Clerkship Administrators
Meeting Notes

Meeting Date: March 21, 2018 Meeting Time: 10 – 11am		Meeting Location: S6-402	

OASIS	Members: Clerkship Administrators, IREA (Mary Zanetti, Michele Carlin & Michelle Santana)

Item #	Presenter	Comments/Meeting Notes
	Michele Carlin & Mary Zanetti	**Transition to OASIS Evals & Assessments** Business processes will remain the same for whatever is carried out by each department post-Peoplesoft in terms of grading, etc. E-mail to be sent regarding evaluation and assessments from Michele C. This e-mail will include a request for some rotation-specific information including the grading scale (final grading scale will be changed to a new rubric – Pass/Fail, Honors/High Honors to align with other Medical Schools), site-based information regarding whether there are residents or only attendings, etc. Homepage of OASIS; left navigation will list all courses/clerkships/Sub-Is that you oversee. Use the + and – symbol at the top of the left navigation to expand or collapse the list view. Further (more specific) navigation and training materials will be released in the coming weeks. Login will be single-sign on for those with a umassmed.edu e-mail address. Those with a umassmemorial.org will have a separate username (could be their e-mail address, Michele to follow up on this) and password. However, evaluations will still have a direct link with no login required included in the e-mail so that logins will only be required for any reporting or search purposes. Generalized clerkship evaluation forms were agreed on by the Clerkship Directors committee – there will no longer be any clerkship-specific questions on the Rotation, Site or Preceptor evaluation forms. (i.e. same forms will be used regardless of rotation specialty). UMass residents will now be included in the automatic feed from PeopleSoft, though residents from other sites will not be included. The Final Grade Report will maintain the current feed – final grades will be entered into the OASIS Grade Book. Interim Grade Reports in OASIS are called Summary Evaluations; based on the assessments submitted, OASIS pre-populates the average scores.

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		UMEDS will now be in OASIS and referred to as Requirement Checklists.
		"Who did you work with?" evaluations in OASIS will be set up directly linked to site, so if there is one designated submitter tied to a certain site, the evaluation will go directly to that person.
		Question regarding Duty Hours; students have included events that should not be considered a part of this category on evaluations in the past → suggestion to emphasize the definition of a 'Duty Hour' in the rotation orientation as well as provide students a link to the document, which has been included in evals in the past and will continue to be moving forward. Michele C. to distribute this document.