Evaluations in the MedHub Mobile App

MedHub offers a free native mobile app which is available for iOS and Android devices. Search the App or Google Play Store for MedHub.

The app is designed for trainees to log their work hours, enter/verify procedures (cases) and for trainees and faculty to complete evaluations. A user may also review evaluations they previously completed, and see a Milestone sub-competency performance summary.

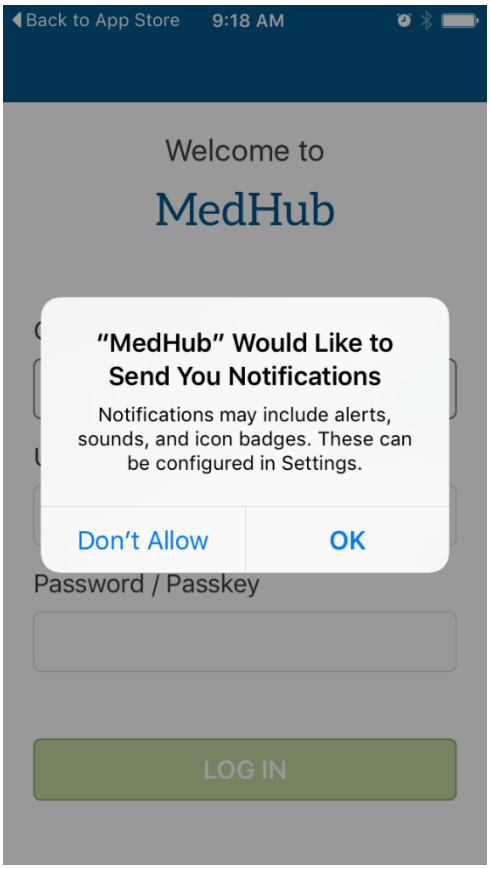
App Login Screen

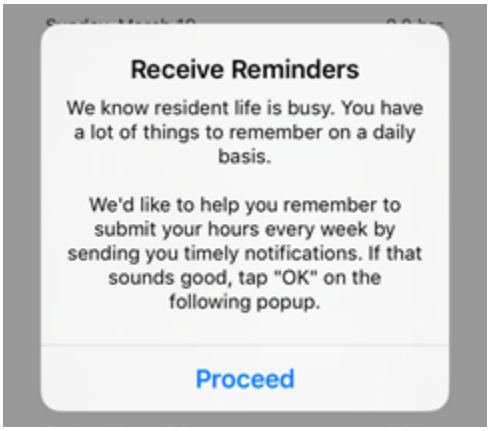
- User selects the name of their university or institution from the pull-down menu. In this case it would be UCSF.
- User adds the username & password used to login to MedHub software which is your MyAccess login credentials, and select the Log In button.

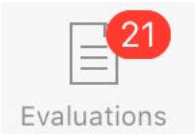
Who May Use the Native Mobile App? Trainee and Faculty!

UCSF uses Single Sign-On, only those who use single sign-on credentials to login to MedHub will be able to use the app to access their evaluations, meaning anyone with an active UCSF Employee ID listed within their MedHub user account.

