



Preceptors

Core Family Medicine Residency Program Guidance for Preceptor on Completion of Professionalism Field Notes (PFN) in the Family Medicine electronic Curriculum & Assessment Platform (FMeCAP)

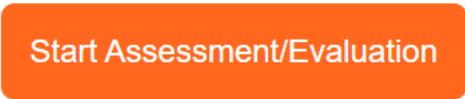
- Professionalism Field Notes (PFN) can **only** be triggered by preceptors.
- This PFN is tagged to the residents' dashboard and can be found under SD5 (professionalism). Check out [TIPS on PFN Field Note Content completion](#)

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 PFN 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 'Professionalism Field Note'.



On-Demand Workflow

Select resident

Select Date of Encounter

Select a program

Assessment Tools

Professionalism Field Note 02:19

Rubric Form

0 assessments completed on this learner.

[Preview This Form](#) [Begin Assessment](#)

How to Fill in/Complete the Content of the Professionalism Field Note (PFN):

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

Professionalism Field Note 02:19

Rubric Form

0 assessments completed on this learner.

[Preview This Form](#) [Begin Assessment](#)

- Select the contextual variables (Setting). Check out [TIPS on PFN Field Note Content completion](#)

***Setting**



Note: you can choose only one type setting. If you don't see your option there, or if you consider more than one option, please specify in the Narrative box at the end of the form.

- Choose any of the competencies, 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 PFN Field Note Content completion](#).

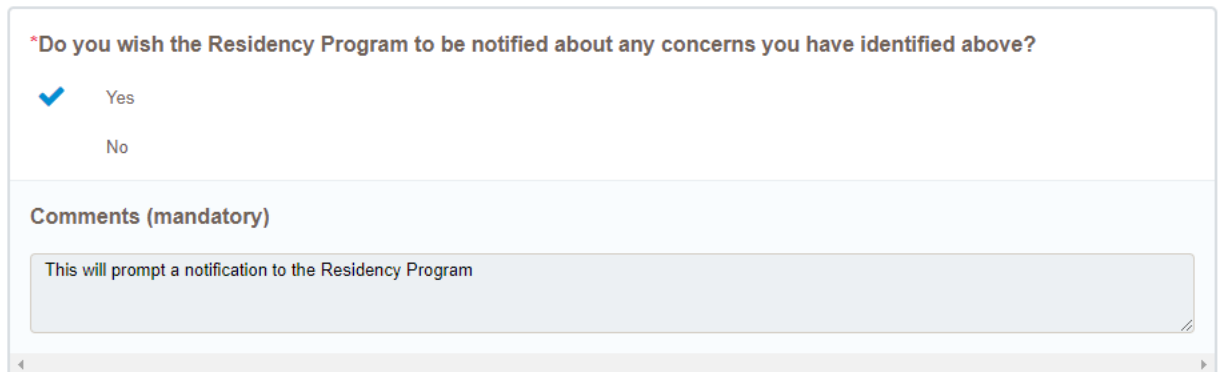
Note: Comments are mandatory, comment box will only open if 'Did not demonstrate / I Have concerns' is selected.

Competencies	Rating Scale		
	n/a	Did not demonstrate / I have concerns	Demonstrated
Day-to-day behaviour reassures one that the physician is responsible, reliable, and trustworthy.		<input checked="" type="checkbox"/>	
	Comment Comment box opens only if 'Did not demonstrate/I have concerns' is selected		
The Physician Exhibits appropriate professional behaviors and relationships in all aspects of practice demonstrating honesty, integrity, humility, commitment, compassion, respect, altruism, respect for diversity and maintenance of confidentiality.(CanMEDS-FM)			<input checked="" type="checkbox"/>

