Statewide Campus Student eMedley Training

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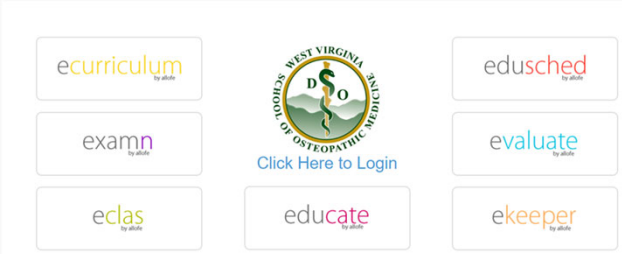
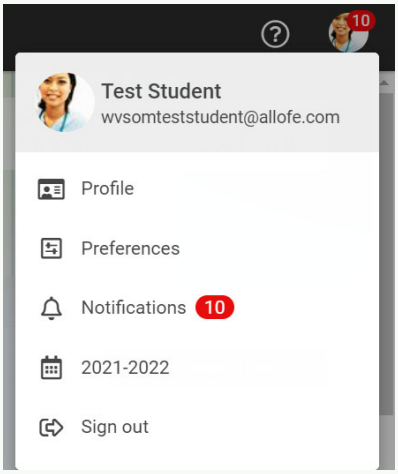
eMedley Log In-Quick Walk Through

- You must use Google Chrome to login.
- https://he.emedley.com/wvsom
- Use your WVSOM email and password.
- Switch terms until July 1, 2024 then automatic



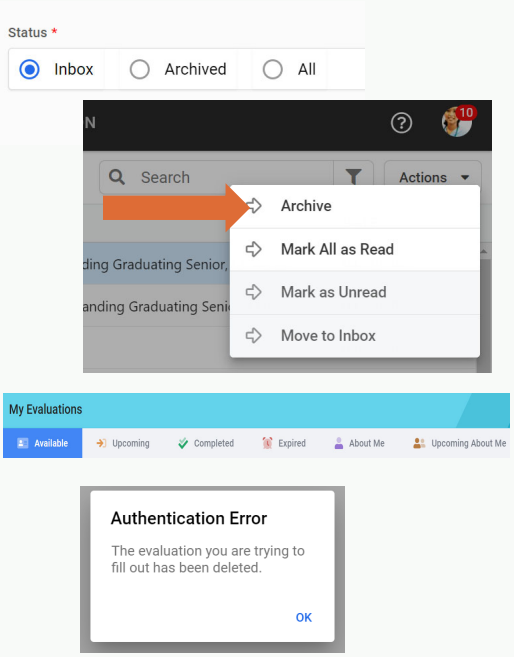
General Info/Quick Tools

- Located in the upper right corner, next to your name
  - Click on Profile (name card icon) to access general information, documents, CV, Snapshot, EPA Submissions, Reflections, and Graduation Requirements.
  - Click on Preferences (box with lines/dots) to access your personal account settings.
  - Click on Notifications (the bell icon) to go to your Reminders (you may not see this unless you have reminders)
  - Click on the term (e.g. 2024-2025 or the calendar icon) to switch between terms.
  - Click Sign Out (the arrow icon) to logout of the system.
- Click the eMedley icon in the upper left corner of the screen on all pages to return to the initial Lobby Home.



Notifications

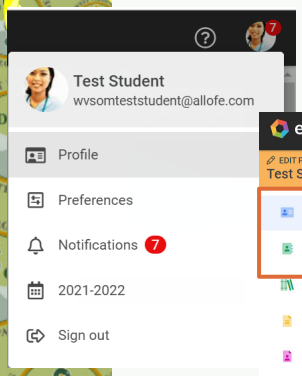
- Shows items that you need to complete
- Three filters: Inbox, Archived, and All
- Move notifications to Archived after completed
- To see if you have completed an evaluation, you can copy/paste the link in the browser or go to My Evaluations and look under the Available or Completed tabs

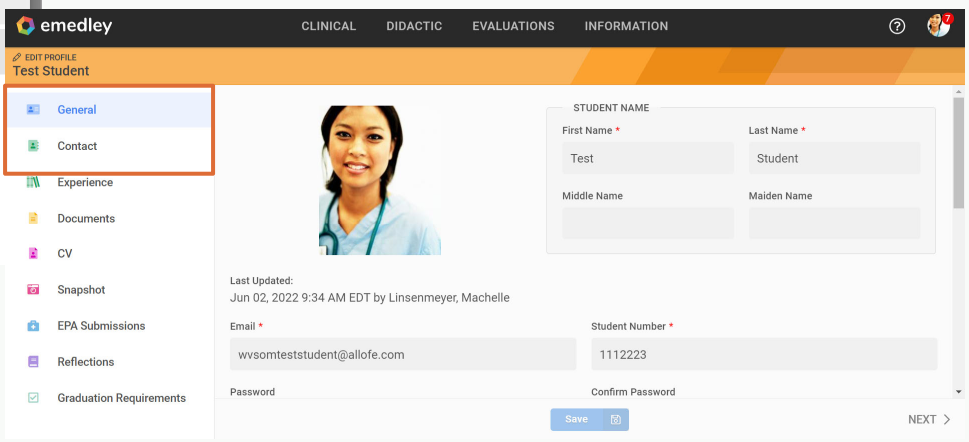


Profile

- General and Contact Information

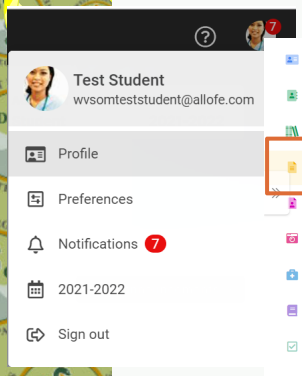
Students can update their address and phone information at: https://my.wvsom.edu/Students/Applications/AddressMaintenance/index.cfm

