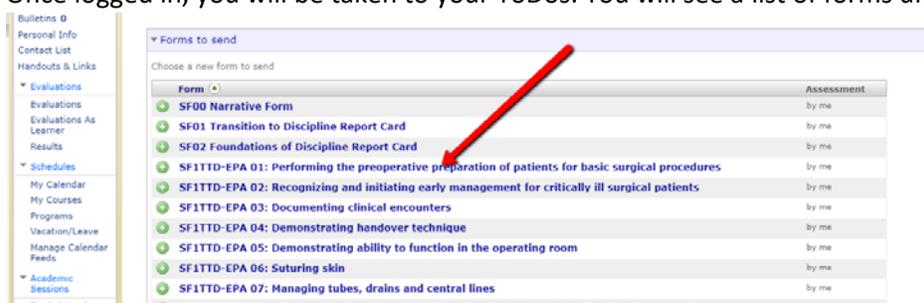


Faculty and CBME: Triggering EPA forms

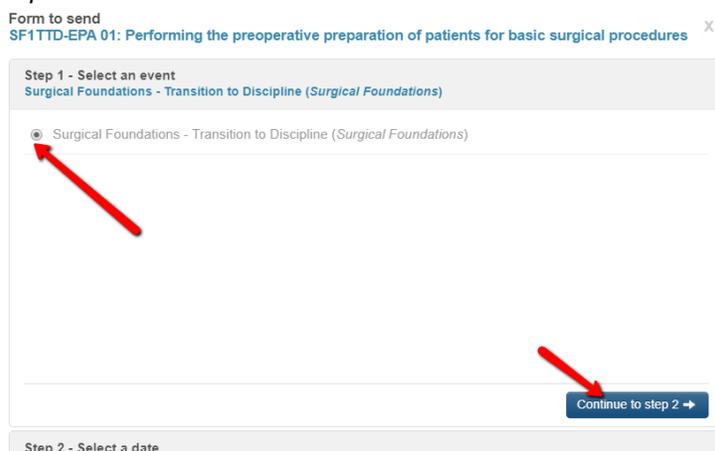
Please find instructions below on how you as a faculty member can trigger forms to evaluate residents on their performance on a particular EPA. There are instructions for accessing one45 from a browser on your computer, reviewing evaluations you completed in the past, and instructions for using the one45 app.

Using one45 on your computer to trigger forms

1. Log into one45 at <https://one45.med.dal.ca> and proceed to step 2. If you do not remember your username and password for one45, you can request a password reset from the log in page using these instructions:
 - a. Navigate to <https://one45.med.dal.ca>
 - b. Click *Need help logging in?*
 - c. Enter the email address associated with your one45 account (the email address you receive one45 alerts in).
 - d. Click *Send email reminder*.
2. Once logged in, you will be taken to your Todos. You will see a list of forms under *Forms to send*.



3. If you have the option, pick which rotation you observed or participated in the EPA you are now assessing the resident on. However, many departments run their EPA forms off of rotations based on CBME stage. If this is the case, a default will be automatically selected, as seen below. Click *Continue to step 2*.



- Specify the date the EPA was assessed. Click *Continue to step 3*.

Form to send
SF11TD-EPA 01: Performing the preoperative preparation of patients for basic surgical procedures

Step 1 - Select an event
Surgical Foundations - Transition to Discipline (Surgical Foundations)

Step 2 - Select a date
Jun 04, 2019

Jun 04, 2019

Jun 2019

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today Done

Back to step 1 Continue to step 3

- Search for the resident you are looking for, check their name, and click *Send form*.

Step 3 - Choose who you will be assessing
Parton, Dolly the Resident (resident) show selections

Pick from suggestions or dolly Last name Search

From search:

Select: all none

Parton, Dolly the Resident (resident)

Back to step 2 Send form

- The form will now show up in your ToDos, ready to complete. Click on it, fill out all the mandatory questions, and submit it as you would other forms.

