

MedSIS: Competence Committee/Portfolio Review Dashboard for Family Medicine

Audience: FM Education Associates

Agenda

- Setting up a Competence Committee Review Template
 - How to create Review Periods
 - How to create Requirements
 - How to create a competence committee review template
 - How to assign a competence committee review template to a trainee (EAs)
 - How to access a trainee's Review Dashboard (EAs)
 - How to customize a trainee's competence committee review (EAs)
- Navigating the Review Dashboard tab
 - How to facilitate a review using the Review Dashboard

Role of the Central Senior EA of Assessment

- To create competence committee review templates

Role of the Site EAs

- To assign competence committee review templates to residents' dashboards

***The steps outlined in this presentation must be completed IN ORDER for residents to have full access and functionality to their review dashboards**

What is the Competence Committee Review Dashboard?

- The intention of the dashboard is to:
 - Streamline competence committee processes
 - Facilitate committee meetings
 - House/centralize all relevant committee meeting documentation
 - Improve transparency of what is reviewed as part of decision making processes
 - Alleviate some of the current prep work of emailing files to reviewers/cc members

What is the Competence Committee Review Dashboard?

Details EPAs Supporting Documentation Reflection Documentation Assessments Program Evaluations Events Activities Summary Report **Review Dashboard**

Initial PGY1 Portfolio Review Progressing as expected on schedule Total: 4

Search: [+ Add Requirement](#)

Sequence #	Requirement	Responsible for Requirement	Template Files	Files	Due Date	Step Complete	Last Updated
1	1) Learner Summary Report	Administrator		Report_Armanious_Miriam.pdf		<input checked="" type="checkbox"/>	18-Sep-2020
2	2) Resident Reflection	Trainee	Resident Reflection Template.pdf	Reflection_Sept2020.pdf		<input checked="" type="checkbox"/>	23-Sep-2020
3	3) Portfolio Review Form	Academic Coach	PGY-1 Initial Portfolio Review Form.pdf	PGY-1 Initial Portfolio Review Form - Dr Armanious.pdf		<input checked="" type="checkbox"/>	28-Sep-2020
4	4) Competence Committee Resident Report	Competency Committee	Competence Committee Resident Report Template.pdf	Competence Committee Resident Report - Miriam Armanious - Oct 2020.pdf		<input checked="" type="checkbox"/>	09-Oct-2020

Showing 1 to 4 of 4 entries Show 25 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Meeting Date:

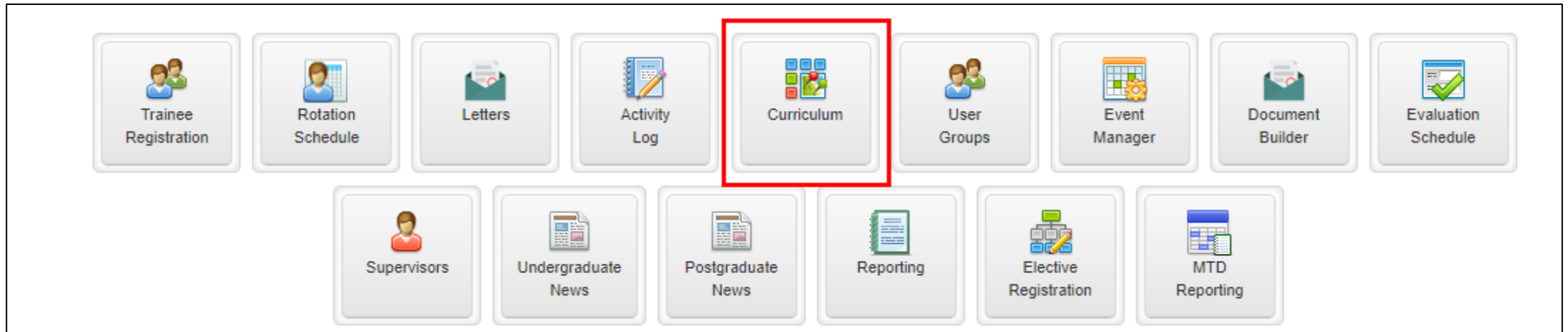
Date Decision Ratified:

Overall Status:

Comments:

[History](#) Last modified on 29-Oct-2020, 14:32 by Michelle Salfarlie. [Save](#) [Delete](#)

Setting up a Competence Committee Review Template



***This step is the responsibility of the Central Senior EA of Assessment**

How to create a Review Period

- Review Periods indicate the period of time the committee is reviewing for the trainees (ie. Jul 1 – Sep 30, 2020).
- Each program will have different review periods and will only have access to their own review periods.

The screenshot displays a web application interface for managing Review Periods. The sidebar on the left contains navigation options: Home, Program Curriculum, Learner Curriculum, User Groups, Academic Coach, Import, Export, Lookup Tables, CBME, Program, and Requirement Checklist. The main content area shows a 'Review Period' tab selected, with a search bar and a table of existing review periods. A red box highlights the 'Review Period' tab, and another red box highlights the 'Requirement Checklist' in the sidebar. A red arrow points to a '+ Add New' button in the top right corner of the table area.

Name	Start Date	End Date	Program	Status
Jul 1 - Aug 31, 2020	01-Jul-2020	31-Aug-2020	Family Medicine	Active
May 1 - Aug 31, 2020	01-May-2020	31-Aug-2020	Family Medicine	Active

Showing 1 to 2 of 2 entries Show 25 entries

First Previous 1 Next Last

Total: 2

+ Add New

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***This step is the responsibility of the Central Senior EA of Assessment**

How to create a Review Period

- Assign a name to the review period. Suggest simply using the dates of the period. Over time, your list of review periods will grow so you will want to keep them organized

Requirement Promotion Meeting Outcome Meeting Purpose **Review Period**

Edit Review Period

Name*: Jul 1 - Aug 31, 2020 Active

Start Date*: 01-Jul-2020

End Date*: 31-Aug-2020

Program*: Family Medicine

Save Delete Cancel

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***This step is the responsibility of the Central Senior EA of Assessment**

How to create Requirements

- Requirements are the 'steps' or the 'required items to be reviewed' as part of a competence committee review.
- All applicable requirements should be identified here.
- Requirements can be modified but changes will be reflected in all reviews where the requirement was used.

