REDCap AC Clinical Evaluation Documentation for Faculty Coordinators

An Interim Solution

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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

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 redcap.med.upenn.edu, 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
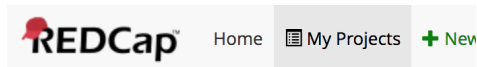
2. Select the "Add/Edit Records" link in the left sidebar.
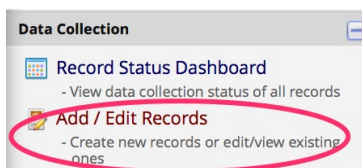
3. Click the "Add New Record" button in the right panel. This will create a blank record and take you to the "Record Home Page" showing the new, blank faculty record.

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.

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: 1̶1̶

Choose an existing Record ID	-- select record -- ⇕
	A̶d̶d̶ ̶n̶e̶w̶ ̶r̶e̶c̶o̶r̶d̶

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)
	4239-3 (Smith, Ann)
	4239-4 (Jones, Don)
	4239-5 (Jones, Robert)

Data Search

Adding Evaluators to the Faculty Record

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

Record Home Page

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.

⬛ Choose action for record ▽

Legend for status icons:
🔴 Incomplete ⚪ Incomplete (no data saved) [?]
🟡 Unverified 🟠 Partial Survey Response
🟢 Complete ✅ Completed Survey Response

✔ Record ID **4325-1** successfully edited

Record ID **4325-1** (Woodbury, Keelhaul)
Medicine

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

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

Row	Bubble	Meaning
Evaluator	(gray bubble)	No evaluator information has been entered. Click on this to enter a new evaluator.
	(red bubble)	You forgot to mark "Complete"; no email will be sent to the evaluator.
	(green bubble)	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

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 Information

First name
* must provide value

Last name
* must provide value

Email address   Overwrite this if it is already populated ➡
* must provide value

Re-enter email address   Always copy the correct email here ➡
* must provide value   For record-keeping purposes

Requested due date   Today M-D-Y
* must provide value   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 redcap.med.upenn.edu 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
Clinical Evaluation	⚪	No response yet. Clicking on these opens the questionnaire, which you will need to do to send a reminder email
	🟠	The evaluator has started but not completed the questionnaire.
	🟢	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

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 Define My Events page.

Legend for status icons:
- 🔴 Incomplete ⚪ Incomplete (no data saved) [?]
- 🟡 Unverified 🟠 Partial Survey Response
- 🟢 Complete ✅ Completed Survey Response

☑ Choose action for record ▽

Record ID **1** (Russell, Bertrand)

Partial or Incomplete Questionnaires

Data Collection Instrument	Entry	Dept. Chief/Chair John Stuart Mill	Colleague 1 Alfred Whitehead	Colleague 2 Kurt Gödel	Colleague 3 W.V. Quine	Colleague 4 Augustus De Morgan	Colleague 5 John Von Neuman	Colleague 6 Karl Popper	Colleague 7 Ludwig Wittgenstein
Faculty Info	🟢								
Respondent		🟢	🟢	🟢	🟢	🟢	🟢	🔴	🟢
Clinical Evaluation (survey)		⚪	✅	🟠	✅	⚪	✅	⚪	✅

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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	◉		
Evaluator		◉	◉
Clinical Evaluation (survey)		◎	◎
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:
AC Faculty Clinical Evaluation

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.
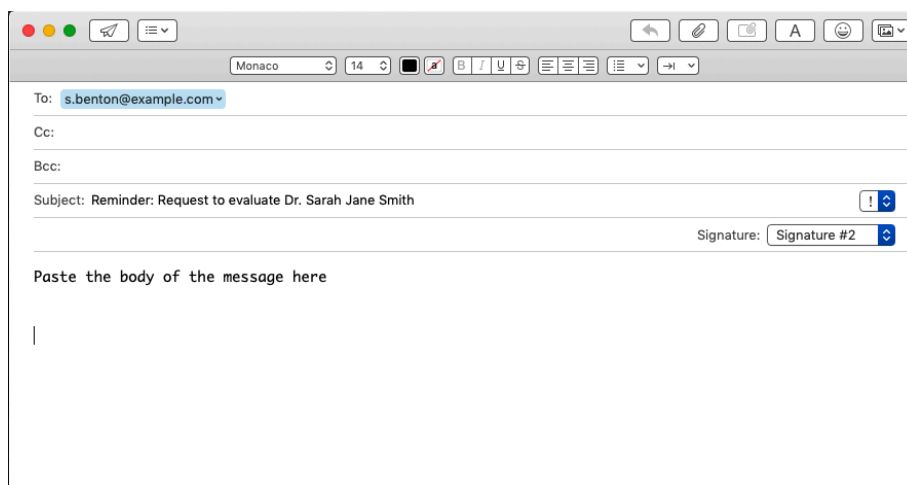
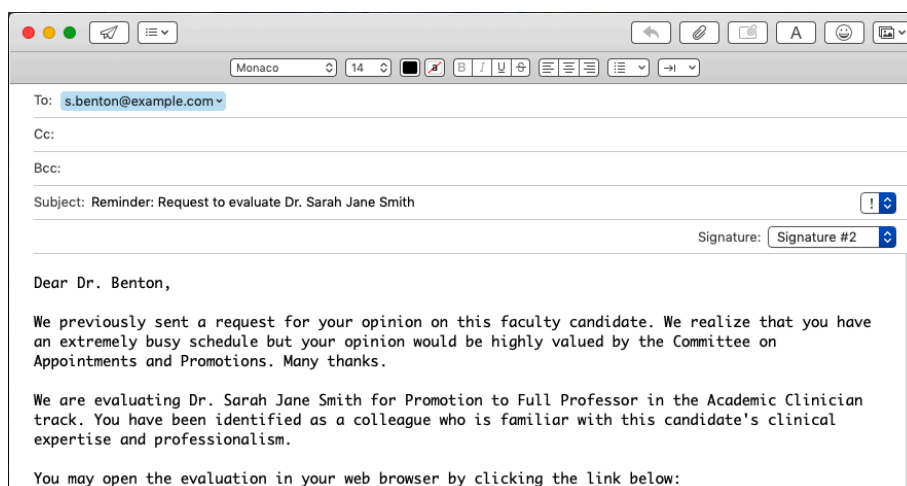Thank you for your assistance with this process.

