

## E\*Value Instructions for Resident

### About E\*Value

E\*Value, from Advanced Informatics of Minneapolis, Minnesota, is a widely used, web-based system the Graduate Medical Education (GME) Office began using for all MUSC GME programs in 2003 to facilitate managing resident, faculty, and program evaluations, logging of residents' procedures/diagnoses, managing residents' procedure privileging, and logging/monitoring resident duty hours in accordance with ACGME requirements. E\*Value is used by all of the Colleges at MUSC for similar tasks.

### Basic Information

To login to E\*Value please go to [www.evalue.musc.edu](http://www.evalue.musc.edu) and login with your MUSC NetID and password.

### Program Selection

When you log into E\*Value, you will be prompted to choose one of the Selection programs to which your E\*Value account has been linked (if your account has been linked to more than one program).

- If logging duty hours or procedures, **always select your Home Program**. Your Home Program is the specific program that is listed on your employment contract. For residents in combined programs (Medicine/Pediatrics, Medicine/Psychiatry, or Psychiatry/Neurology), the Home Program is the combined program, not either of the component programs.
- If filling out evaluations, you will be able to see how many pending evaluations you have in any particular program listed in parenthesis beside the program name in the program listing. Choose the program of interest, then click on **Complete Pending Evaluation** to see the list of evaluations pending for your completion within that program.

### Duty Hours

All duty hours (hours spent on duty on campus or at an affiliated training site) must be logged in E\*Value.

- Residents are contractually required to log duty hours at a **minimum of every fifteen days**.
- Residents are allowed to log future vacation time or days off. However, they are **not** allowed to log future work hours/shifts.
- Log all duty hours under the Home Program, selecting the appropriate task for each entry of hours.

### Procedures

Log your clinical procedures, after you perform them, in E\*Value. Consult with your Program Director or Program Coordinator for whether surgical procedures should be logged in E\*Value, ACGME's national site, your department/program's specific database, or more than one of these. MUSC nurses can login to E\*Value to look up the supervision necessary for any particular resident to perform a specific procedure.

### Evaluations

Residents will be requested to complete various evaluations throughout their time in their MUSC residency program. Here are some of the evaluation types you may encounter or use while in residency (note this is not an exhaustive list):

- Supervisor – At the end of a rotation/activity, you likely will be asked to evaluate your supervisor.
- On-the-Fly – You (and other staff – attending, nurses, etc.) may spontaneously evaluate residents and faculty with "Praise" or "Concern" cards through this type of evaluation. Click on
- Evaluations, then On-the-Fly to pull up and submit one of these evaluation forms.
- Procedure – As you log your procedures, depending on the setup within your program, an Attending will evaluate the performance and verify the procedure.
- Rotation – You may be asked to evaluate specific rotations/sites by your program.
- Program – Much like the rotation, your program may wish to evaluate your program overall.

### E\*Value Login

First navigate your browser to [http://evalue.musc.edu/](http://evalue.musc.edu)  
Then click on the Log into E\*Value button, then login using MUSC NetID/password  
**IMPORTANT: Note all browser windows must be closed to fully logout.**



welcome to the  
MEDICAL UNIVERSITY of SOUTH CAROLINA

**MUSC Web Single Sign-On Service v2.0**

NetID

Password

Continue

The MUSC single sign-on service is built on the open source Shibboleth authentication service developed by the Internet2 middleware initiative.

**DISCLAIMER:** This system is solely for the use of authorized MUSC users. The information contained herein is the property of MUSC and subject to non-disclosure, security and confidentiality requirements. MUSC shall monitor system usage for unauthorized activities. Any user accessing this system expressly consents to such monitoring.

Shibboleth @ MUSC


What is Shibboleth?  
How does it work?  
How can I join?  
[Login Problems?](#)

## E\*Value Instructions for Resident

### Log Duty Hours

- Go to **Home** → **Time Tracking** → **Log Time**  
OR  
Go to **Time Tracking** → **Time Tracking Management** → **Manage Time** → **Log Time**
- Select Task then Activity level
  - If VA, be sure to choose Task level first as **VA**,
- The difference between planned duty hours vs. unplanned duty hours (whether at MUSC or the VA) is that planned duty hours are the hours you would be expected to work on campus under ordinary circumstances, while unplanned duty hours are hours where you unexpectedly have to stay late on-campus or hours in which you have had to unexpectedly return to campus. Only on-campus hours are counted as planned or unplanned duty hours; per ACGME, off-campus hours, even if you are on call, do not count as planned or unplanned duty hours. Task types other than planned or unplanned duty hours may be applicable for some residents in some situations; consult your program coordinator or director regarding how they want you to use other task types you may see in your task list.
- Enter **Start and End Time** → **Tasks/Activities** (how were hours spent). You may enter a comment about the shift if desired; comments may particularly help your program director understand your unplanned duty hours.
- Use the calendar to apply the applicable date(s)

**Log Time**

Select criteria from the fields then click on day(s) in the small calendar to record time entry. 

