



How to Evaluate Your Fellows Using the Program Portal

Days remaining to complete evaluations. (Arrow points to '70 Days Remaining' badge)

Begin your evaluations here. (Arrow points to 'EVALUATE' button)

Dashboard Data:

- Fellowship Evaluation:** 70 Days Remaining, To Do: 3, To Approve: 0, Done: 1
- Program Info:** Pediatric Infectious Diseases Training Program, 123 Main Street, Paris, Texas 55555-1234, Email: oltestest@abped.org
- Your Current Fellows:** 7 Fellows (Pie chart showing 1 F-1, 2 F-2, 4 F-3)
- Recent Score Reports:** 2019 Reports (Certifying Exam Results, SITE Exam Results), 2018 Reports, 2017 Reports
- 2020 Subspecialty In-Training Examination:** Fellows Registered: 4/7 (Who's Registered?, Who's Not Registered?)

Start your evaluations here! (Arrow points to 'Evaluate' buttons in the 'To Do' column)

List of evaluations left to complete. (Arrow points to the 'To Do' table)

Remember: While Program Coordinators can help with these evaluations, only Program Directors are responsible for reviewing, approving, and submitting! (Arrow points to the 'To Approve' section)

Your completed evaluations and your progress. (Arrow points to the 'Done' section)

Evaluations left to approve. (Arrow points to the 'No Evaluations To Approve' message)

Table Data:

To Do	To Approve	Done												
<table border="1"><tr><td>Evaluate</td><td>F-2</td><td>Hicks, Kenny</td></tr><tr><td>Evaluate</td><td>F-2</td><td>Rollins, Willie</td></tr><tr><td>Evaluate</td><td>F-3</td><td>Hess, Callan</td></tr></table>	Evaluate	F-2	Hicks, Kenny	Evaluate	F-2	Rollins, Willie	Evaluate	F-3	Hess, Callan	No Evaluations To Approve	<table border="1"><tr><td>✓</td><td>F-1</td><td>Hines, Karla</td></tr></table>	✓	F-1	Hines, Karla
Evaluate	F-2	Hicks, Kenny												
Evaluate	F-2	Rollins, Willie												
Evaluate	F-3	Hess, Callan												
✓	F-1	Hines, Karla												

Within each trainee evaluation, you'll simply follow the prompts.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

1 Verify Trainee Information

Yes, this is correct No, this is not correct

Level: F-2
Dates of Training: 07/07/2019 to 07/06/2020

Prior Pediatric Infectious Diseases Training

Level	Start	End	Credit	Professional	Clinical
1	07/07/2018	07/06/2019	12	Satisfactory	Satisfactory

Step 1: Verify their information is correct. If not, go to your roster, choose the trainee, update their info, and return to their evaluation.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

2 Evaluate Clinical Performance for this Trainee

Satisfactory Marginal Unsatisfactory

Step 2: Evaluate their Clinical Performance. You can choose between Satisfactory, Marginal, or Unsatisfactory.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

3 Evaluate Professional Performance for this Trainee

Satisfactory Unsatisfactory

Step 3: Evaluate their Professional Performance. You can choose between Satisfactory and Unsatisfactory.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

4 Identify Scholarly Oversight Committee (SOC) Members

The ABP suggests that an SOC be established for each fellow by the start of the second year of fellowship. Please enter or update the names and email addresses of this trainee's SOC.

Committee Member #1	Email address
<input type="text"/>	<input type="text"/>
Committee Member #2	Email address
<input type="text"/>	<input type="text"/>
Committee Member #3	Email address
<input type="text"/>	<input type="text"/>

(member outside of discipline)

Step 4: Enter information for trainee's Scholarly Oversight Committee. You'll need their names and email addresses.

Hicks, Kenny H. - 07/07/2019 to 07/06/2020 [Back to Dashboard](#)

Trainee Evaluation Done

Trainee : Hicks, Kenny
Level : F-2
Dates of Training : 07/07/2019 - 07/06/2020
Clinical Evaluation : Satisfactory
Professionalism Evaluation : Satisfactory
Status : Full Time
Credit : 12 months
Promoted : Yes

Trainee leaving your program? If this trainee is leaving your program, click here and follow the instructions provided.

[Next Trainee](#) [Exit](#)

Step 5: Review all information before submitting. You can then choose to move on to the next trainee evaluation or Exit.