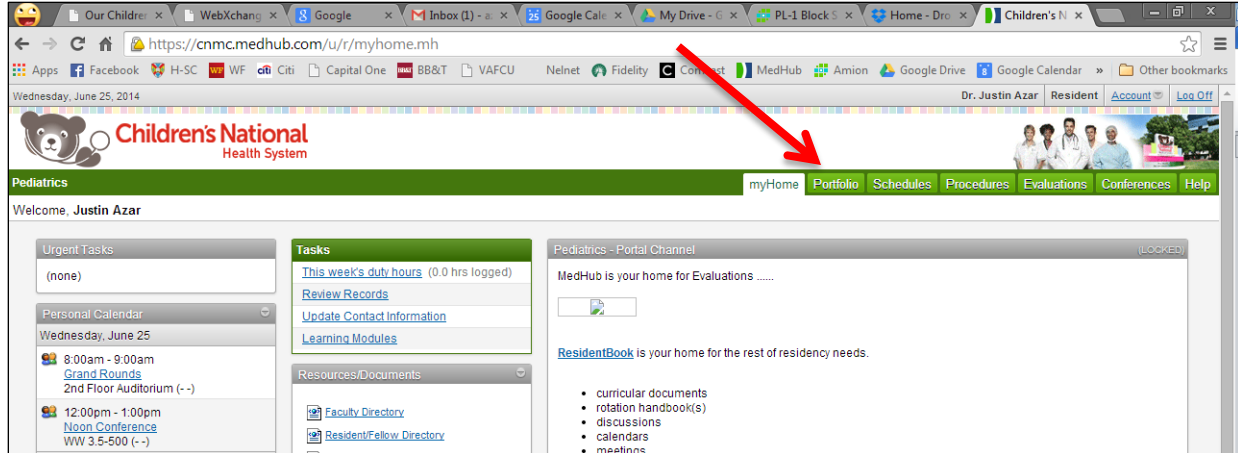
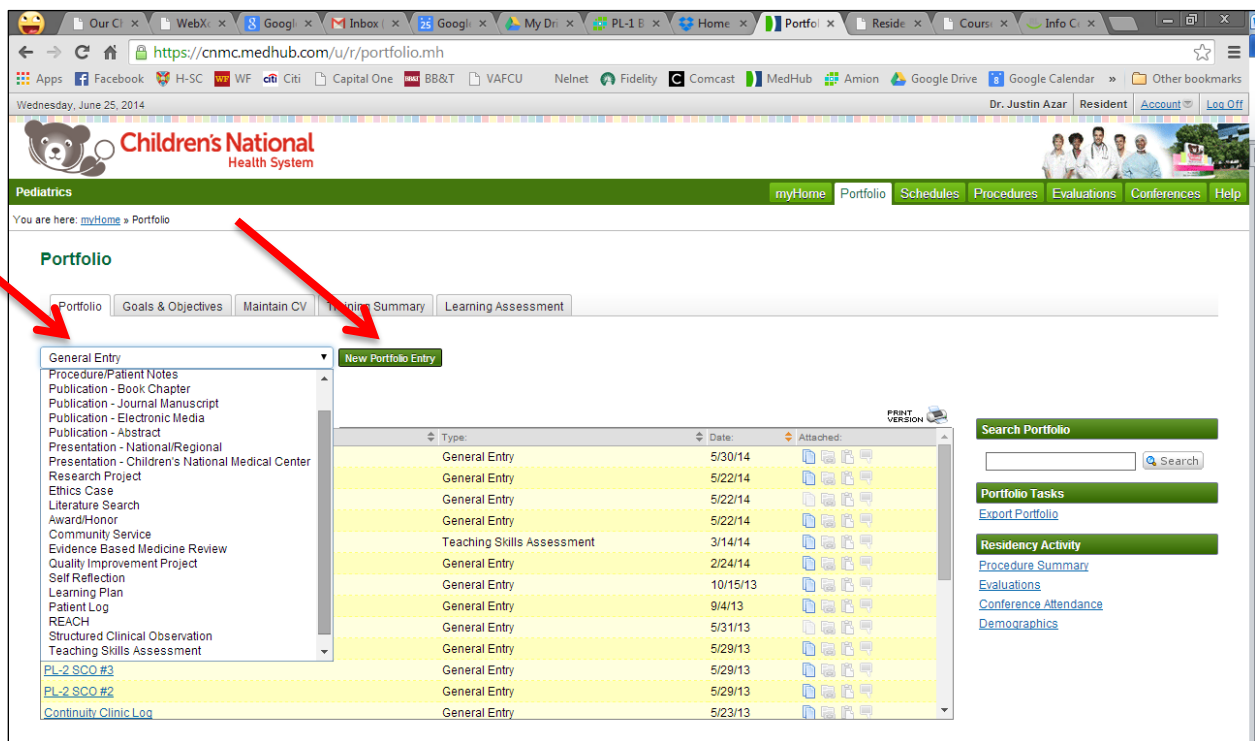


