GME Competency Education Program

Manager Manual

Contents

About

In this document, you will learn how to:

- o Log in to the GME Competency Education Program
- o Use the Dashboard to view frequently used information
- o Add, remove, and track the progress of your Institution's Residents
- o Monitor Resident Curricula and Course Progress
- o Send Notifications/Alerts
- o Use Resources and Help

1. Program Access

To access the GME Competency Education Program, go to https://cme.ama-assn.org/gme-competency.
If you are not already logged into your AMA account, you will be prompted to login before continuing.

If you do not know your AMA username and password, please contact:

AMA Unified Service Center
gcephelp@ama-assn.org
(800) 262-3211
Mon-Fri 7am-6pm Central

2. Manager Dashboard

The Manager Dashboard provides a summary view of information about your program.
From any program page, you can select the AMA logo to return to your dashboard page.
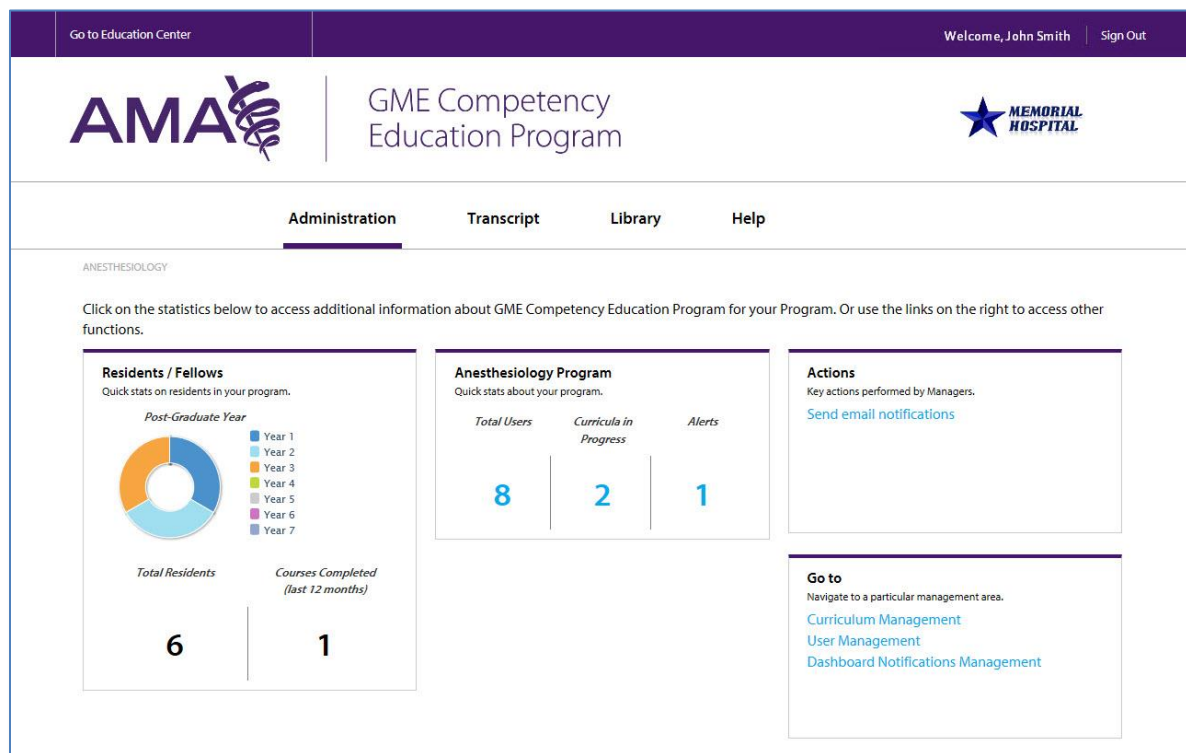

Figure 2.0 – program manager dashboard view

2.1 Notification Banner

The notification banner displays important information directly from AMA Staff members and from Institution Admins. Be sure to check this area for new course offerings or reminders on approaching deadlines.

