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School of Medicine & Health Sciences
THE GEORGE WASHINGTON UNIVERSITY

Guide to MedHub for MD Students

Welcome

This handbook is intended as a reference guide to key features of MedHub used by students in the GW SMHS MD program. 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.

If you have issues with MedHub, please contact your course coordinator or MedHub Administrator Amanda Walker (amanda.walker@gwu.edu; 202-994-3614).

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Getting Started

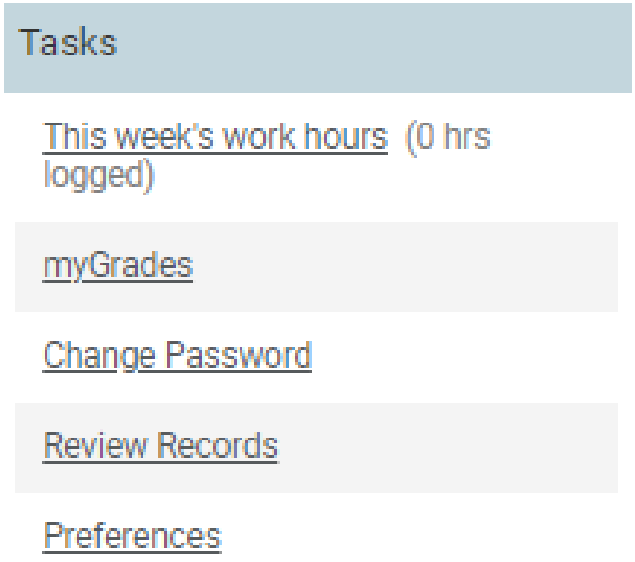
To log in, use the following website address in your browser: https://gwu.medhub.com. Login information is first sent through an automated message from MedHub. The email will contain a username and a temporary password. Upon login, you will be asked to change your password. If you forget your login information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

MyHome

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

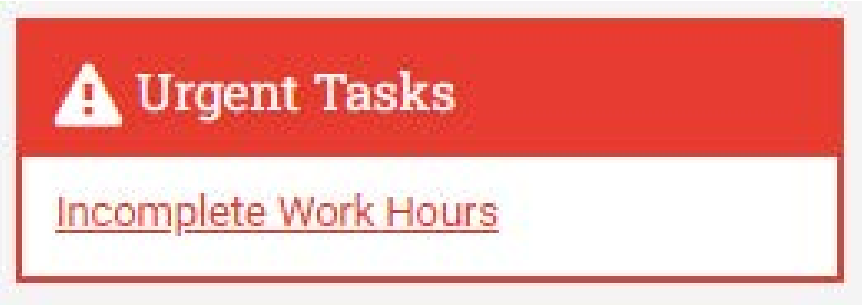
Tasks

Under the Tasks section, you can log the current week's work hours, review your records, and update your contact information. Reviewing your records lets you see your basic demographic information and any files shared by the Dean's Office or the course/clerkship. You can also change your password at any time or update certain preferences.



Urgent Tasks

Adjacent to the Tasks section are urgent tasks. This box will appear in red if you have any items that need to be completed (i.e., evaluations).



Personal Calendar

You can keep a personal calendar in MedHub and sync it to either an Outlook email account or through an iPhone or Android. Selecting the "View myCalendar" button 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 appear on your calendar automatically.

Course Schedule

The course schedule lists the courses/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 allow you to review the course/clerkship objectives for the courses/clerkships you have been enrolled in. Note: 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 email unless you designate that it should also go to their email. 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

Various directory links are available if 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 to and can review.

Add New Channel

You can customize your home page with news feeds that you want to appear automatically when you log in. The “Add New Channel” button lets you add feeds from various news sources.

Portal Channels

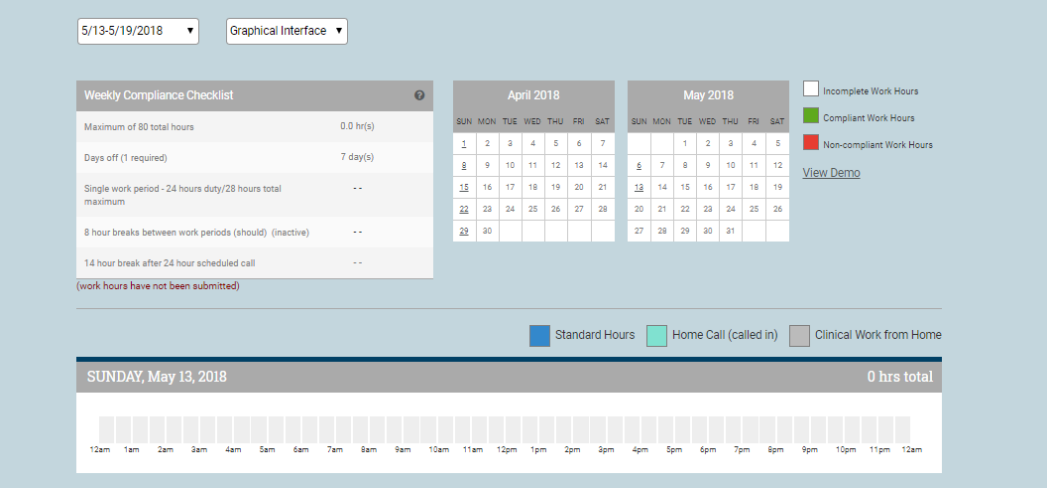
You may also have GW or specific course channels on your homepage. The Dean’s Office or your course/clerkship coordinator and director may use portal channels to display updates, messages, or news.

