

# Google Apps for Milestone



AMERICAN ACADEMY OF  
FAMILY PHYSICIANS

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Faculty Medical City Fort Worth Family Medicine Residency Program

- Dr. Sivoravong, Program Director

## Goals and objectives

- Participants will learn how the Google Form App can be used to improve and streamline the Milestone evaluation.
- Participants will be able to create and incorporate the Google form App for the Milestone evaluation in their perspective program.

## “Poll Question”

How much time is devoted by your program to complete the Milestone evaluation report every 6 month?

- A. 1-3 hours
- B. 3-5 hours
- C. 6-8 hours
- D. >8 hours

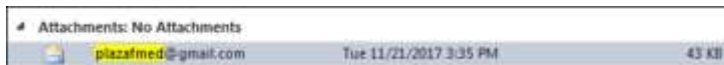
## Needs assessment

- CCC committee/Milestone work while essential are burdensome and time consuming.
- CCC committee/Milestone members need more input from other faculty to improve accuracy of the milestone.

- Dr. Pham - Faculty

When used by faculty:  
open email and click on the link to open the app.

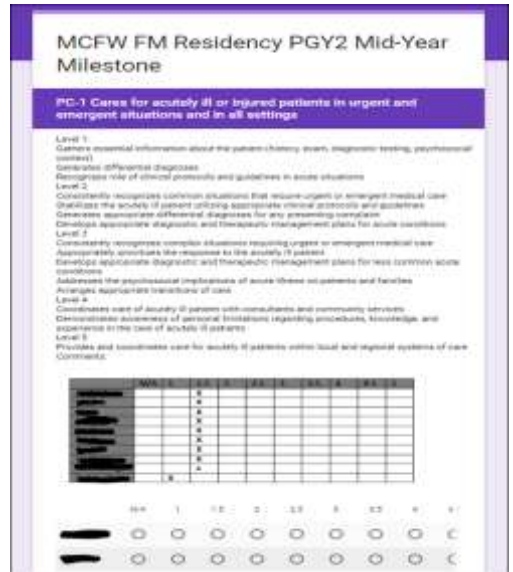
- ▶ Actual Milestone App screen shot




Enter your email and select your name from the list.



The actual screen shot of the PC-1



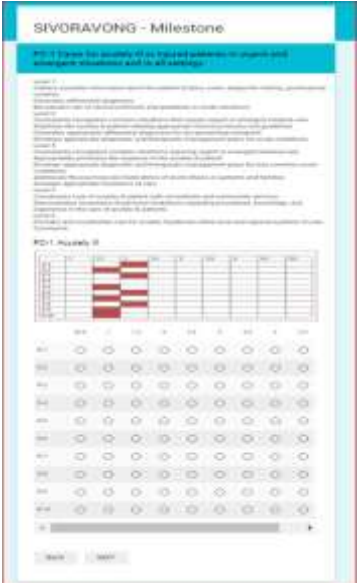


SIVORAVONG - Milestone

Faculty Name

Search

ADD




SIVORAVONG - Milestone

PC-1 Care for quality of care related services for patients with chronic conditions (ACGME, ACP, AAFPP)

PC-1 Activity 1

Activity	1	2	3	4	5	6	7	8	9	10
AC										
PC										
AP										
AS										
AD										
AE										
AF										
AG										
AH										
AI										
AJ										
AK										
AL										
AM										
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AO										
AP										
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AR										
AS										
AT										
AU										
AV										
AW										
AX										
AY										
AZ										



SIVORAVONG - Milestone

PC-2 Care for patients with chronic conditions

PC-2 Chronic condition

Chronic condition	AC	PC	AP	AS	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	
AC																												
PC																												
AP																												
AS																												
AD																												
AE																												
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AY																												
AZ																												

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- Dr. Jordan, CCC committee chair

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You can see how many faculty have completed the form? And how many have not?

