

**OASIS Quick Start Guide:**  
**FOR RESIDENTS FELLOWS/**

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# Welcome to the manual for the OASIS Evaluation System!

OASIS is a web based evaluation system used across the School of Medicine. All types of regular course and program evaluation are available within Oasis, including evaluations of:

Faculty  
Residents/Fellows  
Rotations  
Programs

In this manual, in addition to a glossary of frequently used terms, you will find three separate introductory quick start guides for the following user groups:

Residents/Fellows

Following the quick start guide, you will find the most up-to-date samples of the standard Faculty and Course evaluation forms, as well as a glossary of frequently used OASIS terms.

We hope this manual will be a resource to you as you implement your regular programmatic evaluation. If at any time you need assistance, please contact the Office of Evaluation and Assessment (OEA) at 215-573-9701.

## LEGEND



= Contact Coordinator



= handled by OEA



= Contact OEA

## OASIS ACCOUNT



Your program coordinator is responsible for obtaining an OASIS account on your behalf by contacting the OEA. All GME OASIS users are required to have a Pennkey and UPHS email account. You are responsible for obtaining both a Pennkey and UPHS email account. Your account will not be created until you have your Pennkey.

If you have questions about your Pennkey or cannot recall your Pennkey password go to <http://www.uphs.upenn.edu/pennkey/reset/index.html>. You cannot re-set your Pennkey password within Oasis.

If you have trouble logging into Oasis GME, or have any questions about using the system please contact Traci Dougherty [tracido@mail.med.upenn.edu](mailto:tracido@mail.med.upenn.edu)

## EVALUATION TYPES

In Oasis, “Evaluation of Faculty” is defined as Evaluation of Faculty by resident or fellow

In Oasis, “Evaluation of Student Performance” is defined as Evaluation of Resident or Fellow by faculty, instructor, or other members of the health care team

In Oasis “Evaluation of Course” is defined as Evaluation of Rotation/Program/360° by Resident/Fellow

## GME OFFICE INITIATIVES

### Duty Hours:

According to ACGME requirements, the training program director must establish an environment that is optimal both for house staff education and for patient care, while ensuring that undue stress and fatigue among house staff are avoided. Duty Hours are evaluated monthly and will appear in your OASIS inbox. These evaluations will open the 1<sup>st</sup> of every month and remain open until the 8<sup>th</sup> of every month.

If you do not complete these evaluations within that time, you will affect your program’s compliance. Violations will be reported to program leadership monthly. Rotation name removed from report when less than 3 trainees rotated at a location.

If you are not receiving these evaluations, please check with your Program Coordinator.

### Learning Climate Survey:

Residents/Fellows are asked to complete the survey in regards to their training experiences within UPHS. The GME Committee uses the data to address some very important concerns including: inadequate call room space and cleanliness, inadequate meal benefit, poor cafeteria selections and hours, excessive wait for the shuttle service to the parking garage, lack of access to food after hours.

Please complete the first section with respect to your entire training experience this past year. Please only complete site-specific questions for those sites you regularly rotate

The Learning Climate Survey is evaluated annually in May and will appear in your OASIS inbox. This evaluation will open in the beginning of May and remain open until the end of the academic year, June 30th.

If you are not receiving these evaluations or have a question about this evaluation, please contact the GME Office, 215-662-3957.

#### Internal Review Survey:

As per the ACGME requirements, all programs must have an Internal Review mid-cycle between ACGME Site Visits. Part of the Internal Review process includes a survey which is sent to each house staff member for their input regarding the program. The survey is administered intermittently as relevant and will appear in your OASIS inbox.

If you have a question about these specific evaluations, please contact the GME Office, 215-662-3957.

## EVALUATION ASSIGNMENTS



Your program coordinator is responsible for assigning evaluations to and for you. When you view your list of outstanding evaluations in OASIS, please verify that all assignments are correct. To correct any incorrect or missing assignments, you can select the **Remove** hyperlink that appears next to the evaluation or you can contact your Coordinator.