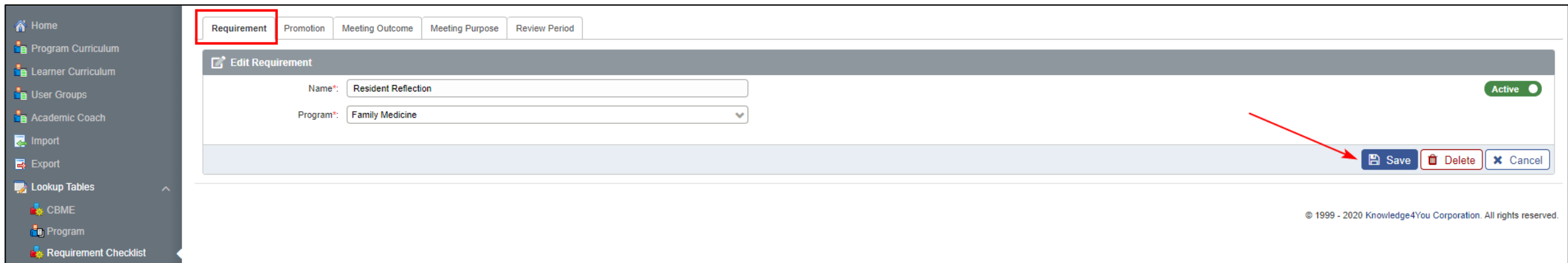
The screenshot shows a software interface for managing requirements. On the left, a sidebar menu has 'Requirement Checklist' highlighted with a red box. The main content area is titled 'Requirement' and has a search bar containing 'fam'. A table lists six requirements for 'Family Medicine', all with a status of 'Active'. A red arrow points to a '+ Add New' button in the top right corner of the table area. The bottom of the table shows 'Showing 1 to 6 of 6 entries' and pagination controls.

Name	Program	Status
Age/Sex Report	Family Medicine	✓ Active
Competence Committee Resident Report	Family Medicine	✓ Active
Learner Summary Report	Family Medicine	✓ Active
Portfolio Review Form	Family Medicine	✓ Active
RCDC Report	Family Medicine	✓ Active
Resident Reflection	Family Medicine	✓ Active

*This step is the responsibility of the Central Senior EA of Assessment

How to create Requirements

- Assign a name to the requirement. Choose something clear and descriptive (keep your audience in mind).
- Select your program.
- Each program will have different requirements and will only have access to their own requirements.



The screenshot shows the 'Edit Requirement' interface. The 'Requirement' tab is highlighted with a red box. The form contains the following fields:

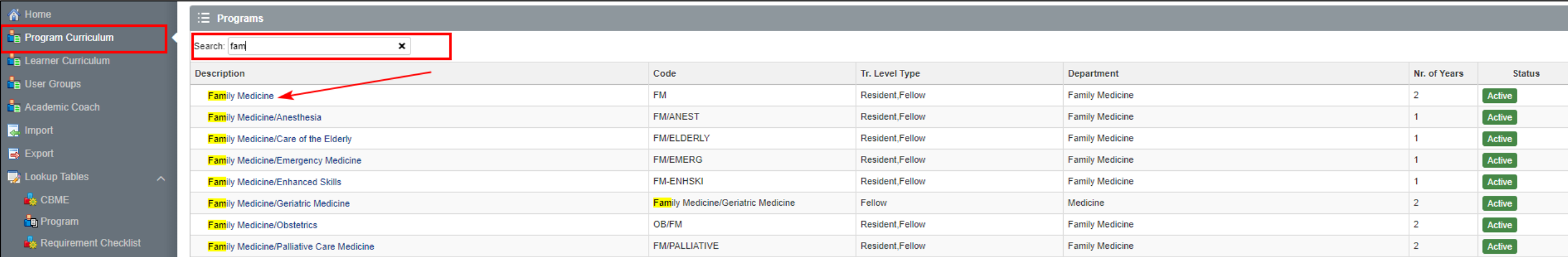
- Name*:** Resident Reflection
- Program*:** Family Medicine

At the bottom right of the form, there are three buttons: **Save**, **Delete**, and **Cancel**. A red arrow points to the **Save** button. The 'Active' toggle is turned on. The footer includes the copyright notice: © 1999 - 2020 Knowledge4You Corporation. All rights reserved.

***This step is the responsibility of the Central Senior EA of Assessment**

How to create a Competence Committee Review Template

- Review templates are created under the Program.
- Programs can have as many review templates as they wish.
- Programs may require different templates based on the level of the trainee.



Description	Code	Tr. Level Type	Department	Nr. of Years	Status
Family Medicine	FM	Resident,Fellow	Family Medicine	2	Active
Family Medicine/Anesthesia	FM/ANEST	Resident,Fellow	Family Medicine	1	Active
Family Medicine/Care of the Elderly	FM/ELDERLY	Resident,Fellow	Family Medicine	1	Active
Family Medicine/Emergency Medicine	FM/EMERG	Resident,Fellow	Family Medicine	1	Active
Family Medicine/Enhanced Skills	FM-ENHSKI	Resident,Fellow	Family Medicine	1	Active
Family Medicine/Geriatric Medicine	Family Medicine/Geriatric Medicine	Fellow	Medicine	2	Active
Family Medicine/Obstetrics	OB/FM	Resident,Fellow	Family Medicine	2	Active
Family Medicine/Palliative Care Medicine	FM/PALLIATIVE	Resident,Fellow	Family Medicine	2	Active

***This step is the responsibility of the Central Senior EA of Assessment**

How to create a Competence Committee Review Template

- All templates are housed under the 'Requirement Checklist' tab.