Section 1 of 22

MCFW FM Residency PGY1 Mid-Year Milestone

QUESTION

Email address\*

Faculty Name\*

1

2

3

4

5

6

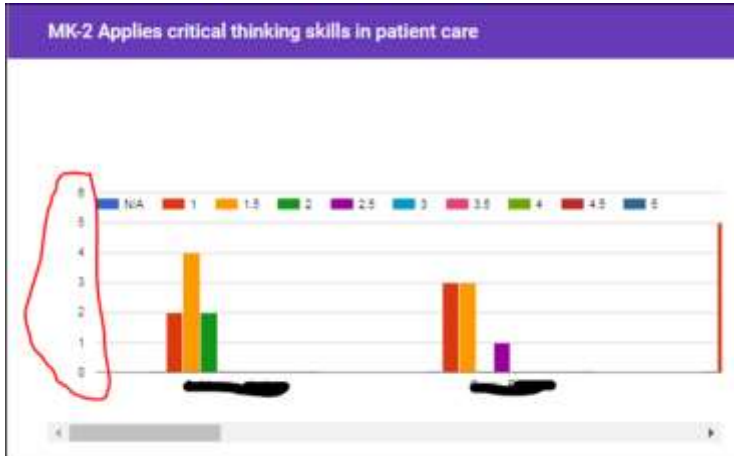
Done	Done On	Done At
██████████	0	Nov 27 9:46 AM
██████████	0	Nov 1 9:07 AM
██████████	0	Nov 1 9:09 PM
██████████	0	Nov 1 9:28 PM
██████████	0	Nov 12 2:02 PM
██████████	0	Nov 13 8:00 PM
██████████	0	Nov 13 7:59 PM
██████████	0	Nov 15 10:39 AM
██████████	0	Nov 15 10:50 PM
██████████	0	Nov 20 11:00 AM
██████████	0	Nov 20 11:27 PM

Waiting for 10 responses

Select **RESPONSES** to See Real time report



## What you see during your CCC committee meeting



Resident 1 received:  
1 rating from 2 faculty  
1.5 rating from 4 faculty  
2 rating from 2 faculty

Resident 2 received  
1 rating from 3 faculty  
1.5 rating from 3 faculty  
2.5 rating from 1 faculty

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## Reasons to use this apps

- More faculty participated in the milestone evaluation.
- Individual faculty usually spends about 15 minute to complete one PGY group of 10 residents.
- Due to the apps ability to collect more faculty input before the CCC committee meeting, we were able to decreased the CCC committee meeting time by about 50%

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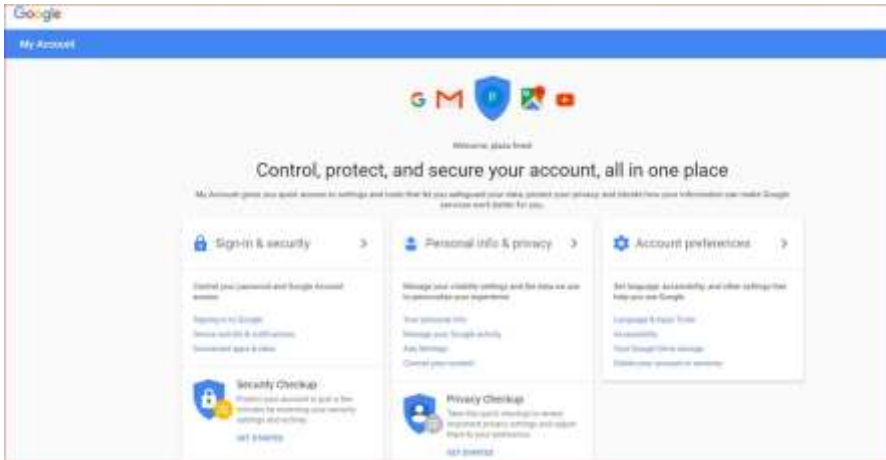


- Dr. Sivoravong

## What do you need to get started

- ▶ Google Account
- ▶ Google Apps
  - ▶ Google Drive
  - ▶ Google Forms
- ▶ Window Snipping tools

