Title: SOP to review PQI L3 applications through Survey Monkey Apply

Audience: PQI L3 Reviewers

Last updated: February 28<sup>th</sup>, 2023

## Steps

 Click "Join now" through the email invitation from PQI VCH/PHC <noreply@mail.smapply.net>. Create an account by filling out the required fields. Once you have done this, you'll receive a "Welcome to Physician Quality Improvement VCH/PHC as a Reviewer" confirmation email.



 When you are assigned an application to review, you will receive an "Application has been assigned for Level 3 Advanced Cohort Training" email from PQI VCH/PHC <noreply@mail.smapply.net>. Click "Go to site" through the email invitation to access your reviewer portal.

Application has been assigned for Level 3 Advanced Cohort Training 🔉 🔤 🕬							
	Physician Quality Improvement to me 👻	: VCH/PHC <noreply@mail.smapply.net> Unsubscribe</noreply@mail.smapply.net>	1:24 PM (26 minutes ago)				
		Physician Quality Improvement VCH/PHC					
		Dear Reviewer,					
		You have new application(s) to review in your Review portal. Click on the link below to access the application(s).					
		Thank you, Enrique Fernandez Ruiz					
		Go to site					

3. You may need to "Log in" again using the button in the top right corner of the screen.



4. Under the review dashboard, you will see all the reviews that you are invited to complete. Click "START". Please note that there are **several review rounds**, and you may be assigned to review **more than 1 application**.

Review Dashboard	
Level 3 Advanced Cohort Training	
Operations and Medical Leaders Review Round	0/1 START

5. Click "START" to review and score the selected application.

Actions 🔻	0 selected		All applications	Q Search
	ID 1	Full Name	Last Submitted	
	8620335838	Enrique Fernandez TEST	Dec 13 2022 11:32 AM (PST)	START

6. Select "Application" to see the application form you are reviewing. Please provide your score and comments on the review panel on the right hand side.

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SUMMARY REVIEWS		The more responses we get, the better picture we will get of each applicant and project idea. Questions with an asterisk (*) are mandatory. Thank you for your input!	
Application Form Physician details Teil us about yourself		*1. The physician has demonstrated a passion for improving care and the system. (To assess, refer to responses to questions on "Motivation" and Level 1/Level 2 training.)	
** You can save and come back to continue your application as many times as you may need to: just click on "Save & Continue Editing" to make sure your changes are saved. Once you are ready to submit, click on "Mark as Complete", to make your application final. You will also need to click "Submit" on your Applicant Dashboard page to submit your application. <sup>**</sup>		1 = No; 2 = Very Little ; 3 = Somewhat; 4 = To a great extent; 5 = Definitely Unable to judge (< will be excluded from computations) 0 1	
Physician Name (First and Last Name)	÷	0 <b>3</b>	

Application 1/1

Application 1/1

Application 1/

## 7. Click "Mark as complete" when you have completed the rubric review form.

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SUMMARY	APPLICATION	REVIEWS	(This question is only visible to administrators) Total Score	•
Image: Application Form	Com	pleted: Dec 12 2022 🔨	0	
Application Form			 (This question is only visible to administrators) # Weighted Score	
Tell us about yourself			0	
** You can save and come back to o click on "Save & Continue Editing" to	ontinue your application as many times o make sure your changes are saved.	as you may need to: just	Page 1of 1 Save Draft MARK AS COMPLETE	
Once you are ready to submit, click a also need to click "Submit" on your A	on "Mark as Complete", to make your ap Applicant Dashboard page to submit you	plication final. You will r application.**		
Physician Name (First and Last Na	ame)			

## 8. Click "YES" to confirm the review submission.

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SUMMARY	APPLICATION REVIEW	ws	(This q Total S	uestion is only visible to administrators) core
	① Instructions		0	× Confirm review submission
I Application Form	Completed: Dec 12 202:	2	Weigh	.e. 
Application Form Physician details				You will not be able to modify this review after submitting Are you sure you want to submit?
Tell us about yourself				NO
** You can save and come back to cont click on "Save & Continue Editing" to m	inue your application as many times as you may need to ake sure your changes are saved.	): just		
Once you are ready to submit, click on also need to click "Submit" on your App	"Mark as Complete", to make your application final. You licant Dashboard page to submit your application.**	will	4	

9. Click "Return to assignments" to continue with other application reviews. You will be diverted back to the review dashboard, where a green checkmark will indicate all completed reviews. From here, you can click "START" to review and score any remaining application forms.

Level 3 Advanced Cohort Training

Operations and Medical Leaders Review Round

Actions 🔻	0 selected		All applications	Q Search
	ID	↑ Full Name	Last Submitted	
	8620335838	Enrique Fernandez TEST	Dec 13 2022 11:32 AM (PST)	VIEW