The screenshot displays a software interface for creating a Competence Committee Review Template. On the left is a sidebar with navigation options: Home, Program Curriculum, Learner Curriculum, User Groups, Academic Coach, Import, Export, Lookup Tables, CBME, Program, and Requirement Checklist. The main content area is titled 'Family Medicine' and includes a green 'Active' button. Below the title, it shows 'Department: Family Medicine' and 'Training Level Type: Fellow, Resident'. There are three tabs: 'Details', 'Learning Path', and 'Requirement Checklist', with the latter highlighted by a red box. A red arrow points to a '+ Add New Checklist' button in the top right corner. Below the tabs, there is a grid of review templates: 'Initial PGY1 Portfolio Review' (pink), 'Initial PGY1 Portfolio Review (Hamilton Site)' (teal), 'PGY2 In Progress Portfolio Review' (light green), 'PGY2 In-Progress Portfolio Review (Hamilton Site)' (purple), 'Final PGY2 Portfolio Review' (tan), and 'In-Progress PGY1 Review' (light green).

***This step is the responsibility of the Central Senior EA of Assessment**

How to create a Competence Committee Review Template

- Assign a name to the review template that is representative of the review (ie. 'TTD Review' or 'Core – Review 1')
- Assign the review period that this particular review template is for.

The screenshot displays a web application interface for managing review templates. At the top, the department is identified as 'Family Medicine' with an 'Active' status. Below this, the training level is set to 'Fellow, Resident'. The interface includes tabs for 'Details', 'Learning Path', and 'Requirement Checklist'. A row of review templates is visible, including 'Initial PGY1 Portfolio Review', 'Initial PGY1 (Hamilton Site)', 'In-Progress PGY1 Review', 'In-Progress Portfolio Review (Hamilton Site)', and 'Final PGY2 Portfolio Review'. A modal window titled 'Requirement Checklist' is open, allowing the user to create a new checklist. The modal contains the following fields:

- Name*: Initial PGY1 Portfolio Review
- Sequence #: 1
- Review Period*: Jul 1 - Aug 31, 2020

The 'Save' button is highlighted with a red arrow, indicating the next step in the process.

***This step is the responsibility of the Central Senior EA of Assessment**

How to create a Competence Committee Review Template

- As you create more templates, they will be reflected in the Requirement Checklist tab.
- It's important to name the reviews something that will keep you organized.

The screenshot displays a web application interface for Family Medicine. At the top, there is a header bar with 'Family Medicine' on the left and an 'Active' status indicator on the right. Below the header, the department is identified as 'Family Medicine' and the training level type as 'Fellow, Resident'. A navigation bar contains three tabs: 'Details', 'Learning Path', and 'Requirement Checklist', with the latter being the active tab. In the top right corner of the main content area, there are two buttons: '+ Add New Checklist' and '← Back'. The main content area features a list of six review templates, each represented by a colored card with a vertical ellipsis menu icon in the top right corner. The templates are: 'Initial PGY1 Portfolio Review' (pink), 'Initial PGY1 Portfolio Review (Hamilton Site)' (teal), 'PGY2 In Progress Portfolio Review' (light green), 'PGY2 In-Progress Portfolio Review (Hamilton Site)' (purple), 'Final PGY2 Portfolio Review' (tan), and 'In-Progress PGY1 Review' (light green). A red arrow points to the first template, 'Initial PGY1 Portfolio Review'.

How to create a Competence Committee Review Template

- Within the review template, you will indicate the 'steps' or 'required items to be reviewed'.
- Each review template can have as many or few steps as needed.

The screenshot displays a web application interface for 'Family Medicine'. At the top, there is a header with 'Family Medicine' and an 'Active' status. Below this, the 'Department: Family Medicine' and 'Training Level Type: Fellow, Resident' are listed. A navigation bar contains three tabs: 'Details', 'Learning Path', and 'Requirement Checklist', with the latter being highlighted by a red box. The main content area is titled 'Initial PGY1 Portfolio Review' and shows a table with 4 entries. A red arrow points to a '+ Add New Requirement' button in the top right corner of the table area. The table columns are 'Sequence #', 'Requirement', 'Responsible for Requirement', 'File to Upload', and 'Due Date'. The entries are:

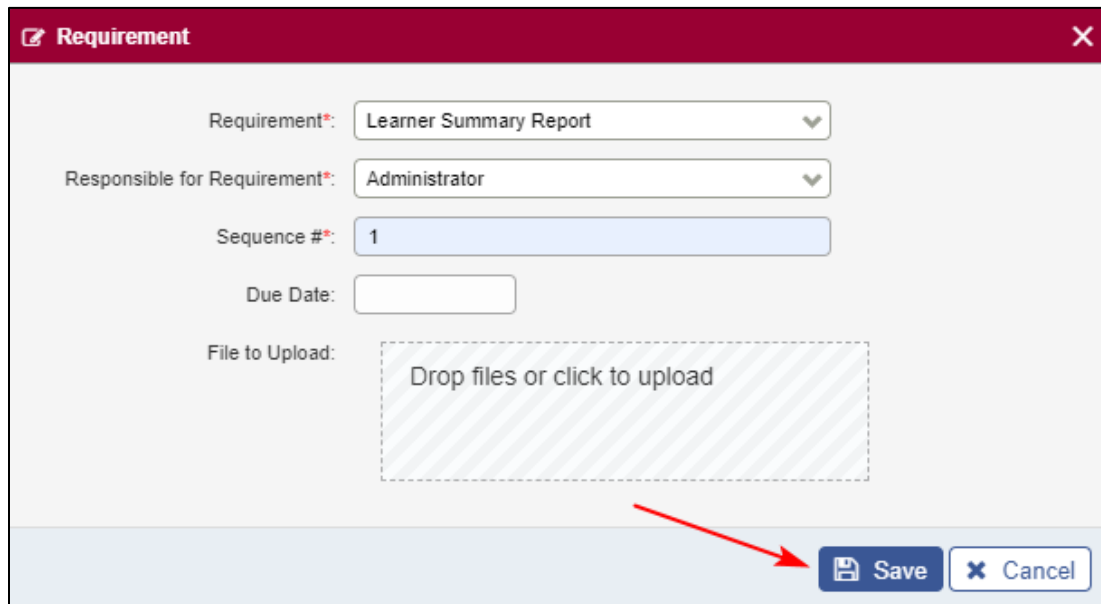
Sequence #	Requirement	Responsible for Requirement	File to Upload	Due Date
1	Learner Summary Report	Administrator		
2	Resident Reflection	Trainee	Resident Reflection Template.pdf	
3	Portfolio Review Form	Academic Coach	PGY-1 Initial Portfolio Review Form.pdf	
4	Competence Committee Resident Report	Competency Committee	Competence Committee Resident Report Template.pdf	

