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
- Conference Schedule and Attachments
- Procedure Confirmations
- Scholarly Activity
- Online Help and Support
Login at www.new-innov.com

Navigate to the main New Innovations site

Click the CLIENT LOGIN link

(or go straight to the login screen:  http://www.new-innov.com/suite)
Enter your institution’s designated login acronym
- Our institution login is **UTC**
- Login should be entered in **ALL CAPS**
- Click **submit**
Enter your User Name and Password: your first initial and your last name *lower case letters and no spaces* (unless otherwise specified by an administrator) 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.
Notifications

Pay attention to the following notice areas:

✓ **Department Notices** from the Administration
✓ Notice for any **Evaluation** that needs to be Completed
✓ Notices for **Procedures** to that require Confirmation
✓ Notice for **Scholarly Activities Contributions** that need to be accepted or refused

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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**

**Evaluations**
- You have 16 evaluations to complete. Click here to [complete them](#).
- Click here to [select a person to evaluate](#).

**Logger**
- You have 4 unconfirmed procedure(s). Click here to [confirm them](#).

**Scholarly Activity Contributions**
- You have been listed as a contributor on 1 Scholarly Activity. Click here to [accept or refuse your contribution](#).

[End of Notifications]
Customize 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. Be sure to add “Intranet” if it has not already been added to your My Favorites.
Navigating

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

Alternatively - you may be asked to choose the subject for your evaluation.

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

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
✔ Click Submit Selected Evaluations as NET

<table>
<thead>
<tr>
<th>Subject Name</th>
<th>Session Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fendi, Christine</td>
<td>Faculty Eval of Res (DM-Internal Medicine)</td>
</tr>
<tr>
<td>Belforti, Robert F</td>
<td>Praise and Concern Card 06-07 (DM-Internal Medicine)</td>
</tr>
<tr>
<td>Care, John</td>
<td>2006-2007 Praise Card for IM Residents (DM-Internal Medicine)</td>
</tr>
<tr>
<td>Singh, Vikram</td>
<td>Faculty Eval of Res Inpatient (DM-Internal Medicine)</td>
</tr>
</tbody>
</table>
Scoring Evaluations

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

Evaluator: Shallward, Randall  
Status: Faculty  
Rotation: DM:IM:SHALLWARD  
Employer: Dr. Randall Shallward-Private Office  
Evaluation Dates: 11/1/2005 to 11/30/2005

In evaluating the resident’s performance, use as your standard the level of knowledge, skills and attitudes expected from the clearly satisfactory resident at this state of training. For any component that needs attention or is rated a 4 or less, please provide specific comments and recommendations. Be as specific as possible, including reports of critical incidents and/or outstanding performance. Global adjectives or remarks, such as “good resident,” do not provide meaningful feedback to the resident.

COMMENTS

The most valuable part of this form is the evaluator’s comments. You are strongly encouraged to record your specific comments concerning this house officer’s performance. In particular, note individual strengths and weaknesses and suggest ways in which individual performance could be improved.

Comments

Remaining Characters: 5000

PATIENT CARE

Incomplete, inaccurate medical interviews, physical examinations, and review of other data; incompetent performance of essential procedures; fails to analyze clinical data and consider patient  
Superb, accurate, comprehensive medical interviews, physical examinations, review of data, and procedural skills; always makes diagnostic and therapeutic decisions based on available

Scoring a grade scale

written comments
Submitting 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.  Date: 10/9/2007

**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.
Viewing Evaluations

View all evaluations that you completed about others, any evaluations that were completed about you (excluding anonymous evaluations) or evaluations completed on your advisees (if applicable)

Select **Evaluations** then choose **View > Completed Evaluations**
Evaluation Reports

Generate a report to see cumulative evaluations results.

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

View a report about designated Advisees.

✓ Select **Main > Evaluations**
✓ Choose **Reports > Custom Evaluation Reports**
✓ Click on **view** next to the report titled **Advisor Report**
Conference Information

To view a list of department conferences:

Select **Conferences > View > Calendar**

Click on the conference to see event details including access to any documents that have been attached for distribution.
Conference Attachments

If you have been designated as a speaker for a conference you can attach a file to that conference.