Sincerely,

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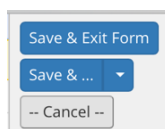
Compose Reminder

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

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):

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

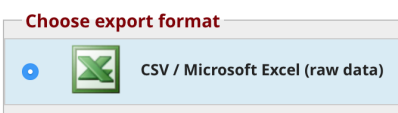## Download the "Raw Data Export" to Excel

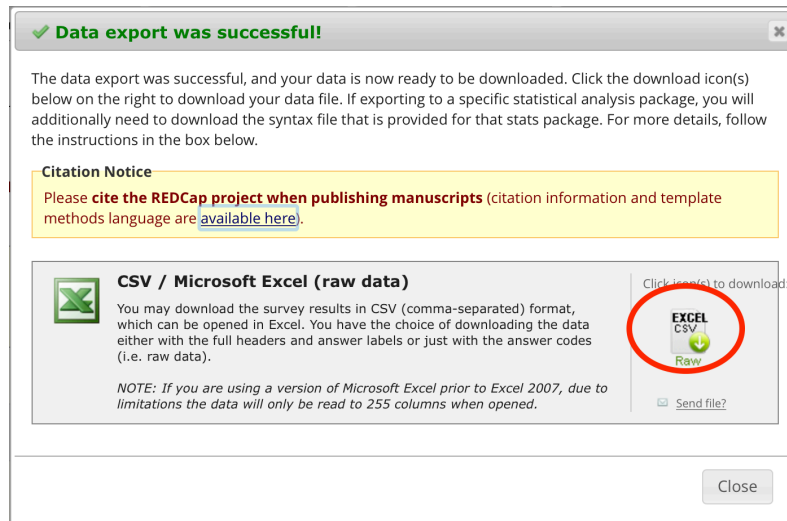1. Click on the "Raw Data Export" link in the 'Reports' sidebar
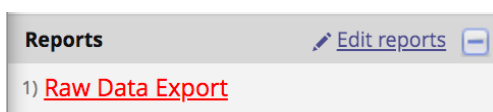
2. In the header of the configured report, click the "Export Data" button.

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.
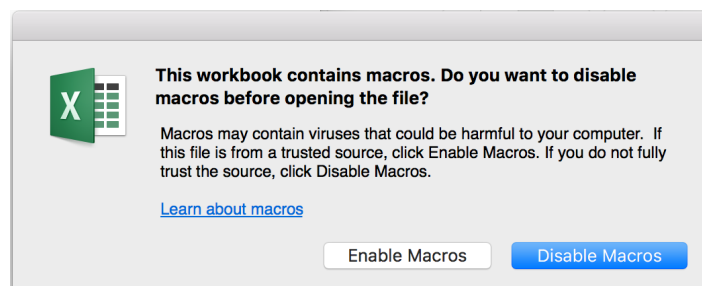
Generate the report in Excel

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.
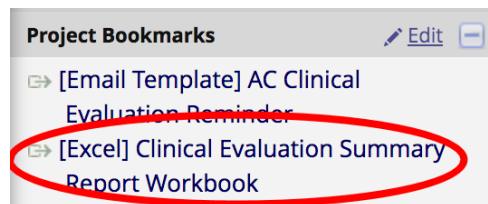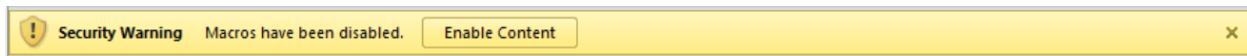

Open this file. If the document opens in protected view, click "Enable Editing"
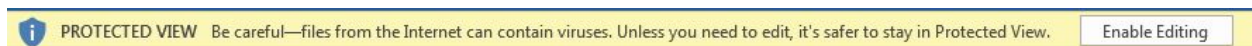
If you are prompted to enable macros, or it says that macros are disabled, select "Enable Macros".
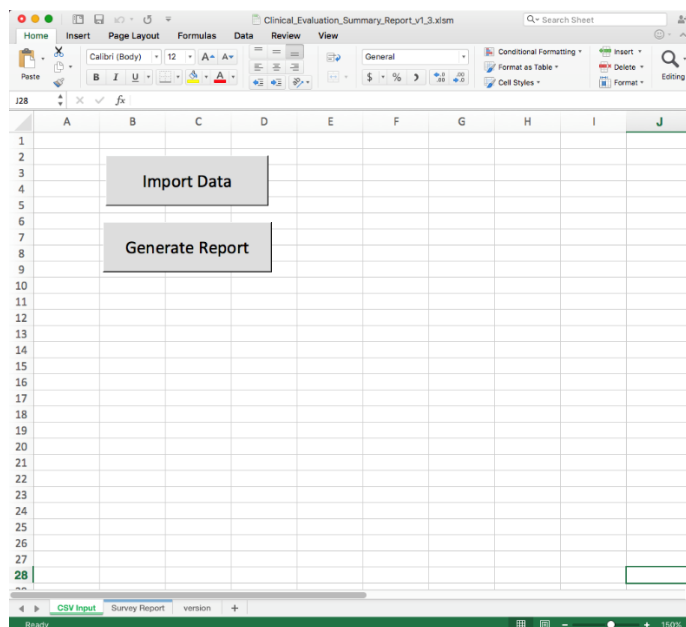

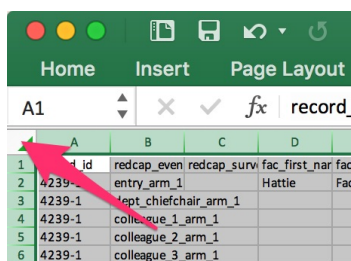Select "Enable Macros" if prompted (Mac)

Select "Enable Content" if prompted (PC)

To import the data and generate the report

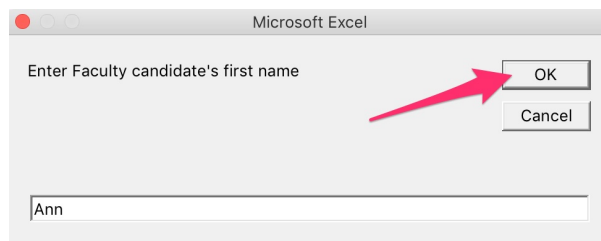1. If you have never used this template, it will be mostly blank.

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 → Clear All)
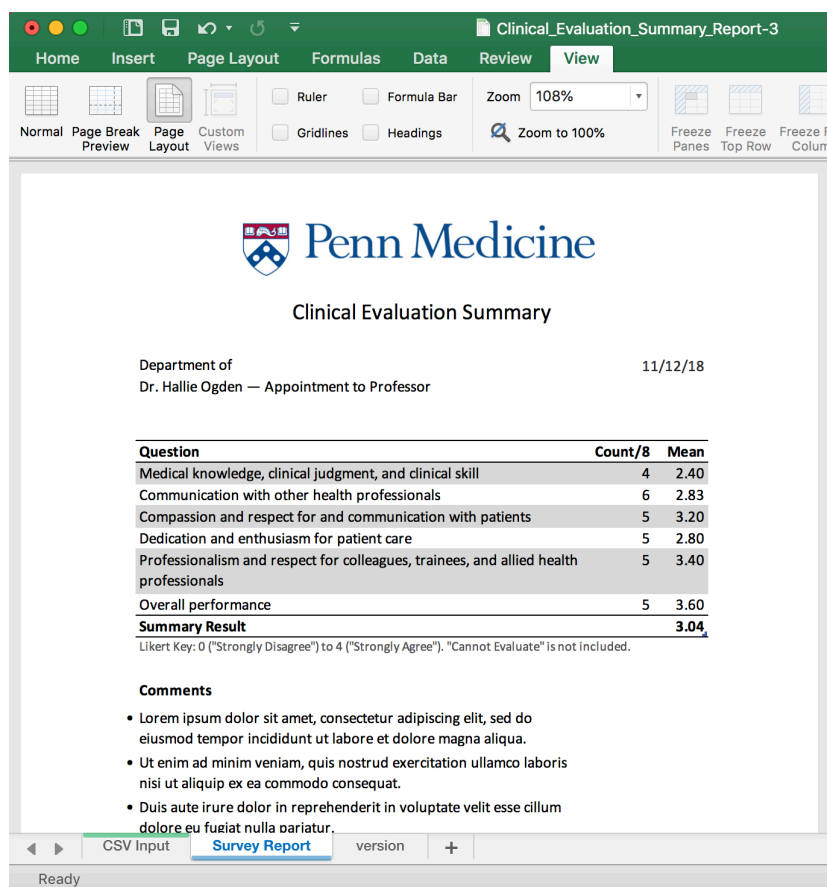

3. Click the "Import Data" button and open the "Raw Data Export" if you have not done so (downloaded in the previous steps, it will be named "ACTrackClinicalEvalu-RawDataExport_DATA_date>.csv").

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.)

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.

7. Save the report to a PDF file:

   ○ File → Save 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

   ○ Select "Sheet" → 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.