PRECLERKSHIP STUDENT MEDHUB GUIDE

*To login to **medhub** please go to https://musc.medhub.com/ and click login using MUSC Single Sign On, login with your netid and password.*

medhub

MedHub is the system you will use to evaluate all courses, educators, and lecturers. At the end of every activity (block, lecturers, workshops.) you complete here at MUSC, you will receive an email notification from medhub regarding an evaluation, in which it is your professional obligation to complete. You will need to go to https://musc.medhub.com/ and log in to view and complete these evaluations. Once logged you will find on the right-hand side of the screen all of your urgent tasks to be completed, which includes all evaluations. You will have **1 week** to complete each evaluation. After completing evaluations please make sure you HIT THE SUBMIT BUTTON.

HELPFUL *medhub* INSTRUCTIONS

How to locate and complete Evaluations:

1. Login to https://musc.medhub.com/
2. Click on the **incomplete evaluations** link under the **urgent task** section on the right-hand side of the **Home Page.**
3. On the screen you will find all of the pending evaluations and logs you need to complete. Click on the **hyperlink of the evaluation** under evaluation.
4. This will bring you to the evaluation that you need to complete.
5. Once you have entered all the data please hit the **submit button** at the bottom of this evaluation.

How to complete a praise, concern or learning environment card

1. Log into musc.medhub.com
2. On the right-hand side of screen, click on the yellow highlighted link that says Click Here –Student Mistreatment and/or Learning Environment Reporting Form
3. This will bring you to the form that you need to complete.

How to see completed evaluations on your performance:

1. Click on **Reports tab**
2. Click on **Summary**
3. Choose courses
4. Choose date range
5. Click continue

How to complete Absence Request Form

Link: Preclerkship Absence Request Form

COM Preclerkship Absence Request Form

The MedHub Mobile iphone App allows Trainees that use an iphone to:

- View, initiate and complete evaluations
- View and complete logs
- Initiate and complete absence request forms
- View and sync calendars

Push Notifications can be turned on via **Settings > Notifications > MedHub > Allow Notifications.**

Accessing the MedHub iphone App

The MedHub Mobile App is available for iPhone users and may be accessed via the App Store.The Trainee will search for the App by typing 'MedHub' in the search field and the MedHub Mobile App will be displayed. When the App is initially opened the Trainee will be asked if they would like to receive notifications from MedHub. When the App is opened the Trainee will select their home institution from the drop-down menu, enter their MUSC username and their netid.
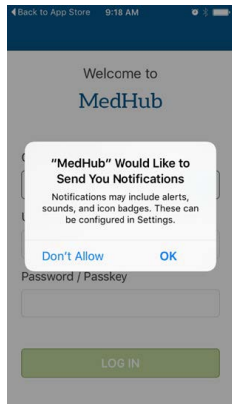
Push Notifications and Alerts
Upon login, the user has the option to allow (or prevent) notifications from the MedHub app. Push notifications pop-up on the screen of the user at first, with a prompt to answer whether they want notifications. These notices will tell a Trainee or Faculty member if an evaluation has been assigned to him or her.

The circular red alert icon, with the number of pending incomplete evaluations (if applicable), will show within the native App when it is open, over the Evaluations icon listed at the bottom of the screen:

The red alert icon also displays outside the native app icon before the app is selected and opened

Evaluations in the iOS Mobile App
The Evaluations functionality within the MedHub app allows for a Trainee or Faculty member to complete evaluations. From anywhere inside the app, select the Evaluations icon in the menu bar at the bottom of the screen in order to go to the Evaluations functionality. Within "Evaluations," the "Pending" area will display all forms already delivered to the user, pending completion. The oldest forms appear at the top of the screen. If the evaluation is about a thing (e.g. a conference or site), a single letter appears. If the target is a person, his or her initials or photo may appear by the form name. Select a form to begin to fill it out.
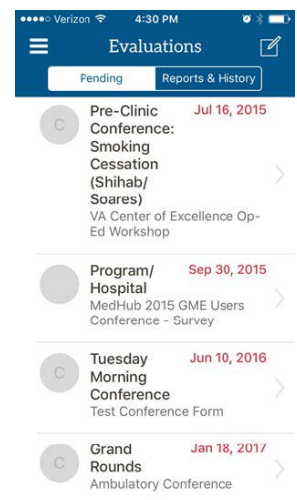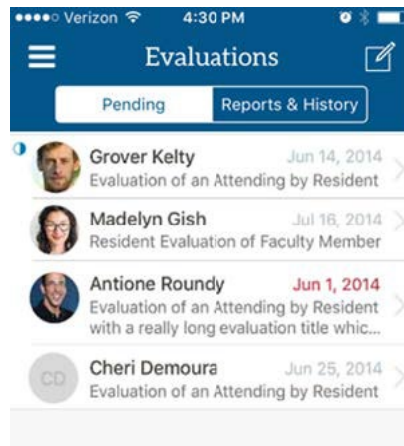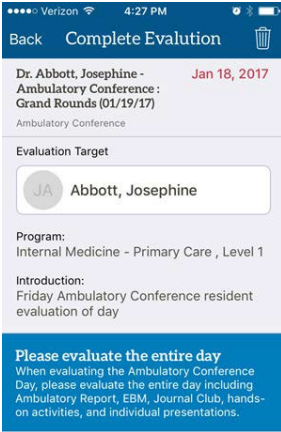
View Pending Evaluations

