REDCap AC Clinical Evaluation Documentation for Faculty Coordinators

An Interim Solution



Prepared by PMACS December 2018

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How to create a Clinical Performance Evaluation

Clinical Performance Evaluations (CPE) consist of a Faculty Candidate's info and their associated evaluations. The CPE is represented as a "Faculty Record". Each record has 16 "Evaluation" events, each of which belong to an individual Evaluator and their corresponding Clinical Evaluation (questionnaire). Below is a screenshot showing how REDCap shows these events for a single faculty record:

📰 Record Home Page										
The grid below displa currently selected re access that form/eve navigating to the <u>Def</u> Choose action fo	cord. You ma ent. If you wis fine My Even	ay click on the colo sh, you may modif	red status icons	to w by	· ·		sponse			
Record ID 1 (Russell, Bertrand) Evaluators in columns										
Data Collection Instrument	Entry	Dept. Chief/Chair John Stuart Mill	Colleague 1 Alfred Whitehead	Colleague 2 Kurt Gödel	e Colleague 3 W.V. Quine	Colleague 4 Augustus De Morgan	Colleague 5 John Von Neuman	Colli ague Karl Popper	Colleague 7 Ludwig Wittgenstein	Colleague 8
Faculty Info	۲									
Evaluator		۲	۲	۲	۲	۲	۲	۲	۲	
Clinical Evalua Evaluation (survey)	ations[\bigcirc	۲	0	۲	0	۲		۲	



Each record has:

- One "Entry" column
 - A single bubble in the Faculty Info row representing the information for the candidate
 - This is only done once per faculty record
- One "Dept. Chief/Chair" column
 - A bubble for Department Chief/Chair info (Evaluator Row)
 - A bubble for their evaluation questionnaire (Clinical Evaluation Row)
- 15 "Colleague" columns (8 of which are shown in the screenshot)
 - A bubble for evaluator information (Evaluator Row)
 - A bubble for their evaluation questionnaire (Clinical Evaluation Row)

Each bubble represents a data collection form. Every bubble is clickable and links to its corresponding form.

Create the faculty record

1. Go to <u>redcap.med.upenn.edu</u>, log in with your PennKey and REDCap password, and select project "AC Track Clinical Evaluation".

Note If you don't see any projects, click the "My Projects" link in the top bar							
	REDCap	Home	🗏 My Projects	+ New			

My Projects 🗇 Organize					
Project Title	Records	Fields	Instrument	Туре	Status
AC Track Clinical Evaluation	43	27	2 forms 1 survev	-	×

2. Select the "Add/Edit Records" link in the left sidebar.



3. Click the "Add New Record" button in the right panel. This will create a blank record and take you to the "Record Home Page" showing the new, blank faculty record.

👺 Add / Edit Records					
You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.					
Total records: 2					
Choose an existing Record ID	select record	\$			
	Add new record				

4. On the "Record Home Page", click the gray bubble in the "Entry" column next to "Faculty Info" to open the Faculty Info form for this record.

Data Collection Instrument	Entry
Faculty Info	
Evaluator	
Clinical Evaluation (survey)	

📰 Faculty Info

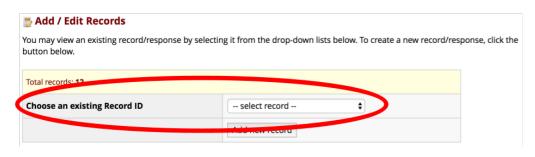
O Adding new Record ID 4325-1	
Event Name: Entry	
Record ID	4325-1
Faculty Candidate Information	
First name	
* must provide value	Keelhaul
Last name	
* must provide value	Woodbury
Type of action	o Promotion
* must provide value	C Appointment
Proposed rank	
* must provide value	Full Professor \$
Department	
* must provide value	Medicine
Form Status	
Complete?	Complete 🗘
	Save & Exit Form Save & 👻

- 5. In the Faculty Info form:
 - a. Fill in all the fields. Note that REDCap is standalone and does not pull from FADS
 - b. In the "Complete?" field, select "Complete" This must be done whenever entering data as a coordinator and should never be anything other than blank or "Complete"
- 6. Click "Save and Exit Form" (Never click "Save & Go To Next Record")

You will be forwarded to the "Record Home Page", which is the primary screen for interacting with a Faculty Record. The Faculty Record is now created, which has a numerical ID. The bubble in the "Entry" column, "Faculty Info" row should now be green.

