SIMULATIONiQ™ Enterprise

Evaluations

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Contents

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Evaluations

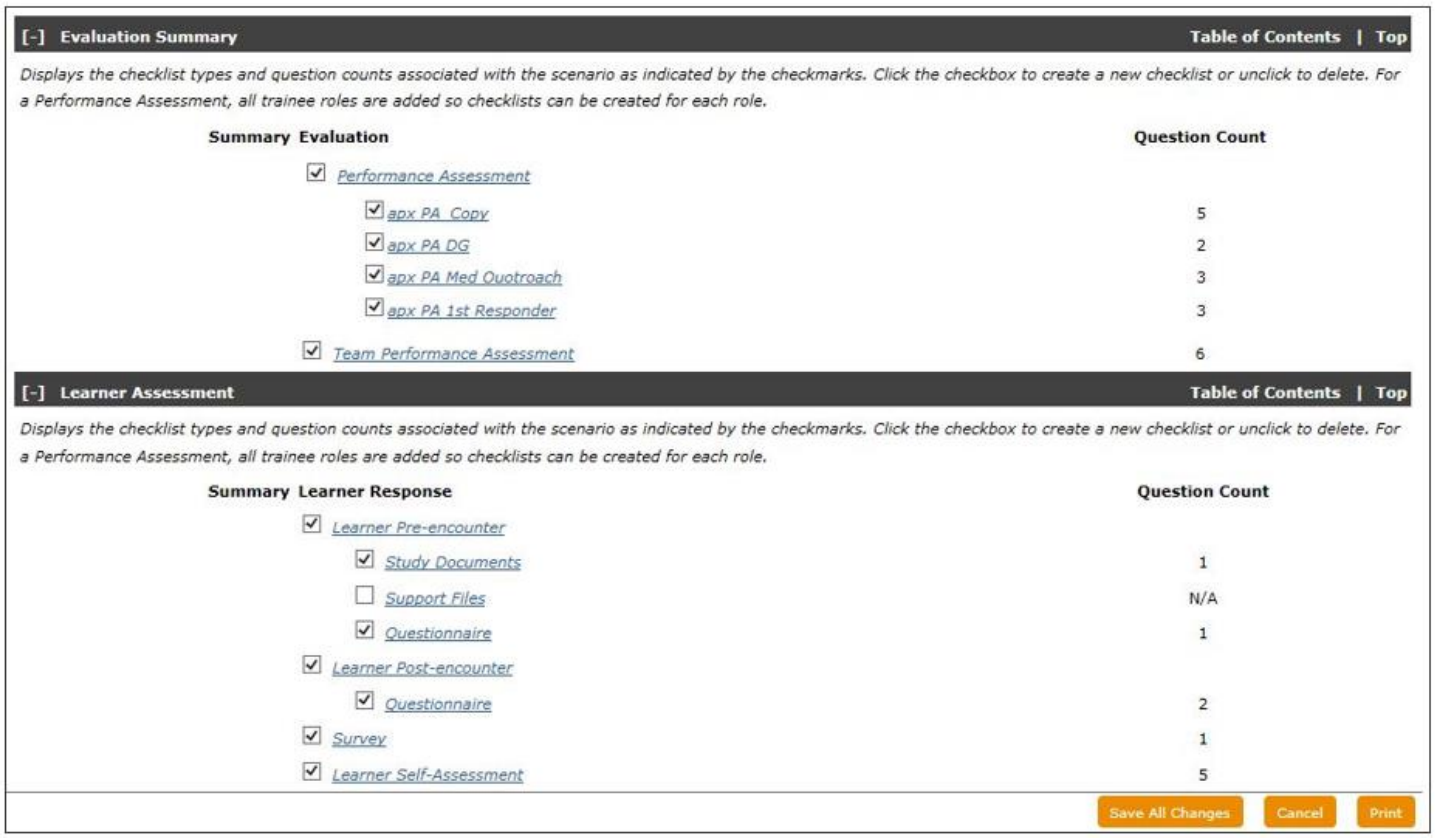
An evaluation is used to assess the performance of a learner(s), or an SP during an encounter. The evaluation is also referred to as an Assessment.

Assessments are broken down into 2 groups:

- **Performance Assessment** – where the SP or Faculty assess the learner's performance in the encounter.
- **SP Performance Assessment** – where the SP's performance in the encounter is assessed by another SP or Faculty member.

Assessment Types

Assessments are used in the generation of Cases and Scenarios as follows:



[-] Evaluation Summary — Table of Contents | Top

Displays the checklist types and question counts associated with the scenario as indicated by the checkmarks. Click the checkbox to create a new checklist or unclick to delete. For a Performance Assessment, all trainee roles are added so checklists can be created for each role.

Summary	Evaluation	Question Count
☑	Performance Assessment	
☑	apx PA Copy	5
☑	apx PA DG	2
☑	apx PA Med Quotroach	3
☑	apx PA 1st Responder	3
☑	Team Performance Assessment	6

[-] Learner Assessment — Table of Contents | Top

Displays the checklist types and question counts associated with the scenario as indicated by the checkmarks. Click the checkbox to create a new checklist or unclick to delete. For a Performance Assessment, all trainee roles are added so checklists can be created for each role.

Summary	Learner Response	Question Count
☑	Learner Pre-encounter	
☑	Study Documents	1
☐	Support Files	N/A
☑	Questionnaire	1
☑	Learner Post-encounter	
☑	Questionnaire	2
☑	Survey	1
☑	Learner Self-Assessment	5

Save All Changes | Cancel | Print

The following are types of Learner Assessments:

- **Learner Pre-encounter** – checklist questions presented to the learner before the encounter
- **Learner Post-encounter** – checklist questions presented to the learner after the encounter
- **Learner Self-Assessment** –used by the Learner to assess themselves
- **Team Performance**- where the team as a whole can be assessed by an SP or faculty member (accessible from the Evaluation Summary section)
- **Peer Assessment** - an assessment between learners (accessible from the Evaluation Summary section)

The Evaluation Life Cycle

Typical processes involving Evaluations are described as follows:

1. The evaluations are assigned to the Case or Scenario on the Activity page based on Items Library checklists.

2. An evaluation is then sent to the Learner's dashboard or, in the instance of a SP Performance Assessment, sent to the evaluator's dashboard.

3. It is then completed by the recipient who clicks the Submit button.

4. The submitted evaluation is then listed on the Evaluations Search Results Page.

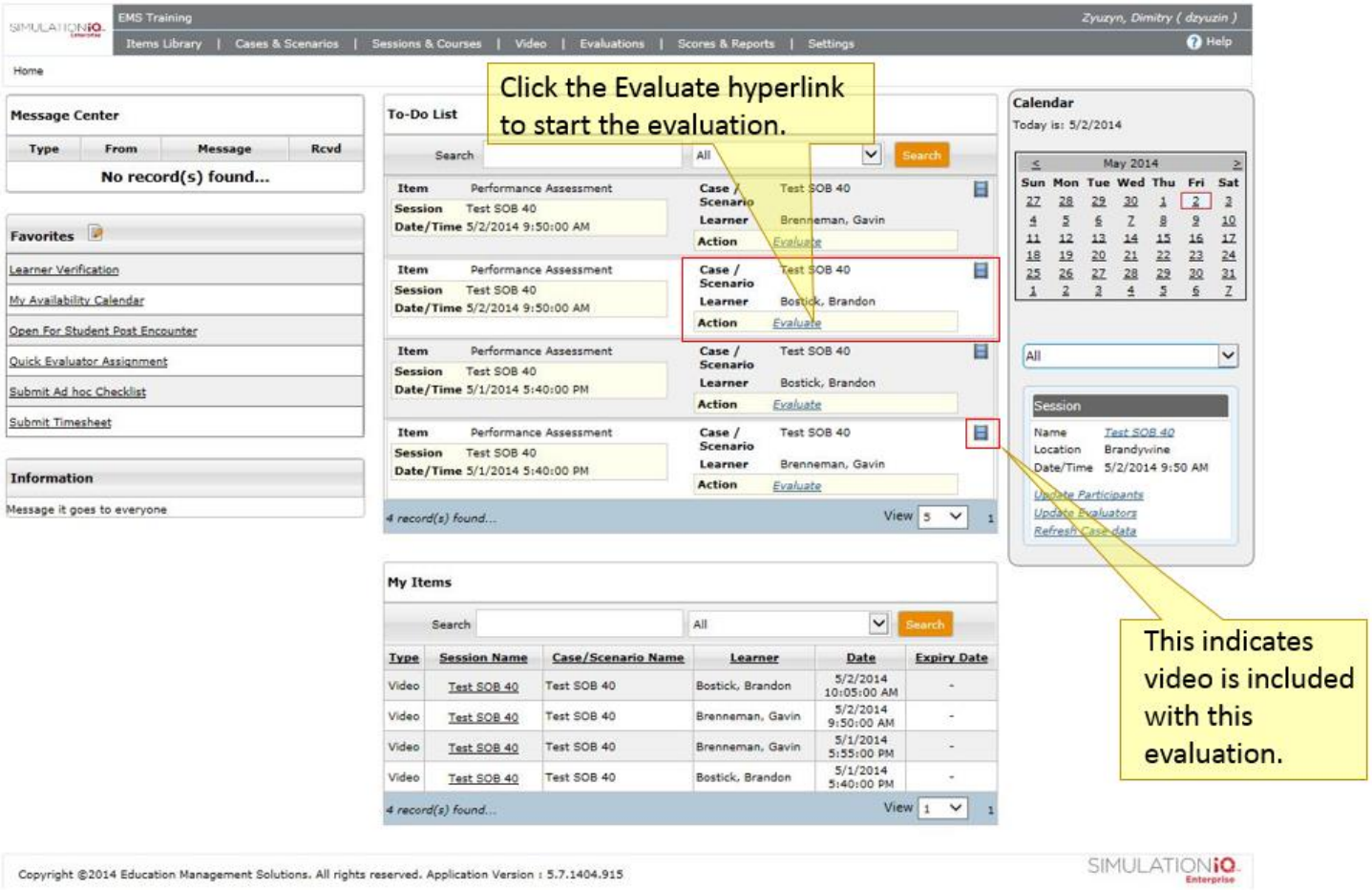
5. **The Assessment can be scored:**

    a. In the Evaluations task module by clicking on the score hyperlink of the evaluation or the **Generate Score** button (clicking this button from here generates all pending scores).
    b. By clicking the **Generate Score** button in the Scores & Reports task module.
    c. By clicking the **Generate Score** button on the Tool Belt of that Session's Activity page.