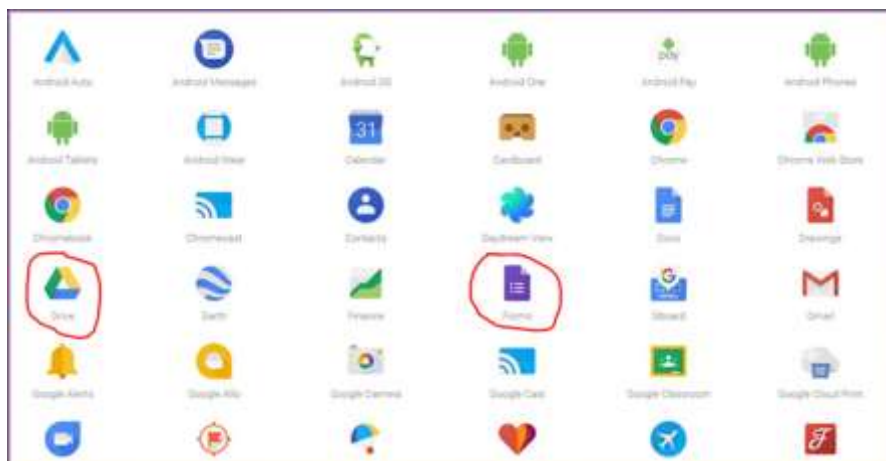
# Google Account



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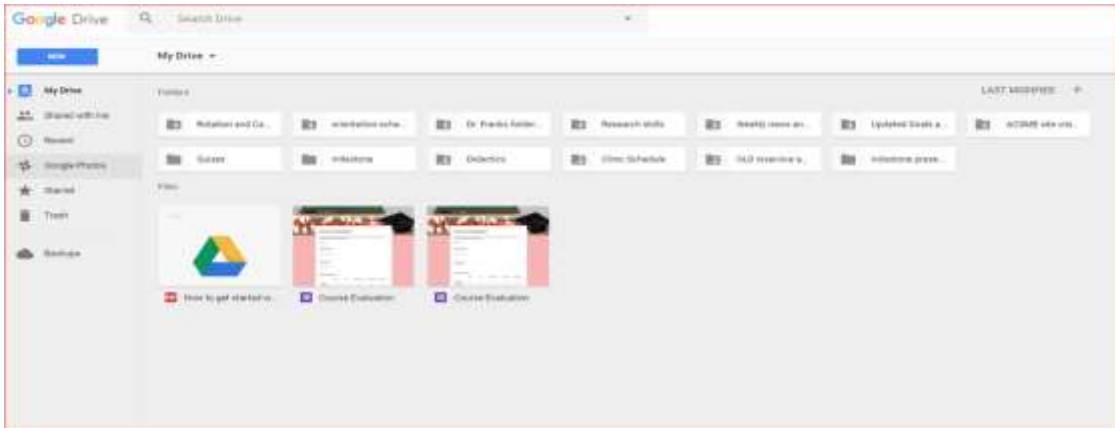
# Google Apps



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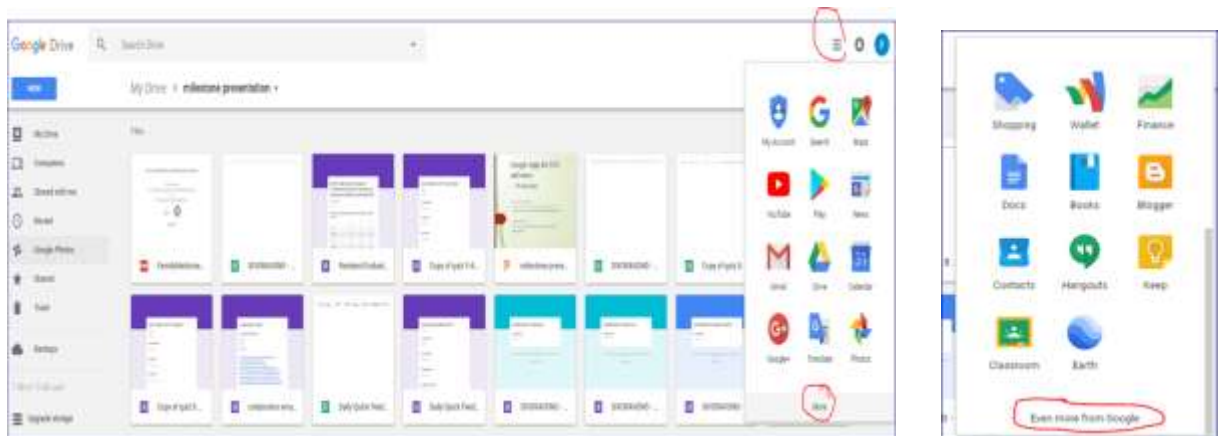
# Google Drive



