

HOW TO VIEW MY PROGRESS – CBME DASHBOARD

TARGET AUDIENCE: TRAINEES

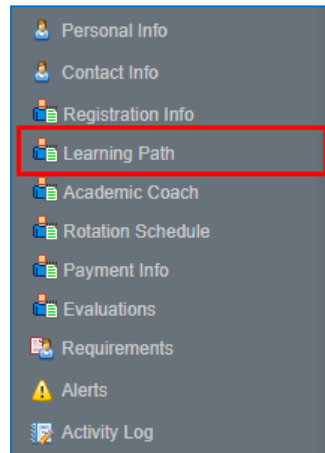
Updated July 24, 2019

CONTENTS

Target Audience: Trainees.....	1
How to Access My CBME Dashboard	3
How the CBME Dashboard Percentages Progress	3
Attempt Breakdown.....	4
Royal College Forms 1 and 2	4
External Requirements.....	4
Royal College Form 3	5
Royal College Form 4	5
Stage and EPA Statuses	5
How to View the History Log of Stage and EPA Statuses	6
How to View Completed CBME Forms from My Dashboard.....	6
How to View the Full Details of an EPA.....	6
Stage, EPA and Milestone Graphs	7
Questions?.....	7

HOW TO ACCESS MY CBME DASHBOARD

1. Select Learning Path from the left menu



2. Click on the Learning Path to drill down and view progress on Stages and EPAs.

Learning Path			
Critical Care Medicine - CBME v1.0 (01-Jul-2018) Official			Progressing as expected
Stage	Start Date	Achieved Date	Progress
Stage 1 - Transition to Discipline // CURRENT			0%
Stage 2 - Foundations of Discipline			0%
Stage 3 - Core of Discipline			0%
Stage 4 - Transition to Practice			0%

HOW THE CBME DASHBOARD PERCENTAGES PROGRESS

The Stage, EPAs and EPA Requirements will appear on the dashboard in a hierarchy and each will display a percentage of completion. The number of attempts indicates how many forms have been completed for the EPA.

Requirements						Supporting Documentation	Reflection Documentation	Other Assessments
Requirements	Program Assessment	Individual Assessment	Attempts	Attempt Breakdown	Status			
Stage 1 - Transition to Discipline INITIAL MANAGEMENT Collect 2 observations of achievement At least 2 different observers At least 1 direct observation INITIATING RESUSCITATION Collect 2 observations of achievement At least 2 different observers At least 1 clinical encounter	48% 33% 50% 50% 0% 50% 100% 50% 0%		5 5	0 1 0 1 3 0 0 1 1 3	In Progress In Progress In Progress In Progress			

Attempt Breakdown

The Attempt Breakdown column is a representation of the Entrustment Scale and displays a summary of how many forms were completed for each score on the scale.

Entrustment Scale:



Royal College Forms 1 and 2

For EPAs that use Royal College forms 1 and 2, the requirement percentages progress when a trainee receives a perfect score on the overall entrustment scale on an assessment form associated with that requirement (5/5 or ‘I didn’t need to be there’). The percentage of completion of the EPA is calculated based on the combined percentage of completion of all the requirements for that EPA. The percentage of completion of a stage is calculated based on the combined percentage of completion of all the EPAs within that stage.

Requirements	Supporting Documentation	Reflection Documentation	Other Assessments	Program Assessment	Individual Assessment	Attempts	Attempt Breakdown	Status
<input type="text" value="Search"/>								
Stage 1 - Transition to Discipline				48%				In Progress
INITIAL MANAGEMENT				33%		5	0 1 0 1 3	In Progress
Collect 2 observations of achievement				50%				
At least 2 different observers				50%				
At least 1 direct observation				0%				
INITIATING RESUSCITATION				50%		5	0 0 1 1 3	In Progress
Collect 2 observations of achievement				100%				
At least 2 different observers				50%				
At least 1 clinical encounter				0%				

Requirement percentages roll up to EPAs

EPA percentages roll up to the Stages

Requirements will only progress when you receive a 5/5 on the assessment form

External Requirements

Some programs have requirements that the system is currently unable to calculate a percentage of completion for. These include external requirements (submission or reports, logbooks, certificates etc.) as well as more complex advanced query requirements.

