

ONE45 – CALCULATING FACULTY RESPONSE TIMES/FORM STATUS

Departments may want to know how many forms a faculty has let expire or have left outstanding, especially compared to other faculty in the department. With CBME, departments may also want to know how quickly faculty are completing their forms. While one45 made improvements to form data to help in this regard, for large numbers of forms, there is an issue with access. For now, make use of *Custom Search* to get the information you need.

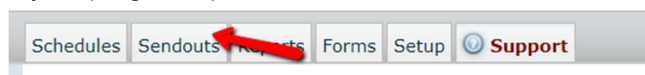
PART A walks you through collecting and preparing your data. (p. 1)

PART B contains steps to figure out how many completed, outstanding (saved/blank), or closed (expired) forms your faculty have (p. 6)

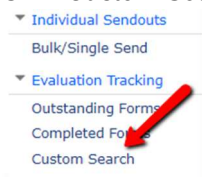
PART C helps you calculate the average time between when your faculty receive their forms and when they complete them (p. 7)

A. PREPARE YOUR DATA

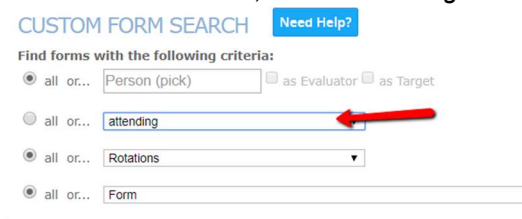
1. Navigate to <https://one45.med.dal.ca> in your browser and log in.
2. In your program space, click the *Sendouts* tab.



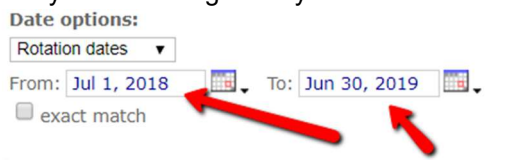
3. Click *Custom Search* from the side menu.



4. For the evaluator role, select *Attending*. Leave the other dropdowns as is.

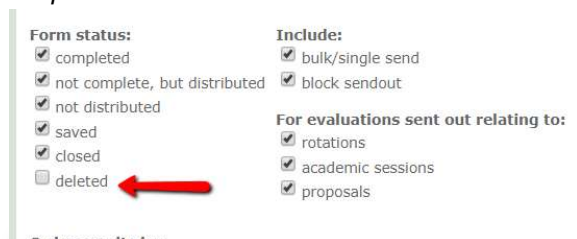


5. Set your date ranges for your desired timeframe, likely academic year.



6. Check all the boxes except “deleted.”

Note: If you use head evaluator/releasor forms, you may want to check “deleted.” For those that don’t use head or releasor forms, deleted would only be forms that you as PA deleted and would not be relevant. However, if you use head or releasor forms, you may wish to include it. Ex. If a faculty member does not complete a contributing form and the head evaluator submits the head form using the available completed contributing forms, it DELETES contributing forms that have not been submitted. Unfortunately, you won’t be able to tell the difference between forms you deleted and forms a head evaluator deleted by submitting their form, but it may give you a sense of completion.



7. Leave the default ordering selections and click *Export to Excel*.

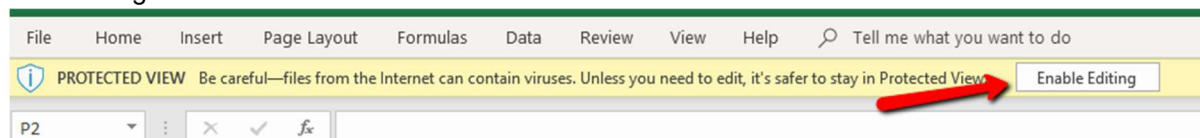
Order results by:

1. Evaluator Name ▼

2. Date ▼

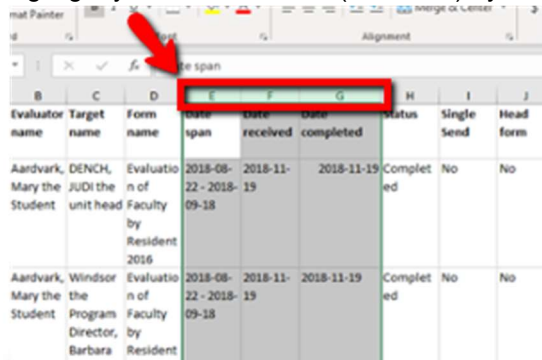
Search For Forms Export to excel (CSV for larger results)

8. Find and open the Excel document you downloaded. Excel will likely request that you *Enable Editing* before you make changes. Do so.