At the bottom of the table, there is a pagination control showing 'Showing 1 to 4 of 4 entries' and a 'Show 25 entries' dropdown. The bottom right corner has navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'.

***This step is the responsibility of the Central Senior EA of Assessment**

How to create a Competence Committee Review Template

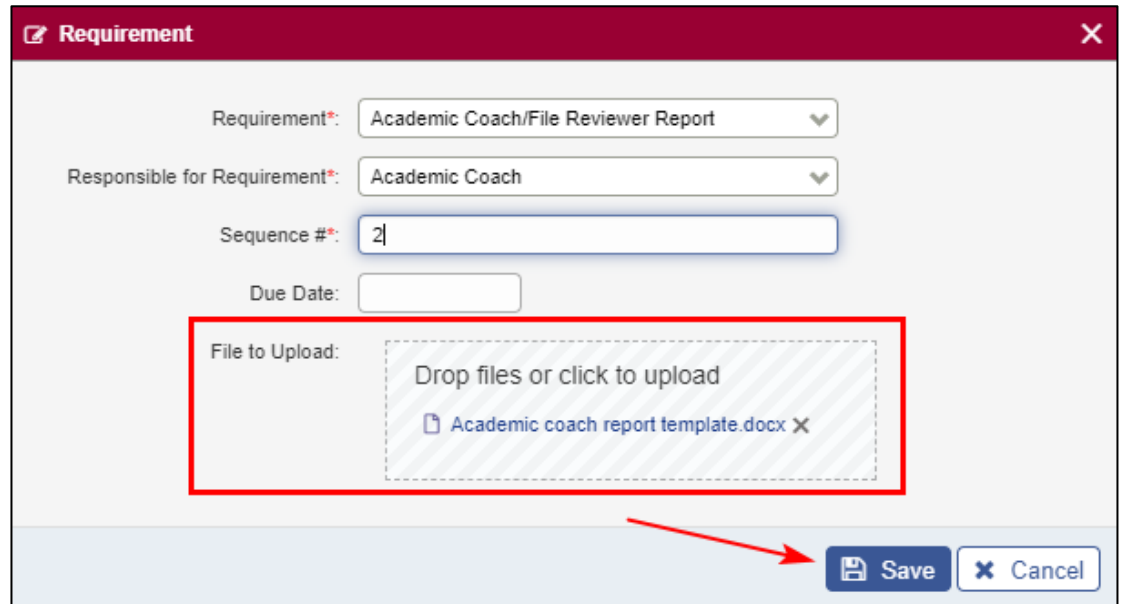
- Select a requirement from the list you originally create and assign who is responsible for that step.
- Programs have the option of assigning a template document to the step. The template will be accessible to the user who is responsible for it



The screenshot shows a 'Requirement' form with the following fields:

- Requirement*: Learner Summary Report
- Responsible for Requirement*: Administrator
- Sequence #: 1
- Due Date: (empty)
- File to Upload: Drop files or click to upload

At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.



The screenshot shows the same 'Requirement' form, but with a file uploaded:

- Requirement*: Academic Coach/File Reviewer Report
- Responsible for Requirement*: Academic Coach
- Sequence #: 2
- Due Date: (empty)
- File to Upload: Drop files or click to upload
Academic coach report template.docx

The file upload area is highlighted with a red box. At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

How to create a Competence Committee Review Template

- Once all the steps are assigned, the template will look something like this and can now be assigned to the applicable trainees

Family Medicine Active

Department: Family Medicine
Training Level Type: Fellow, Resident

Details Learning Path Requirement Checklist

Initial PGY1 Portfolio Review Total: 4

Search:

[+ Add New Requirement](#) [← Back](#)

