

How To View and Enhance Your Program Contribution Roles (Programs)

TARGET AUDIENCE: PROGRAM COORDINATORS

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OVERVIEW

This document outlines how to add Educational Contributions by a program for faculty teaching in the program.

LOGIN

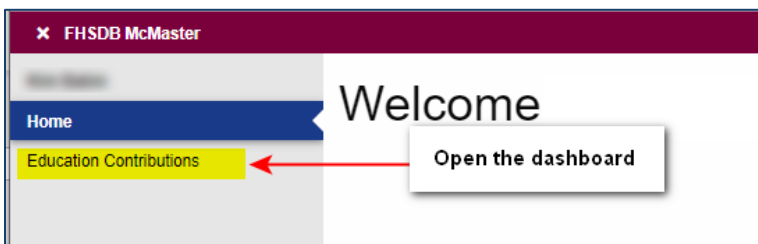
Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

PROGRAM CONTRIBUTION ROLES

NAVIGATE TO THE EDUCATIONAL CONTRIBUTIONS MODULE

Click on the Educational Contributions menu to open more options related to the Contributions.



VIEW CONTRIBUTION ROLES

You can view all Contributions Roles in FHS DB. Some of these roles are assigned to your program. To view all roles and their attributes, go to the menu called Contribution Roles.

Showing 1 to 25 of 205 entries

Description	Program	Title	Scope	Committee	Teaching Type / Format	Mosaic Course	Course Equivalent	Degree / Level	Site / Campus / Setting	Period of Time	Period Format	Mode Type	Mode	Type of Hours	Default Hours	Default Weight	Default Weighted Hours	Status
Academic Coach, Competency Based Medical Education (CBME), year	Pediatrics and its subspecialties	Academic Coach			Competency Based Medical Education (CBME)					year	Date Range	Courses Taught	Other	Total Hours	40,000	1,000	40,000	active
Advisor/Mentor, Resident, resident per year	Pediatrics and its subspecialties	Advisor/Mentor Resident								resident per year	Date Range	Courses Taught	Teaching	Contact Hours	18,750	1,000	18,750	active

EDIT PROGRAM SPECIFIC ROLE ATTRIBUTES

Program roles has 3 attributes that can be modified to enhance the contribution process. They can be found by clicking the edit icon on a specific role. At the bottom of the role window, you will be able edit/select these attributes.

The screenshot shows a form titled "Program Details" with a "Role Description" field containing "Academic Coach, Competency Based Medical Education (CBME), year". Below this is a "Tooltip" field with the text "Use this to capture Academic Coaches and list the trainees". There are two checkboxes: "Self-Report Option" (unchecked) and "Approval Required for Self-Reported Records" (unchecked). Two other checkboxes are highlighted in yellow: "Display # of Learners" (checked) and "Display Select Learner" (checked). At the bottom right are "Save" and "Back" buttons.

Tooltip - The tooltip is there to help select the proper role. It can have hints, short instructions on when to select this role.

Display # of Learners – this checkbox when selected will allow you to select number of learners for the contributions that you are adding for this role. Some roles are dependent on the number of learners, and in the past this information was collected in the comments. Now, when selected, you can have a number of learners as part of the contribution for faculty.

Display Select Learner - this checkbox when selected will allow you to add the learner names into a separate fields instead of collecting this information in the comments.

Speed Form Display for Enhanced Roles

The screenshot shows a "Speed Form" with various fields: "Session" (2022 / 2023), "Contributor's Name", "Program Where Teaching Took Place" (Pediatrics and its subspecialties), "Education Contribution Role" (Academic Coach, Competency Based Medical Education (CBME), year), "Number of Times" (1), "Percentage of Credit" (100), "Start Date" (01-Jul-2022), "End Date" (30-Jun-2023), and "Number of Learners" (3). The "Number of Learners" field is highlighted in yellow. Two red callout boxes with arrows point to the tooltip and the "Number of Learners" field. The first callout says "Tooltip is displayed for roles that it was entered for". The second callout says "Number of learners will now be displayed when the role is used for contributions". There are "Reset" and "Generate" buttons at the bottom right.

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)