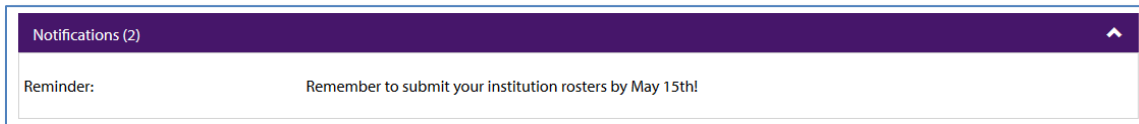Click on the arrow to expand the banner and display all current notifications.

Figure 2.1 - dashboard notification banner

2.2 Resident / Fellows Quick Stats

The Resident/Fellows area of the dashboard displays a dynamic count of your Institution/Programs' Residents and the number of courses completed.

Mouse over the chart to view the number of Residents by Post-Graduate year.
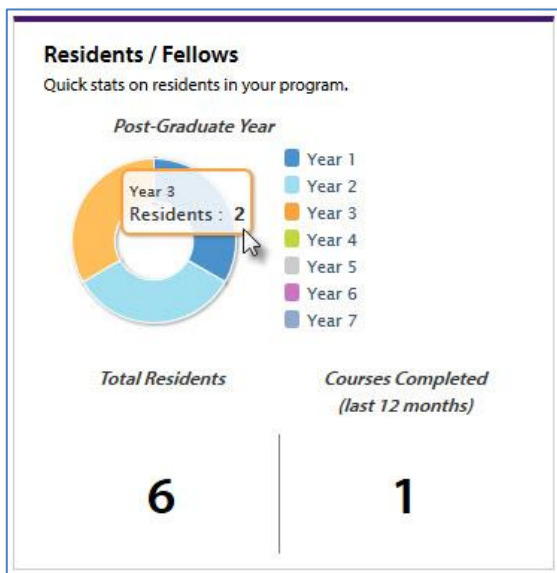

Figure 2.2 - resident/fellow stats

2.3 Program Quick Stats

The Program quick stats component provides a dynamic total of your Program users, Curricula in Progress, and Alerts.

Each number links to a page where that feature is managed:

o Number of Program users – *links to the user management page*.
o Curricula in progress – *links to curriculum management*
o Alerts – *links to alert management page.*

Figure 2.3 – program quick stats

2.4 Key Actions

The Key Actions component contains quick links to commonly used actions:

- Send email notifications
- Promote PGY – *coming soon*
- Run reports – *coming soon*
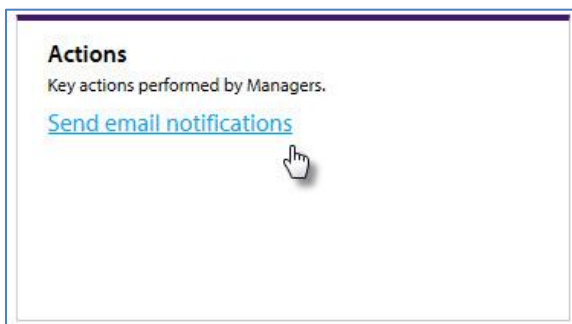
Figure 2.4 - dashboard actions

2.5 Navigation (Go to)

The Navigation component (Go To) contains links to general management areas.

- User Management
- Curriculum Management
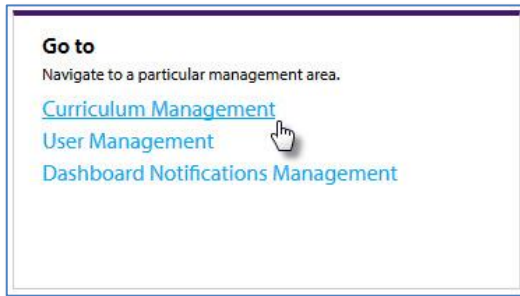- Dashboard Notification Management

