



Professor of Clinical X: 360-style Survey Guide

Key Steps

1. Department submits list of evaluators
2. OFA reviews list and notifies department
3. Department solicits survey responses
4. Department shares results with OFA

Initial Submission

The department submits a list of proposed evaluators as part of the initial document submission. For each name on the list, please provide the following information: name, degrees, department, academic title or role, relationship to candidate. The Office for Faculty Affairs will inform the department when the list has been approved.

Evaluators

The survey should go to individuals who will be able to speak to the candidate's clinical excellence based on direct observation and collaboration in clinical settings, as well as teaching excellence if able. The list must have:

- Physicians or physician-equivalents within and outside of the candidate's department (must have 9, including 6 who have direct experience observing or collaborating with the candidate in clinical settings). Professors in this list (up to 3) are eligible to serve as internal letter writers as well.
- Other health professionals (must have 1 but no more than 3)
- Post-graduate clinical trainees (must have 1 but no more than 3). Past trainees should have worked with the candidate in the past 3 years. If a recent trainee is now a faculty colleague but will be counted in the trainee category, please instruct them to select current or recent trainee for their context of interaction.

Survey Questions

The following set of questions must be included exactly as written below. The department may choose to add additional questions.

Respondent expertise:

- Physician / Dentist
- Another health professional

Context of interactions with the candidate:

- I have had direct experience observing or collaborating with the candidate in clinical settings as a peer, supervisor, or colleague
- I have strong familiarity with the candidate's clinical reputation but have not had direct experience in clinical settings
- I am a current or recent (<3 years) post-graduate clinical trainee taught, supervised, or mentored by the candidate

My most recent in-person interaction with the candidate in the clinical setting was:

- Within the past 12 months
- Great than 1 year ago but less than 3 years ago
- Greater than 3 years ago

Compared to all other clinicians in Dr. X's specialty that you have ever encountered, how do you rate Dr. X's:

The Very Best | Top 10% | Top 25% | Above Average | Average | Below Average | Not Observed

1. fund of clinical knowledge?
2. diagnostic acumen?
3. ability to communicate with colleagues and team members?
4. ability to communicate with patients and their families, if applicable?
5. integrity and professionalism?
6. ability and judgment in applying and integrating scientific knowledge and evidence in the care of patients?
7. ability to navigate the greater health care system as an advocate for patients and steward of resources?
8. role modeling of enthusiasm and career satisfaction in providing patient care?
9. clinical teaching skills?
10. overall performance as a clinician?

- Please provide any other comments related to the candidate's clinical reputation. It may be helpful to provide some context about how clinical excellence manifests in the candidate's particular specialty, if you are able to speak to this.
- Please provide any other comments related to the candidate's teaching skills, if possible.

Adapted with permission from Johns Hopkins' Clinical Excellence Pathway

Survey Distribution

Departments should distribute the survey using a secure, encrypted third-party survey platform. Qualtrics, REDCap, and Microsoft forms are platforms that departments may have access to, but a similar tool, if available through the user's institution, may be used. The OFA can provide an import file for Qualtrics (.qsf file) or REDCap (.zip file) upon request.

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Microsoft Forms

Use the link below and click “Duplicate it” to create a copy of the survey. Add the name of the candidate before distributing the survey.

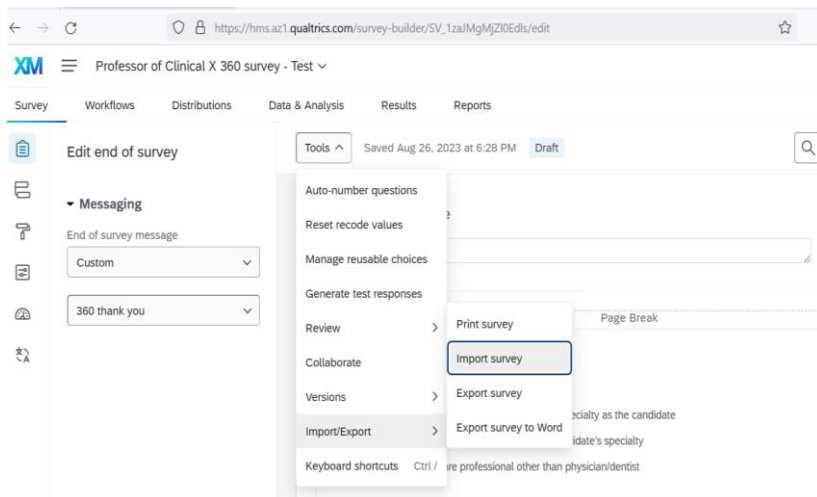
<https://forms.office.com/Pages/ShareFormPage.aspx?id=9CL6b2hFBUGtQy461HJpV2pcrhecMtJBtJs5ZgSkcD5UMDA3MkVRNzMxMktRNUhROFBUUDJQRVhSRy4u&sharetoken=jLKvTX1k5ZEU9969Nahk>

Qualtrics

On the home page, select “Create a new project”. Then create a new project “From Scratch” and Click Survey. Click “Get Started” and then you will have the option to import a qsf file.

The screenshot shows the 'Create a new project' form in Qualtrics. It includes a 'Name' field with 'Untitled project' entered, a dropdown menu for 'How do you want to start your survey?' with 'Import a QSF file' selected, a 'Choose file' button, a 'Create project' button, and a 'Cancel' button.

Alternatively, you can create a blank survey and use the survey import feature found under Tools – Import/Export in the new survey project you created.



REDCap

Go to the Online Designer. Under Data Collection Instruments, click Upload to import the ZIP file.

The screenshot shows the REDCap Online Designer interface. At the top, there are navigation tabs: Project Home, Project Setup, Online Designer, Data Dictionary, and Codebook. Below these, there are links for a video on how to use the page and a button to create a snapshot of instruments. The main content area is titled 'Data Collection Instruments' and includes three options: 'Create' (new instrument from scratch), 'Import' (new instrument from the official REDCap Instrument Library, circled in blue), and 'Upload' (instrument ZIP file from another project/user or external libraries). To the right, there are 'Form options' (Form Display Logic) and 'Survey options' (Survey Queue, Auto Invitation options, Survey Login, Survey Notifications). Below this is a table of existing instruments:

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey related options
360 Survey	21			Choose action	Survey settings + Automated Invitations

Results and Reports

When complete, send both the raw data and a summary report of the 360-style survey results to the OFA. Most third-party survey platforms can automatically generate both. The raw data should ideally be in the form of a single spreadsheet with responses from individuals in rows. If this is not technically possible, PDFs for each response will suffice.

The summary report of responses is intended to show aggregated results for each question. The summary report output may also be in the form of a pie chart or bar graph. The free-text comments should also be included in the summary report.

The department may submit the results using a template available from HMS or in a similar format.

- Total number of responses: ____
- Context: ____ other health professional(s), ____ current/former trainee(s), ____ peers
- “I have had direct experience observing or collaborating with the candidate in clinical settings as a peer, supervisor or colleague”: ____
- “My most recent in-person interaction with the candidate in the clinical setting was”: ____ within the past year, ____ between 1-3 years ago, ____ greater than 3 years ago

	Very Best	Top 10%	Top 25%	Above Avg.	Avg.	Below Avg.	Not Obs.
1. Fund of clinical knowledge	6	4	3	0	0	0	0
2. Diagnostic acumen	5	5	3	0	0	0	0

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