

U.S. Department of Defense

Patient Safety Program

Online Registration Center (ORC) Instructor Profile (for Course Coordinators)

08/03//2015

“Medically Ready Force...Ready Medical Force”



Instructor Bio/Disclosure



- Before you gain access to the online bio/disclosure system, you must have from permission from your Service Lead. The Service Lead will provide your name and email to the CE/ORC Team at pspcourses@bah.com.
- Everyone who is in a position to control the content of a CME/CE activity is required by our CE provider partner, Postgraduate Institute of Medicine (PIM) to disclose all relevant financial relationships with any commercial interest.
- Should it be determined that a conflict of interest (COI) exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity.



Postgraduate Institute for Medicine
Professional Excellence in Medical Education

CRITERIA FOR DISCLOSURE OF CONFLICTS OF INTEREST

Instructors, planners, and managers who affect the content of a CME/CE activity are required to disclose to Postgraduate Institute for Medicine (PIM) financial relationships or relationships to products or devices they or their spouse/life partner have with commercial interests related to the content of this CME/CE activity of any amount over the past 12 months ONLY.

A *commercial interest* is defined by the ACCME, ACPE, and ANCC as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by or used on patients.

Relationships with governmental agencies (e.g., the NIH) do not have to be disclosed. In addition, honoraria received from a CME/CE provider for serving as a CME/CE faculty member by you or your spouse/life partner, even though those funds may have been provided through an educational grant from a commercial interest, do not have to be disclosed.

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Email

Password

Remember me?
[Forgot your password?](#)

- Access the secure PIM disclosure system at URL: <https://disclosure.pimed.com/>
- Login using the following credentials:
 - Email: <Enter your email address>
 - Password: patientsafety
- For data security, you will be asked to create a new, unique password upon entering the site. Please keep this password so that you are able to access this database in the future should your disclosure information change.
- Login using your email and *new* password.
- Complete the form (please note, if you check “I have no real or apparent conflicts of interest to report.” then no further information is needed in the chart), insert a short Bio (required) and Submit.

ORC Instructor Profile Access



- Before you gain access to the ORC, you must have from permission from your Service Lead
- The Service Lead will provide your name and email to the CE/ORC Team at pspcourses@bah.com
- You will receive an email from PSP COURSES with a link to your Instructor Profile
- Click on the link to get to the Instructor sign on page
- You sign on with your email address as your Instructor ID and the password in the email
- Link to the Instructor Profile Logon: https://www.onlineregistrationcenter.com/trainer_login.asp?m=250
- **SAVE THIS LINK AS A FAVORITE as it is how you access all your modules**



Instructor Profile



- To access your personal profile, click My Profile at the top of the screen
- Information denoted with an ***** is mandatory
- Company is the name of the Military Treatment Facility (MTF) where you work
- Enter the State of the MTF
- Enter the Country of the MTF
- Your email is your logon ID
- Biography is NOT the format for your bio/disclosure, that is addressed in a separate document sent to our accreditation partner
- Click Save to save your update

The screenshot shows a web interface for updating a profile. At the top right, there are navigation links: "My Modules/Events", "Feedback", "My Profile", and "My Tools". Below the navigation is a blue header with a world map and the text "My Tools". The main content area contains a form with the following fields:

- First Name *
- Last Name *
- City
- State/Province (dropdown menu with "Select" selected)
- Company
- Postal Code
- Country (dropdown menu with "United States" selected)
- Address
- Email *
- Password
- Phone
- Fax
- Biography (text area)

At the bottom of the form are "Save" and "Cancel" buttons. Arrows from the text on the left point to the "My Profile" link, the "First Name" field, the "Biography" field, and the "Save" button.