DENCH, JUDI the unit head Attending

JUDI THE UNIT HEAD'S TO DOS: 46

Forms to send

Forms to complete (6)

Please fill in the forms you see here

Target	Activity	Program	Dates	Form	Contact
Zaur, Nirupa the Resident (PGY3) (due: Jul 5, 11:59pm)	NSurg2 Foundation of Discipline	Neurosurg Postgrad	Jun 21 /19	NS2FOD-EPA 09B: BURR HOLE (Logbook)	del Heather Munroe
Ballantine, R. Latasha the Resident (PGY3) (due: Jul 10, 11:59pm)	Surgical Foundations - Transition to Discipline	Surgical Foundations	Jun 4 /19	SF11TD-EPA 01: Performing the preoperative preparation of patients for basic surgical procedures	del Sheila Reid
MacDonald, Barry the Resident (PGY1)	02 - Foundations of Discipline (Otolaryngology)	Workshop - CBME	Mar 21 /19	SAMPLE FORM: Oto-HNS2 POD 1: Initial Clinical Assessment	del
Sutherland, Ashley Ellen (OES)	Dermatology VG	Derm Postgrad	Jan 1 /19 - Mar 31 /19	Dermatology Year 3 ITER - PGY 5 (rev. July 2018)	del Katie

- To look at forms you have completed previously, click *Evaluations*. (In the image below, note you may not have *Evaluations as Learner* as an option if you never used Dal's one45 in your residency).

DENCH, JUDI the unit head Attending

JUDI THE UNIT HEAD'S TO DOS: 46

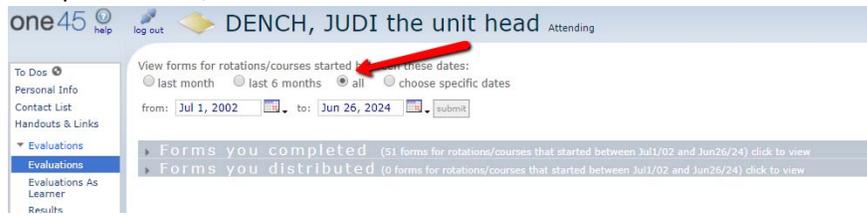
Forms to send

Forms to complete (6)

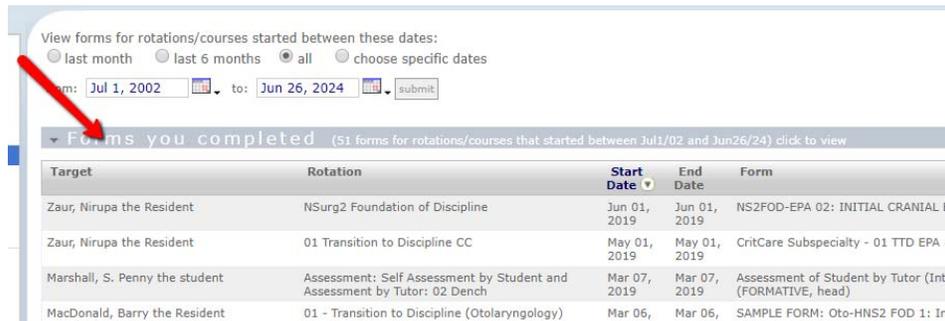
Please fill in the forms you see here

Target	Activity	Program
Zaur, Nirupa the Resident (PGY3) (due: Jul 5, 11:59pm)	NSurg2 Foundation of Discipline	Neurosurg Postgrad

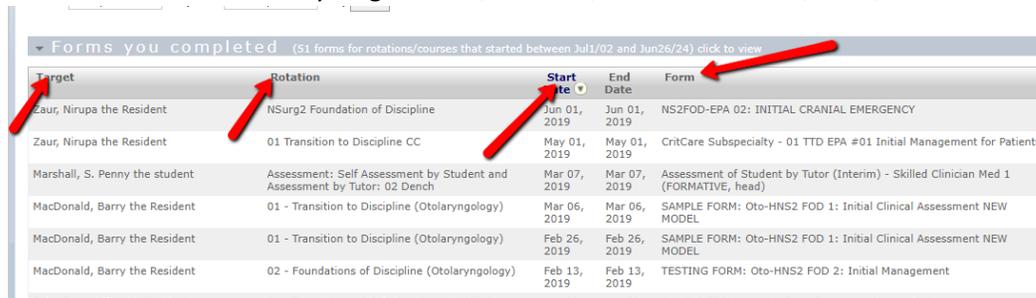
- For quick results, click **all**.