Figure 2.5- dashboard Go To links

3. User Management

The User Management page shows all active users within your Program, their current role and Post-Graduate year.
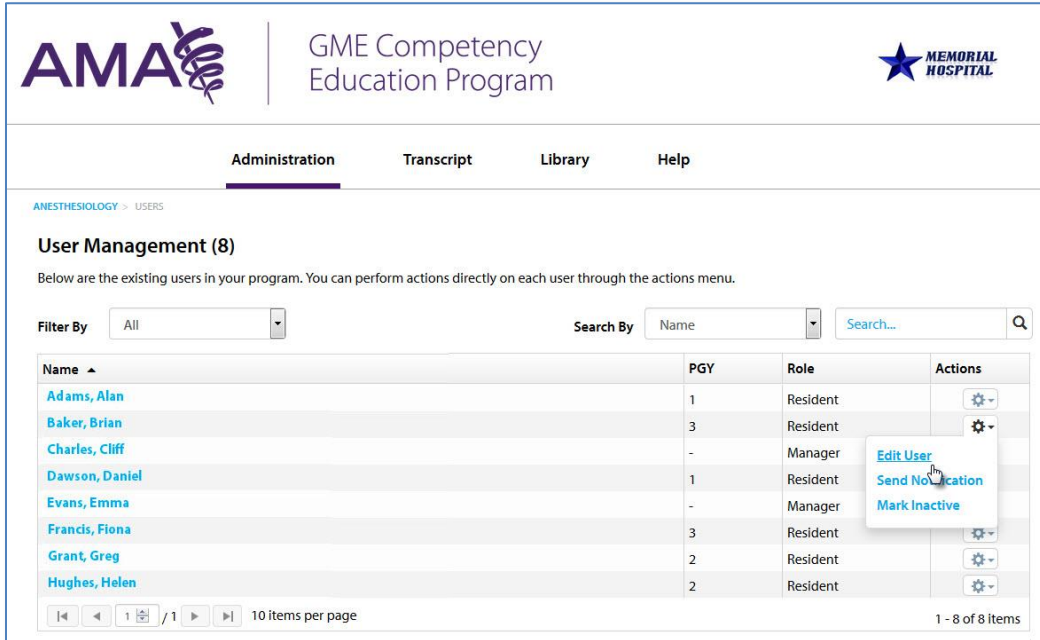

Figure 3.0 - managing users

3.1 Editing a User

o Click the user's name, or select 'Edit User' under the Action column to view the user information.

o You will have the ability to change the user's role (Resident or Manager).

o To update other user details, please contact the AMA Administrator at gcep@ama-assn.org
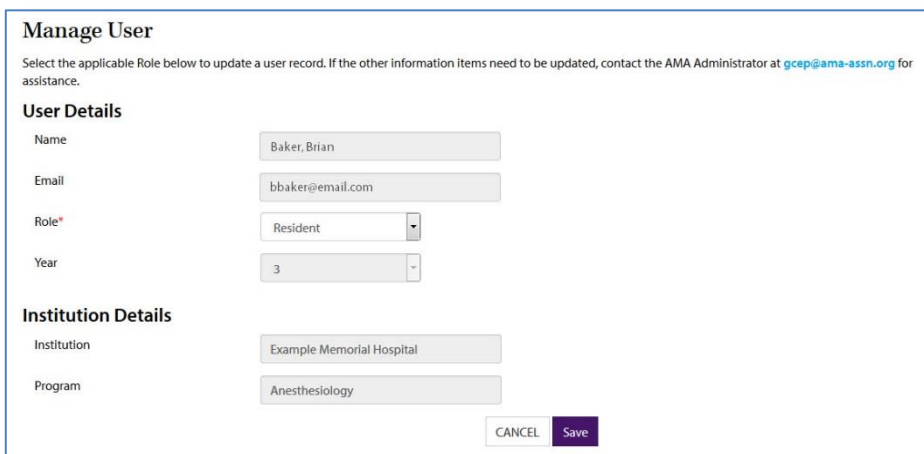
Figure 3.1- user details

3.2 Inactivate a User

- o   To remove the user from the GME Competency Education Program, select the 'Mark Inactive' option from the action menu dropdown.
- o   You will be prompted with a warning message to confirm the deletion. Select 'Ok'. The user will no longer have access to the Program.

Inactivate User!

⊗ Are you sure you want to mark user as inactive?

OK   Cancel

Figure 3.2 inactivate user

3.3 Sending an Individual Email Notification

The Notifications action allows you to send a one-time email message to an individual Resident or Manager.

