagnosis as well as audit your own performance regarding the requirements. You have the ability to review:

1. Procedure Requirements 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 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. [**Ignore** the "Diagnosis Requirements" tab, because at GW we will use **Procedure/Cases (above**) for both procedures *and* case (diagnosis) logging rather than this section.]
3. Continuity of Care statistics on each patient if a patient ID has been designated. The patient ID field may or may not be listed in the log as this is dependent on a clerkship setting.
4. Counts by Type provides you an ability to review the total counts of procedures or cases based on the clerkships you were enrolled 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.



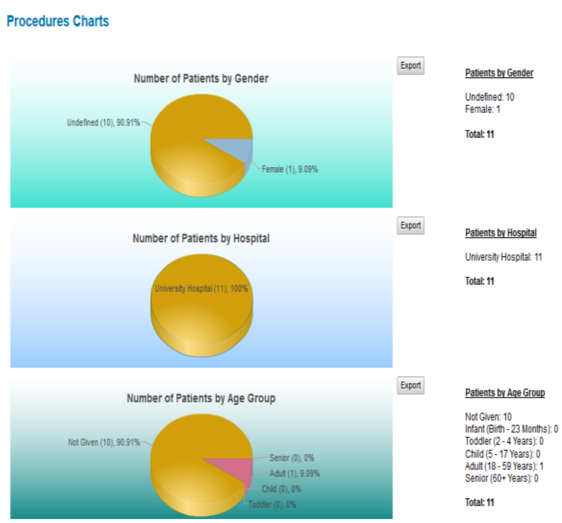
Procedure Types Count

Procedure:	Clerkship:	Total:	Performed:	Assisted:	Observed:	Supervised:	Read & Interpreted:
Drawing Blood	Emergency Medicine Clerkship	2	1	1			
EKG/Monitor Lead Placement	Emergency Medicine Clerkship	1		1			
History & Physical	Pediatrics Clerkship (Binghamton)	2	1				
Intubation	Pediatrics Clerkship (Binghamton)	1	1				
IV Placement	Emergency Medicine Clerkship	2	2				
Longitudinal Primary Care Clinic	--	2	2				
Plot and interpret Height, Weight and Head Circumference in infant or toddler	Pediatrics Clerkship (Binghamton)	1					

Diagnosis Count

Diagnosis:	Clerkship:
Chest Pain	Emergency Medicine Clerkship
Pediatric Patient (<19 years of age)	Emergency Medicine Clerkship
Respiratory Distress: Dyspnea/Shortness of Breath	Emergency Medicine Clerkship

Procedure Demographic Breakdown - This provides you the ability to see particular demographic breakdowns of your patients based on the information submitted in your procedure/case log. Any gender, age, or location information entered in the log, will appear in a pie graph based on the entries submitted by you.



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 in the "Incomplete Evaluations" tab.
    a. As mentioned above, upon logging into MedHub, the "Urgent Tasks" at the top left of your homepage will also list any pending evaluations that have been requested for you to complete of faculty/residents.
    b. If your course is utilizing "Student-Initiated" Evaluations, you must select the "Evaluate a Faculty Member" and/or "Evaluate a Resident" buttons on this screen.

2. Review all evaluations you have completed in the past by selecting the "Review Completed Evaluations" button.
3. Review your individual performance evaluations that have been completed of you in the "Performance Evaluations" tab.
4. See an aggregate or summary information of evaluations that have been completed of you in the "Aggregate Evaluations" tab.
5. Review competency summary data (if this has been enabled).
6. Assess trend data compared with peers by overall average or across the various competencies (if this has been enabled).

The main sections to focus on at GW presently are ***Duty Hours; Procedure/Case Logging; & Evaluations***

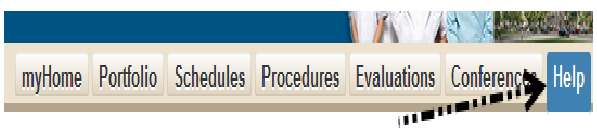
Conferences

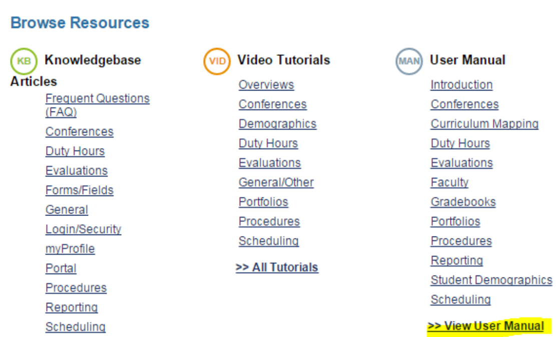
If conferences have been set up by the clerkships you have been enrolled, you will be able to view a conference schedule under the Conferences tab. To access conferences, select the Conferences tab located at the top right hand side of the home page.