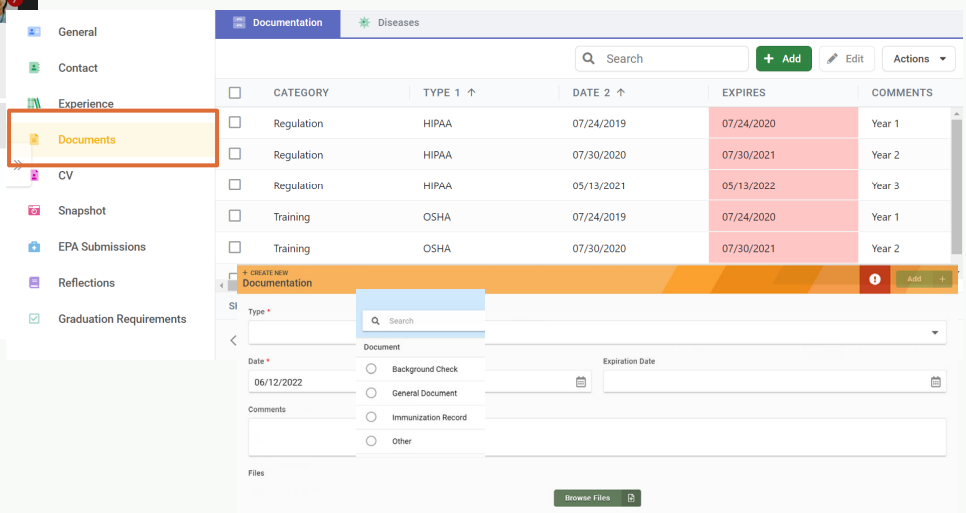




Profile

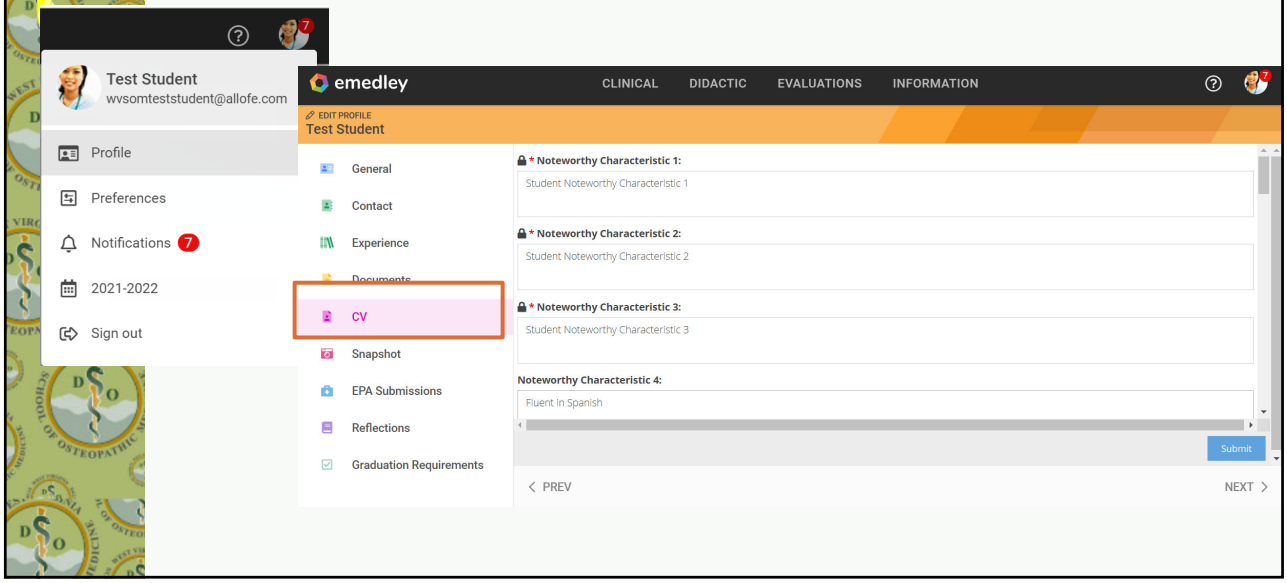
- Documents





Profile

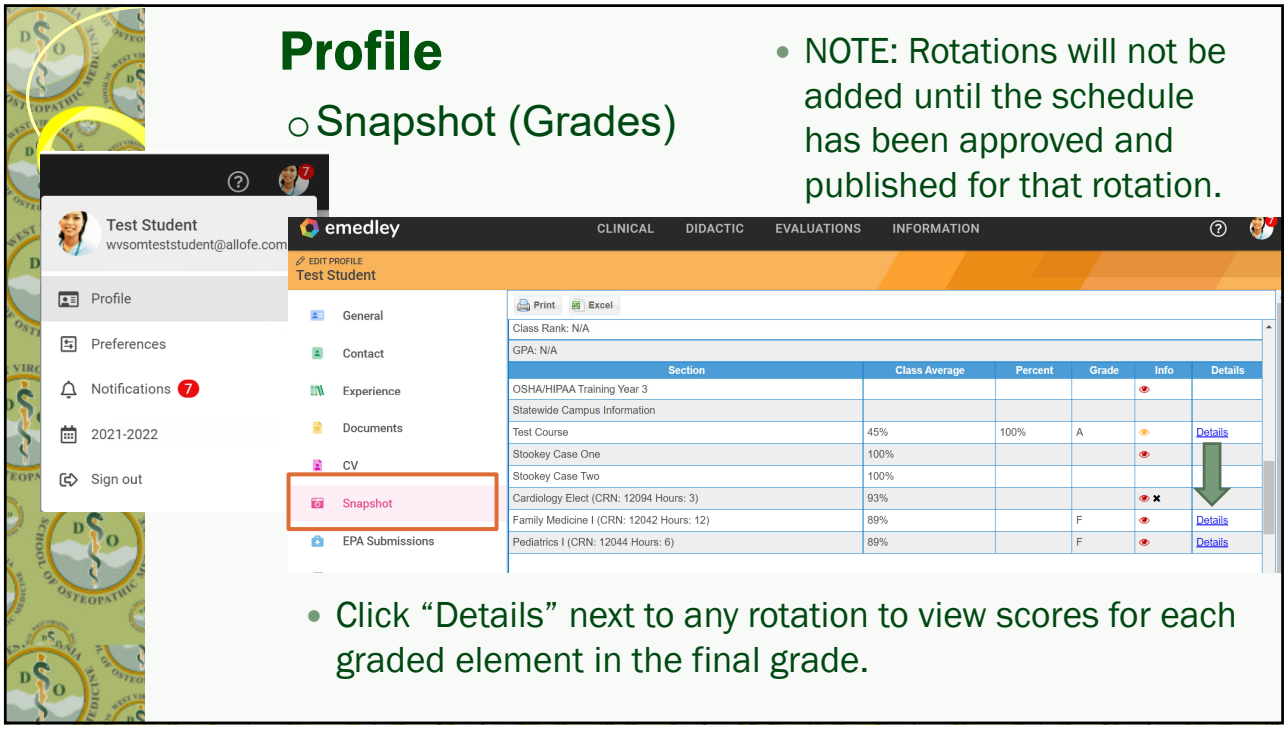
- CV/MSPE Noteworthy Characteristics



Profile

- Snapshot (Grades)

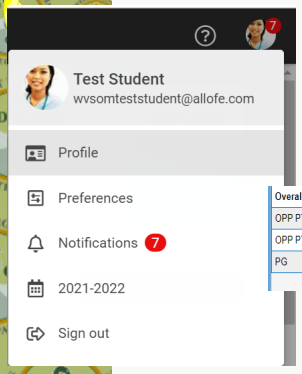
- NOTE: Rotations will not be added until the schedule has been approved and published for that rotation.



- Click “Details” next to any rotation to view scores for each graded element in the final grade.

Profile

- Snapshot (Grades)



Overall		90% (A)	
OPP PT Raw	OPP COMAT Raw	92.00	100.00
OPP PT%	OPP COMAT %	77.00	100.00
PG	Preceptor Grade Form	90.00	100.00

- Click the magnifying glass next to the Preceptor Grade Form final score to see the completed grade form scoring and comments. Grade forms will not be visible until submitted and approved.

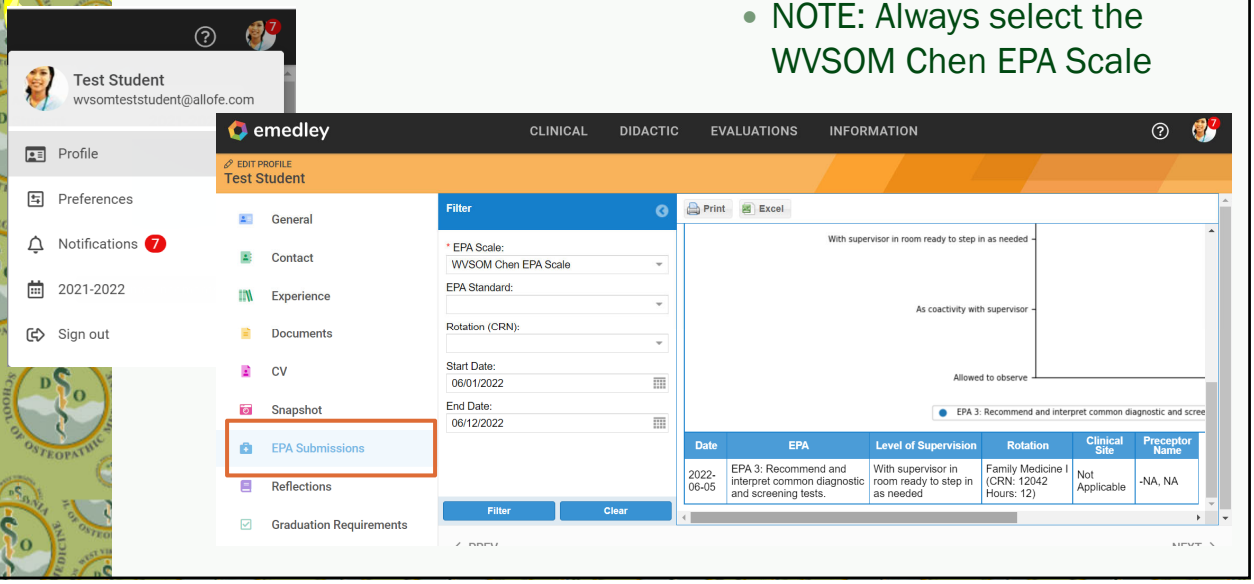
EPAs

EPA Key Points

- They are professional **“tasks” designated by the profession** that are important for students to be able to do with further independence as they move into residency. They are **assessed based on level of supervision** needed.
- They are **formative** so not part of the student’s grade.
- They can **fluctuate** in level of supervision **depending on the context and complexity** of the case.
- **Elements of trustworthiness are considered** as part of the assessment and this provides a framework for more **targeted and honest feedback** in relation to the task and independence doing the task.

Profile

- EPA Submissions

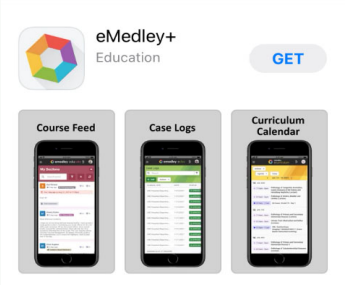


- NOTE: Always select the WVSOM Chen EPA Scale

eMedley App Installation and EPA Assessments in the App

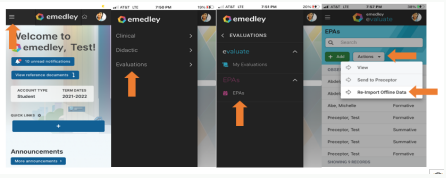
To Download the App

- Go to your mobile app store and search for “eMedley+”. Download.



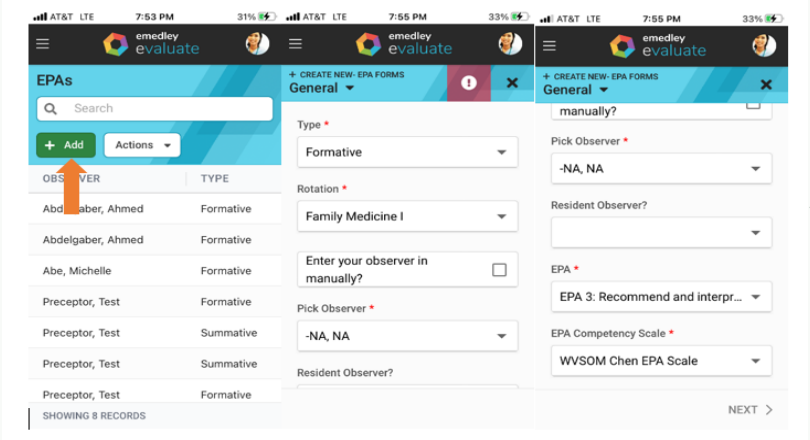
To Login and enter an EPA assessment

- Open the app and Login using your WVSOM email (username) and password
- Switch Terms
- If you get a message that says “You must import data before continuing” or if you need to import offline data, click on the menu icon dropdown arrow in the top left click on Evaluations, click on EPAs, click Actions, and then select “Re-import Offline Data”.



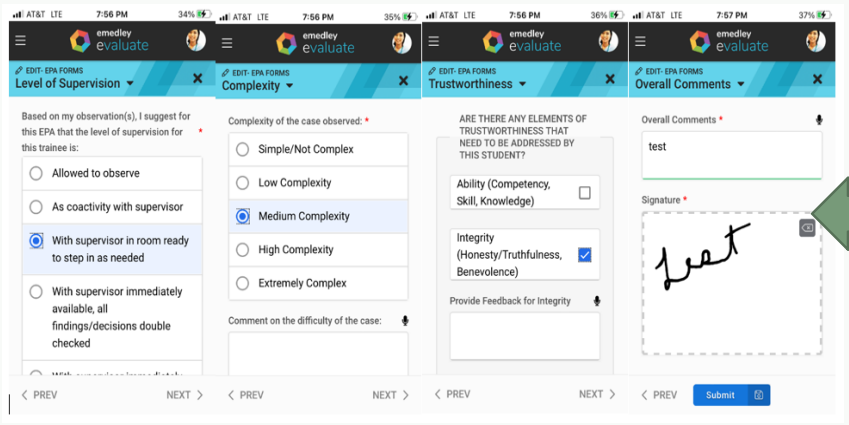
- Work with a partner to enter an EPA Assessment.

EPA Assessments- can only be added in the mobile app not on the computer



Students add this information then hand to the preceptor to complete the next screens

EPA Assessments- Preceptor Screens



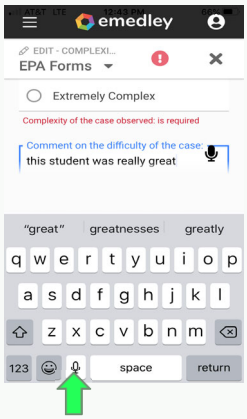
These are the screens that the preceptors fill out

Elements of Trustworthiness

- Ability- competency, skill, knowledge
- Reliability- conscientious and consistent behavior
- Integrity- honesty/truthfulness, benevolence (good intentions)
- Humility- observing limits and willing to ask for help, receptive to feedback

- A preceptor can pick one or all of these qualities, as well as give feedback on individual sections
  - Feedback can be typed or dictated

EPA Assessments- Entering Comments

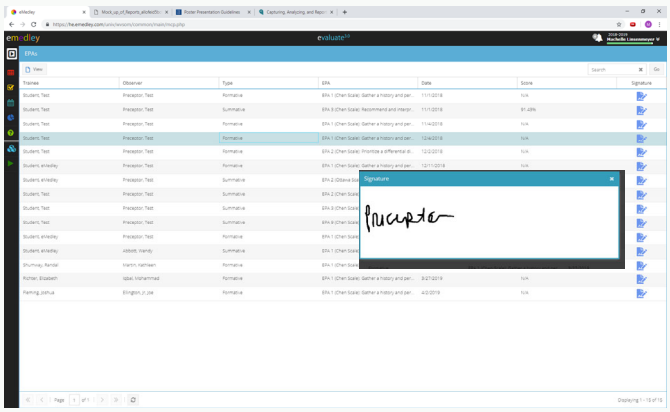


Typing or dictating comments:

- Type using mobile keyboard
- Dictate using microphone in comment box
- Dictate using microphone on mobile keyboard- **THIS WORKS BEST!**

- Ideally, the EPA app can be completed in under a minute (barring technical difficulties)
- EPAs can be entered even without a network connection.

WVSOM Portfolio Dashboard: Signature Verification



- Preceptors, Regions, and Office of Predoctoral can check preceptor signatures to ensure/verify authenticity. Forgery is a federal offense and will be reported.

In the Perfect World….

- The student tells the preceptor on Monday what his/her EPA for the week is
- Preceptor and student select an appropriate time/patient to do the EPA assessment during the week
- Day 1 Brief Discussion with the Preceptor (Elevator Talk):
  - EPAs are being used to track my level of independence on completing tasks across time and to discussions on how I am doing on these tasks. Each week there are different requirements. These assessments are completed on my phone and require 1-2 minutes each. How would you like to schedule the assessments so that it has very little disruption on the practice or patient interactions?

Troubleshooting

- Students should not uninstall the app, if there are EPA assessments that may not have been uploaded to the server.
  - If the app is never un-installed, the assessment data will still be on the phone and I can troubleshoot with you to get the data uploaded to the server. If it is un-installed, the data not uploaded will be lost. NOTE: Data that has been uploaded to the server will still be safe. It is the data that has not uploaded that would be deleted and not retrievable.

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Troubleshooting

- If you get logged out of the app and have to log back in, you need to:
  - **Navigate through the app to "engage it" again. This can be going through a few screens in the app** to make sure everything is working. This is also important for doing the "re-import of offline data" because it wakes up the connection to the server. Then you can "re-import offline data" to complete the upload. You don't necessarily have to do another assessment just move around in the app to activate it again.