Push Notifications and Alerts

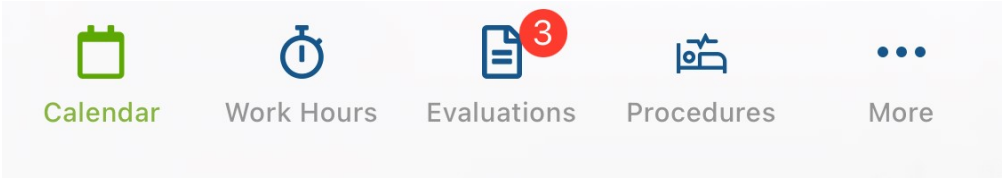






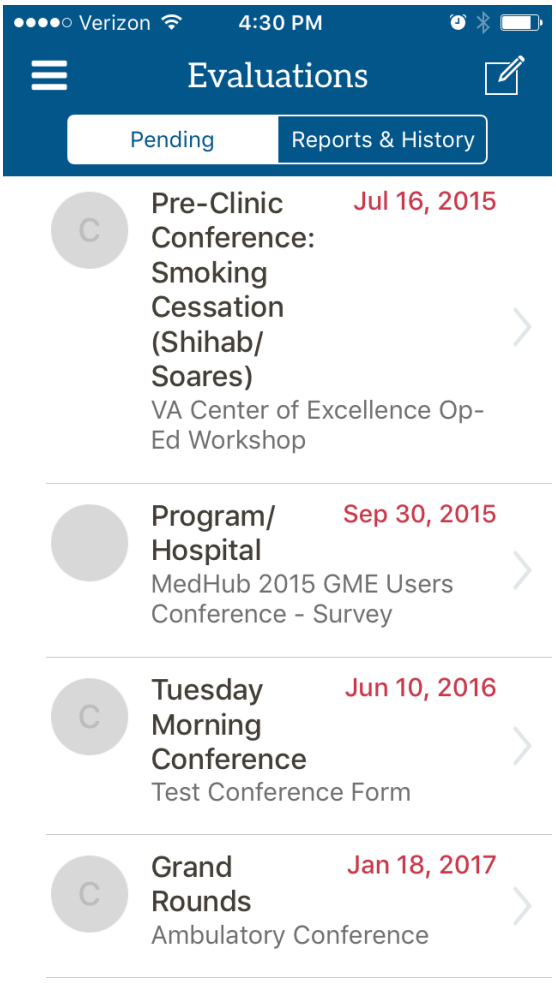
Upon login, the user has the option to allow (or prevent) notifications from the MedHub app. The circular red alert icon, with the number of pending evaluations, will show both within the native App when it is open (over the menu icon in the upper left corner of the screen), and outside the native App icon before it is opened. We will also offer actual, active push notifications which will pop-up on the screen of the user at first, with a prompt to answer whether they want notifications. These notices will tell the user if they still have Work Hours to submit, or if an evaluation has been assigned to them.

Evaluations



From anywhere inside the app, select the third icon in the menu bar at the bottom of the screen in order to toggle to the Evaluations functionality. You will arrive at a list of evaluations delivered to you in MedHub which are pending your completion. The oldest forms will appear at the top of the screen, and the newest at the end of the list.

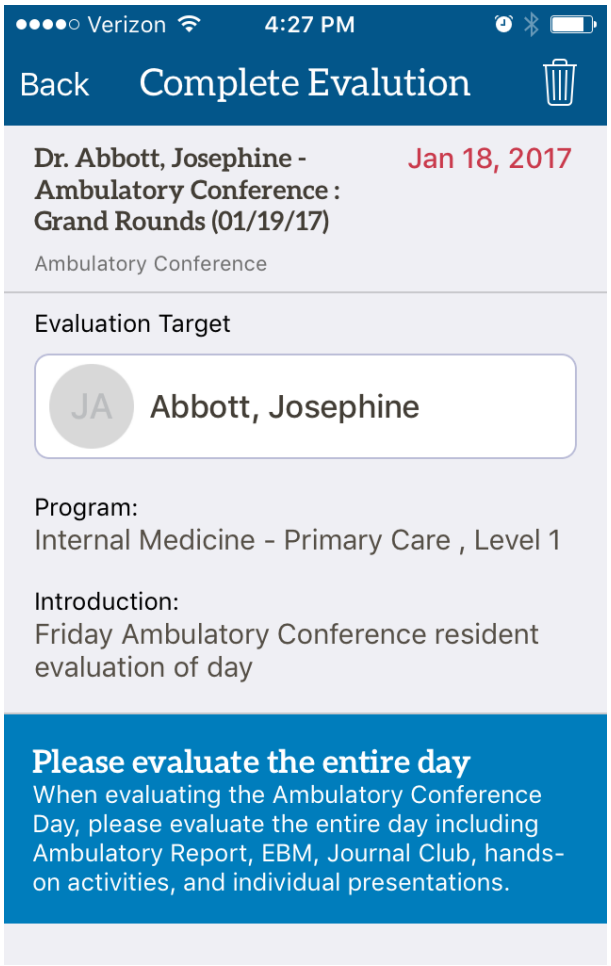
If the evaluation is about a thing (e.g. a conference or a site), a single letter may appear. If the target is a person, the person's photo will appear to the left of the name of the form. Select a form to begin to fill it out.

