

Elentra User Guide: Navigating and Understanding the CBME Dashboard - For Learners

Updated to Reflect Impact of Versioning (new section found [here](#))

The CBME Learner Dashboard provides an overview of learners' progress towards meeting EPA requirements by Competency Stage. This guide will help learners navigate and understand the new data visualizations available on their CBME Dashboard.

Step 1

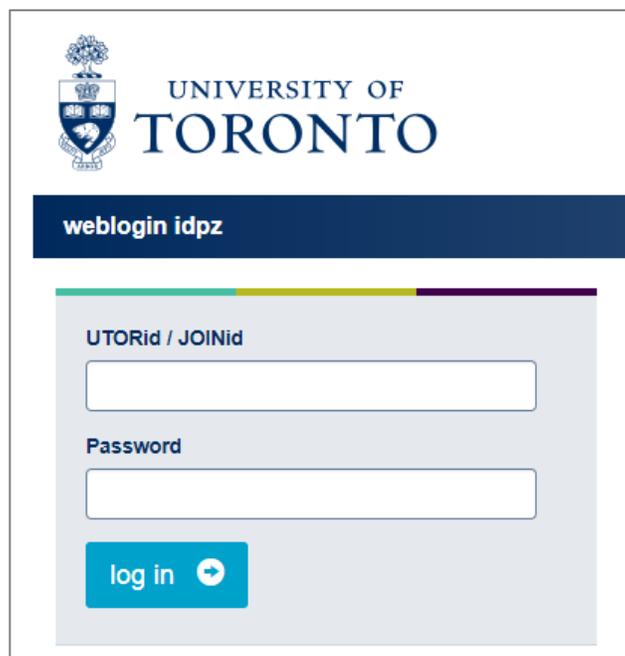
- Go to the **Elentra** website: <https://meded.utoronto.ca/>

Step 2

- Log in to **Elentra**, by entering your UTORid & password and clicking “log in”. You will be directed to your home page

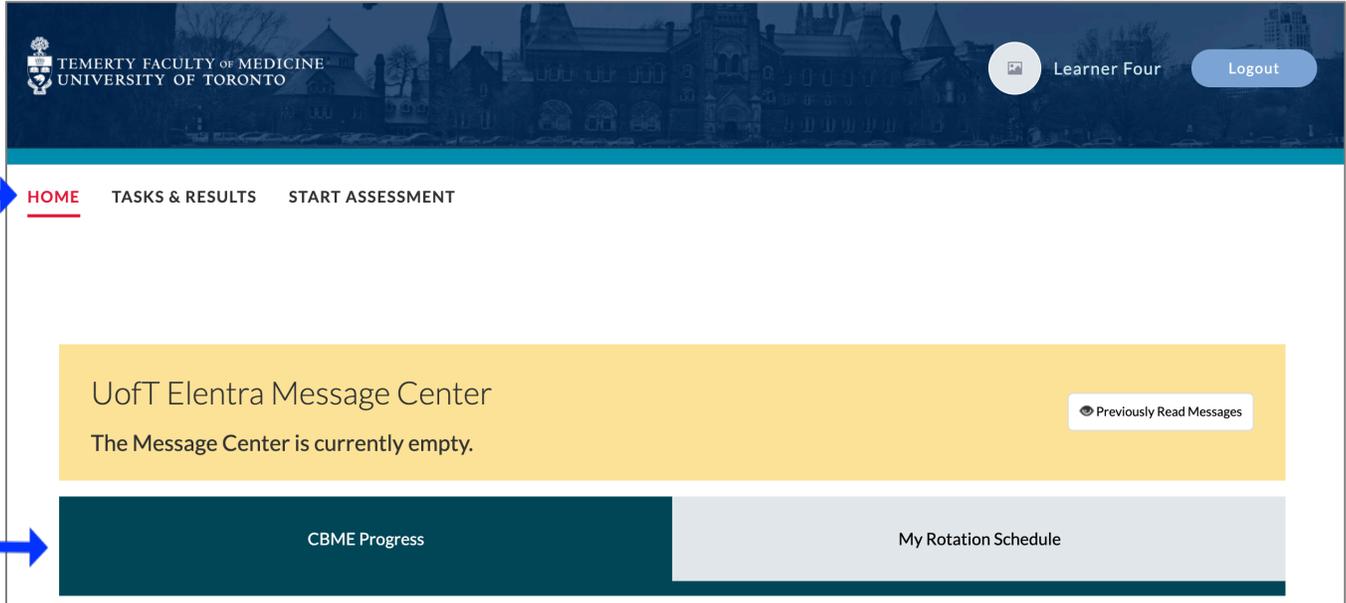
Note:

- If you do not know / have forgotten your:
 - UTORid: please email PGME.MedEdHelp@utoronto.ca with your name and program to request this information
 - Password: please visit <https://www.utorid.utoronto.ca/> to reset your password. If you are not able to reset your password via this link, please email PGME.MedEdHelp@utoronto.ca and include an alternative non-UofT email or a phone number that is able to receive texts (SMS) in order for your password to be reset



Step 3

- Once logged in, you will automatically be directed to the Home: CBME Progress tab

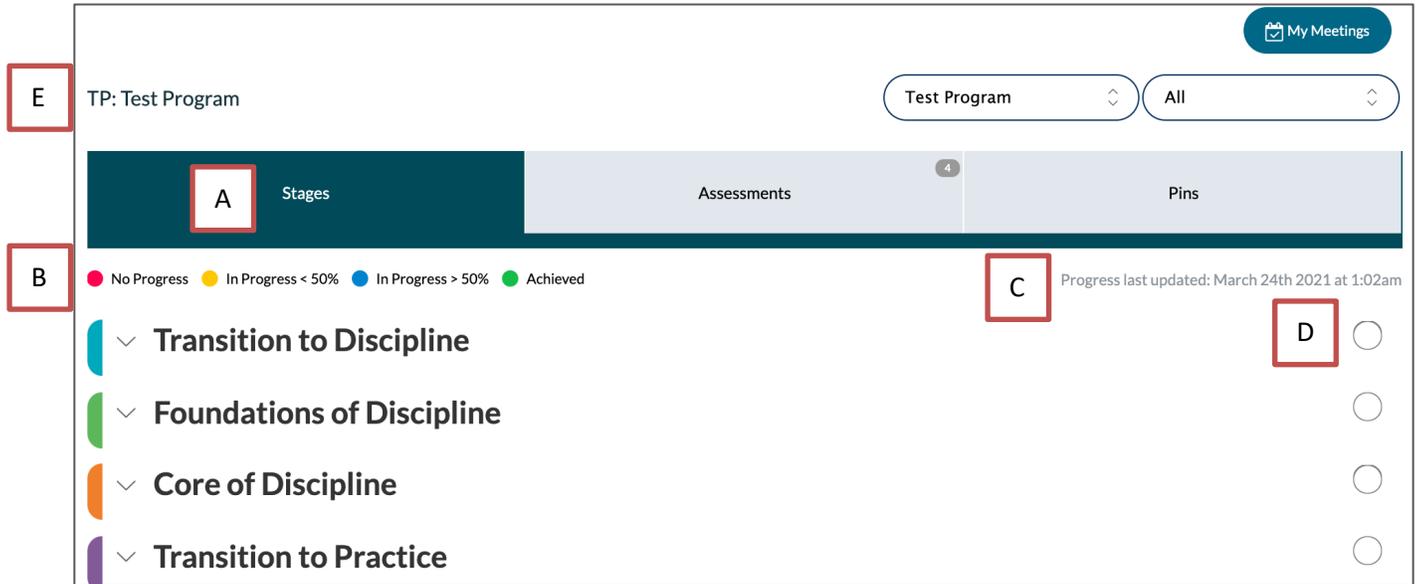


Step 4

Scroll down to see an overview of the CBME Learner Dashboard and its components, as follows:

- **A** – The Stages tab, providing an ‘at-a-glance’ view of all stage-specific EPAs and the Learner’s progress in each
- **B** – A colour-coded legend describing the completion status of each EPA.
Note that this colour-coding pertains to the progress ‘bubbles’ found adjacent to each EPA and not to the Competency Stage tabs (see Step 5 below for details)
- **C** – The date and time that the Learner Dashboard was last updated
Note that the CBME Program Dashboard is updated on a once-nightly basis
- **D** – Completion status circle, which is checked manually following the Competence Committee’s decision to sign-off a given Competency Stage (and/or EPA(s)) based on successful EPA completion

