

# HOW TO MARK EPAs/STAGES ACHIEVED AND APPROVED

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TARGET AUDIENCE: PROGRAM DIRECTORS AND PROGRAM ADMINISTRATORS

Updated January 18, 2022

## Updating EPA and Stage Status

It is important that each trainee's EPA dashboard is kept up to date and has accurate EPA and stage statuses. This will help the trainee, academic coach and competence committee members review the dashboard more efficiently. 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	Program Assessment	Individual Assessment	# of Forms	Level of Supervision/Entrustment	Status	Actions	Comments
Stage 1 - Transition to Discipline	79%				In Progress	Mark as Achieved	
EPA 1. UNCOMP OBS ASSESSMT	100%		0	0 0 0 2 0	Ready for Review	Mark as Achieved	+ Add note
Collect 3 observations of achievement	100%						
At least 3 different observers	100%						
At least 2 observations by faculty	100%						
At least 1 antepartum patient	100%						
At least 1 intrapartum patient	100%						

2. When the Residency Program Committee has decided an EPA or stage is Approved, under the actions button, update the status to Approved.

EPA	Program Assessment	Individual Assessment	# of Forms	Level of Supervision/Entrustment	Status	Actions	Comments
Stage 1 - Transition to Discipline	90%				In Progress	Mark as Achieved	
EPA 1. PRE-OP PREPARATION	100%		1	0 0 0 0 1	Achieved	Mark as Approved	+ Add note
Collect 1 observation of achievement	100%						

## STATUSES:

**Pending:** no progress has been made on this EPA/Stage.

**In Progress:** at least one form has been completed towards progress of this EPA/Stage.

**Ready to Review:** the minimum requirements for this EPA/Stage have been met.

**Achieved (must be updated manually):** the Competence Committee has decided this EPA/Stage is Achieved.

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

## QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)