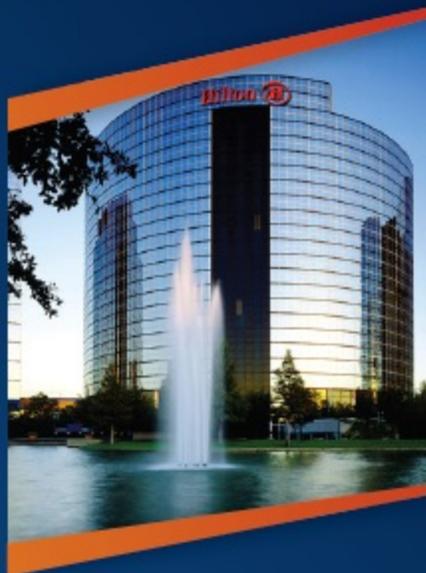# MyEvaluations.com®

SUPER-USER TRAINING PROGRAM

LEARN TO MANAGE ALL YOUR DEPARTMENT'S NEEDS
FROM A to Z

3 DAYS
OF INTENSIVE DEVELOPMENT

MyEvaluations.com
invites you to attend the

2017 Spring Super-User Training Program

at the Hilton Dallas Lincoln Centre in Dallas, TX

The 2017 Spring Super-User Training Program will be a great starting point for Program Directors, Coordinators and GME Administrators ready to take full advantage of MyEvaluations.com.

Dr. Melamed has arranged a comprehensive program to guide you on how to use all the MyEvaluations.com modules. Starting with developing evaluations to managing your milestones, as well as managing procedure and duty-hour logs, and navigating the new ACGME requirements. You will receive comprehensive instructions and step-by-step guides to help you succeed.

New and experienced Institutional Administrators, Program Directors, and Residency Administrators managing GME programs will benefit the most. The hands-on training will help you implement tools for:

- Best Practices for managing the security and integrity of your information
- Implementing milestones with objective performance-tracking and self-assessments across all training levels
- Developing curriculum-based evaluations that are tied to the milestones
- Implementing duty-hours and conference tracking

- Managing ACGME scholarly activities and Case Log requirements
- Integrating AMION schedules into evaluations, duty-hours, conferences and curriculum
- Implementing procedures and patient logs, including surgery's OPRS and SIMPL logging
- Utilizing the MyQuiz module to create rotation-specific quizzes
- Setting up Learning Assignment
- Utilizing MyPortfolio for electronic document management and notifications
- Managing the new hire onboarding process
- Managing credentialing requirements
- Implementing an effective Annual Program Evaluation process and managing the PEC
- Implementing an effective Self-Study process
- Tracking each program's ACGME Common Program Requirements
- Tracking performance across the six CLER domains

Core topics include

- Overview of new modules
- User Management with password rules, login requirements, email reminders and more
- Audit Trails and Mail History
- Demographics tracking and ERAS data importing and exporting, and custom reports
- Designing rotation-specific 360° evaluations
- Observational evaluations including mini-CEX and CAMEO
- Mapping evaluations, EPAs, procedures and quizzes to milestones
- Managing the CCC and NAS reporting
- Semi-Annual resident reviews and documentation
- Customizing Procedures and Patient Logs including OPRS, SIMPL and rotation-specific requirements
- Curriculum distribution, tracking and management
- Conference management and tracking
- ACGME Scholarly Activities
- MyPortfolio electronic documents
- MyQuiz module with review of statistical reports
- Managing Annual Program Evaluations (APE) and Citations
- Setting Program Evaluation Committee (PEC) requirements
- Implementing PEC management tools for tracking Common Program Requirements
- Annual documentation and tracking year-over-year performance
- Tracking and Annual Institutional Reviews
- Managing the 6 CLER domains

- Setting up onboarding requirements for incoming residents
- Onboarding new trainees and document management
- Implementing credentialing requirements
  Nurse verification of procedure competency
  Using the Mobile application for:
    Evaluation completion and review