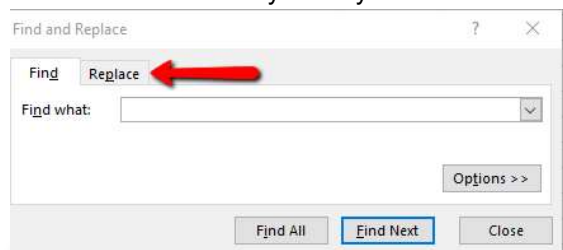


9. The dates in the Excel spreadsheet might look like numbers, but Excel thinks they are actually text. We need them to be viewed as dates to do our calculations. Unfortunately, using “Format Cells” option and specifying dates doesn’t work to convert them. Follow these steps to have Excel recognize them as dates:

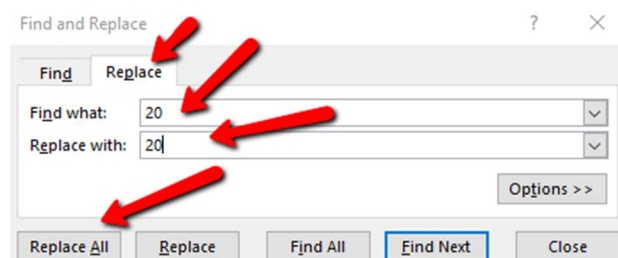
- a. Highlight your date columns (E-G here) by clicking and holding E while dragging across to G.



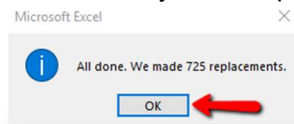
- b. Press *CTRL* and *F* on your keyboard. The find window will appear. Click the *Replace* tab.



- c. In the *Find what* window, enter 20.
In the *Replace with* window, enter 20.
Click *Replace All*.



- d. Excel will tell you the replacements were made.



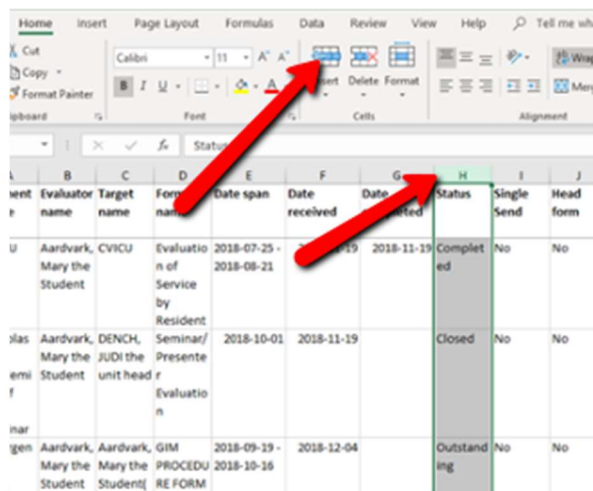
- e. The fields will appear to convert to number signs (with exceptions for cells that have a date span). This is just Excel's way of saying the cell is too small to display the date.

Moment name	Evaluator name	Target name	Form name	Date span	Date received	Date completed	Status	Single Send	Head form	Release form
CVICU	Aardvark, Mary the Student	CVICU	Evaluation of Service by Resident	2018-07-25 - 2018-08-21	#####	#####	Completed	No	No	No
Neoplasms: Academic Half Day Seminar	Aardvark, Mary the Student	DENCH, JUDI the unit head	Seminar/Presenter Evaluation	#####	#####		Closed	No	No	No

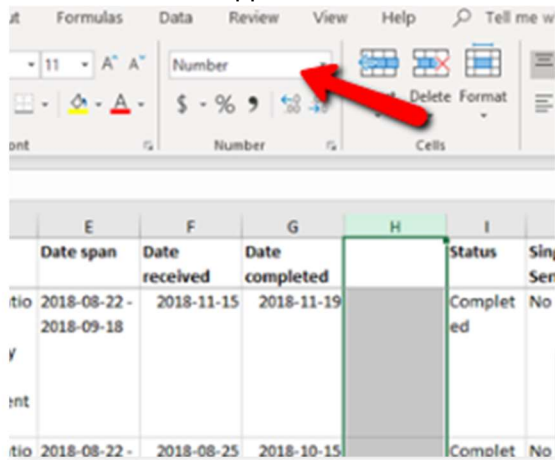
- f. Widen the cells by clicking the line between the column headers so you can see the dates.