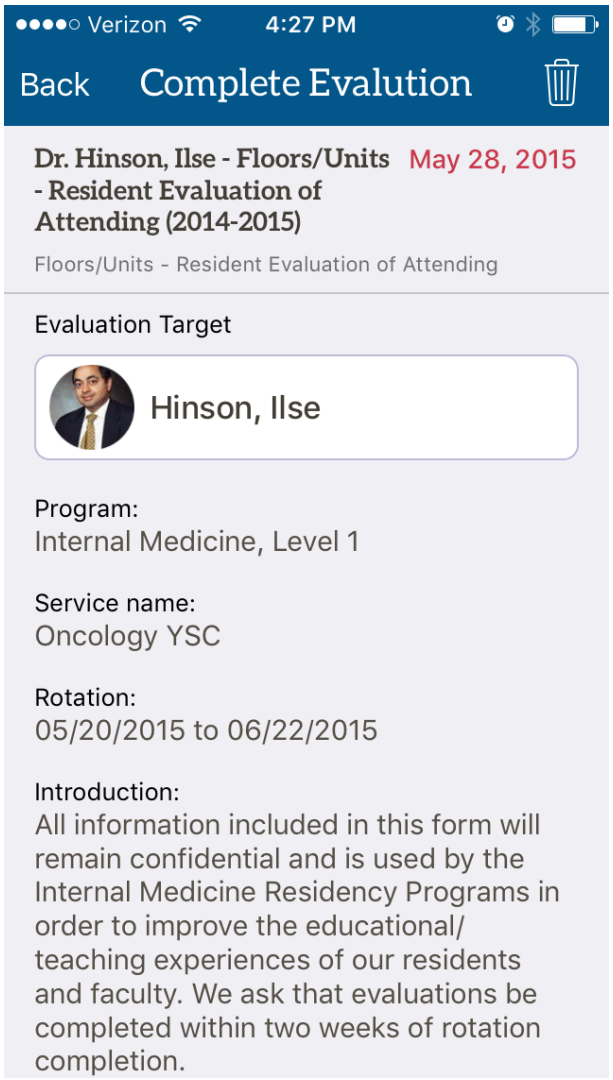


View Pending Evaluations

When viewing a pending evaluation, the name of the target and the evaluation form appears on the screen, with the service/conference name if applicable, and the request date in red. A photo of the target displays, if available.

Examples displaying the top of two sample evaluations:



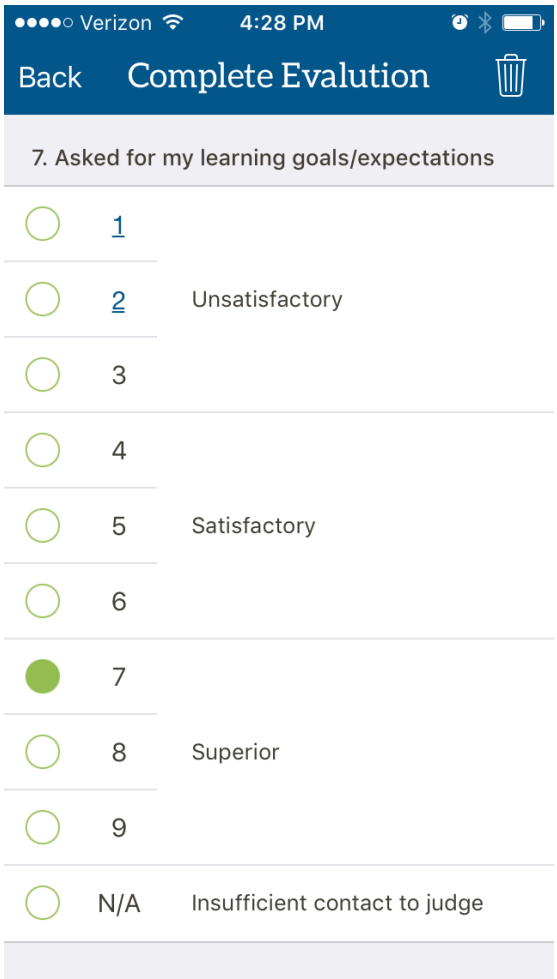


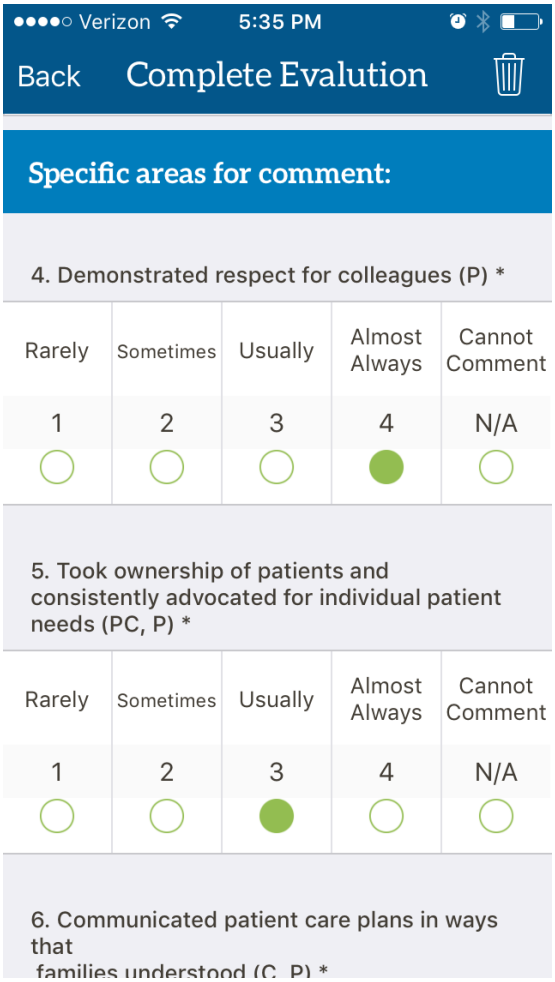
View Pending Evaluations

When viewing evaluation scale questions, some may display vertically and some horizontally. The scale questions will be formatted differently than they are on a computer screen on the full version of the site.

Mobile Status and accessibility are important for program administrators to consider when they select scales in building an evaluation form, both for the benefit of end users such as yourself who utilize the app, and those who access the Web app via Internet browser on their phones.

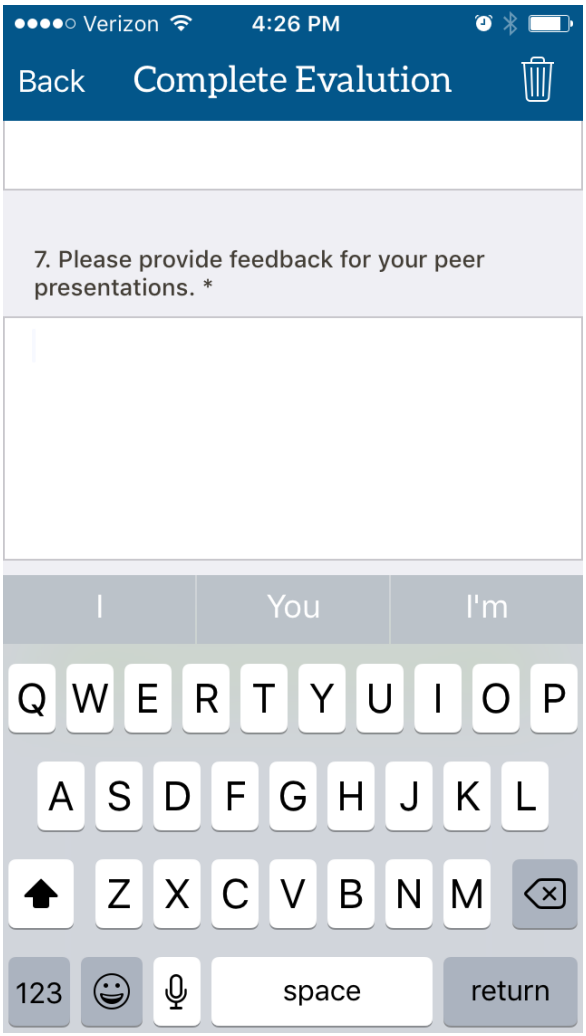
Using mobile friendly scales in forms makes it easier for the end user to read with less scrolling.

