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*



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

Form to send SF1TTD-EPA 01: Performing the preoperative preparation of patients for basic surgical procedures Step 1 - Select an event s - Transition to Discipline (Surgical Foundations) Step 2 - Select a date Jun 04, 2019 Jun 04, 2019 🛛 🛃 🕊 . 0 O Jun • 2019 Su Mo Tu We Th Fr Sa 26 27 28 29 30 31 1 2 3 4 9 10 11 12 13 14 15 16 17 18 19 20 21 22
 23
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 30
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 Today Done Back to step 1

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

Pick from suggestions	or	dolly	Last name	Cearch
rom search:				ь
Select: all none			Ľ	
Parton, Doll	y the f	Resident (resident)		
C				

6. 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.

DENC	H, JUDI the unit head	Attending				Choose eDossier to View -		
help To Dos 46 Personal Info	JUDI THE UNIT HEAD'S TO	DOS: 46 expand all	collapse all					
Contact List Handouts & Links	Forms to send	_						
Evaluations	 Forms to complete (6) 							
Evaluations	Please fill in the forms you see here							
Evaluations As Learner	Target	Act ty	Program	Dates 💌	Form			Contact
Results	Zaur, Nirupa the Resident (PGY3) (due: Jul 5, 11:59pm)	urg2 Foundation of Discipline	Neurosurg Postgrad	Jun 21 /19	NS2FOD-EPA 09B: BURR HOL	E (Logbook)	<u>del</u>	Heather Munroe
My Calendar	Ballantine, R. Latasha the Resident (PGY3) (due: Jul 10, 11:59pm)	Surgical Foundations - Transition to Discipline	Surgical Foundations	Jun 4 /19	SF1TTD-EPA 01: Performing t of patients for basic surgical p	he preoperative preparation rocedures	del	Sheila Reid
Curriculum Calendar	MacDonald, Barry the Resident	02 - Foundations of Discipline (Otolaryngology)	Workshop - CBME	Mar 21/19	SAMPLE FORM: Oto-HNS2 FOI Assessment	D 1: Initial Clinical	del	#
My Courses	Sutherland, Ashley Ellen (DE5)	Dermatology VG	Derm Postorad	Jan 1 /19 -	Dermatology Year 3 ITER - PG	iY 5 (rev. July 2018)	del	Katie

7. 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).

DENC	H, JUDI the unit head	Attending	
help			
To Dos 46	JUDI THE UNIT HEAD'S TO	DOS: 46 expand a	I collanse all
Personal Info	Section Contraction	5551 10 <u>544144</u>	
Contact List Handouts & Links	Forms to send		
 Evaluations 	* Forms to complete (6)		
Evaluations	Please fill in the forms you see here		
Evaluations As Learner	Target	Activity	Program
Results	Zaur, Nirupa the Resident (PGY3) (due: Jul 5, 11:59pm)	NSurg2 Foundation of Discipline	Neurosurg Postgrad

8. For quick results, click *all*.



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

last month last 6 months	all Choose specific dates Jun 26, 2024 submit			
→ Forms you compl Target	eted (51 forms for rotations/courses that started Rotation	between Jul1 Start Date 💽	/02 and Ju End Date	n26/24) didc to view Form
Zaur, Nirupa the Resident	NSurg2 Foundation of Discipline	Jun 01, 2019	Jun 01, 2019	NS2FOD-EPA 02: INITIAL CRANIAL
Zaur, Nirupa the Resident	01 Transition to Discipline CC	May 01, 2019	May 01, 2019	CritCare Subspecialty - 01 TTD EPA
Marshall, S. Penny the student	Assessment: Self Assessment by Student and Assessment by Tutor: 02 Dench	Mar 07, 2019	Mar 07, 2019	Assessment of Student by Tutor (In (FORMATIVE, head)

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

Target	Rotation		Start	End Date	Form
aur, Nirupa the Resident	NSurg2 Foun	dation of Discipline	Jun 01, 2019	Jun 01, 2019	NS2FOD-EPA 02: INITIAL CRANIAL EMERGENCY
aur, Nirupa the Resident	01 Transition	to Discipline CC	May 01, 2019	May 01, 2019	CritCare Subspecialty - 01 TTD EPA #01 Initial Management for Patient
larshall, S. Penny the student	Assessment: Assessment b	Self Assessment by Student and y Tutor: 02 Dench	Mar 07, 2019	Mar 07, 2019	Assessment of Student by Tutor (Interim) - Skilled Clinician Med 1 (FORMATIVE, head)
lacDonald, Barry the Resident	01 - Transitio	n to Discipline (Otolaryngology)	Mar 06, 2019	Mar 06, 2019	SAMPLE FORM: Oto-HNS2 FOD 1: Initial Clinical Assessment NEW MODEL
lacDonald, Barry the Resident	01 - Transitio	n to Discipline (Otolaryngology)	Feb 26, 2019	Feb 26, 2019	SAMPLE FORM: Oto-HNS2 FOD 1: Initial Clinical Assessment NEW MODEL
lacDonald, Barry the Resident	02 - Foundati	ons of Discipline (Otolaryngology	Feb 13, 2019	Feb 13, 2019	TESTING FORM: Oto-HNS2 FOD 2: Initial Management

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

from: Jul 1, 2002 to: Jun 26, 2024 us subm



Using the one45 app to trigger and complete forms

- 1. Download the one45 app here:
 - a. Apple: <u>https://apps.apple.com/us/app/one45-mobile/id1062683272?ls=1</u>
 - 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*.



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



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



6. 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.

Search III	> 3:36 PM (+ -7 ♥ ¥ ■ -) Select Event
01 Tran Disciplin	sition to
Evaluating	g resident Urot Postgrad
	N
Previous	Next >

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.



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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



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



18. Once you are done, click Submit.

Back	Form 🛛	Submit
Mandatory		bf 19
🛛 Туре о	f observation	
Direct C	bservation	~
Indirect	Observation	

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.