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Protecting and Cleaning Your Device

- Nationally, it has been suggested to **carry your phone in a wipeable cover** (e.g. waterproof bag usually found in the camping section of stores like WalMart, ziplock bag, phone cover that completely encases the phone) which can be thoroughly cleaned or discarded after each EPA assessment. You can also follow instructions for cleaning your phone, as indicated below, immediately after an assessment. Similar to washing your hands regularly, your use of a mobile device in a clinical setting for both EPA assessment and accessing clinical resources should prompt appropriate and regular cleaning. The CDC guidance on cleaning electronics says:

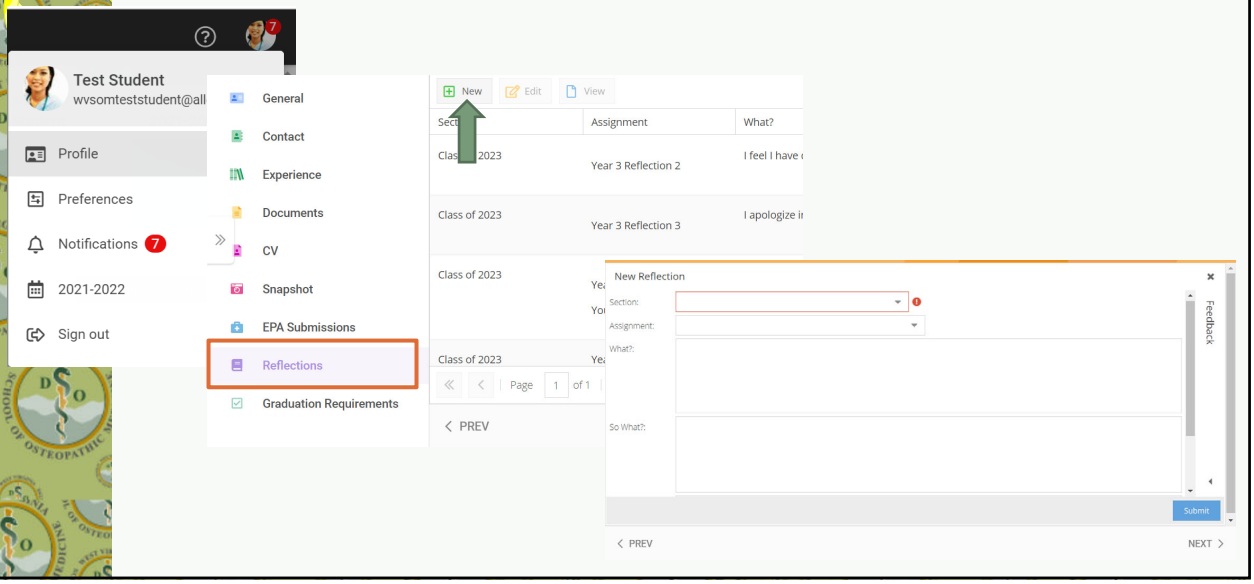
  > Electronics (https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html), such as tablets, touch screens, keyboards, remote controls, and ATM machines consider putting a **wipeable cover** on electronics.

- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.
- **Popular manufacturer's instructions** for cleaning and disinfecting.
  - Apple guidance, https://support.apple.com/en-us/HT204172?mod=article_inline
  - Samsung guidance, https://www.samsung.com/us/support/answer/ANS00086342/?AID=11497444&PID=6165687&SID=kd7efm5yux003n6q01eug&CID=afl-ecomm-cjn-cha-092118-53014&cjevent=939dac1fd19e11ea817d01910a240610
- Basically, Apple says you can safely clean with disinfectant wipes, like Clorox sheets. Samsung says you can use an alcohol-based solution (70%) and apply it to your phone with a microfiber cloth or camera lens cleaning cloth. IMPORTANT: Make sure that the device is turned off and unplugged to protect you and your device.

EPAs Questions?

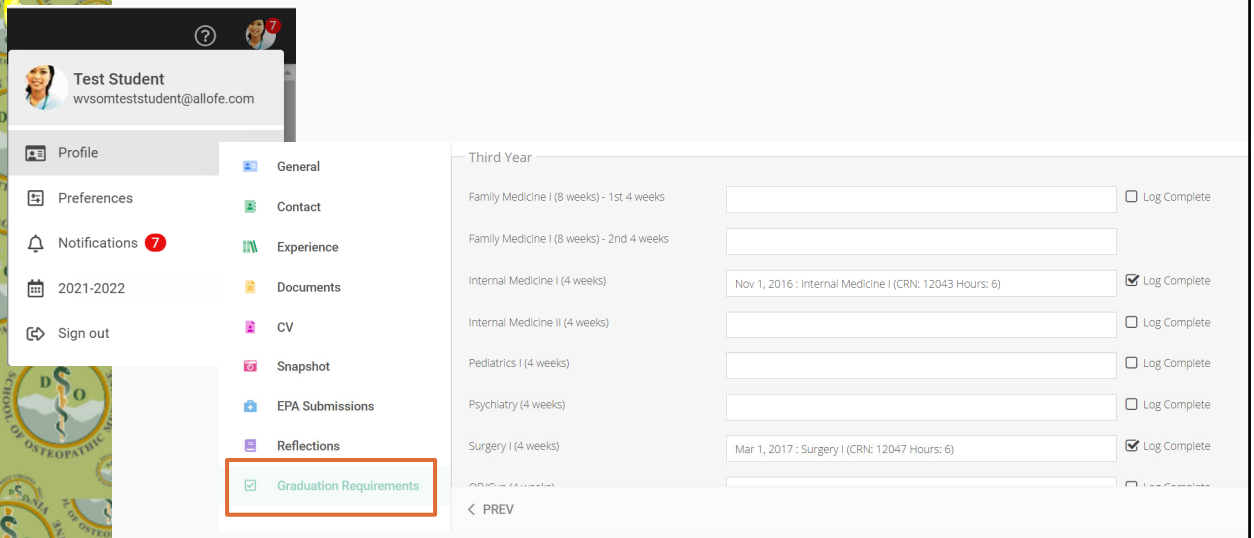
Profile

- Reflections



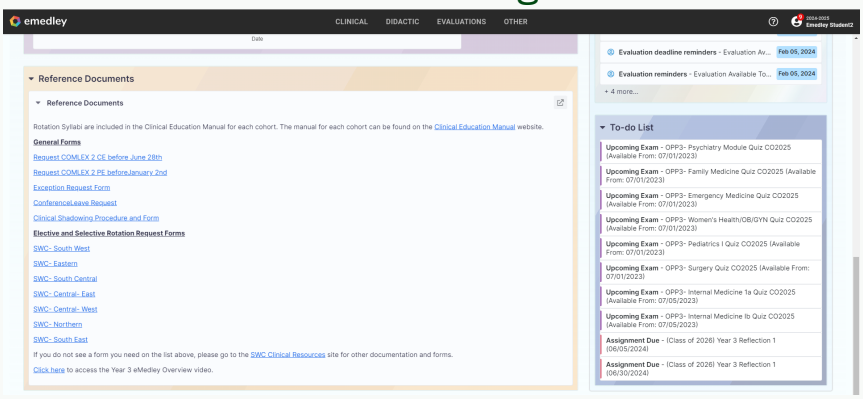
Profile

- Graduation Requirements



Home Screen

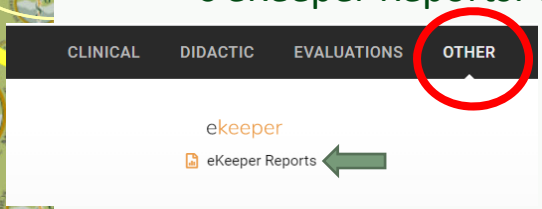
- Reference Documents: Viewing Documents & Forms



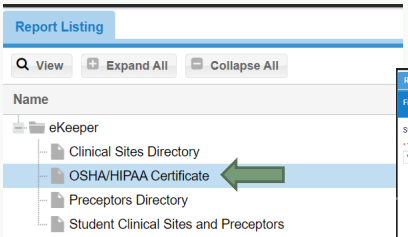
Also on the WVSOM website at: https://www.wvsom.edu/academics/swc-clinical-resources

