CBME in Entrada:
Competence Committee Members
Quick Start Guide

https://entrada.med.ubc.ca/

A more comprehensive guide for CC members can be found online at:
https://rise.articulate.com/share/vrcJfSYh0IZ642PpPujM9exQK_-Fq-v5

A quick start guide will help you get started as a faculty assessing residents. For a more comprehensive guide to the features available to you, please see the link above. This guide will cover:

1. Logging into Entrada
2. Viewing resident assessment data
   2.1. Resident dashboard
   2.2. Resident dashboard – more detail
       *Collated reports per EPA per resident
   2.3. EPA graphs – Collated EPA’s in residents dashboard
   2.4. EPA graphs - filter EPA’s in residents dashboard
3. Log meeting notes
4. Promoting learners through stages

1. **Logging in to Entrada**

   When you first login to Entrada with your CWL, you may see that you have access to both Undergrad Medicine and PGME (under the My Organisations box – top-left corner). If you do, please switch to the ‘faculty’ profile under PGME. This will take you to your dashboard.

If you encounter any access or technical issues, please contact medit.entrada@ubc.ca
### 2.1 Resident CBME Dashboard
- Click Assessment & Evaluations
- Click My Learners and all assigned learners will populate:

**What do the colors mean?**
- **Red:** No Progress. Indicates that the learner is in that stage, but:
  - has not been assessed on that EPA, OR
  - has been assessed but none of the assessments meet plan requirements
- **Yellow:** In Progress < 50%. Indicates that the learner has been assessed on the EPA, but is currently meeting less than 50% of the requirements

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• **Blue:** In Progress > 50%. Indicates that the learner has been assessed on the EPA and is meeting more than 50% of the requirements
• **Green:** Achieved. Indicates that the learner has been assessed on the EPA and is currently meeting the defined assessment plan numbers; however, the progress still needs to be reviewed and approved by the competence committee.
• **Green** (with checkmark): Approved. Indicates that the EPA has been reviewed and approved at the competence committee level.
• **Grey:** All EPAs that are not in the learner's current stage will appear grey, even if they have assessments that count towards the assessment plan.

### 2.2 Residents dashboard – more detail

• Select the resident for review and click the dashboard tab

![Residents dashboard](image)

• Residents dashboard will list the stages and all the EPA’s where you can navigate for further information

![Demo Program](image)
Example: D1 shows 15 assessments were completed for this EPA and the overall observation rating varied.

2.2 Creating a collated report per EPA per resident

- Click the bolded blue EPA title

- Another window will open with a collated report of all assessments done on this EPA - Additional information not captured in the example below includes: Clinical Setting, Milestones, Overall rating and comments. Option to download to a PDF.
2.3 Creating a Collated Graph of all completed EPA’s per resident

- When the residents’ CBME dashboard is selected, click the Trends tab
- Here you can filter the residents completed EPA’s and Milestones and it will generate graphs to show the progression over time:
- To view all EPA’s in one graph, ensure no filters are applied and select the Global Assessment tab

The graph will show all completed EPA’s:
2.4 Creating a Collated Graph of all completed EPA’s per resident

- To search specific EPA’s, select the dropdown and the EPA you wish to search. You can select multiple if desired:
3. **Log meeting notes**
Faculty and program administrators can log meetings to maintain a record of conversations about learner progress.

*Note: Only faculty and PAs can add and edit meeting information. Learners have read only access to their meeting log.*

- In the residents’ CBME dashboard you can select the option to log a meeting note
Dec 20, 2019 (Entrada) v.1.14)

- Click Log New Meeting:

- Select date, add comments if needed and create the meeting

- Meeting log created, use the action tabs to upload files, edit or delete meeting log.

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4. **Promoting Learners through stages**

Note: All Competency Committee Members will be able to access all resident profiles in that program and have the ability to promote them.

- In the residents’ CBME dashboard, select the grey circles to mark an EPA as achieved.

- A pop up dialogue will appear to confirm the EPA as completed.
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- To promote a learner from a stage, follow the similar process but click the grey circle beside the stage title this time.

NOTE:

1. The Narrative Form is called a Field Note Form in Entrada.

2. MSF: Form 3 (MSF) forms are not available yet on Entrada or EPortfolio (also noted in your EPA guides). The Entrada Consortium is working with the Royal College on the MSF but there are significant challenges with confidentiality. In the interim, schools across the country and other UBC programs have been using paper forms or surveys such as Qualtrics. Once the survey is created, the learner can send the link to the assessor, or the learner can hand the assessor a paper form for completion.