Table of Contents

INTRODUCTION ..................................................................................................................... 4
Manage Activities......................................................................................................................... 7
Managing data ............................................................................................................................ 8
PasteBoard .................................................................................................................................. 9
Required Fields.......................................................................................................................... 10
Save ........................................................................................................................................... 10
Diversity and Inclusion ........................................................................................................ 11
RUNNING REPORTS ............................................................................................................. 12
IMPORTING PUBLICATIONS ................................................................................................ . 14
  Option A: BibTeX ...................................................................................................................... 14
  Option B: PubMed .................................................................................................................... 14
SCREEN LAYOUTS ................................................................................................................ 15
  Awards and Honors ................................................................................................................ 18
  Consulting ................................................................................................................................. 19
  Education .................................................................................................................................. 20
  Professional Development / Continuing Medical Education .................................................. 21
  Certifications ............................................................................................................................. 23
  Media Contributions ................................................................................................................. 24
  Professional Memberships ....................................................................................................... 25
  Workload Information .............................................................................................................. 26
  Academic Leadership .............................................................................................................. 27
  Graduate Medical Education Teaching Activities ..................................................................... 30
  VTCSOM Courses Taught (Years 1-4) ..................................................................................... 31
  Other Teaching Contributions ................................................................................................. 32
  Presentations ............................................................................................................................ 33
  Publications/Scholarly Activities ............................................................................................. 34
  Contracts, Grants, and Research ............................................................................................... 35
  NIH Biographical Sketch ............................................................................................................. 36
  Intellectual Property ..................................................................................................................... 37
VTCSOM Committees and Service ................................................................................................. 38
Jefferson College of Health Sciences Committees and Service .................................................. 39
Virginia Tech Residency and Fellowship Committees and Service ........................................... 40
Virginia Tech Carilion Research Institute Committees and Service ........................................... 41
Carilion Clinic Departmental and Hospital Committees and Service ....................................... 42
Professional Committees and Service (External to VTC and Carilion Clinic) ......................... 43
Community and Public Service (Non-medical, community-based) ........................................... 44
Curriculum Vitae Capabilities .................................................................................................. 45
INTRODUCTION

Digital Measures is an online information management system VTC School of Medicine uses to organize and report faculty teaching, research, committee and service activities. Digital Measures streamlines the process of gathering data to build reports. Reports such as Annual Performance Review, Personal CV, NIH Biosketch and SACS Faculty Roster can all be generated once faculty enter their data into Digital Measures.

The system utilizes a combination of information imports from the One45 system as well as data entered and maintained by faculty or faculty support staff. The system provides a range of reporting services to faculty and administrators. The purpose of Digital Measures at VTC School of Medicine is to document faculty member expertise, specializations, and research to maintain accreditation standards. Digital Measures is also useful in publicizing possible funding opportunities and advocating for additional resources required by VTCSOM faculty.

VTC School of Medicine faculty are required to maintain professional activity in Digital Measures. Please contact us with any questions or concerns you may have at (540)-526-2564 or email our Digital Measures Administrator. We thank you for your continued dedication to the academic and professional advancement of our next generation of medical leaders!

Sincerely,

Bruce Johnson, MD
Professor of Medicine
Associate Dean for Faculty Affairs
TO ACCESS DIGITAL MEASURES:

Go to http://www.vtc.vt.edu/

- Select the Faculty Affairs and Professional Development tab under the School of Medicine drop down menu.
- Select the Digital Measures link to the left of the page.
- A link is also available to the right of the page under Additional Resources. Click the Digital Measures link to access the login page.
- Use your login information provided. (This information will be sent directly to you on behalf of Digital Measures once your account is created. All current faculty have had their login information sent. If you need to reset your password, please send an email to the Digital Measures Coordinator).

Contact Information:
Nicholas M. Torre
540-526-2564
2 Riverside Circle, Suite M140
Roanoke, VA 24016
nmtorre@carilionclinic.org
GETTING STARTED

Digital Measures organizes and builds reports on teaching, research and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, and your CV. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments.

Digital Measures is designed to be easy to navigate. To help you get started, though, here is a quick overview of the utilities you will work with most often.

Login Screen
Manage Activities

To get to the Manage Activities screen, log in using your credentials sent to you from Digital Measures (see first screen above). When you first visit this screen, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting screen displays records that are stored for that screen.
Managing data

After clicking a category of activity from the Manage Activities screen, the resulting screen displays a summary of the records stored for that category. There are six possible actions you can take from a summary screen, although not all of these actions will always be available on every screen.