6. In Scores & Reports, scores can be collected and reports generated by a variety of categories, dates, etc.

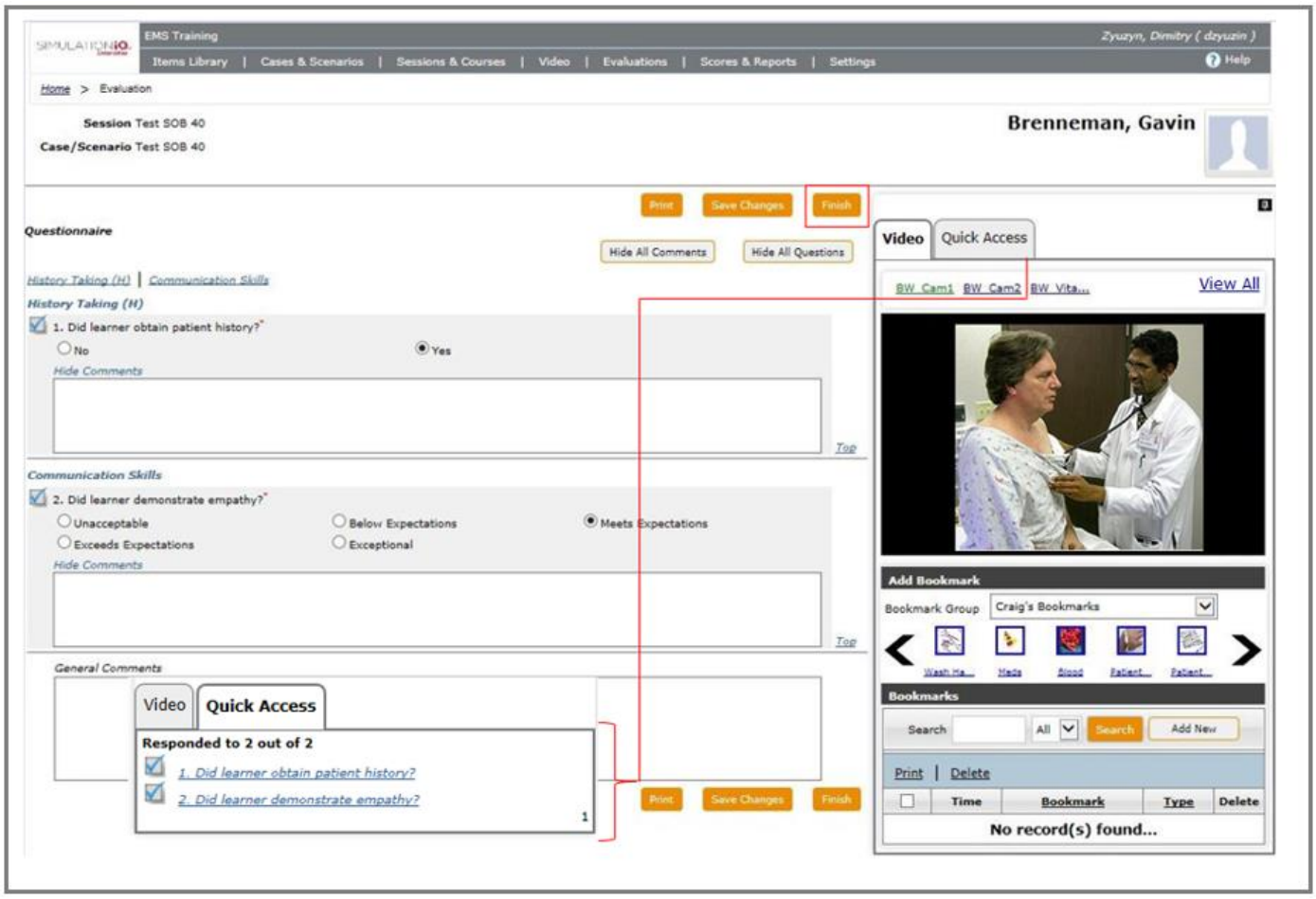
Accessing an Evaluation

Evaluations that are designated on the Case or Scenario Activity page and associated with a participant, will be sent to the participant's dashboard in their To-Do List, as shown below:



Completing a Checklist

Click on the Evaluate hyperlink to display a list of evaluation questions linked to the case (the following shows a partially completed evaluation):



When completing the evaluation, click the **Finish** button to send it to the Evaluations Task module where it will be scored.

Automatic Scoring

SIMULATIONiQ™ Enterprise automatically scores Multiple Choice, Yes/No, Select One of the Options, and keyword questions. Text answers need to by manually scored. The parameters for the automatic scoring are defined during the case definition where each response is given a score and a weight. Each correct response can have a positive score and if required, negative scoring can also be done automatically by providing a negative score for each incorrect response. Once a response is received from the student, the score for each question is calculated based on a weighted mean average. In a Team Assessment, where an evaluator evaluates a team of learners as a whole, the scores go to each learner's record.

To view the evaluation with the learner's responses, scores, (if already scored) and video (if applicable), click on the Learner's name link. The evaluation will display.

To view the score, click on the **Score** link under the **Score** column of the evaluation.

Manual Scoring

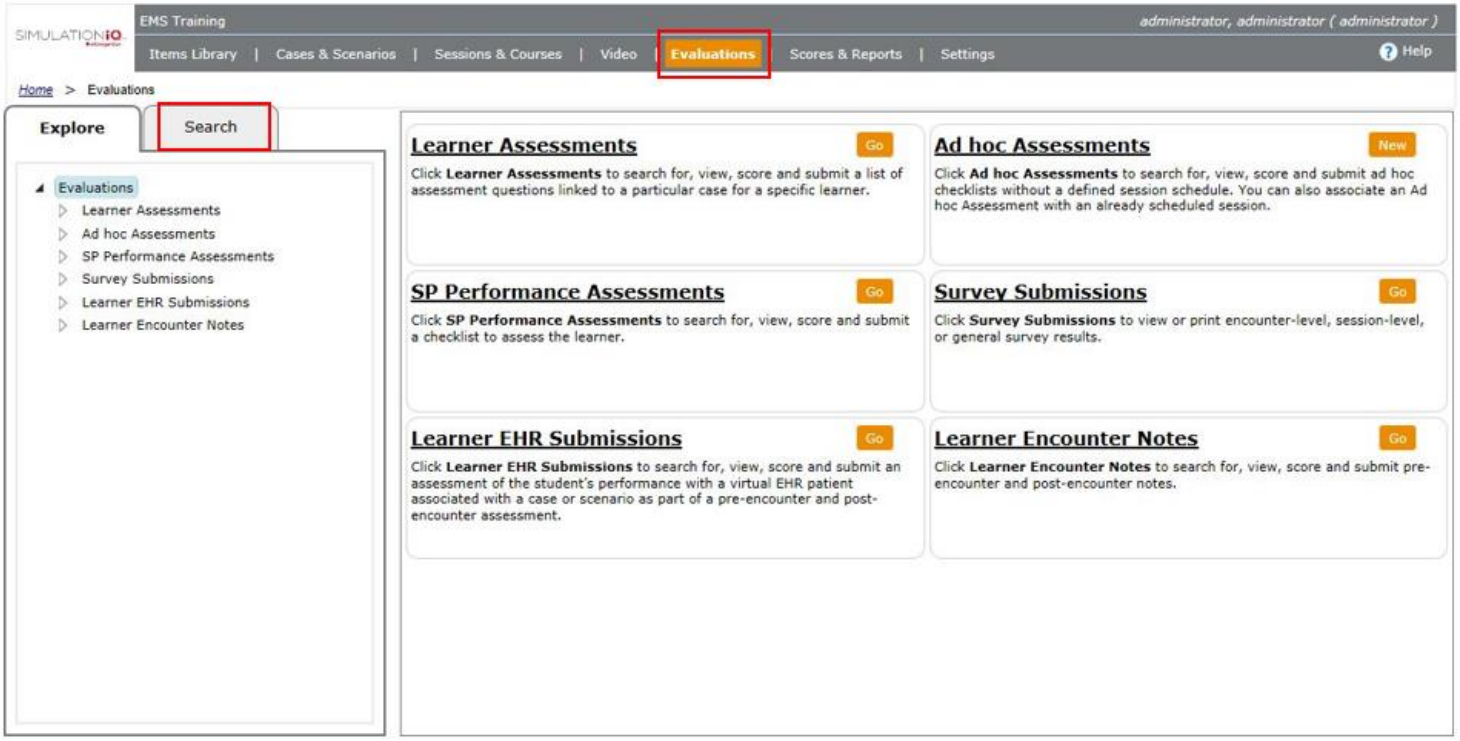
If an evaluation requires manual scoring or scoring has not yet been generated by the system (Scores & Reports > Generate Score), the status will be listed as **Queued for Scoring** or **Require Manual Scorin**g under the Status column. Click on the **Score** hyperlink in the Search Results page of the evaluation to be scored. The evaluation questions, the responses, and will be displayed, along with a score grid next to each question. Evaluations created and assigned.

During the case creation process, Assessments are added to the Evaluation Summary and the Learner Assessment sections of the Activity page. When the session is scheduled, the participants are assigned and the evaluations are sent to their To-Do List to complete.

Evaluation Searching Overview

Searching by Task Groups

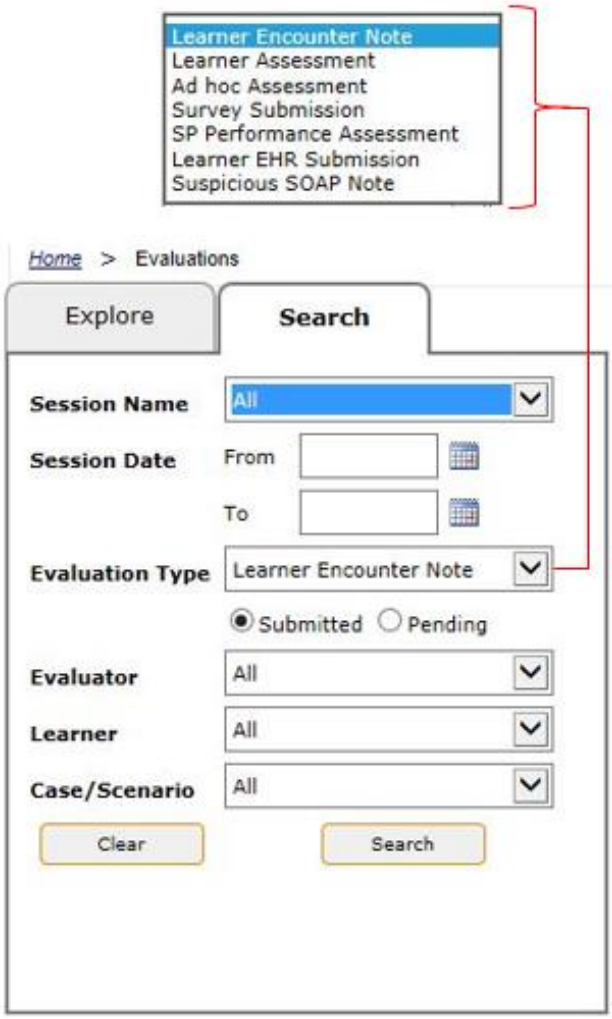
When the evaluation is completed, it is submitted and listed here, on the Evaluations Search Results Page:



Navigate to the **Explore** tab to search for existing Evaluation components, including the following Evaluation Types:

- Learner Assessments
- Ad hoc Assessments
- SP Performance Assessments
- Survey Submissions
- Learner EHR Submissions
- Learner Encounter Notes

Navigate to the **Search** tab to view the following:



Note: The Submitted and Pending radio buttons appear only for Learner Encounter Notes and Learner Assessments.

