

ASSESSMENT FLAGS

TARGET AUDIENCE: ADMINISTRATORS/PROGRAM DIRECTORS/CC CHAIR

The Evaluation Dashboard includes an **'Alerts'** column that displays flags identified on assessment forms completed by supervisors. These alerts are presented as shared flags, visible to Program Administrators (PA), Program Directors (PD) and Competence committee Chair (CC Chair). When a Program Director acknowledges a flag, it is simultaneously marked as 'acknowledged' for the Program Administrator and CC Chair. This shared acknowledgment functionality enables programs to effectively monitor which concerns have been addressed and which still require attention.

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1. Flags for Immediate PD Attention

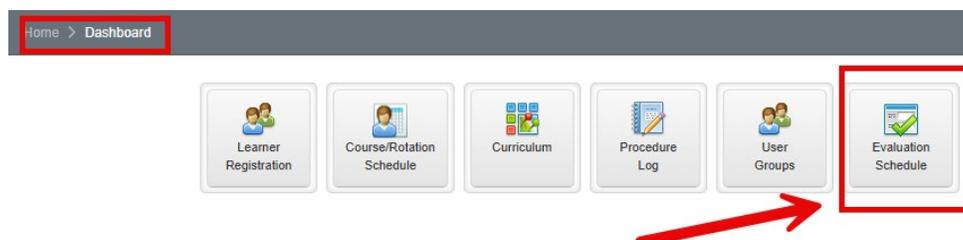
Flag for Program Director's immediate attention? (recommended for patient safety or professionalism concerns) Yes

- This flag appears on forms 1-4 and narratives.
- Generates a **notification email** to the PD.
- Generates an **Alert** on the assessment that can be seen by the PA, PD and CC Chair on the evaluation dashboard.

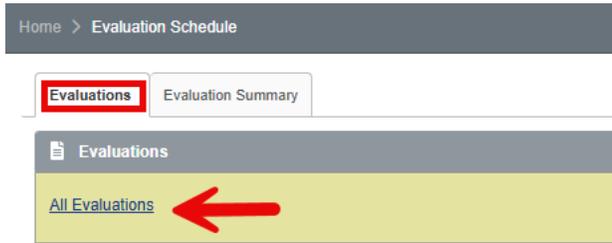
2. Viewing your Alerts

To view the Alert,

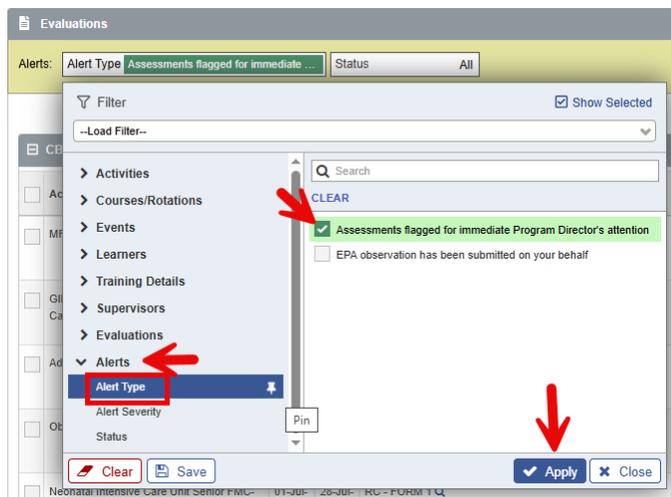
- a. From your Dashboard, go to the **Evaluation Schedule** Module.



- b. Select the **Evaluation** tab, click **All Evaluations (Filter)**.



- c. Click **Alerts**, then **Alert Type**. Check **Assessments flagged for immediate PDs Attention** and click **Apply**.



You should be able to see all assessments that display a flag with a red icon in the Alerts column as shown below:

Activity	Start Date	End Date	Evaluation	Trigger	Source	Created By	Evaluator	Evaluatee	Alerts	Status
GIM Jr. Attending (Consults and MTU)-Calgary	10-Feb-2025	09-Mar-2025	RC - FORM 1 Q ACUTE INITIAL	Start of Rotation 04-Mar-2025	On-Demand				1	Completed 04-Mar-2025
Obstetrical Anesthesia-Calgary	26-Aug-2024	22-Sep-2024	RC - FORM 1 Q PREOP ASSESSMENT - Part A - Patient assessment	Start of Rotation 01-Nov-2024	Single-Send				1	Completed 01-Nov-2024
Neonatal Intensive Care Unit Senior FMC-Calgary	01-Jul-2024	28-Jul-2024	RC - FORM 1 Q RESUS LATE PRETERM	Start of Rotation 04-Oct-2024	On-Demand				1	Completed 09-Oct-2024

