GME MedHub Workshop
Little-Known MedHub Tools: Part 1
Wednesday January 23, 2019, 10:30am-12:00pm
Education 2 North, 2nd Floor, Room 2201AB

AGENDA

I. Log-in and Account Options
   a. Single sign-on—Steps for enabling faculty and administrators to login to MedHub using their CU credentials
   b. MedHub account access options for faculty
   c. Assigning faculty as resident mentors
   d. Faculty-controlled notification options
   e. Data Channels – How to add homepage channels displaying upcoming absences and evaluation completion data
   f. Program-specific alerts – How to add customized language to existing automated email notifications
   g. Conference schedule/attendance access – How to give faculty and/or residents limited access to edit your program’s conference schedule and record attendance in MedHub
   h. MedHub Mobile App – Resident/faculty login demonstration

II. Task Wizards
   a. Demographics Batch Import Wizard
   b. Conferences Import Wizard
   c. Portfolio Import Wizard

III. Evaluations
   a. Evaluation Coverage Matrix – View currently assigned automated evaluations by type and service
   b. Customizing evaluation scales
   c. Low score evaluation alerts – How to integrate low score alerts into your evaluations and set notification recipients
   d. Delivering conference-based evaluations
   e. Integrating Entrustable Professional Activities (EPAs) into evaluations

IV. Learning and Communication
   a. Program-specific electronic learning modules and tests – Set-up and delivery
   b. Bulk Email Tool – How to generate email addresses for residents and faculty within your program
   c. Sharing trainee and program-specific files with residents, faculty and administrators

V. Integration
   a. Options for integrating MedHub with outside mobile apps