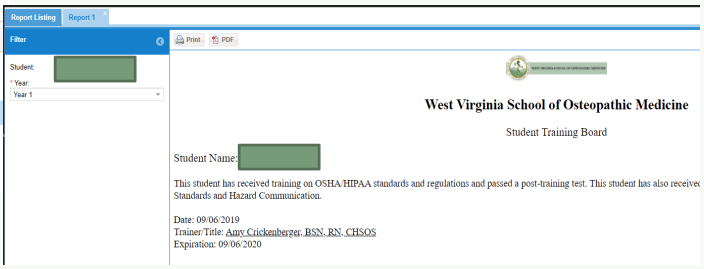
Information

- eKeeper Reports: OSHA/HIPAA Certificates



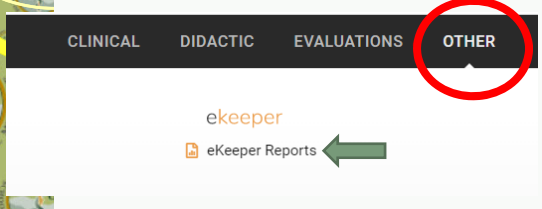
- Select the Year- Click Filter
- Print or download an OSHA/ HIPAA certificate



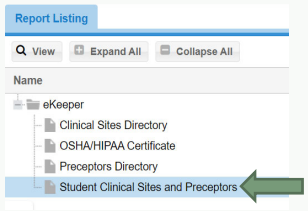


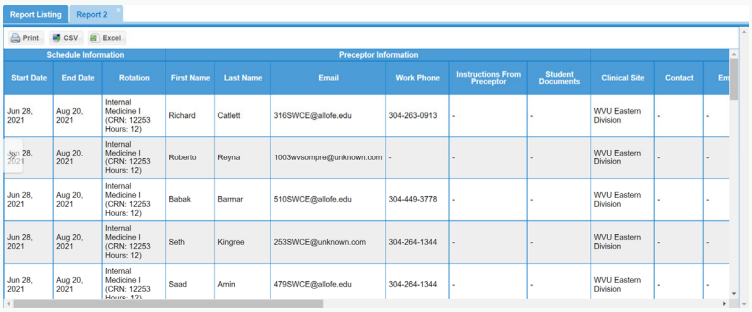
Information

- eKeeper Reports: Student Clinical Sites and Preceptors

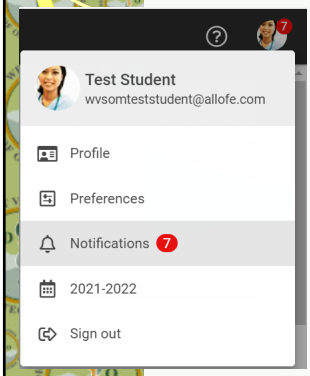


Your rotation schedule with **detailed information** (e.g. contact information, address, etc.). You can print the schedule by clicking the Print icon at the top of the schedule or download using the Excel or CSV icons.

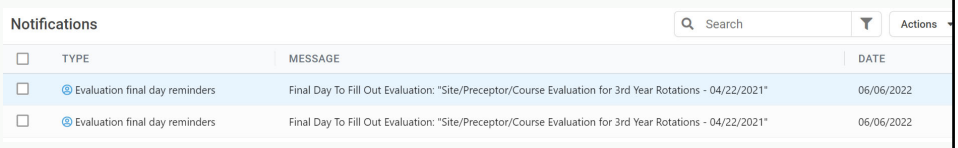




Evaluations



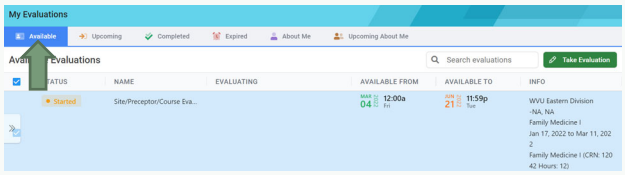
- My Evaluations: Completing your site/preceptor/course evaluations
- Click the bell icon next to your name- double click the evaluation you want to complete
- Copy/paste the link into the browser to open it



- Complete Evaluation, click Save, then Send Evaluation

Evaluations

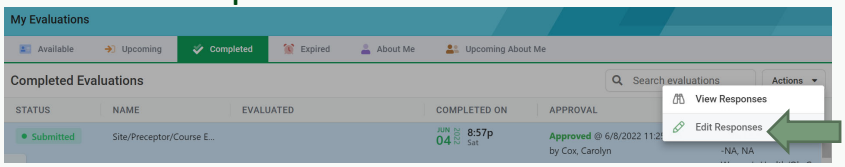
- My Evaluations: Completing your site/preceptor/course evaluations
- Go to Evaluations- My Evaluations- Available tab- Select the item to complete – click Take Evaluation



- Complete Evaluation, click Save, then Send Evaluation

Evaluations

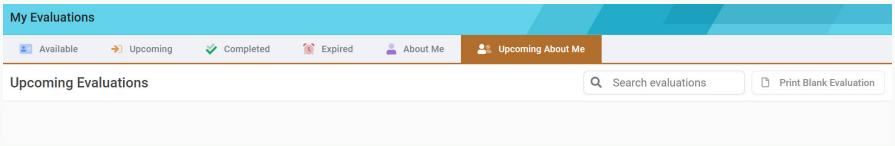
- My Evaluations: Editing a sent site/preceptor/course evaluations
- If you are still within the completion window, you can go to the Completed tab- select the Evaluation- click Actions then Edit Responses



- Edit Responses will be grayed out, if you are outside the completion window
- Edit the Evaluation, click Save, then Send Evaluation

Evaluations

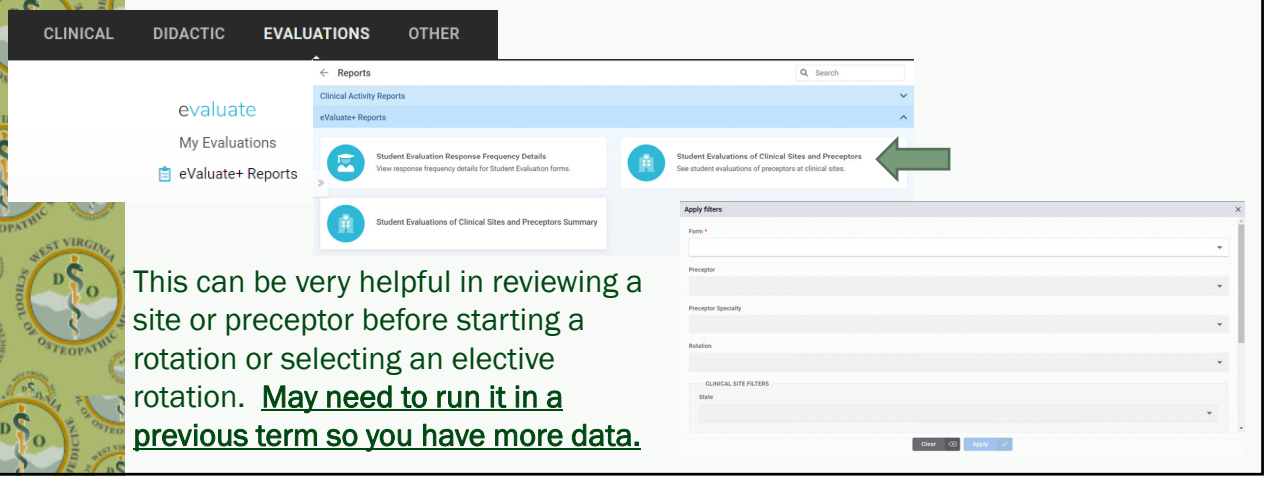
- My Evaluations: Printing a paper copy of an evaluation for a preceptor- Select Upcoming About Me



- Click on the evaluation that you want to print.
- Click Print Blank Evaluation at the top of the page.
- NOTE: A grade form does not show as available until 1 week before the end of the rotation. However, a printed grade form may be available earlier to print from the Upcoming About Me area.