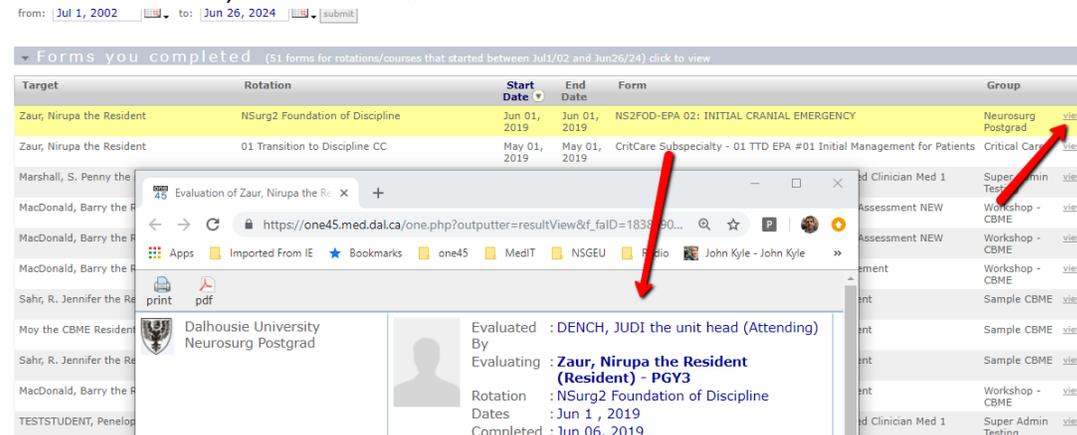
- Click the bar **Forms you completed**. You will now see all the forms you have completed on residents and students.



- You can sort the results by target name, rotation, start or end date, form, etc.



- To view each form, click the **view** link at the end of each row.



Using the one45 app to trigger and complete forms

1. Download the one45 app here:

- a. Apple: <https://apps.apple.com/us/app/one45-mobile/id1062683272?ls=1>
- b. Android: <https://play.google.com/store/apps/details?id=com.one45.app&hl=en>

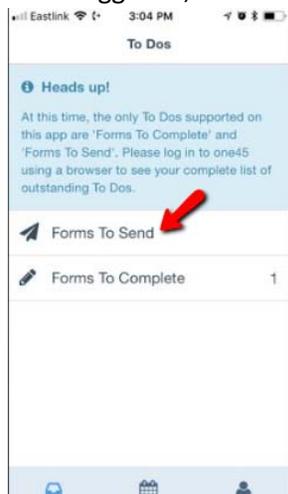
2. Open the one45 app and search for Dalhousie, then click *Next*.



3. Enter your one45 username and password. If you don't know it, click *Need help logging in?* and follow the directions (you will need the email address that is on file with your one45 account, the email you get one45 notifications to). Then click *Login*.



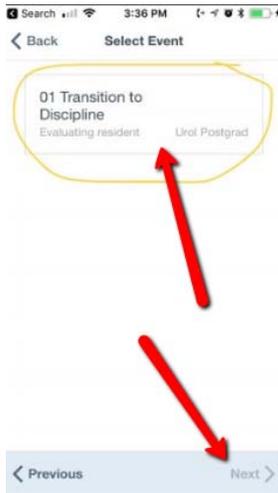
- Once logged in, click *Forms to Send* to trigger a form.



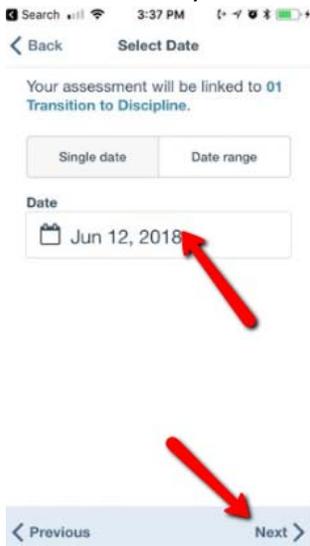
- A list will appear with a list of forms. Click the one you want to send to yourself to assess a resident.



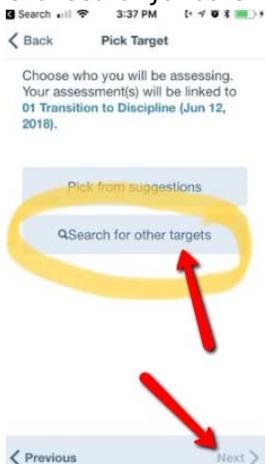
- Click the rotation in which you observed the resident performing the EPA. Note that many departments attach their EPA forms to rotations based on CBME stages ONLY so there might only be one rotation you can pick from. Click *Next* once you have selected the rotation.