Work Hours

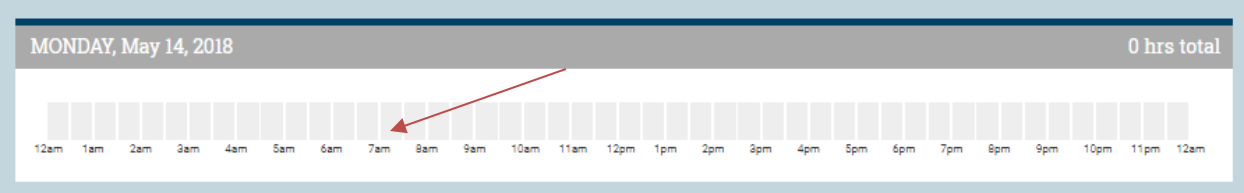
Logging Work Hours

For the GW SMHS work hour policy, please see “Policy on Medical Student Clinical Duty Hours.”

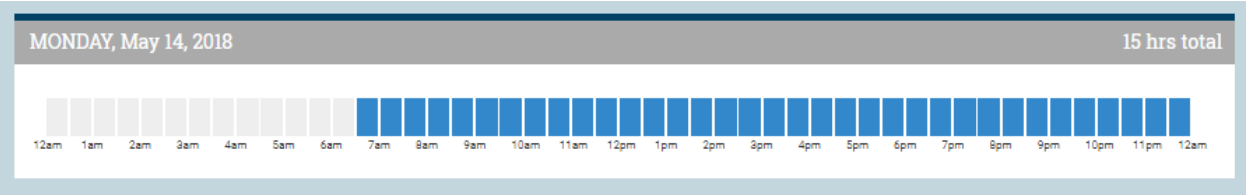
To add each week’s work hours, select the “This week’s work hours” link in the Tasks section on your home page. This will take you directly to the timesheet in the graphical interface view, where you can begin to enter your hours. Duty hours must be submitted within two weeks of their completion. MedHub will only allow you to edit and submit hours in the current and previous week.



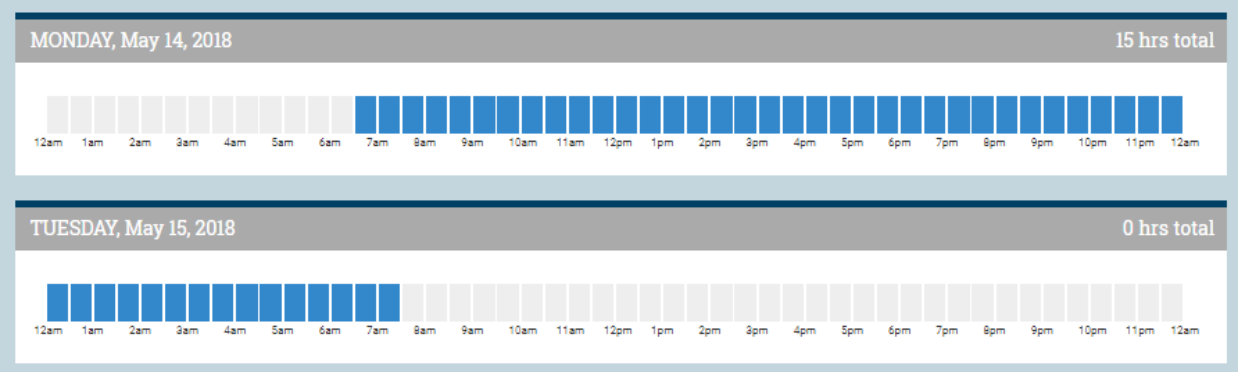
To add your daily hours, select the start time you begin your day…



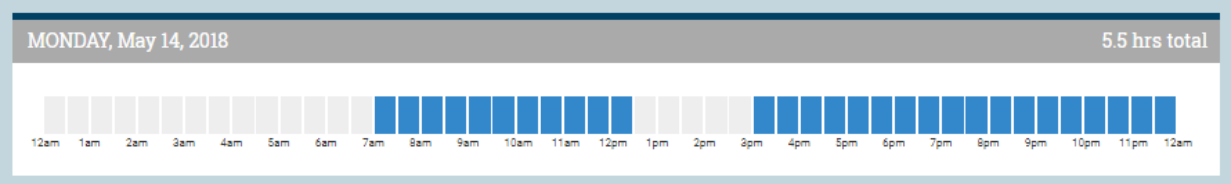
And select the end time of either that same day,



or the next day.

