CBME in Entrada: Resident Quick Start Guide

[https://entrada.med.ubc.ca/](https://entrada.med.ubc.ca/)

A more comprehensive guide for residents can be found online at:
[https://rise.articulate.com/share/9stPLFdhFxrfS0hv4fPY5U_lzMcn3wVI#/](https://rise.articulate.com/share/9stPLFdhFxrfS0hv4fPY5U_lzMcn3wVI#/)

Residents are automatically provisioned accounts to Entrada. This guide will introduce some key areas to get started. Please see the link above to a more comprehensive guide to the various features in Entrada.

1. Logging in to Entrada
2. CBME Dashboard
3. Triggering Assessments

1. **Logging in to Entrada**

When you first login to Entrada, 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 ‘*student*’ profile under PGME. This will take you to the CBME Dashboard.

![Entrada Dashboard](image)

If you encounter any access or technical issues, please contact [medit.entrada@ubc.ca](mailto:medit.entrada@ubc.ca).
2. **CBME Dashboard**

The resident **CBME Dashboard** is where you can quickly see your progress across EPAs and stages. For more details on using this space, please see the comprehensive guide: https://rise.articulate.com/share/9stPLFdhFxrfS0hv4fPY5U_lzMcn3wVI#/

---

If you encounter any access or technical issues, please contact medit.entrada@ubc.ca.
3. **Triggering Assessments**

From the CBME Dashboard, you are able to trigger an assessment by clicking on the green ‘**Trigger Assessment**’ button.

More details on the Trigger Assessment process can be found here: [https://rise.articulate.com/share/9stPLFdhFxrfS0hv4fPY5U_lzMcn3wVl#/lessons/o54ML8qQVv46_cHN-3DJVqdFY8d57xuQ](https://rise.articulate.com/share/9stPLFdhFxrfS0hv4fPY5U_lzMcn3wVl#/lessons/o54ML8qQVv46_cHN-3DJVqdFY8d57xuQ)

**To trigger an assessment by email to an external assessor:**
- Type in full “External Assessor” when selecting the assessor
- Click the tab that appears
- Add the assessors details – First Name / Last name / Email address
- Click add assessor and continue the EPA submission process

If you encounter any access or technical issues, please contact medit.entrada@ubc.ca.
Please note: this feature will visually change slightly with the 1.18 upgrade scheduled in the Summer. An updated resident guide will be circulated and available on the PGME website: https://postgrad.med.ubc.ca/cbme-competence-based-medical-education/ once the upgrade is complete.

a. **Resident Assessing another Resident:**

When a resident assesses another resident, please note:
- The junior resident must trigger the assessment.
- The senior resident (the assessor), can complete the form for the junior resident on the spot, or, at a later time, depending on the assessment method chosen (i.e. PIN, email, etc...)

If you encounter any access or technical issues, please contact medit.entrada@ubc.ca.
b. **Mobile View**

Finally, a mobile view is available in the following areas, making it easy to complete assessment tasks via a mobile device. After clicking on the green Trigger Assessment button, the following pages are mobile-friendly:

- Trigger Assessment page
- EPA Assessment Forms

**NOTE:**

1. Form 2 (Narrative) form is called a Field Note Form in Entrada.

2. Form 3 (MSF) forms are not available yet on Entrada. In the interim, schools across the country and other UBC programs are using paper forms. Please see your Program Director or Program Administrator for copies of these forms.

If you encounter any access or technical issues, please contact medit.entrada@ubc.ca.