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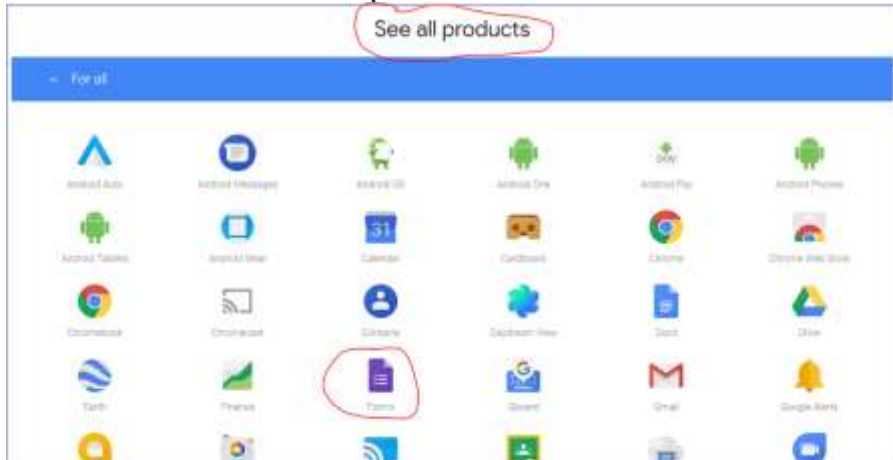
Select "Google apps" then  
select "More" then  
select "Even more..."



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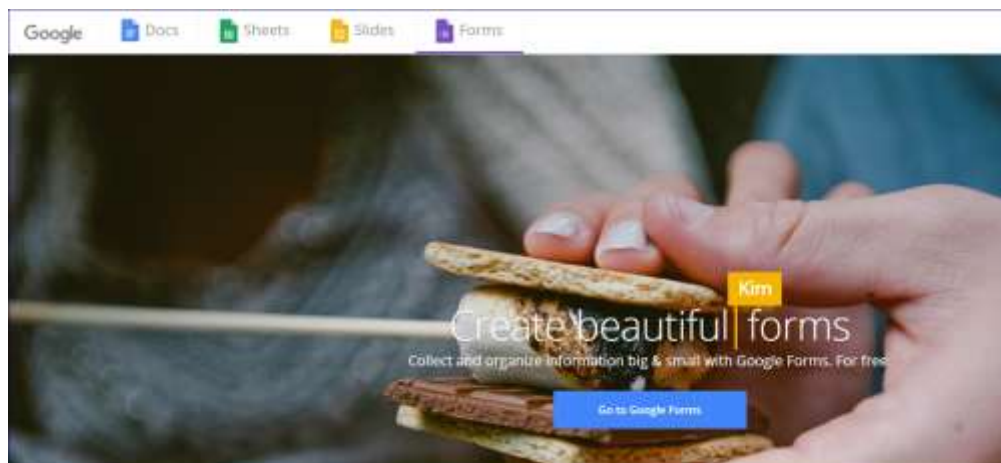
Scroll down until you get to “See all products”



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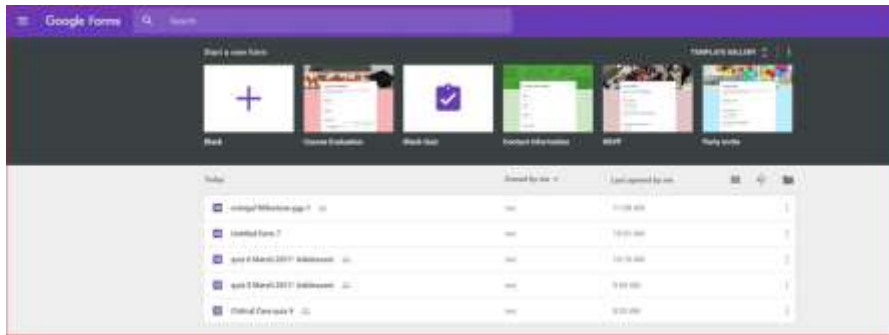
Google Forms : opening page, click on “Go to Google Forms”