My Modules



- After entering your email and password, you will be directed to the My Modules/Events page. From this page and you can access all the modules you have been added to.
- The Registered column shows how many students have registered. E.g. 0 of 50 means in that no one has registered for any of the 50 available seats.
- Click on the icon to the far right to access module management controls. If there is no icon shown for a line, there are no registrations in the module yet and thus no registrant data to access.
- Click on a module name to access that modules' registration page
- We do not use Confirmed mode so you won't see courses under the confirmed section

The screenshot shows the 'My Modules/Events' page. At the top right, the user is identified as 'Sue Dickson' with a 'Logout' button. Below the navigation bar, a message states: 'You are assigned to participate in the modules/events listed below. You will be notified as each module/event is confirmed.' The page features a search bar and a 'Filter' button. The main content is divided into two sections: 'Confirmed Modules/Events' and 'Unconfirmed Modules/Events'. The 'Unconfirmed Modules/Events' section contains a table with the following data:

ID	Event	Name	Location	Price	Start Date	Closing	Registered	Status	Conf
2678	TIS 01.08.15.ma.ds	TeamSTEPS Train the Staff January 8 2015	Fort Leonard Wood, M		1/8/2015	1/11/2015	0 of 50	Open	-
2864	TIS 12.11.14.ma.ds	TeamSTEPS Train the Staff December 11 2014	Landstuhl, Germany		12/11/2014	12/18/2014	0 of 70	Open	-
		Basic Patient Safety Manager Course -	Falls Church, VA		11/8/2014	11/7/2014	37 of 40	Closed	-
3397	BPSM.110314.AUTO.sd	Basic Patient Safety Manager Course -	Falls Church, VA		11/3/2014	11/7/2014	37 of 42	Closed	-
3398	BPSM.110314.AUTO.sd	Basic Patient Safety Manager Course - Prework	Falls Church, VA		11/3/2014	11/7/2014		Closed	-
2846	CEAutoTest	CE AUTOMATION TEST			7/2/2014	8/8/2014	10 of 50	Closed	-
2974	PSLC.6.18.14.md	DoD PSP Patient Safety Learning Circle DoD Annual Quality and Patient Safety Awards; Models of Excellence	Dial-in and DCO Connect I		6/18/2014	6/25/2014	58 of 90	Closed	-

Sign In Sheet



- The sign in sheet is printed and used daily to track attendance on-site.
- Click on Sign-In Sheet.
- Attendance must be verified by someone on-site each day of training with name, date and time attendance was taken
- To print: right click and select print
- Attendees must verify their information and, if necessary, make updates on the sheet and return to the Course Coordinator
- The email is where their CE certificate will be sent so it MUST be correct

Event Registration Management Since 1996

[My Modules/Events](#) [Feedback](#) [Instructor Enrollment](#) [My Profile](#)

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest

Monday, July 21, 2014

Attendance Validated By: _____

Date Validated: _____

Time Validated: _____

In order to receive your continuing education (CE) certificate, please note the following mandatory requirements. Failure to follow any of these will prevent you from receiving your CE certificate.

1. You MUST attend all contact hours of training and attendance will be taken daily to verify full participation. Departing early or arriving late will make you ineligible to receive CE credit.
2. You must complete and submit a post your course evaluation within 10 days of the course closure. Failure to do so will make you ineligible to receive CE credit.
3. You must have selected the correct type of CE certificate. If you have selected "None" or fail to select a type of CE, you will not receive CE credit.
4. We must have your correct email address. CE certificates are emailed after the course completes and after you have following the above requirements. If we do not have the correct email information, you will not receive the CE certificate.

The following data was pulled from your registration. Please review the following and, if corrections are necessary, please cross out the incorrect information and legibly write in the correct data.