Select Conferences > Setup > File Attachments
Select the conference, name the attachment, browse to locate the file on your hard drive and then click on Upload File link.
Procedure Confirmation

When you are selected as a supervisor for a procedure, you will receive notice of confirmations on the Welcome Page Notifications.

Access the confirmation screen by clicking on the confirm them link.

Alternatively, you can access confirmations from the MAIN menu. Select Main > Procedure Logger then Add/View/Confirm > Confirm.
Submit Confirmation

Each logged procedure including procedure details will appear in a list with the most recently logged items appearing first.

Click on **Confirm & Pass** - or - **Confirm & Not Pass** - or - **Refuse**

Add comments if desired and click on **Save Selections on This Page**

<table>
<thead>
<tr>
<th>Passed / Not Passed, Comments</th>
<th>Date Logged</th>
<th>Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm &amp; Pass</td>
<td>07/17/2007</td>
<td>Student/Physician: Allgood, Bradley</td>
</tr>
<tr>
<td>Confirm &amp; Not Pass</td>
<td></td>
<td>Procedure: Central Line Placement (Department of Medicine/DM-Internal Medicine)</td>
</tr>
<tr>
<td>Refuse</td>
<td></td>
<td>Role: Performed</td>
</tr>
<tr>
<td>Leave Unconfirmed</td>
<td></td>
<td>Patient ID:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patient DOB:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diagnosis: Suture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location: Room B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor: Banjou, Bhashan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student/Physician Comment:</td>
</tr>
</tbody>
</table>

Remainning Characters: 3500

Confirmation Options
Contributing to Scholarly Activities

If you have been tapped by another user to be a contributor on a scholarly activity, you will have a notification on your Welcome Page. Click **accept or refuse your contribution** to confirm or deny your participation in the specific activity.
Select **Main > Portfolio** then choose **My Scholarly Activities > Log a Scholarly Activity** or select a log and click **Log the Activity**.
Logging Scholarly Activities

- Input details about the activity
- Select the corresponding core competencies
- Attach files, if desired
- Add contributors, if desired
- Click **Log Activity and Return**
Select **Main > Portfolio** then choose **My Scholarly Activities > Manage My Scholarly Activity** or click **Manage** my Scholarly Activities.

Click **Edit** to reopen the activity and make changes.
Getting Help

New Innovations provides regularly updated Online Help Documentation, Step-By-Step Guides, and Training Webinars in its Support Center.
Help and Support

Users can submit support requests and have questions answered by the New Innovations support staff. Select Contact Us in the Support Center. You can call NI Support Staff at 330-899-9954.

Please fill out the New Support Request form including plenty of details to assist us with the troubleshooting process. Once submitted, a NI trainer will contact you.

Please Note: if your request involves issues such as Logging in, schedules, evaluations, etc., please contact your residency program coordinator for assistance.
If you have problems with New Innovations …

• Check with your department coordinator first.
• If you still have a problem, you can call the New Innovations Support at 330-899-9954. Give them your institution name (UTC).
Chattanooga Program Contacts

• Emergency Medicine: Velvet Green, ext 7673
• Family Medicine & Geriatrics: Sharron Skoretz or Pam Thomas, ext 2957
• Hospice: Gigi Ellis, 553-1815
• Internal Medicine: Deborah Fuller or Laura Nihiser, ext 2998
• OB/GYN: Shanon Sims or Gwen Fryar, ext 7515
Chattanooga Program Contacts

- Orthopaedic Surgery & Orthopaedic Trauma: Donna Gibson, ext 9202, or Rene Crouch, ext 9008
- Pediatrics: Patty Wolfe, ext 6217
- Plastic Surgery: Stacey Blanks, ext 9047
- Surgery, Surgical Critical Care, & Vascular Surgery: Cindy Schultz, Maggie Hamblen, or Alissa Fergerson, ext 7695
- Transitional Year: Joyce Poke, ext 6670
Thank you for using New Innovations