

GME Policy #: III-M	Graduate Medical Education Policy & Procedures University of Pennsylvania Health System	Page 1 of 4 Effective: 09/01/2010
	Subject: Evaluation Policies for GME Oasis System	

POLICY

The following policy governs the use of the OASIS system for evaluation of GME residencies and fellowships. It is assumed the system is used in a professional manner and confidentiality is protected in accordance with the following policy.

PURPOSE

This policy outlines the roles and responsibilities of the Office of Evaluation and Assessment and program coordinators regarding the use of GME OASIS.

SCOPE

This policy applies to all programs and users of the GME OASIS evaluation system at the University of Pennsylvania School of Medicine.

IMPLEMENTATION AND MONITORING

The implementation and monitoring of this policy is the responsibility of the GME Office of Evaluation and Assessment in coordination with the Program Coordinators of each program. Annual reviews of the policy will occur each June or in conjunction with new versions of OASIS, as needed.

PROCEDURES

I. General Information

- (1) The Office of Evaluation and Assessment (OEA) maintains the OASIS system.
- (2) The OEA provides OASIS coordinator training and assistance to ONE coordinator per program.
- (3) The OEA provides online documentation as another resource for coordinators, including: Quick Start Guides for All Users, an In-Depth Guide for Coordinators and step-by-step instructions with screen captures.
 - (i) Expectations for coordinators
 - (a) Understand existing OASIS options and settings
 - (b) Manage program users
 - (c) Perform on-going maintenance of training program data

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Keep OASIS course rosters accurate
 Make evaluation assignments per each OASIS course
 Print evaluations and evaluation reports
 Monitor compliance

(4) The OASIS roll over occurs bi-annually in July and January. The OEA uploads the data for the first half of the academic year in July, and then loads the second half of the academic year in January.

(i) OEA retrieves the schedule data from New Innovations. Programs not using New Innovations must provide the needed schedule data by completing an EXCEL template in the format specified by OEA.

(ii) It is the responsibility of the coordinators to make sure that all data entered by OEA is accurate and to alert OEA of any errors; any changes that must be made to course rosters after the initial load by OEA (due to schedule changes, maternity leave, etc.) must be made by the coordinators.

(5) The default in OASIS is that all evaluations will remain open an entire year from the date the evaluations open, or first become available to complete. OASIS emails weekly reminders to those users with outstanding evaluations. If the evaluation has not been completed within one year from the date the evaluation originally became available for completion, then the evaluation will close in OASIS and will no longer be available for completion. The OEA will not open any closed evaluations that have not been completed during the open window.

(6) Evaluation forms are to be used for an entire academic year. Any changes that occur to an evaluation form at mid- year will result in a fee assessed to the program making the change. New evaluation forms should be discussed with OEA before July so that they can be included at the start of the next academic year.

(7) Each program is responsible for and determines the evaluation assignments for the residents/fellows in their program, regardless of where the rotation is occurring. For example, if Emergency Medicine chooses to have their residents evaluated for the time they spend at CHOP Pediatrics, Emergency Medicine determines the nature and frequency of evaluation assignments within their program not Pediatrics.

II. Reporting

(8) Data from any of the evaluation types mentioned below are available to coordinators at any time in the OASIS system; (Faculty and Course data are only available in an aggregate format, Student Performance data are available both in the aggregate and individual format)

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(i) Evaluation of Student Performance

(ii) Evaluation of Faculty

In order to protect the identity of individual trainees, an n > 3 is necessary for release of faculty data reports.

(iii) Evaluation of Rotation/Course

In order to protect the identity of individual trainees, an n > 3 is necessary for release of rotation/course data reports.

(9) Should a program require other, non-standard reports, the program should complete a data request form, found on the GME OASIS website (<https://www.med.upenn.edu/gmeoasis/index.shtml>). The OEA completes the requests in the order in which they are received. Please allow 7-10 business days from receipt of the data request. Extenuating circumstances will be handled on a case-by-case basis.

III. Training

(10) The OEA will only support phone calls, training visits, email requests and other forms of reasonable support with one appointed "OASIS expert" PER RESIDENCY and FELLOWSHIP(s). Support provided to current coordinators will continue in the same manner with the following exception:

(11) The OEA no longer supports, without charge, training for additional staff beyond the appointed OASIS expert in each program.

(12) Program coordinators are expected to:

(i) Understand existing OASIS options and settings:

(ii) Manage program users:

(a) Update email addresses (Residents/Fellows are required by GME policy to use their UPHS email addresses)

(b) Assure that all users have PennKeys

(c) Provide updated list of new/inactive users to OEA in July and January.

(iii) Perform ongoing maintenance of training program data:

(iv) Keep OASIS resident/fellow schedules accurate

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(a) Course Rosters

(v) Make evaluation Assignments per OASIS course

(a) Manage Evaluators Screen

(vi) Print evaluations and evaluation reports

(a) Search and Edit Evaluation Screen

(vii) Monitor compliance

(a) Reports/Evaluation Reports

IV. OASIS Plus

(13) Programs that participate in the OASIS Plus program pay a fee for the OEA to complete all the necessary tasks in OASIS for evaluations to occur. The base fee is \$1000 per program. Programs that require work beyond the scope covered by the base fee may be required to pay additional monies. The fee for each program is determined on a case-by-case basis. OASIS plus users are still required to have one assigned OASIS user/program coordinator.

The \$1000 covers:

(i) Loading faculty schedule – If the program is not using New Innovations, then the program must provide the data in the format specified by the OEA.

(ii) On-going evaluation maintenance – this includes schedule adjustment which must be communicated to OEA by the program coordinator.

(iii) Quarterly evaluation compliance reporting to program


(iv) Semi-annual reporting

(v) Ad-hoc reporting as needed. The data request process for OASIS plus users is the same as for all OASIS users. The turn around time is still 7-10 business days.

OASIS plus members receive priority for work and reporting requests.

Disclaimer

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