## ACCESSING EVALUATIONS

Oasis is a web-based system located at <http://gme-evals.med.upenn.edu/index.html>. To enter, click on **Pennkey User** and enter your Pennkey and Pennkey password. If you do not remember your Pennkey, go to <http://www.uphs.upenn.edu/pennkey/reset/index.html>.

If you do not have a Pennkey, click on **Non-Pennkey User** and enter the username and password assigned to you. If you do not remember your username and/or password contact the OEA.

Once in Oasis, select the year you would like to enter and click **20XX**, which then takes you to a screen with your evaluation schedule as entered by your program coordinator. To see and complete the evaluations assigned to you, click **View a report of the evaluations you need to complete** in the box at the top of the screen entitled “Evaluations to Complete.” This takes you to a list of all evaluations assigned to you, which you have not yet submitted. To view evaluations you have previously submitted, click on the link in the upper right hand corner of your screen, **Show Submitted and Closed.**

## EVALUATION PERIOD



The length of time an evaluation stays open, or its “evaluation period,” is determined by the person who assigned the evaluation. Evaluations may be submitted at any time during the evaluation period. If you fail to submit your evaluation during the evaluation period, the evaluation will no longer be available for you to complete and cannot be re-opened. The date the evaluation closes appears with the evaluations you have been assigned.

## EVALUATION COMPLETION



To complete an evaluation assigned to you, click on the person you would like to evaluate. You will know that you have not already submitted the evaluation because its status will appear as “not started” or “started.” For outstanding evaluations, the evaluation form name appears as a hyperlink that you can use to access the evaluation. Once you have submitted an evaluation, it no longer appears on this screen unless you select the option to view your submitted/inactivated evaluations show your submitted evaluations.

All course, faculty, peer and student performance evaluations appear in the same format upon your evaluations page. The different types of evaluations are indicated by header titles that give: the name of the rotation, the dates associated with the evaluation, as well as the name of the evaluation form. Read the instructions carefully when completing an evaluation.

You do not have to complete a full evaluation form or do more than one evaluation in one sitting. You can save your evaluation and come back to it later by clicking on **Save but don't submit, I am not done**. You will want to click this button often as you fill out your evaluations so that no data is lost. If you exit OASIS without clicking on either **Save** or **Submit** buttons, the system will not save your responses and you will lose them. Once you click **Submit**, you may no longer change your responses, the evaluation is final. If, after submitting the evaluation, you realize you made a mistake, contact the OEA.

If you are assigned an evaluation of someone with whom you did not work, you may remove it from your list of evaluations by clicking **Remove** on the right side of your screen. In some cases, you will be able to add additional people to evaluate by clicking on **Add a Person to Evaluate**

If you are unable to correct your own evaluation list by using the **Remove** and **Add a Person to Evaluate** functions, contact your program coordinator.

## REMINDERS

Evaluation reminders are automatically emailed by the OASIS system. Additionally, some programs also send out personalized reminder emails to residents/fellows who are not keeping up with their evaluations.

## EVALUATIONS ABOUT YOU



Consult the Program Coordinator about how to view completed evaluations of your work.

## GETTING HELP



If you have a question about evaluations assigned to you, please contact your program coordinator. For technical assistance contact the OEA at 215-573-9701.

**STANDARD EVALUATION FORMS:  
Faculty and Course**

## Preview Evaluation

### Faculty Evaluation

#### Evaluation of Clinical Faculty v4

[Return to Evaluation](#)

#### Course Information

Date	Course	Location	Weeks	Credits
01/01/2006 - 01/31/2006	XXX-YYY: Department Course	Location	8	8

**Evaluation Period:** 01/01/2006 - 01/31/2006

#### Faculty: Evaluator name

The **EFFECTIVE** faculty member shows up on time for scheduled sessions, is available for help, willingly makes time available, keeps appointments, returns emails and pages, and informs learners of how they can be contacted. The **INEFFECTIVE** faculty member rarely shows up on time for scheduled sessions, is not available for help, is difficult to reach, does not keep appointments nor returns emails or pages, and does not inform learners of how they can be contacted.

