

Instructions to Find the GME Work Hours Evaluation

There are two basic ways to access the GME Work Hour evaluation in New Innovations:

1. If your training program allows it, the email that you receive from New Innovations asking you to complete the evaluation will contain a link that will log you into New Innovations automatically and display the “Complete Evaluations” webpage.
2. If you do not have such a link, log into NI as you normally would or follow the directions on the GME website, <https://www.partners.org/Graduate-Medical-Education/Policies-Resources/Library-Computer/New-Innovations-Access-and-Logon.aspx> and click “Evaluations” on the top menu bar of the NI webpage and then click “Complete an Evaluation”.

The “Complete Evaluations” webpage will look similar to that shown in the screenshot below.

The screenshot shows the 'Complete Evaluations' webpage. At the top, there is a header 'Residency Evaluations' with a small 'NI' logo. Below this is a search bar with the placeholder text 'Find a person or evaluation...'. Underneath the search bar, it says '4 Total Evaluations to Complete' and 'Order by' with a dropdown arrow and a list icon. There are four evaluation cards displayed in a row:

- Card 1: 'GME - Med/Psychiatry (TE ST)' with a '31' icon, 'Resident Evaluation of Program', and a date of 'Jun 30, 2021' with a dropdown arrow.
- Card 2: 'MGH:GME:MPsy: Clinic' with a '31' icon, 'Resident Eval of Rotation', and a date of 'Jul 3, 2021' with a dropdown arrow.
- Card 3: 'Weintraub, Jonathan GME -MPSY' with a '31' icon, 'Resident Eval of Faculty', and a date of 'Jul 3, 2021' with a dropdown arrow.
- Card 4: 'WH Eval' with a '31' icon, 'Test August 2021 Eval of July Work Hours', and a date of 'Jul 21, 2021' with a dropdown arrow.

If you do not see the “WH Eval” evaluation listed, look at the “Display” panel on the right side of the page (an example is shown below) and make sure that “All” is highlighted.

The screenshot shows the 'Display' panel on the right side of the page. It has a dark blue header with the word 'Display' in white. Below the header, there are four filter options, each with an icon, a label, and a count in a circle:

- 'All' with a grid icon and a count of '4'.
- 'Drafts' with a document icon and a count of '0'.
- 'Overdue' with a warning icon and a count of '3'.
- 'Requested' with a document icon and a count of '0'.

When you find the evaluation, click on the down arrow and click the “Evaluate” button.

Answer the questions and click the “Submit” button.

Note: If you do not have time to complete the evaluation in the same session that you start it in, click on the “Continue Later” button at the bottom of the webpage. The next time you log in to complete the evaluation, it will be listed in both your “All” and your “Drafts” list of evaluations.