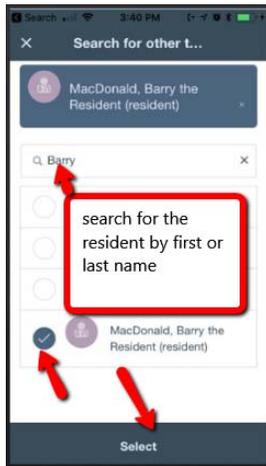
7. Select the date you observed the EPA and click *Next*.



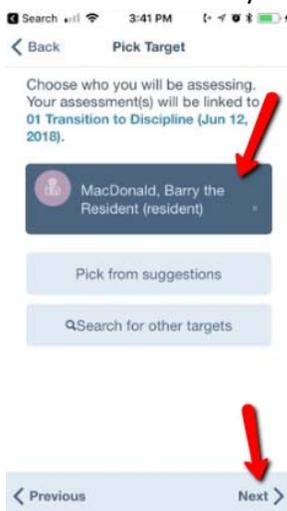
8. Click *Search for other targets* if the resident does not appear in a suggested list. Then click *Next*.



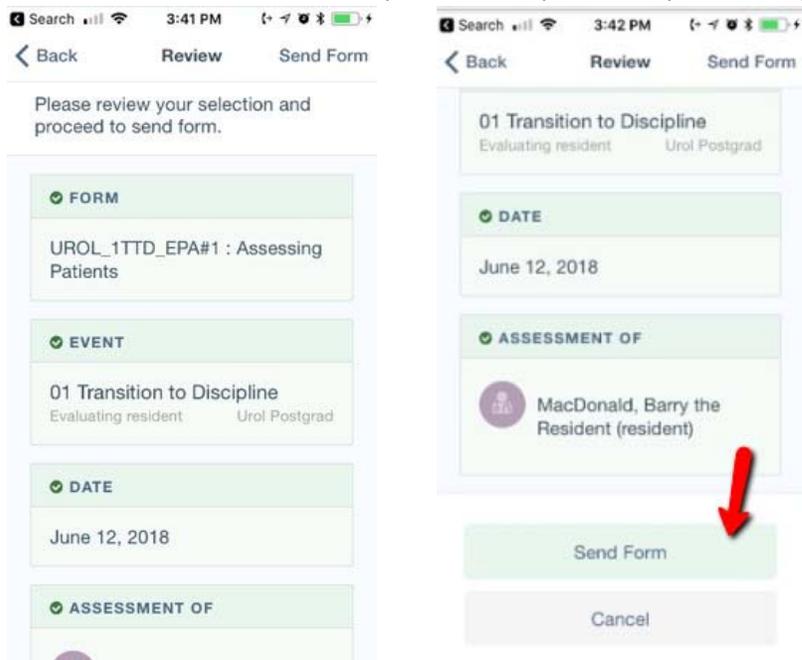
9. Next, search for the resident by first or last name. From the list that appears, check your resident's name and click *Select*.



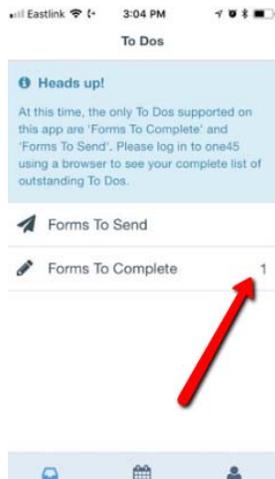
10. Ensure the resident you selected is listed then click *Next*.



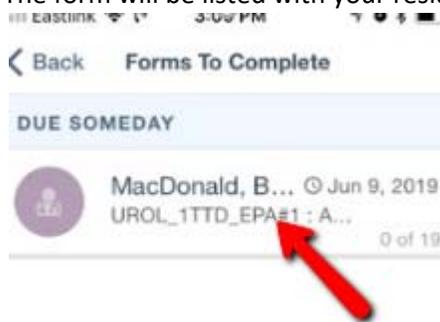
11. One45 will review the details of your form request with you. If everything is in order, click *Send Form*.