To add a new record, click the button.

To edit a record, click the individual item to bring up the editable screen.

To delete a record, click the checkbox next to the item and click button located at the top right of the screen.

To copy a record, click the box and then button located at the top right of the screen.

Use the search bar at the top of screen to search for keywords on that screen.

To go back to the previous screen, click on the chevron button next to the page title (below).
PasteBoard

The PasteBoard is a timesaving feature. The PasteBoard allows you to copy and paste text from another document. After you have added text into the PasteBoard, you can select that text, click-and-hold on the text you selected, and drag the text into any field in the system to add that information.

To access the PasteBoard, click the word *PasteBoard* in the left-hand side of the screen.
Adding a New Record

In each screen you will need to add records separately. For example, in the screen below you will have to select the *Add New Item* button to enter each employment history.

![Employment History Screen](image)

**Required Fields**

In some screens, there will be fields that you need to complete before you can save a record. They are noted with a * beside them. If you do not complete the marked fields, the record cannot be saved. Example below.

![Required Field Example](image)

**Save**

When you are finished entering your data, please remember to always select

![Save Buttons](image)

The *Save* button will save the data you entered and return you to the previous screen. The *Save + Add Another* button will save the data you entered and will give you a new page to add another record.
Diversity and Inclusion

Virginia Tech Carilion School of Medicine strongly believes in constituting a diverse learning and working environment. Therefore, diversity is highly emphasized within Digital Measures. On all applicable screens you will see this checkbox at the bottom of the entry screen.

When the question mark to the left of Include as a Contribution to Diversity is clicked VTCSOM’s definition of Diversity will appear.

It is up to each faculty member to personally assess his or her contributions to Diversity. This is not a “one size fits all” selection nor are specific to exacting criteria. It is required, though, that when this checkbox is selected, the user has done so in good faith. An individual’s Diversity contributions will be assessed during his or her Annual Review, Maintenance of Appointment for APT discussion, and beyond as needed. For further information on Diversity, please refer to the Faculty Handbook.
RUNNING REPORTS
There are two ways to generate reports: Rapid Reports and Run Reports. To use the Rapid Reports feature, you will find a link to the report screen on the Left-Handed Menu displayed on Manage Activities screen.

Rapid Reports
This provides a way to quickly and easily run simple reports on the data in the system. By enabling you to run reports from the same pages into which you enter data, Rapid Reports gives you the ability to see the effect that the data you enter has on your reports. To run a report:

1. Click on the Rapid Reports tab on the left hand side of the screen.
2. Select the report you want to run, and add the start and end date for the report.
3. Click on the Run Report button.
When you receive the message to open or save, click on the *Open* button. The report will then open in a Word document. When it opens in Word you will have to click on the *Enable Editing* button at the top of the page to be able to make any revisions or save the document. Save the document to your computer.

**Important**: Changing the data in a report does not change the data inside Digital Measures.
IMPORTING PUBLICATIONS

Option A: BibTeX
Using the BibTeX Import feature within Digital Measures, you can import citations from a wide variety of reference managers (e.g., EndNote, Mendeley, RefWorks, Zotero) and publication databases (e.g., Google Scholar, JSToR, Scopus, Web of Science). This website contains a step-by-step guide: Digital Measures Guide to BibTeX Import

Option B: PubMed
Using the PubMed Imports feature, you can pull your citations into Digital Measures directly from PubMed without first saving them into a BibTeX file. This website contains a step-by-step guide: Digital Measures Guide to PubMed Imports

Note: When importing from PubMed, the automatic search may return items that are from similarly named researchers in addition to your own. To resolve this issue, make sure to click the checkboxes next to only the scholarly works that you have produced.
SCREEN LAYOUTS

Screens available through Digital Measures are shown below. Certain screens include additional information and examples.

**IMPORTANT:** For these screens, fields are to remain untouched by faculty and administrative users. All data on these screens is directly imported and maintained by VTCSOM Faculty Affairs.

