



# How to add the Society of Teachers of Family Medicine (STFM) Core Outcomes and set up the Active Assessment Using Direct Observation Evaluation Form in MedHub

## For Program Administrators

### Part 1: Import the Family Medicine - Core Outcomes (STFM) Package

1. Navigate to Milestones Management in the center column of your homepage.\*
2. Select the EPAs subtab.\*\*
3. Click the Import/Update EPAs button.
4. Click the Import Package button for the Family Medicine – Core Outcomes (STFM) package.

\*If you do not see Milestones Management on your homepage, navigate to Program Settings > Evaluations and select the Enable Milestones setting.

If you have not enabled milestones previously, import the Family Medicine v2 subcompetency page in addition to the Core Outcomes package before continuing to Part 2.

\*\*Core Outcomes are not EPAs. However, we are using the EPA functionality to tag the Core Outcomes to evaluations. Only administrators will see the EPA language. Faculty and trainees filling out the evaluation form will not see any reference to EPAs.

### Part 2: Create the Active Assessment Using Direct Observation (STFM) Evaluation Form

1. Navigate to the Evaluations tab.
2. Click the New Evaluation Form button.
3. Select the Copy from Another Institution subtab.
4. Enter “Active Assessment Using Direct Observation” in the Evaluation Title field and click Find Evaluations.
5. Click the Copy Form button.\*
6. Click View/Modify Form and validate that the form is as desired.
7. Set the Design field to Final (Locked) and click Update Information.

\*The full title of the correct form is Active Assessment Using Direct Observation (STFM).

### Part 3: Set up to Allow Faculty and Residents to Self-Initiate this Evaluation Form

1. Navigate to Program Settings in the center column of your homepage.
2. Select the Evaluations subtab.
3. Find Faculty-Initiated Resident Evaluation(s) under the Self-Initiated Evaluations subheader.
4. Click the Add Form button.
5. Select Active Assessment Using Direct Observation (STFM) as the evaluation form, ensure Mobile Access is enabled and click Add Form.
6. Find Resident-Initiated Performance Evaluations and repeat steps 4 & 5.
7. Click Save Settings at the bottom of the page.