When viewing an incomplete evaluation, the name of the target and the evaluation form appears on the list screen, with the service/conference name if applicable, and the request date in red.

Dictating Comments in Evaluations

When you select a long text field to enter a comment, the device keyboard will appear. Just to the left of the space bar, select the microphone icon in order to activate the iPhone dictation feature.
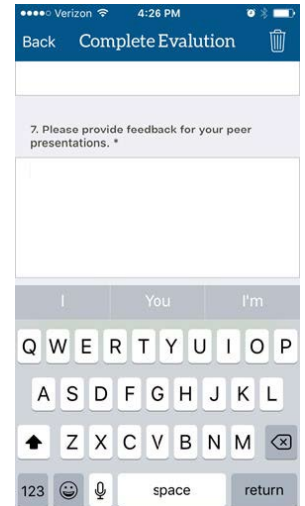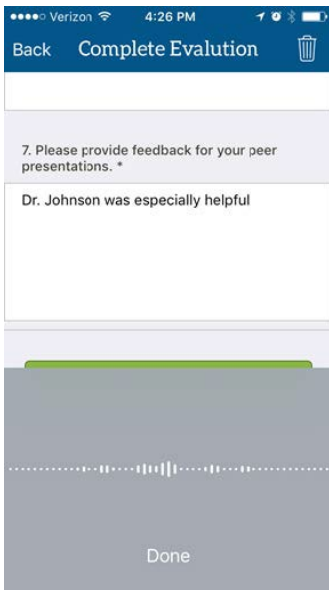
Comments and punctuation may be dictated into the phone and a transcription will appear immediately on screen. Select "Done" at the bottom of the screen, or select the long text field to return to the field and edit the transcription if necessary, when you are done speaking.

Submitting Evaluation
- Select "Submit Evaluation" button to turn in the completed evaluation. A notification will display to dismiss that the submission was
- successful.
- Within a pending evaluation, you have the option to select the trash can icon in the upper right corner, in order to delete the evaluation.
- (Removing an evaluation is a functionality only available for some institutions and programs). Must provide reason for deletion (i.e. "insufficient contact to evaluate").

Reviewing Evaluation Summaries

Within "Evaluations," select "Reports & History" to arrive at the landing page and select an option. Evaluation History gives the user a reference of what you completed about other people or things in the past.
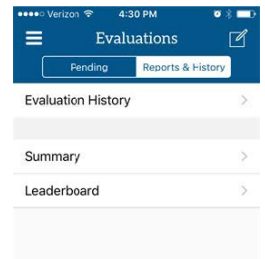
Summary will display aggregate performance data of how the trainee is performing in each Milestones sub competency area for his specialty or subspecialty, if the program has enabled him or her to see this kind of information. If the program has enabled Milestones Element tracking, or EPAs, these are also options for the trainee to view his own aggregate performance. Only questions answered about a Trainee, which the program has tagged as Milestones question, and built with a Milestones scale, will flow to these displays.

