Elentra Quick Guide for Residents

Table of Contents
How to Login to Elentra .............................................................................................................................................................. 2
Sending an EPA daily assessment form .................................................................................................................................................. 3

STEP 6a: PREFERRED METHOD - “complete and confirm by email” ................................................................. 4
STEP 6b: Optional - “complete and confirm via pin”, ................................................................................................................. 6

Elentra/Assessment Considerations
• Elentra does not permit to send assessment of multiple EPAs. One EPA per assessment form is permitted. If you want more than 1 EPA to be assessed, discuss with your staff filling more than 1 assessment form.
• Consider informing your staff ahead of time about your chosen EPA. Ensure your staff agrees with your chosen EPA prior to sending an EPA assessment form.
• Elentra permits cross stage of training EPA completion. As an example, during your Foundation Airway module, you can use both EPAs F4-Airway, and C4-Difficult Airway. Of course, the overall performance on a more complex EPA might not be an achievement (entrustment score of 4-5), but would still provide narrative feedback on performance for future EPA completion and one’s own growth.
• On the other hand, sometimes being in your core rotation, you could be doing a simpler case. As an example, you might have completed the achievements of the Foundations EPAs F14 or F15, and you are doing a senior Core Pediatric Anesthesia module, ie needing core C9 or C10 EPA daily assessment forms. Currently, getting an assessment form is necessarily linked to an EPA, that you choose, when you send the form to the staff. If the staff and/or yourself find that the complexity of the day does not speak to a more complex EPA, a resident should not select a core pediatric EPA, but a foundation pediatric EPA. The Foundations expected EPA achievement numbers might have been fulfilled, so it does not mess with the EPA tabulation. And such resident would still be getting important narrative feedback about a day’s performance documented, while being valid and reliable, since it does not provide an inaccurate performance on a higher complexity EPA.

CBME Quick Guide for Residents

If you have any issues with Elentra, please contact Julie Ghatalia (jghatalia@toh.ca)
How to Login to Elentra

**STEP 1:** Navigate to [https://elentra.med.uottawa.ca/](https://elentra.med.uottawa.ca/) via your web browser.

**STEP 2:** Use your uOttawa Login Credentials (same as your One45 username and password) to login.
Sending an EPA daily assessment form

**STEP 1:** Login to Elentra.

**STEP 2:** Upon logging in to Elentra, you will land on your dashboard where you can quickly see your progress across EPAs and stages. **Verify your EPA progress**

![Dashboard Image]

**STEP 3:** From the Dashboard, click the green 'Start Assessment/Evaluation' button on the right side of the screen.

![Dashboard Image]

**STEP 4:** Next, select an assessor. Begin to type a name to limit the list of options. Hover over a name to see their photo (if uploaded) and email. This can help you make sure you select the correct assessor.

![Assessor Selection Image]
STEP 5: Select an assessment method, 2 methods are accepted

Select assessment method
- Complete and confirm via pin
  Complete an assessment based on the selected tool. Upon completion the assessment, the attending will confirm it on the spot and adjust your assessment as necessary.
- Email blank form
  The attending will receive an email notification to complete an assessment based on the selected tool.
- Complete and confirm via email
  Complete an assessment using the selected tool. Upon completion, the attending will receive an email notification asking them to review/edit and confirm the assessment.
- Self Assessment, then email blank form
  Complete an assessment based on the selected tool. Upon completion, the attending will receive a blank assessment task with the same assessment tool.

STEP 6a: The preferred method is “complete and confirm by email”.

This method makes the resident self assess by filling in the various contextual variables (ie, “procedure”, “type of visit”, “type of activity”, etc). You are allowed to mark your perceived performance on the milestones and the EPA entrustment scale.

When selecting the contextual variables, please remember the following:
- The list of options is scrollable
- It is possible to select more than one option in certain drop-down lists (“multi-select”). Please press the “ctrl” key and select your options.
STEP 6a (continued): You are allowed to mark your perceived performance on the milestones and the EPA entrustment scale

- Please leave the “comments” and “next steps” sections blank.
- Once the faculty receives the assessment, they will be able to edit the selections at their discretion

Click submit

An “assessment cue” box will open. Residents are mandated on filling the box for an assessment form to be completed by their staff. Please populate the assessment cue with the following information:

- Brief summary of case related to the EPA
- Feedback is ongoing throughout one’s day. Residents are to provide a brief reflection on one’s performance strengths & areas for improvement as discussed throughout the day, which often reflects at least partially verbal feedback from assigned faculty
- Please note that Faculty have been instructed not complete a form if an assessment cue has not been submitted by the resident.

Click “Send Assessment”

This method is preferred under normal circumstances, as it promotes practice of reflection on one’s day’s performance and live feedback, mindful repetition as one replays the day unfolding, and active mindful recollection as one writes it down, without time pressure. This method also gives time to the staff to also reflect on how to document a resident’s performance, in a constructive manner, without time pressure.
STEP 6b: Optional “Complete and confirm via pin”, might be preferred by your staff, is preferred at CHEO
- This requires your staff to have a PIN. If your faculty does not have a PIN, this assessment method cannot be used.

The resident initiates an assessment the same way as described in STEP 6a (select date of encounter, EPA to be assessed, contextual variables, Milestones & EPA Entrustment), then submits.

The staff takes over, put the PIN, then completes the assessment in “real time” (via a tablet or a computer)