Date span										
A	B	C	D	E	F	G	H	I	J	K
Moment name	Evaluator name	Target name	Form name	Date span	Date received	Date completed	Status	Single Send	Head form	Release form
CVICU	Aardvark, Mary the Student	CVICU	Evaluation of Service by Resident	2018-07-25 - 2018-08-21	2018-11-19	2018-11-19	Completed	No	No	No
Neoplasms: Academic Half Day Seminar	Aardvark, Mary the Student	DENCH, JUDI the unit head	Seminar/Presenter Evaluation	2018-10-01	2018-11-19		Closed	No	No	No
Emergency	Aardvark, Mary the Student	Aardvark, Mary the Student (self)	GIM PROCEDURE REFORM (LOG)	2018-09-19 - 2018-10-16	2018-12-04		Outstanding	No	No	No
Emergency	Aardvark, Mary the Student	Aardvark, Mary the Student	GIM PROCEDURE	2018-07-01 - 2018-07-24	2018-11-18		Outstanding	No	No	No

10. Now that you have made sure your dates are recognized as dates, click the first column to the right of the dates. Then click *Insert* on the Home menu.



11. A new column will appear. Click *Number* in the dropdown in the Home tab to specify this as a number column.



12. Name the column *Days to Completion*.

	Date span	Date received	Date completed	Days to Completion	Status
1	2018-08-22 - 2018-09-18	2018-11-15	2018-11-19		Completed
2					
3					

13. In the cell just below it, type an = sign.

	F	G	H	I	J
	Date received	Date completed	Days to Completion	Status	Single
1	2018-11-15	2018-11-19	=	Completed	No
2					
3					

14. Then click on the *Date completed* cell to its left. It will automatically enter the cell's letter and number into your formula.

=G2					
D	E	F	G	H	I
	Date span	Date received	Date completed	Days to Completion	Status
1	2018-08-22 - 2018-09-18	2018-11-15	2018-11-19	=G2	Completed
2					
3					

15. Now enter a minus sign.

Date completed	Days to Completion	Status
2018-11-19	=G2-	Completed

16. Click on the cell under *Date received* to the left. It will automatically enter that cell's letter and number as well.

=G2-F2					
D	E	F	G	H	
Form	Date span	Date received	Date completed	Days to Completion	Status
Evaluation of faculty resident 16	2018-08-22 - 2018-09-18	2018-11-15	2018-11-19	=G2-F2	Completed
Evaluation of faculty resident 16	2018-08-22 - 2018-09-18	2018-08-25	2018-10-15		Completed

17. Hit Return on your keyboard. Your formula will now calculate the difference between the date the form was completed by the preceptor and the date the form was received by them.

F	G	H	I	J
Date received	Date completed	Days to Completion	Status	Single Send
2018-11-15	2018-11-19	4.00	Completed	No
2018-08-25	2018-10-15		Completed	No

18. Copy this formula to the rest of the cells by clicking the cell with the formula in it and double-clicking the little square in the bottom right corner of the cell.

Date received	Date completed	Days to Completion	Status	Single Send
2018-11-15	2018-11-19	4.00	Completed	No
2018-08-25	2018-10-15		Completed	No

19. It will copy the formula down through the column. Don't worry if the numbers look a little funny for the forms that are **not yet completed**. We won't be using those numbers anyway.

Date span	Date received	Date completed	Days to Completion	Status	Single Send	Head form	Ref
2018-08-22 - 2018-09-18	2018-11-15	2018-11-19	4.00	Completed	No	No	N
2018-08-22 - 2018-09-18	2018-08-25	2018-10-15	51.00	Completed	No	No	N

20. Now we can move on to generating the reports.

PART B. STATUS OF ONE'S FORMS

This report will provide you with a count of the various form statuses a faculty member has within your specified date span. The statuses can include:

- **CLOSED:** The faculty member never completed this form and it expired.
- **COMPLETED:** The faculty member completed the form.
- **SAVED, NOT COMPLETED:** The faculty member has started but did not complete the form
- **OUTSTANDING:** The faculty member has not completed nor started this form yet.

