This training presentation is designed to introduce the Residency Management Suite to new users.

This presentation covers the following topics:

- Login
- Username & Password
- Notifications
- Evaluations: Completing
- Evaluations: Viewing and Reports
- View Rotation Schedule, Curriculum, and Conferences
- Log Procedures
- Log Duty Hours

Please note, New Innovations commonly changes the appearance of their pages, but the functionality should basically be the same.
Login at www.new-innov.com

Navigate to the main New Innovations site
Click the CLIENT LOGIN link

Intelligent software solutions for healthcare training and education

Medical Education Management Suite
We specialize in integrated software solutions for medical education programs at schools, hospitals and private practices across the world.

Unify your information tasks and compliance management into a secure centralized internet database with tools specifically designed for both Graduate and Undergraduate Medical Education environments.

We are pleased to welcome Group Health Cooperative in Washington as a member of the New Innovations’ client family.

Microsoft CERTIFIED Partner

Residency Management Suite | Undergraduate Management Suite
a new innovation in medical software

New Innovations, Inc. 3743 Boettler Oaks Drive, Uniontown OH 44685 Phone: 330.899.9854 Fax: 330.899.9855
Enter Institution Login: ufl (lowercase)

Enter your User Name and Password:

(Supplied by your residency program coordinator – will commonly initially be your gatorlink login)

then click **Login**

Click **Add to Favorites** to add this page to your browser favorites for a quicker login process in the future.
Welcome Page

After completing login you will be directed to your Department Welcome Page which provides an overview of all your activity.

Welcome: Bradley Allgood M.D.

- Recent Software Enhancements (latest release on 9/26/2007)
- Visit new-innov.com for more news and information.
- Visit NI Conferences

System-Wide Notices (1)

- All information in this database is entirely fictitious. All personnel and institutional details are intended for demonstration purposes only. Any similarity to any person or organization is merely coincidental.

Department Notices (2)

- Click Here to access Department Manuals
- Please Contact Parking Services for your monthly parking passes at 555-5654

Notifications

Curriculum
- You have unconfirmed curriculum to review. Click here to View your Rotations and review the Curriculum

Evaluations
Notifications

Pay attention to the following relevant notice areas:

✅ **Department Notices** from the Administration
✅ Notice for **Curriculum** review and confirmation
✅ Notice for **Evaluations** that needs to be completed
✅ Notice for **Duty Hours** that require signoff

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**Department Notices (2)**

- [Click Here](#) to access Department Manuals
- Please [Contact Parking Services](#) for your monthly parking passes at 555-5654

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**Notifications**

**Curriculum**
- You have unconfirmed curriculum to review. Click here to [View your Rotations and review the Curriculum](#)

**Evaluations**
- You have 7 evaluations to complete. Click here to [complete them](#).
- Click here to [request a person to evaluate you](#).

**Duty Hours**
- Click here to [signoff on your Duty Hours](#).

[End of Notifications]
Customize Page Layout

You can customize the Welcome Page Layout by dragging items where you wish and then clicking Save Page Layout.

Sections, such as “My Favorites”, can be collapsed by clicking on the double arrow icon, or you can manage the favorite links by clicking on Add/Remove.
Navigate through the software by clicking on the Main menu and selecting an area you wish to work in.
Change Password

- Select **Main > Change Your Password**

- You can change both your Username and Password according to the restrictions listed under the Username and Password Complexity Requirements.

- Once entered, click **Save**.
Complete Evaluations

• On the Welcome Page under the heading **Notifications**, complete Evaluations by clicking on the **complete them** link. At different times, there will be evaluations for faculty, your rotations, and the entire training program.

You may also be asked, at times, to choose an evaluator for your own evaluation.

*If so, you will also see a link titled **request a person to evaluate you**.*
Click **Evaluate** to complete each evaluation

If you were not with the subject long enough to evaluate them you **may** be permitted to return an evaluation through the NET option (Not Enough Time).

Check the box for each evaluation to return and click **Submit Selected Evaluations as NET**
Score Evaluations

Once a Questionnaire form loads select the appropriate response(s) for each question including designated or required areas for comments.

<table>
<thead>
<tr>
<th>Evaluator: Allgood, Bradley</th>
<th>Subject: Smith, David</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: PRG 1</td>
<td>Status: Faculty</td>
</tr>
<tr>
<td>Rotation: DM-ENDO-CONSULTS</td>
<td>Rotation: DM-ENDO-CONSULTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Poor 1</th>
<th>Fair 2</th>
<th>Average 3</th>
<th>Very Good 4</th>
<th>Excellent 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The attending created a stimulating, challenging, and supportive environment where I wanted to learn.**

**The quality of the teaching was:**

**The attending provided useful feedback during and at the end of the rotation.**

**The attending went to the bedside, demonstrated physical diagnosis techniques and watched me examine patients.**

**The attending challenged and encouraged me to do self-directed learning.**

**The attending provided reference articles or texts on pertinent topics:**

**How often were teaching rounds conducted as scheduled (three times a week, except for the first week):**

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Frequently</th>
<th>Sometimes</th>
<th>Seldom</th>
<th>Never</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Submit Evaluations

After finishing the Evaluation form, check the signature box (if required) then click the **Submit Final** button and when confirm dialog box appears select **OK**.