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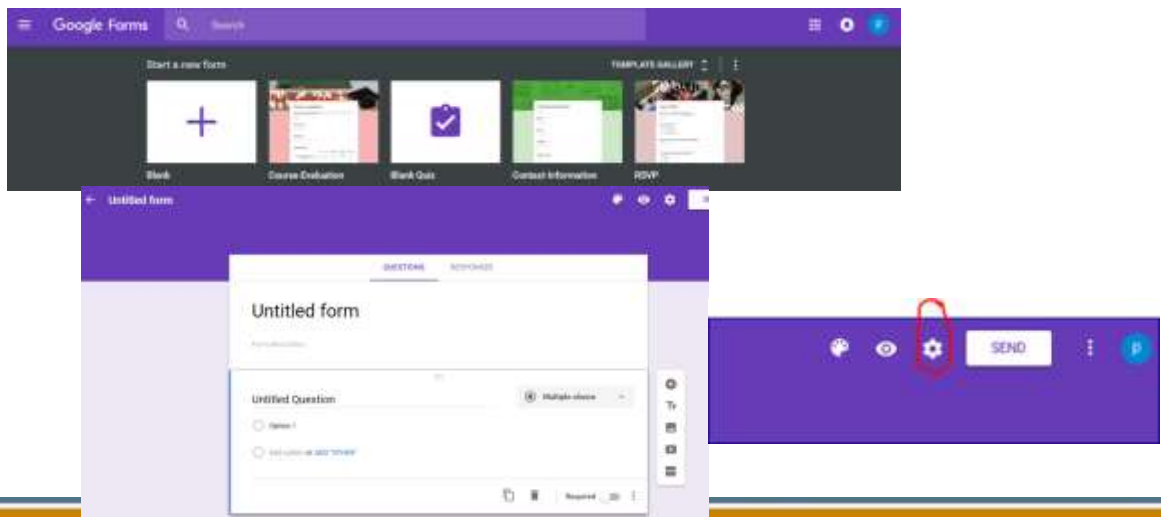
# Google Forms - home page



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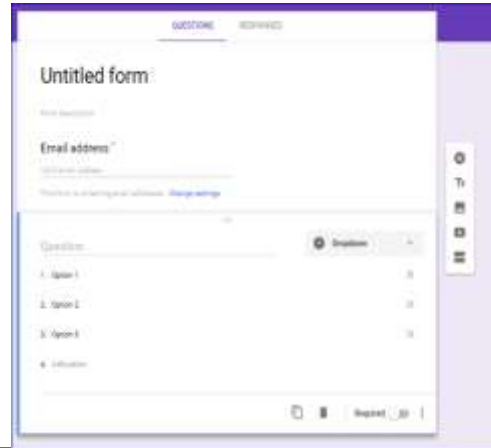
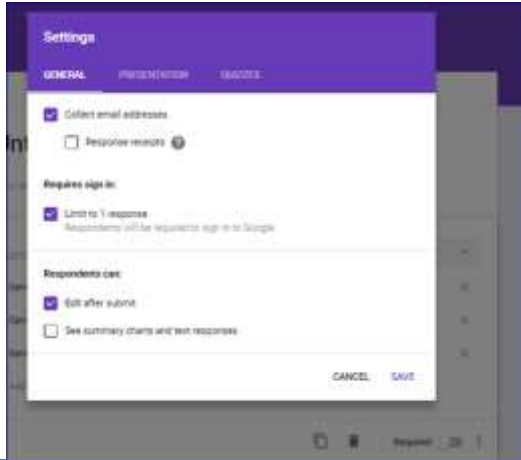
Choose a blank quiz form and select setting



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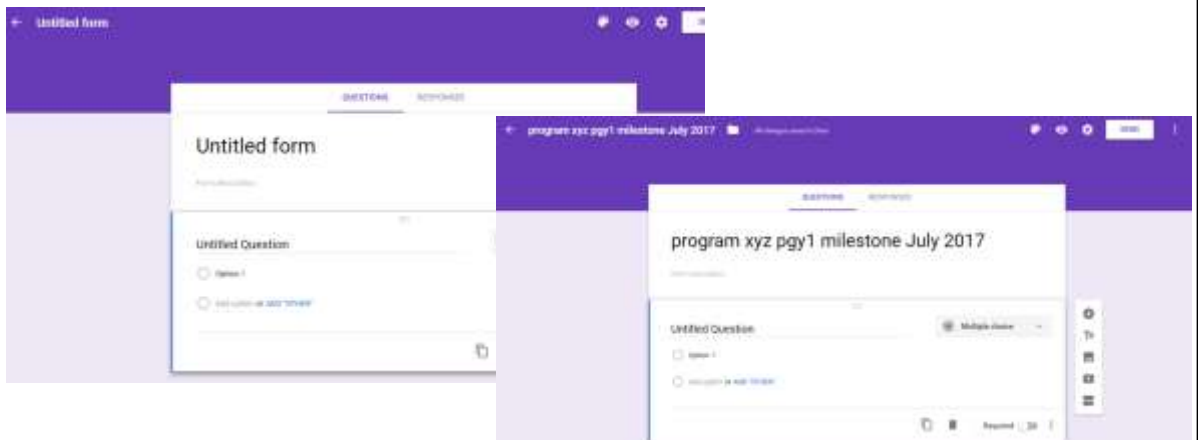
Settings menu.  
You can choose to collect email or not?  
Can limit to 1 response or not?  
Can allow edit after submit or not?