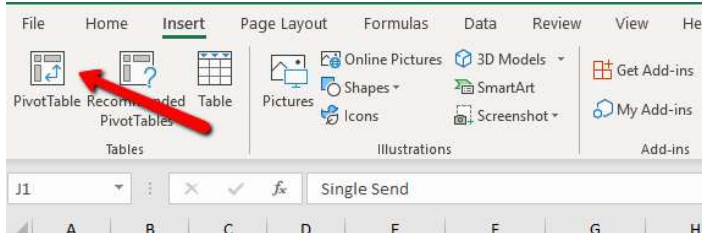
1. Click on one of the entries on your sheet then press **CTRL** and **A** on your keyboard to select all your data.

A	B	C	D	E	F	G	H	I	J	K	L
Moment name	Evaluator name	Target name	Form name	Date span	Date received	Date completed	Days to Completion	Status	Single Send	Head form	Release form
Emergency	Workshop, Resident _Watts (LOG)	Workshop, Resident _Watts (LOG)	GIM PROCEDURE FORM	2019-02-12	2019-02-12		-43508.00	Outstanding	Yes	No	No
KW 01 Transition to Discipline (Radonc)	WORKSH OP_DR, KARENW ATTS1	Watts, Resident _Karen	KW - Procedure Log	2018-11-05	2018-11-05		-43409.00	Outstanding	Yes	No	No
01 - Transition to Discipline (Otolaryngology)	WORKSH OP_DR, KEVINFR ENCH4	MacDonald, Barry the Resident	SAMPLE FORM: Otonal TTD	2018-07-04	2018-11-05		-43409.00	Outstanding	Yes	No	No
24 Anesthesia	WORKSH OP_RES, 22_Britta nyF	WORKSH OP_RES, 22_Britta nyF	GIM PROCEDURE FORM RESIDENT (LOG)	2018-07-05	2018-07-05	2018-07-05	0.00	Deleted	Yes	No	No

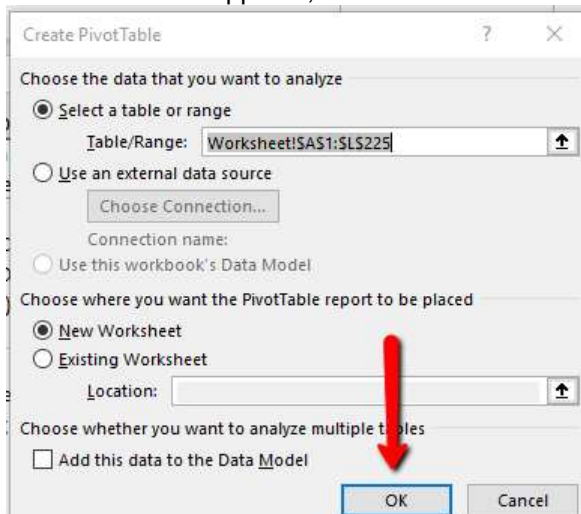
2. Click the **Insert** tab on your Excel menu.



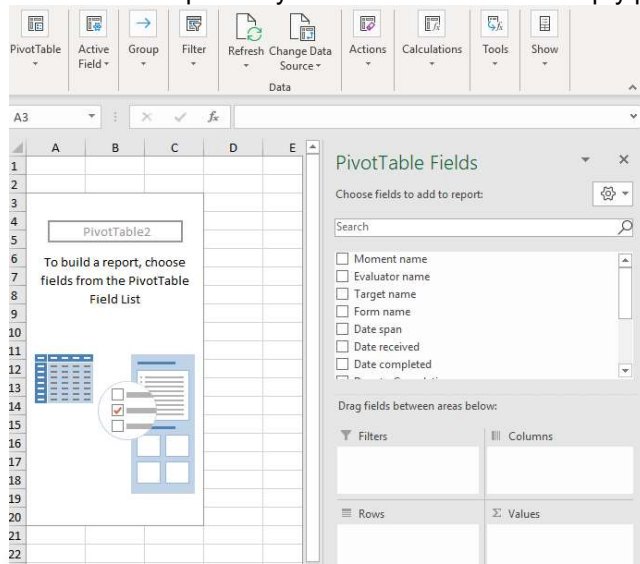
3. Click **Pivot Table**.



