

Editing your education-related faculty development activities in Re-AIMS

Log into “RE-AIMS.”

1. To edit existing courses and notate them as education-related, select the section you want to update. (Teaching and Education-related fields are found in the following sections: Courses Attended, Presentations, Bibliography, Professional Memberships, and Institutional Committee memberships).
2. Click on the “Actions” button and “edit” existing education related activities in REAIMS
3. Note: The only sections that will show up in your [REAIMS Report](#) are the educational activities that are in the following sections: Courses Attended, Presentations, Bibliography, Professional Memberships, and Institutional Committee memberships). If you select “option 1” for your application for the Academy of Educational Excellence, the REAIMS report is what the committee will reference for your education skill development hours (criteria 1).

Academic Career Development | Additional Education

Create New Academic Career Development Record

Academic Career Development for

Show 10 entries

Title	Description	Setting or Event Name	Start Date	End Date	Actions
Creating Positive Learning Environment	SIX Pack delivered to peers	Creating Positive Learning Environment	05/2018	05/2018	
Social Media Certification	Learned about Social Media Platforms and how to utilize them professionally.		03/2018	03/2018	<ul style="list-style-type: none">DuplicateEditDetailsConvert to >Delete

Showing 1 to 2 of 2 entries

Back

Change “Teaching/Education Related” field to “yes” if the activity is related to education, input the length of hours this activity was related to and press “save”. Doing this to all of your education-related activities will allow for a report to be run within RE-AIMS. **Note: If you do not select yes on each activity, they will not show up when you run your RE-AIMS report.**

Mayo Clinic

RE-AIMS | Options | CV & Reports | Welcome Liselotte N. (Lotte), M.D., MPH

Edit Academic Career Development Record for Liselotte N. (Lotte), M.D., MPH

Teaching/Education Related: Yes No

Title: Classroom Teaching and Facilitation Small groups & seminar

Description:

Setting or Event Name: Mayo Medical School Faculty Development Workshop

Location: United States of America, Minnesota, Rochester

Length in Hours: 1.00

Topic Areas: Administration and Leadership, Curriculum Design and Learner Assessment, Education Research and Scholarship, Faculty Professional Membership, Examples of attended teaching/education-related courses

Start Date: 06/06/2004 | Display the Month, Day, and Year

End Date: 06/06/2004 | Display the Month, Day, and Year

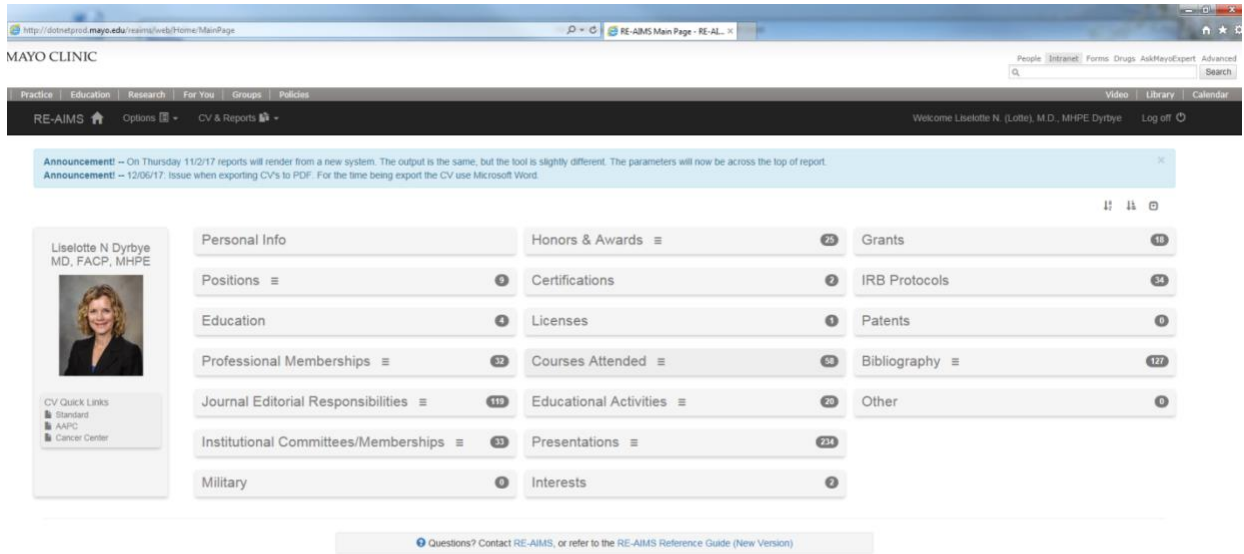
Mayo Related: Yes No

Save | Back

Questions? Contact RE-AIMS, or refer to the RE-AIMS Reference Guide (New Version)

