



EPORTFOLIO FOR CC MEMBERS & CHAIRS

A BRIEF LIST OF THE IMPORTANT FUNCTIONS CC MEMBERS AND CHAIRS CAN CARRY OUT IN EPORTFOLIO

1 – Access Training Modules

- After you log in
- Click on the blue Need Help? link on the top right hand corner to access the training modules.
- The “Introduction to ePortfolio” and “Competence Committee Module” will be most helpful for you to review.
- More webinars can be accessed at: <http://www.royalcollege.ca/rcsite/cbd/cbd-webinar-series-recorded-e>

2 – Accept/Decline Presentation Requests

- CC presentation requests can only be accepted or declined in the Competence Committee tab.
- All requests will show in the pending acceptance section until action has been taken at which point they will show up in either the accepted or declined/expired section.

3 – Review Resident Observations

- You can view the learner’s completed EPA observations in their dashboard. Observations can be viewed in as much or as little detail as necessary by going through each individual observation or by looking at the observation count
- You can also review resident reflections, supporting documentation, and comments in the learner dashboard.

3 – Run Resident EPA reports

- Resident EPA reports must be viewed in the learner dashboard

- There are multiple reports available – we suggest reviewing them to get familiar with which are most helpful.
- All CC members and presenters can run reports
- * Please note that CC members will only have access to any given resident’s ePortfolio once an agenda has been created.

4 – Add Discussion Notes and Feedback to Learner

- Discussion notes can be shared or made private. Shared notes are visible to the PA, PD, CC members, PG deans and delegates but are not shared with the learner. Private notes on the other hand are only visible to the person who entered them.
- Feedback to learners from the CC is visible once the agenda has been finalized. It is important that the PD or Academic advisor discuss the feedback and decisions on learner status with the resident before the agenda is finalized.
- * Please note that once submitted, notes, observations, reflections and documents cannot be edited or deleted. It is important to double check content for correctness before posting.

5 - CC Chair Functionality

- CC Chairs are able to view each resident’s dashboard at all times; their access is not dependent on an agenda being created.
- While CC Chairs have the same functionality as CC members, they are also able to carry out the additional functions below:
 - Schedule progress meetings.
 - Add or remove flag.
 - Add supporting documentation.

QUESTIONS? NEED HELP?

Contact the PGME CBD Team at pgme.cbd@usask.ca