MedHub Milestone Management

Enable Milestone Management:
-Under the Program Settings > Click the Evaluations Tab > Select Enable Milestones > Click Submit

Import ACGME Milestone Package:
-From My Home > Click Milestone Management (Middle Channel) > Click Import/Update Milestone Package > Select to "Import Package" next to your Subspecialty.

Enter your Program-Specific Milestone Settings:
-From the Milestone Management Page > Click the Milestone Settings Tab > Select to Enable 6-month Progress Reports > Select a Default Milestone Scale (as determined by your program) > select the Start and End PGY levels for your program

OPTIONAL **Set the Goal Line:** From Milestone Management, click modify on the far right on an individual milestone. Set the Goal Line for the Milestone by entering the starting and ending PGY level and the corresponding rankings on the likert scale of where the program expects residents to be ranked according to their PGY. This provides comparative data for each milestone and is optional.

Modify Questionnaire(s):
In addition to revising questionnaires to ensure that they cover the milestones appropriately, programs will need to update their scales to a Milestone Scale and tag questions to milestones in MedHub.

The best way is to make a copy of your current questionnaire(s) and make changes to the copy in preparation for releasing the questionnaire.

Copy your Questionnaire(s):
-From MyHome > Click Evaluations (on the black ribbon) > Click New Evaluation Form > Click Copy Existing Form > Select desired questionnaire from the pull down and click submit.

Update the Response Scale:
Select each question on the form > under the Answer Type pull down scroll up > select the Milestone Scale that has been approved by your program > Click Submit. Repeat this action modifying the response scale for each question on the form.

Tag Questions to Milestone(s):
Select each question on the form > click the Update Milestones link > select the Milestone(s) the question relates to > click Submit.

Put form in "Final Locked" format and deliver to faculty (either manually or automatically) as you are accustomed to doing in the evaluation component

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**Enter the Clinical Competency Committee Members and Dates:**

-From your MedHub Homepage > select Clinical Competency Committee (middle channel) > Select Add Committee Members > Select desired Faculty Member > Click Submit.

-Adding Meeting Dates to the CCC puts the information on the CCC member's MedHub Personal Calendar.

-By making your faculty a member of the CCC they will have a CCC link on their MedHub homepage that allows them to view aggregate evaluation results based on milestones as well as the 6 month progress report that can be completed during the CCC meetings.

Faculty CCC Members Views in MedHub:

Select Clinical Competency Committee From their MedHub Homepage:
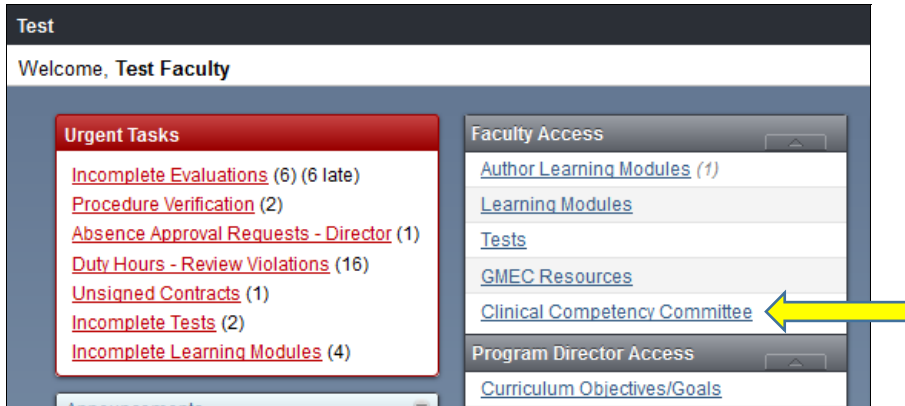
**Select the Milestone Progress Report tab:**
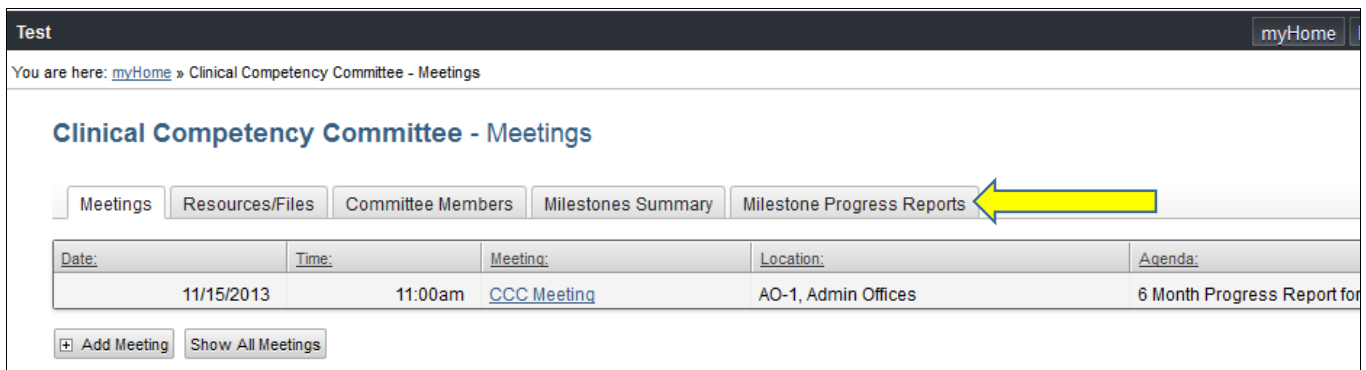
Available Functions Include:

Complete the 6 Month Progress Report for each Resident

Toggle between Residents on the upper right.

Select "More Information" on lower right of each milestone to comment and view level progression.

Hover over the Level Progression bullet point to view milestones scores from previous 6 month progress reports.
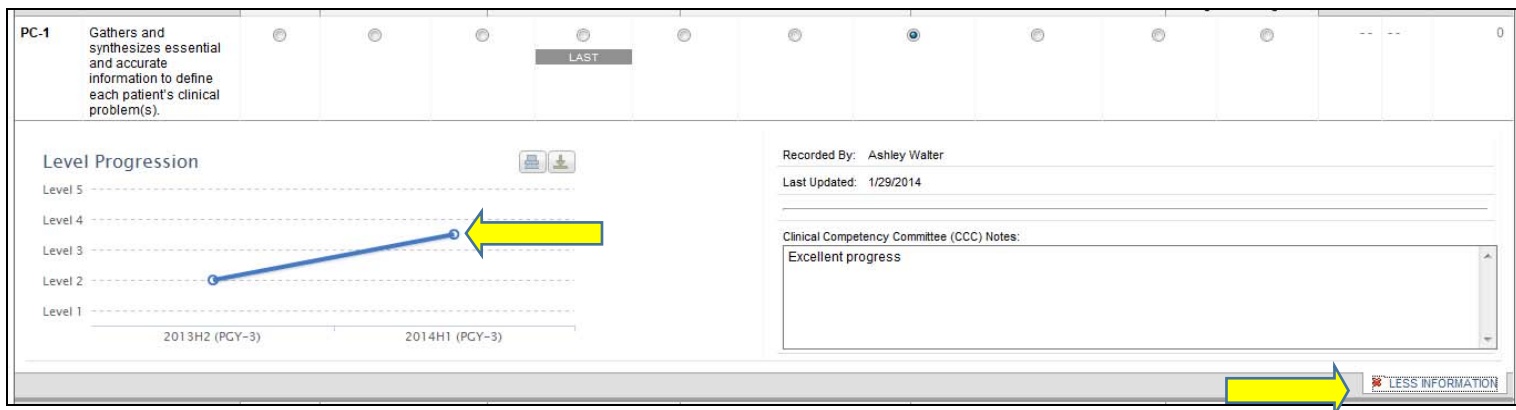
ACGME and CU GME Reference Materials:

- [CU GME Clinical Competency Procedure](#)
- [ACGME NAS Website](#)
- [ACGME NAS Milestones](#)
- [ACGME NAS FAQ](#)
- [ACGME NAS CCC FAQ](#)
- ACGME Coordinator Webinar: ***Practical Advice for Coordinators Regarding the NAS, Milestones Reporting, and the Clinical Competency Committee***

GME Contacts:

Contact Karen.Potter@ucdenver.edu with questions regarding ***ACGME Milestones and CCC Requirements***.

Contact Allison.Glover@ucdenver.edu with questions regarding ***MedHub Milestone and CCC Management***.

Updated by Ashley Walter 2/3/14