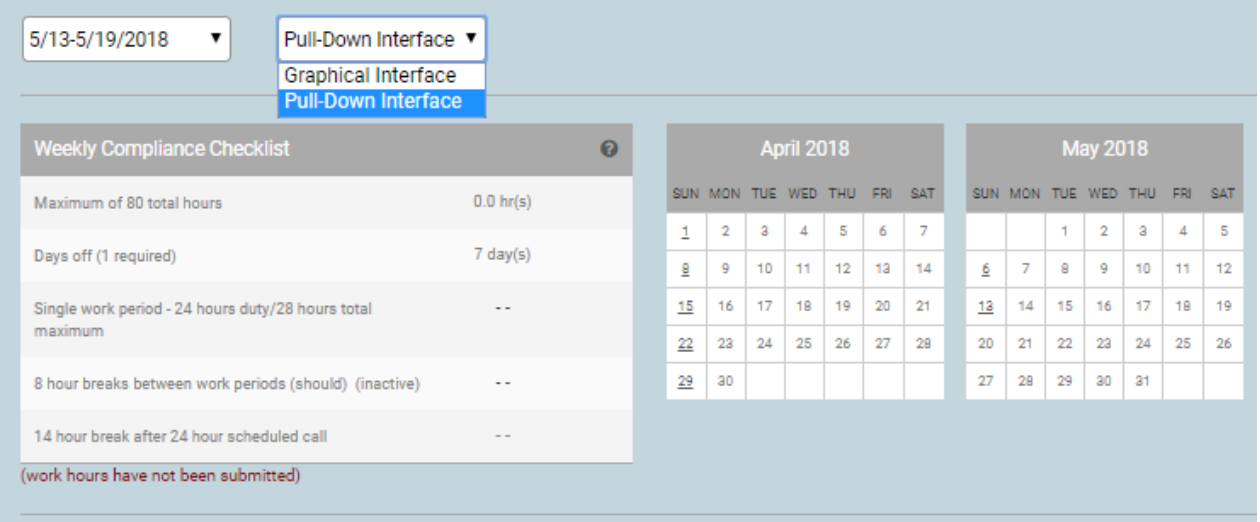


You can select multiple time frames if needed.

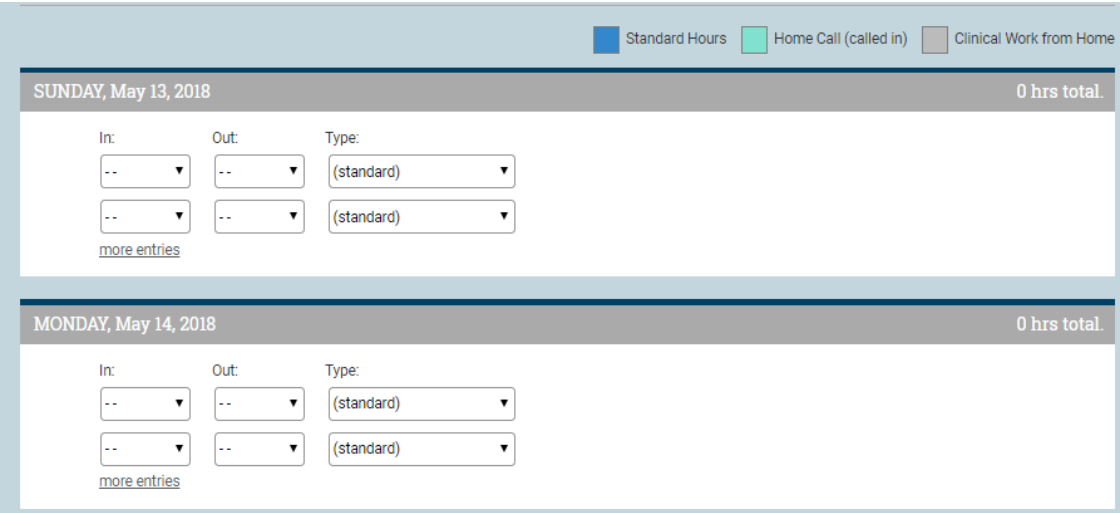


A bar will appear that totals the time you worked based on your start and end times. At the bottom of the timesheet, you can save and submit your hours. Saving your hours simply saves your hours; it does not submit your hours for reporting purposes.

You also can switch to another view of the duty hour timesheet. This is called the Pull-Down Interface view.

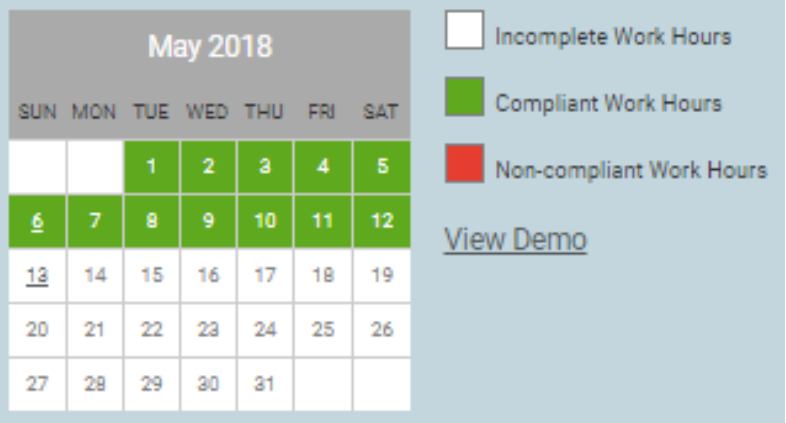


The pull-down interface allows you to log hours using a dropdown format vs. a graphical representation of hours. In this format, you would also log your start and end times. The “more entries” link below the designated dropdown menus provides additional entries in case you have multiple in and out times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



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

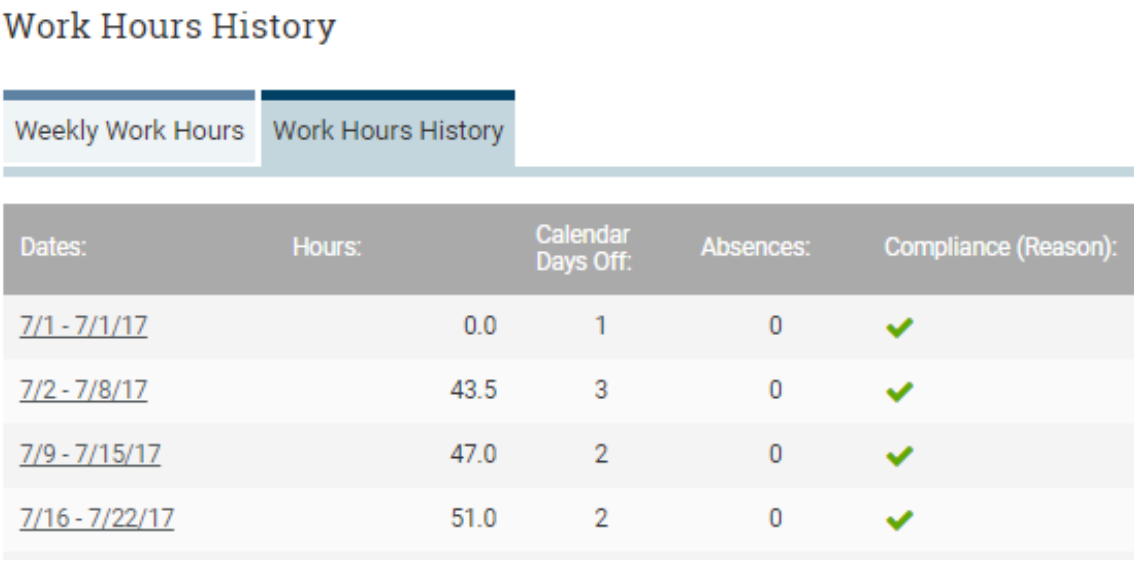
If compliant, the submitted week will appear in green on the monthly calendar adjacent to your timesheet.



If you submit a non-compliant work hour timesheet, the compliance checklist will indicate rules with which you are not in compliance in red. You may be required to submit a rationale regarding the non-compliant submission (i.e., patient volume). **Please note that duty hour violations will not negatively impact students' clinical grades.**

Viewing Work Hours

Select the "Work Hour History" tab to review past work hour submissions.



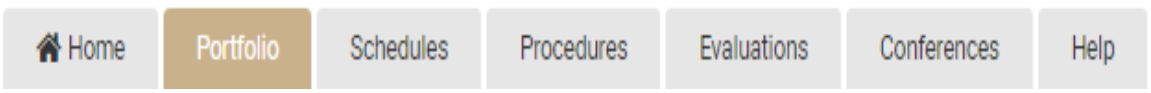
This tab provides you a listing of each week that has been submitted, along with the total number of hours for that week, days off, and any compliance rationale for a non-compliant week.

Portfolios

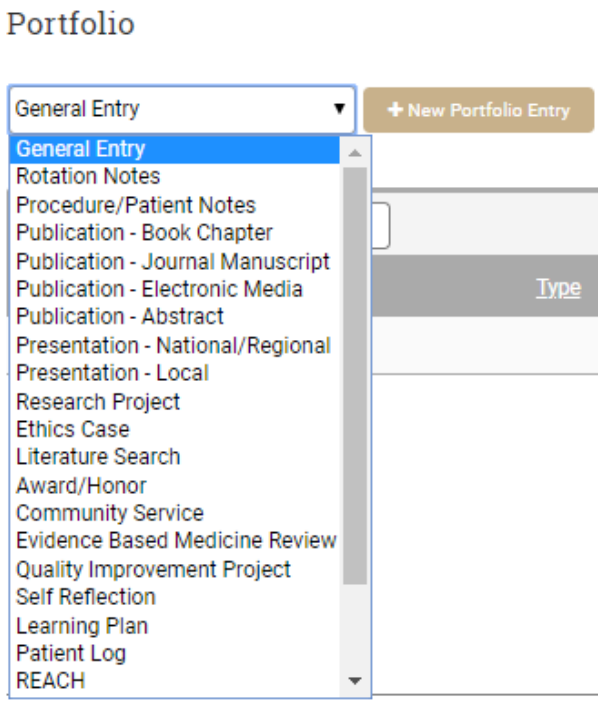
You can manage and track your portfolio information. Faculty identified as student advisors or the clerkship director can also view your portfolio.

There are currently 23 portfolio entry options that you can choose from. Each portfolio entry option has specific fields related to that entry.

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

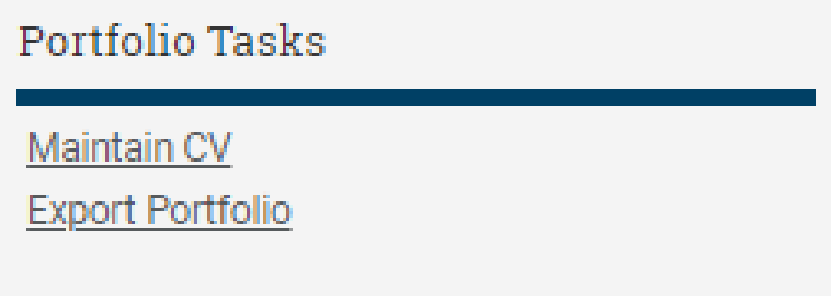


You can select a portfolio entry type by choosing an option from the dropdown list describing the type of entry you want to include in your portfolio.



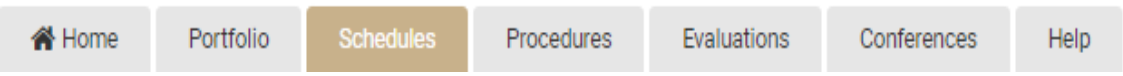
When adding a portfolio entry, you can also share this entry with the faculty members who have been added as your student advisor.