- Administrative Data – Permanent Data
- Administrative Data – Yearly Data
- Scheduled Teaching – Undergraduate Medical Education
  [VTCSOM Courses Taught (Years 1-4)]

*All other screens are for the user to edit, maintain, and update regularly.*
Personal and Contact Information

Prefix
First Name
Preferred First Name
Middle Name
Last Name
Suffix
Professional Suffix(es)
Alternative Name You Publish Under (e.g., an anglicized name), Family
E-Mail Address
Alternate E-mail Address

Preferred Mailing Address
Address Line 1
Address Line 2
City
State
Zip code
Office Phone
Department Phone
Fax
Cell Phone
Personal Website
Birth Year
Birth Place
Gender

Race (Please check all that apply)
☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Hispanic, Latino, or of Spanish Origin
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Other

Explanation of "Other"
U.S. Citizen
Alternate Language(s)
U.S. Armed Forces Veteran
AOA (Alpha Omega Alpha)

Brief Biography

Photograph
No File Stored
Choose file...
Important reminders on employment history entries:

- These are PAID positions only.
- Enter your postdoctoral education professional experiences (Interning, Residencies, Fellowships) here under the **Professional Training** experience type.

**Experience Types Defined:**

- **Academic** - professional role in an academic setting, e.g. Clinical Preceptor, Instructor, Assistant Professor, Professor, Associate Dean, etc.
- **Government** – professional work experience in a government institution.
- **Military** - position and assignments.
- **Professional** - work experiences, non-academic, e.g. private practice
- **Professional Training** – training experience as an intern, resident or fellow, doctoral/post -doc
- **Research** - work experiences in research, non-academic, e.g. industry
Awards and Honors

Edit Awards and Honors

- Award or Honor Name
- Organization/Sponsor
- Award Status
- Purpose
- Scope
- Location (City, State, Country if outside US)
- Additional Information

Award/Honor Supporting Documentation

- Document
  - Upload Document: No File Stored
  - Choose File...

Select the number of document rows to add: 1 0 0 0 0

One field must be completed in order to save entry:

- Date Nominated (if applicable)
- Date Received (if applicable)

Include as a Contribution to Diversity
Consulting

[Image of the consultation form]

For activities that are still in progress, specify the start date and leave the end date blank.

Start Date
End Date

Include as a Contribution to Diversity

[Checkbox]
Education

List all earned and honorary degrees you have received (B.S., M.S., M.D., Ph.D., etc.)

- **Degree**
  
- **Explanation of "Other"**
  
- **Institution**
  
- **Location (City, State, Country if outside US)**
  
- **Geographically Diverse**
  
- **Country of Degree**
  
- **Emphasis/Major**
  
- **Dissertation/Thesis Title**
  
- **Honor/Distinction**
  
- **Additional Information**

For activities that do not have an end date, please specify only the start date

- **Start Date**
- **End Date**
Important reminders on Licensure entries:

- Active licensures will need to updated and added as needed.
Certifications

[Image of a certification form with fields for Title of Certification, Sponsoring Organization, Scope, Stage, Explanation of "Other", and Additional Information.]

[Image of a certificate upload interface with options for selecting number of certificate rows to add, Date Obtained, and Expiration Date.]

NOTE: For board certifications that require maintenance, the most recent expiration date must be provided.

Include as a Contribution to Diversity

[Checkboxes and dropdowns for selecting options and uploading documents.]

Media Contributions

![Media Contributions Form](image)

- **Media Type**
- **Explanation of "Other"**
- **Media Name**
- **Institution/Organization**
- **Location (City, State, Country if outside US)**
- **Additional Information**
- **Start Date**
- **End Date**

Include as a Contribution to Diversity ☐
Professional Memberships

[Image of screenshot showing the Edit Professional Memberships form.]

- Membership Type
- Scope
- Name of Organization
- Abbreviation of Organization

Positions Held

1st Position

- Position Held
- Additional Information
- Start Date
- End Date

Select the number of position rows to add: 1

- Include as a Contribution to Diversity

[Image of screenshot showing the Positions Held section.]
Workload Information

These percentages are a reflection of the totality of your employment, and are not limited to your work at VTC SOM. (Percentages should add up to 100%)

- Teaching Workload Percentage
- Research Workload Percentage
- Service Workload Percentage
- Administrative Workload Percentage
- Clinical Workload Percentage

Additional Information
Academic Leadership

Title (Position, Department) 
Academic Institution 
Location (City, State, Country if outside US) 
Additional Information

For activities that do not have an end date, please specify only the start date
Start Date 
End Date
Advising and Mentoring

You are currently managing data for Liza Jane Blackwell.