In the **Search** tab filter searches by Session Name, a Session date range, Evaluation Type, radio button selection (if applicable), Evaluator, Learner, and Case/Scenario.

Filtering Search Results/Functions

The Search Results grid will be customized according to which item is selected in the Explore or Search Tabs. Below is a list of what the grid will display according to which Assessment is selected.

Learner Assessments • Learner • Session • Case / Scenario • Evaluator • Eval Type • Date • Status • Score • Delete	Ad-hoc Assessments • Learner • Session • Case / Scenario • Evaluator • Eval Type • Date • Status • Score • Delete
SP Performance Assessments • SP • Learner • Session • Case / Scenario • Evaluator • Eval Type • Date • Status • Score • Delete	Survey Submissions • Survey Type • Survey Name • Submitted By • Date
Learner EHR Submissions • Learner • Session/EHR Exercise Name • EHR Patient Name • Type • Date • Status • Score • Delete	Learner Encounter Notes • Learner • Session • Case / Scenario • Type • Date • Status • Score • Delete

Results Grid Functionality

Click the checkbox next to the **Learner** column on the grid to select the entire list. Click individual learner checkboxes and select **Print** to generate lists of individual learners. Select **Print** to generate a hardcopy list of all evaluations. To score a learner whose evaluation has been submitted, click the checkbox for the learner and select **Score**.

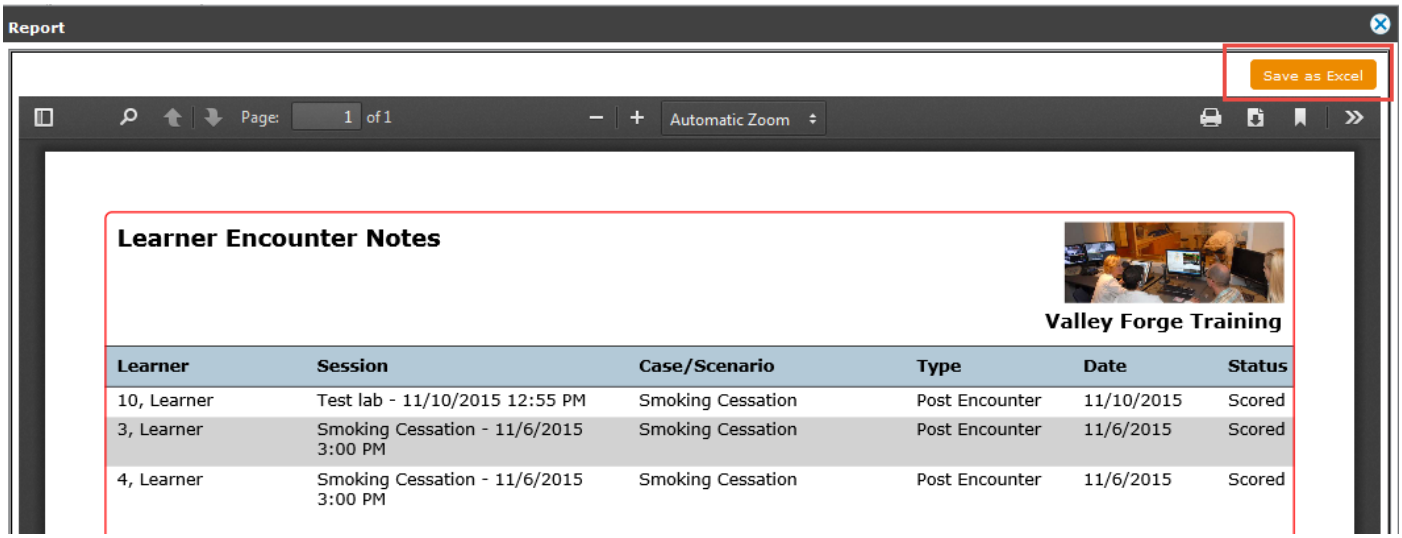
View an Evaluation Checklist

Click on the learner's name link in the grid under the **Learner** column. The questions, responses and video (if applicable) linked to the case will be displayed.

Print a List

Click the checkbox next to the Learner column on the grid to select the entire list. Click individual learner checkboxes and select **Print** to generate lists of individual learners. Select **Print** to generate a hardcopy list of all evaluations.

Print preview also includes a **Save as Excel** option which will provide the preview in column format within Excel (see below). Depending on which Evaluation Type you are previewing you will receive those columns in Excel, please refer back to the above Search Results Grid.



Learner	Session	Case/Scenario	Type	Date	Status
10, Learner	Test lab - 11/10/2015 12:55 PM	Smoking Cessation	Post Encounter	11/10/2015	Scored
3, Learner	Smoking Cessation - 11/6/2015 3:00 PM	Smoking Cessation	Post Encounter	11/6/2015	Scored
4, Learner	Smoking Cessation - 11/6/2015 3:00 PM	Smoking Cessation	Post Encounter	11/6/2015	Scored

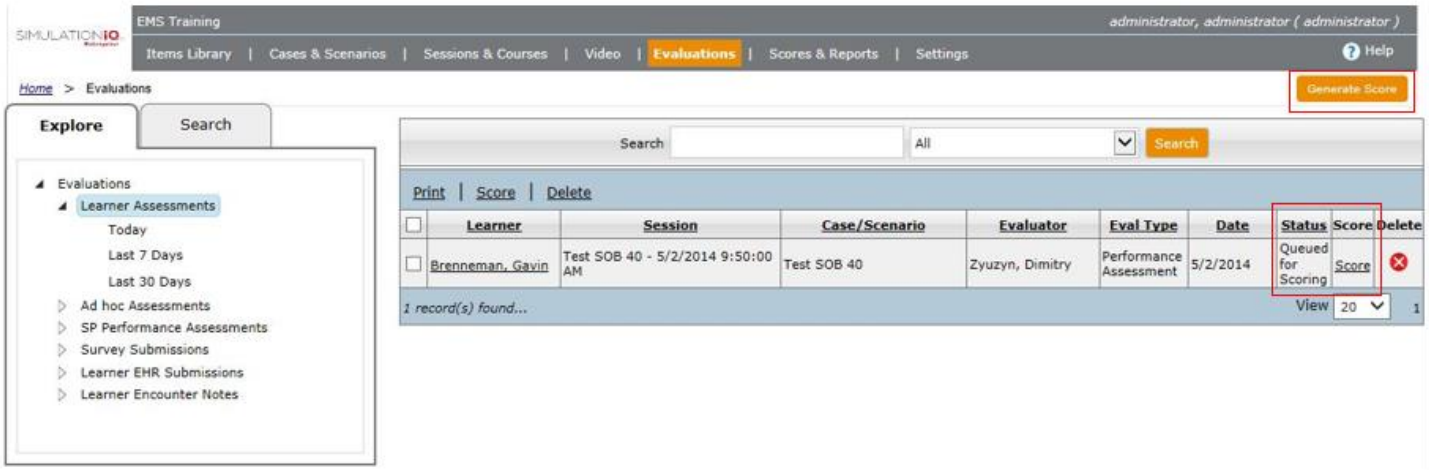
Delete an Evaluation

Click the learner checkbox and select **Delete** to remove the user.

View the Score

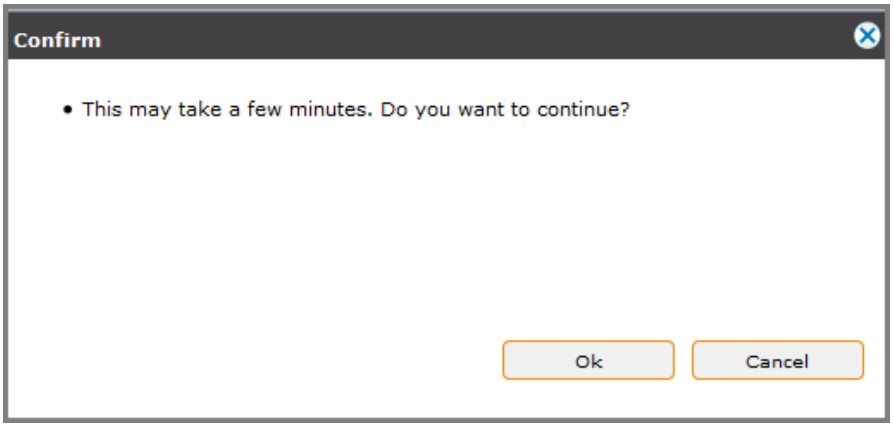
Click on the Score link in the grid under the **Score** column.