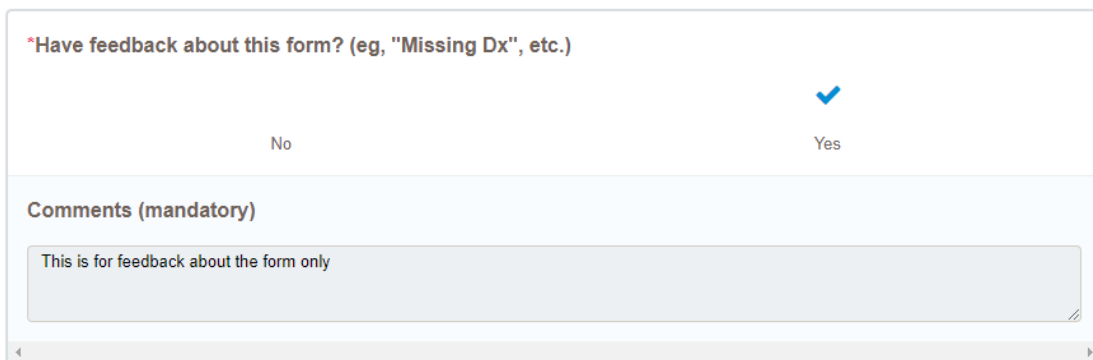
- Mandatory Preceptor Feedback box. Provide feedback to your residents by using the 'Narrative' box below:

***Narrative**

- Do you wish the Residency Program to be notified about any concerns you have identified above? If there are no concerns, this section can be skipped and the default left to 'no' for the question. If any significant concerns/red flags are identified, select 'yes', it will prompt you to add a comment and the program will get a notification.



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



- 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 PFN Field Note Content completion

1) Who can trigger the Professionalism Field Note?

PFN can only be triggered by preceptors.

2) What is the “Setting”?

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

Available responses for ‘Setting’:

- Family Medicine Clinic
- Urgent Care/After-Hours Clinic
- Outpatient Clinic
- Emergency Room
- Labour & Delivery
- Patient's home inc. LTC, Hospice
- Inpatient hospital
- Teaching Rounds
- Personal Interaction with patient, family member or caregiver
- Personal interaction with team member (e.g., Clinic staff, allied health professional)
- Personal interaction with resident or student
- Personal interaction with Preceptor
- Personal interaction with Program Administrative staff
- Small Group Teaching session (e.g., PCCL, Mental Health Lab, EBM, PBSG)
- Large Group teaching session (e.g., academics, conference)
- Course
- Other (clarify in narrative)

3) How to provide feedback to the resident?

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

- Be specific, descriptive and objective, providing as much detail as possible. Record in the narrative box the verbal feedback you gave to the resident around professionalism.
- For **Follow-Up/Actions**: Be specific and constructive. Use the word “because” to describe impact of professional behaviors and attitudes. Use “Suggest...”, “Next time”, “Try”.

4) How do I choose Level of Performance?

In discussion with your resident, choose from the following levels of performance:

- Did not demonstrate / I have concerns
- Demonstrated



5) Where will residents see the Professionalism Field Note?

This PFN is tagged to the residents' dashboard and can be found by the residents on their 'Learner Dashboard' under skill dimension 5 'SD5' (professionalism).

The screenshot shows the 'Learner Dashboard' for 'Family Medicine - Calgary - NorthEast'. At the top, there are buttons for 'My Meetings' and 'Start Assessment/Evaluation'. Below this is a navigation bar with tabs: 'Overview', 'Assessments' (with a '49' badge), 'Assessments Items', 'Trends', 'Comments', and 'Pins'. A 'Date Filters' section allows filtering by 'Encounter Date' with a date range selector and 'Reset'/'Apply Filters' buttons. Under 'Entrustable Professional Activities', the 'Skill Dimensions' section is expanded, showing 'SD1 Patient-centred approach' and 'SD5 Professionalism'. The 'SD5 Professionalism' section is highlighted in yellow and contains a 'Current Assessments' list with one item: 'Professionalism Field Note', which is also highlighted in yellow. Red arrows point to the 'Learner Dashboard' title, the 'Skill Dimensions' header, and the 'Professionalism Field Note' item.

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

Please email fmeCAP@ucalgary.ca