By checking this box, you certify that you are Shallward, Randall and that you are electronically signing this document.  

Submit Final  |  Save Draft  |  Save Draft and Print  |  Email Subject

Click **Save Draft** when you need to retain details that have already been entered and you wish to return at a later time to complete the form.
View Evaluations

View all evaluations that you completed about others, any evaluations that were completed about you (excluding anonymous evaluations).

Select **Evaluations** the choose **View > Completed Evaluations**

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<table>
<thead>
<tr>
<th>Evaluator Name</th>
<th>Rotation/Subject Name</th>
<th>Rotation</th>
<th>Session Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allgood, Bradley</td>
<td>Curcio, Frederick</td>
<td>DM-ENDO-CONSULTS (Department of Medicine/DM-Endocrinology)</td>
<td>Resident Evaluation of Faculty (DM-Internal Medicine)</td>
</tr>
<tr>
<td>Allgood, Bradley</td>
<td>Shallward, Randall</td>
<td>DM:IM:SHALLWARD (Department of Medicine/DM-Internal Medicine)</td>
<td>Resident Evaluation of Faculty (DM-Internal Medicine)</td>
</tr>
<tr>
<td>Allgood, Bradley</td>
<td>Shallward, Randall</td>
<td>DM:IM:SHALLWARD (Department of Medicine/DM-Internal Medicine)</td>
<td>Res Eval of Attending 07-08 (DM-Internal Medicine)</td>
</tr>
<tr>
<td>Allgood, Bradley</td>
<td>Bashir, Khalid</td>
<td>DM:IM:SHALLWARD (Department of Medicine/DM-Internal Medicine)</td>
<td>Res Eval of Attending 07-08 (DM-Internal Medicine)</td>
</tr>
</tbody>
</table>
Evaluation Reports

Generate a report to see your cumulative evaluation results.

- Select **Main > Evaluations**
- Choose **Reports > Custom Evaluation Reports**
- Click on **view** next to the report titled **Individual Report (General)**

Reports will not include anonymous evaluations unless your coordinator has set up the report to allow viewing of anonymous results.
View Rotation Schedule

To view your rotation schedule:

Select **Main** > **Scheduling-Block** then **View** > **My Rotations**

Click on an active link in the curriculum column (ex: **0 of 1 confirmed**) to view curriculum documentation for a particular rotation.

![My Rotations Table]

<table>
<thead>
<tr>
<th>Department</th>
<th>Division</th>
<th>Start Date</th>
<th>End Date</th>
<th>Rotation</th>
<th>Primary</th>
<th>Curriculum</th>
<th>Status</th>
<th>PGY</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>7/1/2007</td>
<td>7/31/2007</td>
<td>DM:IM:WARD TEAM C</td>
<td></td>
<td>1 of 1 confirmed</td>
<td>2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>8/1/2007</td>
<td>8/31/2007</td>
<td>DM:IM:WARD TEAM G</td>
<td></td>
<td>None</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>9/1/2007</td>
<td>9/30/2007</td>
<td>DM:IM:VICU:VA</td>
<td></td>
<td>None</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Cardiology</td>
<td>10/1/2007</td>
<td>10/31/2007</td>
<td>DM:CARD:CONSULT:VA</td>
<td></td>
<td>0 of 1 confirmed</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>11/1/2007</td>
<td>11/30/2007</td>
<td>DM:IM:AMB</td>
<td></td>
<td>None</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>12/1/2007</td>
<td>1/2/2008</td>
<td>DM:IM:NIGHT FLOAT</td>
<td></td>
<td>0 of 1 confirmed</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>1/3/2008</td>
<td>1/31/2008</td>
<td>DM:IM:SHALL WARD</td>
<td></td>
<td>0 of 1 confirmed</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>2/1/2008</td>
<td>2/29/2008</td>
<td>DM:IM:WARDS:VA TEAM C</td>
<td></td>
<td>None</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>3/1/2008</td>
<td>3/31/2008</td>
<td>DM:IM:WOMEN’S HEALTH</td>
<td></td>
<td>None</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Endocrinology</td>
<td>4/1/2008</td>
<td>4/30/2008</td>
<td>DM-ENDO-CONSULTS</td>
<td></td>
<td>0 of 3 confirmed</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>DM-Internal Medicine</td>
<td>5/1/2008</td>
<td>5/31/2008</td>
<td>DM:IM:DAYFLOAT</td>
<td></td>
<td>0 of 2 confirmed</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td></td>
<td>6/1/2008</td>
<td>6/30/2008</td>
<td>EM:EM</td>
<td></td>
<td>0 of 4 confirmed</td>
<td>PRG 2:2</td>
<td>Internal Medicine</td>
<td></td>
</tr>
</tbody>
</table>
View Curriculum

To view curriculum click on the Curriculum Title link.

After completing review of the documentation, click the Confirm link at the end of the item row which will verify the time and date of your review.
View My Schedule

View a complete monthly schedule with rotation, conferences, and assignments.

