



Icahn
School of
Medicine at
**Mount
Sinai**

Student Assessment of Educational Activities:

Using one45 Evaluation System in Years 3 & 4

Academic Year 2024-2025

In the clerkship phase, we manage the evaluations and logs collected in One45 differently than in the pre-clerkship phase. This document is a refresher for those returning to the MD curriculum and it explains the new ways to interact with One45.

Table of Contents

Contents

Student Assessment Responsibilities.....	1
Access to one45	2
Notification of a To-Do.....	3
Completing evaluations in Years 3 and 4.....	4
Required Clinical Experiences (RCE).....	7
Logging an RCE	7
Required Clinical Experiences reporting	8
Pictures / Contacts.....	10

Student Assessment Responsibilities

As a student at the Icahn School of Medicine at Mount Sinai, you are required to evaluate all courses and clerkships. You also appraise all course and clerkship faculty and preceptors who teach at the Icahn School of Medicine, whether they are course and clerkship directors, one-time lecturers, or attending/residents at a clinical site.

All assessment forms include quantitative scales on aspects of the experiences and qualitative items regarding strengths and areas for improvement. All free text responses should be constructive and respectful. We ask that you provide the same professional feedback that you would expect to receive from those who will assess you later in your educational path.

Your feedback is a key component of our continuous quality improvement efforts and is invaluable as it provides us with data to adjust courses and clerkships and evaluate teaching. We also use this information to recognize outstanding educators. Under the policies stated in the Student Handbook ([Student Feedback Policy](#)), there are deadlines for when you must complete assessments. You must complete all assigned evaluations **within 2 weeks after the end of a course/clerkship.**

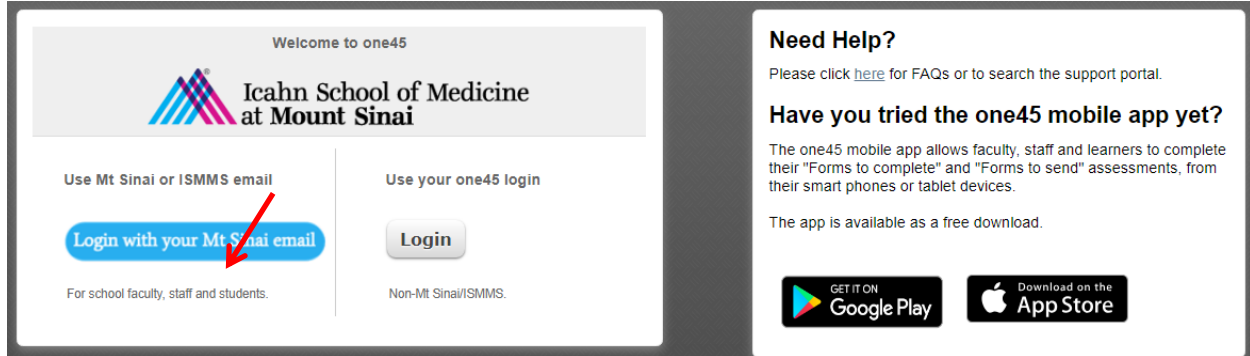
All assessments occur through our online evaluation system (one45.com). Some reminders about one45:

- Your assessments are anonymous.
- You will receive an email from one45.com whenever you are assigned an assessment to complete.
- When assessing a lecturer or faculty member, your response is only reported in aggregate when there are at least three assessments of that individual.
- Educators (residents and attendings) in the clerkship only receive summary feedback twice per year – midway through the academic year and at the end.

Access to one45

You may access one45 through the web site icahn.one45.com .

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



All students will log on using a single sign on. You use the same email and password you use to log into the MSSM network (e.g., Black Board). Should you not remember your password, you will need to contact ASCIT@mssm.edu to reset it.

Notification of a To-Do

An assessment to complete is a 'to-do' in one45. You will receive an email similar to this when you have a new to-do:

From: Marley Akonnor <no-reply@one45.com>
To: Fallar, Robert
Cc:
Subject: New ISMMS evaluation request

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You have a task to complete in the one45 system (e.g. survey, evaluation, objectives, log, form distribution).

email: robert.fallar@mssm.edu

Please click on the following link to log in to one45 software:
https://urldefense.proofpoint.com/v2/url?u=https-3A_icahn.one45.com_web_one45.php_auth_auto_redirect_740b878e35804c6a86d4dfc136dcbdb1cc447e697632330e4e809ddbdcfe70A&r=k9lxjAEMsclSb4uY3rOvJaoCOpqs3w7ovXqpg8hVJ70&m=nNwACbMmLIgesQoE-LqD4n3OkmV6BUl32MpFLnExY6w&s=ygmBv9wrAGr

This login link is good for one use only and will give you access to your one45 ToDos only. If you require full system access, you will need to login to the system manually.