Some portfolio entry types also allow you to create a CV to display the entries you can manage.

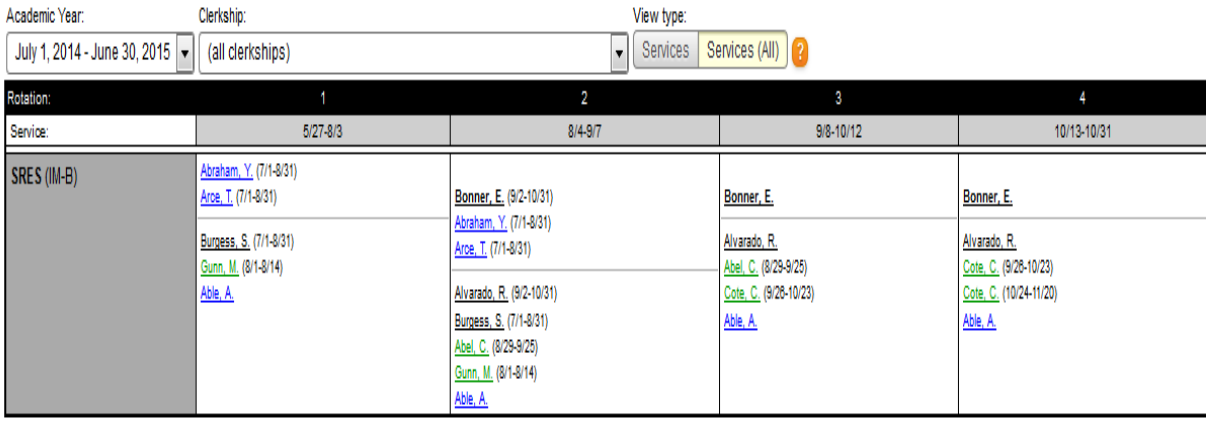


Schedules

The schedule allows you to view the services or rotations to which you have been assigned. Select the "Schedules" tab at the top right-hand side of the home page to access the schedule.

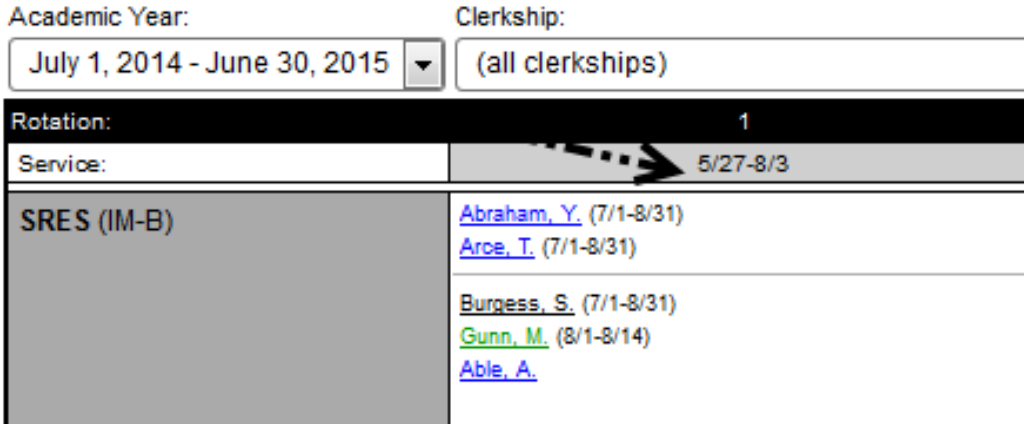


You can review the schedule for all clerkships you are enrolled in or can select a specific clerkship to see your schedule.

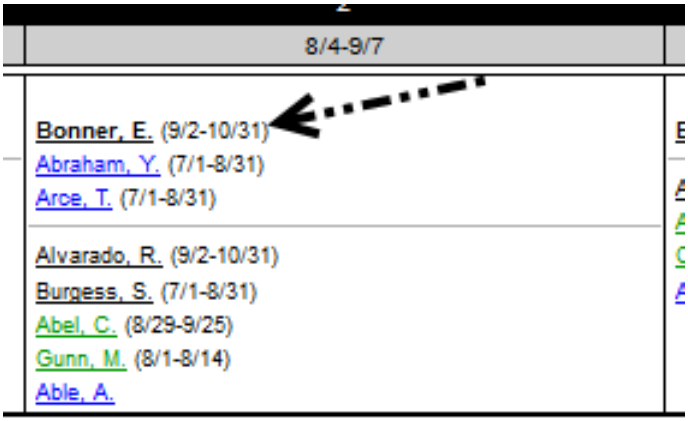


The schedule will be blank if the clerkship has not defined any services or rotations. If you are looking for the courses or clerkships you are enrolled in, refer to the course schedule on your home page or select "Review Records" on your home page to see past, present, and future enrollments.

The dates at the top of the rotation schedule indicate your enrollment in the course or clerkship.



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

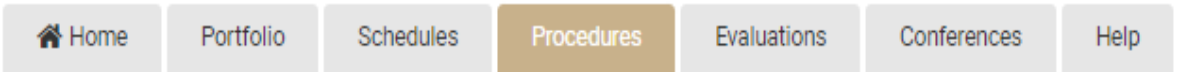


You may also see other medical students, residents, and faculty members scheduled for that same service or rotation, so you'll know who is rotating with you.

