

GME Annual Program Performance Review User's Manual

Overview

Graduate Medical Education Annual Survey is used to gather data about the performance of each program in areas of recruitment, scholarly activity, training and resident satisfaction. These data will help the institution assist you in improving your program and may be used to determine where future GME funding will be focused. Accordingly, please make sure all information entered is complete and accurate.

Administrators/Help

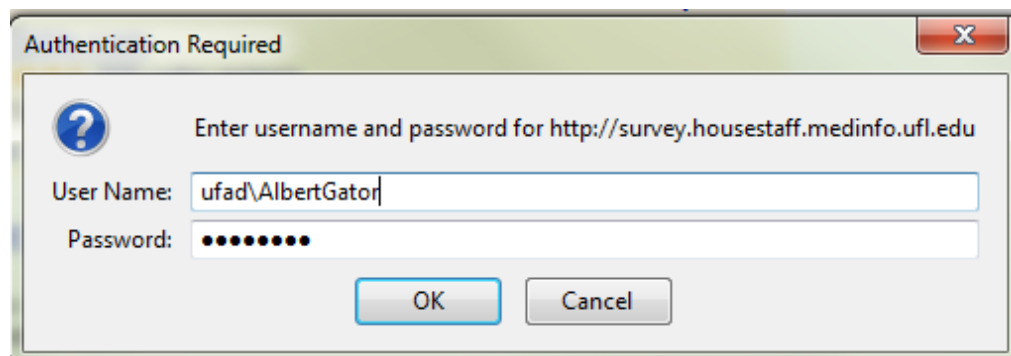
Lynn Kohn	265-0152	kohnlm@shands.ufl.edu
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Sony Kuruppacherry	294-5314	kurupsj@ufl.edu
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Components

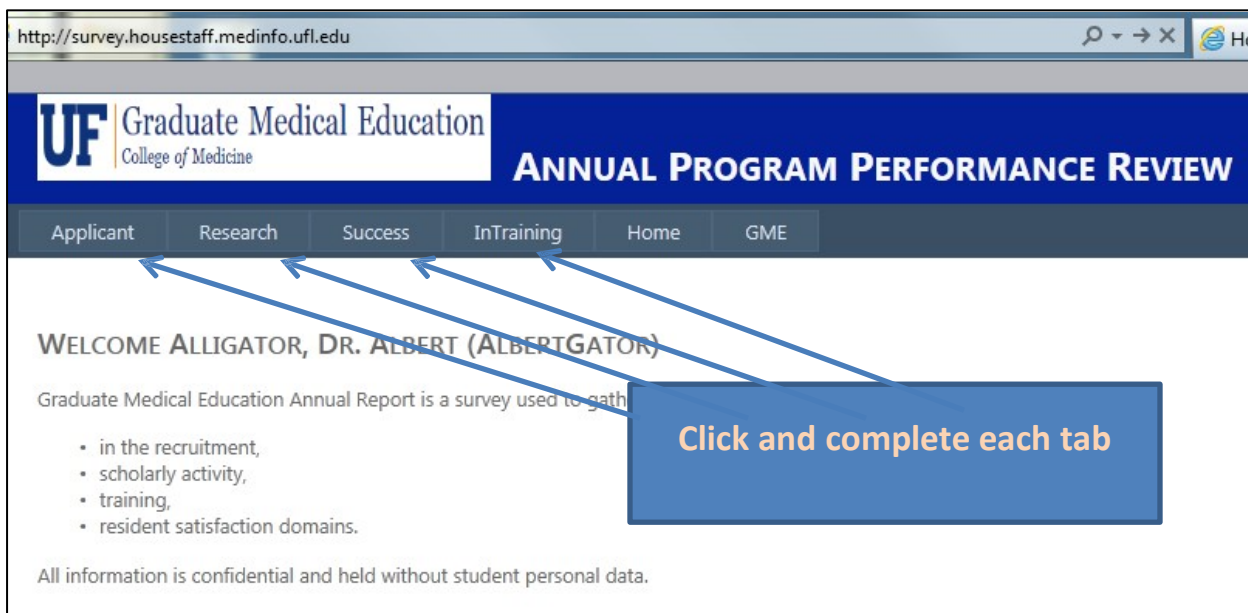
- Applicant Quality
- Research
- Graduate Success
- In Training

Workflow

1. Got to URL <http://survey.housestaff.medinfo.ufl.edu/>
2. Authenticate
 - a. If your browser can auto-authenticate, you will go directly to the web site.
 - b. If not, then enter your Gatorlink credentials. (Note: Depending where you are in the network, you may have to add the 'UFAD\' prefix to your Gatorlink.)