Registrant Monday, Jul. 21

Andrews Michael
TR250-1406145987486
dawal039@mac.com
Service: Navy
Type of CE Certificate: ANCC CNE (Nurses - Nurse Practitioners)

Andrews Michael
TR250-1406145851463
nhmichael.andrews@gmail.com

Track Attendance



- **Attendance must be tracked within 48 hours of course closure, failure to do so will make the course ineligible for CE credit**
- From the home screen, click on the icon to the far right to access module management controls and, once in the module, click on the Track Attendance tab on the left
- Check the box in the Attend. column for any attendee who was present at all contact hours (did not leave early, did not arrive late)
- Click Update Attendance to save all tracked attendance

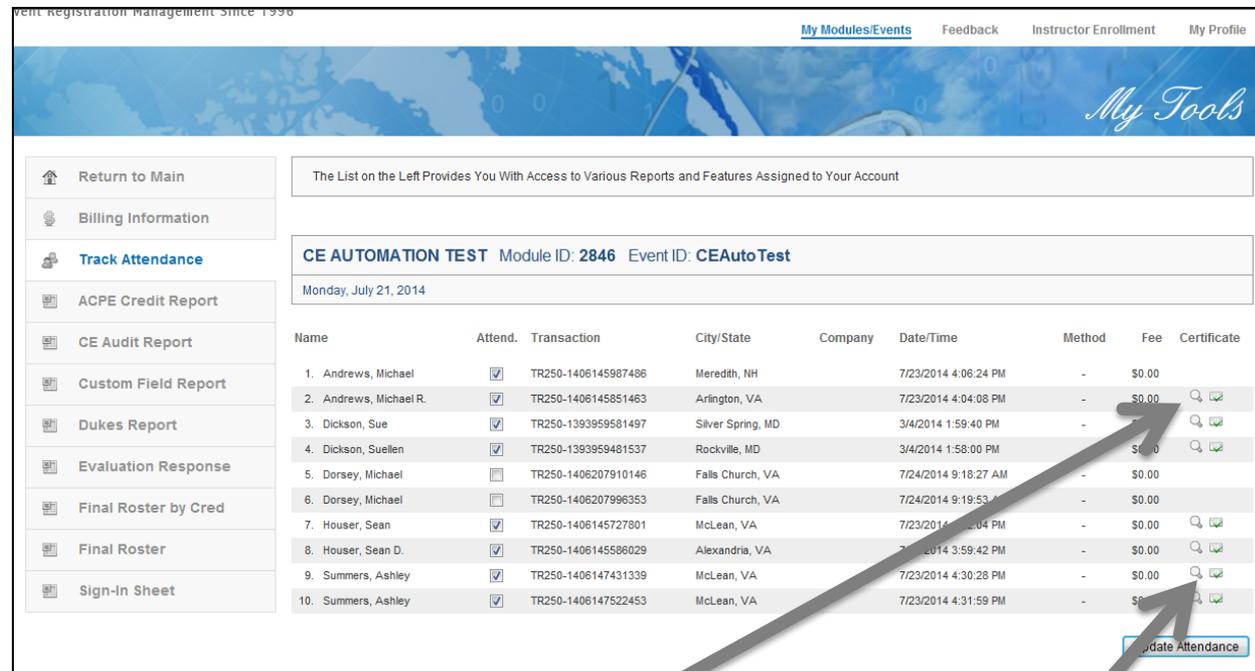
The screenshot shows a web application interface for tracking attendance. On the left is a navigation menu with options: Return to Main, Billing Information, Track Attendance (highlighted), ACPE Credit Report, CE Audit Report, Custom Field Report, Dukes Report, Evaluation Report, Final Roster by Cred, Final Roster, and Sign-In Sheet. The main content area displays 'CE AUTOMATION TEST' with Module ID: 2846 and Event ID: CEAutoTest, dated Monday, July 21, 2014. Below this is a table with columns: Name, Attend., Transaction, City/State, Company, Date/Time, Method, Fee, and Certificate. The table lists 10 attendees, with checkboxes in the 'Attend.' column. An 'Update Attendance' button is located at the bottom right of the table. Three large grey arrows point from the text in the list to the 'Track Attendance' menu item, the 'Attend.' checkboxes, and the 'Update Attendance' button respectively.

