

How to Use: PROFESSIONAL BEHAVIOURAL MONITORING FORM¹

Working version: August 27, 2021

What is the purpose of this form?

The *Professional Behavioural Monitoring Form* is to be used to document specific, notable elements of a negative professionalism incident/behaviour that merits the attention and further consideration of the Program Director.

If the event/behaviour in question does not merit an incident report or falls outside “professional behaviour” monitoring, you may decide to fill out a *Note to File* form instead (see primer on the *Note to File*, [here](#)).

Who initiates this form?

The Professional Behaviour Monitoring Form is typically faculty-initiated.

Who has access to the completed form?

The *Professional Behavioural Monitoring Form* is an “**Embargoed Assessment**” which means that, once completed, it is withheld from the resident’s view in Elentra and an email is immediately sent to the Program Director and Program Administrator to inform them that a Professionalism form was submitted. As such, they can be reviewed and acted upon or set aside while more information is gathered. The forms are only viewable by the Program Director and Administrator and can be released to the Competence Committee and/or resident at the discretion of the Program Director.

Can the forms be edited once submitted?

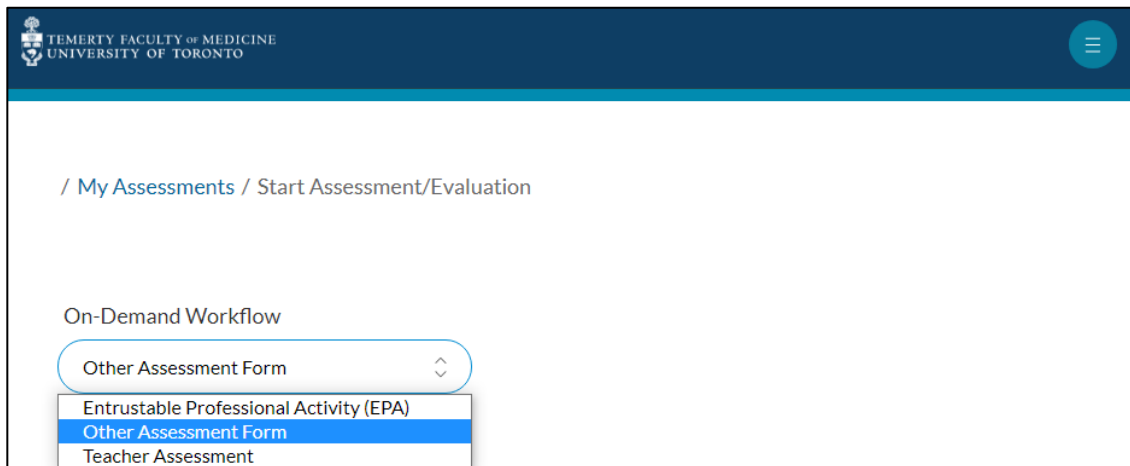
Assessment forms cannot be edited once submitted. However, a new form can be submitted and the old one deleted if need be.

How do I access and complete this form?

1. First, go to the Elentra website: <https://meded.utoronto.ca/medicine/>
2. Log in to Elentra using your UTORid and password.
 - a. If you do not know / have forgotten your:
 - i. UTORid: please contact your Business Officer to request this information
 - ii. password: provide your Business Officer with an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset
3. Select **Start Assessment** to the top left corner of your screen (if you’re using a mobile device, it will appear as a big red button).

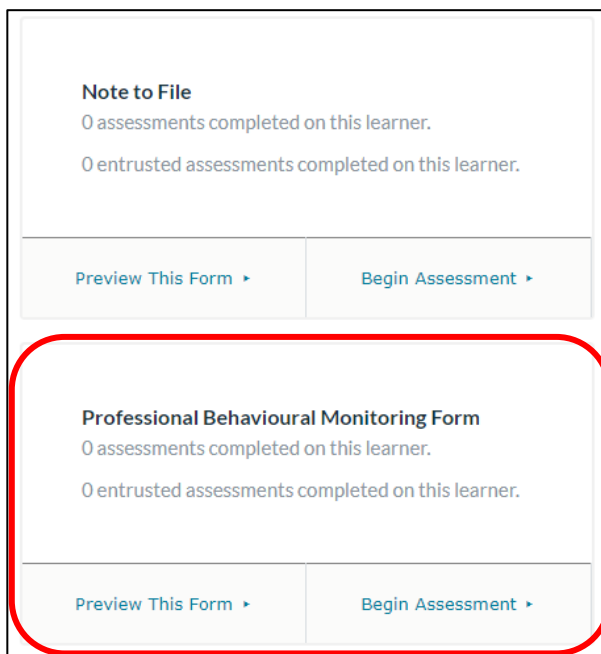
¹ 2021, PGME. Temerty Faculty of Medicine. Adapted with permission from Faculty of Medicine FAQ Note to File and Professional Behavioural Monitoring Forms

4. Change the On-Demand Workflow to [Other Assessment Form](#) to access the Professional Behavioural Monitoring Form.



The screenshot shows the top navigation bar of the Temerty Faculty of Medicine University of Toronto website. Below the navigation bar, the breadcrumb trail reads "/ My Assessments / Start Assessment/Evaluation". The main content area displays the "On-Demand Workflow" section with a dropdown menu. The dropdown menu is open, showing three options: "Other Assessment Form" (which is highlighted in blue), "Entrustable Professional Activity (EPA)", and "Teacher Assessment".

5. The Professional Behavioural Monitoring Form and Note to File forms will appear once the learner and assessor are selected, as shown below.



The screenshot displays two form cards. The top card is titled "Note to File" and shows "0 assessments completed on this learner." and "0 entrusted assessments completed on this learner." Below the card are two buttons: "Preview This Form" and "Begin Assessment". The bottom card is titled "Professional Behavioural Monitoring Form" and also shows "0 assessments completed on this learner." and "0 entrusted assessments completed on this learner." Below this card are also two buttons: "Preview This Form" and "Begin Assessment". A red rounded rectangle highlights the "Professional Behavioural Monitoring Form" card.

6. To view the contents of the form without initiating a data record, select [Preview This Form](#). Otherwise, you can select [Begin Assessment](#).
7. A preview of this tool and its contents can be found [here](#).