CBME in Entrada: PD 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/wTPDKGNHzENI47Q5I3zVHxa4lidimWLR

PGME PAs and PDs 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.

Program Directors, however, will primarily be concerned with the following:

1. Ensure faculty have CWL and access to Entrada
2. Setting up Academic Advisor groups
3. Managing 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](https://entrada.med.ubc.ca/). 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) 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**

   PAs can setup Academic Advisor groups if these are utilized. 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.

   Please speak to your PA to set this up.

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). Both PAs and PDs have the ability to setup CC members.

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, the program will need to complete and submit a form on behalf of a resident or faculty (perhaps the form was completed on paper). PAs and PDs have access to do this on behalf of a resident.

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/d1V8-41GLjFMBXzu9WXquFlPVjzJ1CS7

**Quick Start Guide for Residents:**
https://rise.articulate.com/share/9stPLFdhFxrfS0hv4fPYSU_lzMcnsWV

**Quick Start Guide for CC/AA:**
https://rise.articulate.com/share/vrcJfSYh0lZ642PpPujM9exQK_-Fq-v5

**Guide for PAs and PDs:**
https://rise.articulate.com/share/wTPDKGNHzENI47Q5I3zVHxa4lidimWLR

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NOTE:
The Narrative Form is called a Field Note Form in Entrada.

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:

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

- 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.