Name	Attend.	Transaction	City/State	Company	Date/Time	Method	Fee	Certificate
1. Andrews, Michael	<input checked="" type="checkbox"/>	TR250-1406145987486	Meredith, NH		7/23/2014 4:06:24 PM	-	\$0.00	
2. Andrews, Michael	<input checked="" type="checkbox"/>	TR250-1406145851463	Arlington, VA		7/23/2014 4:04:08 PM	-	\$0.00	
3. Anderson, Sue	<input checked="" type="checkbox"/>	TR250-1393959581497	Silver Spring, MD		3/4/2014 1:59:40 PM	-	\$0.00	
4. Dickson, Suellen	<input checked="" type="checkbox"/>	TR250-1393959481537	Rockville, MD		3/4/2014 1:58:00 PM	-	\$0.00	
5. Dorsey, Michael	<input type="checkbox"/>	TR250-1406207910146	Falls Church, VA		7/24/2014 9:18:27 AM	-	\$0.00	
6. Dorsey, Michael	<input type="checkbox"/>	TR250-1406207996353	Falls Church, VA		7/24/2014 9:19:53 AM	-	\$0.00	
7. Houser, Sean	<input checked="" type="checkbox"/>	TR250-1406145727801	McLean, VA		7/23/2014 4:02:04 PM	-	\$0.00	
8. Houser, Sean D.	<input checked="" type="checkbox"/>	TR250-1406145586029	Alexandria, VA		7/23/2014 3:59:42 PM	-	\$0.00	
9. Summers, Ashley	<input checked="" type="checkbox"/>	TR250-1406147431339	McLean, VA		7/23/2014 4:30:28 PM	-	\$0.00	
10. Summers, Ashley	<input checked="" type="checkbox"/>	TR250-1406147522453	McLean, VA		7/23/2014 4:31:59 PM	-	\$0.00	

View, Download, or Resend Certificates



- Once a course has closed and all attendance tracked, you may resend certificates to your attendees.
 - If they have completed all triggers (e.g. attended all contact hours, completed an evaluation, selected an appropriate CE type and provided any additional information) they will receive a CE certificate.
 - Of they have attended all contact hours but not completed the evaluation, they will get an attendance certificate.
- Click on the magnifying glass icon to download, view, print, or save the certificate.
- Click on the envelope icon to resend the certificate directly to the attendee at the email they registered with.
- If you do not see an envelope or magnifying glass, they were not tracked as attending all contact hours.



The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest

Monday, July 21, 2014

Name	Attend.	Transaction	City/State	Company	Date/Time	Method	Fee	Certificate
1. Andrews, Michael	<input checked="" type="checkbox"/>	TR250-1406145987486	Meredith, NH		7/23/2014 4:06:24 PM	-	\$0.00	
2. Andrews, Michael R.	<input checked="" type="checkbox"/>	TR250-1406145851463	Arlington, VA		7/23/2014 4:04:08 PM	-	\$0.00	
3. Dickson, Sue	<input checked="" type="checkbox"/>	TR250-1393959581497	Silver Spring, MD		3/4/2014 1:59:40 PM	-	\$0.00	
4. Dickson, Suellen	<input checked="" type="checkbox"/>	TR250-1393959481537	Rockville, MD		3/4/2014 1:58:00 PM	-	\$0.00	
5. Dorsey, Michael	<input type="checkbox"/>	TR250-1406207910146	Falls Church, VA		7/24/2014 9:18:27 AM	-	\$0.00	
6. Dorsey, Michael	<input type="checkbox"/>	TR250-1406207996353	Falls Church, VA		7/24/2014 9:19:53 AM	-	\$0.00	
7. Houser, Sean	<input checked="" type="checkbox"/>	TR250-1406145727801	McLean, VA		7/23/2014 3:04 PM	-	\$0.00	
8. Houser, Sean D.	<input checked="" type="checkbox"/>	TR250-1406145586029	Alexandria, VA		7/23/2014 3:59:42 PM	-	\$0.00	
9. Summers, Ashley	<input checked="" type="checkbox"/>	TR250-1406147431339	McLean, VA		7/23/2014 4:30:28 PM	-	\$0.00	
10. Summers, Ashley	<input checked="" type="checkbox"/>	TR250-1406147522453	McLean, VA		7/23/2014 4:31:59 PM	-	\$0.00	