In both instances, a manual toggle switch has been implemented. When the requirement has been met, the trainee and/or program administrator can toggle the switch. External requirements are indicated by three asterisks “***” in front of the requirement.

Hover over the requirement, click the pencil edit button and fill in the appropriate details and save.

Details	Requirements	Supporting Documentation	Reflection Documentation	Other Assessments	
Search: <input type="text"/>					
Requirements	Program Assessment	Individual Assessment	Attempts	Attempt Breakdown	Status
▶ Stage 1 - Transition to Discipline	11%				In Progress
▼ Stage 2 - Foundations of Discipline	0%				Pending
▶ MANAGING COMMON	0%		0	0 0 0 0 0	Pending
▼ MECHANICAL VENTILATION	0%		0	0 0 0 0 0	Pending
Collect 9 observations of achievement	0%				
At least 6 observations by attending physicians	0%				
*** At least 1 invasive ventilation for discontinuation for a patient with pulmonary reasons for respiratory support	0%				
*** At least 1 invasive ventilation for initiation for a patient with pulmonary reasons for respiratory support	0%				
*** At least 1 invasive ventilation for maintenance for a patient with pulmonary reasons for respiratory support	0%				
*** At least 1 invasive ventilation for weaning for a patient with pulmonary reasons for respiratory support	0%				
*** At least 1 non-invasive ventilation for discontinuation	0%				
*** At least 1 non-invasive ventilation for initiation	0%				
*** At least 1 non-invasive ventilation for maintenance	0%				

Add Requirement ✕

Type:

Friendly description: *** At least 1 non-invasive ventilation for initiation

I acknowledge that I have completed this requirement: Yes Toggle switch to Yes, enter comments and click Save

Comments:

Royal College Form 3

Form 3 is intended for multi-source feedback. Currently, trainees can view the contents and evaluator for any completed MSF forms. Once policies are created at the PGME level for the distribution of MSF, more complex functionality will be implemented in MedSIS. In the meantime, MSF requirements will be treated the same as external requirements and be displayed as “*** MSF requirements met”.

Royal College Form 4

Form 4 is strictly intended for narrative use. EPAs that use Form 4 will be treated the same as external requirements.

STAGE AND EPA STATUSES

Pending – no forms have been completed

In Progress – at least one form has been completed for the Stage or EPA

Ready to Review – the minimum requirements for the stage or EPA have been met

Committees/Programs will manually mark the EPA or Stage as ‘Achieved’ under the Actions column. Statuses can be overridden or rolled back. Academic Coaches and Trainees do not have access to the Actions column.

Program Directors, Administrators and committee members have access to manually update stage and EPA statuses

Requirements	Program Assessment	Individual Assessment	Attempts	Attempt Breakdown	Status	Actions
Stage 1 - Transition to Discipline	39%				In Progress	Mark as Achieved
INITIAL MANAGEMENT	33%		3	0 1 0 1 1	In Progress	Mark as Achieved
Collect 2 observations of achievement	50%					
At least 2 different observers	50%					
At least 1 direct observation	0%					

HOW TO VIEW THE HISTORY LOG OF STAGE AND EPA STATUSES

On each EPA there is a history log that will let the user know when an EPA status was updated.

Requirements	Supporting Documentation	Reflection Documentation	Other Assessments
Stage 1 - Transition to Discipline			
INITIAL MANAGEMENT			
Collect 2 observations of achievement			
At least 2 different observers			
At least 1 direct observation			

History

Action	Action by	Date	Status	Requirements
Update		26-Jun-2019 14:36	Achieved	At least 2 different observers, At least 1 direct observation, Collect 2 observations of achievement
Update		26-Jun-2019 14:35	Ready for Review	At least 2 different observers, At least 1 direct observation, Collect 2 observations of achievement

HOW TO VIEW COMPLETED CBME FORMS FROM MY DASHBOARD

You can click on the 'Attempts', 'Attempt Breakdown' and all of the progress percentages to view the list of completed forms that contributed to that value.