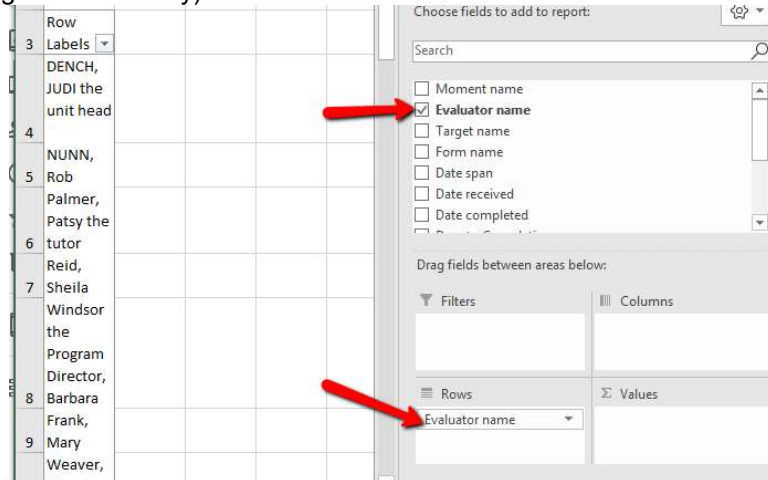
4. On the menu that appears, click **OK**.



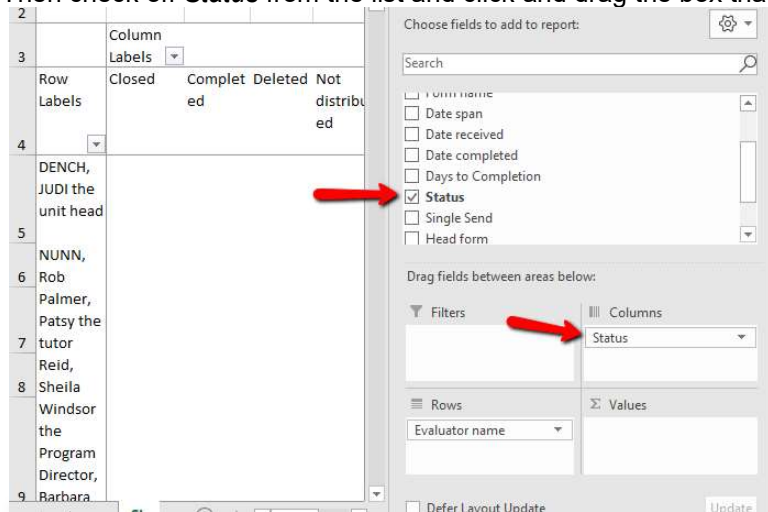
5. A new tab will open on your worksheet with an empty pivot table.



6. To start, click the *Evaluator name* box and click and drag the box that appears into the *ROWS* section (if it doesn't go automatically).



7. Then check off *Status* from the list and click and drag the box that appears over to the *COLUMNS*.



8. Now, check off *Moment name* and drag it to the **VALUES** section.

Row Labels	Closed	Completed	Deleted	Not distributed	Outstanding	Saved, not completed	Grand Total
DENCH, JUDI the unit head	1	17	1		3		22
NUNN, Rob			1				1
Palmer, Patsy the tutor	1	9					10
Reid, Sheila			1				1
Windsor the Program Director		13	2		1		16

9. You can change the look of the pivot table using the Pivot Table *Design* tools.

Count of Moment name	Column Labels	Closed	Completed	Not distributed	Outstanding	Saved, not completed	Grand Total
DENCH, JUDI the unit head		1	17		3		21
Palmer, Patsy the tutor		1	9				10

10. You will now have a list of your faculty and the status of the forms they received. Large numbers of *Closed* indicate areas of concern as it means the forms expired and were never completed. Outstanding forms COULD be well-overdue forms, but they can also be forms they only just received the day before.

Count of Moment name	Column Labels	Closed	Completed	Not distributed	Outstanding	Saved, not completed	Grand Total
DENCH, JUDI the unit head		1	17		3		21
Palmer, Patsy the tutor		1	9				10
Windsor the Program Director, Barbara			13		1		14
Frank, Mary		2	11		4	1	18
Weaver, Siquorney			2			1	3
Ballantine, R. Latasha		1	16			1	18
Fuentes, Lorena			16		9		25
Kaur, R. Nirupa			8		8		16
MacDonald, Barry		3	18		5		26
Watts, Mary Karen			1				1

11. Now you can proceed to report on the faculty's average time to complete a form.

PART C. TIME TO COMPLETION REPORT

You could modify the pivot table in PART B to get a summary of data on how quickly faculty complete their forms BUT the steps below create a separate pivot table (in case you didn't need to do PART B).

