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
Login at **www.new-innov.com**

Navigate to the main New Innovations site
Click the **CLIENT LOGIN** link
Or go directly to the sign on screen: **www.new-innov.com/suite**
Enter the designated login acronym for your institution

Our institutional 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.

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Welcome: Bradley Allgood M.D.

Ni Alerts and Information
- 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

**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. Be sure to add “Intranet” if it does not appear on your My Favorites.

Click Add/Remove to adjust which favorite links will appear list
Click to collapse from view
Navigating

Navigate through the software by clicking on the **Main** menu and selecting an area you wish to work in.
Select **Main > Change Your Password**

You can change both your Password.

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 allowed to choose an evaluator for your 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</th>
<th>Subject</th>
<th>Status</th>
<th>Rotation</th>
<th>Evaluation Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allgood, Bradley</td>
<td>Smith, David</td>
<td>PRG 1</td>
<td>DM-ENDO-CONSULTS</td>
<td>9/1/2007 to 9/30/2007</td>
</tr>
</tbody>
</table>

1. The attending created a stimulating, challenging, and supportive environment where I wanted to learn.
   - Poor 1
   - Fair 2
   - Average 3
   - Very Good 4
   - Excellent 5
   - N/A

2. The quality of the teaching was:
   - Poor 1
   - Fair 2
   - Average 3
   - Very Good 4
   - Excellent 5
   - N/A

3. The attending provided useful feedback during and at the end of the rotation.
   - Strongly Disagree 1
   - Disagree 2
   - Agree 3
   - Strongly Agree 4
   - N/A

4. The attending went to the bedside, demonstrated physical diagnosis techniques and watched me examine patients.
   - Frequently
   - Sometimes
   - Seldom
   - Never
   - N/A

5. The attending challenged and encouraged me to do self-directed learning.
   - Strongly Disagree 1
   - Disagree 2
   - Agree 3
   - Strongly Agree 4
   - N/A

6. The attending provided reference articles or texts on pertinent topics:
   - Frequently
   - Sometimes
   - Seldom
   - Never
   - N/A

7. How often were teaching rounds conducted as scheduled (three times a week except for the first week):
   - Frequently
   - Sometimes
   - Seldom
   - Never
   - N/A
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. □ 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.
View Evaluations

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

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

![View Completed Evaluations interface](image)
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.
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
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

### My Schedule

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

**DM:IM:DAYFLOAT**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
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</tr>
</tbody>
</table>

**CONFERENCE: 7:00 AM-10:00 AM**
Grand Rounds at St. Christopher Medical Center

**9:00 AM-2:00 PM**
ICU Call at St. Christopher Medical Center

**CONFERENCE: 2:00 PM-3:00 PM**
Noon Conference Dept. of Medicine Conference Room A at St. Christopher Medical Center

**CONFERENCE: 7:00 AM-10:00 AM**
Grand Rounds at St. Christopher Medical Center

**9:00 AM-2:00 PM**
ICU Call at St. Christopher Medical Center

**CONFERENCE: 1:00 PM-3:00 PM**
M & M Piper Auditorium at St. Christopher Medical Center

**CONFERENCE: 7:00 AM-10:00 AM**
Grand Rounds at St. Christopher Medical Center

**9:00 AM-2:00 PM**
ICU Call at St. Christopher Medical Center
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
View Procedure Logs

- Select **Main > Procedure Logger** then choose **Add/View/Confirm > View**
- Edit/Delete logged procedure form (For edits click **Save**)

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

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Created By</th>
<th>Created On</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student/Physician Log Details</td>
<td>NI Personnel</td>
<td>03/29/2007</td>
<td>A listing of Resident Procedure Logs</td>
</tr>
</tbody>
</table>

This section contains other Procedure Logger reports on Students/Physicians. These reports are not affected by Reporting Templates in any way.

- **Custom Field Totals Report**
- **Procedure Group Report**
- **Rotation Report**

This section contains older legacy Procedure Logger reports on Students/Physicians. These reports are also not affected by Reporting Templates in any way, and most functionality of these reports can be obtained by using the newer Reporting Templates.

- **My Summary /v Details**
- **My Brief Summary**
- **Student/Physician Totals Report**

A detailed summary of your Procedure Log totals
A brief summary of your Procedure Log totals
Student/Physician Procedure Log Totals
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 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.

<table>
<thead>
<tr>
<th>Allgood, Bradley M.D. PRG 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: Internal Medicine</td>
</tr>
<tr>
<td>Rotation(s): DM:IM:AMB (Department of Medicine/DM-Internal Medicine)</td>
</tr>
</tbody>
</table>

To log your hours, click the cell representing your start time and drag along the timeline until you reach your end time. You may also, while holding down the Shift key on your keyboard, click the cell representing the start time and click again on the cell representing the end time.

Choose a Duty Type | Call
Choose Training Location | NI Medical Center

Select duty/assignment worked and location (if required). A random color indicator is assigned for contrast purposes only.
Select Duty/Assignment.
Choose to enter by **Start & Duration** - OR - by **Start & End Time**.
Include optional comments and click **Add Hours**.

**Single-Day Entry**

- **Entering hours on behalf of:** Algood, Bradley
- **Entering hours worked in this Department/Division:** Department of Medicine/DM-Internal Medicine
- **Duty Type:** Call
- **Training Location:** NI Medical Center

**Date/Time/Duration**
- **Start Date:** 9/17/2007 7:00 AM
- **Duration:** 15:00

**Date & Time/Date & Time**
- **Start Date:** 10/11/2007
- **End Date:** 10/11/2007

**Comment [optional]**

[Add Hours] [Clear All]
Multi-Day Entry

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

Using a multi-select calendar, you can add the same duty to your log for multiple days at a time.
Duty Hour Types

• Regular Duty (most entries will be designated as “Regular Duty”)
• Call (refers to in-house, overnight call and not daytime “call” or backup call – from home)
• Post Call (refers to up to 6 hours following in-house, overnight call – no new patients should be seen during this time)
• Vacation/Leave (use if away more than a regular day off in seven or weekend off)
Duty Hour Types

• If your program utilizes “backup” or home call, then designate those hours when you are assigned to this as “Backup Call.”

• Backup Call hours are not calculated toward the 80 hours maximum per week or frequency of in-house, overnight call.

• If your program utilizes a Night Float System, designate the hours assigned to that as “Night Float.”

• Night Float hours are counted the same as “Regular Duty” hours.
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.
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.
- **Note:** UTCOMC does not ask that you “Approve” Duty Hours entered.
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.

**Note:** UTCOMC does not set up Duty Hours Signoff.

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**
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