[Update Attendance](#)

Final Roster



- Click on the Final Roster tab
- This will show you a final roster including:
 - Registrant Name
 - Email
 - Credit type
 - Service Affiliation

Event Registration Management Since 1996

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My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: **2846** Event ID: **CEAutoTest**

Monday, July 21, 2014

Name	Email	Credit Type	Service
1. Andrews Michael	dawall039@mac.com	ANCC CNE (Nurses - Nurse Practitioners)	Navy
2. Andrews Michael	nhmichael.andrews@gmail.com	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Air Force
3. Dickson Sue	suellen.dickson@gmail.com	ACHE (Healthcare Executives)	Not Applicable (I do not work with any of the above services)
4. Dickson Suellen	dickson_sue@bah.com	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Not Applicable (I do not work with any of the above services)
5. Dorsey Michael	michael.dorsey.ctr@dha.mil	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Army
6. Dorsey Michael	dorsey_michael@bah.com	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Army
7. Houser Sean	sean.houser.ctr@dha.mil	ADA CERP (Dentists - Dental Technicians)	Navy
8. Houser Sean	Houser_Sean@bah.com	IACET CEU (Non-Specific Continuing Education Unit)	Not Applicable (I do not work with any of the above services)
9. Summers Ashley	summers_ashley@bah.com	ACHE (Healthcare Executives)	Not Applicable (I do not work with any of the above services)
10. Summers Ashley	ashleyd.summers@gmail.com	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Not Applicable (I do not work with any of the above services)

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Final Roster by Credit



- Click on the Final Roster by Credit tab
- This will show you a final roster including:
 - Registrant Name
 - Email
 - Credit type
 - Service Affiliation
 - MTF
 - Email address
 - Attendance
 - Date of evaluation
 - Type of CE credit

