

**Clinical Evaluation Instructions**

**STEP 1 Identification of the Evaluators**

- 16 Evaluators are required (15 colleague peers + Division Chief or Department Chair) with goal to collect a minimum of 8 evaluations (7 from colleague peers + Division Chief or Department Chair).
- Evaluator names can be generated in 2 ways:
  - **EPIC Clinical Care Network Analysis** - Most Candidates will use this method
    - Prior to November 1st, requests for lists should be sent to FAPD. After Nov. 1st, EPIC lists will be accessible online via my.MED – departments will search for candidates name in excel database.
    - Each list will identify up to 50 peers in the data set with associated email addresses.
    - The faculty candidate may
      - delete 5 names leaving 45 on the list
      - add up to 3 additional names if they feel the list is not representative
      - identify 3 evaluators who will receive a questionnaire
    - The department will then **indiscriminately** select the remaining 12 evaluators from the EPIC list to contact in addition to the Department Chair/Chief
  - **Independent lists** - for Radiology, PLM, other exceptions (VA & CHOP faculty at this time)
    - Department Chair/Division Chief
    - Candidates identify 15 faculty colleagues (allied health should be limited, no trainees)
      - Peers with whom they have numerous patient interactions
      - List must be distributed, i.e. not all from your division or even department

**STEP 2 Sending requests, tracking and receiving evaluations**

- Enter the 16 evaluators to the online Clinical Evaluation Application
- The application automatically sends a request to evaluate along with a link to an online questionnaire to each evaluator
- Evaluators will submit their completed evaluation via the application
- Collection process may end when Division Chief/Department Chair and 7 colleagues have responded
- Export data and create final summary report

*See User Guide for the REDCap Clinical Evaluation Application for detail instructions*

**NOTE:** UP to 2 Clinical Evaluators may also serve as Peer References.