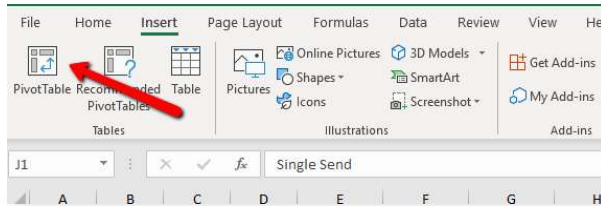
1. Find the worksheet that has your form data in it that you prepared in STEP A. Click on one of the entries on your sheet then press **CTRL** and **A** on your keyboard to select all your data.

Moment	Evaluator	Target	Form	Date span	Date received	Date completed	Days to completion	Status	Single	Head	Release
Emergen	Worksho	Worksho	GM	2019-03-12	2019-03-12			-4308.00	Outstand	Yes	No
cy	D.	D.	PROCDU						ing		
	Resident	Resident	RE FORM								
	Watts	(janeau	(JOG)								
	WY)										
KWOL	WORKSH	Watts	WV	2018-11-05	2018-11-05			-4308.00	Outstand	Yes	No
Transito	OP_DR	Resident	procedur						ing		
n to	KARENW	Karen	e Log								
Discipln	ATTU)										
(t) (RatCh)	WORKSH	MacDona	SAMPLE	2018-07-04	2018-11-05			-4308.00	Outstand	Yes	No
Transito	OP_DR	id, Barry	FORM						ing		
n to	KEVINR	the	cho								
Discipln	ENCH4	Resident	WNS TTD								
	(Croskaryn		Assessm								
	e patient										
ecology)											
la	WORKSH	WORKSH	GM	2018-07-05	2018-07-05			0.00	Deleted	Yes	No
	OP_RES	OP_RES	PROCDU								
	Resident	Resident	RE FORM								
	22_Britta	22_Britta	(JOG)								
	myf	myf(saf)									

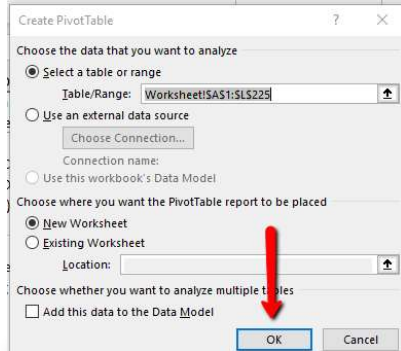
2. Click the *Insert* tab on your Excel menu.



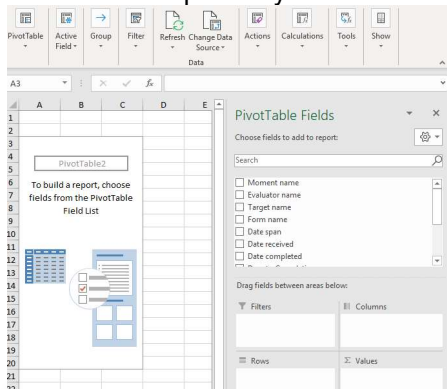
3. Click *Pivot Table*.



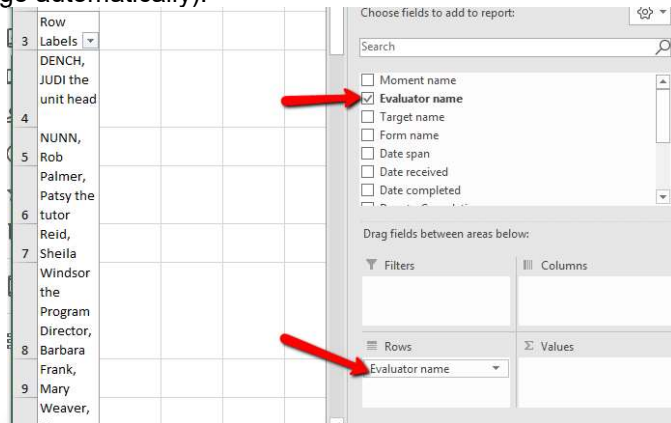
4. On the menu that appears, click *OK*.