#### 1. AVAILABILITY AND ACCESSIBILITY

Poor
  Fair
  Good
  Very Good
  Excellent
  N/A Not Applicable

The **EFFECTIVE** faculty member is an excellent teacher, generates enthusiasm for the subject, motivates learners to teach themselves, encourages self-learning and independent thinking, stimulates critical thinking, demonstrates poise and effective role modelling, is well organized, is enthusiastic, is articulate and uses teaching aids judiciously and helpfully. The **INEFFECTIVE** faculty member is a poor teacher, does not generate enthusiasm for the subject, does not motivate learners to teach themselves, does not encourage self-learning nor independent thinking, does not stimulates critical thinking, does not demonstrate poise and effective role modelling, is not well organized, is not enthusiastic, is not articulate and does not use teaching aids judiciously nor helpfully.

#### 2. TEACHING EFFECTIVENESS

Poor
  Fair
  Good
  Very Good
  Excellent
  N/A Not Applicable

The **EFFECTIVE** faculty member is an excellent teacher with command of the subject, is able to convey information in a logical and understandable method, is clear about important objectives, is comfortable with questions, will admit knowledge gaps and adds to your knowledge base. The **INEFFECTIVE** faculty member does not seem to possess expertise of the content area, is unable to convey information in a logical and understandable method, is not clear about important objectives, is not comfortable with questions, does not admit knowledge gaps and does not add to your knowledge base.

#### 3. KNOWLEDGE OF/ABILITY TO TEACH SUBJECT MATTER

Poor
  Fair
  Good
  Very Good
  Excellent
  N/A Not Applicable

The **EFFECTIVE** faculty member excels at explaining the rationale behind clinical judgments and decisions, and uses literature and evidenced based medicine to support clinical decisions and teaching points. The **INEFFECTIVE** faculty member has difficulty explaining the rationale behind clinical judgments and decisions and uses literature and evidenced based medicine inappropriately or not at all to support clinical decisions and teaching points.

#### 4. ABILITY TO TEACH CRITICAL THINKING

Poor
  Fair
  Good
  Very Good
  Excellent
  N/A Not Applicable

The **EFFECTIVE** faculty member teaches how and when to appropriately use/order/perform procedures, demonstrates correct techniques, and allows the appropriate balance of independence and supervision. The **INEFFECTIVE** faculty member does not teach how and when to appropriately use/order/perform procedures, demonstrates incorrect techniques, and does not allow the appropriate balance of independence and supervision.

#### 5. ABILITY TO TEACH PROCEDURES/TECHNIQUES



Poor Fair Good Very Good Excellent N/A Not Applicable

The **EFFECTIVE** faculty member demonstrates effective clinical problem solving based on patient information, preferences, up-to-date information, and clinical judgment. He/she teaches one how to know their own limits and when to consider referrals and consultations with other specialists. He/she models a humane and caring attitude, addresses ethical issues and teaches/emulates humanism and professionalism. The **INEFFECTIVE** faculty member demonstrates ineffective clinical problem solving, does not demonstrate how to recognize ones own limits nor when to consider referrals and consultations with other specialists. He/she does not model a humane and caring attitude, does not address ethical issues nor teaches/emulates humanism and professionalism.

6. ABILITY TO TEACH CLINICAL SKILLS/JUDGMENT

Poor Fair Good Very Good Excellent N/A Not Applicable

The **EFFECTIVE** faculty member presents in a clear, organized and logical fashion. He/she invites discussions and questions, and listens attentively. Explanations are clear. Expectations are communicated clearly and fairly. Feedback timely and helpful, being clear, specific and constructive. The **INEFFECTIVE** faculty member rarely communicates in a helpful manner. Explanations and expectations are not clear. Questions are unwelcome. Feedback either does not occur, or it is so late or so general that it is not helpful.