Each participant will be provided with the following resources

- Individual computer with Internet access
- Comprehensive workbook
- Writing paper and pen
- Continental breakfast and kosher lunch
- Snacks and drinks throughout the day

Target Audience

- Program Directors
- Residency and Fellowship Administrators
- GME Administrators

Overall Educational Objective

- Assess your program's unique needs and employ the required tools
- Develop work plan, approach and time-line
- Work with super users to ensure appropriate quality control measures
  Implement all essential modules within MyEvaluations.com

Registration

The registration fee includes course material and meals. The registration fee for the course is $1,950 (Early Bird registration is $1,750). Enrolment for the course is limited to 22 participants. Once the limit has been reached, participants will be added to a wait list and will be notified via email as they are taken off the wait list. On-site registration is not permitted.

MyEvaluations.com reserves the right to adjust the class size and to refuse registration for the course once the limit of 22 participants has been reached.

To register, please complete the online registration form or fax your registration no later than Friday, April 21, 2017.

$1,750 EARLY BIRD REGISTRATION by December 16, 2016

STANDARD REGISTRATION by April 21, 2017 **$1,950**

Easy Registration

REGISTER ONLINE

To register electronically, log in to your MyEvaluations.com account, and go to the menu
Mail > Support & Customer Care > Seminar Registration

To register by paper, please complete the form on the back and fax to (800) 865-7753.

For hotel reservation, visit Hilton.com or call (800) 245-3304, and mention group "MyEvaluations"

Payment

MyEvaluations.com accepts payments by check, Master Card, Visa, American Express and Discover. Purchase orders are not accepted for registration payment. Payments made by check must be mailed with a copy of the registration confirmation email to ensure accurate and timely processing. Please note processing time for checks is approximately three weeks.

Cancellation and Refund Policy

Cancellations must be provided in writing for auditing purposes. Cancellations may be emailed to Sales@MyEvaluations.com or faxed to (800) 865-7753. All cancellations are subject to a $150 administration fee.

Refund requests must be received by Friday, April 7, 2017. Because MyEvaluations.com must prepay

Questions

For any additional questions about the course, please contact email Sales@MyEvaluations.com.

Registration Form

MyEvaluations.com Super-User Training Program
May 10 – 12, 2017

Institution Name: _____

Department Name: _____

First Name: _____

Last Name: _____

Street Address: _____

City: _____   State: _____   Zip: _____

E-mail: _____

Phone: _____

Please charge my:

☐ Visa   ☐ MasterCard   ☐ American Express   ☐ Discover

Credit Card Number: _____

Exp. Date: _____   CVN Code: _____   Amount: $ _____

Billing Address: _____

Name on Card: _____

Authorized Signature: _____

Training Dates & Times

Wednesday, May 10, 2017
9:00 AM – 5:00 PM
Thursday, May 11, 2017
9:00 AM – 5:00 PM
Friday, May 12, 2017
9:00 AM – 3:00 PM

Conference Location next to Hotel:

5430 Lyndon B Johnson Fwy
Three Lincoln Centre, Suite 300
Dallas, Texas 75240

Hotel Accommodation:

Hilton Dallas Lincoln Centre
5410 Lyndon B Johnson Fwy
Dallas, Texas 75240

Hotel Room Reservations:

We have rooms reserved at the Hilton Dallas Lincoln Centre for meeting attendees at a special group rate of $179.00 per night. Reservations are taken on a first-come, first-served basis. For making your reservations online, please visit Hilton.com or call (800) 245-3304 and identify the "MyEvaluations Super User Training". For hotel reservation issues, please contact Ms. Jacquelynn Regalado at (972) 701-5112 or Jacquelynn.Regalado@hilton.com

PLEASE REGISTER AND MAKE YOUR HOTEL RESERVATION

MyEvaluations.com Inc.
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