Procedures

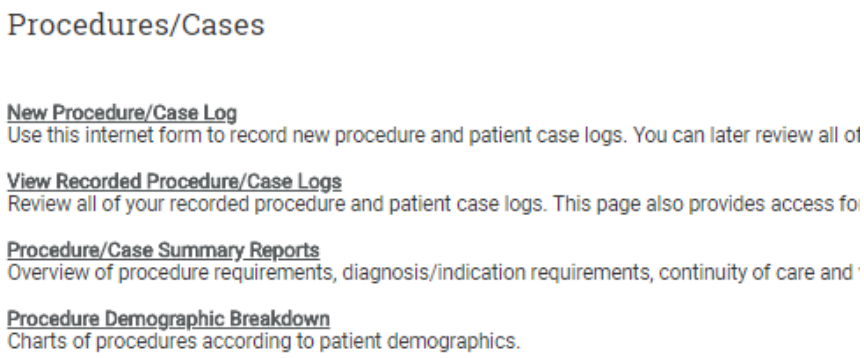
For the GW SMHS procedure logging policy, please see "Procedure for Documentation and Monitoring of Student Clinical Encounters and Procedural Skills."

The Procedures tab allows you to log procedures or case encounters and review reports of your submitted logs. Select the Procedures tab at the top right-hand side of the home page to access procedures.



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

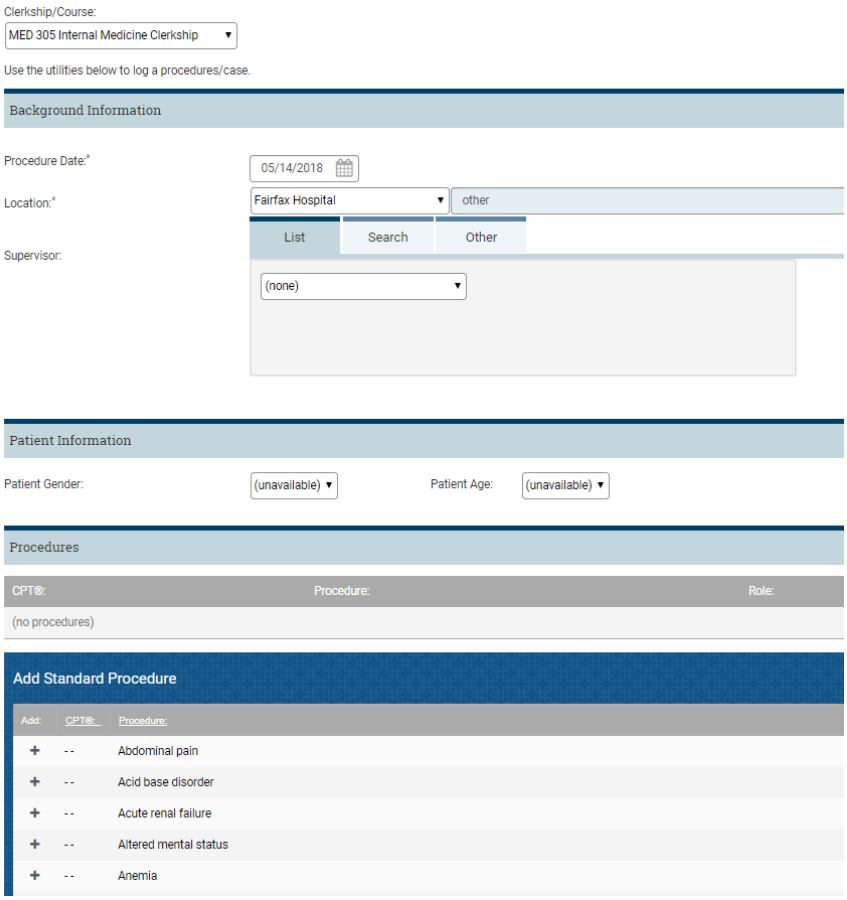


New Procedure/Case Log

This link allows you to log your procedures/cases or diagnoses based on the clerkship you are or have been enrolled in. You will have the capability 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 who observed you (if needed, **not** required).
5. Choose the patient's 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/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 the clerkship. Complete all by the final exam.



View Recorded Procedure/Case Log

After submitting procedures, cases, or diagnoses, you can view what has been recorded. You can view:

1. By Procedure/Case Logs, which allows you to view all of the logs that you have submitted. You can also view the log's details and modify them if needed. You can delete the log if there is an error within that particular log and you need to resubmit.