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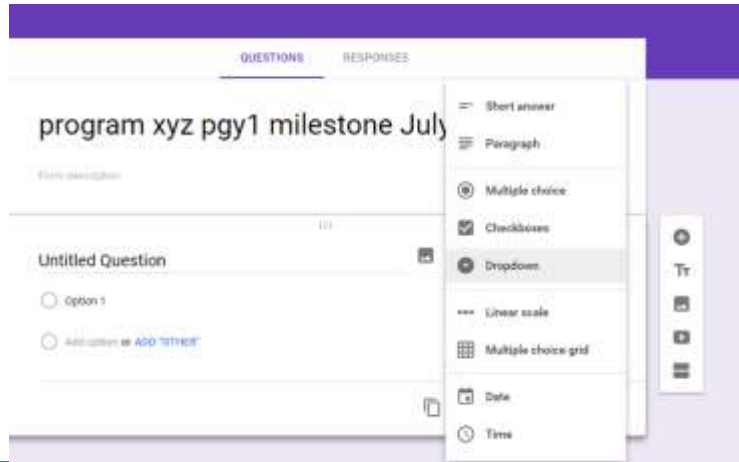
## Give it a name



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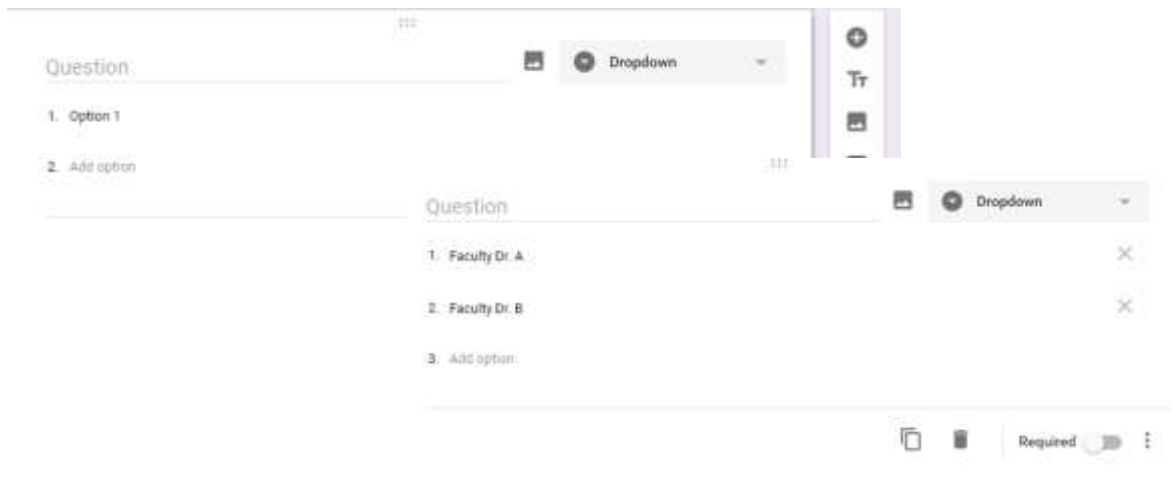
Question 1.  
select **Dropdown** option to input faculty name.



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Type in your faculty names



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Select **Multiple choice grid** to  
Input resident's name in rows and  
milestone scale 1-5 in column

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Populate the untitled Question with your first  
milestone questionnaire

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FAMILY MEDICINE MILESTONES

ACGME Report Worksheet

PATIENT CARE

Family physicians provide accessible, quality, comprehensive, compassionate, continuous, and coordinated care to patients in the context of family and community, not limited by age, gender, disease process, or clinical setting, and by using the biopsychosocial perspective and patient-centered model of care.

