



THE HOW-TO GUIDE FOR USING THE INSTRUCTOR FLAG TOOL

Foundations I and II meetings are designed to create safe learning spaces. We want learners to feel comfortable asking questions, admitting knowledge gaps and sharing ideas. Weekly meetings are not intended to be used for formal assessment; however, these routine small group interactions may provide valuable insight to help identify learners who may require additional support. To this end, our team has created an **Instructor Flag Google Form** that can be modified for use at your site. This is a web-based assessment tool that small group instructors may use following each meeting to highlight any concerns about a specific learner (e.g. medical knowledge, patient care, communication, professionalism, wellness, etc).

Overview:

- Our team has created an Example Google Form (found on the website under **Quicklinks for Leadership**) that can be replicated with info specific to your site. Please refer to step by step instructions below on how to replicate this form.
- This form can be sent out as a link using email or you may upload this form to be filled out on a tablet or laptop immediately after Foundations meetings.
- A member of your leadership team can be notified any time this form is completed; you must specify this setting (see instructions below).
- Data from your site's Google Forms can get exported as an excel document and reorganized by your program coordinators to create summaries of resident reports.
- Summary data can be reviewed and discussed with residents during mid-year and end of year evaluations and during CCC meetings.

Recommendations for Use:

- Notify your small group instructors of this tool BEFORE the Foundations meeting; be sure to clarify the intended use of this tool. Remind your instructors again AFTER the Foundations meeting.
- We recommend that only faculty or fellow instructors use this tool; though you may use your discretion re allowing resident instructors to report concerns about resident learners.
- In order for your instructors to develop an accurate sense of resident knowledge and/or gaps, you should plan to **assign roles to your learners** (Primary Survey/Initial Action, HPI/PE, Management/Dispo) using the **Small Group Organizers** (found under Quicklinks for Leaders) ; learners should rotate/trade roles for each new Foundations case.
- Consider giving your instructors a reference with your learner names, PGY level and pictures so they may easily identify learners.

How to Create Your Instructor Flag Form from the “Template Instructor Flag Form” through Google Drive. (Recommended Method)

1. Access the “TEMPLATE Instructor Flag Form 2018” through Google Drive using this link: [FoEM Instructor Flag Form](#)
2. In the upper right corner of the screen click on the three vertical dots.
3. Select **Make a copy** from the dropdown menu.
4. Create your own folder on your Google Drive to store the copied form.
5. Create setting to notify residency leadership when the form is submitted
 - a. Click **responses** at the top of your site-specific form
 - b. Under responses click on the three vertical dots
 - c. Click “get email notifications for new responses”

***** DO NOT modify the template form in the Google Drive folder with info specific to your site; this resource is shared with all sites and should be kept generic.**

How to Create Your Own Tracking Google Form from the Foundations website.

1. Under the **Quicklinks For Leaders** page select **Instructor Flag Google Form Example**.
2. Open a new blank form in Google Forms
(<https://support.google.com/docs/answer/87809?hl=en>)
3. Create a form identical to the Instructor Flag Google Form example.
(<https://support.google.com/docs/answer/2839737>)
4. Create setting to notify residency leadership when the form is submitted
 - a. Click **responses** at the top of your site-specific form
 - b. Under responses click on the three vertical dots
 - c. Click “get email notifications for new responses”

How to Compile the Data from Completed Google Forms

1. Open a form in [Google Forms](#).
2. At the top, click **RESPONSES**.
3. Below, click More
4. Click **Select response destination**.
5. Choose from these options:
 - a. **Create a new spreadsheet:** Creates a spreadsheet for responses in Google Sheets
 - b. **Select existing spreadsheet:** Choose from your existing spreadsheets in Google Sheets to store responses
6. Click **Create** or **Select**.