



How to complete the Active Assessment Using Direct Observation Evaluation Form (STFM)

For Faculty

MedHub mobile app:

1. Logged into the MedHub mobile app*, click the Evaluations (clipboard) icon.
2. Click the Self-Initiate (box with pencil) icon in the upper right corner.
3. If you are associated with multiple programs, choose the Family Medicine program.
4. Choose the Active Assessment Using Direct Observation (STFM) form.
5. Click the Choose a Target box to select the Trainee to evaluate.
6. Complete the evaluation.
 - a. Note: You may use talk-to-text for comment-type questions by clicking the comment box and selecting the microphone icon.

*If you have not yet downloaded the MedHub mobile app, it is available in the App Store (iOS) and Google Play (Android)

MedHub full site:

1. Logged into the MedHub website, select the Evaluations tab.
2. Click the Initiate Performance Evaluation of a Resident button.
3. If you are associated with multiple programs, choose the Family Medicine program.
4. If multiple evaluation forms are available, choose Active Assessment Using Direct Observation (STFM) form.
5. In the Resident dropdown, select the Trainee you wish to evaluate.
6. Complete the evaluation.