CBME in Entrada: PA Quick Start Guide

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

A more comprehensive guide for PAs and PDs can be found online at: https://rise.articulate.com/share/wTPDKGHNhzENI47Q5I3zVHxa4lidimWLr

PGME PAs do not need to worry about setting up EPA assessment forms, distribution, or providing resident access to Entrada. The PGME CBME project team and MedIT will manage these tasks.

PAs however, are responsible for the following tasks:

1. Ensure faculty have CWL and access to Entrada
2. Set up Academic Advisor groups (if applicable)
3. Manage Competency Committees
4. Completing form on behalf of resident or faculty (ad-hoc)
5. Viewing a resident’s CBME Dashboard or Assessments Page

1. **Ensure faculty have CWL and access to Entrada**

   For faculty to obtain an account in Entrada, please ensure that they first have a CWL account. CWL accounts can be setup [here](#). For those without a faculty appointment at UBC, a **Basic CWL** account can be created.

   After this, please ensure that you or a PA send MedIT ([medit.entrada@ubc.ca](mailto:medit.entrada@ubc.ca)) a list of faculty CWL usernames, first names, and last names to confirm that these faculty have Entrada accounts and the right kind of access.

2. **Setting up Academic Advisor groups**

   Academic Advisor groups can be setup if you wish to assign specific faculty to students or groups of students. Academic advisors will only be able to view the CBME Dashboards and Assessment forms/tasks for these assigned residents.

   1. On the home page of Entrada, switch to **staff** view in PGME under the My Organisations box.
   2. Navigate to **Admin > Manage Courses**.

If you encounter any access or technical issues, please contact medit.entrada@ubc.ca.
3. Ensure you are in ‘Coordinator View’, then, select your Program.


If you encounter any access or technical issues, please contact medit.entrada@ubc.ca.
5. Select a prefix for the group name and type it into the Group Name Prefix area. This prefix will be applied to all group names.

6. Select your group type: you can either define a number of empty groups and manually populate them with learners OR have the system automatically populate groups.

7. To create empty groups, enter the Group Name Prefix, and a designated number of groups.

8. Click the blue ‘Add’ button on the bottom right.

9. Click on a group name to populate it with residents and match to AA.

If you encounter any access or technical issues, please contact medit.entrada@ubc.ca.
10. Within the current setup, the term tutor refers to the academic advisor role. Adding tutors/academic advisors to a group allows those faculty to view the assessment data for any learners in the group.

11. To add learner members to a group, click on the group name, scroll down to Add Members and use the dropdown menu to tick off members. Note that you can add multiple learners at once by ticking off multiple checkboxes beside names.

12. After you have added the required names, click the blue ‘Proceed’ button on the bottom right. This will save your work.

If you encounter any access or technical issues, please contact medit.entrada@ubc.ca.
3. **Managing Competency Committees**

Competency Committee members have the ability to see all Program residents CBME Dashboards and Assessment forms/tasks. CC members also can promote a resident to the next stage (see [comprehensive guide](#)).

1. Navigate to **Admin > Manage Courses** and select your Program.
2. Click on the ‘Setup’ tab.
3. Scroll down to the Course Contacts section and find the 'Competency Committee Members' section.
4. Begin to type a name to retrieve a list of potential committee members.
5. Click on the name you want to add and repeat as necessary. When a name has been added it will appear below the search box.
6. After you have added the required names, scroll down to the bottom of the page and click ‘Save’.

4. **Completing form on behalf of resident or faculty (ad-hoc)**

Occasionally, a PA will need to complete and submit a form on behalf of a resident or faculty (perhaps the form was completed on paper). To do this:

1. Navigate to **Admin > Assessment & Evaluation**.
2. Select the green ‘Record Assessment’ button.
3. Select the green ‘Record Assessment’ button.
4. Select resident, assessor, and date of encounter.
5. Complete form on behalf of resident or assessor and submit.

5. **Viewing a resident’s CBME Dashboard or Assessments Page**

A more comprehensive guide to viewing a resident’s CBME Dashboard and Assessment’s Page can be found [here](#). In addition to the CBME Dashboard, PAs and PDs can access a learner’s Assessments page to view tasks completed on the learner, as well as tasks assigned to the learner. These pages reflect forms completed via distributions and CBME forms triggered by faculty and learner.

1. Click on the Assessment & Evaluation badge located in the top-right corner.
2. Click on the ‘My Learners’ tab. All Program residents will be found here.
3. You can view either a resident’s CBME Dashboard or Assessments page.

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

**Quick Start Guide for Faculty:**
https://rise.articulate.com/share/d1V8-41GLjFMBXzu9WXquFlP VijzJ1CS7

**Quick Start Guide for Residents:**
https://rise.articulate.com/share/9stPLFdhFxrfS0hv4fPY5U lzMc n3wVL

**Quick Start Guide for CC/AA:**
https://rise.articulate.com/share/vrcJfSYh0lZ642PpPujM9exQK_Fq-v5

**Guide for PAs and PDs:**
https://rise.articulate.com/share/wTPDKGNHzENI47Q5l3zVHa4l.idimWLr

**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.

**NOTE:** There are two known bugs to be aware of:

1. Bug that prevents residents from setting a PIN and thereby using the PIN method (’Complete and confirm via pin’) when assessing another resident.

2. Bug that prevents any PDFs from being downloaded.

We are working on a fix for both bugs in the next upgrade of Entrada, scheduled for approximately end of July 2019.

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