- o   To create a notification, select the 'Send Notification' option from the Action menu.
- o Next, enter a subject, message text.
- o You can choose to allow the user to reply to your email address or to another Manager.
- o Select 'Preview and Send'.

Send Notification

Enter the reply to, subject and message body text for your email then click the Preview & Send button.

Recipients:	Baker, Brian
Reply to:*	johnsmith@email.com
Subject:*	Diabetes Course
Message body:*	This is a reminder that your Diabetes course must be completed by 4.1.2017.

Cancel   Preview & Send>>
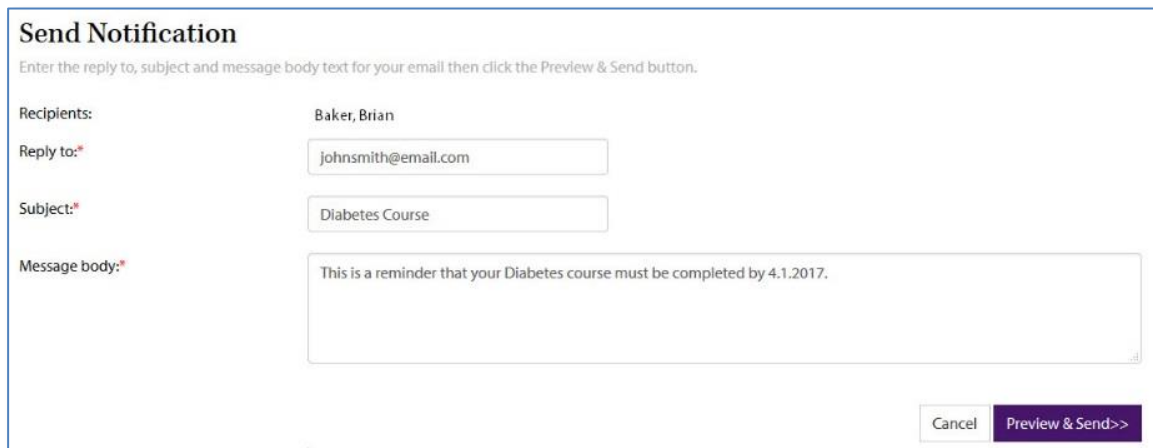
Figure 3.3.0 - sending an individual email notification

3.4 Sending a bulk Email Notification

You have the ability to send email notification messages in bulk, or multiple users at once.