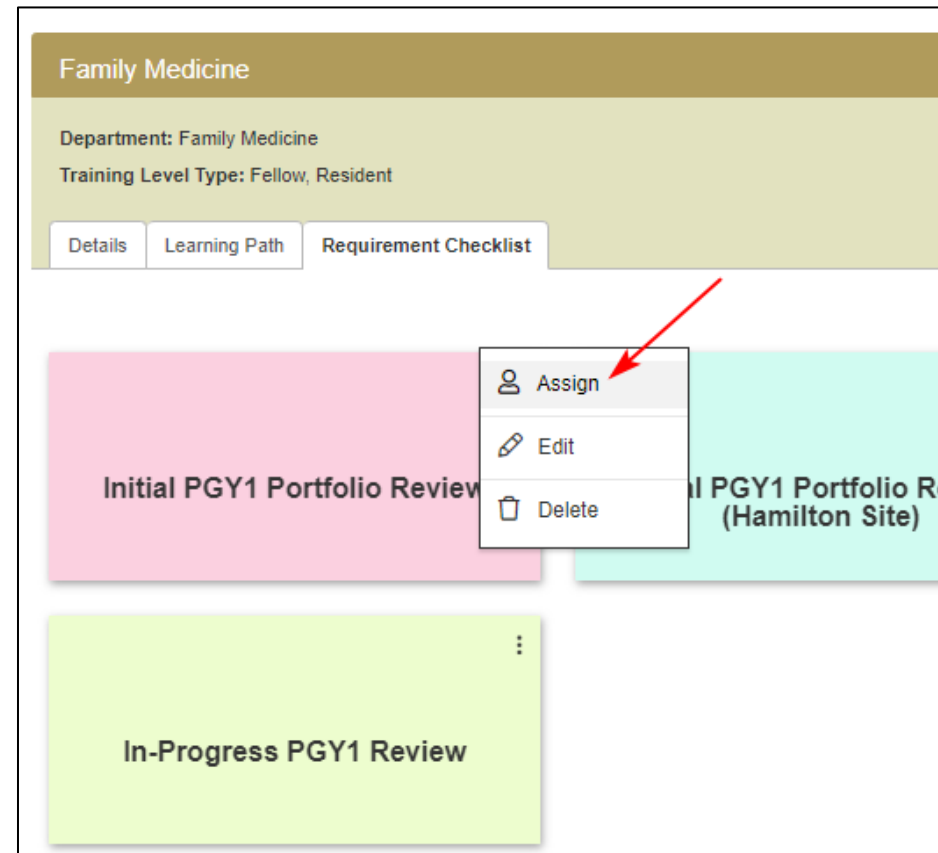
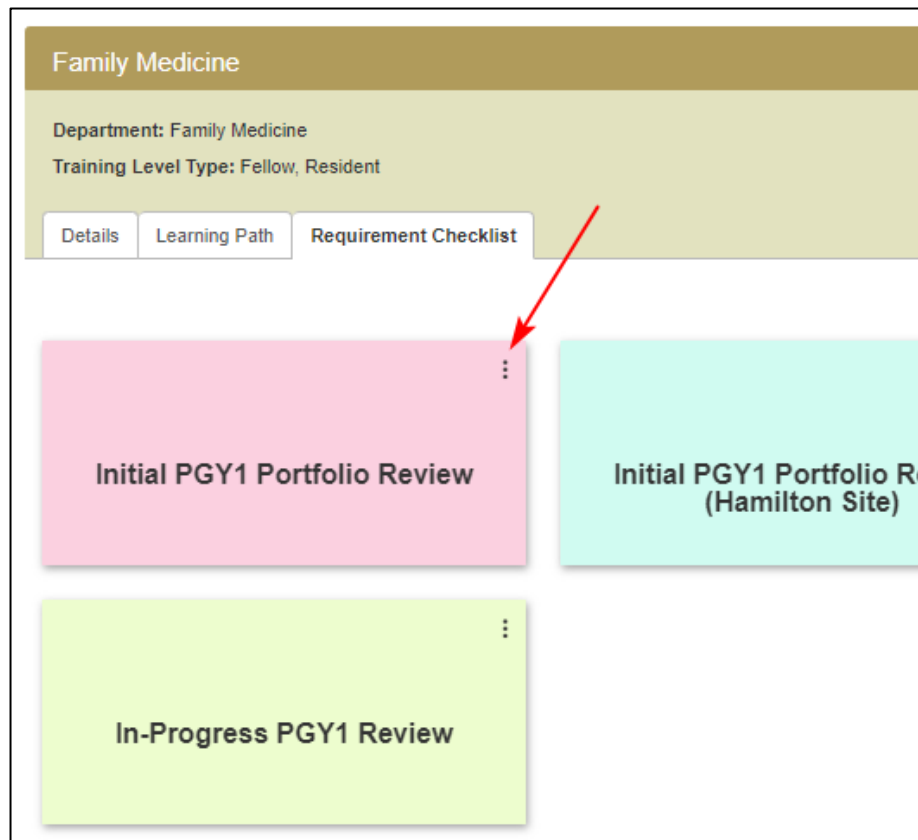
Sequence #	Requirement	Responsible for Requirement	File to Upload	Due Date
1	Learner Summary Report	Administrator		
2	Resident Reflection	Trainee	Resident Reflection Template.pdf	
3	Portfolio Review Form	Academic Coach	PGY-1 Initial Portfolio Review Form.pdf	
4	Competence Committee Resident Report	Competency Committee	Competence Committee Resident Report Template.pdf	