3. Complete Survey.
 - a. Select each tab (Applicant, Research, Success, InTraining) until all pages are filled.



- b. On each page, select the program and year, then enter the appropriate numbers for each cell. Be sure you select the proper program and year.

Must click SAVE on each page to save page data.

The screenshot shows the "Applicant Quality - Trainees starting in July" data entry page. The header includes the UF logo and the title "ANNUAL PROGRAM PERFORMANCE REVIEW". Below the header are navigation tabs: Applicant, Research, Success, InTraining, Home, and GME. The page contains a table with columns for "# positions available", "Positions filled in Matching Program", and "Positions filled in National Scramble". The "Program" dropdown is set to "OBGYN-Obstetrics & Gynecology General" and the "Year" dropdown is set to "2012". A callout box points to these dropdowns with the text "Select program and year". Another callout box points to the input fields in the table with the text "Enter numbers". At the bottom of the page, there are "Save", "Cancel", and "Refresh from database" buttons. A note at the bottom right says "** Up to 2 digits only".

	# positions available	Positions filled in Matching Program	Positions filled in National Scramble
Program data	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Data	<input type="text"/>	<input type="text"/>	<input type="text"/>
Positions filled by IMGs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent filled by IMGs nationally (as number)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Positions with previous GME	<input type="text"/>	<input type="text"/>	<input type="text"/>
Positions filled by UF students	<input type="text"/>	<input type="text"/>	<input type="text"/>
# matched applicants in AOA	<input type="text"/>	<input type="text"/>	<input type="text"/>
Golden Humanitarian Award	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average USMLE Step 1 Score of matched applicants (as number)	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. You must click 'Save' on each page to save the page data.
5. If you want to discard changes, then 'Cancel' or go to another tab/page.
6. You can return later to any tab/page to continue or amend current entries. Any changes must be 'Saved' with a click on the 'Save' button before you leave the page.
7. **Note:** If your program is not in the drop down, please contact the GME office.
8. **Note:** 'Refresh from database' will discard any changes and redisplay values on file in the database.

This Annual GME Performance Report will be completed each year in the March – April time frame, immediately following the release of match data. To avoid confusion, please select the year as follows:

1. For the applicant data, use the current calendar year (in this case 2012). If you have both a categorical program starting in 2012 and an advanced program starting in 2013, please combine the data from both programs. Programs offering preliminary positions – i.e. medicine, pediatrics, surgery do NOT need to enter match data from those programs. Please enter your categorical program data only.
2. For Research data, please use the most current data for all the trainees currently in your program.
3. For In-training data, please select the current year and then enter the most recent complete data set you have – even if it is from the previous academic year. Some programs, for example, administer their in-training examination during the spring and will not have data for the current year. In that case, use data from the most recent year.
4. For the "Success" tab, please enter data according to the year of graduation. For example, data entered this spring would refer to 2011 graduates.

For this year only, I would like you to enter data you have from one previous year. Last year, you were asked to complete a GME Report Card on an excel spreadsheet which contained data identical to that asked for in this system. Please enter that data using the appropriate year. Recruitment data should reflect the results of the match released in March, 2011. Again, please combine results from the categorical and advanced matches and data from preliminary programs in surgery, medicine, and pediatrics need not be entered. In-training data should reflect performance information available last spring. The success tab should reflect information from 2010 graduates.

If you have any questions, please do not hesitate to contact Dr. Mahla at 352-494-6782. Thank you for your assistance with this important project.