



July 29 - 31, 2020
Wednesday thru Friday

SUPER-USER TRAINING PROGRAM

Enhanced to meet your
program's ever changing needs

**ENRICHED
PROGRAM**

**3
DAYS**

**OF INTENSIVE
DEVELOPMENT**

LIMITED TIME ONLY!



Hilton Garden Inn Downtown Dallas

MyEvaluations.com invites you to attend the

2020 Super-User Training Program

at the Hilton Garden Inn Downtown Dallas, TX

An enhanced Super-User Training Program has been designed in response to your ever-changing medical education management needs. We are excited to present the new curriculum at our brand new training center located in downtown Dallas, Texas. This limited program will be held **July 29-31 2020**.

This year's focus will be on learning all of our new features and on meeting the ACGME's new requirements. The core objectives will include:

- How to transition to the ACGME Milestones 2.0
- How to track the new Common Program Requirements (CPR)
- How to effectively manage the Annual Program Evaluation and Self-Study process
- How to review and implement all essential MyEvaluations.com functions
- How to identify what you're missing in your implementation

The training will target both new and experienced GME Program Managers, Residency Coordinators, Institutional Administrators, and Program Directors. Dr. Melamed will provide comprehensive instructions and step-by-step guides to show you how to get the most out of MyEvaluations.com.

The 3 days of hands-on training will teach you how to:

Ensure Compliance

- Implement the ACGME's Milestones 2.0 and understand the transition process from the current milestones
- Manage the Clinical Competency Committee (CCC)
- Implement an effective process for tracking and reporting scholarly activities
- Use recommended Management Reports and tools for monitoring evaluations, milestones, procedures, schedules, clinical hours, and scholarly activities
- Monitor your compliance with the ACGME Common Program Requirements (CPR)
- Implement an effective Annual Program Evaluation (APE) and Self-Study process
- Use evaluation reports to address common medical education requirements
- Use clinical hour reports and features to ensure compliance with the ACGME requirements
- Implement customized tools to monitor for burnout

Streamline Workflow

- Implement best practices for paperless trainee onboarding and certification of current trainees
- Use MyPortfolio for electronic document management, scholarly activities, and QI projects
- Use the mail feature and post notices on homepage and mobile device
- Import ERAS data and user demographics management
- Integrate schedule data from AMION, QGenda, Tangier, Momentum, and other systems
- Automate evaluation assignments

Manage Curriculum / Education

- Distribute, track, and manage the curriculum
- Develop curriculum-based evaluations
- Create and distribute learning assignments
- Implement rotation-specific requirements and track performance
- Use the MyQuiz module to create rotation-specific quizzes
- Track scholarly activities

Improve Your Management Skills with Powerful Tools

- Map evaluations, clinical hours, and curricula to the schedules
- Map assessment, procedures, and quiz data to the milestones
- Implement trainee self-assessments with objective performance-tracking
- Implement clinical hours and conference tracking
- Implement procedures and patient logs, including surgery's OPRS and SIMPL logging
- Use Audit Trails and Mail History modules to validate accountability

Additional Learning Points

- Designing rotation-specific 360° evaluations
- Customizing Procedures and Patient Logs
- Nurse verification of procedure competency
- Using the MyEvaluations.com mobile application
- Overview of all system functionalities

Each participant will be provided with the following

- Individual computer for hands-on learning
- Comprehensive workbook
- Writing paper and pen
- Continental breakfast at the training center
- Kosher buffet lunch at the training center
- Snacks and drinks throughout the day

Target Audience

- Program Directors
- Residency and Fellowship Administrators
- Program Managers
- GME Administrators



Registration

The registration fee includes course material and meals. The registration fee for the course is \$2,250 (Early Bird registration is \$1,950 and ends December 31, 2019). Enrollment for the course is limited to 30 or fewer 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 without notification.

To register, please complete the online registration form or fax your registration no later than Tuesday, June 30, 2020.

\$1,950

**EARLY BIRD
REGISTRATION**
by December 31, 2019

**STANDARD
REGISTRATION**
by June 30, 2020

\$2,250

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) 445-8667, and mention group "MyEvaluations.com" for the discounted room rate of \$175 per night. Limited rooms are available until June 5, 2020

Payment



MyEvaluations.com accepts payments by check, Master Card, Visa, American Express and Discover. For purchase orders please complete the registration form and contact Sales@MyEvaluations.com an estimate. 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 \$500 cancellation fee. Refund requests must be received by March 31, 2020.

Questions



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



Registration Form

MyEvaluations.com Super-User Training Program
July 29 - 31, 2020

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, July 29, 2020

9:00 AM - 5:00 PM

Thursday, July 30, 2020

9:00 AM - 5:00 PM

Friday, July 31, 2020

9:00 AM - 3:00 PM

Conference Location next to Hotel:

Thanksgiving Tower
MicroTek Training Center
1601 Elm Street
Dallas, TX 75201

Hotel Accommodation:

Hilton Garden Inn Downtown Dallas
1600 Pacific Avenue
Dallas, TX 75201

Hotel Room Reservations:

We have rooms reserved at the Hilton Garden Inn Downtown Dallas for meeting attendees at a special group rate of \$175.00 per night. Reservations are taken on a first-come, first-served basis. For making your reservations online, please visit Hilton.com or call (800) HILTON and identify the "MyEvaluations.com" for a discounted rate of \$175 per night.

PLEASE REGISTER AND MAKE YOUR HOTEL RESERVATION



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