Completing Evaluations in E*Value
for Residents and ACGME Clinical Fellows
Office of Graduate Medical Education
June 2014

E*Value - COMPLETING EVALUATIONS
1. Log in to E*Value www.e-value.net OR use the AutoURL link in the email notification (skip to step 4.)
2. Click on the EVALUATIONS icon
3. Click on To Be Completed
4. Listing of Evaluations will become available with the oldest one on top [e.g. Jan, Apr, June, October.]
5. Complete evaluations by clicking on the “Edit Evaluation” link
   [Note: evaluations become queued if old evaluations are still on your list on pending evaluations. You will need to complete the oldest ones first.]
6. Suspend evaluations by clicking on “Suspend”
   [Note: the only reason to suspend is if you do not have any contact with the trainee or faculty.]
Completing Evaluations - navigating your “pending evaluations”

On-the-Fly Evaluations

If implemented by your training program, “on-the-fly” evaluations allow you to initiate and complete an evaluation on someone within your program that you have not been pre-scheduled to evaluate. For example, you may want to use an on-the-fly evaluation to create Praise or Concern Cards for exemplary or concerning performance, or for generating mini-CEX evaluations. For program-related usage of on-the-fly evaluations, please check with your program coordinator.

On-The-Fly Evaluations examples:
- Praise Cards, Concern Cards
- End of Shift Evaluations
- Direct Observation Checklists
- Mini-CEX etc.