Showing 1 to 4 of 4 entries Show 25 entries

First Previous 1 Next Last

How to assign a Competence Committee Review Template to a trainee

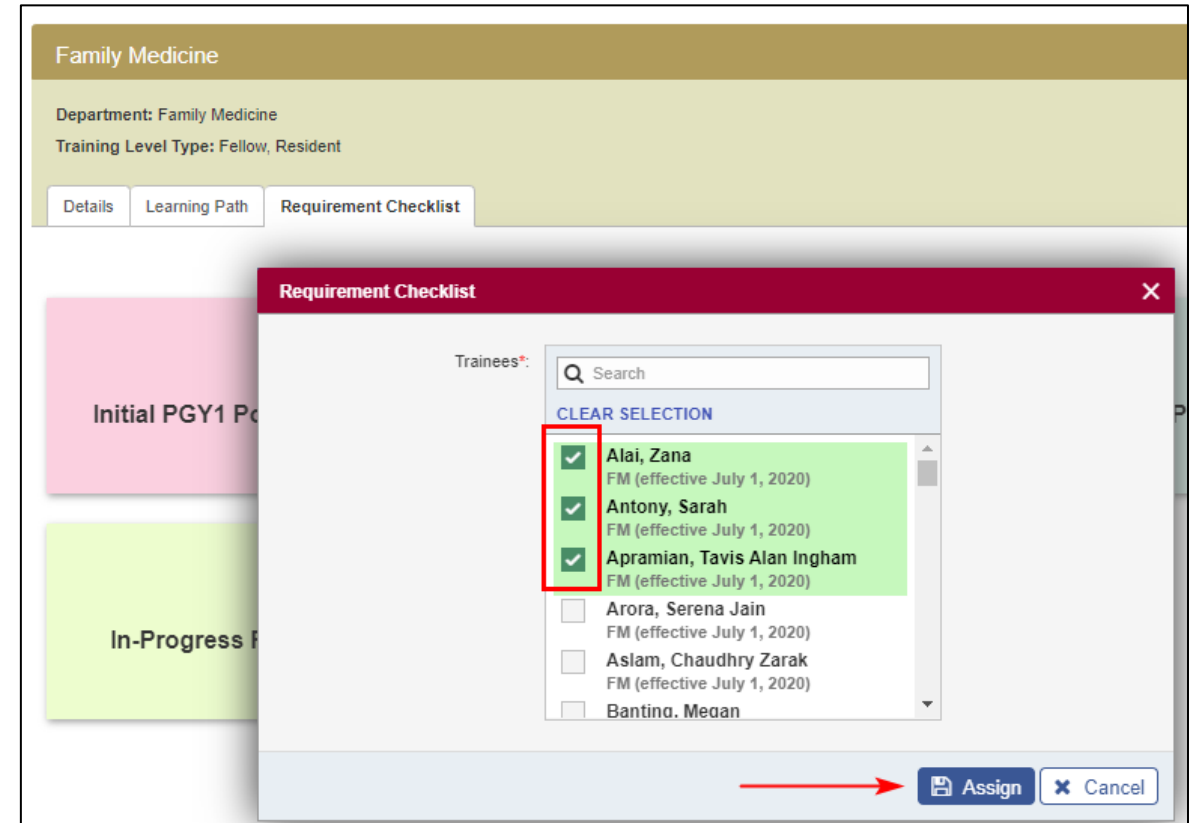
- Click on the review and go to 'Assign'



***This step is the responsibility of the Site EA**

How to assign a Competence Committee Review Template to a trainee

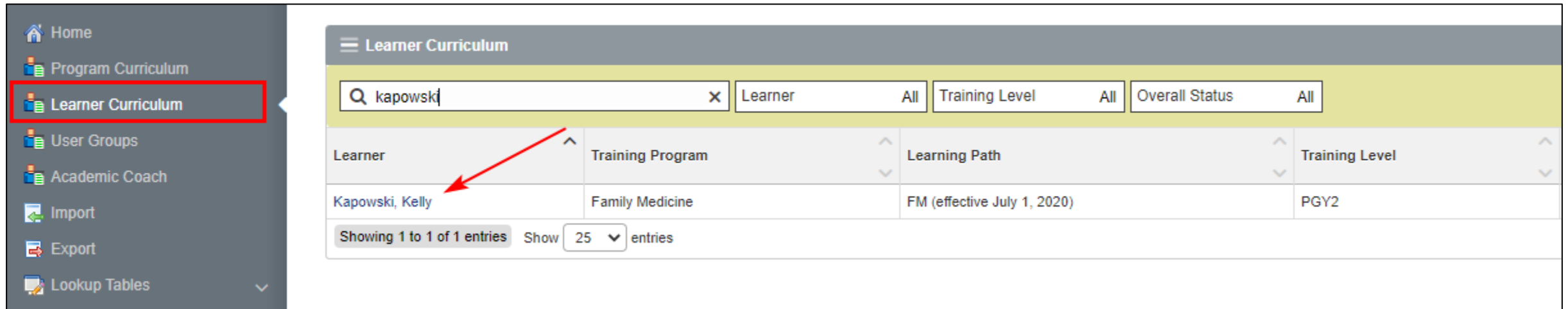
- A list of all trainees in the program will appear. Bulk assign the template to only those trainees it's applicable to (ie. only TTD trainees)
- Assigning a template to trainees is simply copying the template into the trainee's Review Dashboard. If changes are made to the template, the changes will only apply to any NEW trainees you assign the template to.



*This step is the responsibility of the Site EA

How to access a trainee's Review Dashboard

- Now that the review template is assigned to the trainee, you will find the template in the trainee's Review Dashboard



The screenshot displays the 'Learner Curriculum' interface. On the left is a navigation sidebar with the following items: Home, Program Curriculum, Learner Curriculum (highlighted with a red box), User Groups, Academic Coach, Import, Export, and Lookup Tables. The main content area is titled 'Learner Curriculum' and features a search bar with the text 'kapowski'. Below the search bar are filters for 'Learner' (All), 'Training Level' (All), and 'Overall Status' (All). A table below shows the search results:

Learner	Training Program	Learning Path	Training Level
Kapowski, Kelly	Family Medicine	FM (effective July 1, 2020)	PGY2

At the bottom of the table, it indicates 'Showing 1 to 1 of 1 entries' and a 'Show 25 entries' dropdown menu. A red arrow points from the search bar area to the 'Kapowski, Kelly' entry in the table.

How to access a trainee's Review Dashboard

Details EPAs Supporting Documentation Reflection Documentation Assessments Program Evaluations Events Activities Summary Report **Review Dashboard**

Initial PGY1 Portfolio Review Progressing as expected on schedule Total: 4

Search: [+ Add Requirement](#)

Sequence #	Requirement	Responsible for Requirement	Template Files	Files	Due Date	Step Complete	Last Updated
1	1) Learner Summary Report	Administrator		Report_Armanious_Miriam.pdf		<input checked="" type="checkbox"/>	18-Sep-2020
2	2) Resident Reflection	Trainee	Resident Reflection Template.pdf	Reflection_Sept2020.pdf		<input checked="" type="checkbox"/>	23-Sep-2020
3	3) Portfolio Review Form	Academic Coach	PGY-1 Initial Portfolio Review Form.pdf	PGY-1 Initial Portfolio Review Form - Dr Armanious.pdf		<input checked="" type="checkbox"/>	28-Sep-2020
4	4) Competence Committee Resident Report	Competency Committee	Competence Committee Resident Report Template.pdf	Competence Committee Resident Report - Miriam Armanious - Oct 2020.pdf		<input checked="" type="checkbox"/>	09-Oct-2020

Showing 1 to 4 of 4 entries Show 25 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Meeting Date:

Date Decision Ratified:

Overall Status:

Comments:

[History](#) Last modified on 29-Oct-2020, 14:32 by Michelle Salfarlie. [Save](#) [Delete](#)

How to customize a trainee's Competence Committee Review

- For trainees who may have more, fewer or different requirements than other trainees, requirements can be added to an individual trainee's review dashboard (ie. remediation documentation).
- For trainees who may have more or different reviews than other trainees, reviews can be added to an individual trainee's review dashboard. The review template needs to be created before it can be applied to an individual trainee.