Evaluations

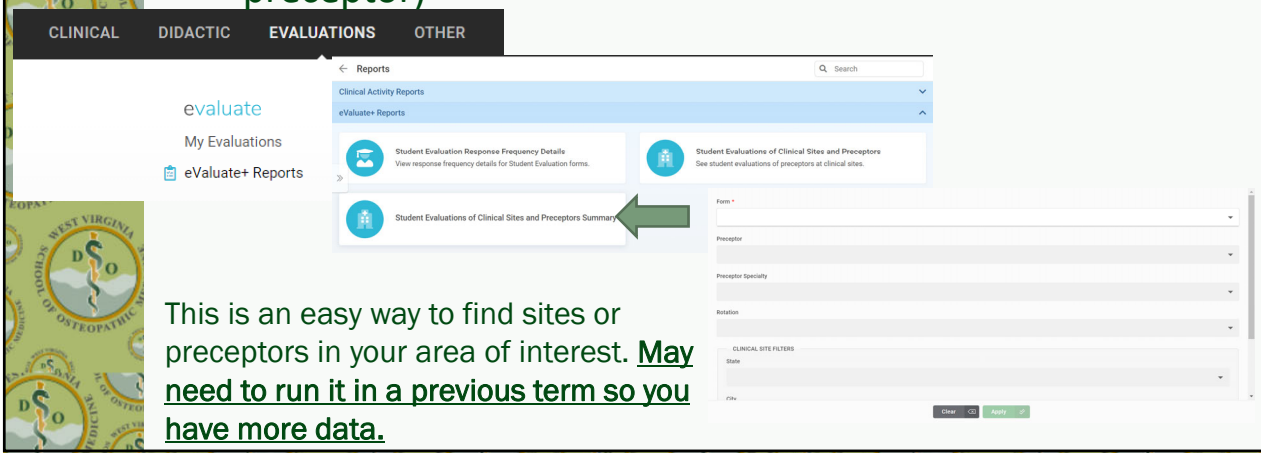
- Evaluate+ Reports: Student Evaluations of Clinical Sites and Preceptors (ratings from other students)



This can be very helpful in reviewing a site or preceptor before starting a rotation or selecting an elective rotation. <u>May need to run it in a previous term so you have more data.</u>

Evaluations

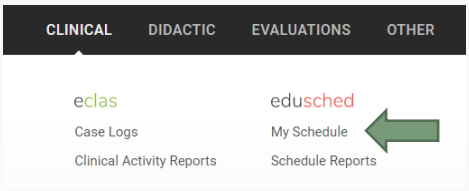
- Evaluate+ Reports: Student Evaluations of Clinical Sites and Preceptors Summary (searching for site or preceptor)

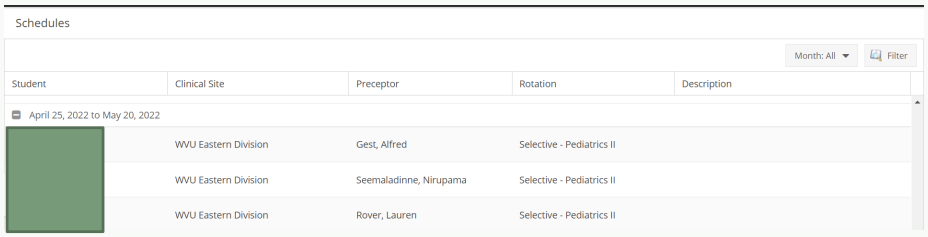


This is an easy way to find sites or preceptors in your area of interest. <u>May need to run it in a previous term so you have more data.</u>

Clinical

- My Schedule: Viewing your schedule (**without details**)

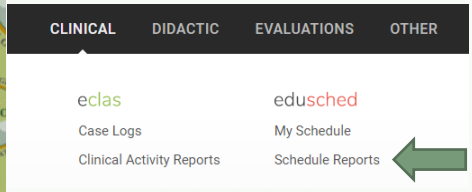


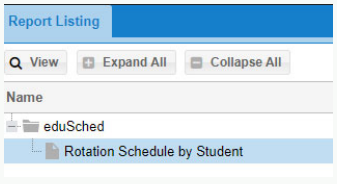


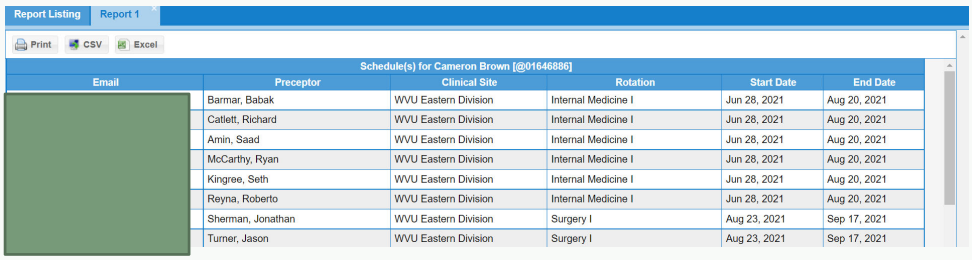
Clinical

To download with details, go to Information-eKeeper Reports- Student Clinical Sites and Preceptors (instructions in above slide).

- Schedule Reports: Downloading your schedule (**without details**)





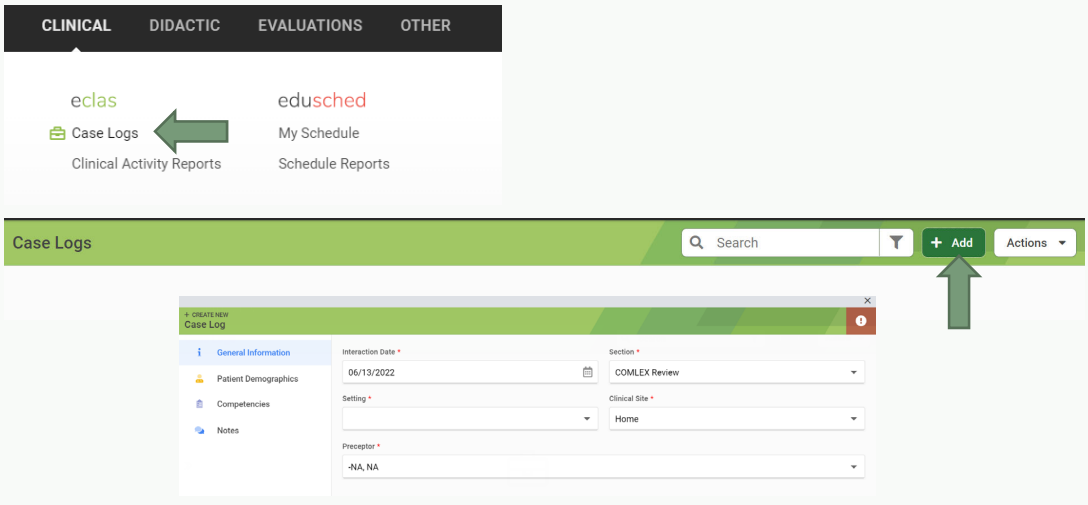


Case Logs

- Document basic information about patients, procedures, and diagnoses that students see while on rotation.
- Students should document most encounters.
- Summations and reports are used to ensure that students are getting the experiences they need for graduation and residency.
- This allows for modifications as needed in a student's schedule/experience.
- It is a requirement in residency.

