Introduction to the Practice of Medicine (IPM)
Information for Managers
(Program Directors and Program Coordinators)

What is IPM?

The Introduction to the Practice of Medicine (IPM) is a web-based educational program sponsored by the American Medical Association (AMA), Ohio State Medical Association and The Ohio State University Medical Center. This educational series is designed to complement and reinforce education in the patient care and didactic curriculums in Residency and Fellowship training programs. The learning modules help Residents/Fellows meet the Accreditation Council for Graduate Medical Education (ACGME) requirements in the general competencies.

How To Access the IPM:

The IPM is accessible with any standard internet connection by navigating to http://wakehealth.knowbase.com . Please save this link as one of your favorites on your computer or phone.

Your username is identical to your Wake Forest Baptist Medical Center username. An IPM Welcome email from the AMA with your initial password will be sent to your Wake Forest Baptist Medical Center email address before the IPM launch date.

The first time you sign in using the original password, the system will prompt you to change your password for security and to complete an information form with certain fields completed by the Institutional Administrators. Please complete required fields, any pre-populated information that needs to be updated please contact an administrator.

IPM Homepage:

After logging into the IPM, all Managers will be directed to the IPM Homepage with 4 menu tabs across the top left navigation bar.

Residents/Fellows will only be able to access *Courses* (online IPM curriculum courses), *Progress* (course reporting), *and Resources* (IPM Resources and My Institutional Resources).

Managers (All Program Directors and Program Coordinators are managers): will be able to access the above three tabs plus the *Manage* tab. Residents/Fellows will not be able to access the *Manage* tab sections. **Administrators** will be able to access all menu items.

Courses, Progress, and IPM Resources Tabs: Please see the IPM Information Sheet for Residents/Fellows for an explanation of these tabs. **My Institutional Resources:** Managers who wish to provide access to original Institutional/Program resources for their Residents/Fellows must contact one of the Administrators to set permissions to upload any files.

Manage Tab:

To access the *Manage* section, Users should click the *Manage* tab on the top left menu navigation bar and a dropdown list of four categories will appear.

Manager Reports:

This category will help managers track and view the progress of their Residents/Fellows. Available reports are listed in the "Report" dropdown box. Click the report name to view and customize the report with *group names, date range, etc. Then select "Run Report." Reports can be exported into a spreadsheet by clicking on "Download This Report as a Spreadsheet Ready CSV file" link. There are more than a dozen different reports that can be run for each program.

***Groups:** In the IPM System, Groups equals Programs, so to run all reports or to assign the assessments for your program, you must first select your Group (your Program Name). Use the "Click here to select groups" link to find your program name in the pop-up box. Click on your group and it will appear in the "Available Box" this will ensure that all the Residents/Fellows in your program group are captured.

> **Assessment Lockout Report:** One of the reports is the assessment lockout. This report indicates the Residents/Fellows assigned to specific learning modules and the total number of attempts to pass the post assessment. Learners must achieve an 80% pass rate and the current default limit is set for three attempts to achieve an 80%. After the third attempt the Resident/Fellow will be automatically locked out and will not be able to continue. If a User is locked out there is a "Reset" button to allow managers to enter an additional number of attempts for this individual.

Assign Certificates:

To view certificates earned by your Residents/Fellows, enter the name in the textbox and click search. Matching names will appear, click the "Update" link to view all certificates assigned and earned by this individual.

Certificate Aggregate Report:

This report gives an overview of the numbers of Residents/Fellows in your program assigned to complete specific lessons and receive a certificate per month including the names of who achieved those certificates.

Program History:

This report provides a list of all learners who have achieved a certificate. The list includes name, the date the certificate was obtained and an expiration date.

Logout:

When finished, click *Logout* on the upper right menu on the Homepage to sign out.

Events Calendar:

On the IPM Homepage there is an Events Calendar on the right hand side of the page. This calendar will show any Institutional-wide events that pertain to all Residents/Fellows. Only Administrators can access this calendar to post information.

Help: If you have Residents/Fellows who have not received the initial IPM email with password information, please contact one of the Administrators and the Resident/Fellow will be added or his/her email address may need to be corrected in the system.

Note: The IPM Program has imported over 650 Resident/Fellows names, email addresses, and program information so please check to ensure that all Residents/Fellows in your program are listed. If someone is missing, or if a Resident/Fellow mistakenly appears in your Program, please contact one of the Administrators and this will be corrected.

Administrators: Kay Cheshire, macheshi@wakehealth.edu 716-6410 and
Joycelyn Johnson, jojohns@wakehealth.edu 716-3370