

# INTRODUCTION TO ONE45 EVALUATION SYSTEM – YEAR 3 AND 4

**One45** is the evaluation system used by the school to support the following functions in years 3 & 4:

- Clerkship evaluations
- Logs of required clinical experiences – as listed in each clerkship
- Logs of core procedures – to be completed by end of year 4

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## ACCESS TO ONE45

You may access one45 in two ways – through the web site [icahn.one45.com](http://icahn.one45.com) or using the one45 mobile app, available through iTunes or Google Play. While all functions are available through the website, at present only evaluations can be completed through the app.

When using the website, the main log on page is shown below:



Sign in with your organizational account

All students will log on using same ISMMS email and password you would use to log into the ISMMS network (e.g., Black Board). Should you not remember your password, you will need to contact [ASCIT@mssm.edu](mailto:ASCIT@mssm.edu) to reset it.

If you are using the app, when you set it up you first need to select the school (Mount Sinai Icahn School of Medicine), then log in.

## COMPLETING EVALUATIONS

When you log on to the web site, you are brought to your main page, which is called your eDossier. Any assigned evaluations will show in your To Do list. Click on each individual form to complete it.

▼ Forms to complete (7)				
Please fill in the forms you see here				
Target	Activity	Program	Dates ▼	Form
<a href="#">Year 3 (2021) :: InFocus 7</a>	Year 3 (2021) :: InFocus 7	Undergrad Courses	Mar 23/20 - 27/20	Course Evaluation - Infocus 7 2020
<a href="#">Geriatrics @ Mount Sinai</a>	Geriatrics @ Mount Sinai	3rd Yr Ambulatory Care-Geriatrics	Mar 9/20 - 29/20	Site Evaluation (ACG Clerkship) 2019-2020
<a href="#">pick faculty</a>	Geriatrics @ Mount Sinai	3rd Yr Ambulatory Care-Geriatrics	Mar 9/20 - 29/20	Medical Student of Educator - ACC-GERI 2019-2020

You will receive an email whenever new evaluations have been assigned to you. Within the email is a link that will take you directly to your To Do list. If you access one45 through the link, you should know two things:

- The link will only work once
- The link only allows you access to the to-do list. For all other functionality (e.g., logging procedures), you must log on to the web site directly.

## EVALUATIONS OF CLERKSHIP EXPERIENCES

You are required to complete 4 different types of evaluations during each clerkship. This process is different than how you completed evaluations during Year 1 and Year 2 courses. The process for evaluating educators in particular is very different. Remember that all evaluations are initiated when you receive a “to-do” from One45.

### STUDENT EVALUATION OF THE CLERKSHIP

You will receive a “to-do” on the last day of the rotation to complete an evaluation of the overall clerkship.

### STUDENT EVALUATION OF WORKLOAD

You will receive a “to-do” for a 3-question survey during the middle week of your clerkship about the workload. This survey should be completed as soon as it is received.

### STUDENT EVALUATION OF CLERKSHIP SITE

You will receive a “to-do” on the last day of the rotation to complete this as well. This form asks about your experience at the specific site(s) where you trained. It asks about various aspects of the site experience, including mistreatment and work hours.







### STUDENT EVALUATION OF EDUCATORS

This is your opportunity to provide constructive feedback to any educators (residents, attendings, preceptors, etc.) at your training site with whom you worked during your rotation. You do not have to wait until the end of a rotation to evaluate educators.

You will go into One45 and select whomever you would like to evaluate whenever you would like to complete an evaluation. However, the process starts with a “to-do” from One45. You will be prompted by One45 twice over the clerkship to do this. Here are the steps.

- In the middle week of your rotation, you will receive an email from One45 for a “New ISMMS Clerkship Evaluation”.
  - There will be a “to-do” with a target of PICK FACULTY and the name of your clerkship and rotation site.
  - You will then be asked to select educators who you would like to evaluate. The screen will look like this:

Add faculty

<u>remove</u>	<input type="checkbox"/>		Afezolli, Debora
<u>remove</u>	<input type="checkbox"/>		Agarib, Maysoon
<u>remove</u>	<input type="checkbox"/>		Andrade, Allen
<u>remove</u>	<input type="checkbox"/>		Ankuda, Claire
<u>remove</u>	<input type="checkbox"/>		Apoeso, Olusegun
<u>remove</u>	<input type="checkbox"/>		Baharlou, Shahla

- You can select the names of as many of these educators as you would like to evaluate.
- If you don't see someone's name, you can select ADD FACULTY at the top left. You can then search for anyone by name. Should the system not find the person you are looking for, you can select Enter Manually and type the name in free form.

https://icahn.one45.com/public/attendingPicker.ph...

**Find faculty:**

~ no matches ~

---

**Faculty not on list?**

Search again (last name)

or Enter Manually

1.) If the person you want to select is a resident that is displayed above, but isn't selectable, the program in charge of this form has locked residents from being an option. Please contact the program office if you need help. Please do not add them into the system again manually.

2.) Before entering manually, please ensure that you cannot find them with a search.

Last thoughts:

- You must evaluate educators. As a general rule, you should evaluate every educator with whom you interacted in a meaningful way during your rotation. Your anonymous feedback, and that from other students, is thematically analyzed and presented to educators, their department chairs, clerkship site directors and clerkship directors. This is your opportunity to provide formative feedback on the quality of teaching you receive and is essential to the quality of our medical education program.
- You may opt out of the “to-do” that will come at mid-clerkship if you choose. You cannot opt out of the one you receive at the end of the clerkship.

## LOG REPORTING

On your eDossier page, there is a link to the “Pt/Procedure Logs” on the left hand side.

Once you click on this, you are brought to the log screen.



To enter either a clinical experience or procedural skill, click on the respective green button for a “new log entry”.

## A. REQUIRED CLINICAL EXPERIENCE (RCE) REPORTING

RCE's are patient experiences you will have during a clerkship. All RCEs must be logged before the clerkship ends. To submit an RCE log, you must enter several pieces of information.

- The interaction date must be during the specific time that you were in the relevant clerkship
- When you select "Search" on the Clinical Experience box, a drop-down menu will appear first by Clerkship and then by experiences within the clerkship.
- Role is selected from a list derived from the specific clinical experiences. Options include:
  - Obtain patient history
  - Conduct physical exam
  - Interpret pertinent patient data
  - Present the case, including discussion of differential DX, assessment & plan
  - Active participation
- All items with an asterisk are required.
- You may type in the name of your supervisor at the time.
- You may add any notes on this as well.
- You must select "Submit" to enter the diagnosis. If you select "Save and close" the record will be saved so that you can revisit it and make edits, but it is not available for reporting until you submit it.

At any time, you may run an Expectation Summaries report. You will find this helpful when preparing for your mid-clerkship meeting.

- You may select a specific time frame or all logs completed to-date
- You may select a specific clerkship or all clerkships. When you select "Report on expectations for", you get a drop-down menu and should select a particular clerkship.
- This is a sample of what a report would look like:

**Summary data for Yr3 Medicine Dx**

Log Required Clinical Experiences  
 Competency list Yr3 Medicine MSD 2016-17  
 Competency item list Yr3 Dx - MSD 2016-17

16 targets set

15 targets met

30 competency items recorded

Competency	Notes	Competency items	Total required	Total recorded
Abdominal Pain		Abdominal Pain	1	2 <a href="#">view entries</a>
Acid-Base Disorders		Acid-Base Disorders	1	1 <a href="#">view entries</a>
Altered Mental Status		Altered Mental Status	1	1 <a href="#">view entries</a>
Anemia		Anemia	1	4 <a href="#">view entries</a>
Chest Pain		Chest Pain	1	1 <a href="#">view entries</a>
Congestive Heart Failure		Congestive Heart Failure	1	3 <a href="#">view entries</a>
Diabetes Mellitus		Diabetes Mellitus	1	1 <a href="#">view entries</a>
Dyspnea/Shortness of Breath		Dyspnea/Shortness of Breath	1	3 <a href="#">view entries</a>
Fever		Fever	1	4 <a href="#">view entries</a>
Fluid and Electrolyte Management		Fluid and Electrolyte Management	1	1 <a href="#">view entries</a>
Gastrointestinal Bleeding		Gastrointestinal Bleeding	1	2 <a href="#">view entries</a>
HIV Infection/AIDS		HIV Infection/AIDS	1	2 <a href="#">view entries</a>
Liver Disease/Injury		Liver Disease/Injury	1	0
Pneumonia		Pneumonia	1	1 <a href="#">view entries</a>
Renal Disease		Renal Disease	1	3 <a href="#">view entries</a>
Thromboembolic Disease		Thromboembolic Disease	1	1 <a href="#">view entries</a>

- You can click on “View entries” in the Total Recorded column to see the details of each record.

## B. CORE PROCEDURE REPORTING

The process to enter a required procedure is similar to entering a clinical experience. This is an example of the entry screen:



**Core Procedures**

\*Interaction Date:

\*Procedure Performed

\*Select your role in the procedure

\*Age of patient

\*Sex

\*Select the Clerkship Director for the clerkship you completed this Px on for approval.

Ambulatory Care – Geriatrics : Ravi Ramaswamy  
 InterACT : Linda Wang  
 Medicine : Horatio Holzer  
 Ob-Gyn : Kathy Chen  
 Pediatrics : Lindsey Douglas  
 Psychiatry : Mercedes Perez  
 Surgery-Anesthesiology : Susan Lerner  
 Emergency Medicine: Shefali Trivedi  
 Senior Medicine : Eric Barna  
 Senior OB/GYN : Kathy Chen  
 Senior Pediatrics : Joel Forman  
 Senior Surgery : Scott Nguyen  
 Intro-to-Internship : Staci Leisman  
 Neurology : Michael Fara

If it was done outside of a clerkship, select Rainier Soriano.

\*Training Site:

\*Supervisor:

- All items with a red asterisk are required
- Select the relevant procedure:
  - Intravenous line placement
  - Nasogastric tube placement
  - Catheter insertion – female
  - Catheter insertion – male
  - Venipuncture
- You must select the Clerkship Director for the clerkship you were on when you completed the procedure.
  - Click on Pick
  - Type in the clerkship director’s name and search
  - Select the name
  - Note: if the procedure occurred during an elective, please select Rainier Soriano

- For Supervisor, you must enter the name of the person on site who observed/guided the procedure
- You may add any notes on this as well.
- You must select “Submit” to enter the procedure. If you select “Save and close” the record will be saved so that you can revisit it and make edits, but it is not available for reporting until you submit it.
- You can run a summary report similar to that for RCEs. Again, you can click on “View entries” to see the detail.
- NOTE: IF YOU HAVE COMPLETED ANY YEAR 3 CLERKSHIPS PRIOR TO THE 2017-2018 ACADEMIC YEAR
  - Data for required procedures logged in the previous E\*Value PxDx system have been summarized and will be reported on Black Board. This information combined with data in one45 will be used to monitor your completion of the required procedures.

## ANY QUESTIONS?

### **Please feel free to contact us:**

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