

Department Management System
Online Progress Evaluations – Oral Medicine Rotation
Instructions Manual

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1. Steps to input assessment result

- Go to the “Department Management” Website:
<https://filemaker-applications.dentalmedicine.uconn.edu/departments-management/>
- Click on the button “SIGN IN”
- Enter your User ID, which is your first and middle initial and last name, without any spaces (faculty hired before CY 2021) or your **UCHC username** (Faculty hired after CY 2021) or please contact administrator for your user ID.
- Enter your password. Password is initially set to *********, please ask Jennifer. You will have the option to change it after your initial log in. (see instructions below)
- Click on the blue “Login” box.
(If password is not right, please click on Forgot Password, you should get your password via email within half hour.)
- Click on “Assessments” at the top of the screen.

- Click on “Oral Medicine/OFP & TMD /Oral Pathology Practicum (CDSC-9393/CDSC-9493)” with the right graduation year.
- Click on “New Assessment” at the top of screen.

You will be presented with a blank evaluation form, which looks similar to the “pink sheet.”

- Use the scroll bar to select the student’s name
 - Use the default date if entering an evaluation for today or click on the calendar icon to select a different date.
 - Select the radio button for the specific activity being evaluated (e.g. Oral Medicine Clinic/Conference (OMC), Clinical Oral Pathology (COP), Clinical-Pathologic Conference (CPC), Orofacial Pain & TMD (OFP/TMD), Oral Medicine Seminar (OMS)
 - For CPC or OMS, enter the topic(s). It is important that you take the time to enter this information so that we can track student experience data across their three rotations.
 - Select the radio button for the score you wish to assign the student. If you assign a score of 1 or 2, click the “Yes” or “No” button depending on whether or not the student needs to repeat the activity at this time.
 - Enter comments about the student’s performance in the Written Comments field. Please restrict your comments to 1-2 brief sentences (<75 words).
 - You must enter data in all fields marked with a red asterisk before clicking “Submit” at either the top or bottom of the page. Once you click “submit” you will not be able to make any changes. You will need to contact the database administrators (Jennifer Norton) to make any changes.
 - Click “Close Window” when you have completed your assessment.
 - Click “Logout” at the top right side of the screen.
- To view previously submitted assessments, click “View Assessment.” Click “Close” at the top of the screen when you have finished viewing.

2. How to change password?

- Log in to the system
- Click on “User Info” at the top of the page. This should take you to the pink “Basic Information” page.
- Click on “Change Password” at the top of screen
- Enter your current password
- Enter your new password
- Click on button “OK”
- Log out, and log back in, using your new password.

3. Blank assessment form

**Oral Medicine/OFP & TMD /Oral Pathology Clinical Practicum
(CDSC-9393/CDSC-9493)
Competency Assessment**

This evaluation Ref No: 21399

Submit

Cancel

Faculty Name: Zhang, Caibin

*All the fields with * must be filled before submitted.*

Student Name (*)

Date of activity (*)

3/9/2023

Activity being evaluated (*)

- Oral Medicine Clinic/Conference (OMC)
- Clinical Oral Pathology (COP)
- Clinical-Pathologic Conference (CPC)
- Orofacial Pain & TMD (OFP/TMD)
- Oral Medicine Seminar (OMS)

Oral Medicine Seminar (OMS) or CPC, please enter topic

Course Goals/Objectives

SDM Competency Addressed

Understand the essential components of the medical and dental histories, interviewing principles, and patient record documentation	5,10
Understand the performance of a physical examination, including examination of the head & neck and oral cavity, assessment of vital signs, and charting and interpreting the findings of such an exam	5,10,14
Understand the etiology, pathogenesis, classic clinical and radiographic appearance, treatment, prognosis, and other relevant information relating to oral & facial pathologic and pain conditions	1,5,6,10,13,14,21
Understand the clinical signs, symptoms, laboratory values and other diagnostic tests associated with major diseases of each organ system and orofacial pathologic and pain conditions and to arrive at a differential or definitive diagnosis/es.	1,5,6,7,8,10,14,21
Understand the impact of systemic diseases on the oral cavity and on the delivery of dental therapy, and the potential impact of dental therapy on systemic disease	1,2,3,8,9,14
Understand the principles of interpersonal communication in the management of dental patients, and the procedures necessary to interact with other members of the health care team in patient evaluation and management	5,14

Score assigned to student for this activity (*)

- 1 Severe, Problematic Deficiency
- 2 Moderate Deficiency
- 3 Satisfactory Progress
- 4 Exemplary Progress

If you have given the student a score of 1" or "2" for this activity, should the student be made to repeat this activity? Please explain in the written comments.

No Yes

Written Comments (*)

Submit

Cancel