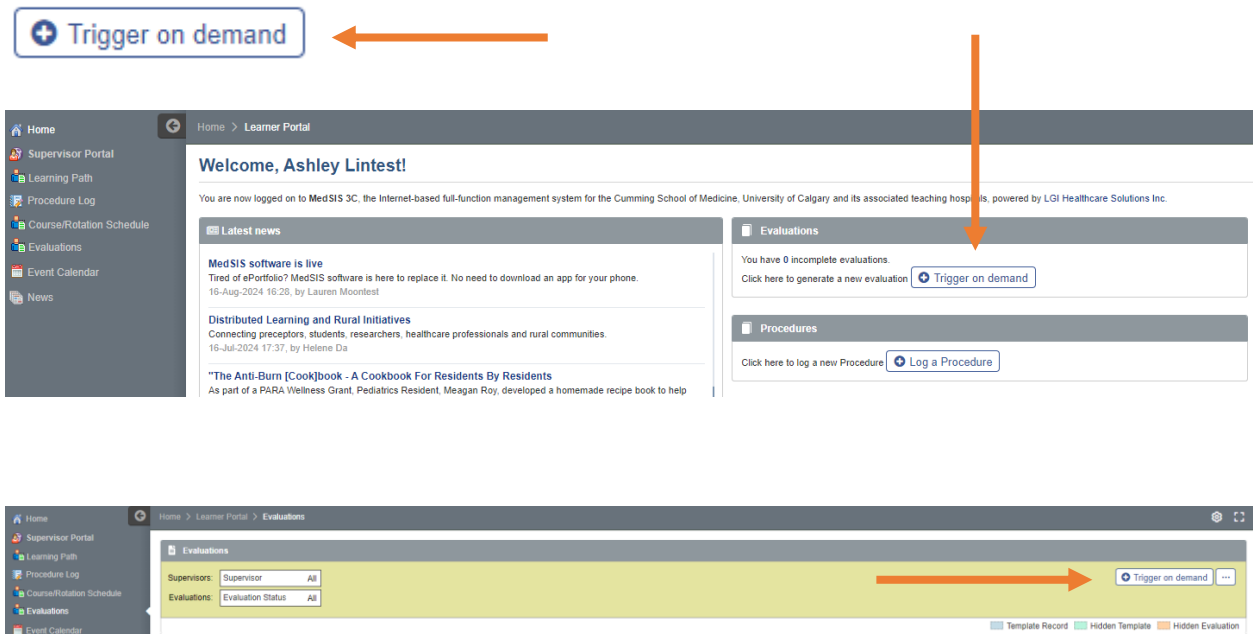


How to trigger an evaluation a desktop

Audience: Learner

A] Trigger a new evaluation

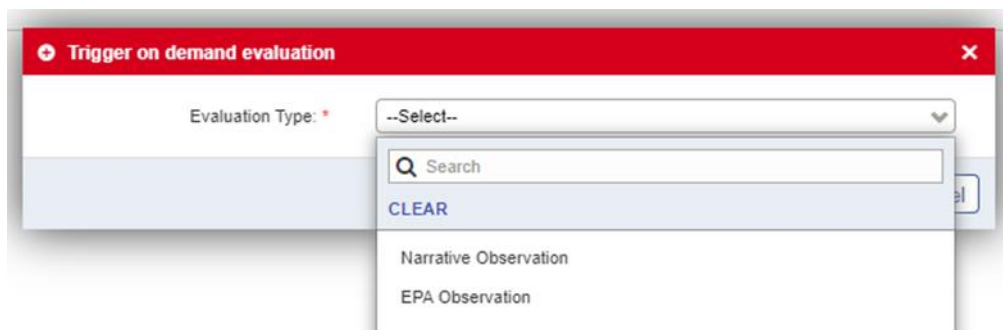
»» Click on “Trigger on demand” from the Home page or Evaluations page



The screenshot shows two views of the MedSIS 3C interface. The top view is the 'Home' page for a learner named Ashley Lintest. A red box highlights a 'Trigger on demand' button with a plus icon. An orange arrow points to this button. The bottom view is the 'Evaluations' page, showing a table with columns for Supervisors and Evaluations. A red box highlights a 'Trigger on demand' button in the Evaluations section, with an orange arrow pointing to it.

B] Complete the prerequisites

»» Select the **Evaluation Type** (Narrative or EPA Observation), complete fields, and click on **Send**



The screenshot shows a dialog box titled 'Trigger on demand evaluation'. The 'Evaluation Type' field is a dropdown menu currently set to '--Select--'. The dropdown menu is open, showing a search bar and two options: 'Narrative Observation' and 'EPA Observation'. A 'CLEAR' button is also visible in the dropdown menu.

Fields include:

- **Evaluation Type** – eg ‘EPA Observation’

Trainee field – Will display resident name automatically

- **Learning Path** - Field will automatically populate unless the resident is registered into more than one learning path (learning path = program EPA suite)
- **Activity** - Select the current rotation (or earlier rotation if needed)
- **EPA** - Select the EPA you would like to assess
- **Evaluation form** - Will automatically populate based on EPA selected
- **Supervisor/Evaluator** - Select your supervisor from the “Supervisor (Evaluator)” database.

Note: Begin by searching by last name; some supervisors may use a shortened version of their first name (eg. John vs Jonathan).