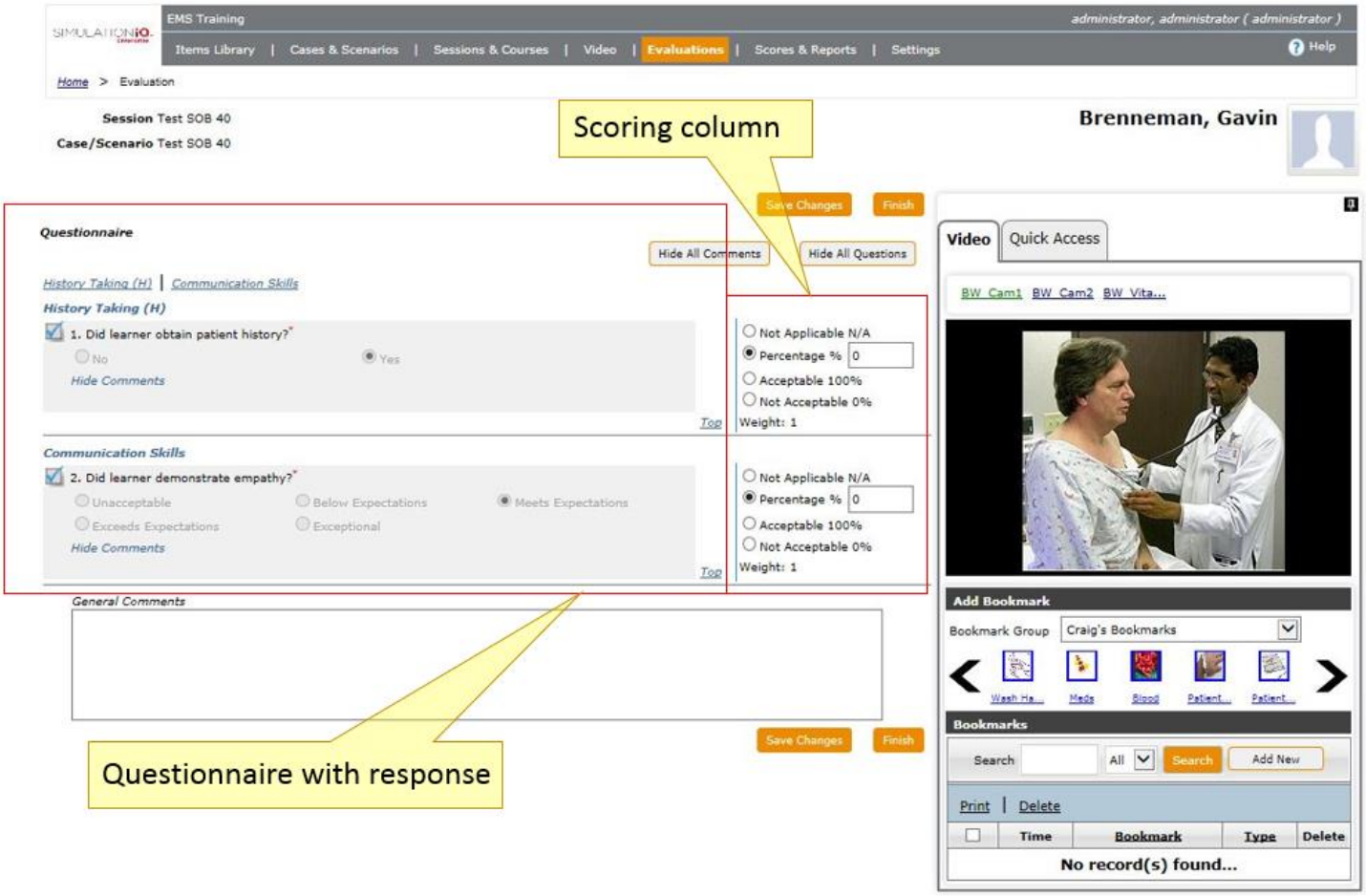
Queuing for Automatic/Manual Scoring



If an evaluation has not yet been scored, it can be manually scored by clicking on the score hyperlink under the **Score** column (see above). The evaluation page will display (shown below). SIMULATIONiQ Enterprise automatically scores the responses (Scores > Generate Scores) Multiple Choice, Yes/No, Select One of the Options, and keyword questions. Text answers need to by manually scored. The parameters for the automatic scoring are defined during the case definition where each response is given a score and a weight.

Note: Press the **Generate Score** button to generate all pending scores. After pressing the button, a message appears asking if you want to continue. Press **OK** to proceed and generate the scores (see below).





On the evaluation page, manually score an evaluation by reviewing the question and response and then applying the appropriate score in the scoring column (see above). Click **Finish** to submit the scored evaluation.

Additional Assessment Information

- An evaluation checklist can be comprised of study documents, computer exercises, questionnaire, and SOAP Notes.
- Checklist questions may also be stored in the Items Library by creating the question and then clicking the **Add to Items Library** button. This adds them to the database and makes them available for use in any case or scenario at any time.
- Checklists are then applied to a case or scenario by attaching them in to the Evaluation Summary and the Learner Assessment sections of that case or scenario's Activity Page. Then, the person responsible for completing the Checklist will have it on their Dashboard's To-Do List when they log in.

- For Checklist questions and Categories to be added to an Assessment, their status needs to be set to Active; the status for Checklists need to Complete.

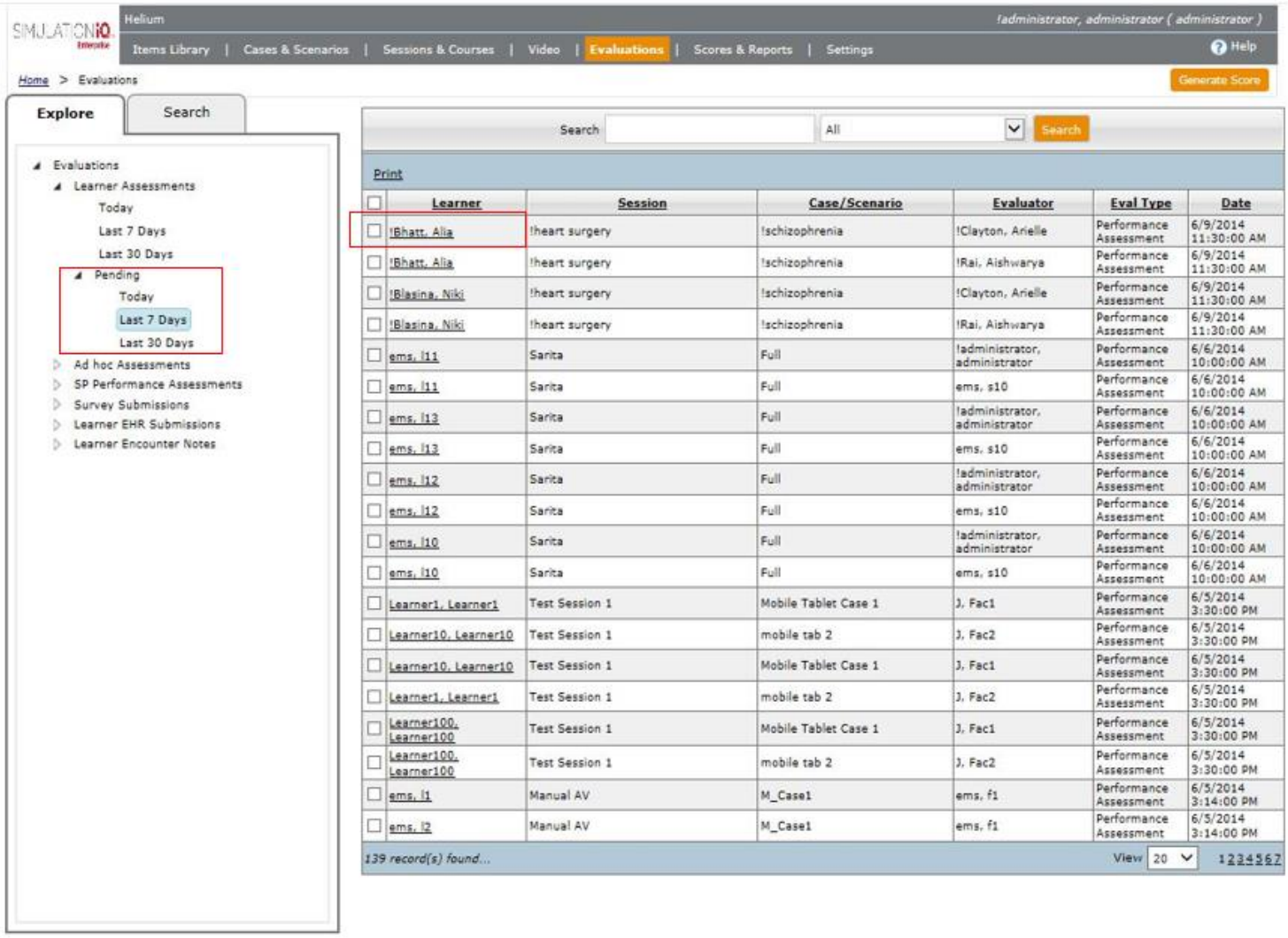
- Checklist scores can be extracted by various categories, not just by scenario (see the Evaluation Comparison Report or the Evaluation Response Report in the Scores & Reports User Guide).

- Checklists can also be used for a Survey, which is not graded, but the data can be collected for reports. (see Survey Analysis report in Scores & Reports, Analyze Statistics, Survey Analysis Report)

Learner Assessments

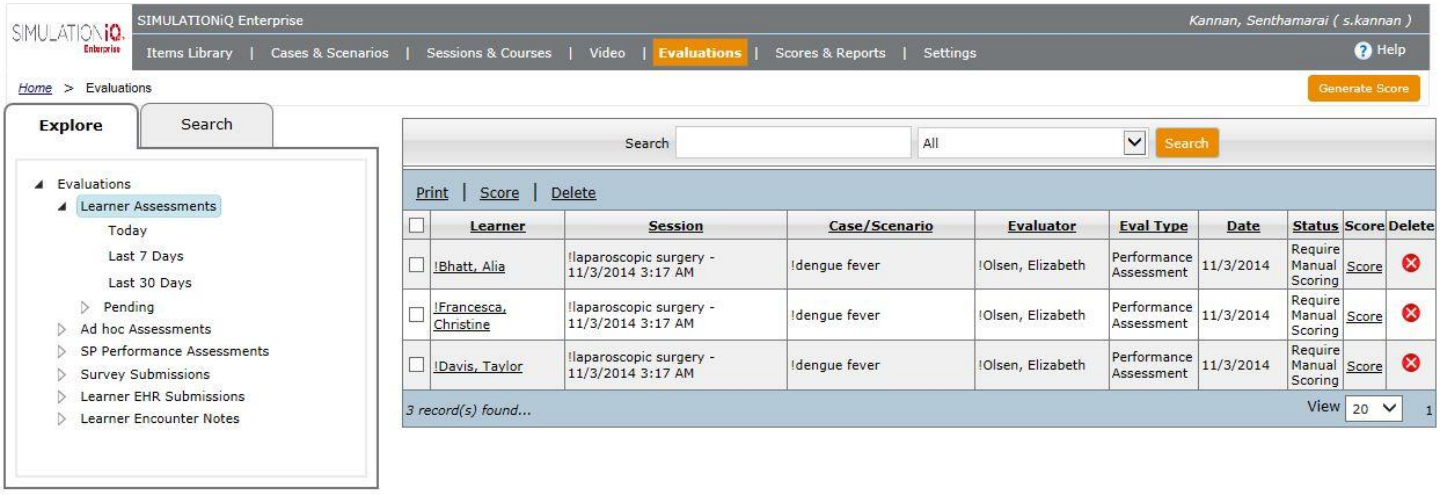
Application Workflow – Learner Assessments

View completed evaluation checklists submitted by evaluators (evaluators can be SPs and educators). Enter the Search criteria in the text box and press the **Search** button to access selected evaluations (or click the **Learner Evaluation** links in the Explore column and the landing page). Click the Learner hyperlink to access the evaluation from the following grid:



SIMULATIONiQ Enterprise provides the capability to view pending Learner Assessments by date range; an administrator can now access and enter responses for all pending evaluations.