To return to a specific faculty record

- 1. Click "Add/Edit Record" in the sidebar.
- 2. Select the Faculty Record from the "Choose an existing Record ID" dropdown. This opens the "Record Home Page".



Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: 43 / In group: 11					
Choose an existing Record ID	 ✓ select record 4239-1 (Ogden, Hallie) 4239-2 (Smith, Ed) 				
Data Search	4239-3 (Smith, Ann) 4239-4 (Jones, Don) 4239-5 (Jones, Robert)				

Adding Evaluators to the Faculty Record

Overview of the "Evaluator Row" on the Record Home Page



rd ID 4325-1 (Woodbury, Kee Medicine

Data Collection Instrument	Entry	Dept. Chief/Chair Kent Camelback	Colleague 1 Georgia Hentzworth	Colleague 2	Colleague 3	Colleague 4	Colleague 5	1
Faculty Info	۲							
Evaluator		۲	۲	\bigcirc				
Clinical Evaluation (survey)		\bigcirc	\bigcirc	\bigcirc	\bigcirc			

The bubbles in the "Evaluator" row show the status of each evaluator:

Row	Bubble	Meaning
\bigcirc		No evaluator information has been entered. Click on this to enter a new evaluator.
Evaluator	٢	You forgot to mark "Complete"; no email will be sent to the evaluator.
		Evaluator has been entered; initial email sent from REDCap.

Adding Evaluators from the Record Home Page

1. Click an empty (gray) "Evaluator" bubble. The first column ("Dept. Chair/Chief") is reserved for the division chief or department chair

ত Data Collection Instrument	Entry	Dept. Chief/Chair
Faculty Info	۲	
Evaluator	_	
Clinical Evaluation (survey)		0
Delete all data on event:	×	

- 2. Enter the data for the evaluator:
 - a. Fill in all the fields, including the due date.
 - b. For every evaluator, copy and paste or re-type the email into the "Re-enter email address" field. Failure to do this will result in emails failing to send
 - c. In the "Complete?" field, change to "Complete". This must be done whenever entering data as a coordinator and should never be anything other than blank or "Complete"
 - d. Click the "Save & Exit Form" button
 - e. The bubble you clicked on should now be green. This indicates that an email has been automatically sent to this evaluator.
- 3. Repeat these instructions, moving from left to right, until all 16 evaluators are entered
- 4. For each new evaluator, notice that the screen will pre-populate with the previous evaluator's email. You must remove that and enter the correct email of the new evaluator. Remember that you must re-enter the correct email

Evaluator		
Respondent Informa	tion	
First name		
* must provide value		
Last name		
* must provide value		
Email address * must provide value	Overwrite this if it is already populated	•
Re-enter email addre * must provide value	Always copy the correct email here	For record-keeping purposes
Requested due date * must provide value		Today M-D-Y When is the evaluation due?

Remember: the email is sent to the evaluator immediately upon completing and saving the Evaluator form.

NOTE When revisiting an evaluator form, the first "Email" field will often have the most recently entered evaluator email address. Do not worry if you see this; as long as you entered the correct email when you created the evaluator, the questionnaire email went out properly.

Questionnaire Statuses

If you need to get back to the REDCap project: login to <u>redcap.med.upenn.edu</u> and select the "AC Track Clinical Evaluation" project.

Seeing who has responded

To check the status of a Faculty Record, navigate to the Record Home Page. To do this, click "Add/Edit Record" in the sidebar and select your record from the "Choose an existing Record ID" dropdown.

