

# IR Training Directory Quick Start Guide for End Users

# Getting Started

## Overview

- This guide describes how to get started with the **IR Training Directory** brought to you by the Society of Interventional Radiology.

## Access

Login in Via the SIR website page at <http://www.sirweb.org/learning-center/rfs-landing-page/ir-training-directory/>

## Support

- Once you have logged in, click on the **Support** link on the top right corner of the platform to access helpful documentation
- You can also send support request emails to SIR:

[IRTrainingDirectory@SIRweb.org](mailto:IRTrainingDirectory@SIRweb.org)

# Navigation

## Tab and menu navigation

- **Program Directory Reports:** download an Excel report that contains detailed program information for helping identify the programs that meet your criteria.
- **Compare Programs:** view comparisons for the individual questions that were answered by the program directors.

The screenshot displays the 'Program Directory Reports' section of the IR Training Directory website. At the top, there is a navigation bar with 'Home', 'Compare Programs', 'Program Directory Reports', and 'Year: 2016/17'. Below the navigation bar, there are two tabs: 'Program Directory Reports' (selected) and 'Compare Programs'. A green callout box contains the text: 'Click on the Excel report below to generate a list of programs that match the filter criteria you apply. If no filters are applied, the report will include all programs.' Below this, there is a section titled 'Select and Set Filters...' with a table of filter options. The table has two columns: 'Filter' and 'Value'. The filters listed are: Region of Program, Number of Fellows, IR Programs Offered, Integrated IR Residency Accreditation Status, Independent IR Residency Status, ESIR Designation Status, and Peer Cluster. Each filter has a 'Value' of 'Any' and a 'Change...' link. There is also a '(Filter Help)' link. Below the filters, there is a section titled 'Personalized Reports' with a green Excel icon and the text: '>> IR Training Directory (SIR) Download this Excel report to access details for each individual IR program. We recommend using filters to select a subset of programs based on interests.'

Filter	Value	<a href="#">Change...</a>	<a href="#">(Filter Help)</a>
Region of Program	Any		
Number of Fellows	Any		
IR Programs Offered	Any		
Integrated IR Residency Accreditation Status	Any		
Independent IR Residency Status	Any		
ESIR Designation Status	Any		
Peer Cluster	Any		

# Compare Programs tab

The screenshot shows the 'Compare Programs' tab in the IR Training Directory. The top navigation bar includes 'Home', 'Compare Programs' (with a dropdown arrow), 'Program Directory Reports', and 'Year: 2016/17' (with a dropdown arrow). Below the navigation bar, there are two tabs: 'Program Directory Reports' and 'Compare Programs'. A green callout box contains the text: 'Click on the sections in each area below to compare residency programs details. Use filters to select subsets of programs.' Below this callout, there are two main sections: 'Program Overview' with a radio button next to 'Profile', and 'Program Descriptions' with radio buttons next to 'IR Fellowship' and 'IR Residency'.

Use the **Compare Programs** page to access comparisons for all questions.

- Select any gray question group to access the questions for that category. These comparisons show aggregated results. See an example on the next slide.
- Return to this page by clicking the “Compare Programs” menu item or tab name.

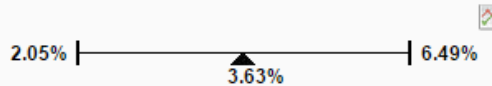
# Sample question comparisons

## PROCEDURE AND CLINICAL ACTIVITY PERCENTAGES

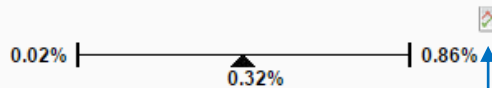
The following automatically calculates the percentages associated with the procedures, consults and encounters associated with each category based on the numbers entered on the previous page.

### Procedures as a Percentage of Total Procedures

» Percentage of Angioplasty/Stents/Covered Stents/TIPS -  
Arterial & Venous Procedures



» Percentage of Aortic Endografting Procedures



## Numeric questions:

The line chart displays the 25<sup>th</sup>, median and 75<sup>th</sup> percentiles.

This example compares angioplasty procedures as a percentage of total procedures

- 25<sup>th</sup> percentile: 2.05%.
- 50<sup>th</sup> percentile (Median): 3.63%
- 75<sup>th</sup> percentile: 6.49%

## Multiple choice questions:

All answer options are listed with their associated percentages.

In this example for IR Programs Offered

- 95% of programs offer IR Fellowship
- 51% offer IR Integrated Residency
- 43% offer ESIR

Click the icons to view and download charts

### Program Description

» IR Programs Offered

( 95%) IR Fellowship  
( 57%) IR Integrated Residency  
( 43%) Early Specialization in Interventional Radiology (ESIR)

» Program Affiliation

Indicate your program hospital affiliation.

( 4%) Community-based  
( 29%) Hospital-based  
( 0%) Military-based  
( 65%) University-based  
( 2%) Other

# Filters

Filters allow you to select subsets of programs for comparisons and reports.

