Using PACES

Patient And Clinical Encounter System is a clinical learning tool that includes encounter log books and online evaluation system accessible via the World Wide Web. It enables students to track their clinical learning in a centralized and standardized way throughout their clinical courses. Data can also be used by course leadership to monitor what students encounter, to help steer students to fill in clinical gaps, and to plan curricular changes.

*Important: At present, enrolling or changing the status of ANY student is a function that must be completed by IT. All requests should be sent to Lara Westphal for forwarding.

TO VIEW/SORT ENCOUNTERS:

1. Navigate to http://paces.hsc.usf.edu
2. Input your domain account id and password.
3. Click the Encounters tab.

Note: The navigation on the right hand side of the screen gives you options on how you would like to view student encounters.

List Encounters: displays each individual student encounter

1. Search/Filter by Name
   -or-
   Clerkship
   -or-
   Location
   -or-
   Date
2. Click Show List.
TO VIEW/SORT ENCOUNTERS: CON’T

3. To sort any column click the **arrow** next to the name of the column.
4. To view details of the encounter click **View** in the Action(s) column.
TO DISPLAY ENCOUNTER SUMMARIES:

1. Click **View Aggregated Report**
2. Select the **Clerkship** from the navigation panel
3. Select the **Class** from the drop-down menu

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TO DISPLAY STUDENT’S LAST ENTERED ENCOUNTER DATE:

1. Click **Patient Encounter Activity Report**
2. Select the **group(s)** that you would like to view records for.
3. Click the **>>** button.
4. Click **Submit**.
TO PUBLISH EVALUATIONS:

Note: Evaluations cannot be published unless the status of the evaluation is listed as Active. Please ensure you follow both steps below.

I. **Activate The Evaluation**
   1. Click the **Evaluations** tab.
   2. Click the **Manage Created Evaluations** link.
   3. Find the evaluation you would like to publish from the list.

II. **Publish the Evaluation**
    1. Navigate to the **Publish Evaluation** page using the link in the Evaluations menu.
    2. Complete **Question 1** to determine the subject of the evaluation.
       a. Select an **Evaluation** using the drop-down menu.
       b. Specify a **subject** for the evaluation using the drop-down menu.
          -or-
          Create a new/other subject.
II. Publish the Evaluation con’t

3. Complete Question 2 to determine who will receive the evaluation.
   a. Select either the Course or Year radio button to filter the evaluation to the proper students.
   b. Choose the specific Course or Year from the drop-down menu.
   c. Enter an enrollment range in the start and end date fields. NOTE: Choose a date after the first week of the course.
   d. Choose ALL from the Location menu.
   e. Choose Student from the Role menu.

4. Complete Question 3 to determine the evaluation task dates.
   a. Available Date – determines when the evaluation will activate.
   b. Due Date - determines how long the evaluation will stay active.
   c. Show Until Date – determines how long evaluation can be viewed.

5. Complete Question 4 to determine addition information.
   a. Select anonymous evaluation.

6. Skip Question 5

7. Complete Question 6 to publish the evaluation.
   a. Click Submit.
TO VIEW SURVEY/EVALUATION RESULTS:

1. Click the Manage Published Evaluations link.
2. To view the questions in the published evaluation or survey click the description link.
3. To view the non-compliant student names and e-mail addresses click the compliance link.
4. Results can be viewed by clicking the Individual link in the Results column
   -or-
   clicking the Aggregate link the Results column.

   Note: Individual results may not be viewable if the 'This is an anonymous evaluation' box was selected during the publishing stage of the evaluation.