Leaderboard will display how compliant the others in the user's program are at completing their evaluations.
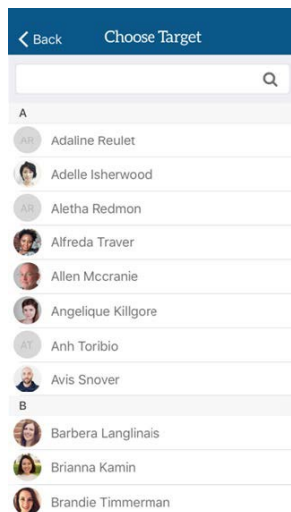
## Initiating or Requesting Evaluations

If you are initiating an evaluation, that you will complete about someone else, or "requesting" that a faculty member or educator or your choosing complete an evaluation about you, select the "box with the pencil" icon in the upper right, and then select to "Initiate" or "Request" an evaluation. Choose the program you are associated with in which to initiate or request the evaluation in.

Initiating an evaluation
- If you are initiating an evaluation, you must then choose the evaluation form (under the type of evaluation) that you wish to complete.
- "Choose a Target" (the person you will evaluate) from a list of available users in the program or institution.
- The Choose Target list is laid out in alphabetical order by First Name, and a search field is also available at the top of the screen.
- Select a target to complete the evaluation, fill it out and then submit it.

Requesting an evaluation

-If requesting an evaluation, you must then choose the evaluation form that you would like the educator to fill out about you.

-If requesting an evaluation, confirm who the evaluator you have selected will be, the form you selected for him or her to complete about you, and Send.
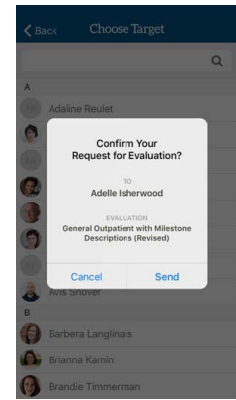
Using the MedHub iphone App to View or Sync Calendar

Users have the ability to view their MedHub Calendar in the MedHub Mobile App and to sync their MedHub Calendar with their iPhone. The calendar is located in the menu bar. Users can tap any of the events to view their details. The Calendar allows users to see the next 60 days of events. They can sync all their MedHub events with their personal iOS calendar by clicking the subscribe button. After it has synced, they will see the events on their phone's calendar. The MedHub calendar will update every hour if any details have been changed. Users can pull down on the calendar to refresh.

Note: Only future event dates can be seen in the MedHub calendar. Events that have occurred on previous days can be viewed in the iPhone calendar after it has been synced.
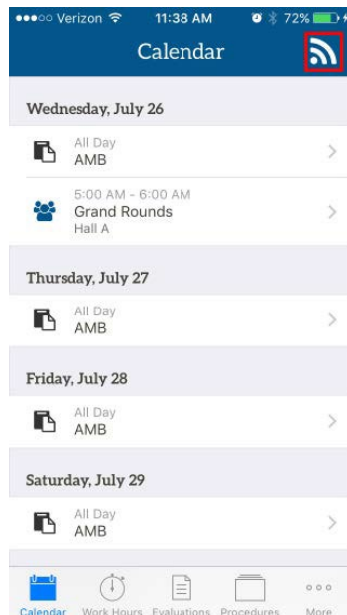
Viewing the MedHub Calendar

- To view the calendar, tap the **Calendar** bottom left corner.
- To view the details of an event, tap on the event.
- When finished viewing the event details, tap Back to return to the Calendar.
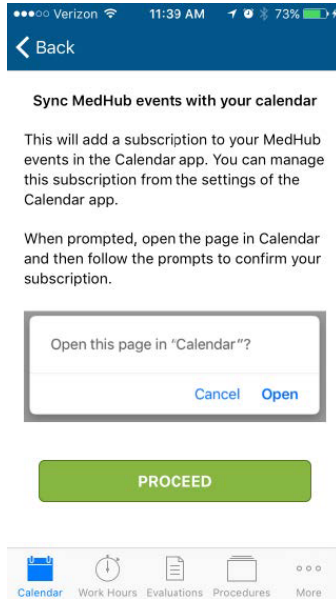 **Note:** Details cannot be edited from the mobile app.
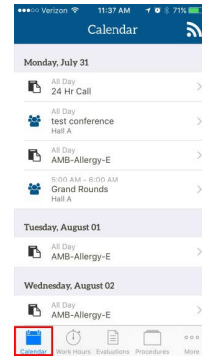
Sync MedHub Calendar to iPhone Calendar App

To sync the MedHub Calendar to the iPhone Calendar:

1. Tap the Subscribe button.

2. Tap Proceed.

Sync MedHub events with your calendar

This will add a subscription to your MedHub events in the Calendar app. You can manage this subscription from the settings of the Calendar app.