- If no filters are activated, all comparisons are against the entire group of programs.
- If your filter selection returns fewer than three (3) programs, you will see this message:

*Your filter settings are not activated because there are fewer than 3 programs that match your filter criteria. Results are shown without filters.*

- If you get this message, change your filter settings by:
  - Widening the range of a numeric filter
  - Turning off a filter by clicking on the X
  - Selecting a different filter option/combination of filter options
- For comparison page results, we recommend at least 5 programs for the best display. A filter message will tell you the number of programs that match your filter settings:

*There are 80 programs that match your filter criteria.*

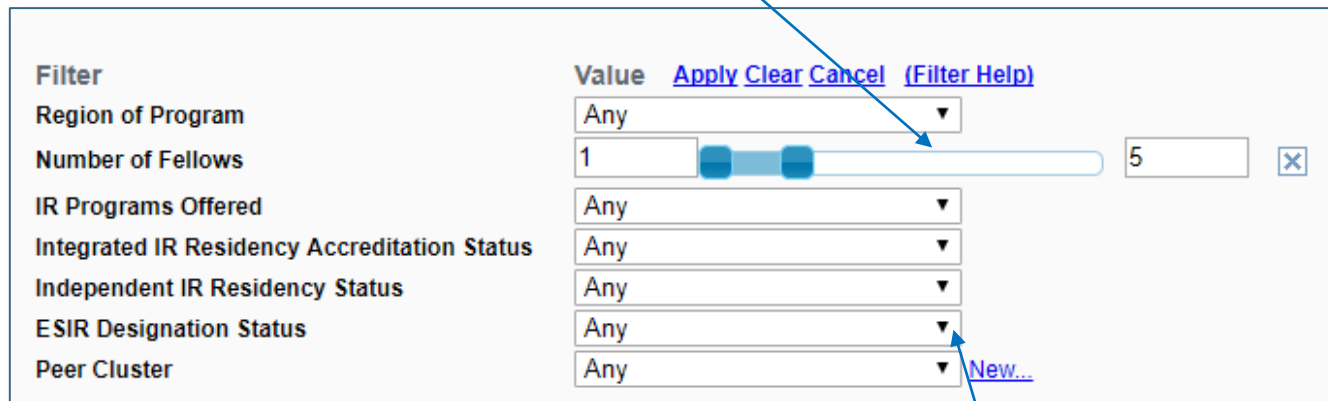
# Using Filters

Click “Change..” to activate the filters



Filter Value [Change...](#) [\(Filter Help\)](#)

- Numeric filters: Click Add to activate sliders then use slide bar to set a numeric range by moving the blue squares or enter a number in boxes.



Filter	Value	<a href="#">Apply</a>	<a href="#">Clear</a>	<a href="#">Cancel</a>	<a href="#">(Filter Help)</a>
Region of Program	Any				
Number of Fellows	1				
IR Programs Offered	Any				
Integrated IR Residency Accreditation Status	Any				
Independent IR Residency Status	Any				
ESIR Designation Status	Any				
Peer Cluster	Any				<a href="#">New...</a>

- Multiple choice filters: Choose from the drop down menus.
- The next slide will explain the Peer Cluster filter
- Once you have selected your filter/filter combinations, click “Apply.”
- If you want to reuse your filter combination, use the “Save As Favorite” to name and save it for future use.

# Peer Cluster Filtering

Peer clusters allow you to select a group of organizations by name for comparison.

- Select programs by name. These programs become the data set that is viewed on the Comparison Page and Excel Report.
- Select from a Peer Cluster you already created or click “New” to create a new peer cluster
- The Compare page presents the data in the aggregate, percentile format with a minimum of 3 programs for all comparisons. For this page, we recommend 5 programs for the best display of data.
- The Excel Report contains individual program data for each program selected in the Peer Cluster.

**Recommendation:** Deactivate other filters before using peer clusters.

**About Peer Clusters**

A 'Peer Cluster' is a list of Programs you may select to compare yourself against.

Choose a name for your 'Peer Cluster' and then press OK. On the next screen, you will be able to select which Programs to include in this new cluster.

**Create A New Peer Cluster...**

Name:

**Edit Peer Cluster...**

The following Programs are included with you in this Peer Cluster... Search

	Name	State
<a href="#">Remove...</a>	Loyola University Medical Center	Illinois
<a href="#">Remove...</a>	Northwestern Memorial Hospital	Illinois
<a href="#">Remove...</a>	University of Illinois Hospital	Illinois

Showing 1 to 3 of 3 entries

The following Programs may be added to your Peer Cluster... Search

	Name	State
<a href="#">Add...</a>	Mayo Clinic Jacksonville	Florida
<a href="#">Add...</a>	Rush University Medical Center	Illinois
<a href="#">Add...</a>	University of Chicago	Illinois
<a href="#">Add...</a>	University of Florida College of Medicine - Jacksonville	Florida
<a href="#">Add...</a>	University Of Illinois College Of Medicine At Peoria Program	Illinois
<a href="#">Add...</a>	William Beaumont Hospital	Michigan

Showing 1 to 6 of 6 entries (filtered from 88 total entries)



# Reports

Click the ***Program Directory Reports*** tab from the Main Menu

- Filters display on this page. Any active filters set on the compare page are still active or you can set new filters.
- The Excel report displays individual program data for all programs that match your filter settings. If no filters are set, the report will contain all programs in the directory.
- Click the name to download your report. You can download it as many times as you want.

## Personalized Reports



>> IR Training Directory (SIR)

Download this Excel report to access details for each individual IR program. We recommend using filters to select a subset of programs based on interests.

We hope you find the IR Training Directory to be a useful source of information for selecting programs.

Contact SIR with additional questions  
[IRTraining Dirctory@SIRweb.org](mailto:IRTrainingDirctory@SIRweb.org)