PC-1 Cares for acutely ill or injured patients in urgent and emergent situations and in all settings

Has not achieved Level 1	Level 1	Level 2	Level 3	Level 4	Level 5
	<p>Gathers essential information about the patient (history, exam, diagnostic testing, psychosocial context)</p> <p>Generates differential diagnoses</p> <p>Recognizes role of clinical protocols and guidelines in acute situations</p>	<p>Consistently recognizes common situations that require urgent or emergent medical care</p> <p>Stabilizes the acutely ill patient utilizing appropriate clinical protocols and guidelines</p> <p>Generates appropriate differential diagnoses for any presenting complaint</p> <p>Develops appropriate diagnostic and therapeutic management plans for acute conditions</p>	<p>Consistently recognizes complex situations requiring urgent or emergent medical care</p> <p>Appropriately prioritizes the response to the acutely ill patient</p> <p>Develops appropriate diagnostic and therapeutic management plans for less common acute conditions</p> <p>Addresses the psychosocial implications of acute illness on patients and families</p> <p>Arranges appropriate transitions of care</p>	<p>Coordinates care of acutely ill patient with consultants and community services</p> <p>Demonstrates awareness of personal limitations regarding procedures, knowledge, and experience in the care of acutely ill patients</p>	<p>Provides and coordinates care for acutely ill patients within local and regional systems of care</p>

# Windows Snipping Tool

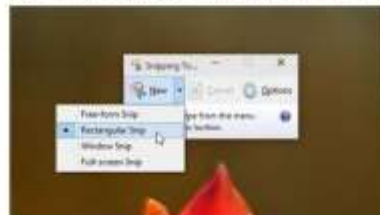
## Open Snipping Tool and take a screenshot

Email  
Print

To open Snipping Tool, select the Start button, type Snipping Tool, and then select it in the search results. (There's no keyboard shortcut available.)

To take a screenshot, select New, and then select the part of the screen that you want to capture. Choose from free-form, rectangular, window, or full-screen snips by selecting the arrow on the New button.

After you create the snip, you can draw on it with the built-in pens, save it, copy it, or email it to someone.



Learn more about screenfills and the Snipping Tool

### Insert image

Upload | Take a snapshot | By URL | Your albums | Google Drive | Search

Drag an image here

Or, if you prefer...

Choose an image to upload

## Drop in image of pc-1 from clip it tool

QUESTIONS | RESPONSES

PC-1 Multiple choice grid

**Case for study 11: In rural practice in urgent and emergent situations and in all settings**

Task	Task 1	Task 2	Task 3	Task 4	Task 5
Identify and address the patient's clinical problem, including differential diagnosis and management options.	Identify the acute or chronic clinical problem and its differential diagnosis.	Identify the acute or chronic clinical problem and its differential diagnosis.	Identify the acute or chronic clinical problem and its differential diagnosis.	Identify the acute or chronic clinical problem and its differential diagnosis.	Identify the acute or chronic clinical problem and its differential diagnosis.

Row 1: resident 1 × Column 1: N/A ×

Row 2: resident 2 × Column 2: N/A ×

Column 11: 4.5 ×

Column 12: 5.0 ×

Column 13: Add option

Require a response in each row

# Preview

The screenshot shows a mobile application interface for a questionnaire titled "program xyz pgy1 milestone July 2017". The interface is split into two main sections. On the left, there is a question area with a "Required" indicator, a "Choose" dropdown menu, and a "NEXT" button. On the right, there is a preview of the questionnaire content, including a table with columns labeled "PC-1" and "PC-2". The table has 10 columns and 2 rows. Below the table, there are several circular icons representing different question types or options.