7. COMMUNICATION

Poor Fair Good Very Good Excellent N/A Not Applicable

The **EFFECTIVE** faculty member exhibits professional behavior in his/her teaching. He/she is interested in teaching and has respect for learners of all levels. He/she does not belittle learners or publicly humiliate them. He/she encourages questions and debate and tolerates diverse viewpoints. He/she is careful to not show personal biases and prejudices or arrogance. The **INEFFECTIVE** faculty member does not act in a professional manner in regards to teaching responsibilities. He/she is not interested in teaching and shows little respect for the learner. He/she belittles learners, is impatient with or intolerant of questions. Personal biases and prejudices are conveyed to learners.

8. PROFESSIONALISM IN TEACHING

Poor Fair Good Very Good Excellent N/A Not Applicable

The **EFFECTIVE** faculty member has made it very clear that he/she is supportive of the regulations. He/She sends the message that accurate reporting is a professional responsibility; compliance with duty hour regulations is not optional. He/She supports the reform in a positive way. The **INEFFECTIVE** faculty member gives either explicit or implicit pressure to ignore the regulations. He/She does not support institutional goals of meeting the duty-hour regulations in terms of actual hours worked and/or reporting of hours.

9. SUPPORTIVENESS OF DUTY-HOUR REGULATIONS

Poor Fair Good Very Good Excellent N/A Not Applicable

The **EFFECTIVE** faculty member is a superb teacher, interested in learners, helps them achieve clear learning objectives, generates enthusiasm for the subject, motivates learners, and is committed to teaching. The **INEFFECTIVE** faculty member is not a good teacher, is not interested in learners, does not help them achieve clear learning objectives, does not generate enthusiasm for the subject, does not motivate learners, and is not committed to teaching.

10. OVERALL ASSESSMENT OF TEACHING

Poor Fair Good Very Good Excellent N/A Not Applicable

11. Total Number of Half-Days Contact

12. Comments

## Preview Evaluation

### Course Evaluation

### Rotation Evaluation Form

[Return to Evaluation](#)

#### Course Information

Date	Course	Location	Weeks	Credits
01/01/2006 - 01/31/2006	XXX-YYY: Department Course	Location	8	8

**Evaluation Period:** 01/01/2006 - 01/31/2006

#### Patient Care

1. Appropriate Degree of responsibility for patient care and clinical cases.

1 
  2 
  3 
  4 
  5 
  N/A

2. Availability and helpfulness of attendings

1 
  2 
  3 
  4 
  5 
  N/A

3. Educational Value of fellows (and specialty residents)

1 
  2 
  3 
  4 
  5 
  N/A

#### Communication

4. Clear statement of goals and objectives at start of the rotation

1 
  2 
  3 
  4 
  5 
  N/A

5. Clear statement of resident/fellow responsibilities at start of rotation

1 
  2 
  3 
  4 
  5 
  N/A

6. Overall quality of feedback and evaluation

1 
  2 
  3 
  4 
  5 
  N/A

#### Medical Knowledge

7. Ability to attend scheduled conferences

1 
  2 
  3 
  4 
  5 
  N/A

8. Educational value of teaching rounds, conferences, and sessions.

1 
  2 
  3 
  4 
  5 
  N/A

9. Time for reading and cognitive development

1 
  2 
  3 
  4 
  5 
  N/A

**Practice Based Learning**

10. Opportunity to develop clinical judgment

1  2  3  4  5  N/A

11. Appropriateness of the workload of this rotation

1  2  3  4  5  N/A

**Professionalism**

12. Professionalism of working relationships between residents/fellows and other staff

1  2  3  4  5  N/A

13. Overall sense of teamwork and atmosphere

1  2  3  4  5  N/A

**Systems-Based Practice**

14. Availability of supplies and equipment

1  2  3  4  5  N/A

15. Exposure to quality assurance, practice improvement, and cost containment activities, as they pertain to this rotation