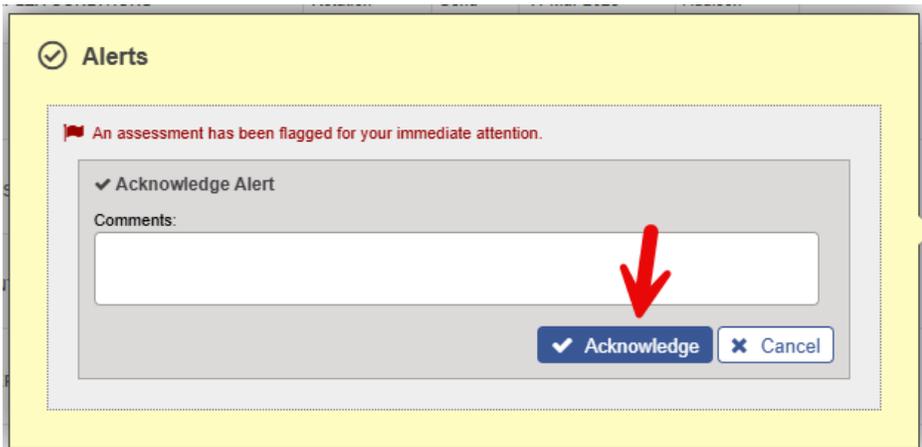


3. Acknowledging a Flag

- a. Hover over the red icon and click on it, a pop-up window will display the alert message.



- b. Click **Acknowledge** and add any comments you wish, then click the **Acknowledge** button. Comments can be seen by those who have access to the flags.



- c. The red icon turns grey to differentiate the acknowledged versus not-acknowledged alerts, if you now hover over and click on it, it will show the date and who has made the acknowledgement.



d. To view the comments, click the dialogue icon.



4. Filtering Tips on Flags

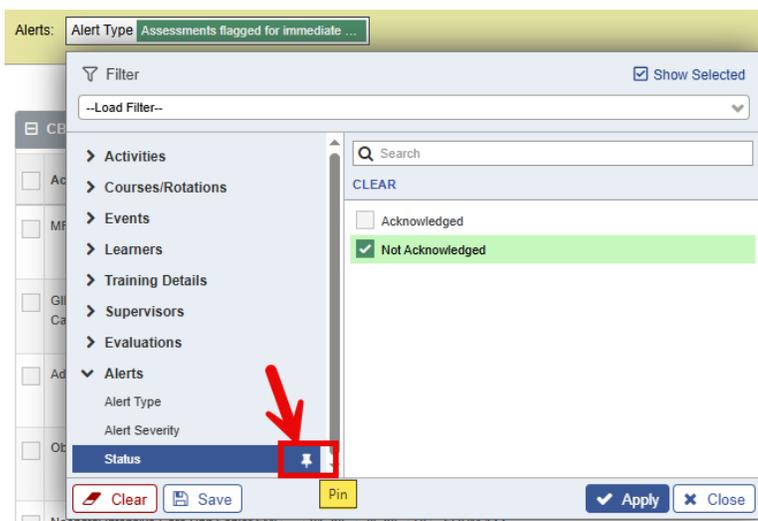
You can add an additional filter to see only those flags that are not acknowledged.



Consider pinning these filters if you wish these filters to remain each time you navigate to this tab:

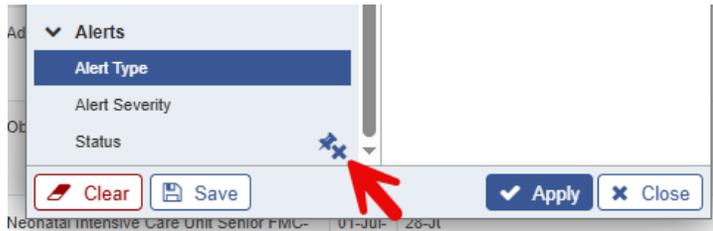
Alert type=Assessments flagged for immediate PD attention
AND
Status=Not Acknowledged

- For both filter conditions, click the pin, then **Apply**.





- To unpin, click the pin with an **x**, then **Apply**.



- To clear a filter without removing pins, click **Clear**, then **Apply**.