o First select the 'Send Email Notifications' link from the Program Dashboard.
o Next, select the recipients for the email. For ease of use, Chosen and Available Recipient tables can be filtered by role and year, and are searchable.
o Choose Recipient(s) by selecting the user from the Available Recipients list at the bottom of the screen and then click the 'Add Selected' button.
o To remove a previously added recipient, select the user from the Chosen Recipients list and then select 'Remove Selected' button.
o The Add All button will add all the currently displayed users
o The Remove All button will remove all the Chosen Recipients
o When you have completed your selection, click 'Next'.
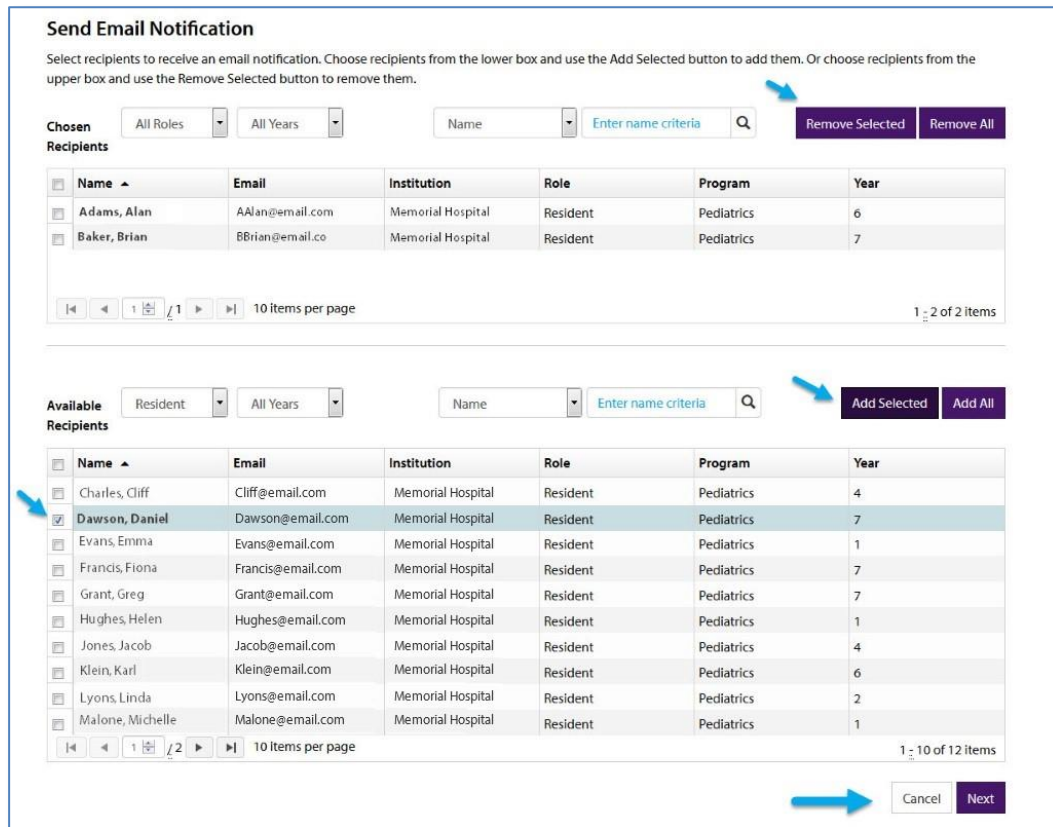
Figure 3.4.1 -choosing available recipients

o Enter your email reply to address, subject and body text.

o Select the number of recipients' link to view the users added in the previous step.

o Complete the form and then click the 'Preview and Send' button.

Figure 3.4.2 – sending a notification

Figure 3.4.3 – view selected notification recipients

4. Curriculum Management

The Curriculum Management page displays all current, past, and future instances of curricula that have been assigned to your program. From this page, you can view assigned, start and end dates and view the status of each curriculum.

o   From the Dashboard 'Go To' section, select 'Curriculum Management and then 'View Resident Progress'.
o   Next, select 'View Resident Progress' from the drop down menu.
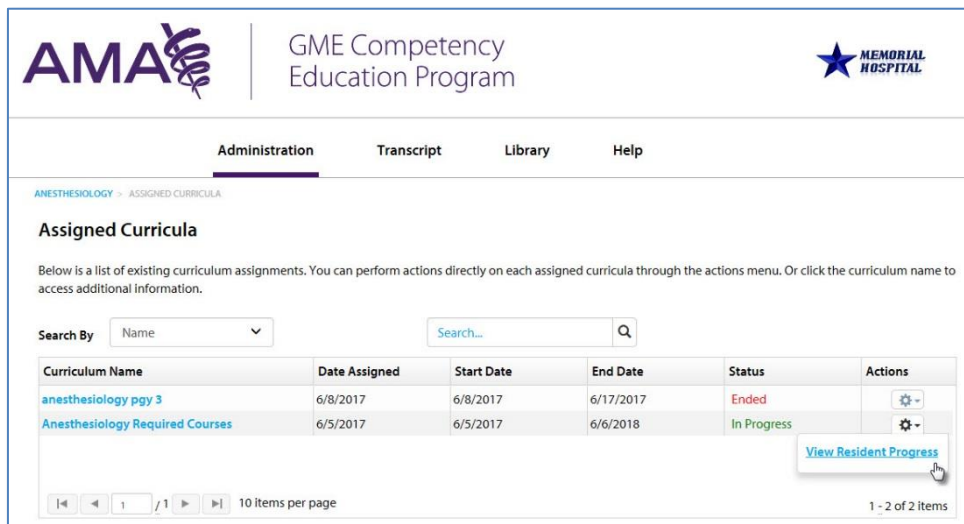
Figure 4.0 – assigned curricula

