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Creating Rotation Specific Evaluations using Milestone Format

1. List all rotations and assign reporting milestones to each making sure each milestone is evaluated a few times per year (see Excel example)- these should be mandatory to answer
2. Assign EPA milestones to each rotation as appropriate- these may be optional to answer as not all topics may be covered in a given rotation
3. Add free text questions at the end of the evaluation and make them mandatory:
4. Please describe areas in which this fellow excels
5. Please describe areas in which this fellow could improve

Note for Medhub user: Enter each question separately into Locked Questions Section in order to allow you to import individual questions into more than one evaluation (this should work although I had technical problems with this function).

**Benefits:** Faculty should get used to repeatedly evaluating the same milestones, using milestones will save you time when you have your CCC and need to submit milestone data

**Caveats:** you may not get every milestone evaluate twice per year, you may consider re:wording the EPA milestones, these are preliminary and some may feel those characteristics listed as aspirational should be required for unsupervised practice or that the order is not a good progression.