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
            - o delete 5 names leaving 45 on the list
            - o add up to 3 additional names if they feel the list is not representative
            - o 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
        - o Peers with whom they have numerous patient interactions
        - o 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.