View the following from this grid:



Column	Description
Learner	This is the name of the student in the evaluation.
Session	These are the details of the session scheduled for this case.
Case /Scenario	This is the name of the case against which the student will be evaluated.
Evaluator	This is the name of the evaluator in the case; this can be either an SP or faculty, or both.
Evaluation Type	Evaluation Types are: • Learner Pre-encounter • Learner Post-encounter • Learner Self-Assessment • Survey • Performance Assessment SP Performance Assessments are used in SP Cases, not scenarios; this is where an Evaluator rates the SP's performance in a case.
Date	This is the date of the assessment.
Status	This is the status of the assessment (either Scored, Queued for Scoring, or Require Manual Scoring).
Score	Click this link to score the assessment or to view the score.
Delete	Click here to delete the assessment.

Note: Assessments are automatically scored every 30 minutes if they are responses that have a score and weight value. To score immediately, click on the 

button to score any pending evaluations.

If they are text responses, such as an essay type response, SOAP notes, or EHR exercises, they need to be manually scored by clicking on the **Score** column at the Evaluations landing page and inputting the score manually.

Reporting Recommendations:

The following reports are recommended when utilizing Learner Assessments and can be found at the following location within SIMULATIONiQ:

Access Scores & Reports / Analyze Score:

Evaluation Comparison, Evaluation Response, Score

Access Scores & Reports / Analyze Statistics:

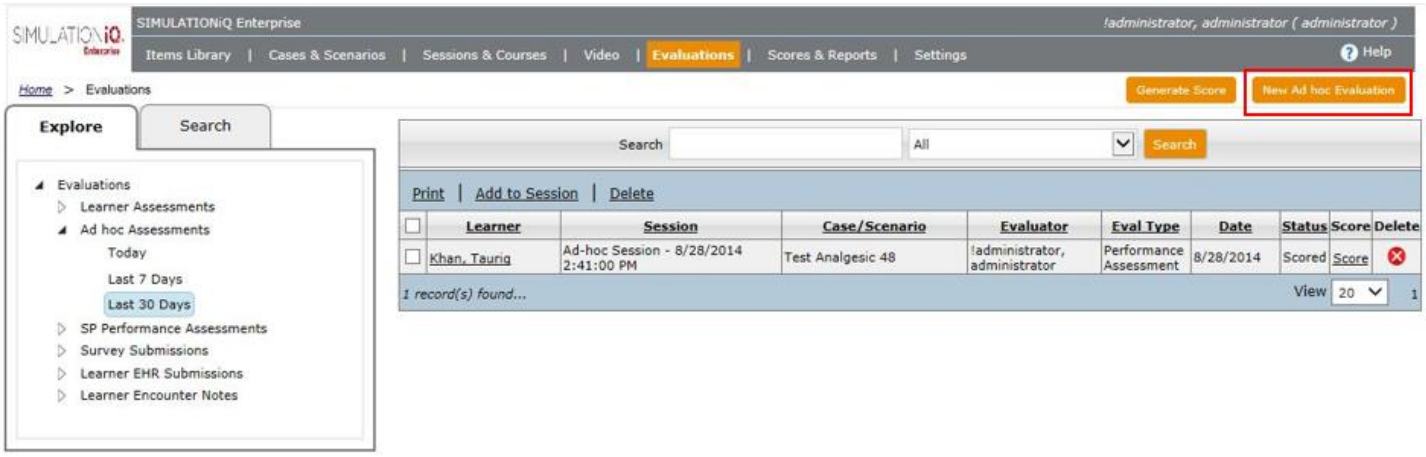
Item Analysis, Performance Statistics, Standardized Score

Ad Hoc Assessments

Application Workflow

Ad Hoc evaluations allow unscheduled evaluators to submit checklists either for an already scheduled session, or for an unscheduled, on-the-spot (Ad-hoc) session. Any evaluator who is not assigned to a session can submit a checklist by selecting the session, case, and learner. Also, an unplanned session recording can be started and stopped from this window.

Ad Hoc evaluations can be generated from the following location:



To view an Ad-hoc Assessment: Press the Ad-hoc Assessments link in the upper right corner of the landing page (or click the Ad-hoc Assessments link in the Explore column).

To Create a new Ad-hoc Evaluation: Click the New button on the landing page or the New Ad-hoc Evaluation button on the top right of the Ad-hoc Search Results Page (shown above).

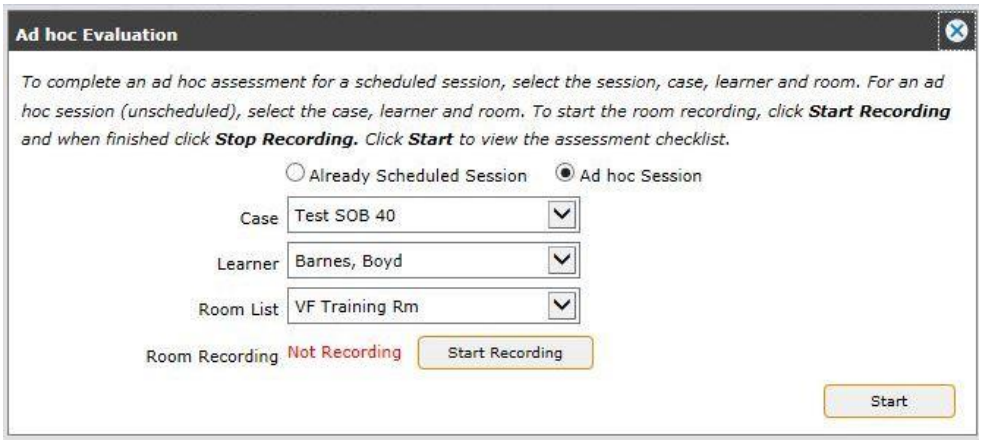
To select All sessions: Click the upper left checkbox in the corner of the grid.

View the following from this grid:

Column	Description
Learner	This is the name of the student in the evaluation.
Session	These are the details of the session scheduled for this case.
Case /Scenario	This is the name of the case against which the student will be evaluated.
Evaluator	This is the name of the evaluator in the case; this can be either an SP or faculty, or both.
Evaluation Type	This is the learner evaluation type as defined by the SP case or scenario.
Date	This is the date of the assessment.
Status	This is the status of the assessment (either Scored, Queued for Scoring, or Require Manual Scoring).
Score	Click this link to score the assessment or to view the score.
Delete	Click here to delete the assessment.

Create an Ad Hoc Checklist

Evaluators can also use this functionality to submit ad-hoc checklists without a defined session schedule, as shown below (click the **New Ad-hoc Evaluation** button in the upper-right corner of the landing page).



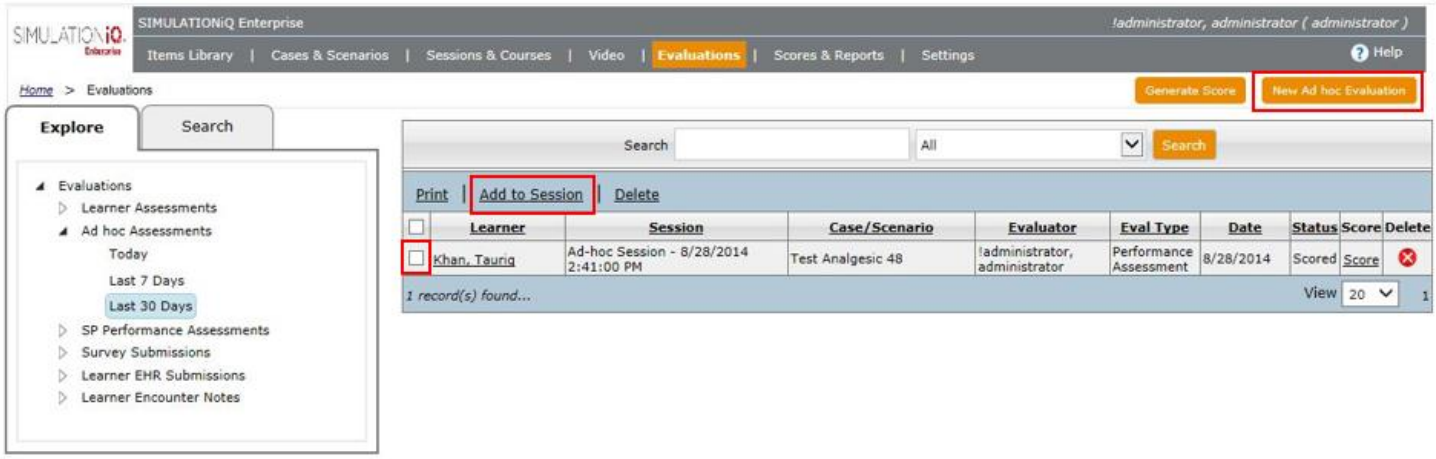
You can also associate the Ad-hoc evaluation with an already-scheduled session. Click **Start** and **Stop Recording** of the session as appropriate (button toggles). Click **Start** to begin the evaluation checklist.