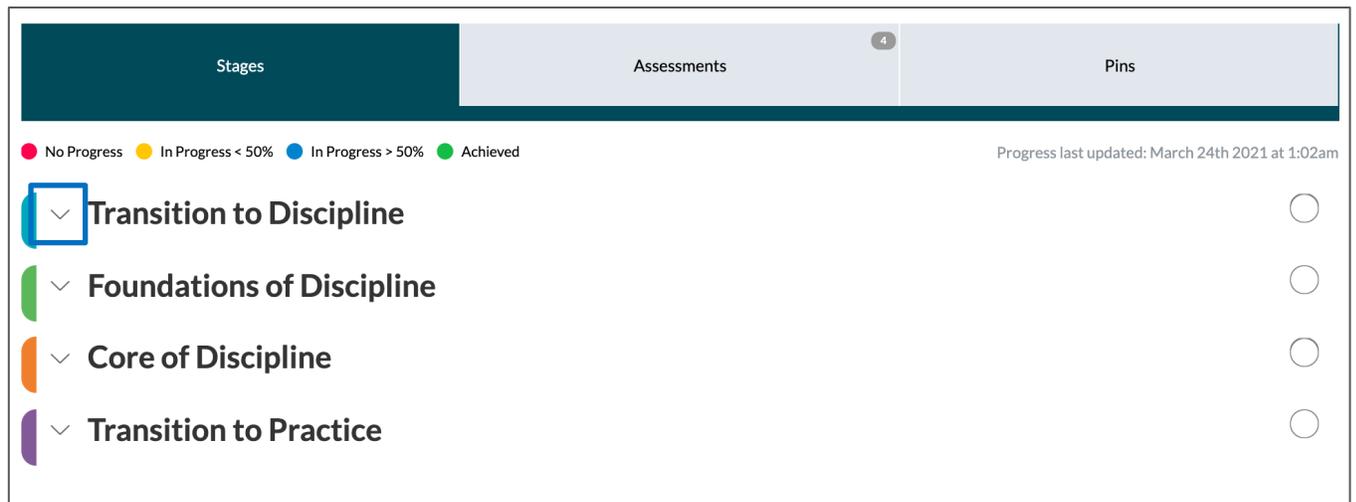
○ **E** – Name of Program



The screenshot shows the program overview page for 'TP: Test Program'. At the top right, there is a 'My Meetings' button. Below it, the program name 'TP: Test Program' is displayed next to a dropdown menu set to 'Test Program' and another dropdown set to 'All'. A navigation bar contains three tabs: 'Stages' (highlighted in dark teal), 'Assessments' (with a '4' notification), and 'Pins'. Below the navigation bar, a legend indicates progress status: 'No Progress' (red dot), 'In Progress < 50%' (yellow dot), 'In Progress > 50%' (blue dot), and 'Achieved' (green dot). A timestamp 'Progress last updated: March 24th 2021 at 1:02am' is shown. The main content area lists four stages with downward arrows and radio buttons: 'Transition to Discipline' (radio button 'D'), 'Foundations of Discipline', 'Core of Discipline', and 'Transition to Practice'.

Step 5

- Select the downward arrow key to the left of each stage for a detailed overview of your EPA requirements for each Competency Stage



The screenshot shows the 'Stages' tab selected in the navigation bar. The legend and timestamp are the same as in the previous screenshot. The 'Transition to Discipline' stage is expanded, showing a downward arrow icon in a blue box. The other stages, 'Foundations of Discipline', 'Core of Discipline', and 'Transition to Practice', remain collapsed with their respective downward arrows.

