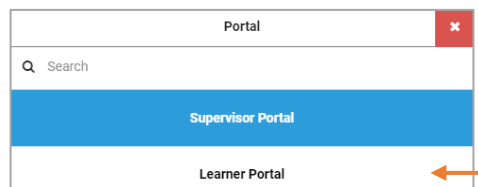
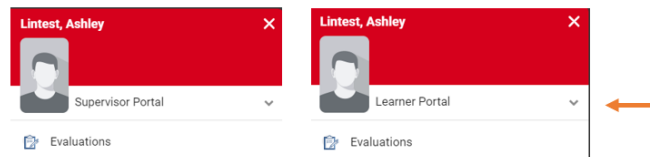
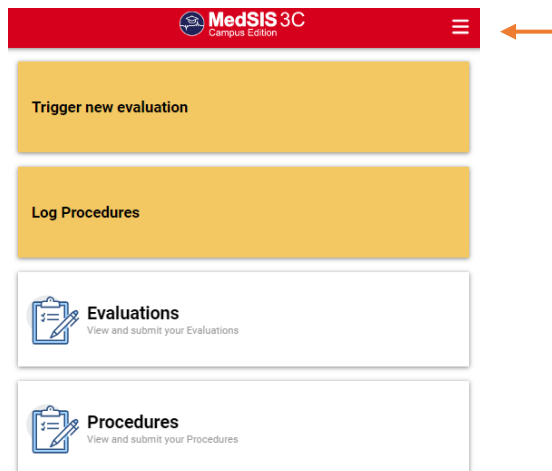


How to trigger an evaluation on a mobile device

User: Learner

A] Ensure you are on the Learner portal

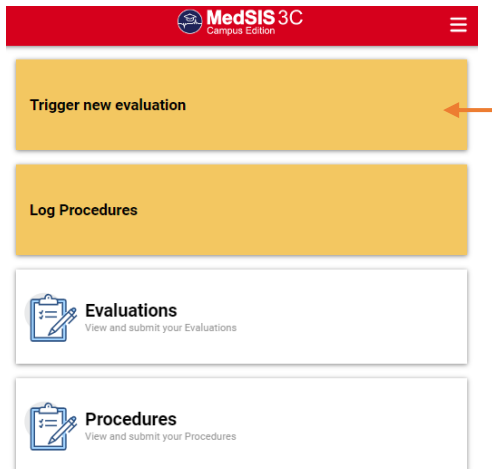
- »» Ensure you are in your Learner portal. You may toggle between your Learner and Supervisor portal by clicking on the menu (3 lines at the top right of your screen) and selecting the arrow beside your profile to check or change your portal (Learner and Supervisor). Note: you will only use your Supervisor portal to complete observations/evaluations on other residents.



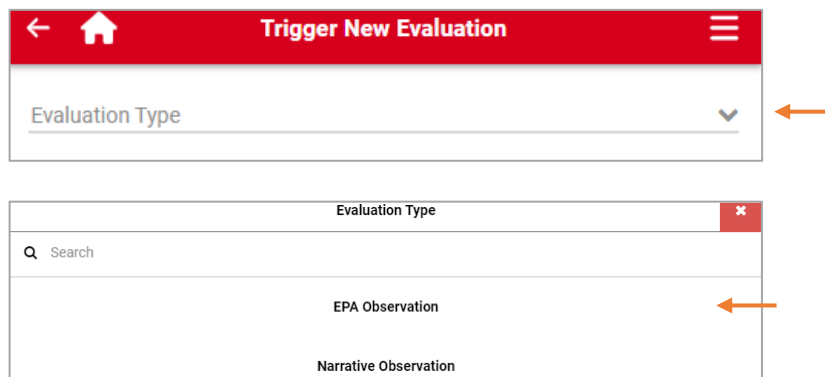


B] Trigger a new evaluation

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



»» Select the Evaluation type by clicking on the down arrow



»» Complete all fields and click on Send to open the CBME Form

- **Evaluation Type** – e.g. ‘EPA Observation’
- **Trainee field** – Will display resident name automatically
- **Learning Path** – Select your learning path
- **Activity** - Select the current rotation (or earlier rotation if needed)
- **EPA** - Select the EPA you would like to assess
- **Eval 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 not use a shortened version of their first name (eg. John vs Jonathan).

If your supervisor is not in the system, please see the Quick Reference Guide entitled: *I can't find my preceptor in MedSIS – What do I do*".

Click "Trigger"

← 🏠 Trigger New Evaluation ☰

Evaluation Type
EPA Observation

Learner (Evaluatee)
Lintest, Ashley

Learning Path *

Activity *

EPA *

Eval Form *

Supervisor(Evaluator) *

[Privacy Policy](#)

🚀 Trigger



CJ Prefill an evaluation (optional)

- » Enter data elements into the form (optional if sending to the evaluator)
The Supervisor will be able to modify responses that are prefilled by the learner.



← Home Evaluation Form ☰

RC - FORM 1
Emergency Nursing Shifts-Calgary
UNCOMPLICATED URGENT AND NON
Graytest, John

01-Jul-2024 / 28-Jul-2024

▼

Contextual Variables

Patient demographic

Select ▼

Presentation Category

Select ▼

Additional Context Information:

Type Your Answer...

History Actions ...

Based on this observation overall : (required)

Privacy Policy


Click on down arrow to see EPA details

Click on the 3 dots to **Save** or **Submit** the evaluation



Based on this observation overall : (required)

1 2 3 4 5

I needed to prompt 

Legend

1. I had to do
2. I had to talk them through
3. I needed to prompt
4. I needed to be there just in case
5. I didn't need to be there

Click on the  to see scale definition

D] Save, Send, Submit or Delete your evaluation

»» Click on the 3 dots icon to save, send, submit, or delete your evaluation

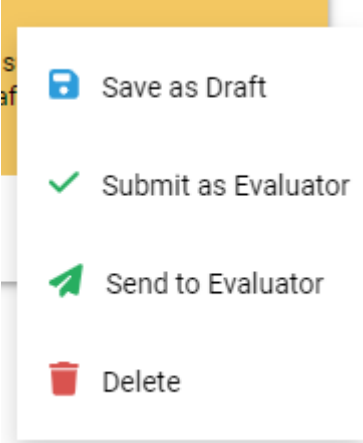



Briefly describe what you observed and suggest at least 1 thing the resident could work on to progress to safe and independent practice of this EPA:

Type Your Answer...

 History





»»	Save, Send or Submit your evaluation. You have 3 options to submit/send:	
	 Send to Evaluator	<ul style="list-style-type: none"> • Send a “blank” form to the Evaluator - The evaluator will receive an automatic email notification with a link to complete the evaluation.
	 Send to Evaluator	<ul style="list-style-type: none"> • Prefill the form and send it to the Evaluator - The evaluator will receive an automatic email notification with a link to submit the prefilled evaluation. They will be able to modify the pre-filled elements.
	 Submit as Evaluator	<ul style="list-style-type: none"> • 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 get consent from your preceptor to submit on their behalf.)