# Instructions to Upload to Portfolio on MedHub

1. Log-in to MedHub (<https://cnmc.medhub.com>) and go to “Portfolio”



2. Select from the dropdown box the type of portfolio item you are uploading (e.g. SCO, REACH, QI, etc.) then click “New Portfolio Entry”



3. Fill out the fields with all appropriate information including competencies; the “Allow Program Director and Faculty Mentor(s) to view this entry” box should be checked.

Examples of the “New Portfolio Entry” screen for various portfolio items are below

### Structured Clinical Observation (SCO) Entry

Children's National Health System

myHome | Portfolio

New Portfolio Entry

Entry Type: **Structured Clinical Observation** [CHANGE]

Date: [MM/DD/YYYY]

Description/Notes

Competencies:

- ☐ Interpersonal & Comm. Skills
- ☐ Medical Knowledge
- ☐ Patient Care
- ☐ Personal & Prof. Development
- ☐ Practice-based Learn. & Improv.
- ☐ Professionalism
- ☐ Systems-based Practice

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

Add Entry

### REACH Entry

Children's National Health System

myHome | Portfolio

New Portfolio Entry

Entry Type: **REACH** [CHANGE]

IRB Approved: [Yes/No]

Collaborators: [Name, Jones F, Tony C.]

Principal Investigator: [Name, Jones F, Tony C.]

Mentor: [Name, Jones F, Tony C.]

Title of Research Project: [Valproate Monotherapy in Bipolar Depression]

Project Start Date: [MM/DD/YYYY]

Project End Date: [MM/DD/YYYY]

Research Notes

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

Add Entry

### Evidence-Based Medicine Entry

Children's National Health System

myHome | Portfolio

New Portfolio Entry

Entry Type: **Evidence Based Medicine Review** [CHANGE]

Title: [Title]

Date: [MM/DD/YYYY]

Description/Notes

Competencies:

- ☐ Interpersonal & Comm. Skills
- ☐ Medical Knowledge
- ☐ Patient Care
- ☐ Personal & Prof. Development
- ☐ Practice-based Learn. & Improv.
- ☐ Professionalism
- ☐ Systems-based Practice

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

Add Entry

### Quality Improvement Entry

Children's National Health System

myHome | Portfolio

New Portfolio Entry

Entry Type: **Quality Improvement Project** [CHANGE]

Title: [Title]

Date: [MM/DD/YYYY]

Description/Notes

Competencies:

- ☐ Interpersonal & Comm. Skills
- ☐ Medical Knowledge
- ☐ Patient Care
- ☐ Personal & Prof. Development
- ☐ Practice-based Learn. & Improv.
- ☐ Professionalism
- ☐ Systems-based Practice

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

Add Entry

4. There is an option to upload a file on the “New Portfolio Entry” page for every portfolio item. Use this link to upload paper SCO forms, continuity clinic logs, etc.
5. Click “Upload File” then click “Choose File”

**New Portfolio Entry**

Entry Type: **Structured Clinical Observation** [CHANGE]

Date:

Description/Notes:

Competencies: ☐ Interpersonal & Comm. Skills ☐ Practice-based Learn. & Improv.  
☐ Medical Knowledge ☐ Professionalism  
☐ Patient Care ☐ Systems-based Practice  
☐ Personal & Prof. Development

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

**Add Entry**

**Files**

[Upload File](#)

**Links**

[Add Link](#)

