

## Preceptors

### Core Family Medicine Residency Program Guidance for Preceptor on Completion of Intra-partum Field Notes (IPFN) in the Family Medicine electronic Curriculum & Assessment Platform (FMeCAP)

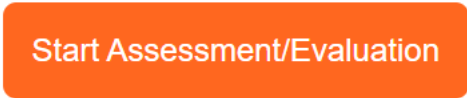
- Intra-partum Field notes (IPFN) are to be **completed by preceptors only**. They can be triggered by residents or preceptors. If they are triggered by a resident, preceptors will get a notification so they can complete the form.
- This IPFN is tagged to the residents' dashboard and can be found under EPA13 (Perform low-risk, spontaneous, term, vertex vaginal delivery). Check out [TIPS on IPFN Field Note Content completion](#)

#### How to Log into Elentra/FMeCAP:

1. Navigate to <https://ucalgary.elentra.cloud>
2. Log in using your IT username (the "name" part of your email) and Password

#### How to Trigger/Start a New IPFN Field Note:

1. From the landing page (Dashboard) after you log in, click the orange 'Start Assessment/Evaluation' button



2. Select the on-demand workflow as 'Other Assessment form'.
3. Select the resident you worked with.
4. Select the date of the clinical encounter.

Start Assessment/Evaluation    Adhoc Distributions

2 On-Demand Workflow    Other Assessment Form ▾

3 Select resident    resident2021NW core ▾

4 Select Date of Encounter    2022-01-10

Select a program    Family Medicine - Calgary - NorthWest ▾

5. Available forms will appear, select 'Intra-Partum Field Note'.

Start Assessment/Evaluation | Adhoc Distributions

On-Demand Workflow: Other Assessment Form

Select resident: resident2021NE core

Select Date of Encounter: 2022-01-07

Select a program: Family Medicine - Calgary - NorthEast

Assessment Tools: Search Assessment Tools...

**Intra-Partum Field Note** (highlighted)  
Rubric Form  
0 assessments completed on this learner.

Buttons: Preview This Form, Begin Assessment

### How to Fill in/Complete the Content of the Intra-Partum Field Note (IPFN):

- Click 'Begin Assessment', the system will take you the IPFN form (See Screenshot below)

Intra-Partum Field Note  
Rubric Form  
0 assessments completed on this learner.

Buttons: Preview This Form, **Begin Assessment** (highlighted)

- Select the contextual variables (Type of Observation and Setting). Check out [TIPS on IPFN Field Note Content completion](#)

\*Type of Observation (highlighted)  
Direct Observation

\*Setting (highlighted)  
Labour & Delivery



**Note:** you can choose only one type of observation and setting. If you don't see your option there, or if you consider more than one option, please specify in the box below (highlighted in yellow).

If you selected 'Other' for Type of Observation or Setting, please specify:

Here specify other

- Choose any of the priority topics, as many as you feel were assessed during the shift. Select the performance according to the rating scale at the top, and provide feedback on the box below each item. Check out [TIPS on IPFN Field Note Content completion](#).

**Note:** Comments are optional except if 'Significant deficit' is selected in which case are mandatory.

Comments are optional except if 'significant deficit' is selected

Rating Scale

Priority Topics	n/a	Significant deficit	Work in progress	Almost there	Got this
Normal Labour & Delivery		<input checked="" type="checkbox"/>			
<p>Comment</p> <p>If 'Significant deficit' is selected you must enter comments</p>					
Fetal health surveillance during delivery				<input checked="" type="checkbox"/>	
<p>Comment</p> <p>Comments are optional</p>					

- Choose the procedural skills observed and select the performance according to the rating scale at the top and provide feedback on the box below each item. Check out [TIPS on IPFN Field Note Content completion](#).

**Note:** Comments are optional except if 'Significant deficit' is selected in which case are mandatory.

Comments are optional except if 'significant deficit' is selected

Procedural Skills Observed		Rating Scale			
	n/a	Significant deficit	Work in progress	Almost there	Got this
Cervical ripening by prostaglandin		<input checked="" type="checkbox"/>			
<p><b>Comment</b></p> <div style="background-color: yellow; border: 1px solid black; padding: 2px; margin-bottom: 5px;">If 'Significant deficit' is selected you must enter comments</div> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div>					
Cervical ripening by catheter insertion					<input checked="" type="checkbox"/>
<p><b>Comment</b></p> <div style="background-color: yellow; border: 1px solid black; padding: 2px; margin-bottom: 5px;">Comments are optional</div> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div>					

- Mandatory Preceptor Feedback boxes. Provide feedback to your residents by using the three boxes below:

**\*Strengths (keep on doing.....):**

Enter feedback

**\*Areas requiring further improvement:**

Enter feedback

**\*Suggestions as to where/ how this can be obtained:**

Enter feedback

- Concerns section. If there are no concerns, this section can be skipped and the default left to 'no' for the three questions. If any significant concerns/red flags are identified, it will prompt you to add a comment and the program will get a notification.

Concerns		
	No	Yes
Do you have concerns regarding this resident's professionalism?		✓
<b>Comment</b> <input type="text" value="Enter comments here"/>		
Do you have patient safety concerns related to this resident's performance?	✓	
Are there other reasons to flag this assessment?	✓	

- If you have any feedback about the form, please use the box 'Have feedback about this form?' and enter your comments in the box.

**\*Have feedback about this form? (eg, "Missing Dx", etc.)**

No
  Yes

**Comments (mandatory)**

- Click on 'Submit' button to finish and send the field note. Clicking on 'Save as draft' allows you to complete the field note later. **Please ensure you submit the Field Note so your residents can see it!**



## TIPS on IPFN Field Note Content completion

### 1) Who can trigger the Intra-partum Field Note?

IPFN can only be triggered by preceptors.

### 2) What is the “Type of Observation”?

For this section, please choose from the drop-down options the type or types of encounter your assessment and feedback is based upon:

- Direct Observation
- Case Based Discussion
- Chart Review
- Video Review
- Simulation
- Other

### 3) What is the “Setting”?

This describes the location in which the encounter or learning experience has taken place:

- Labour & Delivery
- Emergency Room
- In-patient
- Other

### 4) How to provide feedback to the resident?

Here are some tips to completing a good quality field note:

- Be specific, descriptive and objective (provide detail and as much as possible, base what you record on the feedback you received and your own assessment of your performance in relation to your demonstrated *knowledge, skills and attributes in relation to the chosen Key-Feature*).
- Avoid simply recording the nature of the clinical presentation/encounter. E.g. “Saw 67-year old with diabetes” but add “I gave clear advice on signs and treatment of hypoglycemia/hyperglycemia during an acute illness or stress (i.e., gastroenteritis, physiologic stress, decreased intake in patient with diabetes”.
- For **Follow-Up/Actions**: Be specific and constructive. “I need to go and look up...”. “I need to read more” is NOT OK!

### 5) How do I choose Level of Performance?

Level of Performance ONLY relates to the observed and/or demonstrated knowledge, skills and attributes in the field note that is being completed. In discussion with your resident, choose from the following levels of performance:



Level of Performance	Descriptor
Significant deficit(s)	Demonstrated major gaps with a limited ability to apply the knowledge and/or skills described in this Priority Topic / Procedural skill observed.
Work in progress	Demonstrated some important gaps with an acceptable ability to apply the knowledge and/or skills described in this Priority Topic / Procedural skill observed.
Almost there	Demonstrated minimal, non-critical gaps with a sound ability to apply the knowledge and/or skills described in this Priority Topic / Procedural skill observed.
Got this	Demonstrated a thorough ability to apply the knowledge and/or skills described in this Priority Topic / Procedural skill observed.

**6) Where will residents see the Intra-partum Field Note?**

This IPFN is tagged to the residents' dashboard and can be found by the residents on their under 'Learner Dashboard' under EPA13 (Perform low-risk, spontaneous, term, vertex vaginal delivery).

**Learner Dashboard** 

**7) If I have questions about the above, who do I get in touch with?**

Please email [fmeCAP@ucalgary.ca](mailto:fmeCAP@ucalgary.ca)