\* indicates a required field.

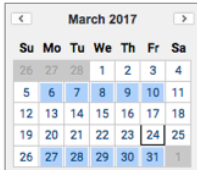
**User \***  
Hung Vo

**Task \***  
Vacation

**Rotation \***  
Advanced Surgery\_New


**Start and End time \***  
2:45pm to 10:45pm (8 hrs)





**Enter a comment about the shift (optional)**  
comment






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Planned Duty Hours
  Unplanned Duty Hours
  In-House Call
  Vacation and other Non-Duty Hours

March 2017 03/31/2017  **Duty Hours for Hung Vo**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
26	27	28	1	2	3	4	
5	6 In-House Call Advanced Surgery_New 2:45pm-10:45pm	7 Planned Duty Hours Advanced Surgery_New 2:45pm-10:45pm	8 Planned Duty Hours Advanced Surgery_New 2:45pm-10:45pm	9 Planned Duty Hours Advanced Surgery_New 2:45pm-10:45pm	10 Planned Duty Hours Advanced Surgery_New 2:45pm-10:45pm	11	32.00 hours 8.00 hours Total: 40.00 hours
			15	16	17	18	
			22	23	24	25	
26	27 Vacation Advanced Surgery_New 2:45pm-10:45pm	28 Vacation Advanced Surgery_New 2:45pm-10:45pm	29 Vacation Advanced Surgery_New 2:45pm-10:45pm				40.00 hours
							 32.00 hours  8.00 hours  Total: 40.00 hours
							 Vacation and other Non-Duty Hours: 40.00 hours

[View Stats Reports](#)

To edit an entry, click the linked task. To delete an entry, click the  icon. If comments were logged for an entry, click on the  icon to open the comment.

The Totals column may or may not display, depending on your program's configuration.

The current date will be highlighted. Your ability to log entries into the future may be restricted by your Program Administrator.

To view Statistics and Violation information. Click the **View Stats Report** link.

## E\*Value Instructions for Resident

### Case Logs

1. Go to **Home** → **Case Logs** → **Log New Case**  
OR  
Go to **Case Logs** → **Case Log Management**  
→ **Manage Case Logs** → **Log New Case**
2. **Add New**
3. Fill in the information fields on each tab as appropriate
4. **Save Record**

### Log New Case

Main | Procedures | **Review**

[Print this page](#)

**Interaction Date \*** 03/24/2050

**Rotation \*** Critical Care

**Setting \*** In-Patient

**Supervisor \***

**Patient ID \*** 024373

**Gender \*** Male

**Supervisor's role \*** Attending on campus

**Age \*** Adult

**Notes \***

Procedures	Primacy	Procedure	Your Role
1		Cardioversion	Observer
2		Central Venous Catheters	Observer
3		Chest tube	Observer
4		Combined Spinal-Epidural	Observer
5		Cricothyrotomy	Observer

[Save Record](#)
[Cancel](#)

### Evaluation

You will get an email telling you to fill out an evaluation for faculty, rotations, activities, etc.

1. **Pending Evaluations** - either **Edit** them or **Suspend** them
  - **Edit** - fill out evaluation
  - **Suspend** - use this if you should not have received this evaluation. (example: wrong person, not right evaluation, etc.)
  - **IMPORTANT: Type the reason why you suspended it**
2. **Completed Evaluations:** past evaluations you have completed
3. **Ad Hoc Evaluations**
  - Everyone has access
  - File any time, on any person

Evaluation will be grouped by Activity and Time Frame.

<b>Rotation:</b>	ART Clinic	<b>Site:</b>	Pt Care MUHA PPS ART			
<b>Period:</b>	08/29/2050 - 09/25/2050	<b>Time Frame:</b>	08/29/2050 through 09/25/2050			
Edit/Status	Suspend	Evaluation Type(s)	Subject	Request Date	View Image	View Printable Evaluation
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Rotation	ART Clinic	09/27/2016	Not available	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Clinical Educator	John Doe	09/27/2016	<a href="#">View Picture</a>	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Clinical Educator	John Doe	09/27/2016	<a href="#">View Picture</a>	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Clinical Educator	John Doe	09/27/2016	<a href="#">View Picture</a>	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Trainee Self	John Doe	09/27/2016	<a href="#">View Picture</a>	<a href="#">View/Print</a>

Click **Edit Evaluation** to open and edit the evaluation.