When prompted, open the page in Calendar and then follow the prompts to confirm your subscription.

Open this page in "Calendar"?

Cancel   Open

PROCEED

3. Tap Subscribe to sync.
4. Tap View Events to see the events in the iPhone Calendar.

Unsync from Calendar App
To unsync the MedHub Calendar:
1. Tap Settings.
2. Tap Calendar.
3. Tap Accounts.
4. Tap Subscribed Calendars.
5. Tap the MedHub URL.
6. Tap Delete Account.
7. Tap Delete Account to confirm unsync.
Note: The MedHub Calendar can be resynced by following the syncing instructions.

The MedHub Mobile Android App allows Trainees that use an Android phone to:

- View and complete evaluations
- View and complete logs
- View and complete absence request forms
- View and sync calendars

Accessing the MedHub Android App

The MedHub Mobile App is available for Android users and may be accessed via the Google Play Store. The Trainee can search for the App
by typing 'MedHub' in the search field and the MedHub Mobile App will be displayed. When the App is opened the Trainee will select their home institution from the drop-down menu, enter their username and their netid.

Using the MedHub Android App to Fill Out Evaluations

The Evaluations functionality within the MedHub app allows for a Trainee or Faculty member to complete evaluations. From anywhere inside the app, select the Evaluations icon in the menu bar at the bottom of the screen in order to go to the Evaluations functionality. Within "Evaluations," the "Pending" area will display all forms already delivered to the user, pending completion.
The oldest forms appear at the top of the screen. If the evaluation is about a thing (e.g. a course or site), a single letter appears. If the target is a person, his or her initials or photo may appear by the form name. Select a form to begin to fill it out.
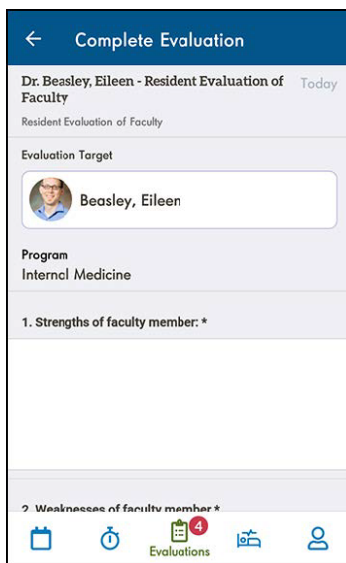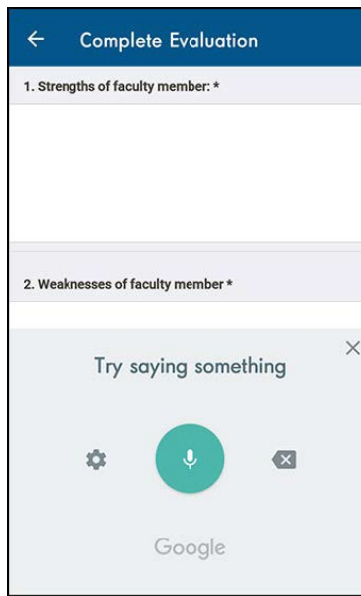
View Pending Evaluations
When viewing an incomplete evaluation, the name of the target and the evaluation form appears on the list screen, with the
service/conference name if applicable, and the request date in red.

Example displaying a sample evaluation

Dictating Comments in Evaluations

When you select a long text field to enter a comment, the device keyboard will appear. Just to the left of the space bar, select the microphone icon in order to activate dictation. Comments and punctuation may be dictated into the phone and a transcription will appear immediately on screen. Tap the close icon to return to the field and edit the transcription if necessary.
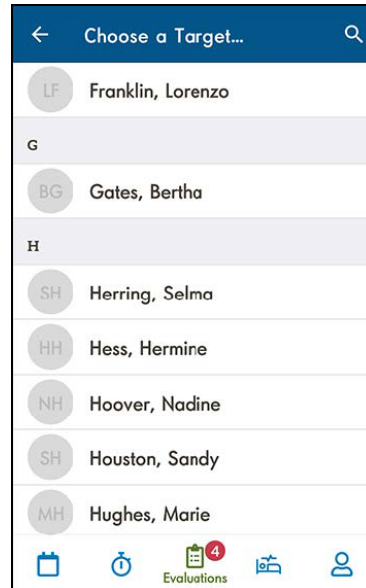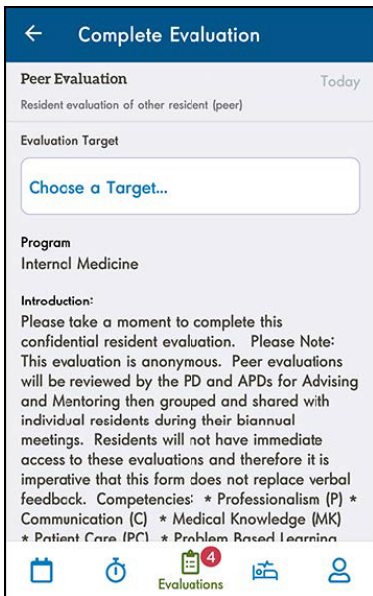
Submitting Evaluation

