



PROGRAM DIRECTORS AND ADMINS AND EPORTFOLIO

A BRIEF LIST OF FUNCTIONS THAT CAN BE CARRIED OUT BY THE PD AND PA 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 “Program Administrator Module” will be most helpful for you to review.
- More webinars can be found at:
 - <http://www.royalcollege.ca/rcsite/cbd/cbd-webinar-series-recorded-e>

2 – Review residents and their completed observations

- View your learner’s dashboards. Here you will be able to see the stage each learner is at, how many EPAs have been completed, which EPAs the learner is working on, as well as any reflections, comments and documents that have been uploaded to the learner file.
- You can view the completed EPA observations in as much or as little detail as necessary by going through each individual observation or by looking at the observation count.

3 – Assign EPA observations for a learner (including multi-source feedback (MSF))

- You can assign EPA observations or MSF for learners in the PA or learner dashboards.
- Assigned observations will expire 30 days after they are initiated.
- * Please note that only PAs are able to initiate MSF at the present time but this may change.

4 – View resident EPA reports

- Resident EPA reports must be viewed in the learner dashboard.

- There are multiple reports available

5 - Schedule a Progress Meeting

- You can only schedule a progress meeting in the learner dashboard.
- Please note that a progress meeting is different from a competency committee (CC) meeting. A progress meeting is between the resident and their academic advisor and or program director and no decisions are made on resident status.

6 – View Program Affiliated Observers

- The program affiliated observers tab is only accessible through the PA dashboard.
- Here you can see how many observations each observer has pending, outstanding, completed and expired.
- Reminders can be sent to observers for each EPA that is still outstanding/pending or they can be removed from their list along with those that have expired.

7 – Assign Learners to Faculty (Academic) Advisors

- You can assign learners to faculty advisors in the Faculty Advisor tab present in the PA dashboard. Here you have the option of adding learners to or removing learners from academic advisors.

8 – Competence Committee

- If you are involved with the CC for your program please refer to the CC Admin handout for a list of functions you can perform in ePortfolio.
- Go through the “Competence Committee Module” for Training.