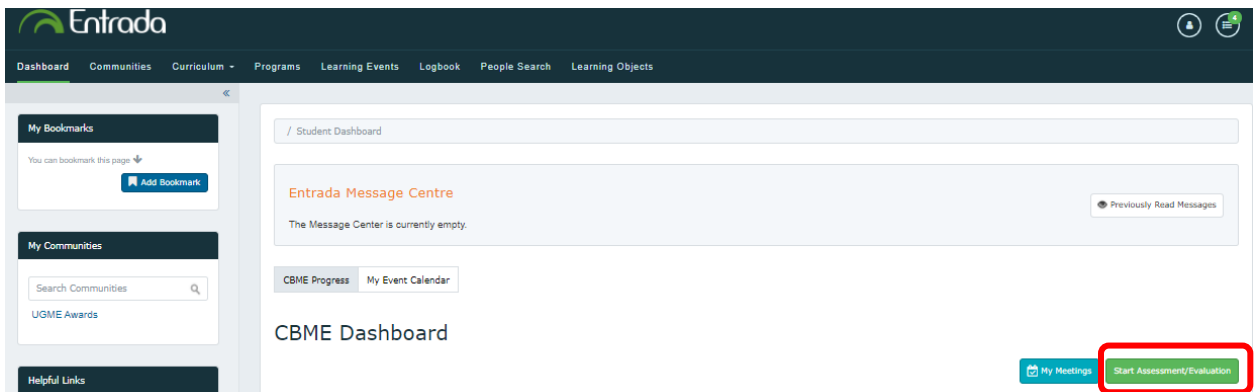
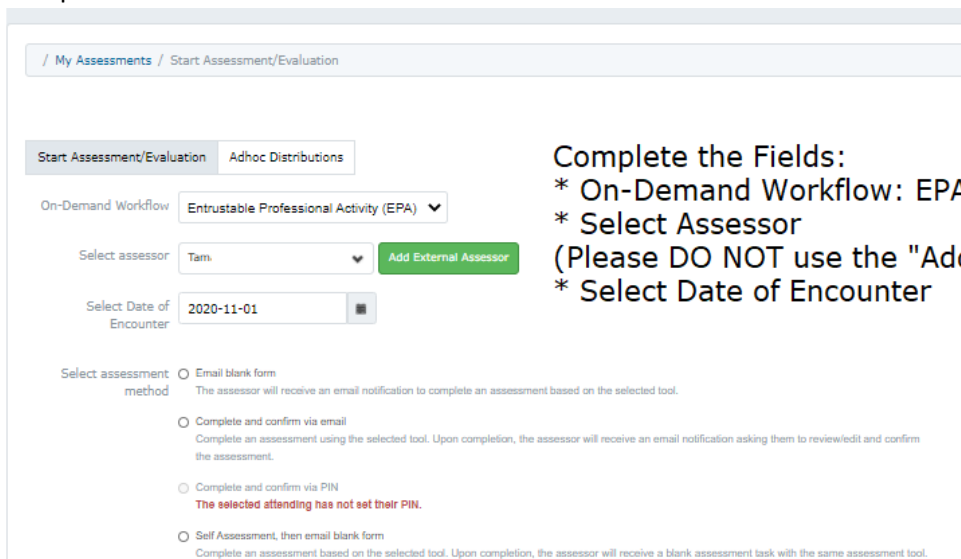


Resident Triggering a Field Note

1. After Resident logs into [Entrada](#)
(using recommended browsers Google Chrome / Firefox & UofM email and password),
From the Dashboard, Click on a **green "Start Assessment/Evaluation"** button on the right side of the screen.



2. Complete the Fields



The screenshot shows the 'Start Assessment/Evaluation' form. The form includes the following fields and options:

- On-Demand Workflow:** Entrustable Professional Activity (EPA) (dropdown menu)
- Select assessor:** Tam (dropdown menu) with an 'Add External Assessor' button.
- Select Date of Encounter:** 2020-11-01 (calendar icon)
- Select assessment method:**
 - ☐ Email blank form
The assessor will receive an email notification to complete an assessment based on the selected tool.
 - ☐ Complete and confirm via email
Complete an assessment using the selected tool. Upon completion, the assessor will receive an email notification asking them to review/edit and confirm the assessment.
 - ☐ Complete and confirm via PIN
The selected attending has not set their PIN.
 - ☐ Self Assessment, then email blank form
Complete an assessment based on the selected tool. Upon completion, the assessor will receive a blank assessment task with the same assessment tool.