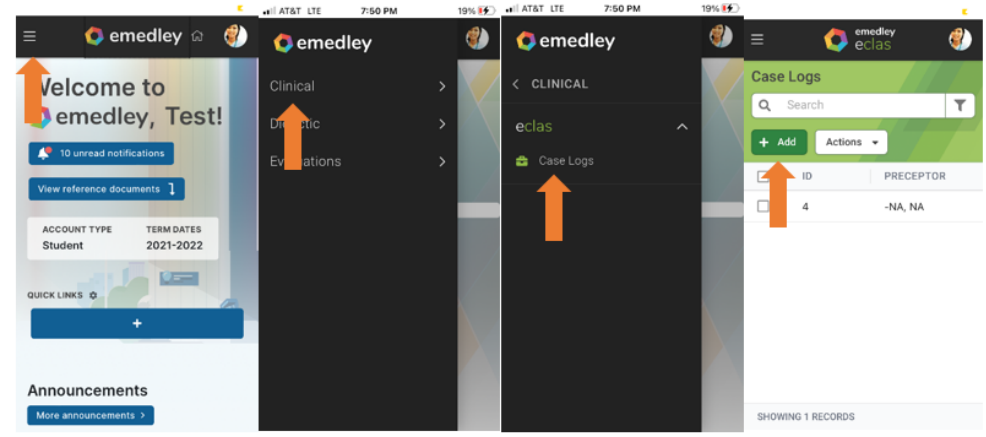
Clinical

- eClas- Case Logs: Enter Case Logs

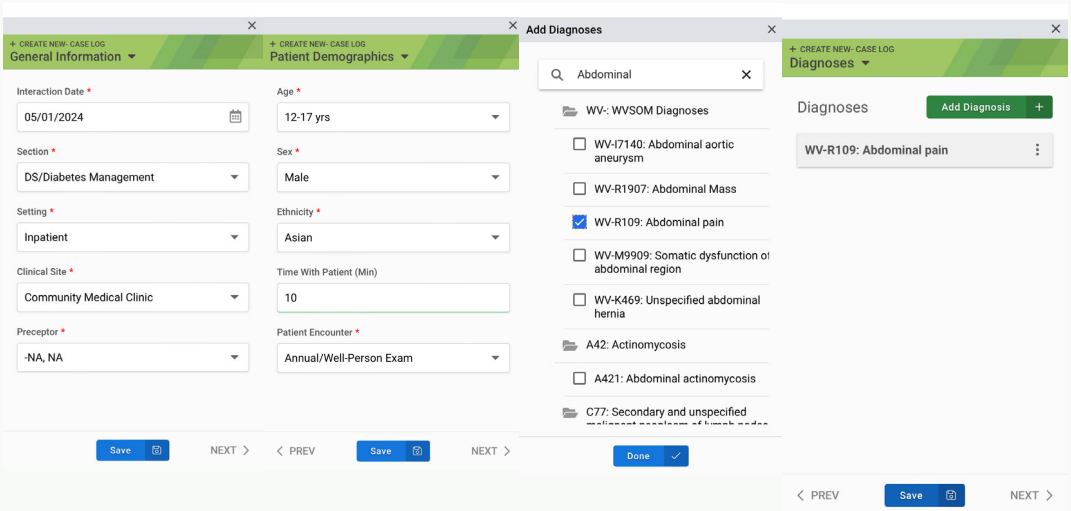


Case Logs Through Mobile App

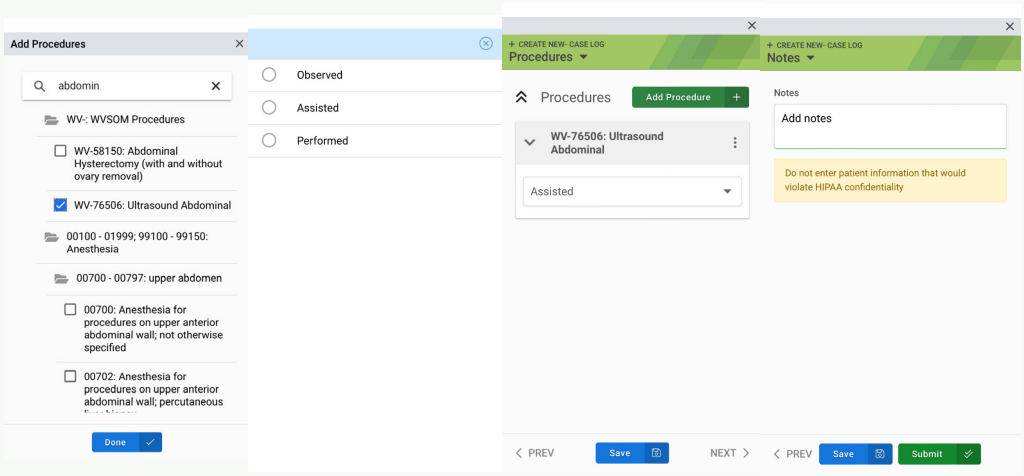
- Open the eMedley app and click the menu icon. Select Clinical. Click on Case Logs under eClas.



Case Logs Through Mobile App

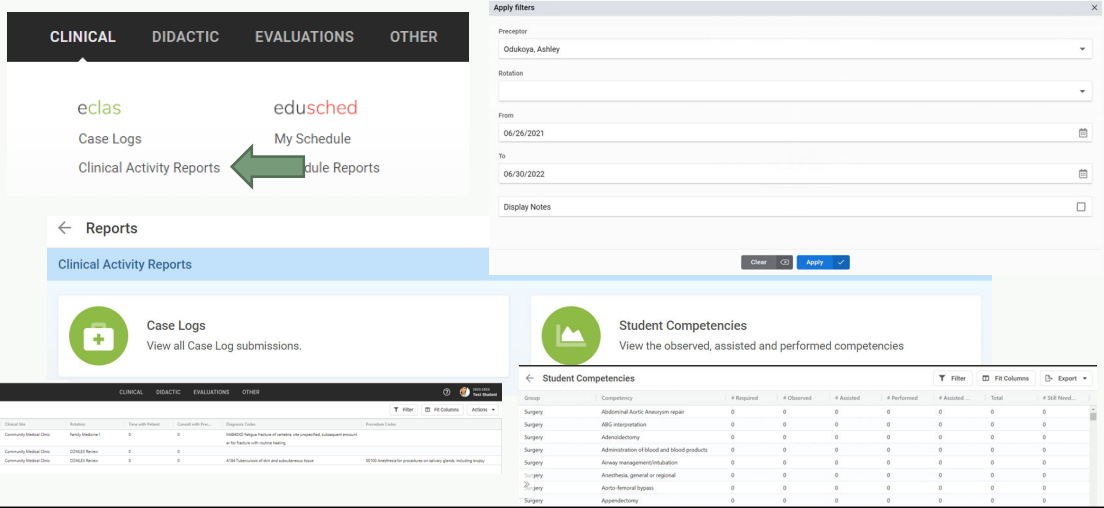


Case Logs Through Mobile App



Clinical

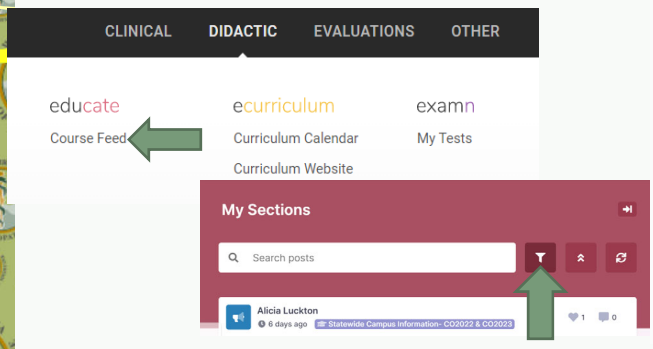
- eClas- Clinical Activity Reports- See summary of logs



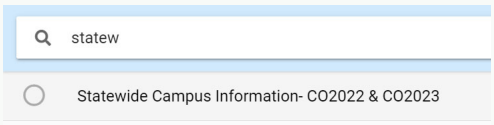
Case Log Questions?