The "Clinical Evaluation" bubble indicates the status of the evaluation questionnaire for the evaluator in that column. The table below explains how the bubbles correspond to status.

Row	Bubble	Meaning			
	\bigcirc	No response yet. Clicking on these opens the questionnaire, which you will need to do to send a reminder email			
Clinical Evaluation	\bigotimes	The evaluator has started but not completed the questionnaire.			
	۲	Questionnaire has been completed and submitted by evaluator.			

From the screenshot below, the arrows indicate incomplete or partially complete questionnaires. These might require reminder emails.

📰 Record Home Page

🖸 Choose action for record 🗢

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the <u>Define My Events</u> page.

Legend for status icons:						
💿 Incomplete	🔘 Incomplete (no data saved) 💽					
Onverified	🧭 Partial Survey Response					
Complete	🐼 Completed Survey Response					

Record ID 1 (Russell, Bertrand)

Data Collection Instrument	Entry	Dept. Chief/Chair John Stuart Mill	Whitehead	Colleague rtial ´or In Kurt Gödel Iestionna	W.V. Ouine	Colleague 4 Augustus De Morgan	Colleague 5 John Von Neuman	Colleague 6 Karl Popper	Colleague 7 Ludwig Wittgenstein
Faculty Info	۲								
Respondent		٠	۲		۲	۲		۲	۲
Clinical Evaluation (survey)			۲	8	۲	0	۲		۲

Sending reminder emails

Once you have identified an incomplete evaluation and enough time has passed, you can send a manual reminder email. You must send reminder e-mails manually to respondents who have not completed their surveys. To make this process simpler, we include a tool to compose these messages in your desktop e-mail application (Mail, Thunderbird, or Outlook). The respondent will not see this, but you may access it through the "Add/Edit Records" interface.

1. Select the respondent you wish to remind, then click the gray bubble (which indicates no response) in the Clinical Evaluation row of the interface:

Data Collection Instrument	Entry	Dept. Chief/Chair Alistair Lethbridge-Stewart	Colleague 1 S. Benton
Faculty Info	۲		
Evaluator		۲	۲
Clinical Evaluation (survey)		\odot	\bigcirc
Delete all data on event:	×	×	×

2. Copy the "Reminder e-mail body" value from the top of the form

Dear Dr. Benton,

We previously sent a request for your opinion on this faculty candidate. We realize that you have an extremely busy schedule but your opinion would be highly valued by the Committee on Appointments and Promotions. Many thanks.

We are evaluating Dr. Sarah Jane Smith for Promotion to Full Professor in the Academic Clinician track. You have been identified as a colleague who is familiar with this candidate's clinical expertise and professionalism.

You may open the evaluation in your web browser by clicking the link below: <u>AC Faculty Clinical Evaluation</u>

If the link above does not work, try copying the link below into your web browser: https://redcap.med.upenn.edu/surveys/?s=pTMHEhfwun

This link is unique to you and should not be forwarded to others.

We would appreciate your completing this reference. Your responses will be collected anonymously. We will only know that you have completed the form once you submit the form; your name will be disassociated from the responses. All responses will be aggregated. Only aggregate data will be summarized electronically and made available to the Committee on Appointments and Promotions. It is the policy of the University of Pennsylvania that evaluations be held in confidence. In the event of litigation or a governmental investigation, however, the candidate or others may gain access to the information contained in these evaluations.

Thank you for your assistance with this process.

Sincerely,

Lisa Bellini, M.D. Vice Dean for Faculty Affairs Perelman School of Medicine University of Pennsylvania

Compose Reminder

3. Click the "Compose Reminder" button. Your mail application will open with a new message. The body of the message will not be complete.