● No Progress
 ● In Progress < 50%
 ● In Progress > 50%
 ● Achieved

Progress last updated: March 23rd 2021 at 1:02am

^ **Transition to Discipline** ○

D1 PEDSURG_Assessing and recognizing critical illness in pediatric patients ○

2/5 2 Assessments 0 Archived Assessments v

D2 PEDSURG_Communicating with pediatric patients and their families using appropriate language ○

2/3 2 Assessments 0 Archived Assessments v

D3 PEDRESP_Performing the pre-procedural assessment and preparation for patients undergoing respiratory procedures ○

1/4 2 Assessments 0 Archived Assessments v

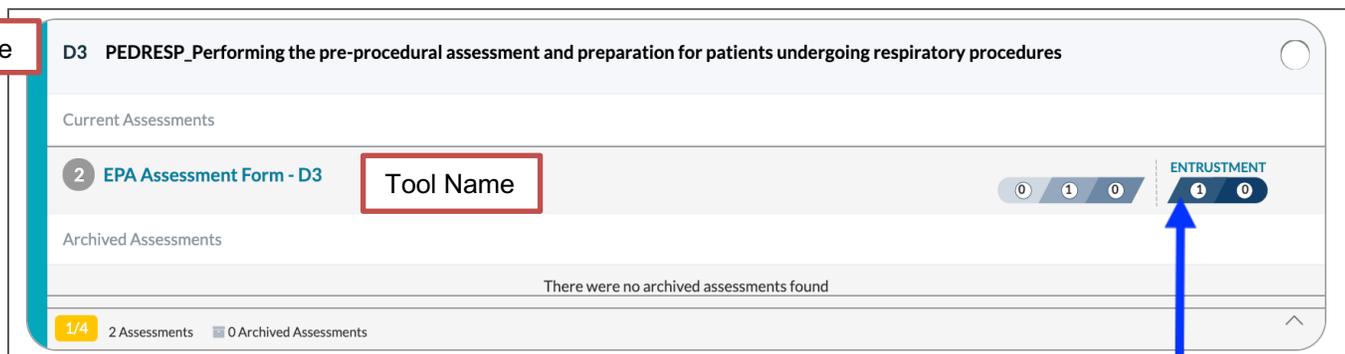
- The “progress boxes” below each EPA title (e.g. the yellow 2/5 box below EPA D1 in the example above) indicate your progress in completing the EPA requirements set by your program. They are colour-coded according to the legend at the top of the stages tab.
 - **Red – No Progress.** Indicates that the learner has not been assessed on a given EPA, **OR** has been assessed but none of the assessments meet the targets set by the program (i.e. ‘EPA requirements’)
 - **Yellow – In Progress < 50%.** Indicates that the learner has been assessed on a given EPA, but is currently meeting less than 50% of the requirements
 - **Blue – In Progress > 50%.** Indicates that the learner has been assessed on the EPA and is meeting more than 50% of the requirements
 - **Green – Achieved.** Indicates that the learner has been assessed on a given EPA and is currently meeting all of the requirements, pending approval from the Competence Committee

- The **denominator** for each “progress box” incorporates both the overall EPA targets and any contextual variable-specific targets that the program requires in order for the EPA to be marked as ‘complete’. The **numerator** refers to the total number of assessments completed on you that meet the targets set by your program, *within the ‘progress last updated’ date*.



Step 6

- Select the downward arrow key on the right-hand side of each EPA to see more detail on the number of assessments completed for each tool assessing that EPA (see diagram below)