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).

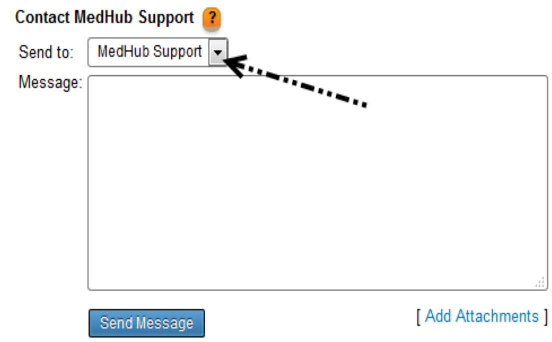
Help

The Help tab, located in the navigation bar provides you the ability to view the User Manual under the "Help Resources" tab.





In the "Support Tickets" tab, you can also send the MedHub support team an e-mail (i.e. support ticket) if you should have a question regarding the functionality.



At GW SMHS, your main sources of help are
1) your course coordinator, and
2) Claire Meehan a meehanc@gwu.edu 202-994-9582

Student Guide to MedHub Evaluations

1. Log into MedHub at https://gwu.medhub.com/
    a. If you do not know your username and/or password, contact your course coordinator or Claire Meehan at meehanc@gwu.edu

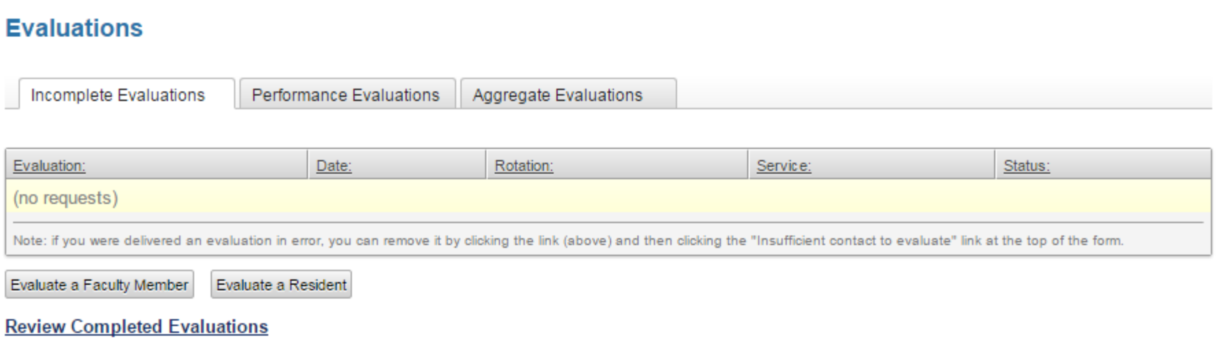
2. **Viewing evaluations**
    a. Once you have logged into MedHub, you will see a main navigation at the top right of your screen. Select the “Evaluations” tab.

    b. The “Evaluations” tab will display a new page with different options
        i. “Incomplete Evaluations” (tab) –will display any pending incomplete evaluations you have yet to complete in MedHub

        ii. “Performance Evaluations” (tab) – will display a full list of all of the performance evaluations that have been completed OF you by faculty members on MedHub

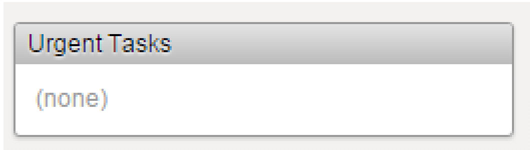
        iii. “Aggregate Evaluations” (tab) – will display an aggregate/average view of all evaluations completed to date of you on MedHub.

        iv. “Review Completed Evaluations” (link below tabs) – will display all evaluations that you have completed to date of faculty members/residents on MedHub



3. **Completing evaluations of faculty/residents/self**
    a. Upon logging into MedHub there will be a box that reads “Urgent Tasks” at the top left of your homepage. This will list any pending evaluations that have been assigned to you

to complete of faculty/residents/self on MedHub.



b. As mentioned above, any pending evaluations assigned for your completion will also appear in the “Incomplete Evaluations” sub-tab of the “Evaluations” tab.

c. If your course is delivering evaluations, you will receive an email prompt asking you to log into MedHub and complete your evaluation.

d. If your course is utilizing “Student-Initiated” evaluations, you will be responsible for completing faculty and resident evaluations without them being assigned to you. You must select the “Evaluations” tab from your homepage, and select the “Evaluate a Faculty Member” or “Evaluate a Resident” button at the bottom of the page. You will then be prompted to select the course and faculty member/resident to evaluate from a drop-down list. Because these evaluations place all responsibility for initiation on students, these WILL NOT appear in your urgent tasks box.

e. If your course is using “Student-Identifies Supervisor,” you will be responsible for assigning faculty members to evaluate you.