

## How to Mark EPAs and Stages Achieved and Approved

TARGET AUDIENCE: ADMINISTRATORS AND PROGRAM DIRECTORS

It is important that each learner's EPA dashboard is kept up to date and has accurate EPA and stage statuses. This will help the learner, academic coach and competence committee members review the dashboard accurately. Program Directors, Program Administrators and Competence Committee members have access to update EPA and Stage statuses.

1. When the Competence Committee has decided an EPA or stage is Achieved, under the **Actions** button, update the status to **Achieved**.

> EPA 4. LABOUR AND BIRTH	17%	1	0	0	0	0	1	In Progress	Mark as Achieved	+ Add note
> EPA 5. UNCOMP CESAREAN	0%							Pending	Mark as Achieved	+ Add note
> EPA 6. POST PARTUM	100%	4	0	0	0	1	3	Ready for Review	Mark as Achieved	+ Add note

2. When the Residency Program Committee (RPC) has decided an EPA or stage is Approved, under the **Actions** button, update the status to **Approved**. This is rarely done for EPAs/Stages – so you can just leave things as **Achieved** unless your TOR does involve RPC ratification – then feel free to use the “Approved” setting.

EPAs	Program Assessment	Individual Assessment	# of Forms	Level of Supervision/Entrustment	Status	Actions	Comments			
> Stage 1 - Transition to Discipline "Obstetrics and Gynecology 2024"	100%				Approved	Mark as In Progress				
✓ Stage 2 - Foundations of Discipline / 01-Jul-2024 "Obstetrics and Gynecology 2024"	17%				Achieved	Mark as Approved				
> EPA 1. LOW-RISK PRE-CARE	16%		1	0	0	0	1	In Progress	Mark as Achieved	+ Add note
> EPA 4. LABOUR AND BIRTH	17%		1	0	0	0	1	In Progress	Mark as Achieved	+ Add note
> EPA 5. UNCOMP CESAREAN	0%							Pending	Mark as Achieved	+ Add note
> EPA 6. POST PARTUM	100%		4	0	0	1	3	Achieved	Mark as Approved	+ Add note

Marking the stage Achieved or Approved does NOT automatically promote them.

Notes can be added to the EPAs if needed. Notes can be shared or private and can have keyword “tags” attached if helpful.

### Statuses:

- a. **Pending (automatic):** no progress has been made on this EPA/Stage.
- b. **In Progress (automatic):** at least one form has been completed towards progress of this EPA/Stage.
- c. **Ready to Review (automatic):** the minimum requirements for this EPA/Stage have been met.
- d. **Achieved (must be updated manually - Actions):** the Competence Committee has decided this EPA/Stage is Achieved.

- e. **Approved (must be updated manually- Actions):** the Residency Program Committee has ratified the Competence Committee decision for this EPA/Stage, and it is now deemed Approved (this step is optional and rarely used).