Monaco ♦ 14 ♥ 🗐 🖉 🛛 🖉 🕀 🛛 🖳 🖉	
To: s.benton@example.com ~	
Cc:	
Bcc:	
Subject: Reminder: Request to evaluate Dr. Sarah Jane Smith	
	Signature: Signature #2 ᅌ
Paste the body of the message here	

4. Select the placeholder body, and paste to replace with the composed body text that you copied in step 1 (paste to "keep source formatting" to preserve hyperlinks in message):

	~
To: s.benton@example.com ~	
Cc:	
Bcc:	
Subject: Reminder: Request to evaluate Dr. Sarah Jane Smith	ļ
Signature: Signature #2 ᅌ	1
Dear Dr. Benton, We previously sent a request for your opinion on this faculty candidate. We realize that you have an extremely busy schedule but your opinion would be highly valued by the Committee on Appointments and Promotions. Many thanks.	
We are evaluating Dr. Sarah Jane Smith for Promotion to Full Professor in the Academic Clinician track. You have been identified as a colleague who is familiar with this candidate's clinical expertise and professionalism.	
You may open the evaluation in your web browser by clicking the link below:	

- 5. Adjust the message, if desired, to add a due date or additional urgency. Send the message as you would a normal e-mail message, and return to REDCap in your browser to continue.
- 6. When you have finished creating your reminder e-mail, press the "—Cancel—" button in the top-right of the page in REDCap.



It is important that you not save this form when you close it.

Creating the Clinical Evaluation Summary Report

When a faculty record has gotten at least 8 responses (Div Chief/Dept Chair [required] + 7 colleagues), generate the Summary Report using the steps below. These instructions require that Excel is already installed on your computer.

NOTE: IF YOU ARE USING A MAC, YOU MUST HAVE EXCEL 2016 INSTALLED	
Refer to https://www.isc.upenn.edu/how-to/current-supported-computing-products	

Download the "Raw Data Export" to Excel

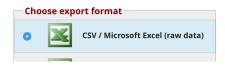
1. Click on the "Raw Data Export" link in the 'Reports' sidebar

Reports	🖍 Edit reports [
1) <u>Raw Data Export</u>		

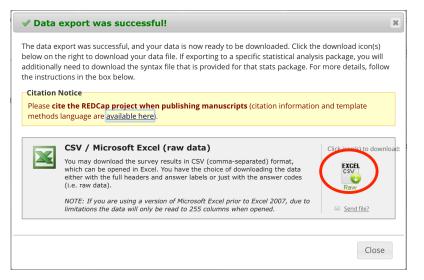
2. In the header of the configured report, click the "Export Data" button.

Data Exports, Reports, and Stats		E VIDEO: How to	o use Data Exports, Reports, and Stats	
_	+ Create New Report	Hy Reports & Exports	C Other Export Options	Q View Report: Raw Data Export
То	umber of results returned tal number of records que ecords' = total available data acro	ried: 757	🔟 Stats & Charts 🚺 Export I	Data 🛛 🖶 Print Page 🖉 🖌 Edit Report

3. Choose the first format option ("CSV / Microsoft Excel (raw data)"), then press "Export Data".



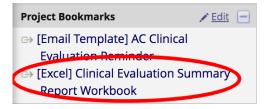
4. In the pop-up that appears, click the download button and then close the pop-up:



This downloads the "Raw Data Export" to your computer. Find and open this 'CSV' file in Excel. We're now ready to generate the report.

Generate the report in Excel

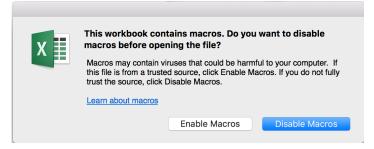
If you have not done so, download a copy of the "Summary Report" workbook by clicking the "[Excel] Clinical Evaluation Summary Report Workbook" link in the sidebar.



Open this file. If the document opens in protected view, click "Enable Editing"



If you are prompted to enable macros, or it says that macros are disabled, select "Enable Macros".