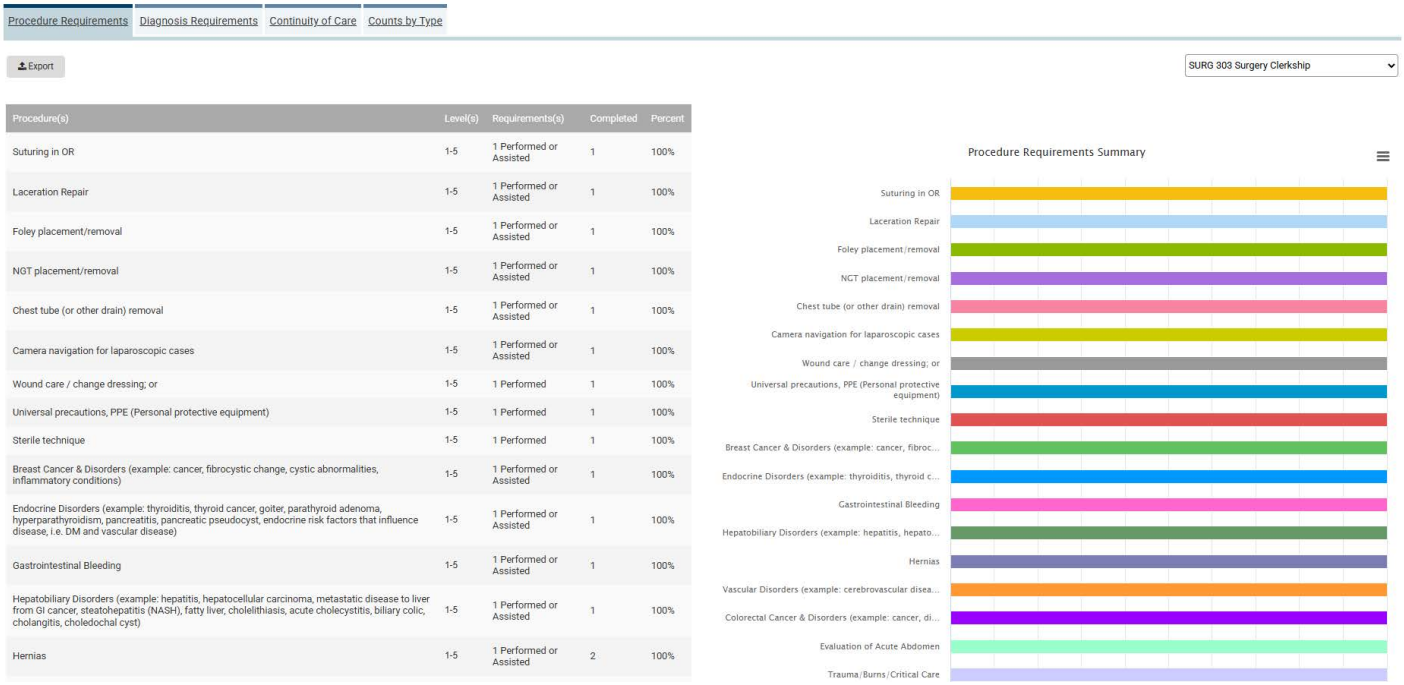
2. By Procedure Type, which allows you to view the procedures or cases you have submitted along with each procedure or case's chosen level of responsibility (i.e., role). You can also view, modify, and delete the log as needed.

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

Procedure/Case Summary Report

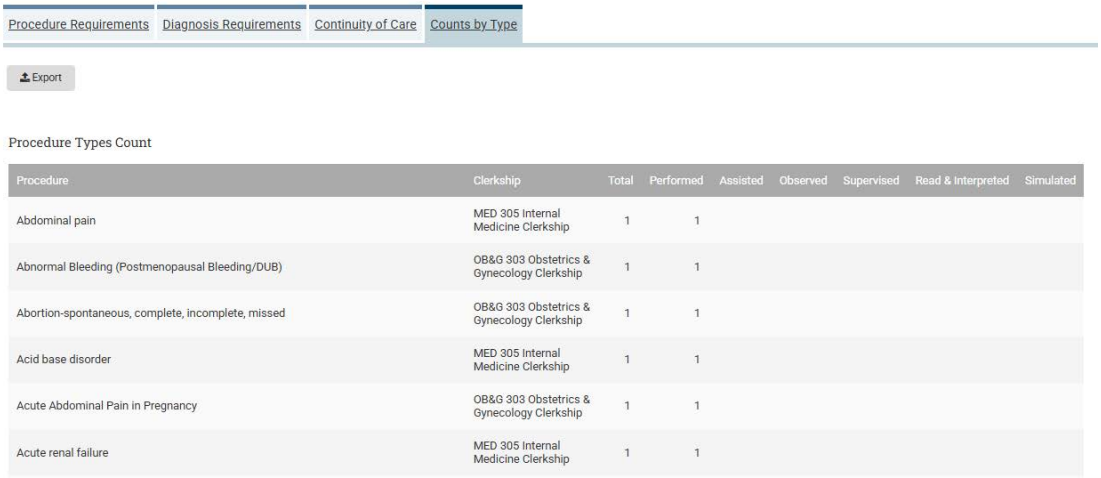
This allows you to review the requirements assigned to each procedure/case or diagnosis and audit your own performance regarding the requirements. You can review:

1. Procedure Requirements, which outlines the requirements you have completed at that time. It also provides you with a bar graph about the *current clerkship* you are enrolled in and the ability to export it into a .jpg, .png, or .pdf file if needed. The bar graph is intended to show the progress toward requirements based on the role or level 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. Depending on the clerkship setting, the patient ID field may or may not be listed in the log.