If your supervisor is not in the system, direct them to ServiceNow (see Quick Reference Guide: “I Cannot Find my Preceptor in MedSIS” to get them added.)

Trigger on demand evaluation ✕

Evaluation Type: *

Learner (Evaluatee)*:

Learning Path*:

Activity*:

EPA*:



Eval Form*:

Supervisor(Evaluator)*:

C] Prefill the Royal College Form (optional)



When you Send the form, it sends the draft to you. You may prefill as much of the evaluation form as you wish. If you send the form to the supervisor, they will be able to update it before submitting it.

Form 1 - EPA Observation

LEARNER: Linkert, Ashley
Learning Program: Emergency Medicine
EPA Title: RESUSCITATION

Key Features: - The focus of this EPA is the recognition and first steps of management for patients with cardiorespiratory arrest, unstable dysrhythmias, shock, respiratory distress, and altered neurologic status. Assessment of pediatric presentations is not a requirement for this EPA.
 - Initial management plans to address airway, breathing and circulation are part of the EPA (i.e., initial management plans for resuscitation and ventilation, management of blood pressure, and management of critical dysrhythmias). More complex resuscitation and management after initial threats to the brain have been addressed are not part of this EPA.
 - For example, hemodynamic instability, cardiorespiratory arrest, respiratory failure, severe asthma, altered mental status.

EPA Stage: Stage 2 - Foundations of Discipline
Date of Observation: 27-Aug-2024
Observer: Anst, Marisol

Contextual Variables

Clinical presentation:

Patient demographic:

Setting:

Additional Context Information:

4000 characters remaining

1	2	3	4	5
1	2	3	4	5

Based on this observation overall: 1 2 3 4 5

Please check off all milestones you observed:

	Not Observed	In Progress	Achieved
Perform a focused history and physical examination that is accurate and relevant to the patient presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop a working and differential diagnosis while simultaneously providing symptom management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognize when help is needed and call for the appropriate health care professionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seek and synthesize relevant information from other sources, including the patient's family, other physicians, first responders, and other health professionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Determine priorities in the initial resuscitation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Present medical information appropriately to ensure safe transfer of care after initiation of resuscitation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organize an interprofessional team in the initial phase of resuscitation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpret advanced directives or care plans for patients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Practice the principles of crisis resource management in leading a health care team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Briefly describe what you observed and suggest at least 1 thing the resident could work on to progress to safe and independent practice of this EPA.

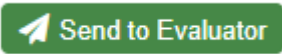
4000 characters remaining

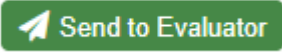
[History](#) Created on 27-Aug-2024, 09:42 by Ashley Linkert.

[Save](#) [Send to Evaluator](#) [Submit as Evaluator](#) [Delete](#)

D] Save, Send or Submit From

- »» Save, Send or Submit your evaluation. You have 3 options to send/submit:
- 1. Send a “blank” form to the Evaluator** - The evaluator will receive an automatic email notification with a link to complete the evaluation.


 - 2. Prefill the form and send it to the Evaluator** - The evaluator will receive an automatic email notification with a link to review and submit the prefilled evaluation. They will be able to modify the pre-filled elements.



3. **Fill the form and click “Submit as Evaluator”** - The evaluator will receive an automatic email notification advising that an evaluation has been completed on their behalf. (You should always ask your supervisor if it is OK to submit on their behalf at the time you get feedback on your EPA). They will not be able to update it.

✓ Submit as Evaluator



E] Add files to an EPA observation



Supporting documents can be added to an EPA Observation

Click on the **Evaluations** menu

Click on the **Files** icon of your EPA and upload your document

Supervisors: Trigger on demand

Template Record Hidden Template Hidden Evaluation

Activity	Start Date	End Date	Evaluation	Source	Created By	Evaluator	Evaluatee	Status	Action	Expiry Date	Feedback	Files
MFM: Introduction to Inpatients-Calgary	26-Aug-2024	22-Sep-2024	RC - FORM 1 Q COUNSELLING COMPLEX CONDITIONS	On-Demand	Lintest, Ashley 13-Sep-2024	Lintest, Ashley	Abatest, Jenna	Completed 13-Sep-2024	View			
MFM: Introduction to Inpatients-Calgary	26-Aug-2024	22-Sep-2024	RC - FORM 1 Q COUNSELLING COMPLEX CONDITIONS	On-Demand	Abatest, Jenna 13-Sep-2024	Lintest, Ashley	Abatest, Jenna	Draft	Start			
MFM: Introduction to Inpatients-Calgary	26-Aug-2024	22-Sep-2024	RC - FORM 1 Q COUNSELLING COMPLEX CONDITIONS	On-Demand	Abatest, Jenna 13-Sep-2024	Lintest, Ashley	Abatest, Jenna	In Progress		30 day(s) 13-Oct-2024		
MFM: Introduction to Inpatients-Calgary	26-Aug-2024	22-Sep-2024	RC - FORM 1 Q COUNSELLING COMPLEX CONDITIONS	On-Demand	Lintest, Ashley 13-Sep-2024	Lintest, Ashley	Abatest, Jenna	In Progress		30 day(s) 13-Oct-2024		

Showing 1 to 4 of 4 entries Show 15 entries First Previous 1 Next Last