



# Faculty Quick Start Guide

MedHub is a web-based application designed to house, document, track and monitor residency requirements and educational experiences. This system will allow you to review schedules, complete evaluations, create your own scholarly activity portfolio, review conferences, etc.

If you have been identified as a Program Director, you have the ability to review specific information related to a resident including their individual performance evaluations, conference attendance, procedure logs, and learning portfolios. You will also be able to review aggregate data of faculty and service/program evaluations.

## Getting Started

Navigate to your institutions MedHub URL. Log-in information is sent through an automated message from MedHub. The e-mail will contain a username and a temporary password. Upon initial log-in, you will be asked to change your password.

## Home

The Home page is the central or portal page for each user. This page is essentially the communication channel where the GME Office or the program may post pertinent information.

### Urgent Tasks

Adjacent to the Tasks section are urgent tasks. This box will appear in red if you have any particular items that need to be completed (i.e. evaluations).



**Urgent Tasks**

- [Incomplete Evaluations \(69\) \(66 late\)](#)
- [Procedure Verification \(1\)](#)
- [Absence Approval Requests - Service \(1\)](#)
- [Absence Approval Requests - Director \(3\)](#)
- [Incomplete Learning Modules \(1\)](#)

### Personal Calendar

You have the ability to keep a personal calendar in MedHub and sync it to either an Outlook e-mail account or through an iPhone or Android. By selecting the "View myCalendar" button, it will allow you to add any appointments, meetings, etc for each day within each month. If the program has created a conference schedule, these conferences will also appear on your personal calendar automatically.

## Messaging

Messaging allows you to send and receive messages through the MedHub system. When sending a message through MedHub, this does not go to the recipient's e-mail unless you designate that the message you are sending should go to their e-mail as well. If you have been sent a message, it will appear in this Messaging section where you can select the message to review the content.

## Announcements

Any announcements posted by either the GME Office or the program coordinator may be visible here. Selecting each announcement will provide details around that announcement and any attachments that may have been shared.

## Resources/Documents

There are various directory links that are available to you in case you need to find a particular individual's contact information. The GME Office or the program coordinator may also add other information (folders, files, Internet links, etc.) to this section that you will have access and can review.

## Add New Channel

You have the ability to customize your home page when it comes to various news feeds you may want to appear automatically when you log-in. The "Add New Channel" button allows you to add various feeds from a variety of news sources.

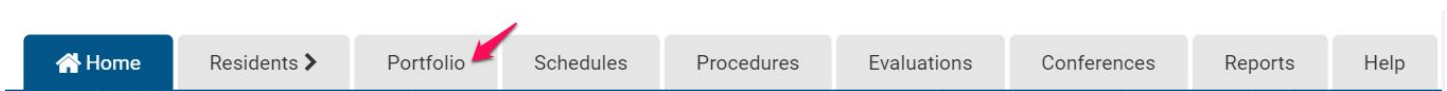
# Functionality

## Portfolios

You have the ability to manage and track your own portfolio information. Faculty who are identified as Mentors or Program Directors can also view portfolios of the residents.

Each portfolio entry option has its own specific fields related to that entry.

To access the portfolio functionality, you will select the Portfolio tab located at the top right hand side of the home page, also known as the navigation bar.



You can select a portfolio entry type by choosing an option from the drop down list that describes the type of entry you would like to include in your portfolio.



MedHub provides the ability for faculty to maintain a CV on-line.

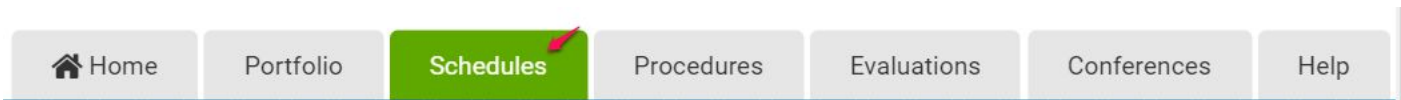
## Maintain CV



## Schedules

The schedule allows you to view the rotations to which the residents have been assigned. The program may also schedule faculty into the schedule so you may also review your assignment and which residents you may be supervising.





To access the schedule, select the Schedules tab located at the top right hand side of the home page.



You can review the schedule for each program that you are associated with by selecting the drop down in the upper right hand corner. By choosing each program to which you have access, you will be able to view the rotation schedule for all residents with their individual services or rotations. Resident names will appear in blue and faculty names will appear in red.