o   Assigned Curricula page shows Residents assigned and their PGY year.
o   The Course progress bar displays the user status, with the number of courses assigned and completed.
o   From this page you can monitor an individual and quickly send an email notification to that specific Resident.
o   Click on the Resident's name to view more detailed progress information.
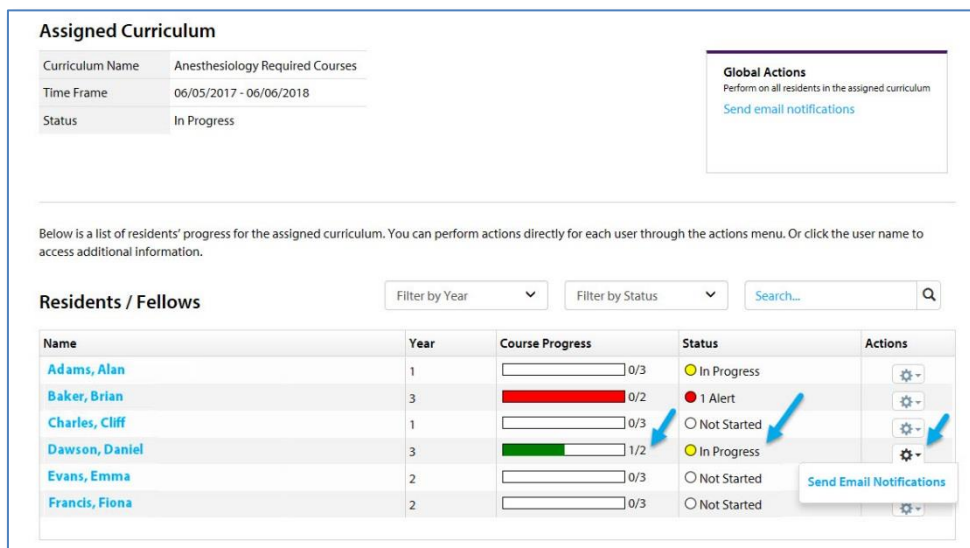
o   A list of Curricula courses and their status is displayed.

o   From the Actions menu, you can mark the course complete – *coming soon*

Figure 4.2 – course listings

o   If a course has been locked (failed), the Action menu will have the option to 'Unlock' allowing the Resident to retake the course.

Figure 4.2 – unlocking a course

5. Promote PGY
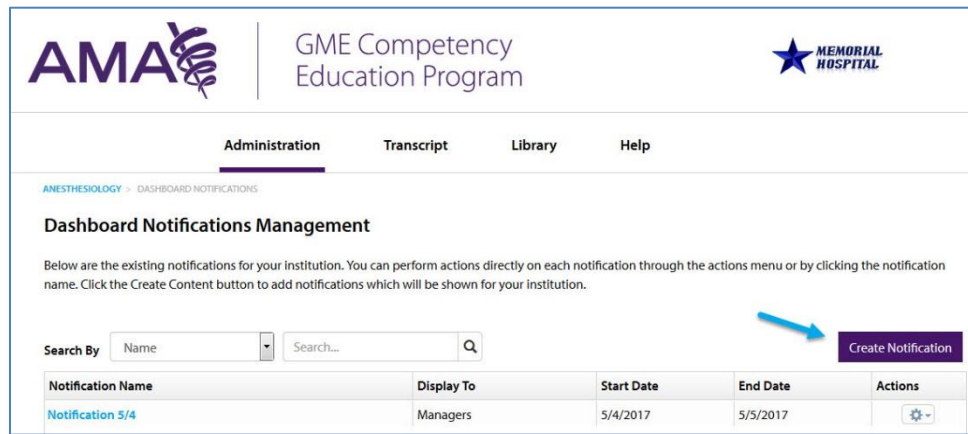
Coming soon

6. Run Reports

Coming soon

7. Dashboard Notification Management

Dashboard Notification Management allows the Manager to create dashboard notification content that displays to residents/fellows within their program.

Figure 7.0.1 – dashboard notifications

o Select 'Create Notification'
o Configure the date the notification will start and end.
o Select who will receive the notification. See below for how the Dashboard Notification will display
o Enter a Notification title and body text.
o Enter an optional hyperlink to the message content.

o Select 'Save and Exit' to complete the notification.