Documenting education-related faculty development in Re-AIMS

Go to “Courses Attended”



Click on “Create New Academic Career Development Record” to create a new academic career development record or open prior ones. Indicate session was related to teaching/education by selecting “yes”, length of session (hours), and topic area. Hit save. These three areas are vital for it to show up on your REAIMS Report.

Create New Academic Career Development Record

*** Teaching/Education Related:** Yes No [?](#)

*** Title:**

Description:

Setting or Event Name:

Location: **Quick Select:** Rochester, MN Jacksonville, FL Phoenix, AZ
Search for Location OR Add New Location if not found [?](#)
[New Location](#)

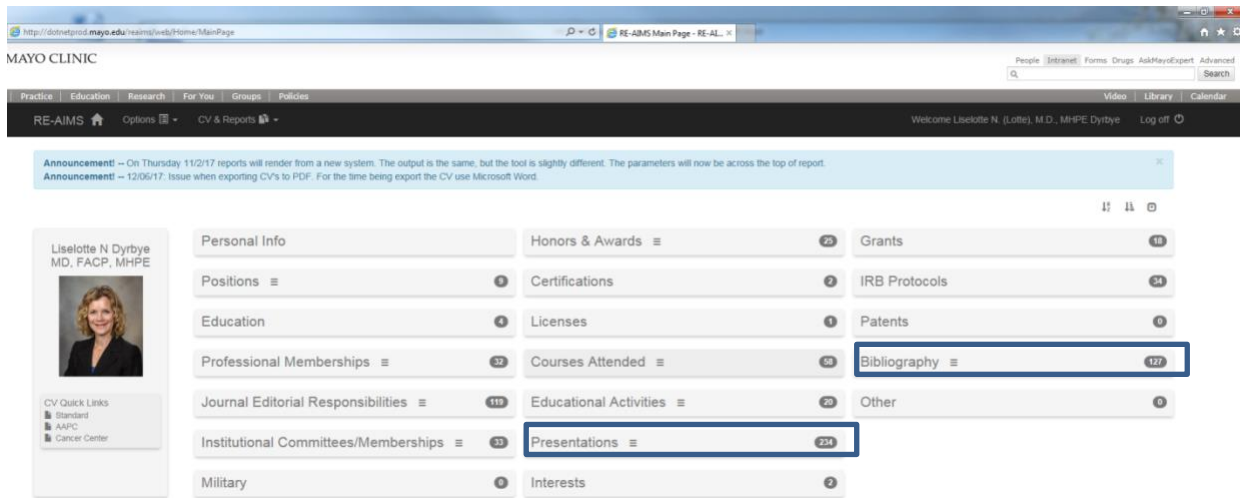
Length in Hours: [?](#)

*** Start Date:** mm/dd/yyyy [?](#) Display the Month, Day, and Year [?](#)

End Date: mm/dd/yyyy [?](#) Display the Month, Day, and Year [?](#)

Mayo Related: Yes No

Documenting education-related presentations and publications in Re-AIMS



Go to “Presentations” or “Bibliography”

Create a new presentation/publication record or open prior ones. Indicate session was related to teaching/education by selecting “yes”. Note that the default is on “No”. Hit save.