Edit Advising and Mentoring

Name of Advisee/Mentor

Classification

Explanation of "Other"

Served as

Explanation of "Other"

Name of Institution

Name of Club/Interest Group/Specialty Specific Program/Project

Additional Information

For activities that do not have an end date, please specify only the start date.

Start Date

End Date

Include as a Contribution to Diversity
 Directed Learning (e.g., theses, dissertations)

- Involvement Type
- Explanation of “Other”

### Learner Information

- Learner Name
  - Learner First Name
  - Learner Last Name
  - Learner Type

Select the number of learner name rows to add: 1

- Title of Learner’s Work
- Stage of Completion
- Name of Institution
- Location (City, State, Country if outside US)
- Additional Information

### Supporting Materials

- Document
  - Upload Document
  - No File Stored
  - Choose File...

Select the number of document rows to add: 1

For activities that are still in progress, specify the start date and leave the end date blank:

- Start Date
- End Date

- Include as a Contribution to Diversity
Graduate Medical Education Teaching Activities

Entering Graduate Medical Education Teaching Activities Data (Video)

- Instruction Type
- Explanation of “Other”
- Instruction Title
- Sponsoring Organization
- Location (City, State, Country if outside US)
- Additional Information

Supporting Materials

- Document
  - Upload Document
  - No File Stored
  - Choose File...

Select the number of document rows to add: 1

For activities that are still in progress, specify the start date and leave the end date blank.

- Start Date
- End Date

- Include as a Contribution to Diversity

Page 30 of 45
VTCSOM Courses Taught (Years 1-4)

VTCSOM will import all your teaching activities at the end of each block when you teach VTCSOM medical students in years 1-4. To add additional information for a certain course, please use the space provided in the ‘Additional Information’ box for text and the ‘Upload Document’ feature for any supporting materials you wish to save with the entry.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term and Year</td>
<td></td>
</tr>
<tr>
<td>Block and Year</td>
<td></td>
</tr>
<tr>
<td>Course Name</td>
<td></td>
</tr>
<tr>
<td>Course Prefix and Course Number</td>
<td></td>
</tr>
<tr>
<td>Section Number</td>
<td></td>
</tr>
<tr>
<td>Credit Hours</td>
<td></td>
</tr>
<tr>
<td>Session Title</td>
<td></td>
</tr>
<tr>
<td>Session Type</td>
<td></td>
</tr>
</tbody>
</table>

Additional Information

Supporting Materials

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Document</td>
<td>No File Stored</td>
</tr>
</tbody>
</table>

Select the number of document rows to add: 1
Other Teaching Contributions

- Instruction Type
- Explanation of “Other”
- Instruction Title (if applicable)
- Audience
- Sponsoring Organization
- Number of Participants
- Academic or Professional?
- Location (City, State, Country if outside US)
- Additional Information

Supporting Materials

- Document

Select the number of document rows to add:

For activities that are still in progress, specify the start date and leave the end date blank.

- Start Date
- End Date

☐ Include as a Contribution to Diversity
Presentations

<table>
<thead>
<tr>
<th>Presentation Data (Video)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Type</td>
</tr>
<tr>
<td>Explanation of &quot;Other&quot;</td>
</tr>
<tr>
<td>Conference/Meeting Name</td>
</tr>
<tr>
<td>Sponsoring Organization</td>
</tr>
<tr>
<td>Location (City, State, Country if outside US)</td>
</tr>
<tr>
<td>Presentation Title</td>
</tr>
</tbody>
</table>

Presenters/Authors

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>1st Presenter/Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at Virginia Tech Carilion School of Medicine</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Select the number of presenter/author rows to add: 1

<table>
<thead>
<tr>
<th>Academic or Non-Academic?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
</tr>
<tr>
<td>Was this peer-reviewed/referred?</td>
</tr>
<tr>
<td>Published in Proceedings?</td>
</tr>
<tr>
<td>Published Elsewhere?</td>
</tr>
<tr>
<td>Invited or Accepted?</td>
</tr>
<tr>
<td>Abstract/Synopsis</td>
</tr>
<tr>
<td>Additional Information</td>
</tr>
</tbody>
</table>

Presentation File Stored: Choose File...

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

Include as a Contribution to Diversity: [ ]
Contracts, Grants, and Research

Edit Contracts, Grants, and Research

* Type

Should this be included in the database of medical student research projects?

Title

*Sponsoring Organization

Explanation of "Other"

Funding Source

Investigators

Please select a person from the drop-down list or enter their name in the input fields. Please also include any sub-investigator(s).