To add an evaluation to a session:

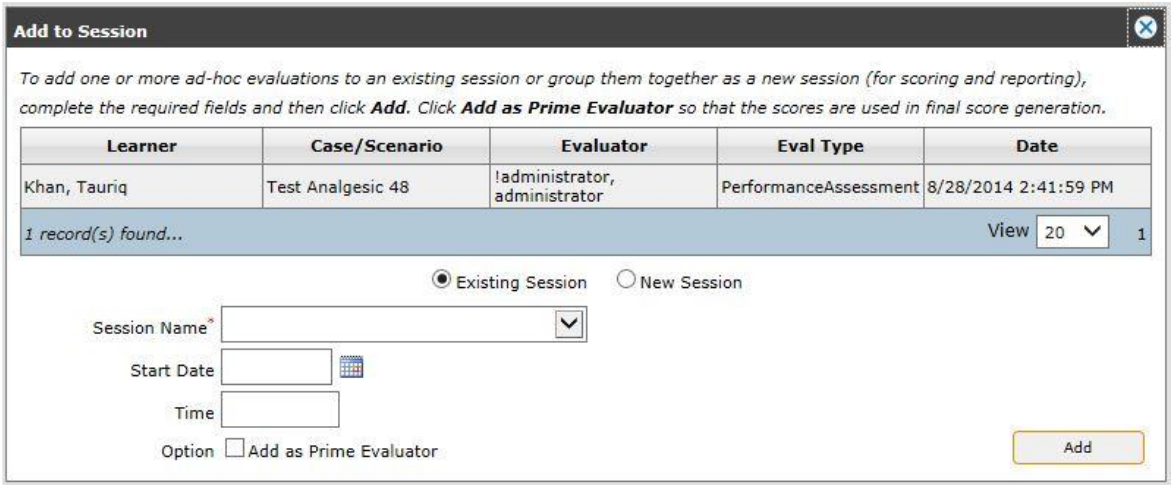
Add one or more ad-hoc evaluation(s) to an existing session. First, select an existing session by clicking on the checkbox next to the session link in the Ad-hoc Search Result grid, then; click the Add to Session link in the Action bar. Select an Existing Session and select the session name. The Date and Time will automatically populate. Select the Option to be added as a Prime Evaluator (if applicable) so that scores are used in the final score generation. Click Add. Repeat to add additional evaluations to this session.

To add a new session:

To add a new session, perform the steps as indicated based on the screen shot below:



Add a new session or group with an existing session so that they are together as a new session (for scoring and reporting). First, select an existing session by clicking on the checkbox next to the session link in the Ad-hoc Search Result grid, then; click the **Add to Session** link in the Action bar.



Select the **New Session** radio button and type in the Session Name, select a Start Date, and input a time (Duration will also need to be added for a new session). Select the Option to be added as a Prime Evaluator (if applicable) so that scores are used in the final score generation. Click **Add**. The added session will be listed in Session Calendar.

Reporting Recommendations:

The following reports are recommended when utilizing Ad Hoc Assessments and can be found at the following location within SIMULATIONiQ:

Access Scores & Reports / Analyze Score:

Evaluation Comparison, Evaluation Response, Score

Access Scores & Reports / Analyze Statistics:

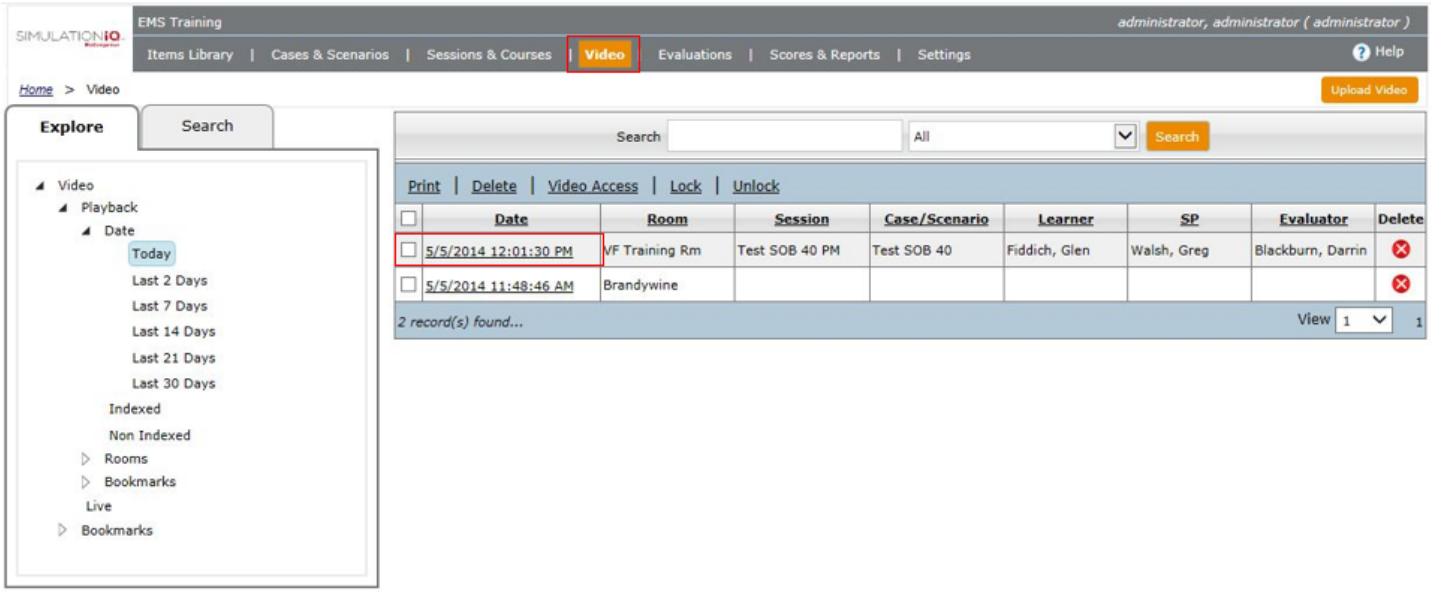
Item Analysis, Performance Statistics, Standardized Score

SP Performance Assessments

Application Workflow

An SP's performance can be assessed by assigning an evaluator to view the video and complete the SP Performance Assessment included in the Case's Activity Page. The assigned evaluator could be an educator or another SP.

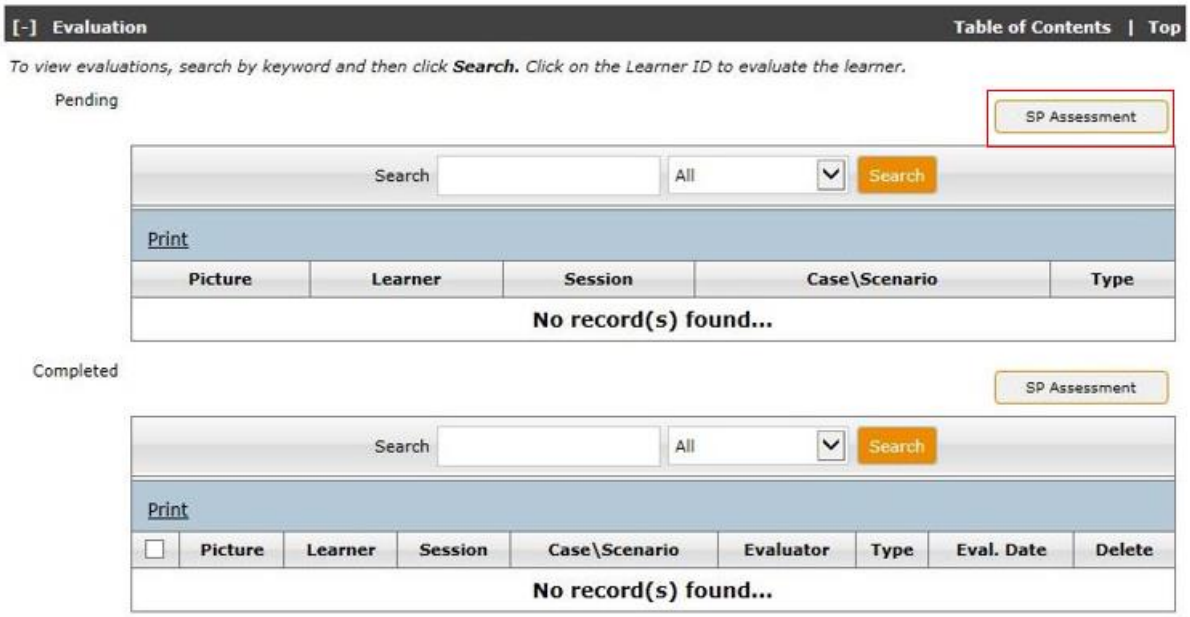
After the session is completed, the evaluator can access the video from the SIMULATIONiQ Enterprise toolbar, as follows:



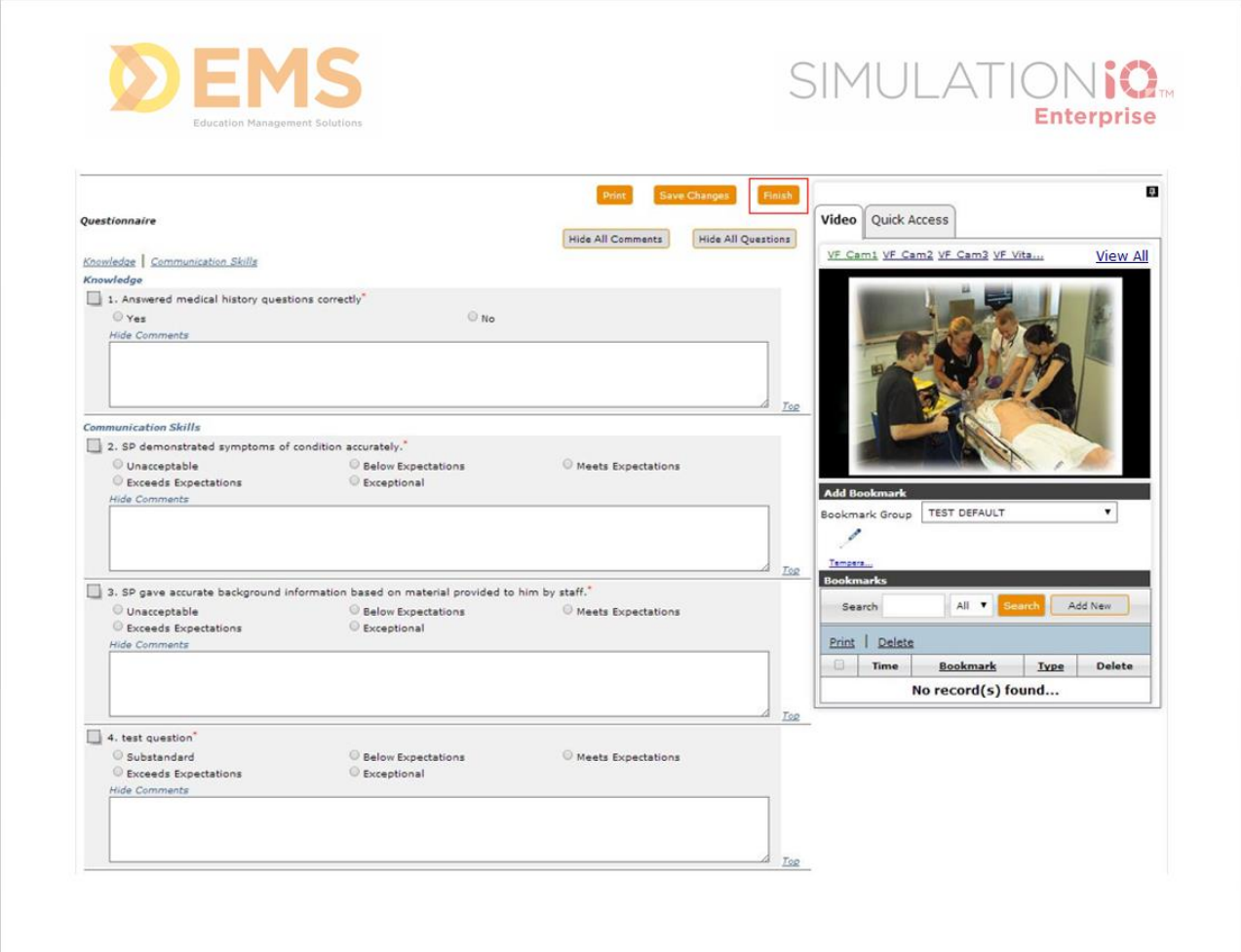
Click the **Date** hyperlink to open the Activity Page for the selected video.