*If your resident has an EEP or Remediation plan, please contact your Central Senior EA of Assessment. EEP and Remediation plans cannot be uploaded to the dashboard in their current state due to confidentiality reasons

How to customize a trainee's Competence Committee Review

The screenshot displays a software interface for managing trainee reviews. A modal window titled "Requirement" is open, allowing for the addition of a new requirement. The modal contains the following fields:

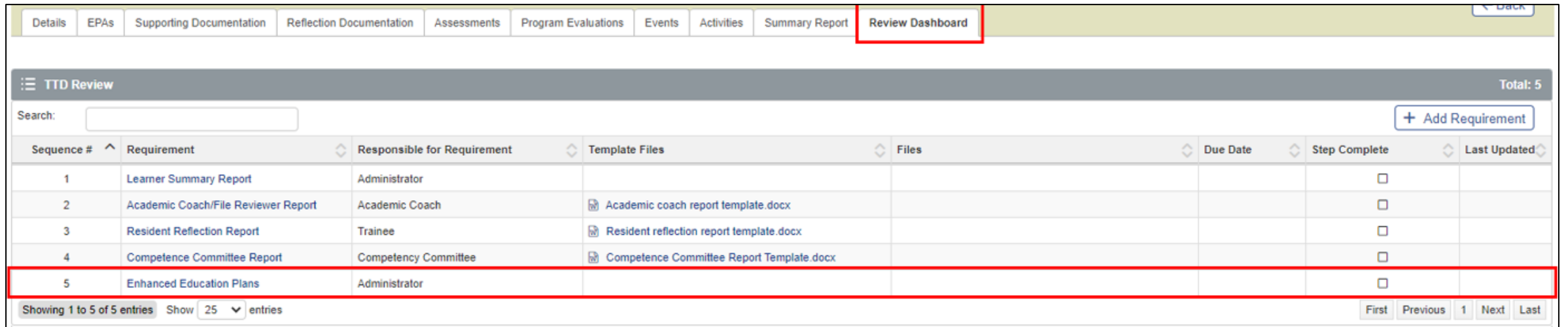
- Requirement*:** A dropdown menu with "Enhanced Education Plans" selected. This field is highlighted with a red box.
- Responsible for Requirement*:** A dropdown menu with "Administrator" selected.
- Due Date:** An empty text input field.
- Sequence #*:** A text input field containing the number "5".
- Step Complete:** A radio button labeled "NO".
- Template Files:** A dashed box with the text "Drop files or click to upload".
- Files:** A dashed box with the text "Drop files or click to upload".

At the bottom of the modal, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.

In the background, the "TTD Review" page is visible. It features a table with the following columns: "Sequence #", "Requirement", "Due Date", "Step Complete", and "Last Updated". The table contains four rows of data. A red arrow points to the "+ Add Requirement" button located at the top right of the table area.

Sequence #	Requirement	Due Date	Step Complete	Last Updated
1	Learner Summary Report		<input type="checkbox"/>	
2	Academic Coach/File Reviewer Report		<input type="checkbox"/>	
3	Resident Reflection Report		<input type="checkbox"/>	
4	Competence Committee Report		<input type="checkbox"/>	

How to customize a trainee's Competence Committee Review



TTD Review Total: 5

Search: + Add Requirement

Sequence #	Requirement	Responsible for Requirement	Template Files	Files	Due Date	Step Complete	Last Updated
1	Learner Summary Report	Administrator				<input type="checkbox"/>	
2	Academic Coach/File Reviewer Report	Academic Coach	Academic coach report template.docx			<input type="checkbox"/>	
3	Resident Reflection Report	Trainee	Resident reflection report template.docx			<input type="checkbox"/>	
4	Competence Committee Report	Competency Committee	Competence Committee Report Template.docx			<input type="checkbox"/>	
5	Enhanced Education Plans	Administrator				<input type="checkbox"/>	

Showing 1 to 5 of 5 entries Show 25 entries First Previous 1 Next Last

***If your resident has an EEP or Remediation plan, please contact your Central Senior EA of Assessment. EEP and Remediation plans cannot be uploaded to the dashboard in their current state due to confidentiality reasons**

Navigating the Review Dashboard - Access

- Trainees can view all files on the dashboard but can only upload/delete/modify the files that are assigned to their role

EPAs Supporting Documentation Reflection Documentation Assessments Program Evaluations Events Activities Review Dashboard

PGY2 In-Progress Portfolio Review (Hamilton Site) Progressing as expected on schedule Total: 6

Search:

Sequence #	Requirement	Responsible for Requirement	Template Files	Files	Due Date	Step Complete	Last Updated
1	1) Learner Summary Report	Administrator		Report_...	14-Oct-2020	<input checked="" type="checkbox"/>	28-Oct-2020
2	1.1) RCDC Report	Administrator		RCDC Report.docx		<input checked="" type="checkbox"/>	17-Sep-2020
3	1.2) Age/Sex Report	Administrator		...		<input checked="" type="checkbox"/>	17-Sep-2020
4	2) Resident Reflection	Trainee	Resident Reflection Template.pdf	..._Resident Reflection_September 21 (3).pdf		<input checked="" type="checkbox"/>	21-Sep-2020
5	3) Portfolio Review Form	Academic Coach	PGY2 In-Progress Portfolio Review.pdf	... - portfolio Sept 2020 .pdf		<input checked="" type="checkbox"/>	21-Sep-2020
6	4) Competence Committee Resident Report	Competency Committee	Competence Committee Resident Report Template.pdf	..._Competence Committee Resident Report.pdf		<input checked="" type="checkbox"/>	13-Oct-2020