1  2  3  4  5  N/A

16. Helpfulness of clerical staff

1  2  3  4  5  N/A

17. Ability of the processes, systems, and teams encountered during this rotation to prevent errors from happening

1  2  3  4  5  N/A

18. Overall quality of the facilities

1  2  3  4  5  N/A

**Overall**

19. Overall education value

1  2  3  4  5  N/A

20. Comments:

**OASIS GLOSSARY**  
*of Terms*

**Academic year:** Defined in the Administration module, an Academic Year is assigned a Start and End date and divided into a blocks typically of equal length. The Academic Year starts July 1 and ends June 30<sup>th</sup>.

**Ad-hoc reports:** a custom document provided on the evaluation data gathered; these are generated by the OEA by request with enough notice; reports can be individual data or aggregate data.

**Aggregate data:** describes data that is combined and averaged from several sources, in this case several difference evaluation forms to give a holistic view of performance

**Assignment:** is an evaluation connection that has been associated with a specific person or between people in relation to specific start and end dates and a rotation

**Bi-directional:** going in both directions; most evaluations within OASIS are assigned bi-directionally so that faculty evaluate residents/fellows and vice versa; also called two-way street.

**Block:** intervals that compose an Academic Year. Rotations and blocks typically start and stop on the same dates, although Rotations may span several blocks or be contained within one block.

**C:** is an abbreviation for a Course Evaluation, a type of evaluation in the system. Course evaluations are generally an evaluation of a particular rotation within a program.

**Close Date:** refers to the date that an evaluation becomes no longer available to a user in the system to complete; generally, a year from their open date

**Closed:** status that means evaluation was not been completed within a certain window of time and since has expired and cannot be completed; these evaluations show up red in OASIS.

**Compliant:** description which refers to any users without any outstanding course, faculty and student performance evaluations in the OASIS system.

**Course roster:** List of all the residents/fellows enrolled for each start date or block of a rotation within an academic year

**End Date:** determines when the evaluation period or time of interaction ends; appears on the Evaluation Forms; can refer to the actual time a trainee interacted with an evaluator.

**Evaluation Period:** Defined by the Start and End dates of a Session or of a block within an academic year. These dates will appear on the Evaluation Forms; can refer to the actual time a trainee interacted with an evaluator.

**Evaluator:** anyone who is assigned an Evaluation form for rating a person or rotation is considered an Evaluator.

**Evaluators:** OASIS refers to faculty/attending/staff as evaluators in the system.

**F:** is an abbreviation for a Faculty Evaluation, an evaluation of a faculty member.

**Form:** an evaluation form is an assemblage of Questions, Competencies, and Grade Scales.

**GME Office:** The Graduate Medical Education Office supervises over 50 ACGME-accredited specialties and subspecialties. They manage the institutional and program standards, as well as the evaluation requirements of the

Accreditation Council on Graduate Medical Education (ACGME). Their office is located in 210 White. Their main number is 215-662-3957.

**Grouping:** refers to information is viewed on a particular screen; in several places, you can modify the view, including how the data is grouped; e.g. on the search and edit screen, you can group by evaluator, student, evaluation, start dates.

**Inactivate (verb):** status meaning that the evaluation is not available to be completed (but not closed); all users in OASIS have the right to inactive an evaluation and evaluations can be inactivated at any time; generally, users must provide a reason as to why they are inactivating a particular evaluation, this information appears in the system log for that individual evaluation;

**Log:** an automated systematic recording of data that gives details about the occurrences to a particular evaluation since it's creation in the system. Here you can view when the evaluation was completed, inactivated, closed, reminders that have been sent out by the system, who accessed the evaluation, as well as the various statuses the evaluation has held.