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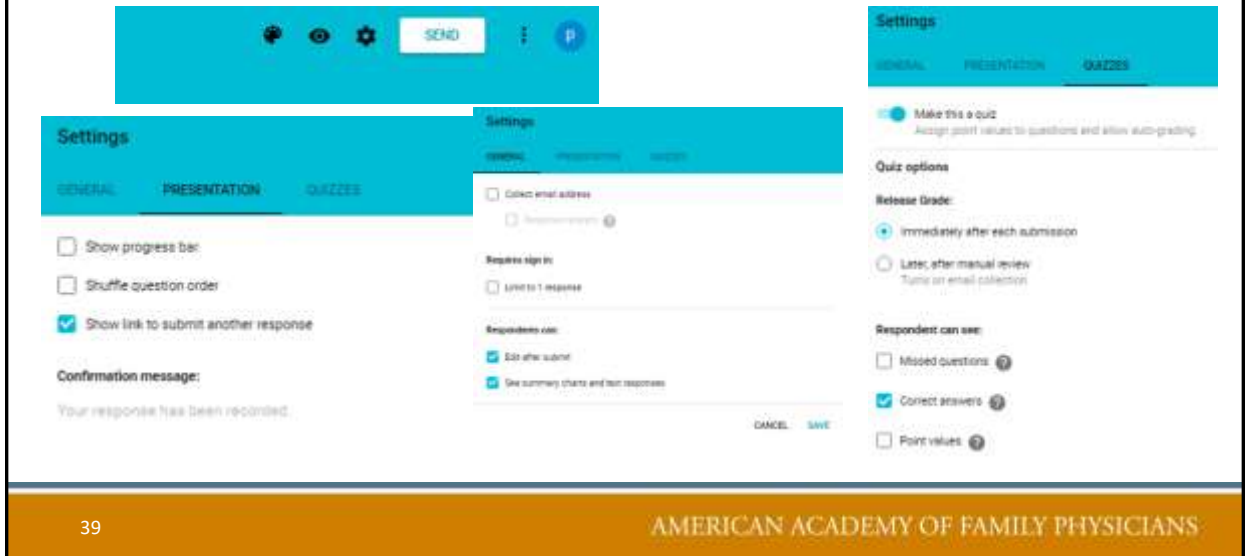
Add the next milestone questionnaire page.

The screenshot shows a mobile application interface for adding a new milestone questionnaire page. The interface is titled "PC-2" and features a "Multiple choice grid" dropdown menu. Below the title, there are two rows of text: "Row 1. Row 1" and "Row 2. Add option". To the right of these rows, there are two columns of text: "Column 1. Column 1" and "Column 2. Add option". At the bottom of the interface, there are several icons for editing and deleting, along with a toggle switch labeled "Require a response in each row".

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# Control menu

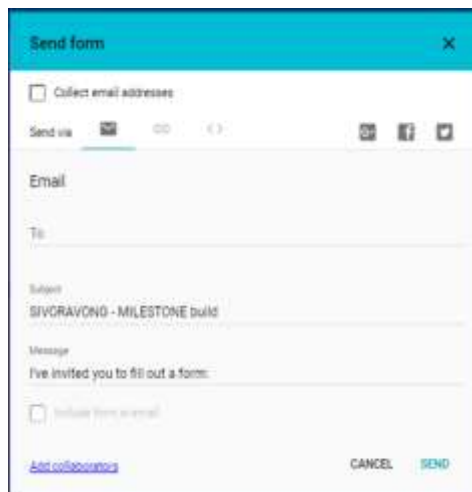


The image shows a control menu at the top with icons for settings, preview, and a 'SEND' button. Below it are three overlapping 'Settings' panels. The leftmost panel shows options like 'Show progress bar', 'Shuffle question order', and 'Show link to submit another response'. The middle panel shows 'Collect email address', 'Require sign in', and 'Responders can' options. The rightmost panel shows 'Make this a quiz', 'Quiz options', 'Release Grade', and 'Respondent can see' options. A confirmation message at the bottom left reads 'Your response has been recorded.' The footer contains the page number '39' and the text 'AMERICAN ACADEMY OF FAMILY PHYSICIANS'.

Once the form is completed,  
Select Preview to review before you send out.



Send Google app form to faculty to complete.



The image shows a 'Send form' dialog box from Google Forms. At the top, there is a blue header with the text 'Send form' and a close button (X). Below the header, there is a checkbox labeled 'Collect email addresses'. Underneath, there is a 'Send via' section with icons for email, a link, and a QR code. The 'Email' section contains a 'To:' field, a 'Subject' field with the text 'SIVGRAVONO - MILESTONE build', and a 'Message' field with the text 'I've invited you to fill out a form:'. There is also a checkbox for 'Include form in email'. At the bottom, there is a link for 'Add collaborators', a 'CANCEL' button, and a 'SEND' button.

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## Poll Question:

Enter your email address to be included in any follow-up communication from the presenter(s).

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# Social Q & A

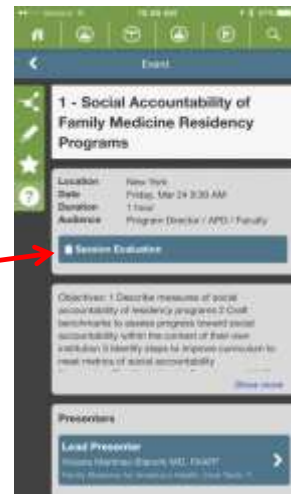
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Please...

Complete the  
session evaluation.

Thank you.



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