## Completing EPA Assessments & Triggering on MedSIS

An illustrated, step-by-step, guide for faculty members.

Updated: February 27, 2022



### **Assessing Entrustable Professional Activities (EPAs)**

Assessments may involve direct or indirect observation depending on variables such as the task at hand, patient complexity, your comfort level, and resident skill. Assessments should be followed by:

- In the moment, face to face verbal feedback
- Completion of the written, electronic EPA Assessment form

When an EPA opportunity is identified in advance of the resident doing the clinical task, please discuss with the resident:

- The EPA
- Reminders of key elements of the task
- Any feedback previously given, on which they might be working



#### The resident should be assessed on their EPA performance using the descriptors on the **Entrustment Scale**:



\*\*EPA Assessment Forms should be completed even if completion of the task was rated less than a 4 or 5, to foster feedback and promote knowledge & skill development.

#### Below is an example of the form on which EPA assessments are documented. These are accessed via MedSIS, triggered by the resident or by you. MedSIS details in Appendix B.

Learning Program: EPA Title: Key Features: EPA Stage: Date Of Observation:					
Contextual Variables					
Patient history	Select				~
Observer role	-Select				~
Setting	-Select-				~
Demographic	-Select-				~
Additional Context Information:					
Entrustment Scale	I had to do	I had to talk them through	I needed to prompt	I had to provide minor direction	I did not need to provide direction for safe and ndependent care
	1	2	3	4	5
Milestones associated with this EPA:	Not Obs	erved	In Progress	,	Achieved
	1		2		3
Manage the flow of challenging patient encounters					0
Identify patients requiring handover to other physicians or health care professionals					
Apply knowledge of the relevant codes, policies, standards, and laws governing physicians and the profession, including relevant			Milesto used as	nes to s a quie	be de
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mental health legislation Recognize and manage one's own reaction to patients Develop and implement an acute safety management plan					
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mental health legislation Recognize and manage one's own reaction to patients Develop and implement an acute safety management plan Provide a clinically relevant summary to the receiving physician or care team Assess risk factors for violence, suicide, and self-harm, including modifiable and non-modifiable factors Feedback to Resident and Competence Committee:	0		•		•

#### Remember! The most important part of the EPA is the Feedback Section

Elements of **feedback** should include:

- Identify 1 -2 specific areas for development with concrete examples
- Outline <u>specific</u> strategies for the resident to improve those areas for development
- Explain reasoning for score on Entrustment Scale
- Explain what would increase their Entrustment Score to the next number

#### ! EPA Evaluations expire after 14 days, after which resident loses opportunity for that observation to "count" Thank you for completing EPA Evals on time.

# Appendix B: Triggering Evals Remember – Evals expire after 14 days

**FIRST:** Decide with the resident, which of you is going to trigger the EPA Eval form on MedSIS.

If the resident "triggers" it on MedSIS, you will receive an email with a link to the eval

OR

Residents can fill it in with the details agreed upon by you. You will get a one factor authentication to confirm your agreement with the eval.

<u>OR</u>

• You as the supervisor can trigger and complete the eval, following the steps below:

#### **STEPS FOR FACULTY TO TRIGGER EPA EVAL ON MEDSIS:**

#### Step 1: Click Login to MedSIS using MacID.

Link to MedSIS Log-On Page:

https://medsis.mcmaster.ca/medsis/index.cfm/Authentication:Main/index

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	The recommended transmitter Medificial IX is Geogle Chome version 72 above. Other transmiss such as Safer, Monite Feetus, Microsoft Edge, and relatered Explorer 11 are compatible.

#### Step 2: Log-on to MedSIS using your McMaster ID

If you need assistance with log-on id, contact Cheyenne @creid@mcmaster.ca



#### Step 4: From Drop-Down of Evaluation Types, Select "CBME Evaluation"

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#### Step 5: Select Resident's Name

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Step 6: The next drop down, the Learning Path, will autofill the current academic year

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Step 7: In the "Activity" drop-down, select the rotation on which you are supervising. \*for PES, select "Rotation: Emergency Psychiatry Call"

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#### Step 8: From the "EPA" drop-down, select the EPA you are assessing.



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Step 9: For the "Eval Form" drop-down, most EPAs will auto-select the correct eval form required.

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Step 10: Click "Send". The evaluation form will then come up for you to complete.

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For MedSIS Instructions for use on Mobile Devices: https://healthsci.mcmaster.ca/medsis/training/cbme

For additional MedSIS Instructions to Trigger an EPA Assessment on Desktops:

https://healthsci.mcmaster.ca/docs/librariesprovider30/training/pgme/students/how-to---trigger-on-demandevalautions.pdf?sfvrsn=6667a62\_2