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.