If the link has already been used you will also be forwarded to the login screen so that you may login manually if you wish.

If you would like to add the login page to your favorites, you can use this url:
https://urldefense.proofpoint.com/v2/url?u=https-3A_icahn.one45.com_index.php&d=DwlCaQ&c=shNJtf5dKgNcPZ6Yh64b-A&r=k9lxjALqD4n3OkmV6BUl32MpFLnExY6w&s=eYEzN-quBnKTjqCb6hF2V860Kr07LD1sYfNKMmm52FY&e=

- The link in the email automatically signs you in and takes you to your 'to-do'
- The link will only work once!
- You may also log on to the website to access all your to-dos at any time.
- Please check your Spam/Junk folders to ensure these emails do not get filed there. If so, please add the one45.com domain to your contacts.

Completing evaluations in Years 3 and 4

You are required to complete several evaluations during each clerkship. This process is different from how you completed evaluations during Year 1 and Year 2 courses. There are 3 different types of evaluations and the process for evaluating educators in particular is very different. Remember that all evaluations are initiated when you receive a “to-do” from One45.

1. 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

2. Student evaluation of a 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 experience, including mistreatment and work hours.

3. Student evaluation of educators

This is your opportunity to provide constructive feedback to educators (residents, attendings, preceptors, etc.) at a training site with whom you worked during your rotation.

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 several times over the clerkship to do this. Here are the steps.

- 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 then select educators who you would like to evaluate. The screen will look like this:

Neurology @ Mt. Sinai :: Jul 30 - Aug 26,
Medical Student of Educator - Neurology

Please match student (evaluators) to faculty (targets), by clicking the checkboxes () and then click "Ser checkboxes are missing from the list, click "Add faculty". Please make sure that your list is complete before

[Add faculty](#)

[remove](#)



Abrams, Rory

[remove](#)



Atiya, Marianna

[remove](#)



Balushi, Ali

[remove](#)



Barber, Mark

[remove](#)



Bokhour, Arielle

[remove](#)



Boniece, Irene

[remove](#)



Brush, Benjamin

[remove](#)



Cheung, Helen

- You select the names of as many of these educators as you would like to evaluate.
- If you do not 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, select *Enter Manually* and enter the name.

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. The more the better. Clinical providers appreciate this information.
- 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.
- Please note that at the bottom of each evaluation form, you must select “Submit” to close out the to-do. You may select “Save and close” to come back and complete the assessment at another time.

Please provide any constructive feedback about this educator

Commit responses and remove form from your inbox. Save current responses and keep form available in your inbox for revision. Discard any changes to responses and keep form available in inbox for

Required Clinical Experiences (RCE)

Logging an RCE

On your eDossier page, there is a link on the left-hand side called Pt/Procedure log. Once you click on the link, you see the log screen.

Required Clinical Experiences AY 2023-2024

[CREATE NEW LOG ENTRY](#)

Reports

Overview >

Search log entries >

Expectation Summaries >

To log an experience, select *Create New Log Entry*. This is the log entry screen.

Required Clinical Experiences

*Interaction Date:

*Is this a clinical experience or an alternative learning experience?
 Clinical
 Alternative

*Clinical Experience:

*Was this an inpatient or outpatient encounter?

*Age of patient

Supervisor

Notes:

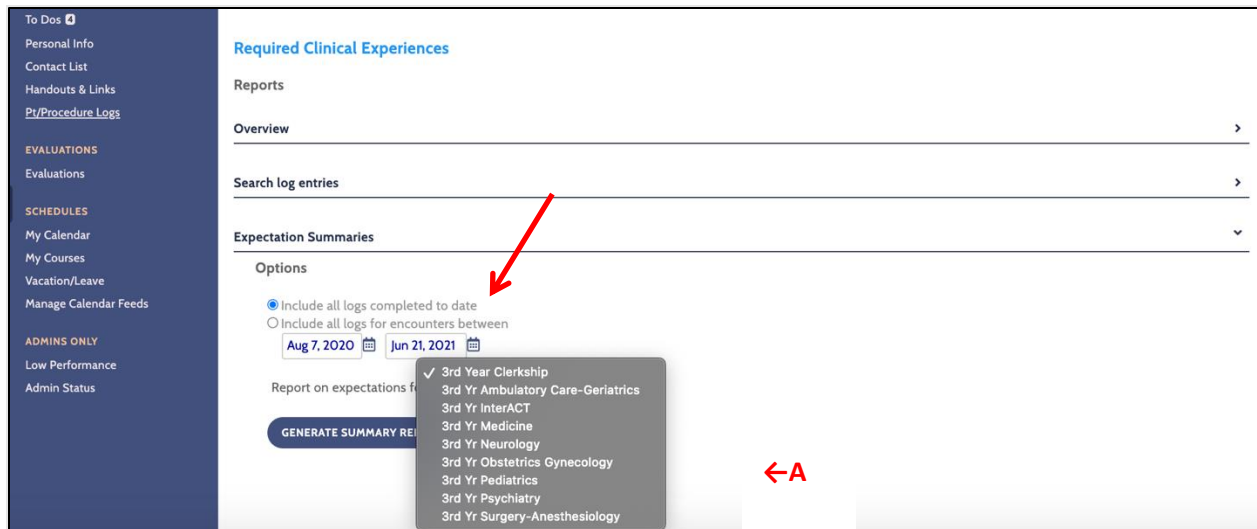
Commit responses. Commit responses and Save current responses Discard responses.