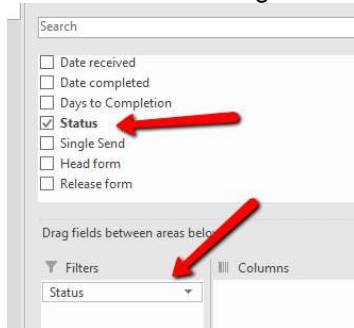
5. A new tab will open on your worksheet with an empty pivot table.



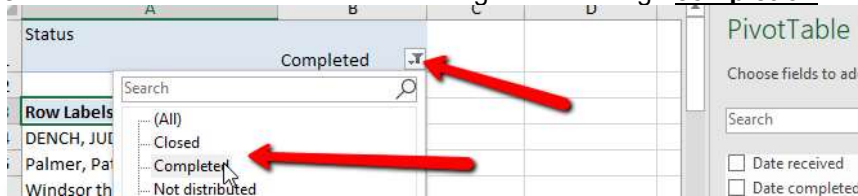
6. To start, click the *Evaluator name* box and click and drag the box that appears into the *ROWS* section (if it doesn't go automatically).



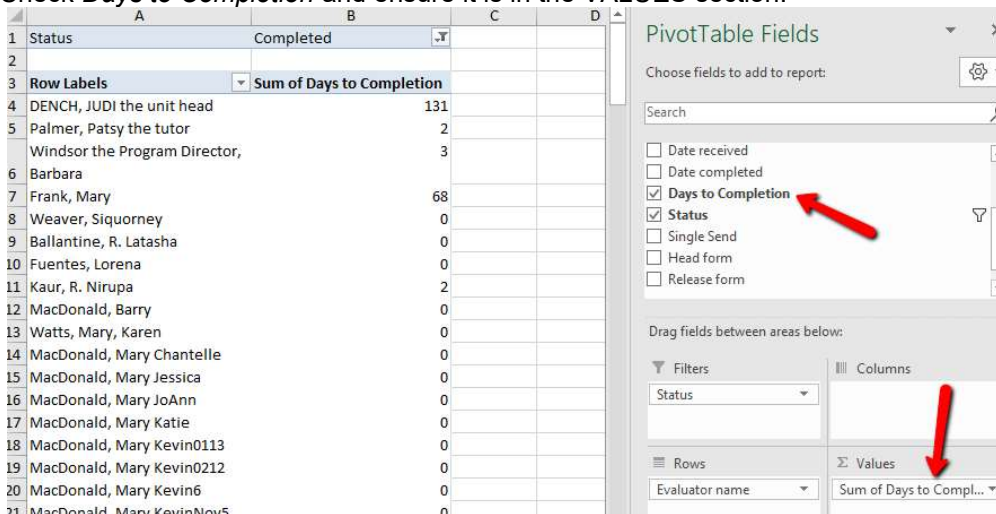
7. Check *Status* and drag the box that appears into the *FILTERS* section.



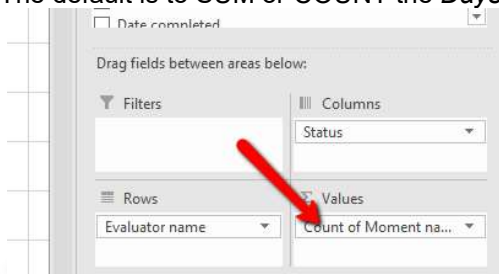
8. In the dropdown that appears above your pivot table, click the *STATUS* dropdown and select *Completed*. Click *OK*. We need to do this as we are looking at the average completion time so we need to exclude everything else.



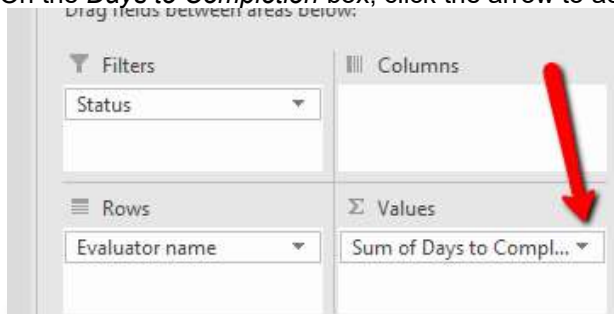
9. Check *Days to Completion* and ensure it is in the *VALUES* section.



