Avoiding Conference Disasters: Seamlessly Track Evaluations and Attendance

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Objectives:
By the end of this session, attendees will be able to:
1. Construct a custom tool for tracking attendance.
2. Design a custom conference evaluation form.

Why does tracking matter?

Attendance
- ACGME requires 70% attendance
- Residency graduation requirement
- Faculty engagement requirement at some institutions
- CME tracking
- Data for teaching portfolio and/or promotion file

Evaluations
- Mechanism for improving learning experience
- Faculty development tool
- Data for teaching portfolio and/or promotion file

What makes tracking difficult or burdensome?

Attendance
- Administrative burden
- Honor system abuse
- Forgetting to do it

Evaluations
- Low rate of completion
- Time lag
- Low quality information
- Perception that info not used

AirTable 101
- Cloud-based relational database SaaS product
- www.airtable.com
- Free with limitations on number of administrators/editors and data size
- Subscription required for larger projects
- Dr. Lawson and Dr. Sungar have no financial relationship with AirTable

Getting Started:
- Upon request, your program can receive access to the EMCAT (Emergency Medicine Curriculum Assessment Tool) Starter template, which includes access to AirTable based attendance and evaluation tracking
- Tutorial videos for using this template are included here:
    - Overview - https://www.youtube.com/watch?v=DrQOggHpgKc&feature=youtu.be
    - Add New Sessions - https://youtu.be/OI-ShRR9mZI
    - Calendar View - https://youtu.be/oZ-rBAXvRhA
    - Setting Up Your "People" Tab - https://youtu.be/SKbIG6kPWp8
    - Using/Editing the Evaluation Form - https://youtu.be/Mletn3h5h7U
    - Using/Editing the Attendance Tracker - https://youtu.be/hY0wCTxHeKU

- Advanced EMCAT
  - Example of EMCAT in use - https://youtu.be/Jo2sk9mfLAg

Pearls and Pitfalls
- Be rigorous with database design methods - appropriate naming of fields, take the time to write a description for each data field at the time of creation
- Take the time up front to identify goal functionality and build the database with that in mind. While EMCAT and Airtable are actually pretty flexible, you need to start with the end in mind