Didactic (General Information, all students)

- Course Feed: Filter for appropriate section

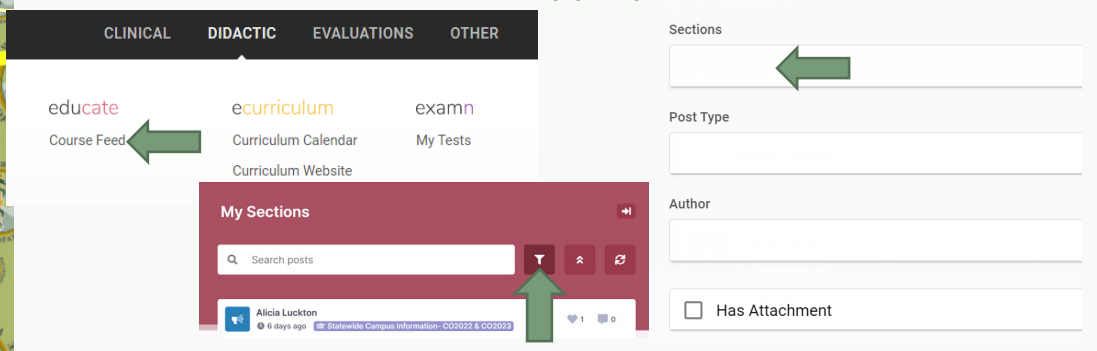


- Example: “Statewide Campus Information- CO2025 & CO2026” to view general information across all regions.

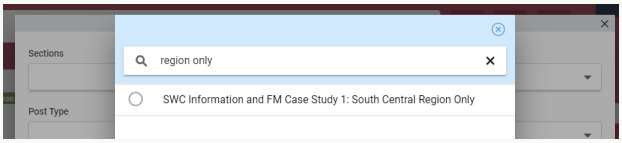


Didactic (Region only information)

- Course Feed: Filter for appropriate section

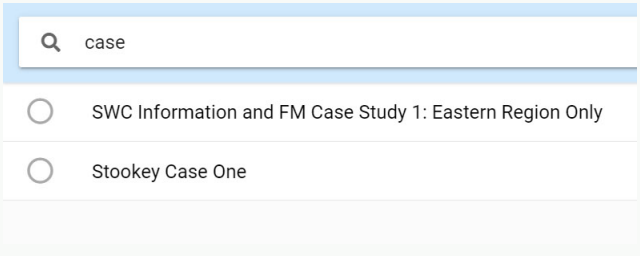


- Example: “SWC Information and FM Case Study 1: XXXX Region Only” to view region specific information.



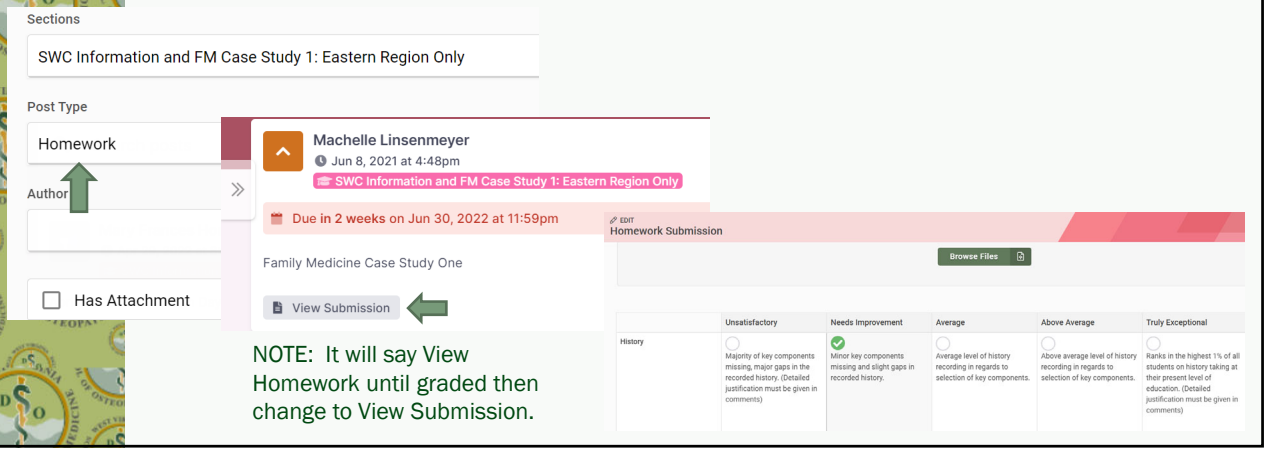
Didactic (Cases)

- Course Feed: Filter for appropriate section
- Example: “SWC Information and FM Case Study 1: [region] Only” to view region specific information and to review feedback for FM Case Study 1 OR “Stookey Case One” for Stookey cases.



Didactic (Cases)

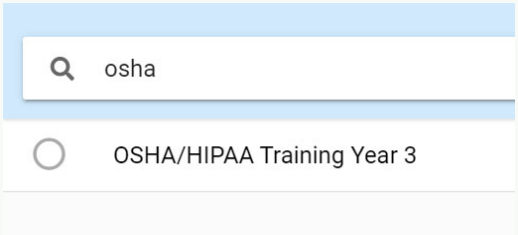
- Course Feed: Filter for appropriate section and the Post Type of Homework- Click View Submission- Scroll down to see rubric/score/feedback



NOTE: It will say View Homework until graded then change to View Submission.

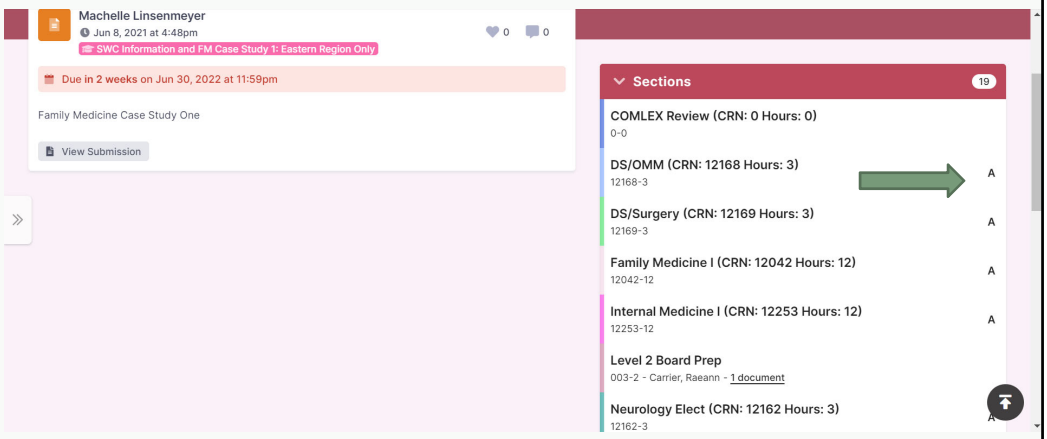
Didactic (OSHA/HIPAA)

- Course Feed: Filter for appropriate section
- Example: "OSHA/HIPAA Training Year 3" to view and complete your Year 3 training.



Didactic

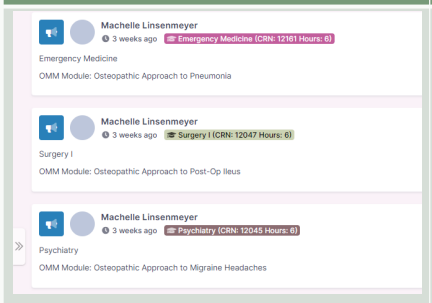
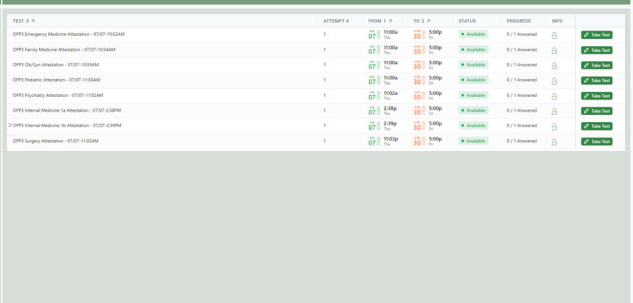
- Course Feed: Expand Section and Click on Rotation/Letter Grade for more details



ExamN

Used minimally for the following:

- OSHA/HIPAA training quiz
- OMM Module Quizzes

View OSHA/HIPAA or OMM Content under Didactic- Course Feed	Take OSHA/HIPAA or OMM quizzes under Didactic- My Tests
	

Any Questions?

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