Note: It is assumed that an SP Performance Assessment has been created for the case linked to the session in the video.

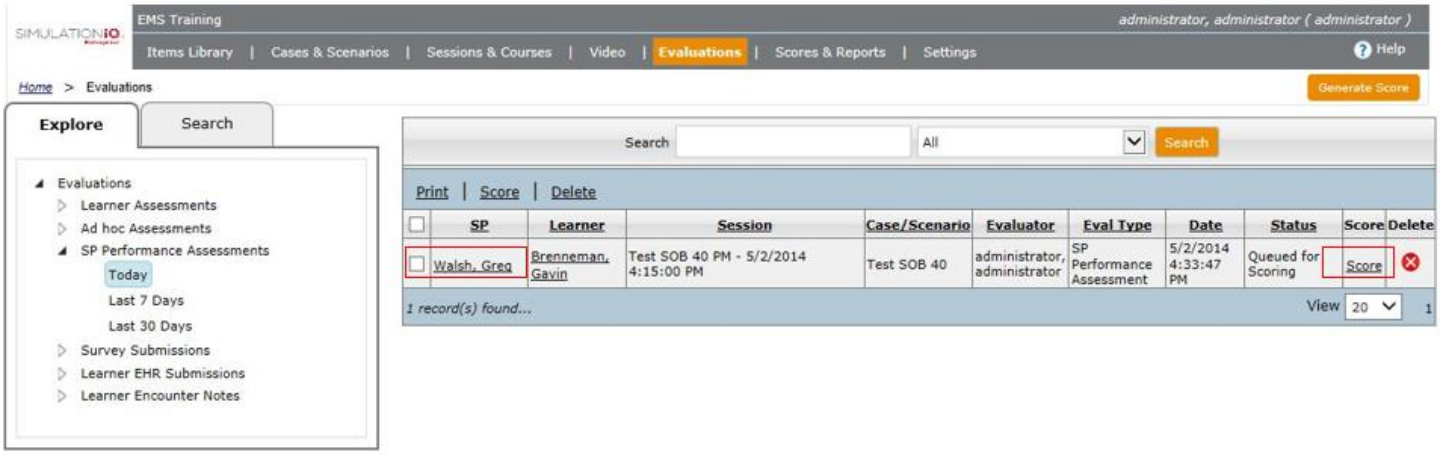
Click the SP Assessment button to begin the SP Assessment.



Completed the assessment and press **Finish**.



For an evaluator to view the SP Performance Assessment, click the hyperlink on the landing page (below). You can also click the SP Performance Assessments hyperlink in the Explore column to select an assessment from another date range. The following results appear:



View the following from this grid:

Column	Description
SP	This is the name of the SP being evaluated.
Learner	This is the name of the learner in the SP session.
Session	These are the details of the session scheduled for this case.
Case / Scenario	This is the name of the case against which the student will be evaluated.
Evaluator	This is the name of the evaluator in the case; this can be either an SP or faculty, or both.
Evaluation Type	This is the learner evaluation type (Self, Peer, or Educator). ○ SPs cannot delete responses. ○ SPs can view their own checklist submissions, but editing or submitting missing responses is based on parameter setup (“Allow Partial Checklist Submission” and “Allow Editing Submitted Responses”).
Date	This is the date of the assessment.
Status	This is the status of the assessment (either Scored, Queued for Scoring, or Require Manual Scoring).
Score	Click this link to score the assessment or to view the score.
Delete	Click here to delete the assessment.

From here, the assessment can be scored by clicking the hyperlink in the **Score** column (above).

Reporting Recommendations:

The following reports are recommended when utilizing SP Performance Assessments and can be found at the following location within SIMULATIONiQ:

Access Scores & Reports / Analyze Score:

Evaluation Response

Access Scores & Reports / Analyze Statistics:

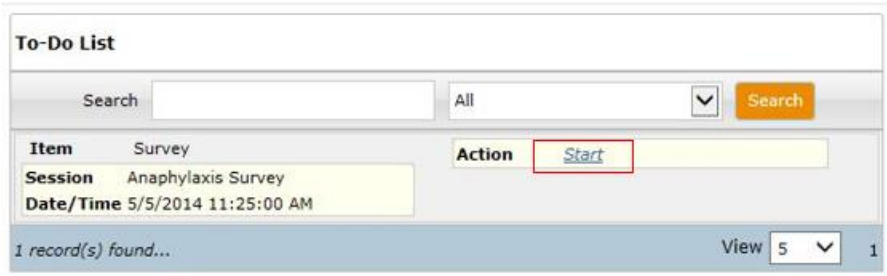
Advanced Statistics (Kappa Statistics, Alpha Coefficient), SP Performance

Survey Submissions

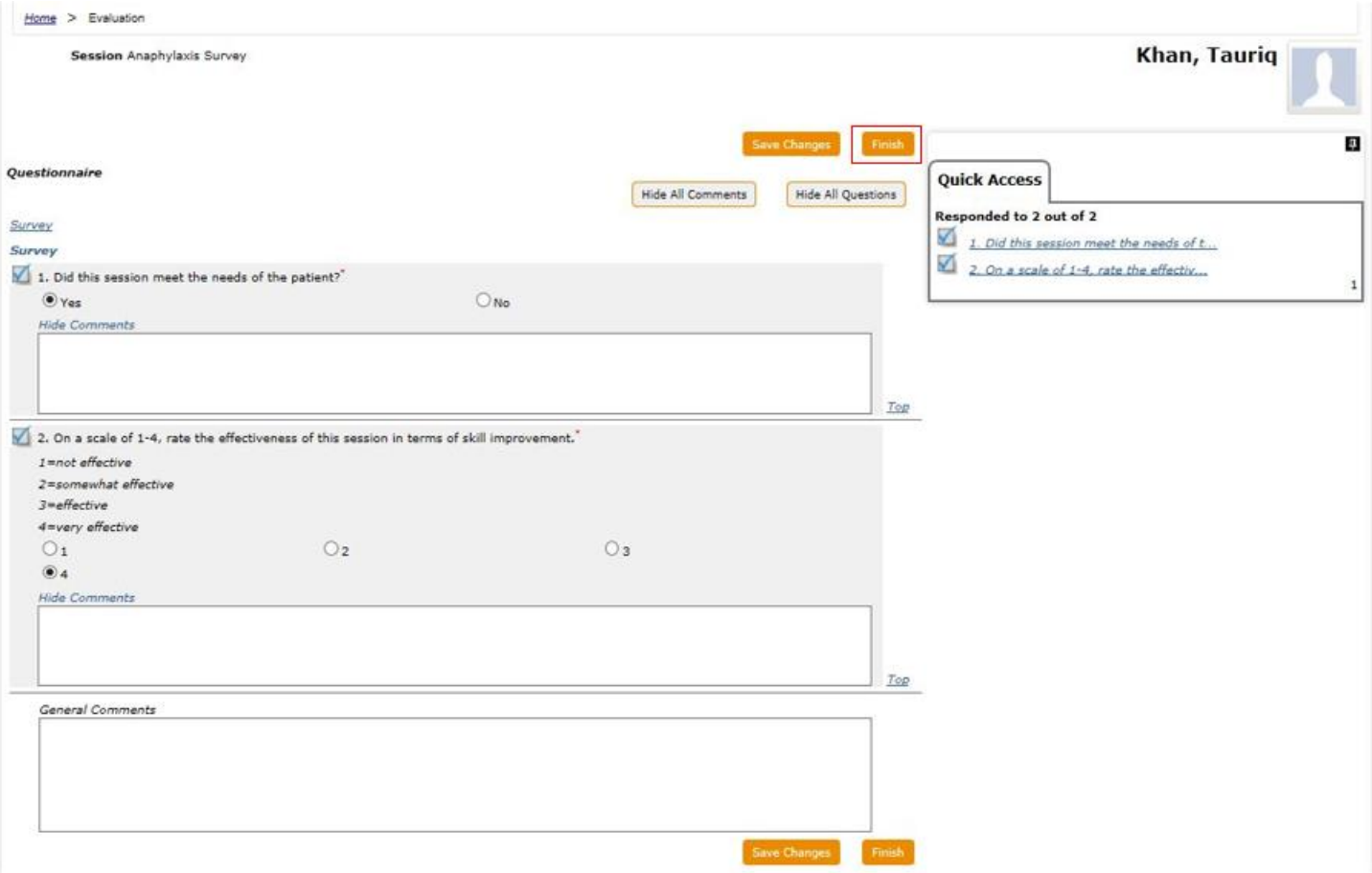
Application Workflow

Surveys can be associated with a Case or Scenario in SIMULATIONiQ Enterprise (as part of Learner Assessment), or they can be created independently at the Session level.