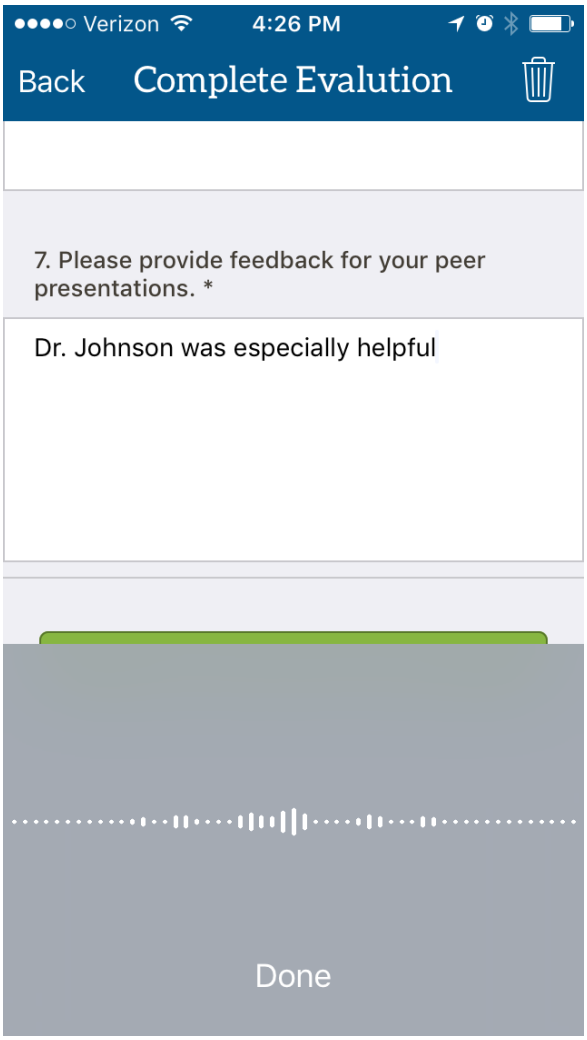




Dictating Comments in Evaluations

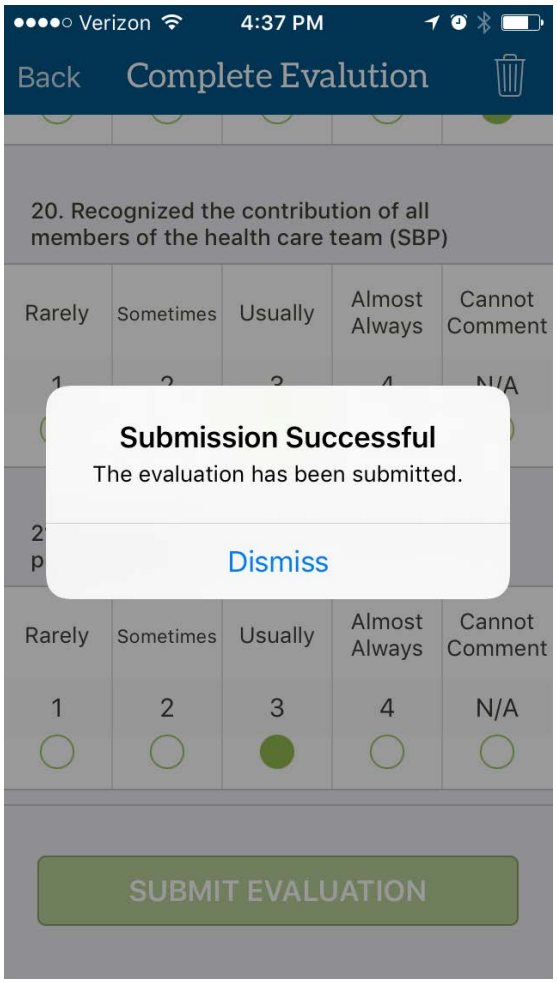
When you select a long text field to enter a comment, the device keyboard will appear.
Just to the left of the space bar, select the microphone icon in order to activate the iPhone dictation feature. Comments and punctuation may be dictated into the phone and a transcription will appear immediately on screen. Select “Done” at the bottom of the screen, or select the long text field to return to the field and edit the transcription if necessary, when you are done speaking.