Showing 1 to 6 of 6 entries Show 25 entries First Previous 1 Next Last

Meeting Date: 14-Oct-2020
Date Decision Ratified: 14-Oct-2020
Overall Status: Progressing as expected on schedule
Comments:

Navigating the Review Dashboard - Access

- PDs (Site Directors), EAs, Academic Coaches and Competence Committee members have full access to modify the dashboard
- This includes modifying files, customizing the review by adding or removing requirements, modifying the meeting details at the bottom of the review

Navigating the Review Dashboard – View/Download Files

Details | EPAs | Supporting Documentation | Reflection Documentation | Assessments | Program Evaluations | Events | Activities | Summary Report | **Review Dashboard**

PGY2 In-Progress Portfolio Review (Hamilton Site) Total: 5

Search: + Add Requirement

Click on templates to download and complete **Click on completed files to view or download**

Sequence #	Requirement	Responsible for Requirement	Template Files	Files	Due Date	Step Complete	Last Updated
1	Learner Summary Report	Administrator		Report_... .pdf	14-Oct-2020	<input checked="" type="checkbox"/>	28-Oct-2020
2	RCDC Report	Administrator		RCDC Report.docx		<input checked="" type="checkbox"/>	17-Sep-2020
3	Resident Reflection	Trainee	Resident Reflection Template.pdf			<input checked="" type="checkbox"/>	02-Dec-2020
4	Portfolio Review Form	Academic Coach	PGY2 In-Progress Portfolio Review.pdf	Resident Reflection Report Template (1).docx		<input checked="" type="checkbox"/>	02-Dec-2020
5	Competence Committee Resident Report	Competency Committee				<input type="checkbox"/>	

Showing 1 to 5 of 5 entries Show 25 entries First Previous 1 Next Last

Meeting Date: 14-Oct-2020
Date Decision Ratified: 14-Oct-2020
Overall Status: Progressing as expected on schedule
Comments:

[History](#) Last modified on 02-Dec-2020, 11:47 by Chantelle Campbell. [Save](#) [Delete](#)

Navigating the Review Dashboard – Completing Template Files

- Once the user has downloaded the template file, they will fill it out and save it to their computer desktop.
- Once the file is saved, it can be uploaded back to the Review Dashboard

Navigating the Review Dashboard – Upload Completed Files

Requirement

Requirement*: Portfolio Review Form

Responsible for Requirement*: Academic Coach

Due Date: DD-MMM-YYYY

Sequence #*: 4

Step Complete: YES

Template Files:

Drop files or click to upload

PGY2 In-Progress Portfolio Review.pdf

Files:

Drop files or click to upload

Completed Prtfolio Review Form.docx

3. Save

Save Delete Cancel

PGY2 In-Progress Portfolio Review (Hamilton Site)

Progressing as expected on schedule Total: 5

+ Add Requirement

Sequence #	Requirement	Responsible for	Due Date	Step Complete	Last Updated
1	Learner Summary Report	Administrator	14-Oct-2020	<input checked="" type="checkbox"/>	28-Oct-2020
2	RCDC Report	Administrator		<input checked="" type="checkbox"/>	17-Sep-2020
3	Resident Reflection	Trainee		<input checked="" type="checkbox"/>	02-Dec-2020
4	Portfolio Review Form	Academic Coach		<input checked="" type="checkbox"/>	02-Dec-2020
5	Competence Committee Resident Report	Competency C		<input type="checkbox"/>	

Showing 1 to 5 of 5 entries Show 25 entries

Comments:

History Last modified on 02-Dec-2020, 11:47 by Chantelle Campbell.

Save Delete

Uploading completed forms

1. Once the form is completed it needs to be uploaded to the dashboard. Click on the requirement to upload the completed form

2. Drag and drop the file here or click to upload the document from your computer desktop.

NOTE: ensure the green progress bar has finished before clicking save

Navigating the Review Dashboard – Meeting Dates and Overall Status

Details EPAs Supporting Documentation Reflection Documentation Assessments Program Evaluations Events Activities Summary Report **Review Dashboard**

PGY2 In-Progress Portfolio Review (Hamilton Site) Progressing as expected on schedule Total: 5

Search: [+ Add Requirement](#)

Sequence #	Requirement	Responsible for Requirement	Template Files	Files	Due Date	Step Complete	Last Updated
1	Learner Summary Report	Administrator		Report_... pdf	14-Oct-2020	<input checked="" type="checkbox"/>	28-Oct-2020
2	RCDC Report	Administrator		/ RCDC Report.docx		<input checked="" type="checkbox"/>	17-Sep-2020
3	Resident Reflection	Trainee	Resident Reflection Template.pdf			<input checked="" type="checkbox"/>	02-Dec-2020
4	Portfolio Review Form	Academic Coach	PGY2 In-Progress Portfolio Review.pdf	Resident Reflection Report Template (1).docx		<input checked="" type="checkbox"/>	02-Dec-2020
5	Competence Committee Resident Report	Competency Committee				<input type="checkbox"/>	

Showing 1 to 5 of 5 entries Show 25 entries First Previous 1 Next Last

Meeting Date: ← **Assign dates, overall status and any applicable comments and SAVE!**

Date Decision Ratified:

Overall Status: ← **Assign dates, overall status and any applicable comments and SAVE!**

Comments:

SAVE! →

History Last modified on 02-Dec-2020, 11:47 by Chantelle Campbell.