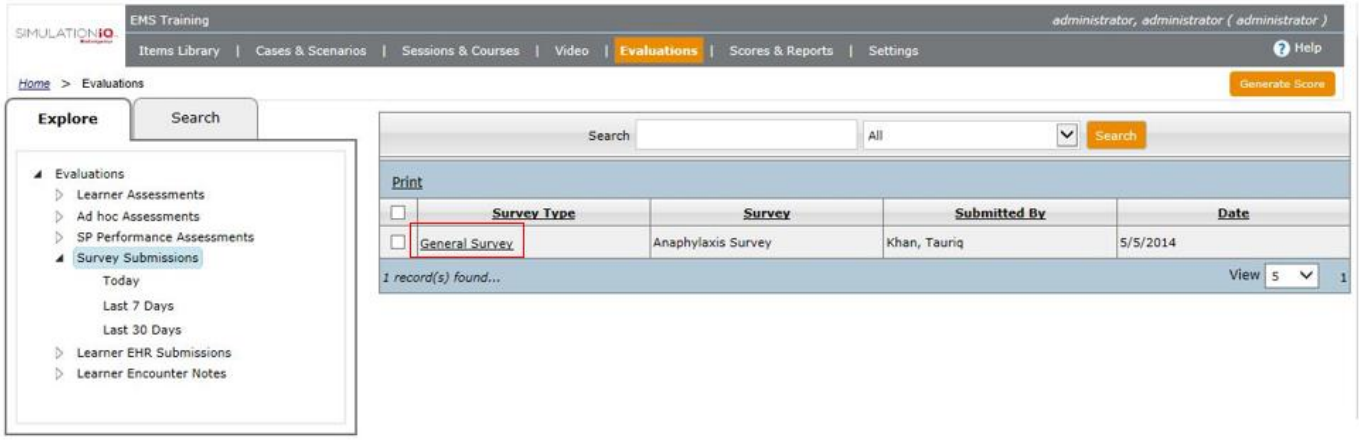
A learner can access a survey for completion generated by a case author and/or evaluator by clicking on a dashboard link as shown below:



From here, the survey appears as follows:



After the learner completes the survey and presses **Finish**, the survey appears in the Evaluations grid, as shown below:



Enter the following search criteria in the text box and press the **Search** button to view selected surveys:

Column	Description
Survey Type	This shows if the survey is an Encounter Level, Session Level, or General Survey. • The Encounter-level survey is attached with the case and submitted at the end of the post-encounter. • The Session-level survey is attached with the session and submitted at the end of the last post encounter (end of the session). • The General survey is published by the administrators and can be anonymous or identified.
Survey Name	This is the name of the survey (this can be identified with a session or encounter).
Submitted By	This is the name of the individual who completed the survey.
Date	This is the date the survey was submitted.

Click the **Survey Type** link to open the detailed, checked response page that allows viewing and printing the details.

The person who submitted the survey or administrator can see the survey responses, but no one can edit or delete the responses.

Reporting Recommendations:

The following reports are recommended when utilizing Survey Submissions and can be found at the following location within SIMULATIONiQ:

Access Scores & Reports / Analyze Statistics:

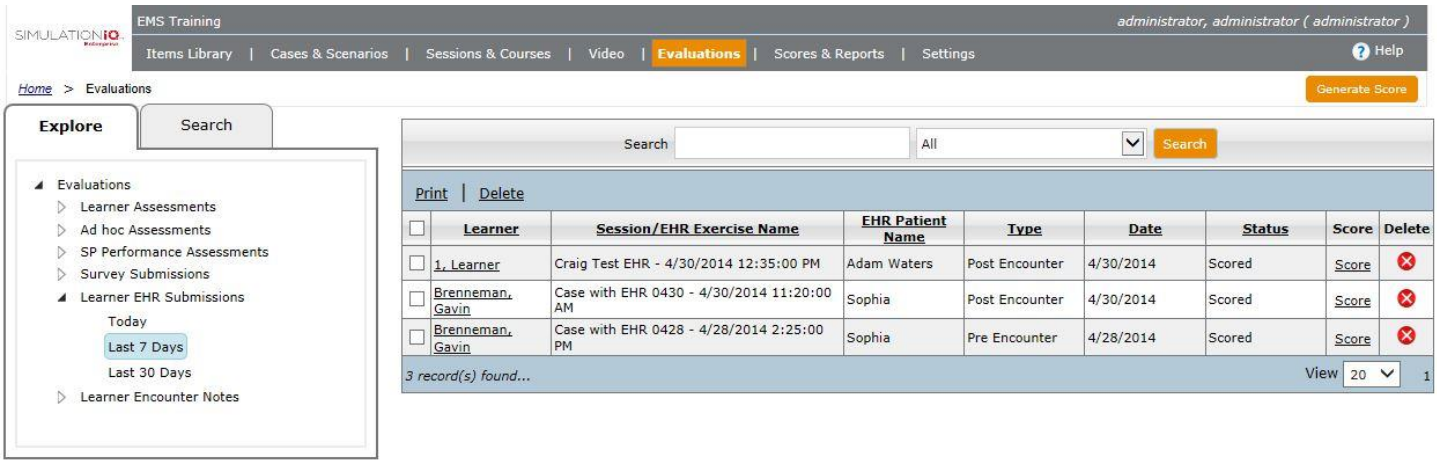
Survey Analysis

Learner EHR Submissions

Application Workflow

To view an evaluation of an EHR patient, press the Learner EHR Submission link on the landing page (or click the Learner EHR Submission link in the Explore column).

The following grid appears:



Enter the following search criteria in the text box and press the **Search** button to view selected evaluations:

Column	Description
Learner	This is the name of the learner associated with the evaluation.
Session/EHR Exercise Name	These are the details of the session scheduled for this case.
EHR Patient Name	This is the name of the EHR patient associated with the evaluation.
Type	This is the type of EHR assessment.
Date	This is the date of the EHR assessment.
Status	This is the status of the assessment (either Scored, Queued for Scoring, or Require Manual Scoring).
Score	Click this link to score the evaluation.
Delete	Click here to delete the evaluation.

This functionality is used to evaluate student performance with a virtual EHR patient associated with a case or scenario as part of pre or post-encounter evaluation.

Note: EHR is a separate packaged product that is only enabled if the client purchases the EHR module.

Reporting Recommendations:

The following reports are recommended when utilizing Learner EHR Submissions and can be found at the following location within SIMULATIONiQ:

Access Scores & Reports / Analyze Score:

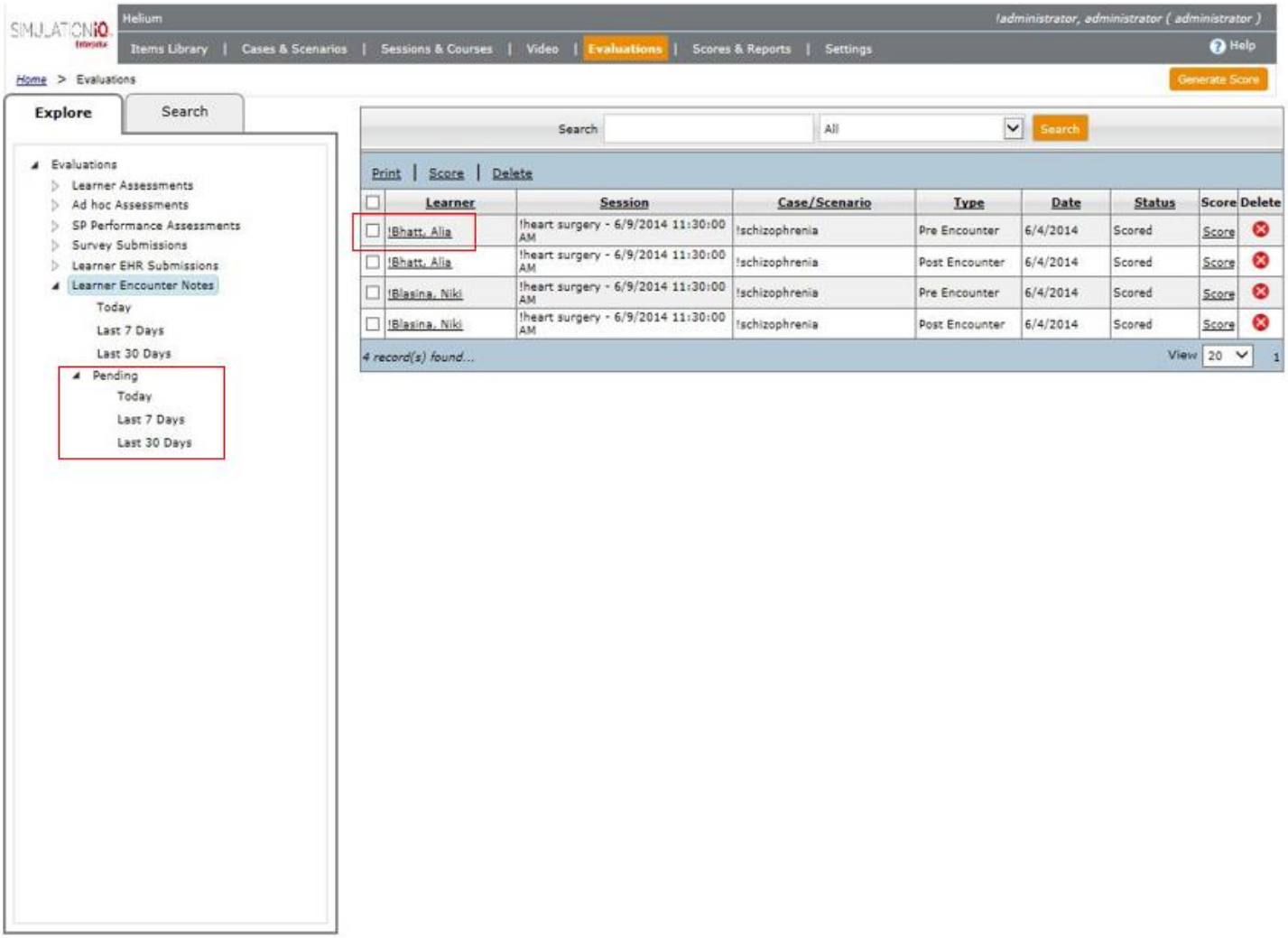
Evaluation Response, Score

Learner Encounter Notes

Application Workflow

To view learner pre and post-encounter notes, press the Learner Encounter Note link on the landing page (or click the Learner Encounter Notes link in the **Explore** column).

The following grid appears:



SIMULATIONiQ Enterprise provides the capability to view pending Learner Encounter Notes by date range; an administrator can access and enter responses for all pending evaluations.

Enter the following search criteria in the text box and press the Search button to view selected evaluations:

Column	Description
Learner	This is the name of the learner being evaluated.
Session	These are the details of the session scheduled for this case.
Case	This is the name of the case/scenario against which the student will be evaluated.
Type	This is the type of encounter (either pre or post).
Date	This is the date of the assessment.
Status	This is the status of the assessment (either Scored, Queued for Scoring, or Require Manual Scoring).

Score	Click this link to score the evaluation.
Delete	Click here to delete the evaluation.

Reporting Recommendations:

The following reports are recommended when utilizing Learner Encounter Notes and can be found at the following location within SIMULATIONiQ:

Access Scores & Reports / Analyze Score:

Evaluation Response, Score

Access Scores & Reports / Analyze Statistics:

Item Analysis