Select **Main > Scheduling-Assignment** then **View > My Schedule**

- OR -

Click **My Assignment Schedule** in the **My Favorites** section of the Welcome Page
View Conference Details

View details of a conference by clicking the Title Link on the schedule.

The Conference Details pop-up display includes all information and links to any attached files or sites to be reviewed prior to the event.
View Rotation Details

View Rotation information and curriculum details from the My Schedule view.

Click on the Rotation Title Link to display the Rotation Details dialog window.
Log Procedures

✓ Select **Main > Procedure Logger** then choose **Add/View/Confirm > Add**
✓ Complete Procedure form and click **Save and Clear**
✓ To log multiple procedures on the same patient, click **Save and Retain**
Procedures confirmed by a supervisor may not be edited or deleted except with appropriate authorization (see your Residency Coordinator/Administrator for assistance)
Procedure Log Reports

View reports that track procedure logging.

- Select **Main > Procedure Logger**
- Choose **Reports > Student/Physician Reports > Advanced Reports**
- Click the **Report Title** to view log details
Duty Hours

To Add Duty Hours, go to **Main > Duty Hours**

The default data entry method will appear which is set by your department. Switch **Data Entry Views** with the links located on the entry page.
The Graphical Data Entry View requires setting Timeline Preferences prior to use.

- Select Timeline **Increment** to determine chart divisions
- Choose Horizontal or Vertical **Orientation** for display
- Check the **bypass** option to skip the timeline setup in the future.
- Select the day of the week you wish to add hours and click **Continue**.

**Graphical Timeline Preferences**

Using a week-long timeline, you will log your hours by clicking and dragging your mouse pointer across a graphical timeline shading in your hours worked.

**Data Entry Views**
- Single-Day
- Multi-Day
- Graphical
- Vacation/Leave

**Step 1:** Set your timeline preferences above, or keep the defaults.

**Step 2:** Click on a day in the Calendar to identify the week you wish to log hours for.

**Step 3:** Click **Continue** to begin.

**Check Bypass option and click **Continue**.**
Graphical Entry

Choose the specifics for the duty hour entry and click the blocks to indicate time worked. Hours that have been previously saved are displayed in gray and cannot be edited from this screen. Repeat steps for other types of hours you wish to log and then click **Save**.

Select duty/assignment worked and location *(if required)*. A random color indicator is assigned for contrast purposes only.
Single Day Entry

- Select Duty/Assignment.
- Choose to enter by **Start & Duration** - OR - by **Start & End Time**.
- Include optional comments and click **Add Hours**.

![Single-Day Data Entry](image_url)
Multi-Day Entry

- Select Duty/Assignment.
- Enter **Start & Duration** and **Select Dates**
- Include optional comments and click **Add Hours**.

![Multi-Day Data Entry Form](image-url)

- **Entering hours on behalf of:** Allgood, Bradley
- **Entering hours worked in this Department/Division:** Department of Medicine/DM-Internal Medicine
- **Duty Type:** Call
- **Training Location:** NI Medical Center
- **Start time:** 8:00 AM (hh:mm am/pm)
- **Duration of duty:** 4:00 (hh:mm)
- **Comment [optional]**

**Select the days for which these hours will be recorded**

![Calendar for selecting dates](image-url)
To enter Vacation Leave either:

- Click the Vacation/leave link on the entry screen header
- OR Select **My Duty Hours > Add Hours > Vacation/Leave**

Set the vacation details and click on the calendar for the **FIRST** day of the vacation and the **LAST** day then click **Save**.
View My Duty Hours

To view hours entered select **My Duty Hours > View My Hours**

Each continuous period of time logged appears as a single entry per row.

- Logs entered by the user will marked with “Res” in the source column.
- Logs entered by Administration are marked with “Admin”.
- Logs generated by the Assignment Schedule are marked with “Sched”
To edit duty hours, click on the edit link in front of the entry you wish to change. Edit the start time, or adjust the duration and then click **Approve**.

If you did not work those projected hours, click on the **Did Not Work** button. If you entered the log, you may also delete on this page.
Once you have edited your hours, you may view them in table format from the main Duty Hours entry page.

If you indicated that you **Did Not Work** a set of hours, you will see green **DNW** tag appear on the entry row.
Approval may be necessary for any future hours that were logged that are now past or any hours that were automatically logged from the assignment schedule.

- Click the **Approve Existing Hours** link on the entry screen.
- Place a check in the box in front of the hours you wish to approve and click the **Approve Selected Entries** button.
Signoff Notification

Administration may set up a periodic **Duty Hours Signoff** which will require a confirmation that you have properly entered duty hours for that block of time.

Signoff notifications appear on the Welcome Page. Click the **signoff on your Duty Hours** link to complete signoff confirmation.

You may also reach duty hour signoff confirmation by selecting: **Main > Duty Hours** then **My Duty Hours > Signoff My Duty Hours**.
To signoff and confirm entry for a period of time:
Place an check in the box to the left of the interval and click **Sign off**
Thank you for using New Innovations