



Instructions for Completing the “Active Assessment Using Direct Observation” Evaluation

Family Medicine

1. Log into MyEvaluations

Log into the **MyEvaluations** app.

At the bottom of the screen, select the **plus sign (+)** to open the quick access menu.

2. Start a Voluntary Evaluation

From the quick access menu, click: **Submit Voluntary Evaluation**

Then select: **Attending of Resident**

3. Select the Evaluator and Evaluation Form

Select the specific evaluator by either:

- Typing the evaluator’s name, or
- Selecting the name from the available list

Then choose: **Active Assessment Using Direct Observation**

4. Enter Rotation and Site Information

The following fields are optional:

- **Rotation Name**
- **Site Name**

You may enter this information if applicable.

Click: **Start Evaluation**

5. Select the Clinical Encounter

Each evaluation option is listed individually.

Click the **drop-down menu** to select the specific clinical encounter.

It is important to select the correct clinical encounter because this selection maps the evaluation data to the appropriate milestones.

If more than 1 condition was addressed, then please choose the encounter type that is most relevant to the feedback.

6. Complete the Evaluation Questions

Scroll through the evaluation, beginning with **Clinical Complexity** and continuing through each additional question.

Each question includes an optional comment field where you may enter:

- Comments
- Observations
- Specific feedback related to the resident's performance

These comment fields are optional.

The individual questions are standardized for Family Medicine.

7. Provide Overall Feedback

At the bottom of the evaluation, complete the final overall question.

You will also see an **overall comment field** where you may provide summative feedback, including:

- Areas where the resident performed well
- Areas for improvement in future encounters
- The resident's perspective, when appropriate

8. Submit the Evaluation

When the evaluation is complete, click the green button: **Finished Final Submission**
This will submit the evaluation.