Select Assessment Method

Complete the Fields:

- * On-Demand Workflow: EPA
- * Select Assessor
(Please DO NOT use the "Add External Assessor")
- * Select Date of Encounter

- After selecting Assessment Method, choose the applicable **"EPA"**
For a reminder on what is included in a specific EPA, you can click on the "black question mark" which provides a quick link to the EPA Encyclopedia.

/ My Assessments / Start Assessment/Evaluation

Start Assessment/Evaluation Adhoc Distributions

On-Demand Workflow Entrustable Professional Activity (EPA) ▼

Select assessor Tam ▼ [Add External Assessor](#)

Select Date of Encounter 2020-11-01

Select assessment method

- ☒ Email blank form
The assessor will receive an email notification to complete an assessment based on the selected tool.
- ☐ Complete and confirm via email
Complete an assessment using the selected tool. Upon completion, the assessor will receive an email notification asking them to review/edit and confirm the assessment.
- ☐ Complete and confirm via PIN
The selected attending has not set their PIN.
- ☐ Self Assessment, then email blank form
Complete an assessment based on the selected tool. Upon completion, the assessor will receive a blank assessment task with the same assessment tool.

Select an EPA Click here to select an EPA 

Begin typing to search...

Filtering Items by EPA

Filter Presets

[Current Stage EPAs](#)

- ☐ F1: Provide recommended preventative care to adults
- ☐ F2: Provide recommended preventative care to infants, children, and adolescents
- ☐ F3: Facilitate and manage care transitions
- ☐ F4: Provide pre-conception and prenatal care
- ☐ F5: Provide family-centred care to newborns in their first weeks of life
- ☐ C1: Assess, manage, and follow up adults presenting with undifferentiated symptoms and common (key) conditions
- ☐ C2: Manage and follow-up adults with common chronic conditions and multiple comorbidities

Click on the "black question mark" which provides a quick link to the EPA Encyclopedia.

You can search for an EPA by typing in a few words in the box

Select an EPA from the drop down menu

- After an EPA is selected, the available assessment tools will be displayed.

Note: the small clock in the top right of each tool. This is an estimate of how long the form will take to complete based on the experience of other users.

Click **“Send Assessment”** or **“Begin Assessment”** depending on what Assessment Method you select in the previous step.

You can click “Preview this Form” to view it first.

Select an EPA C19: Optimize the quality and safety of health care through use of best practices and application of Quality Improvement ?

Assessment Tools Search Assessment Tools...

Field Note (QI) - Demo N/A

Field Note Form

0 assessments completed on this learner.

Preview This Form ▶ **Begin Assessment ▶**

Field Note N/A

Field Note F....

0 assessments completed on this learner.

Preview This Form ▶ **Send Assessment ▶**

- The form opens.

Or the form is sent directly to the assessor.

Field Note

Submit

Once you have submitted this assessment, the assessor will be prompted to enter their FPA and complete this assessment task.

Assessor: You (Family Medicine Student - Postgraduate Medical Education)

Target: John Family Medicine Student - Postgraduate Medical Education (Profile)

Task initiated on 2020-11-05

*Basis of Assessment
Please select --

*Clinical Setting
Please select --

Consider...

*Overall Assessment:
☐ Observe only the resident
☐ Observe, provide supervision
☐ Initiate, monitor supervision
☐ Independent performance with remote supervision
☐ Supervisor of resident

Next Steps

Comments

	No	Yes
Do you have patient safety concerns related to this resident's performance?	☐	☐
Do you have professional concerns about this resident's performance?	☐	☐
Are there other reasons to flag this assessment?	☐	☐

*Please feedback about this form? (eg. "Missing this", etc.)
☐ No ☐ Yes

Submit and Save Assessment results to this