



PROGRAM ADMINS (PAAS) & EPORTFOLIO

A BRIEF LIST OF THE IMPORTANT FUNCTIONS PAAS CARRY OUT IN EPORTFOLIO FOCUSING ON THE COMPETENCE COMMITTEE.

1 – Access Training Modules and Watch Webinars

- 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.
- Resident ePortfolio: The PA Role (Part 1) – accessed via:
<http://www.royalcollege.ca/rcsite/cbd/cbd-webinar-series-recorded-e>

2 – Create a Competency Committee (CC) Agenda

- A CC agenda can only be created *within the Competence Committee tab*
- Please note that CC members will only have access to any given resident’s ePortfolio once an agenda has been created.

3 – Assign Residents and Presenters for CC Meetings

- Presenters can be assigned to residents in both the agenda and presenter details tab.
- If a CC member does not show up in the drop down list they’re likely not registered in ePortfolio as a CC member. You can email eportfolio@royalcollege.ca to have them on boarded. Please cc pgmecbd@usask.ca so we can track requests.

4 – Run Resident EPA reports

- Resident EPA reports must be viewed in the learner dashboard
- There are several reports available: Suggest reviewing them all and getting used to which ones will help your committee most.
- You can export the data to excel to review it in a way most helpful for your committee.

- All CC members and presenters can run reports

5 – Add Discussion Notes and Feedback to Learner

- Discussion notes can be shared or made private. Shared notes are visible to the PA, PD, CC, 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, as such 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.

6 - Update Learner Status and Promote Learners to the Next Stage

- The PA and PD have the ability to mark all stage EPAs or individual EPAs as achieved.
- Learner status can be updated by the PA and PD but promotion to the next stage can only be enacted in CC agendas.

7 - Finalize the CC Agenda

- **Finalizing the CC agenda** implements the changes to learner statuses. The learner’s profile will automatically be updated with their current status for the learner, CC members, PA, PD and PG dean to see.
- * Please note that if a status requires PG Dean approval the agenda will show as pending instead of completed until the PG dean signs off. You can find a table of which learner statuses require PG dean approval or awareness in the “Approval and Confirm Awareness” unit of the CC Module.

QUESTIONS? NEED HELP?

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