Event Registration Management Since 1996

[My Modules/Events](#) Feedback Instructor Enrollment My Profile

My Tools

<ul style="list-style-type: none"> Return to Main Billing Information Track Attendance ACPE Credit Report CE Audit Report Custom Field Report Dukes Report Evaluation Response <li style="background-color: #e0f0ff;">Final Roster by Credit Final Roster Sign-In Sheet 	<p>The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account</p> <hr/> <p>CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest</p> <p>Monday, July 21, 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Registrant Name</th> <th>Service</th> <th>MTF</th> <th>Email</th> <th>Attended</th> <th>Evaluation</th> <th>Type of CE Requested</th> </tr> </thead> <tbody> <tr> <td>Andrews Michael</td> <td>Navy</td> <td>Navy - Naval Hospital Camp Lejeune - Camp Lejeune</td> <td>dawall039@mac.com</td> <td>Y</td> <td></td> <td>ANCC CNE (Nurses - Nurse Practitioners)</td> </tr> <tr> <td>Andrews Michael</td> <td>Air Force</td> <td>Air Force - 31 Medical Group - Aviano AB</td> <td>nhmichael.andrews@gmail.com</td> <td>Y</td> <td>7/23/2014 7/23/2014</td> <td>ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)</td> </tr> <tr> <td>Dickson Sue</td> <td colspan="2">Not Applicable (I do not work with any of the above services)</td> <td>suellen.dickson@gmail.com</td> <td>Y</td> <td></td> <td>ACHE (Healthcare Executives)</td> </tr> <tr> <td>Dickson Suellen</td> <td colspan="2">Not Applicable (I do not work with any of the above services)</td> <td>dickson_sue@bah.com</td> <td>Y</td> <td>7/23/2014 7/23/2014</td> <td>ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)</td> </tr> <tr> <td>Dorsey Michael</td> <td>Army</td> <td>Not Applicable (I do not work at an MTF)</td> <td>michael.dorsey.ctr@dha.mil</td> <td>N</td> <td></td> <td>ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)</td> </tr> <tr> <td>Dorsey Michael</td> <td>Army</td> <td>Not Applicable (I do not work at an MTF)</td> <td>dorsey_michael@bah.com</td> <td>N</td> <td></td> <td>ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)</td> </tr> <tr> <td>Houser Sean</td> <td>Navy</td> <td>Air Force - 31 Medical Group - Aviano AB</td> <td>sean.houser.ctr@dha.mil</td> <td>Y</td> <td>7/23/2014 7/23/2014</td> <td>ADA CERP (Dentists -Dental Technicians)</td> </tr> </tbody> </table>	Registrant Name	Service	MTF	Email	Attended	Evaluation	Type of CE Requested	Andrews Michael	Navy	Navy - Naval Hospital Camp Lejeune - Camp Lejeune	dawall039@mac.com	Y		ANCC CNE (Nurses - Nurse Practitioners)	Andrews Michael	Air Force	Air Force - 31 Medical Group - Aviano AB	nhmichael.andrews@gmail.com	Y	7/23/2014 7/23/2014	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Dickson Sue	Not Applicable (I do not work with any of the above services)		suellen.dickson@gmail.com	Y		ACHE (Healthcare Executives)	Dickson Suellen	Not Applicable (I do not work with any of the above services)		dickson_sue@bah.com	Y	7/23/2014 7/23/2014	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Dorsey Michael	Army	Not Applicable (I do not work at an MTF)	michael.dorsey.ctr@dha.mil	N		ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Dorsey Michael	Army	Not Applicable (I do not work at an MTF)	dorsey_michael@bah.com	N		ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Houser Sean	Navy	Air Force - 31 Medical Group - Aviano AB	sean.houser.ctr@dha.mil	Y	7/23/2014 7/23/2014	ADA CERP (Dentists -Dental Technicians)
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CE Report



- CE compliance audit
- To export the data in this report, click on Generate Report and then an Export File will pop up
- Eval 1/Eval 2 columns show the date the evaluation(s) were completed
- Attended column shows a (1) if they attended all contact hours
- **Only registrants who have been tracked as having attended all contact hours of the course and have completed the evaluation will be eligible for the CE they selected**

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Return to Main, Billing Information, Track Attendance, ACPE Credit Report, CE Audit Report, Custom Field Report, Dukes Report, Evaluation Response, Final Roster by Cred, Final Roster, and Sign-In Sheet. The main content area displays a report titled "CE AUTOMATION TEST" for Module ID: 2846 and Event ID: CEAutoTest, dated Monday, July 21, 2014. A "Generate Export" button is visible, with the resulting file named "trc-250-1418063606882.csv (2 Kb)". Below this is a table with columns: Last Name, First Name, MI, Email, Eval 1, Eval 2, Attended, Service, Facility, Position, Type of CEU requested, Rph and Techs Birthda. The table contains four rows of data, with arrows pointing from the list items on the left to specific parts of the interface: "Generate Report" points to the "Generate Export" button, "Eval 1/Eval 2 columns" points to the "Eval 1" and "Eval 2" columns, and "Attended column" points to the "Attended" column.

	Last Name	First Name	MI	Email	Eval 1	Eval 2	Attended	Service	Facility	Position	Type of CEU requested	Rph and Techs Birthda
1.	Andrews	Michael		dawall039@mac.com			1	Navy	Navy - Naval Hospital Camp Lejeune - Camp Lejeune		ANCC CNE (Nurses - Nurse Practitioners)	
2.	Andrews	Michael	R	nhmichael.andrews@...com	7/23/2014	7/23/2014	1	Air Force	Air Force - 31 Medical Group - Aviano AB		ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	
3.	Dickson	Sue		suellen.dickson@gmail.com			1	Not Applicable	Not Applicable		ACHE (Healthcare Executives)	
4.	Dickson	Suellen		dickson_sue@bah.com	7/23/2014	7/23/2014	1	Not Applicable	Army - Kirk ACH -		ACCME CME (Physicians -	

Custom Field Report



- Shows responses to all custom fields used at the time of registration
- Feedback column shows the date the evaluation was completed
- Attended column shows a (+) if they attended all contact hours of the training
- Only registrants who have been tracked as having attended all contact hours of the course and have completed the evaluation will be eligible for the CE they selected
- To export the data in this report, click on Generate Report and then an Export File will pop up

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest

Monday, July 21, 2014

Export File: [trx-250-1427227349893.csv \(7.9 Kb\)](#)

Last Name	First Name	Attended	Feedback	Cell Phone (with area code and only to be used in case of emergency)	Emergency contact name and phone number	What is your employment status? If you selected Other, please explain here	With which Service do you work (as an active duty member/civ
Andrews	Michael	+		6772648	6036772648	Federal Employee/Civilian	Navy
Andrews	Michael	+	7/23/2014	6036772648	6036772648	Other	Air Force
Dickson	Sue	+		5021080	3015021080	Other	Not Applicable (I do not work with any of the above services)
Dickson	Suellen	+	7/23/2014	5021080	3015021080	Contractor	Not Applicable (I do not work with any of the above services)
Dorsey	Michael					Contractor	Army
Dorsey	Michael					Contractor	Army
Houser	Sean	+	7/23/2014	3774998	7033774998	Federal Employee/Civilian	Navy
Houser	Sean	+	7/23/2014	7033079487	7033079487	Federal Employee/Civilian	Not Applicable (I do not work with any of the above services)
Summers	Ashley	+	7/23/2014			Contractor	Not Applicable (I do not work with any of the above services)
Summers	Ashley	+	7/23/2014			Contractor	Not Applicable (I do not work with any of the above services)

CE Audit Report



- Verify compliance on the mandatory CE requirements
- Select the date range of your module (e.g. the start date to 14 days after the course end date) to allow for submission of all evaluations
- Click filter to show the data on screen
- Click Generate Export to produce a CSV file

The screenshot shows a web application interface for CE Audit Reports. On the left is a navigation menu with items like 'Return to Main', 'Billing Information', 'ACPE Credit Report', and 'CE Audit Report'. The main area contains a date range selector for 'Event Start Date Range' with 'Start Date' and 'End Date' both set to 'December 31 2015'. Below the date range are 'Filter', 'Reset', and 'Generate Export' buttons. A table header is visible below the buttons, listing columns such as 'ORCID ID', 'Course Name', 'Course Date', 'Course Location', 'Total Credits', 'Last Name', 'First Name', 'MII', 'Email', 'Att.', 'Feedback', 'Service Facility', 'CE Type', 'M.D. or D.O.', 'DOB', 'NABP#', and 'CE Sent'. Three grey arrows point from the text on the left to the 'CE Audit Report' menu item, the date range filters, and the 'Filter' button.

Evaluation Response



- Shows the status of evaluation submissions and provides an opportunity to send out the post-activity evaluation to all registrants or one by one
- There are usually two columns as there are two opportunities to complete an evaluation
 - If the registrant has submitted an evaluation, a checkmark will show in the column
 - If the registrant has NOT submitted an evaluation, an envelope icon will show in the column
- To send evaluations to all registrants
 - Click the header box in the Feedback column
 - A confirmation will popup asking you if you want to send to ALL registrants
 - Click OK to send
- To send an evaluation to an individual registrant
 - Click the envelope icon in the person's row
 - A confirmation will popup asking you if you want to send to the one registrant
 - Click OK to send

The screenshot shows the 'CE AUTOMATION TEST' interface. The table below lists registrants with their feedback status. Two popups are overlaid on the table, one for sending feedback to all customers and one for sending feedback to a specific customer.