- Select "Submit Evaluation" button to turn in the completed evaluation. A notification will display to dismiss that the submission was
- successful.
- Within a pending evaluation, you have the option to select the trash can icon in the upper right corner, in order to delete the evaluation.
- (Removing an evaluation is a functionality only available for some institutions and programs). Must provide reason for deletion (i.e. "insufficient contact to evaluate").

Reviewing Evaluation Summaries

Within "Evaluations," select "History" to arrive at the landing page and select an option. Evaluation History gives the user a reference of what you completed about other people or things in the past.

- If you are initiating an evaluation, that you will complete about someone else, or "requesting" that a faculty member or educator or your choosing complete an evaluation about you, select the "box with the pencil" icon in the upper right, and then select to "Initiate an Evaluation" or "Request an Evaluation"
- If requesting an evaluation, you must then choose the evaluation form (under the type of evaluation) that you wish to complete.
- If requesting an evaluation, you choose the form that you would like the educator to fill out about you.
- If initiating an evaluation that you will complete, you "Choose a Target" (the person you will evaluate) from a list of available users in the program or institution.

Select a target to complete an evaluation about. Fill it out, then submit it.
If requesting an evaluation, confirm who the evaluator you have selected will be, the form you selected for him or her to complete about you, and Send.

Using the MedHub Android App to View or Sync Calendar

Users have the ability to view their MedHub Calendar in the MedHub Mobile App and to sync their MedHub Calendar with their Android device. The Calendar allows users to see the next 60 days of scheduled events, and users can tap on individual events to see the event details. They can sync their MedHub events with their personal Android calendar by following the Calendar Sync instructions provided in the myCalendar section of the web app, or by clicking the subscribe button and following the provided instructions. After calendars have been synced, the user will see their MedHub events on their personal Android device calendar. The MedHub calendar will update every hour if any details have been changed. Users can pull down on the calendar screen to refresh. **Note:** Only future event dates can be seen in the MedHub calendar.
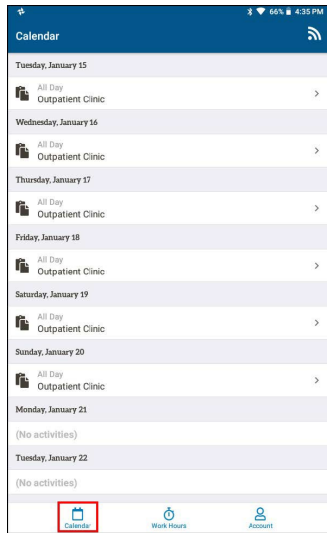
Viewing the MedHub Calendar

- To view the calendar, tap the **Calendar** icon on the left side of the menu
- To view the details of an event, tap on the event.
- When finished viewing the event details, tap Back to return to the Calendar.

Note: Details cannot be edited from the mobile app.

Sync MedHub Calendar to Personal Calendar

For Android devices, a calendar sync must be done via the MedHub web app and not the Android mobile app. Go to the Personal Calendar section on the Home Page of MedHub and click on the **View myCalendar** button. Click on the **Sync Calendar** or the **Android Icon** button in the Sync Calendar menu. **Note:** Make sure the tab for **Android Phones** is selected on the instructions page. Follow the instructions listed on the MedHub site to connect and sync MedHub events with a personal calendar on the user's Android device. **Note:** When tapping the **Subscribe** button in the Calendar view on the mobile Android device, the Calendar Sync page will only direct users to follow the instructions for syncing calendars via the web app.

For questions regarding MedHub please contact Michele Knoll Friesinger at <u>knollm@musc.edu</u>.