

ELENTRA – HOW & WHEN TO USE IT...

As discussed, an EPA is a task used to assess a resident's competency. As of July 2, 2020, we are using the University's Elentra platform for all EPA submissions. All CBD based residents and faculty will be able to access Elentra (<https://meded.utoronto.ca/>) via their UTORid login and password.

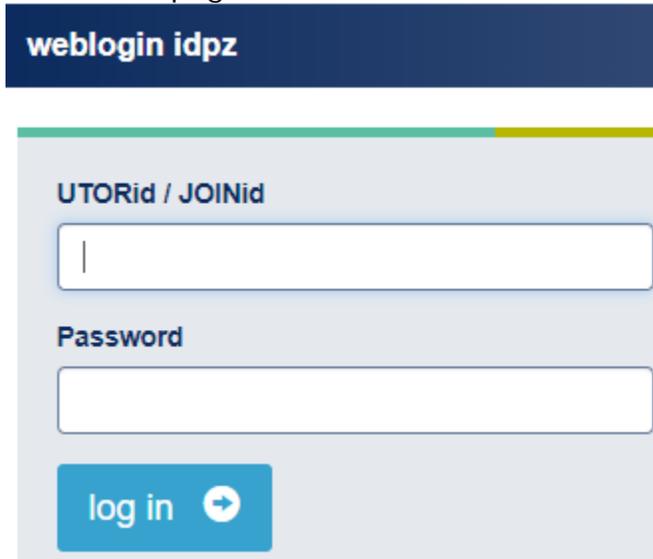
User guides are available via the PGME website - <http://cbme.postmd.utoronto.ca/u-of-t-cbme-faculty-resident-resources/references-resources/elentra-user-guides/>

To use the tool:

- 1.) **Plan** to assess a specific EPA prior to the in the moment observation.
- 2.) **Select and observe** the EPA.
- 3.) The supervisor **gives feedback** in person first, using the R2C2 model. For more information on the R2C2 model visit <https://www.psychiatry.utoronto.ca/cbd-resources>
- 4.) EPA completion is be done via Elentra using the UTORid of the resident or supervisor. You may use a phone, a computer or tablet.
- 5.) **Do supervisors have to assess in all associated EPA milestones?** At minimum, the supervisor needs to fill out the **OVERALL entrustment scale**. However, the individual can be assessed using the individual milestones.
 - If the resident is NOT entrustable, break it down into the milestones to find out where the resident can improve for the future.
 - Milestones do not need to be completed each time.
 - You may look to the milestones to help unpack the EPA if a resident is not Entrustable.

Elentra User Guide for Supervisors

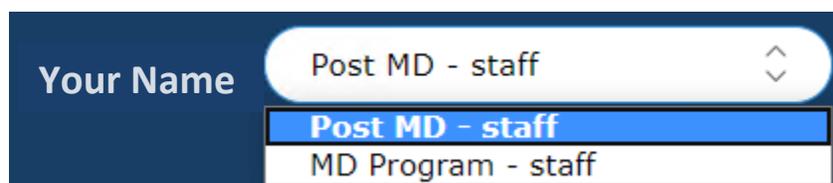
1. Go to the Elentra Website: <https://meded.utoronto.ca>
 - We recommend using the Google Chrome browser as it is the most compatible with Elentra.
2. To log in to Elentra, enter you UTORid and password and click "log in". You will be directed to the Elentra home page.



I don't remember my UTORid information (username/password). Please connect with Tammy (cbd.psych@utoronto.ca) for assistance.

Note: If you are involved with the MD Program curriculum, you may need to toggle between profiles.

- At the top of your screen, navigate to the **up and down arrow** in the white box beside your name, this box contains the organization (MD or PostMD) and your role in the organization (staff, student, faculty)



Users can toggle back and forth between their different roles to access different programs or learners to complete appropriate assessments or carry out any other functions in the system without having to log out and log back in.

3. To start an assessment, select 'Start Assessment'. This option appears in the navigation menu at the top of your browser or as a red button.

TASKS & RESULTS

START ASSESSMENT

Start Assessment

or

Elentra User Guide for Supervisors

4. Select the **"On Demand Workflow"**. In most cases, you will see **"Entrustable Professional Activity (EPA)"**. If you would like to complete a non-EPA assessment (Encounter Form), Note to File, or another assessment form type, please select "Other Assessment Form".
 - If using the resident's account, you will have to search for the appropriate assessor (supervisor).
 - **Can't find an assessor?** Add an assessor by entering their first and last name and email address. Once an assessor has been added, they will always appear in the list.
 - If using the supervisor's account, type in the resident's (assessee) name into the search box to narrow down the list. Once you find the resident's name, select for it by clicking on the circle.
 - The Program field will auto populate based on the selected resident.
 - Note: if you are completing an EPA for a PGY1 resident, you will see "Psychiatry"; if you are working with a PGY2, 3 or pilot 4 resident, you will see "Psychiatry – Pilot".
5. Select the **"Date of Encounter"** and **"EPA"** you are assessing. Once an EPA has been selected, a list of Assessment Tools associated with that EPA will appear.

- For the most part, most of our EPAs only compromise of only one tool.
- If an EPA has multiple parts associated with it, you will see Part A and Part B. Select the appropriate tool.

Select **"Start Assessment"** to initiate the assessment via the selected assessment method.

EPAs with multiple parts:
COD6- A & C
COD7- A & B
TTP1- A & B
TTP3- A, B, C



6. Elentra has two **assessment methods**

Option 1: **Complete Now**: Supervisors will only see this method.

- This is the preferred method and can be done when the resident and assessor are in the same room.
 - i. Follow the prompts for information.
 - ii. Residents can be assessed using the individual milestones.
 - If the resident is NOT entrustable, break it down into the milestones to find out where the resident can improve for the future.
 - **Milestones do not need to be completed each time.**
 - You may look to the milestones to help unpack the EPA if a resident is not Entrustable.
 - iii. Tick off the appropriate rating in the **OVERALL entrustment scale**.

Elentra User Guide for Supervisors

- iv. Narrative feedback – this is **often the most important and meaningful part. Be specific and constructive.**

★TIP! If using a mobile device, click the microphone icon and dictate your feedback.

- v. Once all sections have been completed and reviewed, select the **“Submit”** button to submit the form.



If the form has been successfully completed, the following message will appear:

Successfully completed the form. You will now be redirected to the Dashboard. This will happen automatically in 5 seconds or [click here](#) to continue.

Option 2: **Complete and Confirm:** Available to residents only.

- Residents can trigger an EPA to be sent to their supervisor for completion. This is a good option for virtual supervision or if a supervisor is called away for an emergency.
- **Residents are responsible for completing all demographic information** (site, setting, type of case/procedure, patient demographic, and complexity level of case) **and an assessment cue** to help the assessor remember the case/patient the EPA is for.
- Supervisors will be sent an email with a link to the specific EPA and have 48 hours to complete:

- vi. overall entrustment scale, and if necessary the milestones

- vii. Narrative feedback – this is **often the most important and meaningful part. Be specific and constructive.**

★TIP! If using a mobile device, click the microphone icon and dictate your feedback.

- viii. Once all sections have been completed and reviewed, select the **“Submit”** button to submit the form.



If the form has been successfully completed, the following message will appear:

Successfully completed the form. You will now be redirected to the Dashboard. This will happen automatically in 5 seconds or [click here](#) to continue.