

OASIS Quick Start Guide: FOR MASTERS STUDENTS

Office of Evaluation and Assessment
University of Pennsylvania School of Medicine
Suite 100, Stemmler Hall
3450 Hamilton Walk
Philadelphia, PA 19104-6087
215/573-9701 (p) 215/573-5578 (f)

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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:

Masters Students

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

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

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-vals.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.

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 30th.

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.