Create New Presentation at Conference or Meeting Record

Title:

Description:

Setting or Event Name:

Location: Quick Select: Rochester, MN Jacksonville, FL Phoenix, AZ
Search for Location OR Add New Location if not found

Start Date: * Display the Month, Day, and Year

End Date: Display the Month, Day, and Year

Lecture Scope:

Lecture Class:

Not Delivered Due To COVID-19: Yes No

Mayo Related: Yes No

Teaching/Education Related: Yes No

Documenting education-related professional society and committee roles

Announcement – On Thursday 11/2/17 reports will render from a new system. The output is the same, but the tool is slightly different. The parameters will now be across the top of report.
Announcement! – 12/06/17. Issue when exporting CV's to PDF. For the time being export the CV use Microsoft Word.

Liselotte N Dyrbye
MD, FACP, MHPE

CV Quick Links
Standard
AAPC
Cancer Center

Personal Info	Honors & Awards	23	Grants	18
Positions	Certifications	7	IRB Protocols	24
Education	Licenses	1	Patents	0
Professional Memberships	Courses Attended	53	Bibliography	127
Journal Editorial Responsibilities	Educational Activities	26	Other	0
Institutional Committees/Memberships	Presentations	214		
Military	Interests	2		

Go to “Professional Memberships” or “Institutional Committee Memberships”

Create New Professional Society Membership Record

Create a new professional society or Mayo/Non-Mayo committee membership record or open prior ones. Indicate session was related to teaching/education by selecting “yes”. Note that the default is on “No”. Hit save.

Professional Society: * Results: 50

Search for Organization OR Add New Organization if not found

New Organization ? How To Search And Add An Organization

Role: * Select a role or enter New Role

New Role

Location: Quick Select: Rochester, MN Jacksonville, FL Phoenix, AZ

Search for Location OR Add New Location if not found

New Location

Teaching/Education Related: Yes No ?

Date Start: * mm/dd/yyyy ? Display the Month, Day, and Year ?

Date End: mm/dd/yyyy ? Display the Month, Day, and Year ?

Description:

Run a report of education – related activities and outcomes in REAIMS

Access report [here](#)

<https://biprodsrns.mayo.edu/Reports/Pages/Report.aspx?ItemPath=%2fRE-AIMS%2fStandardReport%2fEducationRelated&ViewMode=Detail>

1. Indicate **Begin Date** and **End Date**
2. Default is **All Categories** – probably best to leave as is
3. Leave Teaching Related Flag as **True**
4. Provide **Lan ID**
5. Click **View Report**

The screenshot shows a form for configuring an education-related report. It includes fields for 'Begin Date' (7/1/2010), 'End Date' (12/31/2018), 'Category' (Academic Career Development), 'Teaching Related Flag' (True), and 'Lan ID'. A 'View Report' button is on the right. Red arrows with numbers 1 through 5 point to these specific elements: 1 points to the Begin Date field, 2 to the Category dropdown, 3 to the Teaching Related Flag dropdown, 4 to the Lan ID field, and 5 to the View Report button.

6. The report should look like this (screen shot). Note: If nothing appears in the report, you have not clicked “yes” to any teaching/education related activities and you should refer to the beginning of this document to complete this step before running your report.

Click on the save button (located below the “teaching related flag) and **save as PDF** to your file.

The screenshot shows the output of the report, titled 'Education Report' with a run date of 4/10/2018. The table lists various activities with columns for Name, Credential, LanID, Category, Role, Organization, Education Related, Source, Journal, Title, and Authors.

Name	Credential	LanID	Category	Role	Organization	Education Related	Source	Journal	Title	Authors
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Challenges and Opportunities in Graduate Medical Education	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Challenges and Opportunities in Graduate Medical Education by Thomas Nasica, MD	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Questions and Answers with Dr. Thomas Nasica, CEO of the ACGME	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			(Don't) Come Together: The Value of Asynchronous eLearning & Its Impact on Design for Solving Emergent Curriculum Needs	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Beyond PowerPoint Pecha Kucha Your Ways to Engage them!	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Experiences API (API) - What's it?	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Faculty Development in DIMP: Meeting the Needs of our Educators	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Using Twitter to Build Your Personal Learning Network in Medical Education	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			What is the Role of an Instructional Designer	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Annual education conference for the Accreditation Council for Graduate Medical Education (ACGME) Annual Educational Conference	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Competency Assessment, Training and Regulatory Requirements	
Pratt, Bobbi S	MD	W028819	Academic Career Development			True			Supporting Educators to Advance Learning	