**Notes**

[Add Note](#)

**Evaluations**

Evaluator: Sent: Status:  
(no evaluations)

**New Portfolio Entry**

Entry Type: **Structured Clinical Observation** [CHANGE]

Date:

Description/Notes:

Competencies: ☐ Interpersonal & Comm. Skills ☐ Practice-based Learn. & Improv.  
☐ Medical Knowledge ☐ Professionalism  
☐ Patient Care ☐ Systems-based Practice  
☐ Personal & Prof. Development

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

**Add Entry**

**Files**

Please select a file:  
[Choose File](#) No file chosen

**Links**

[Add Link](#)

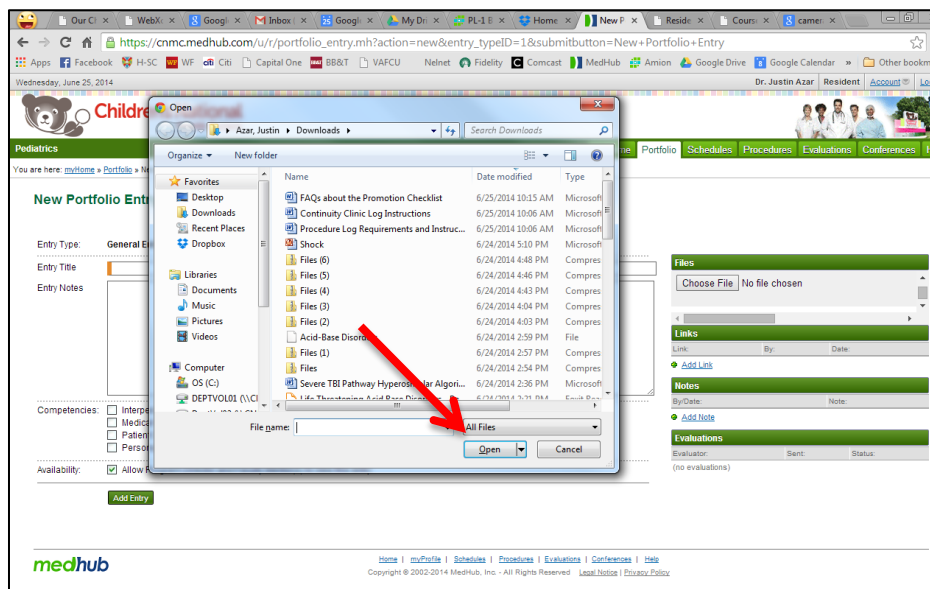
**Notes**

[Add Note](#)

**Evaluations**

Evaluator: Sent: Status:  
(no evaluations)

6. Select the file you want to upload and click “Open.” Then click “Upload”



**New Portfolio Entry**

Entry Type: **General Entry** [CHANGE]

Entry Title:

Entry Notes:

Competencies:
 ☐ Interpersonal & Comm. Skills
 ☐ Practice-based Learn. & Improv.
 ☐ Medical Knowledge
 ☐ Professionalism
 ☐ Patient Care
 ☐ Systems-based Practice
 ☐ Personal & Prof. Development

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

**Add Entry**

**Files**

Please provide a title:  
C:\fakepath\FAQs about the Promot... **Upload**

**Links**

Link: By: Date:

**Notes**

By/Date: Note:

**Evaluations**

Evaluator: Sent: Status:

(no evaluations)

7. After clicking “Upload,” the file name will appear as below. If you want to rename or delete the file, then click the pencil icon and it will give you the option to rename or delete.

**New Portfolio Entry**

Entry Type: **Structured Clinical Observation** [CHANGE]

Date: 06/25/2014 (MM/DD/YYYY)

Description/Notes:

Competencies:
 ☐ Interpersonal & Comm. Skills
 ☐ Practice-based Learn. & Improv.
 ☐ Medical Knowledge
 ☐ Professionalism
 ☐ Patient Care
 ☐ Systems-based Practice
 ☐ Personal & Prof. Development

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

**Add Entry**

**Files**

File: C:\fakepath\FAQs about the Promotion Checklist.doc 85K Azar 

**Links**

Link: By: Date:

**Notes**

By/Date: Note:

**Evaluations**

Evaluator: Sent: Status:

(no evaluations)

**New Portfolio Entry**

Entry Type: **Structured Clinical Observation** [CHANGE]

Date: 06/25/2014 (MM/DD/YYYY)

Description/Notes:

Competencies:
 ☐ Interpersonal & Comm. Skills
 ☐ Practice-based Learn. & Improv.
 ☐ Medical Knowledge
 ☐ Professionalism
 ☐ Patient Care
 ☐ Systems-based Practice
 ☐ Personal & Prof. Development

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

**Add Entry**

**Files**

File: C:\fakepath\FAQs about the Promotion Checklist.doc 85K Azar 

Rename File: C:\fakepath\FAQs about the Promot... **Rename** **Delete**

**Links**

Link: By: Date:

**Notes**

By/Date: Note:

**Evaluations**

Evaluator: Sent: Status:

(no evaluations)

8. Once you have entered all the necessary information and uploaded any relevant files, click “Add Entry.” The subsequent screen will confirm that you have successfully completed your portfolio entry and it will appear in your list of entries.

**New Portfolio Entry**

Entry Type: **Structured Clinical Observation** [CHANGE]

Date: 06/25/2014 (MM/DD/YYYY)

Description/Notes

Competencies:
 ☐ Interpersonal & Comm. Skills
 ☐ Practice-based Learn. & Improv.
 ☐ Medical Knowledge
 ☐ Professionalism
 ☐ Patient Care
 ☐ Systems-based Practice
 ☐ Personal & Prof. Development

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

**Add Entry**

**Files**

File: C:\fakepath\FAQs about the Promotion Checklist.docx Size: 89K Azar

**Links**

Link: By: Date:

**Notes**

By/Date: Note:

**Evaluations**

Evaluator: Sent: Status:

(no evaluations)

9. The subsequent screen will confirm that you have successfully completed your portfolio entry and it will appear in your list of entries.

Children's National Health System

myHome Portfolio Schedules Procedures Evaluations Conferences Help

You are here: myHome > Portfolio

**Portfolio**

Portfolio Goals & Objectives Maintain CV Training Summary Learning Assessment

✓ Portfolio entry added

General Entry New Portfolio Entry

By Date Added	By Competency	Type	Date	Attached
Structured Clinical Observation (6/25/14)	Structured Clinical Observation	6/25/14		
PL-3 SCO #2	General Entry	5/30/14		
PL-3 REACH	General Entry	5/22/14		
PL-3 Quality Improvement	General Entry	5/22/14		
PL-3 SCO #1	General Entry	5/22/14		
Teaching Skills Assessment (3/14/14)	Teaching Skills Assessment	3/14/14		
Continuity Clinic Log 2-2014	General Entry	2/24/14		
ED Procedure Shift 10-7-2013	General Entry	10/15/13		
PL-3 EBM Worksheet 9/3/13	General Entry	9/4/13		
Physical PPD	General Entry	5/31/13		
PL-2 SCO #4	General Entry	5/29/13		
PL-2 SCO #3	General Entry	5/29/13		
PL-2 SCO #2	General Entry	5/29/13		

**Search Portfolio**

Portfolio Tasks

Export Portfolio

Residency Activity

Procedure Summary

Evaluations

Conference Attendance

Demographics

10. If you need to update or delete the entry, select it from the entry list to re-open or delete it.

**Update Portfolio Entry**

Entry Type: **Structured Clinical Observation**

Date: 06/25/2014 (MM/DD/YYYY)

Description/Notes: Test Entry

Competencies:
 ☒ Interpersonal & Comm. Skills
 ☒ Practice-based Learn. & Improv.
 ☒ Medical Knowledge
 ☐ Professionalism
 ☒ Patient Care
 ☐ Systems-based Practice
 ☒ Personal & Prof. Development

Availability: ☒ Allow Program Director and Faculty Mentor(s) to view this entry

**Add Entry** **Delete Entry**

**Files**

File: C:\fakepath\FAQs about the Promotion Checklist.docx Size: 89K Azar

**Links**

Link: By: Date:

**Notes**

By/Date: Note:

**Evaluations**

Evaluator: Sent: Status:

(no evaluations)