Requirements	Program Assessment	Individual Assessment	Attempts	Attempt Breakdown	Status
Stage 1 - Transition to Discipline	48%				In Progress
INITIAL MANAGEMENT	33%		4	0 1 0 1 2	Achieved
Collect 2 observations of achievement	50%				
At least 2 different observers	50%				

INITIAL MANAGEMENT

Total: 2

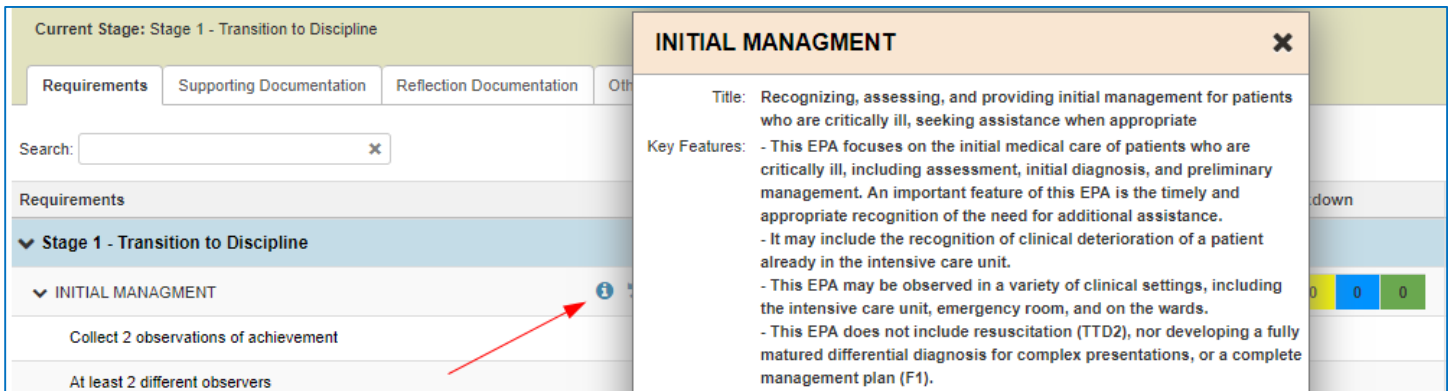
Activity	Start Date	End Date	Assessment	Evaluator	Status	Actions
Rotation: Emergency Medicine, Location: Hamilton Health Sciences, Period: 12-Feb-2019/30-Jun-2019	12-Feb-2019	30-Jun-2019	RC - FORM 1	Adams, Roy	Completed 07-Jun-2019	View
Rotation: Emergency Medicine, Location: Hamilton Health Sciences, Period: 12-Feb-2019/30-Jun-2019	12-Feb-2019	30-Jun-2019	RC - FORM 1	Ladhani, Moyez BA	Completed 17-Apr-2019	View

Showing 1 to 2 of 2 entries Show 25 entries

First Previous 1 Next Last Close

HOW TO VIEW THE FULL DETAILS OF AN EPA

When you hover over an EPA an info button will appear. Click here to display additional details such as key features.



The screenshot shows the MedSIS 3C interface. On the left, a sidebar lists requirements under 'Current Stage: Stage 1 - Transition to Discipline'. The 'INITIAL MANAGEMENT' requirement is selected, and a red arrow points to an information icon next to it. The main panel displays the details for 'INITIAL MANAGEMENT'.

INITIAL MANAGEMENT

Title: Recognizing, assessing, and providing initial management for patients who are critically ill, seeking assistance when appropriate

Key Features:

- This EPA focuses on the initial medical care of patients who are critically ill, including assessment, initial diagnosis, and preliminary management. An important feature of this EPA is the timely and appropriate recognition of the need for additional assistance.
- It may include the recognition of clinical deterioration of a patient already in the intensive care unit.
- This EPA may be observed in a variety of clinical settings, including the intensive care unit, emergency room, and on the wards.
- This EPA does not include resuscitation (TTD2), nor developing a fully matured differential diagnosis for complex presentations, or a complete management plan (F1).

STAGE, EPA AND MILESTONE GRAPHS

For more information on the various summary graphs that can be accessed on the CBME dashboard, please see the user guide: [How to View My Progress – Stage, EPA and Milestone Graphs](#).

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca