



# 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.

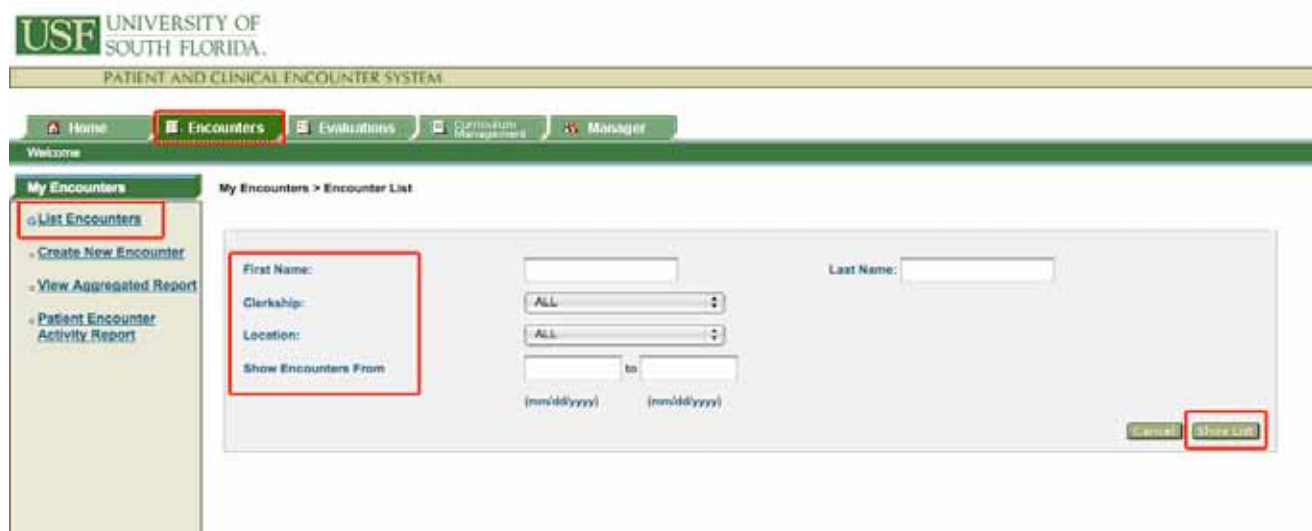
## TO VIEW/SORT ENCOUNTERS:

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

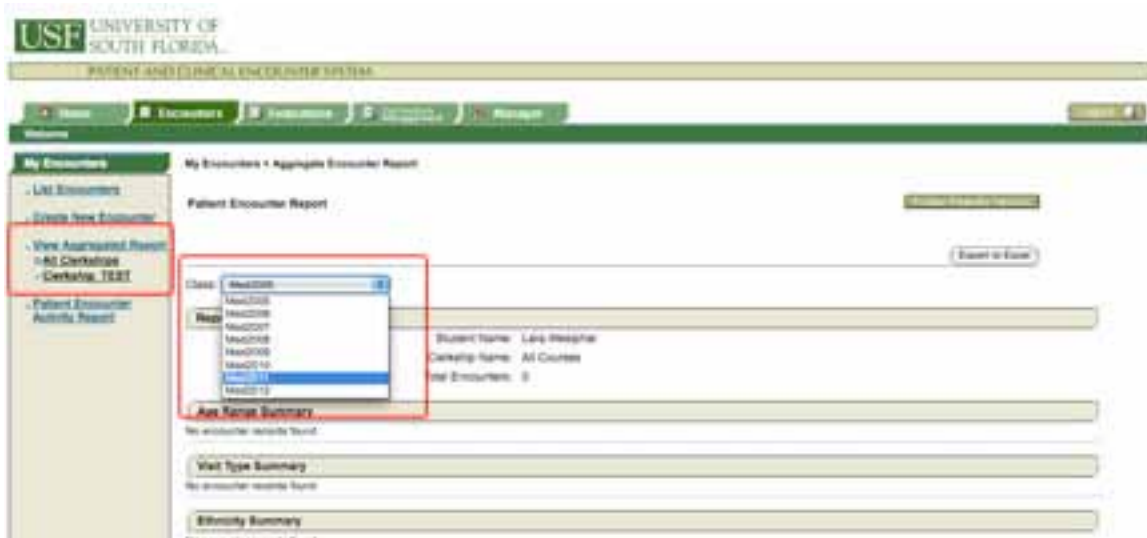
1. Search/Filter by **Name**
  - OR-
  - Clerkship**
  - OR-
  - Location**
  - OR-
  - Date**
2. Click **Show List**.





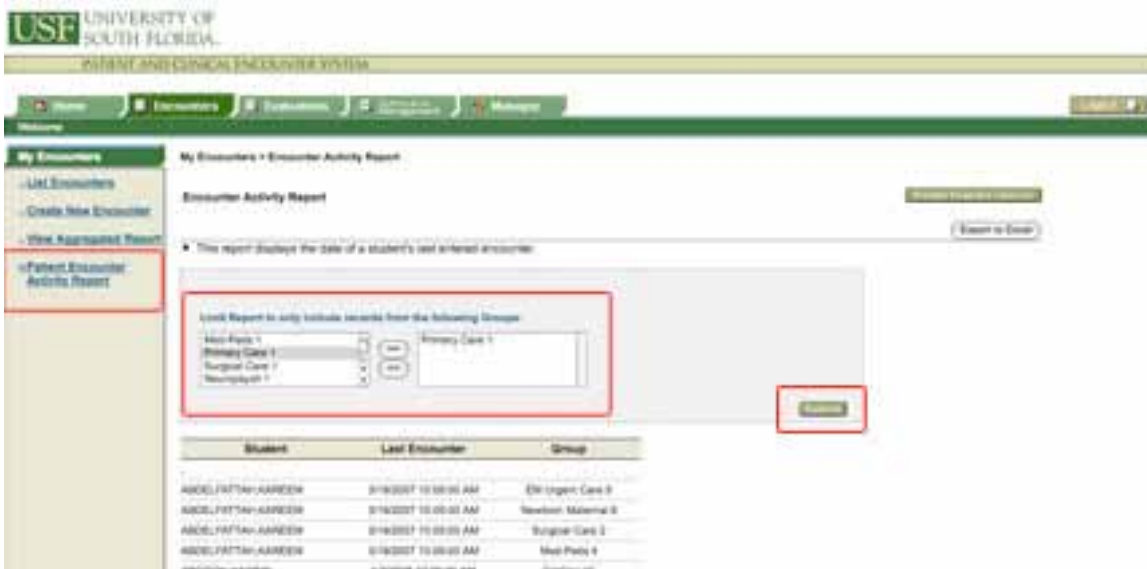
## TO DISPLAY ENCOUNTER SUMMARIES:

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



## 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.

Manage Created Evaluations > List

- Active evaluations are available for publishing
- Edit is only available for unpublished evaluations and published evaluations that are not yet available
- Clone will copy all the header information and questions from the existing evaluation into a new evaluation
- Remove is only available for unpublished evaluations (**Attention: Remove will delete the evaluation!**)

Modified	Name	Course	Status	Modify
5/11/2005	<a href="#">USF CARES - Junior Clerkship (OutPatient Faculty)</a>	All Courses	Template	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Remove</a>
5/11/2005	<a href="#">USF CARES - Junior Clerkship (OutPatient &amp; InPatient)</a>	All Courses	Template	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Remove</a>
5/16/2005	<a href="#">Med 3 Test Eval: May 2005</a>	All Courses	Template	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Remove</a>
5/16/2005	<a href="#">Med 3 Test Eval: May (Day) 2005</a>	All Courses	Template	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Remove</a>
9/20/2005	<a href="#">USF CARES - Junior Clerkship (InPatient Faculty)</a>	All Courses	Template	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Remove</a>
10/13/2005	<a href="#">October 13, 2005 - Herbal Supplements</a>	Colloquium I	Inactive Active Deactivate	<a href="#">Clone</a>
10/19/2005	<a href="#">Med 3 Test Eval: (May) 2005</a>	clerkship_TEST	Active Deactivate	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Remove</a>
10/26/2005	<a href="#">Molecular, Cellular &amp; Genetic Basis of Medicine</a>	Molecular Medicine	Active Deactivate	<a href="#">Clone</a>
11/1/2005	<a href="#">Medical Ethics and Humanities Evaluation</a>	Medical Ethics and Humanities	Active Deactivate	<a href="#">Clone</a>

### 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.

Evaluations > Publish Evaluation

### 1. Who or What Will This Evaluation be About?

Select an evaluation and the subject of the evaluation. Subject refers to the course, clerkship, or user group this evaluation is regarding. It does not specify who will receive this evaluation (this is completed in Step 2).  
\*Indicates a required field

Choose an Evaluation \*

Specify a Subject \*

Other Subject



## 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.

The screenshot shows the 'Manage Published Evaluations' page in the University of South Florida Patient and Clinical Encounter System. The page includes a navigation menu on the left with 'Manage Published Evaluations' highlighted. The main content area displays a table of published evaluations with the following data:

Published	Description	Modify	Compliance	Results
7/21/2008	<b>2008-2010 Critical Care Clinical Preference</b> published by David Hood Published to: Critical Care Clerkship between 8/12/2008 and 5/18/2009 at All Locations Assigned to Students about Site Preference Available from 7/21/2008 to 8/24/2008 Due on 7/24/2008	<a href="#">Remove</a>	13 of 12	<a href="#">Individual</a> <a href="#">Aggregate</a>
7/16/2008	<b>08-09 Critical Care Clerkship Evaluation</b> published by Lars Weephal Published to: Critical Care Clerkship between 8/26/2008 and 5/26/2009 at All Locations Assigned to Students about Course Available from 7/16/2008 to 8/24/2008 Due on 7/24/2008	<a href="#">Remove</a>	7 of 11	<a href="#">Individual</a> <a href="#">Aggregate</a>
8/26/2008	<b>08-09 Critical Care Clerkship Evaluation</b> published by David Hood Published to: Critical Care Clerkship between 8/26/2008 and 5/26/2009 at All Locations Assigned to Students about Course Available from 7/1/2008 to 8/10/2008 Due on 7/10/2008	<a href="#">Remove</a>	1 of 10	<a href="#">Individual</a> <a href="#">Aggregate</a>