Figure 7.0.2 – dashboard notification

o Notifications for Managers will display as a notification banner on their Program Dashboard.
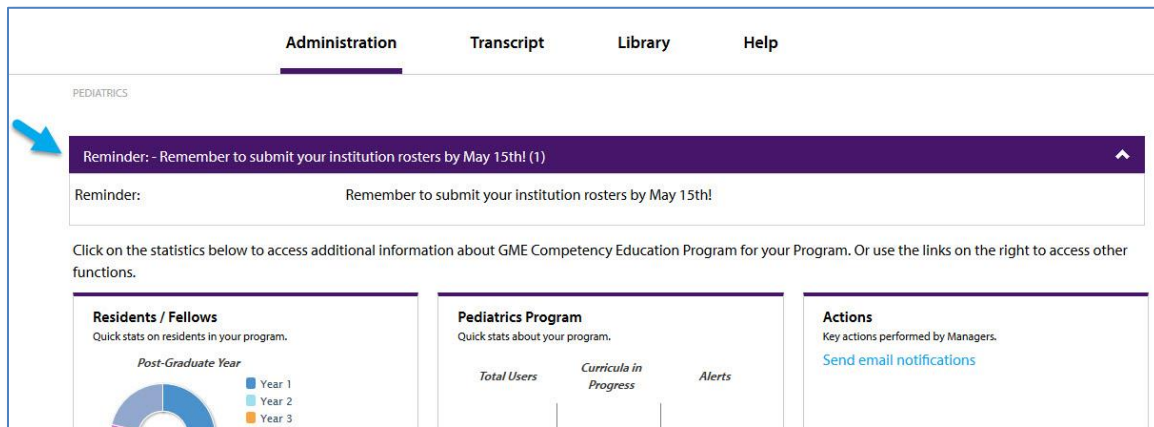
Figure 7.0.3– manager dashboard notifications

o For Residents, it will display as a promotional block below their assigned courses.
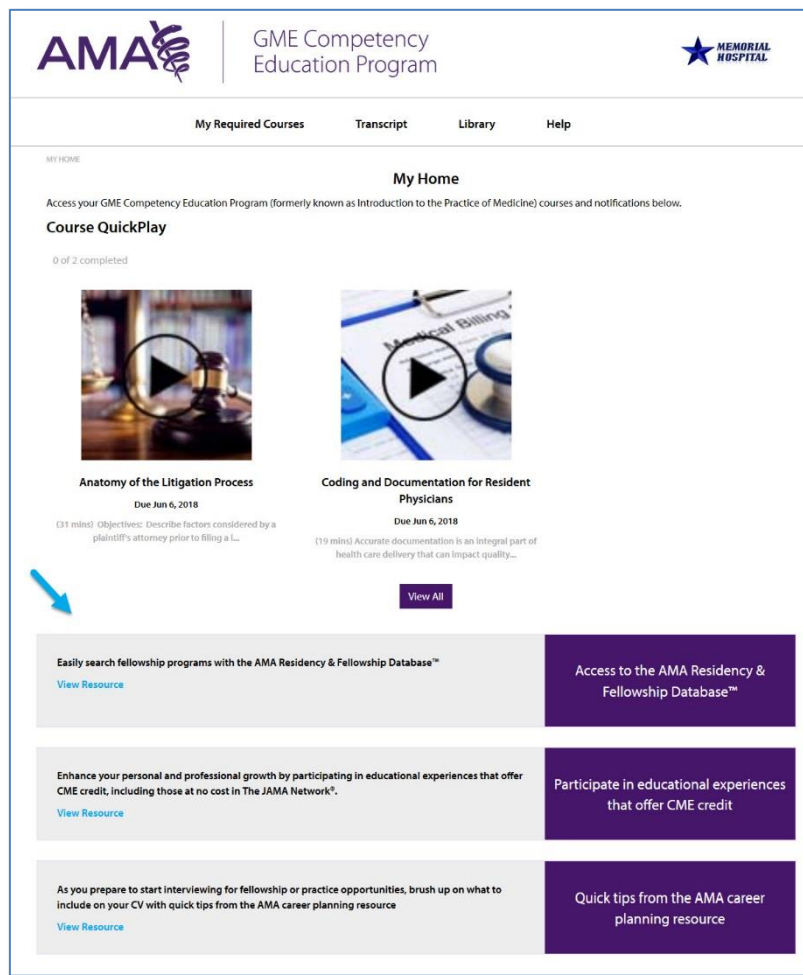
Figure 7.0.4 – Resident home page notifications

