

# How to View Trainee Progress – Competence Committee Review Dashboard

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Target Audience: Program Directors, Academic Coaches, Competence Committee Members, Trainees

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## ROYAL COLLEGE COMPETENCE COMMITTEE REVIEW DASHBOARD

The Competence Committee Review Dashboard is intended to help programs facilitate their Competence Committee reviews by outlining the requirements of each review, assigning a responsible person to each step, and keeping relevant documentation in a centralized space. This document outlines the steps for faculty and trainees to efficiently use the review dashboard.

### PROGRAM SETUP

For each competence committee review the trainee will undergo, the program administrator will setup the review in the trainee’s Review Dashboard tab. Reviews will appear in order of most recent to oldest and users can click the header of the review to expand and collapse the details of the different reviews to view details.

### REVIEW DASHBOARD

All the steps required as part of the review will be listed with the appropriate person responsible for each step assigned (ie. Academic coach, trainee, etc) and any template files that might be required for each step.

Check to see which requirement you are responsible for. If there is a template file assigned, click on the template to download it. Once it’s open, save it to your computer. Fill in the required details of the template and save it again.

Sequence #	Requirement	Responsible for Requirement	Template Files	Files	Due Date	Step Complete	Last Updated
1	Resident Quarterly Learning Plan	Trainee	Trainee Quarterly Learning Plan_Fillable.pdf		04-Jan-2021	<input type="checkbox"/>	10-Jan-2021
2	Academic Week Accountability Document	Trainee	Academic Week Accountability document (1).doc		04-Jan-2021	<input type="checkbox"/>	10-Jan-2021
3	Resident Reflection Document (S:JH Night Call)	Trainee	S:JH_Night_Shift_Reflection_on_Clinical_Practice_Fillable_Save.pdf		04-Jan-2021	<input type="checkbox"/>	10-Jan-2021
4	Academic Coach Quarterly Review	Academic Coach	Quarterly Academic Coach Review_Fillable.pdf			<input type="checkbox"/>	
5	Academic Coach Secondary Review Form	Academic Coach	Quarterly Secondary Review Form (002)_Fillable.pdf			<input type="checkbox"/>	
6	Competency Committee Letter	Administrator				<input type="checkbox"/>	

To upload your completed template file, click on the requirement the file will be uploaded for. A dialogue box will appear where you can click to upload the file from your computer or drag and drop the file from your computer. Check off that the step is complete and click Save.

Note: Trainees can only upload/modify documents for requirements they are assigned to. All other requirements and documents will be read only.

The screenshot shows a table of requirements for the '2nd Quarter Review, Period: Sept. 11, 2020 - Jan. 11, 2021'. A dialog box titled 'Requirement' is open for 'Resident Reflection Document (SJH Night Call)'. The dialog box contains the following fields:

- Requirement\*: Resident Reflection Document (SJH Night Call)
- Responsible for Requirement\*: Trainee
- Due Date: 04-Jan-2021
- Sequence #: 3
- Step Complete: YES (toggle)
- Template Files: S:\JH\_Night\_S... (file icon)
- Files: Drop files or click to upload (file icon) Alenazy\_SJH\_Reflection\_Document\_... X

Red annotations on the screenshot include:

- 1) To upload a completed file to a requirement, click on the appropriate requirement and a new dialogue box will appear
- 2) Drag and drop your file here or click in the box to upload the file from your computer. Update the 'Step Complete' toggle to 'YES' to indicate this step is now complete
- 3) SAVE! (pointing to the Save button)

If a document needs to be updated, simply click on the requirement again and replace the old file with the new one and save again.

In addition to housing files related to the review process, the Review Dashboard will track meeting details such as meeting date, purpose of the meeting, outcome of the meeting and date decisions are ratified by the Residency Program Committee (RPC).

The screenshot shows a form for tracking meeting details with the following fields:

- Meeting Date: 22-Jan-2021
- Date Decision Ratified: 10-Feb-2021
- Overall Status: Progressing as expected on schedule
- Purpose of Meeting: Regular review
- Outcome of Meeting: Stay in current stage
- Promotion: N/A
- Comments: (text area)

## QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)