**M:** (mean) the average value of a set of numbers

**N:** (number) the number of data collected, in this case N usually refers to evaluations.

**New Innovations (NI):** New Innovations Residency Management Suite is a tool that assists medical schools, hospitals and private practices in the area of medical education and department administration, to unify data into a centralized data warehouse and to complete tasks, historically performed using multiple, incompatible methods, through one common interface.

**Non-compliant:** description which refers to any users with outstanding course, faculty and student performance evaluations in the OASIS system; a report in OASIS provides this information.

**OASIS:** OASIS is a web based bi-directional evaluation system used across the School of Medicine to assist you with the majority of your evaluation needs, including faculty evaluating residents and fellows and visa versa, and residents and fellows evaluating rotations.

**OEA Office:** The Office of Evaluation and Assessment is located in Suite 100, Stemmler Hall.

**Open (verb):** status meaning that the evaluation is available to be completed; evaluations are open in the system (and viewable on the search and edit evaluations screen) once that have been successfully assigned within OASIS on the manage evaluators screen; evaluations that have been previously inactivated can be opened again

**Open (noun):** status that means evaluation is ready to be completed but has not been yet; these evaluations show up green in OASIS.

**Open Date:** refers to the date that an evaluation becomes available to user in the system to complete, that automated weekly evaluation reminders will be sent out from; generally evaluations become available to be completed five days before the start date and stay open for a year from their open date

**Peer Evaluation:** refers to an evaluation between two users with the role of "student" in the OASIS system; these evaluations are not able to be viewed individually in the system by program coordinators.

**PDF:** is a file format created by Adobe Systems in 1993 for document exchange; this format is non editable

**Pennkey:** an individual's username within the PennKey authentication system; Paired with an associated password, a PennKey is required to authenticate an individual's identity to many of Penn's networked systems and services.

**PGY:** (Post Graduate Year), the number of years past medical school graduation the trainee is; not be with confused with PRG or year in program.

**Re-assignment:** assigning an evaluation again; when an evaluation connection that has been associated with a specific person or between people in relation to specific start and end dates and a rotation needs to be altered to be correct

**Red dot:** refers to symbol that appears on the manage evaluators screen; this designates (as described in the Legend on that screen) that no evaluation exists for this association. **THIS IS AN INCORRECT ASSIGNMENT.** It means that no evaluations are being collected for this assignment. Please contact that OEA if you see a red dot immediately.

**Release (verb):** evaluations are released into the system (and viewable on the search and edit evaluations screen) once that have been successfully assigned within OASIS on the manage evaluators screen

**Reminders:** automated email messages that are sent weekly from the OASIS system that inform users of their specific outstanding evaluations; an evaluation has to be correctly assigned and open in order for reminders to be sent out by the system automated.

**Report:** a document provided on the evaluation data gathered; there are several different types of reports in the OASIS system available at any time that show different data; custom ad-hoc reports are also generated by the OEA by request; reports can be individual data or aggregate data.

**Rotation:** A block of time a trainee spends working for a specific Department or Division for the purpose of gaining specific types of experiences and skills. Typically, a block is a month or 4 weeks, but it can be as little as one full day; rotations are defined by start and end dates.

**SD:** (standard deviation) a measure of how spread out your data is, or the average amount by which scores in a distribution differ from the mean

**SP:** is an abbreviation for a Student Performance Evaluation, an evaluation of a trainee.

**Start Date:** determines when the evaluation period or time of interaction begins; appears on the Evaluation Forms;

**Students:** OASIS refers to residents/fellows as students in the system.

**Submitted:** status that means evaluation has been completed and is ready to be printed; these evaluations show up white in OASIS.

**Trainee:** a physician at any level of GME in a program accredited by the ACGME. Participants in accredited subspecialty programs are also considered trainees;

**User Account:** give to access OASIS by the OEA; includes the username and password with which you log on to the account; and the permission given to access certain departments, rotations, reports, and evaluations.

**Username:** is the handle that a person uses within OASIS which is connected to their user account.