Rotation:	1	2
Service:	July	August
<b>Service Name</b> CSC-CB	Arnold, N. Angel, J. Bolden, T.* Bynum, L.*	(none)
<b>Resident Names (in black)</b>	<b>Faculty Names (in color)</b>	
CMHC-4th FL	Bail, T. Cherry, M.*	(none)

The dates at the top of the rotation schedule indicate the block dates for the program.

Rotation:	1	2
Service:	July	August
<u>CSC-CB</u>	<a href="#">Arnold, N.</a> <a href="#">Angel, J.</a> <a href="#">Bolden, T.*</a> <a href="#">Bynum, L.*</a>	 (none) 
<u>CMHC-4th FL</u>	<a href="#">Ball, T.</a> <a href="#">Cherry, M.*</a>	 (none) 

The name of the service or rotation the resident, and possibly the faculty member, are scheduled within the program, will appear on the left hand side of the schedule. If you are only scheduled to a particular service or rotation, the dates for which you are assigned to that service or rotation will appear next to your name within the schedule.

You may also see other residents and faculty members scheduled to that same service or rotation so you'll know who is rotating with you.

## Procedures

Procedures allows you to verify procedures if you are ever identified as a supervisor. To access the procedures functionality, you will select the Procedures tab located at the top right hand side of the home page.



Any procedures submitted for verification will appear here.

[Home](#) » [Procedures/Cases](#)

### Procedures/Cases

#### Resident Procedures Submitted for Verification

Select:	Resident:	Procedure:	Role:	Date:	Actions:
<input type="checkbox"/>	Archuleta, Alleen	Arterial Line	Performed	8/29/2016	<a href="#">Review Procedure</a>

Verify Selected

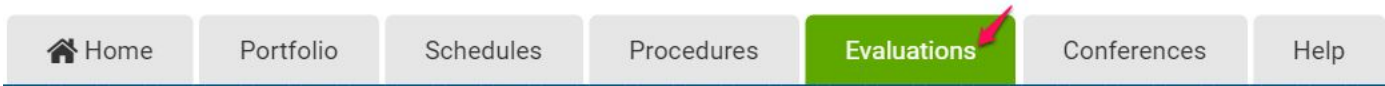
#### Student Procedures Submitted for Verification

Select:	Student:	Course:	Location:	Procedure(s):	Date:	Actions:
(none)						

[View all Supervised/Verified Procedures](#)  
[Mentor Access to Resident Procedures/Cases](#)  
[Mentor Access to Procedure Certifications](#)

## Evaluations

To access evaluations, select the Evaluations tab located at the top right hand side of the home page.

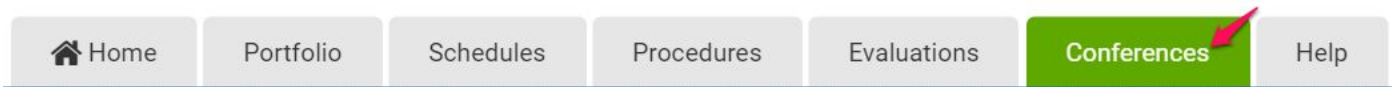


This section will allow you to:

1. Complete evaluations that you have been requested to complete as well as review all evaluations you have completed in the past.
2. Review your individual performance evaluations that have been completed of you.
3. View an aggregate or summary information of evaluations that have been completed of you.

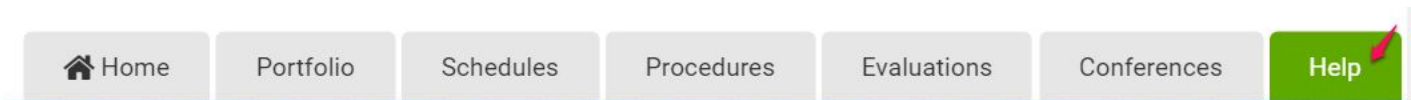
### Conferences

If conferences have been set up by the program, you will be able to view a conference schedule under the Conferences tab. To access conferences, select the Conferences tab located at the top right hand side of the home page.



This allows you to see an upcoming conference schedule, as well as review the complete conference schedule for the academic year and view your own conference attendance (if conference attendance was taken).

### Help



The Help tab, located in the navigation bar provides you the ability to send the MedHub support team an e-mail (i.e. support ticket) if you would like assistance.