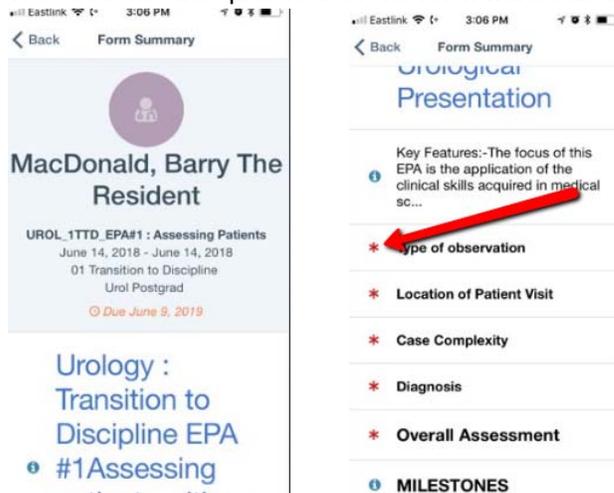
12. You will now see a form in *Forms to Complete*. Click *Forms to Complete* to fill out your form.



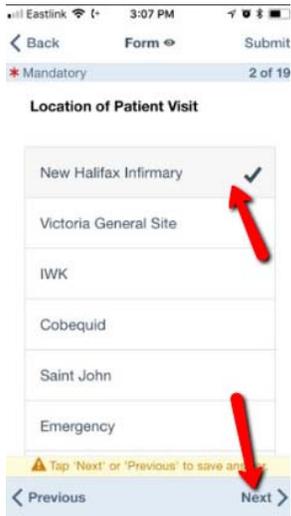
13. The form will be listed with your resident's name. Click the form to open it.



14. The sections and questions of the form will be listed. Mandatory sections will be marked by a red star.



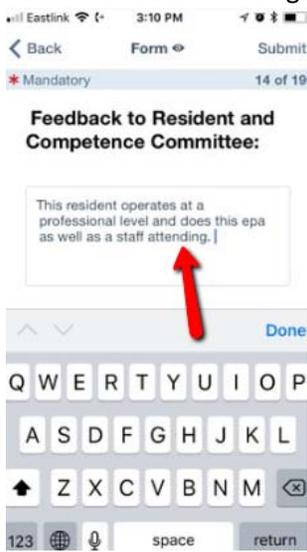
15. When you answer a question, a checkmark will appear by the answer. Click next if you need to advance to the next question. Everytime you answer a question, it is saved in case you lose wireless access or have to turn off your phone. You can return to it later.



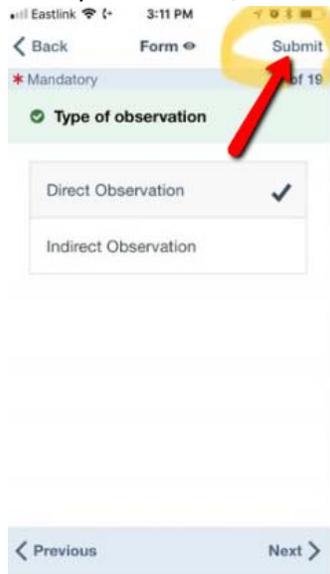
16. If you need to go to a previous question, click *Back* or *Previous*. When you encounter a heading, click *Next* to advance.



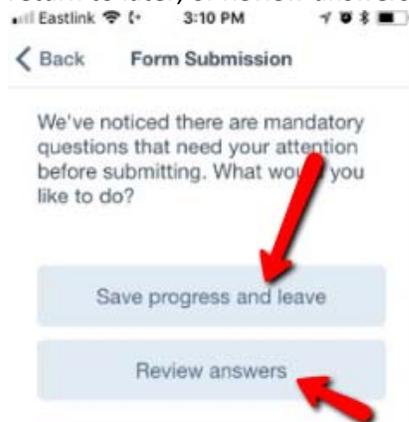
17. Narrative feedback will go in boxes in the form.



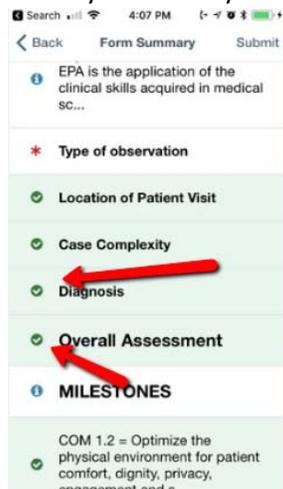
18. Once you are done, click *Submit*.



19. If you missed any mandatory questions, it will ask if you wish to *Save progress and leave*, for you to return to later, or *Review answers* to answer the incomplete questions and submit.



20. When you review your answers, you can see which questions have been unanswered with a red star:



21. Once you answer the questions, you can submit and your form will now be sent to the resident.