If an evaluation was incorrectly assigned, you may click the **Suspend** link to generate an email to your administrator requesting that the evaluation be removed.

If a picture of the evaluation subject is available, you may click the **View Picture** link.

Click the **View/Print** link to view a non-editable version of the evaluation that can be printed.

## E\*Value Instructions for Resident

### Helpful Instructions:

How to complete pending evaluations?

1. Go to **Home** → **Evaluation** → **Complete Pending Evaluation**  
OR  
Go to **Evaluations** → **Evaluation Management** → **Manage Evaluations** → **Complete Pending Evaluations**

How to complete an Adhoc Evaluation (On-the-Fly)?

1. Go to **Home** → **Evaluations** → **Initiate Ad hoc Evaluations**  
OR  
Go to **Evaluations** → **Evaluation Management** → **Manage Evaluations** → **Initiate Adhoc Evaluations**
2. Select the evaluation type you would like to create under Select an evaluation type
3. Indicate the subject of the evaluation under Who would you like to evaluate?
4. Select the rotation that this activity is based on under Activity
5. Select the time period that this evaluation will apply to under Time Frame
6. Click the **Next** → button to create your evaluation

How to log duty hours?

6. Go to **Home** → **Time Tracking** → **Log Time**  
OR  
Go to **Time Tracking** → **Time Tracking Management** → **Manage Time** → **Log Time**

How to log new procedures?

5. Go to **Home** → **Case Logs** → **Log New Case**  
OR  
Go to **Case Logs** → **Case Log Management** → **Manage Case Logs** → **Log New Case**

How to view procedure logs?

1. Go to **Reports** → **Reports** → **Case Log Reports** → **Procedure Logs by Trainee**
2. Set the **Start** and **End** dates on the academic year
3. Click **Next** → to view your procedure logs

How to view immunization and certification status?

1. Go to **Reports** → **Reports** → **Personal Records** → **Personal Records Status**

How to view aggregate performance?

1. Go to **Reports** → **Reports** → **Trainee Evaluation Reports** → **Aggregate Performance**
2. Set the **Start** and **End** dates to either the first half, second half, or the academic year
  - a. Optional: Change the **Activity** to the specific activity you are looking for
3. Select the resident under **Trainee** and click the **Next** → button to view the attending aggregate data report
4. If this page is not in Expanded view, click **Expanded View** highlighted in either blue or purple
5. To see the comments, scroll down to the bottom of the page and click **Show Comments** highlighted in either blue or purple

How to view aggregate comments?

1. Go to **Reports** → **Reports** → **Trainee Evaluation Reports** → **Aggregate Comments about Trainee**
2. Set the **Start** and **End** dates to either the first half, second half, or the academic year
  - a. Optional: Change the **Activity** to the specific activity you are looking for
3. Select the resident under **Trainee** and click the **Next** → button to view the trainee comments report

How to view my performance?

1. Go to **Reports** → **Reports** → **Trainee Evaluation Reports** → **My Performance by Activity**

## E\*Value Instructions for Resident

2. You can filter the list of reports by selecting a time period from the drop-down list. The time period drop-down options are determined based on the depth of your performance data.
3. To view your performance results for all scheduled activities from the time period you selected, click the link in the last row of the table.

My Performance Reports For The Last  [Overview PDF](#)

Activity	Start	End	Completed
<a href="#">New Born Nursery new</a>	02/11/2016	03/09/2016	3 of 3
<a href="#">New Born Nursery new</a>	04/07/2016	05/04/2016	2 of 2
<a href="#">All Activities for the last 12 months</a>	08/08/2015	08/08/2016	5 of 5

How to view completed evaluations?

1. Go to **Reports** → **Reports** → **Trainee Evaluation Reports** → **Completed Evaluations about Trainee**
2. Set the **Start** and **End** dates to either the first half, second half, or the academic year
  - a. Optional: Change the **Activity** to the specific activity you are looking for
3. Click **Next** → to view the trainee evaluations summary
4. Click **View Evaluation** to view the completed evaluations

### E\*Value Help

For any problems you have with E\*Value, please first consult your Program Coordinator. Your Program Coordinator has access to other resources, if necessary.

For questions regarding E\*Value, please contact Hung Vo at [voh@musc.edu](mailto:voh@musc.edu)