Feedback	Registrant Name	Email	Credit Type	Service	M.D. or D.O.
1	Andrews Michael	dawal03			
2	Andrews Michael	nhmicha			
✓	Dickson Sue	suellen			
✓	Dickson Suellen	dickson			
5.	Dorsey Michael				
6.	Dorsey Michael	michael			
7.	Houser Sean	sean.houser.cdr@dha.mil			
8.	Houser Sean	Houser_Seans@bah.com			
9.	Summers Ashley	summers_			
10.	Summers Ashley	ashleyd.sur			

Evaluation Report



- To access the evaluations from the modules you manage, click on the Feedback option at the top of the screen
- Click the report icon to the far right to access the report screen
- Using the dropdown menu, select your course name from the list of all your modules. Only the modules you have access to will be seen.
- Select the date range (e.g. the start date to 14 days after the course closes to allow for all results to be in)
- To export the data into an CSV file, click on the Export Results button. You can then save it to an Excel file.
- Click View Report to see the results. The report is an anonymous summary report; no identifying names/data will be shown.

Name	Set ID	Total Questions	Used*	Reports
UMM/Inhibitors - Utilization Management	250-1322701917155	13	3/14	
1 - CE Course Evaluation	250-1378522025535	32	1/6	
Activity Evaluation TeamSTEPPS	250-1366743543331	49	2/1	
RCSI Coach's Assessment Tool - 3 months/1-yr-1	250-1366743543331	49	2/1	
My Modules/Events	Feedback	Instructor Enrollment	My Profile	
	1742724726	85	1/1	
	7330202867	37	4/31	
	248000850	33	4/17	
	519085056	44	5/29	
	736559967	44	4/39	
	522810589	44	8/41	
	7126270024	30	3/33	
	0872985208	9	33/17	
	003149017	15	1/21	
	803161643	26	1/35	
	802333239	28	1/42	
	337604272	19	1/0	

Activity Evaluation TeamSTEPPS as of Monday, December 08, 2014 @ 3:54:36 PM

Report Filter Criteria

Module/Event: All

Received From: June 23, 2010

Received Until: December 9, 2014

Report Display Options

Output Options

Primary Statistics
 Display Counters Display Averages
 Display Percentages Display Bar Graphs
 Display Text Comments Identify Text Comments
 Display Individual Feedbacks

Activity Evaluation TeamSTEPPS as of Monday, December 08, 2014 @ 3:43:38 PM

Report Selection Criteria

Report period: Thursday, May 08, 2014 to Saturday, May 31, 2014

Total Responses: 35

Module: TeamSTEPPS Train the Staff May 8 2014 (2951)

Question	Answer	Responses
2. Please rate your level of confidence in being able to "clearly and accurately communicate with my team members" BEFORE this training activity.	Very Low	0 (0.0%)
	Low	0 (0.0%)
	Moderate	12 (30.8%)
	High	17 (43.6%)
	Very High	10 (25.6%)
Average:		3.9 (20.0%)
3. Please rate your level of confidence in being able to "clearly and accurately communicate with my team members" AFTER this training activity.	Very Low	0 (0.0%)
	Low	1 (2.6%)
	Moderate	7 (17.9%)
	High	18 (46.2%)
	Very High	13 (33.3%)
Average:		4.1 (20.0%)
4. Please rate your level of confidence in being able to "lead and coordinate team actions" BEFORE this training activity.	Very Low	0 (0.0%)
	Low	2 (5.1%)
	Moderate	8 (20.5%)
	High	18 (46.2%)
	Very High	8 (20.5%)
Average:		3.9 (18.5%)

"Medically Ready Force...Ready Medical Force"



Questions?

Contact the Patient Safety Program CE Team at

pspcourses@bah.com