EPA Title

Tool Name

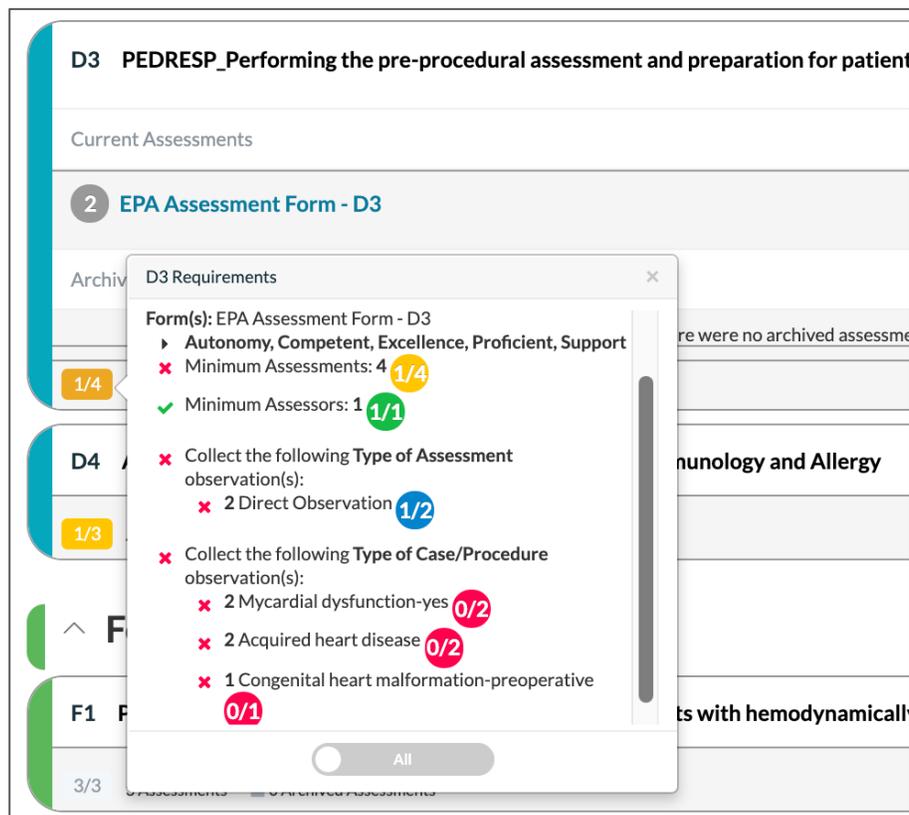
Number of Assessments Completed

Completed assessments using older versions of EPA forms will appear here if/as relevant

Number of assessments by Overall Entrustment Rating.

E.g. Two D3 assessments were completed – one with an entrustment rating of 'Competent' and one, not entrusted, with a rating of 'Direction'

- Click on the “progress boxes”, below the title of each EPA to see a breakdown of the requirements for each EPA (both for overall entrustment and any contextual variable (CV) targets).
 - Note: if you want to see more details on your completed assessments (e.g. the assessor’s comments and who completed the form) you can either select the form title (e.g. EPA Assessment Form – D3, below) to view an aggregate report of this information or view each assessment individually under the “Assessments” tab. See the userguide on Elenra navigation [here](#), for more detailed instructions.



D3 PEDRESP_Performing the pre-procedural assessment and preparation for patient

Current Assessments

2 EPA Assessment Form - D3

Archiv

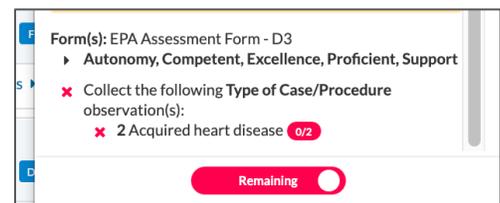
D3 Requirements

Form(s): EPA Assessment Form - D3

- Autonomy, Competent, Excellence, Proficient, Support
- Minimum Assessments: 4 **1/4**
- Minimum Assessors: 1 **1/1**
- Collect the following Type of Assessment observation(s):
 - 2 Direct Observation **1/2**
- Collect the following Type of Case/Procedure observation(s):
 - 2 Myocardial dysfunction-yes **0/2**
 - 2 Acquired heart disease **0/2**
 - 1 Congenital heart malformation-preoperative **0/1**

All

- You can filter out the completed CVs and view the remaining CV requirements for an EPA by sliding the grey “All” toggle to the right



Form(s): EPA Assessment Form - D3

- Autonomy, Competent, Excellence, Proficient, Support
- Collect the following Type of Case/Procedure observation(s):
 - 2 Acquired heart disease **0/2**

Remaining

A Note on Versioning

Your EPAs may eventually be revised nationally to improve your curriculum and assessment experience. When the final EPAs are made available, they will be implemented at the start of your next Competency Stage. For example, if you are in Foundations of Discipline, you will continue in the same ('old') version of your EPAs until you reach Core of Discipline, at which point you will transition into the new EPA version for the remainder of your training. If you complete EPA assessments ahead of your stage (and thus in the old version), these EPA assessments will show up under the Archived folder on your dashboard, once you are transitioned to the new EPA version (see screenshot below, for example).



You can click “Archived Assessments” to see a breakdown of the overall entrustment ratings for these assessments, by EPA (as shown below).

Supervisor Form (2)

OVERALL Entrustment Rating (2)



Close

Elentra Support

If you require assistance, please do not hesitate to contact the Elentra Help Desk at:
PGME.MedEdHelp@utoronto.ca