8. Alert Management

The Institution Alert Management page is accessed by clicking on the number of Alerts from the Administrator Dashboard and contains alerts from all programs within the institution. There are two types of alerts: Locked and Past due.
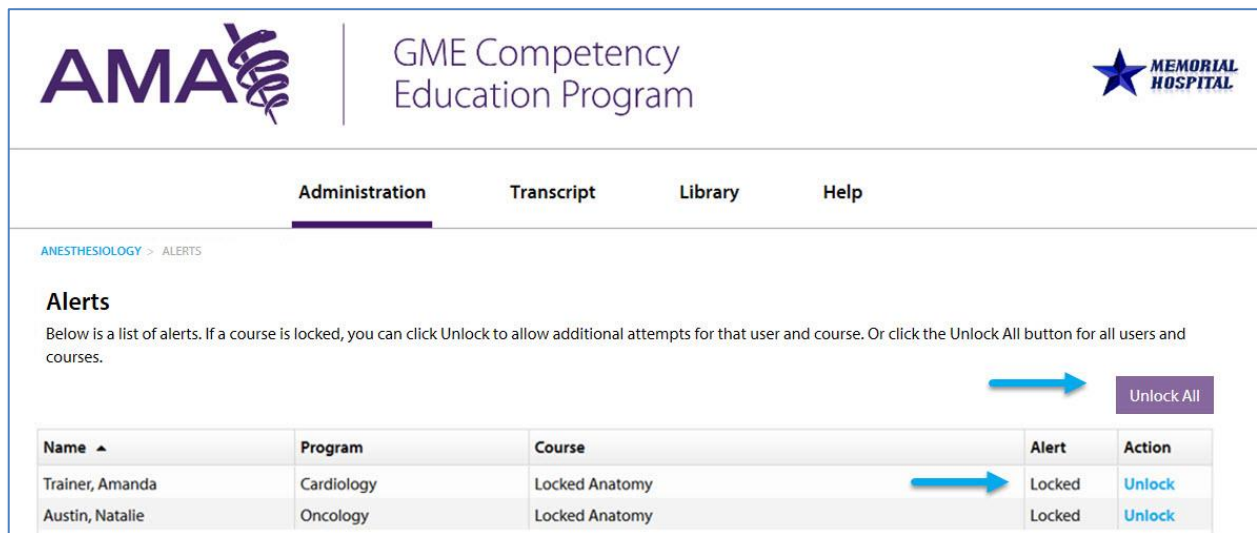
8.1   Past due

Coming soon.

8.2   Locked

If a student unsuccessfully attempted an assessment three times, the course assessment is locked. You may unlock the course to provide the student with three additional attempts to successfully complete the assessment.

o To unlock an Individual user, click on 'Unlock' under the Action column for that user.
o You may also perform a global unlock action on all locked courses within your institution by clicking the Unlock All button.

Figure 8.2 - alerts

9. Help and Resources

The Help page provides additional training material, helpful contact and support information.

Figure 9 – help and resources

10. Additional Site Navigation

10.1 Transcript

The Transcript page shows the courses you completed as a learner in the GME Competency Education Program. As a Manager, you can complete the courses as a learner, or access the courses for review purposes.

Figure 10.1 – view transcript

10.2 Library

The Library page shows the courses available as part of the GME Competency Education program. As an Manager, you can complete the courses as a learner, or access the page for review purposes.

Figure 10.2 – view education library

11.   Education Center

At any time, you can directly access additional education offered by the AMA via the AMA Education Center, by selecting the 'Go to Education Center' link located above the AMA logo.

Figure 11.0 – return to AMA Education center