

## IMPORTANT THINGS TO KNOW ABOUT DIGITAL MEASURES DATA ENTRY

**EDUCATION:** There are 3 education screens in Digital Measures. Please note which screen to use below.

- **Degrees screen**—use this screen for all education resulting in degrees (for example, BS Degree, MS Degree, MD Degree)
- **Post-Graduate Training/Residencies/Internships/Fellowship Appointments screen**—use for internships, residencies, and fellowships which occurred after graduation from degree program
- **Faculty Development Activities Attended**—use for Continuing Medical Education, conferences attended, Professional Development activities attended

### PROFESSIONAL & SCIENTIFIC MEMBERSHIPS:

- Use the **Professional & Scientific Memberships screen** for professional, scientific, and honorary memberships.
- For leadership positions within these organizations, indicate just the leadership position in either the **Professional** or **Public** screen in the Service section of the system.

**SERVICE screens** are used for leadership positions and GHS or USC School of Medicine committees; they are also used for professional and public service. The Professional screen is used for officer and Board of Directors positions; recording editorial, reviewer, program, and task force positions as well as others.

**STUDENT MENTORING:** Put student mentoring on the Academic Mentoring screen.

**TEACHING:** There are 4 teaching screens. We are separating GHS and USCSOMG teaching experience from other experience. Below is your key to choosing the right one.

- Teaching positions **at GHS or USCSOMG** should be listed in the **Current & Previous Employment (including GHS or USCSOMG Teaching Positions, Military Experience, & Hospital Privileges)** screen.
- Teaching at institutions **other than GHS or USC School of Medicine**, even if it's current teaching, needs to go into the **Current & Previous Teaching at Other Institutions** screen.
- Information on the **Scheduled Teaching Records screen** is imported from the OASIS system and documents academic teaching done at the USC School of Medicine only.
- The **GHS or USCSOMG Clinical Teaching Records screen** is for activities like Grand Rounds and resident teaching information. You will need to enter this information.

**RESEARCH:** We have 3 research screens.

- Research associated with receiving **external** funds goes into the **External Contracts, Fellowships, Grants, & Other Sponsored Research** screen.
- Research associated with receiving **internal** funds goes into the **Internal Contracts, Fellowships, Grants, & Other Sponsored Research** screen.
- Scholarly research or other research which does not receive funding should go into the **Scholarly Research screen**. This screen may be used for planning research as well.