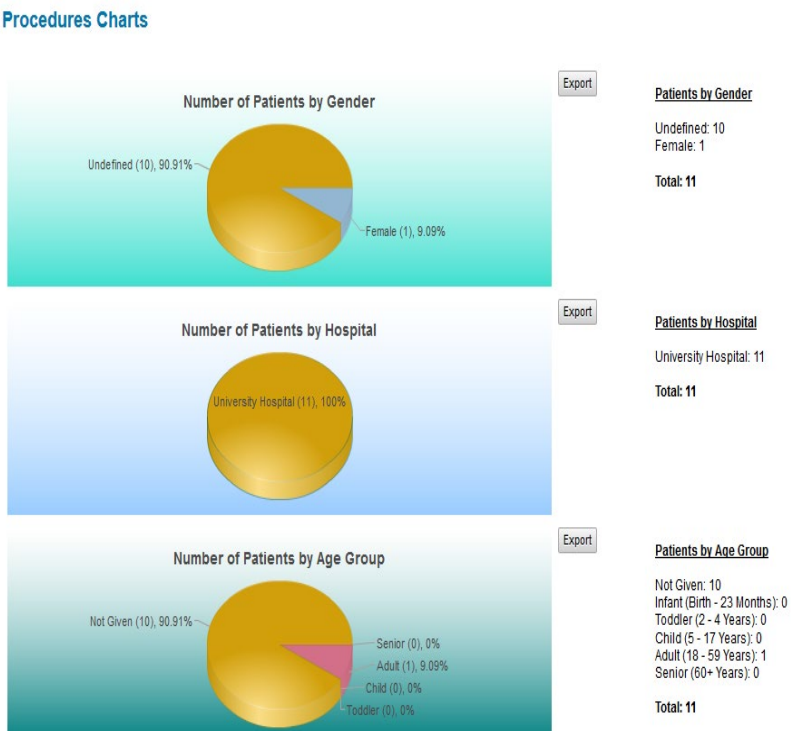
4. Counts by Type allows you to review the total counts of procedures or cases based on the clerkships in which you were enrolled and your level or role of responsibility. The Diagnosis count provides a total that you may have performed, observed, etc., but does not designate the count by level of responsibility.



Procedure	Clerkship	Total	Performed	Assisted	Observed	Supervised	Read & Interpreted	Simulated
Abdominal pain	MED 305 Internal Medicine Clerkship	1	1					
Abnormal Bleeding (Postmenopausal Bleeding/DUB)	OB&G 303 Obstetrics & Gynecology Clerkship	1	1					
Abortion-spontaneous, complete, incomplete, missed	OB&G 303 Obstetrics & Gynecology Clerkship	1	1					
Acid base disorder	MED 305 Internal Medicine Clerkship	1	1					
Acute Abdominal Pain in Pregnancy	OB&G 303 Obstetrics & Gynecology Clerkship	1	1					
Acute renal failure	MED 305 Internal Medicine Clerkship	1	1					

Procedure Demographic Breakdown

This allows you 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 your entries.

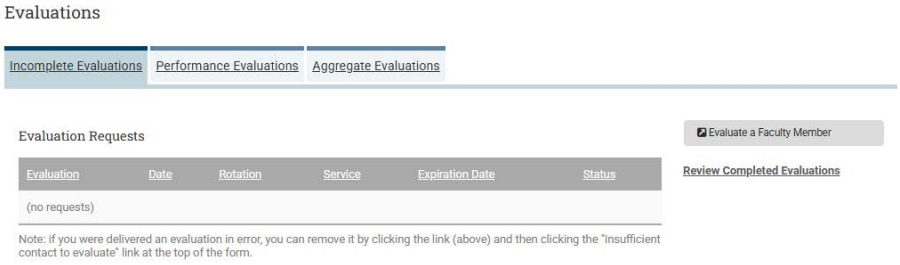


Evaluations

Select the Evaluations tab at the top right-hand side of the home page to access evaluations.

This section will allow you to:

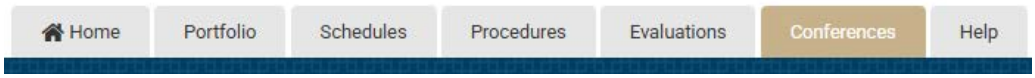
1. Complete the requested evaluations in the “Incomplete Evaluations” tab.
    a. As mentioned above, upon logging into MedHub, the “Urgent Tasks” at the top left of your homepage will also list any pending evaluations of faculty/residents for you to complete.
    b. If your course is using Student-Initiated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



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

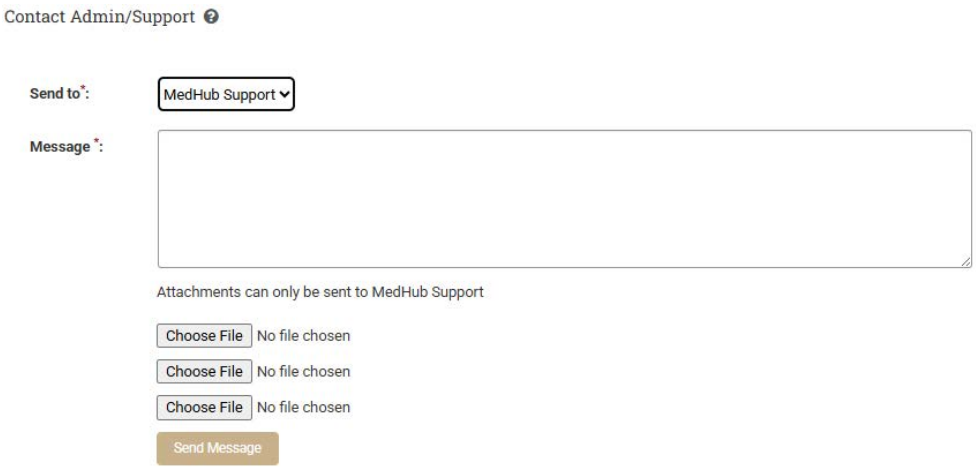
Conferences

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



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

Help

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

In the "Support Tickets" tab, you can also send the MedHub support team or the GW Student administrator an email (i.e., support ticket) if you have a question regarding the functionality.