Select "Enable Macros" if prompted (Mac)



Select "Enable Content" if prompted (PC)

To import the data and generate the report

1. If you have never used this template, it will be mostly blank.

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Paste V B I U V V		• <u>•</u> • <u>A</u> •			\$ * % >	00. 0. 0. 0.	🧊 Format as Table *	Editing	
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2. Erase any data that is in this sheet if you are reusing it and had saved it with data. (Select all cells by clicking the Select All button at the top left corner and then Edit \rightarrow Clear All)

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	Home		Inser	t	Pag	ge	Layo	ut
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1	A		В	С			D	
1	d_id	redo	ap_even	redcap	surv	fac	first_na	fac_
2	4239	entr	y_arm_1			Hat	tie	Facu
3	4239-1	lept_chiefchair_arm_1						
4	4239-1	colle.gue_1_arm_1						
5	4239-1	colleague_2_arm_1						
6	4239-1	colle	eague_3_	arm_1				

- Click the "Import Data" button and open the "Raw Data Export" if you have not done so (downloaded in the previous steps, it will be named "ACTrackClinicalEvalu-RawDataExport DATA date>.csv").
- 4. Click the "Generate Report" button on the "CSV Input" sheet.
- 5. Enter the Candidate's first and last name when prompted. (Click the "OK" button with your mouse instead of pressing Enter, to avoid an Excel bug that causes the cursor to disappear.) (The first and last names must match exactly the names in the Faculty Info record. If the system can't find the candidate based on the first and last name you

entered, check the REDCap Faculty Info record to see if there are any spaces after the first or last name; if there are, remove the spaces, save the record, re-export the raw data, and then re-run the Generate Report step.)

00	Microsoft Excel	
Enter Faculty can	didate's first name	ОК
		Cancel
Ann		

6. When both prompts are answered you will be taken to the report screen on the "Survey Report" tab of the workbook, with scores and comments from the division chief and the first seven respondents.

● ● ● 🗈 🖬 🗤 ▼ ♂ 🔻 📄 Clinical_Evaluation_Summary_Report-3					3
Home Insert Page Layout Formulas Data Rev	iew View				
Ruler Formula Bar Zoc	om 108%	•			
Normal Page Break Page Custom Gridlines Headings	Zoom to 100%		Freeze Panes	Freeze Top Row	Freeze F Colum
🐺 Penn Medicine					
Clinical Evaluation Summary					
Department of Dr. Hallie Ogden — Appointment to Professor		11,	/12/18		
Question	Cou	nt/8	Mean		
Medical knowledge, clinical judgment, and clinical skill		4	2.40		
Communication with other health professionals		6	2.83		
Compassion and respect for and communication with patie	ents	5	3.20		
Dedication and enthusiasm for patient care		5	2.80		
Professionalism and respect for colleagues, trainees, and a professionals	llied health	5	3.40		
Overall performance		5	3.60		
Summary Result			3.04		
Likert Key: 0 ("Strongly Disagree") to 4 ("Strongly Agree"). "Cannot Eva	aluate" is not include	d.			
Comments					
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dolore eu fugiat nulla pariatur.					
CSV Input Survey Report version +					
Ready					

- 7. Save the report to a PDF file:
 - $\circ \quad \mathsf{File} \to \mathsf{Save} \ \mathsf{As}$
 - Change "Format" to "PDF"
 - Optionally append the candidate first and last name to the filename if you want to retain a record of files for all processed candidates
 - $\circ \quad \text{Select "Sheet"} \rightarrow \text{Click Save}$

8. Open and print the PDF report for inclusion in the dossier

Because you saved the report to a PDF file, you don't need to save the "Clinical Evaluation Summary Report" workbook. You can reuse the "Clinical Evaluation Summary Report" Workbook for other Faculty Records without needing to download it again. Be sure to clear any existing data on the "CSV Input" sheet when using it for another record, however.

If the report is ever generated incorrectly and you are re-using the workbook, try again with a freshly downloaded copy.