1st Investigator

People at Virginia Tech Carilion School of Medicine First Name Middle Name/initial Last Name Role If a student, what is his/her level?

Carilion Clinic, The Working Group at digitalmeasures

Add Another Investigator

* Current Status

Additional Information

Date Submitted for Funding

For activities that are still in progress, specify the start date and leave the end date blank.

Start Date of Funding

End Date of Funding

Include as a Contribution to Diversity

Please only complete the questions below if your research is funded.

Award Amount

Primary/Co-PI % of effort

Progress

Award Letter (Optional) No file stored

Choose File...
NIH Biographical Sketch

### Edit NIH Biographical Sketch

#### Label for this Biographical Sketch
(not printed in report)
- eRA Commons Username
- Personal Statement

#### Relevant Publications
You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

1st Publication
- Intellectual Contribution: Please select...

Add Another Publication: 1

#### Contributions to Science
Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications that are relevant to that contribution. The description of each contribution should be no longer than one half page including figures and citations.

1st Contribution
- Contribution

#### Relevant Publications or Non-Publication Research Products

1st Publication/Research Product
- Intellectual Contribution: Please select...
- Intellectual Property: Please select...

Add Another Publication/Research Product: 1

Add Another Contribution: 1
**Intellectual Property**

**Edit Intellectual Property (e.g., copyrights, patents, or trademarks)**

- **Patent, Copyright or Trademark**
  - **Patent Type**
  - **Title**
  - **Number/ID**
  - **Patent Nationality**

If Patent Cooperation Treaty, List Nations

---

**Inventors**

Please either select a person from the drop-down list or enter their name in the input fields.

<table>
<thead>
<tr>
<th>1st Inventor</th>
</tr>
</thead>
<tbody>
<tr>
<td>People at Virginia Tech Carilion School of Medicine Carilion Clinic, The Working Group at: digitalmeasures</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>------------</td>
</tr>
</tbody>
</table>

Select the number of inventor rows to add: 1 0 4

**Year Approved By Patent Office**

**Additional Information**

---

**Supporting Materials**

**Document**

Upload Document No File Stored Choose File:

Select the number of document rows to add: 1 0 4

**Date Submitted**

- Include as a Contribution to Diversity
Virginia Tech Carilion Residency and Fellowship Committees and Service

[Image of the Edit Virginia Tech Carilion Residency and Fellowship Committees and Service form]

For activities that are still in progress, specify the start date and leave the end date blank.

Start Date
End Date

Include as a Contribution to Diversity

[Form fields for Committee Name, Explanation of "Other," Position/Role, Location (City, State, Country if outside US), Additional Information, Supporting Materials, Document upload, number of document rows to add]
Carilion Clinic Departmental and Hospital Committees and Service

<table>
<thead>
<tr>
<th>Committee Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Explanation of “Other”</td>
<td></td>
</tr>
<tr>
<td>Position/Role</td>
<td></td>
</tr>
<tr>
<td>Location (City, State, Country if outside US)</td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
</tbody>
</table>

For activities that are still in progress, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Start Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td></td>
</tr>
</tbody>
</table>

Include as a Contribution to Diversity

Supporting Materials

<table>
<thead>
<tr>
<th>Document</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Document</td>
<td>No File Stored</td>
</tr>
<tr>
<td>Choose File...</td>
<td></td>
</tr>
</tbody>
</table>

Select the number of document rows to add: 1
Professional Committees and Service *(External to VTC and Carilion Clinic)*

Edit Professional Committees and Service *(External to VTC and Carilion Clinic)*

- Organization/Committee/Club
- Position/Role
- Location (City, State, Country if outside US)
- Additional Information

Supporting Materials

Document

Upload Document  No File Stored  Choose File...

Select the number of document rows to add: 1 + Add

For activities that are still in progress, specify the start date and leave the end date blank.

- Start Date
- End Date

☐ Include as a Contribution to Diversity
Community and Public Service (Non-medical, community-based)

For activities that are still in progress, specify the start date and leave the end date blank.

Start Date

End Date

Include as a Contribution to Diversity
Curriculum Vitae Capabilities

When you use Digital Measures you are automatically storing your activity that can be generated instantly as a Rapid Report in the correct VTC format. This will be very helpful for you to be able to keep track of all of your accomplishments and contributions to VTC School of Medicine. Please refer to the Download this report’s template for the specifics and enjoy this feature!