Submitting Evaluation

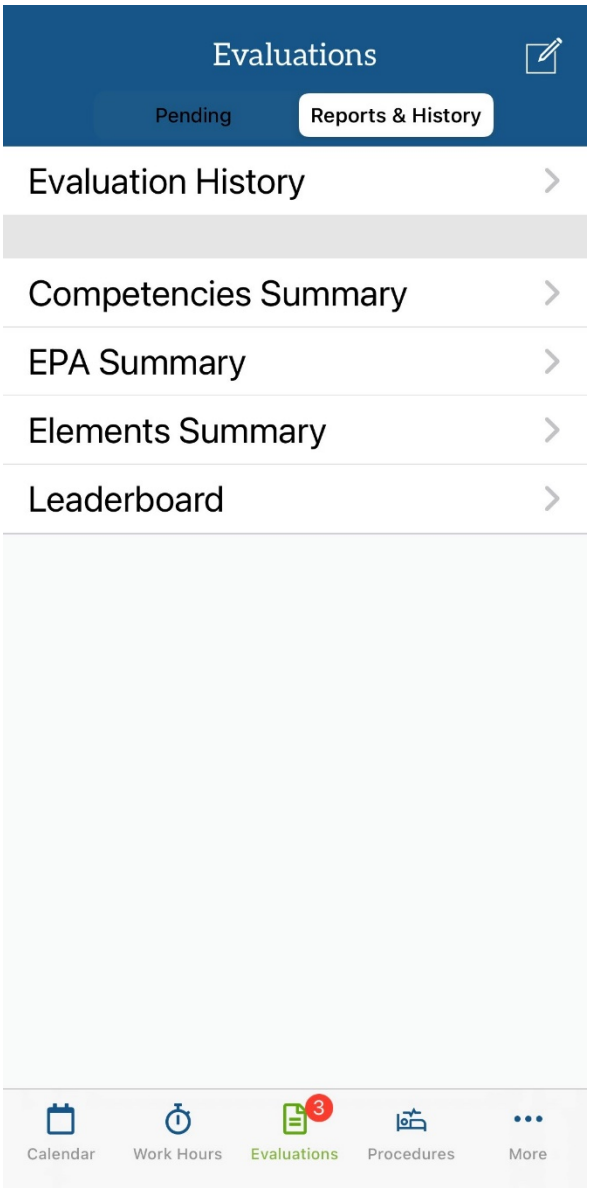
Select “Submit Evaluation” button to turn in the completed evaluation. A notification will display to dismiss that the submission was successful.



Reviewing Evaluation Summaries

Select “Reports & History” to arrive at the landing page and select an option.

Evaluation History gives the user a reference of what they completed about other people or things in the past, if the evaluations were not marked with the special option of anonymous.



Reports/Summary

Competencies Summary will display aggregate performance data of how the trainee is performing in each Milestones subcompetency area for their specialty or subspecialty, if the program has enabled them to see this kind of information.

If the program has enabled Milestones Element tracking, or EPAs, these are also options for the trianee to view their own aggregate performance under **EPA Summary** and **Elements Summary**. Only questions about trainees, answered about the particular end user, which the program has tagged as Milestones questions will flow to these displays.

Leaderboard will display how compliant the others in the user's program are at completing their evaluations.