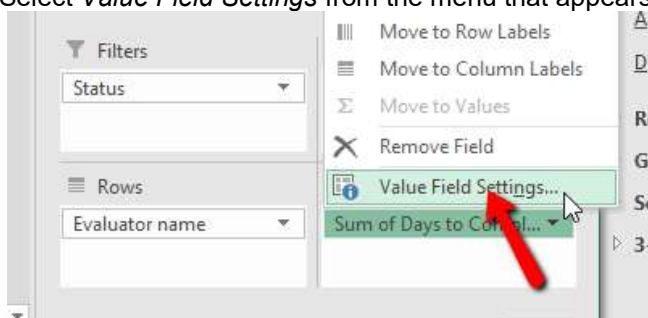
10. The default is to SUM or COUNT the *Days to Completion* (see below) but that's not what we want.



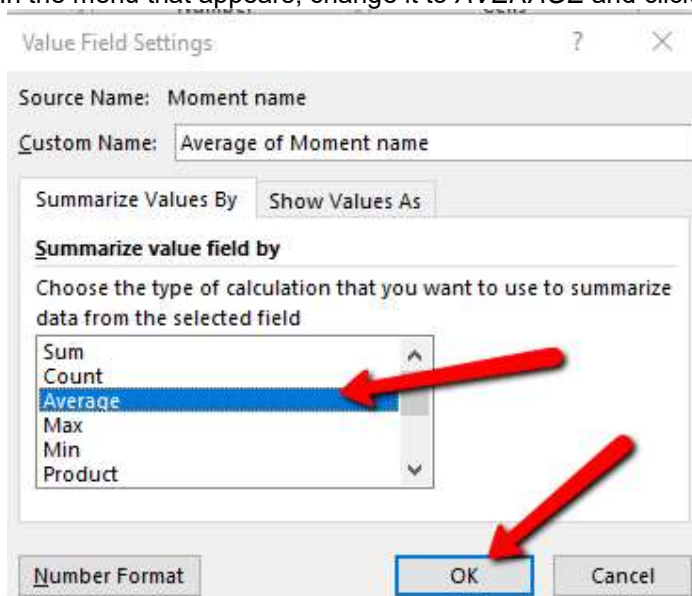
11. On the *Days to Completion* box, click the arrow to access a menu.



12. Select *Value Field Settings* from the menu that appears.



13. In the menu that appears, change it to *AVERAGE* and click OK.



14. You will now have the average number of days it takes for each of your faculty to complete their forms.

Status	Completed
Row Labels	Average of Days to Completion
DENCH, JUDI the unit head	7.705882353
Palmer, Patsy the tutor	0.222222222
Windsor the Program Director, Barbara	0.230769231
Frank, Mary	6.181818182
Weaver, Siquorney	0
Ballantine, R. Latasha	0

15. If you wish to limit the decimal points, first highlight the column with the averages in it.

Status	Completed
Row Labels	Average of Days to Completion
DENCH, JUDI the unit head	7.705882353
Palmer, Patsy the tutor	0.222222222
Windsor the Program Director, Barbara	0.230769231
Frank, Mary	6.181818182
Weaver, Siquorney	0
Ballantine, R. Latasha	0

16. Right-click over column B and select Format Cells from the menu that appears.

Status	Completed
Row Labels	Average of Days to Completion
DENCH, JUDI the unit head	7.705882353
Palmer, Patsy the tutor	0.222222222
Windsor the Program Director, Barbara	0.230769231
Frank, Mary	6.181818182
Weaver, Siquorney	0
Ballantine, R. Latasha	0
Fuentes, Lorena	
Kaur, R. Nirupa	

17. Select Number from the next menu that appears and set it to 2 decimal points (or your desired number).

Format Cells

Number Alignment Font Border Fill Protection

Category:

General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

Sample

Completed

Decimal places: 2

☐ Use 1000 Separator (,)

Negative numbers:

-1234.10
1234.10
-1234.10
-1234.10

18. Click OK when done.

Custom

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel

19. Your averages will now be limited to two decimal points.

Row Labels	Average of Days to Completion
DENCH, JUDI the unit head	7.71
Palmer, Patsy the tutor	0.22
Windsor the Program Director, Barbara	0.23
Frank, Mary	6.18
Weaver, Siquorney	0.00
Ballantine, R. Latasha	0.00