IM Procedure Logging – New Process in Elentra
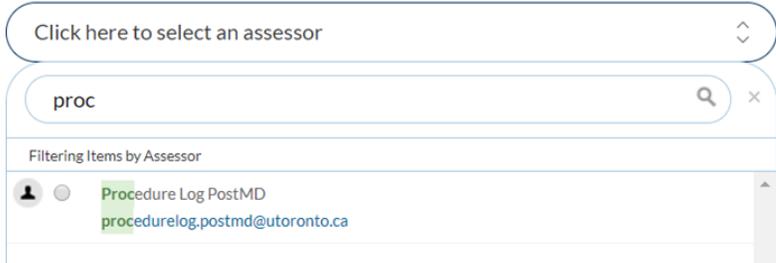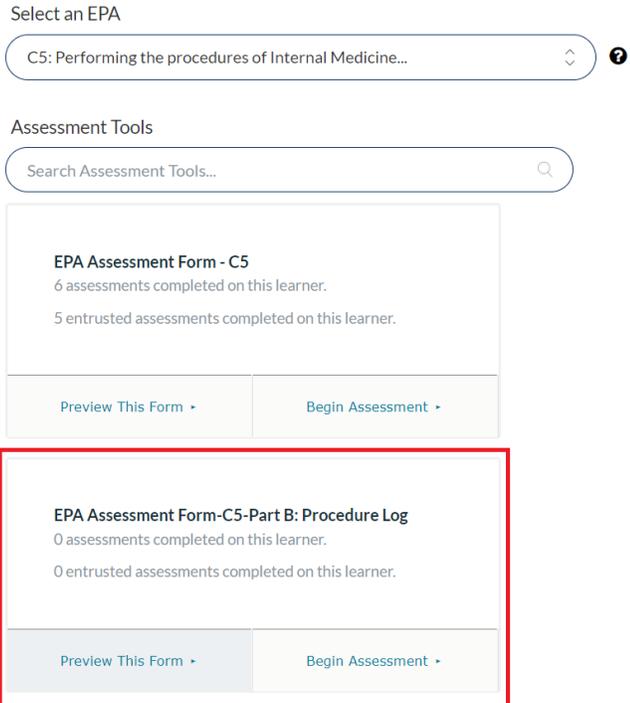
REQUIREMENT
A new process for Learners to log procedures in Elentra, to address the following:
- To fulfil the Royal College's EPA *C5-Part B: Procedure Log* requirement
- To separate procedure log completion from EPA *C5-Part A: Procedure* assessment completion in the system
- To provide Learners an easier way of tracking their procedures in the system

INTERIM SOLUTION
A new form, EPA Assessment Form-C5-Part B: Procedure Log and a new assessor, named "Procedure Log PostMD", have been created in Elentra. With this development, comes (1) a new **process** for completing procedure logs, and (2) a new way of **tracking procedures** in the system.

1. Process

Step #	Instruction
1	Initiate an assessment as normal, by selecting the START ASSESSMENT tab from the main CBME dashboard
2	Under *Select Assessor*, search for "Procedure Log PostMD". The assessor will have the e-mail address procedure.postmd@utoronto.ca attached to it, monitored by PGME. Select Assessor Click here to select an assessor proc Filtering Items by Assessor Procedure Log PostMD procedurelog.postmd@utoronto.ca
3	Complete the *Select Date of Encounter* and *Select Assessment Method* sections as normal. Under *Select EPA*, select C5: Performing the Procedures of Internal Medicine. A new form, EPA Assessment Form-C5-Part B: Procedure Log will appear as an available option. Preview and/or begin the assessment as normal. Select an EPA C5: Performing the procedures of Internal Medicine... Assessment Tools Search Assessment Tools... **EPA Assessment Form - C5** 6 assessments completed on this learner. 5 entrusted assessments completed on this learner. Preview This Form ▸	Begin Assessment ▸ **EPA Assessment Form-C5-Part B: Procedure Log** 0 assessments completed on this learner. 0 entrusted assessments completed on this learner. Preview This Form ▸	Begin Assessment ▸

2. Tracking procedures

2a. For Learners

The completed procedure logs will appear on the Learner dashboard as a separate form, under EPA C5.

By clicking on the link *EPA Assessment Form-C5-Part B: Procedure Log*, the Learner will be directed to a page that will aggregate all procedure data in table format.

2. PROCEDURE:

Paracentesis	3
Lumbar Puncture	1
Joint Aspiration	1
Central Line Insertion	2
Endotracheal Intubation	1

2b. For Program Director and Program Administrator

The PD and PA will have access to the procedure log data, as normal, when accessing the raw assessment data extract. For instructions on how to access the assessment data extract, click here.

On the data extract, the name of the assessment form will appear as "EPA Assessment Form-C5-Part B: Procedure Log", and the Assessor first and last name, and e-mail address will appear as Procedure Log PostMD, and procedure.postmd@utoronto.ca, respectively, as highlighted in the screenshot below.

	A	B	C	D	E	F	G	H	
									Formula
1	Creation Date	2/6/2020							
2	Encounter Date Range	2020-01-30 - 2020-02-06							
3	Programs	Internal Medicine							
4	Assessment ID	Name of Assessment Form	Residency Program of Assessment	Assessee Stage	Assessee Training	Assessor Firstname	Assessor Lastname	Assessor Email	Assessor Group
5	72078	EPA Assessment Form-C5-Part B: Procedure Log	Internal Medicine	Foundations	PGY1	Procedure Log	PostMD	procedure.postmd@utoronto.ca	faculty
6	72090	EPA Assessment Form-C5-Part B: Procedure Log	Internal Medicine	Foundations	PGY1	Procedure Log	PostMD	procedure.postmd@utoronto.ca	faculty
7	72091	EPA Assessment Form-C5-Part B: Procedure Log	Internal Medicine	Foundations	PGY1	Procedure Log	PostMD	procedure.postmd@utoronto.ca	faculty
8	72092	EPA Assessment Form-C5-Part B: Procedure Log	Internal Medicine	Foundations	PGY1	Procedure Log	PostMD	procedure.postmd@utoronto.ca	faculty
9	72093	EPA Assessment Form-C5-Part B: Procedure Log	Internal Medicine	Foundations	PGY1	Procedure Log	PostMD	procedure.postmd@utoronto.ca	faculty
10	72094	EPA Assessment Form-C5-Part B: Procedure Log	Internal Medicine	Foundations	PGY1	Procedure Log	PostMD	procedure.postmd@utoronto.ca	faculty
11	72095	EPA Assessment Form-C5-Part B: Procedure Log	Internal Medicine	Foundations	PGY1	Procedure Log	PostMD	procedure.postmd@utoronto.ca	faculty
12	72096	EPA Assessment Form-C5-Part B: Procedure Log	Internal Medicine	Foundations	PGY1	Procedure Log	PostMD	procedure.postmd@utoronto.ca	faculty