- You will need to complete all of the fields marked with a red asterisk *

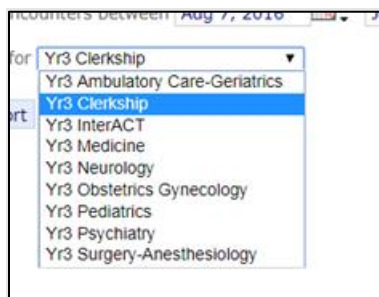
- For Clinical Experience, select *Search* and you will see a menu of the experiences for each clerkship.
- If you are logging an Alternative Learning Experience, please explain in the notes what you did
- You must hit *Submit* to log the encounter. You may save and come back to complete a log, but it is not logged until you hit *Submit*.

Required Clinical Experiences reporting

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



- Select a specific time frame or all logs completed to-date.
- Select a specific clerkship or all clerkships. When you select “Report on expectations for”, you get the following drop-down menu:
 - If you choose YR3 Clerkship you will see data for all clerkships
 - If you select a clerkship by name, you will only see that clerkship



- This is a sample of what a report would look like:

Summary data for Required Clinical Experiences 23/24

Log Required Clinical Experiences AY 2023-2024

Competency list Yr3 ACC Geri DX 23/24

Competency item list Yr3 Clinical Experience 23/24

14	targets set
14	targets met
15	competency items recorded

Competency	Notes	Competency items	Total required	Total recorded
Age-appropriate cancer screening: obtain patient HX, interpret patient data, AND present the case		Age-appropriate cancer screening: obtain patient HX, interpret patient data, AND present the case	1	1 view entries
Age-appropriate immunizations: interpret patient data, AND present the case		Age-appropriate immunizations: interpret patient data, AND present the case	1	1 view entries
Atherosclerotic Cardiovascular Disease (ASCVD) risk: discuss ASCVD risk with an adult patient		Atherosclerotic Cardiovascular Disease (ASCVD) risk: discuss ASCVD risk with an adult patient	1	1 view entries
Back Pain: obtain patient HX, conduct PE, interpret patient data, AND present the case		Back Pain: obtain patient HX, conduct PE, interpret patient data, AND present the case	1	1 view entries
Cognitive Impairment / Dementia: conduct cognitive assessment using MMSE/MOCA/Mini-cogon patient with cognitive concerns AND present the case		Cognitive Impairment / Dementia: conduct cognitive assessment using MMSE/MOCA/Mini-cogon patient with cognitive concerns AND present the case	1	1 view entries
Depression: obtain patient HX and perform a depression screen on an adult patient using PHQ-2 and/or PHQ-9		Depression: obtain patient HX and perform a depression screen on an adult patient using PHQ-2 and/or PHQ-9	1	1 view entries
Diabetes Mellitus: obtain patient HX, interpret patient data, AND present the case		Diabetes Mellitus: obtain patient HX, interpret patient data, AND present the case	1	1 view entries
Dyslipidemia: obtain patient HX, interpret patient data, AND present the case		Dyslipidemia: obtain patient HX, interpret patient data, AND present the case	1	1 view entries
Functional Impairment / Fall: obtain patient HX, conduct PE (including functional assessment), interpret patient data, AND present the case		Functional Impairment / Fall: obtain patient HX, conduct PE (including functional assessment), interpret patient data, AND present the case	1	1 view entries
Hypertension: obtain patient HX, AND present the case		Hypertension: obtain patient HX, AND present the case	1	2 view entries

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

Pictures / Contacts

There is a picture in One45 for each student so that residents and attendings know who you are when they evaluate you.

Please check your eDossier under the 'Personal Info' section to see if you currently have a picture attached to your profile. If you do not, please send a clear headshot of yourself to the Office of Assessment and Evaluation at OfficeAE@mssm.edu

If you have questions about one45 please contact Michelle Diamond, Assessment and Evaluation Coordinator at michelle.diamond@mssm.edu For questions about assessment in general, you can contact Robert Fallar, PhD, Associate Dean of Assessment & Evaluation at robert.fallar@mssm.edu.