

# HOW TO VIEW TRAINEE PROGRESS - GENERATING A LEARNER SUMMARY REPORT

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TARGET AUDIENCE: PROGRAM DIRECTORS, ADMINISTRATORS, ACADEMIC COACHES AND COMPETENCE COMMITTEE MEMBERS

Updated January 14, 2021

1. Once you have accessed the trainee’s CBME dashboard who you would like to run a learner summary report for, go to the Summary Report tab and enter the details for that you wish to be displayed in the report.

Critical Care Medicine - CCM-A (effective July 1, 2019)

Learner: [Redacted]  
Start Date: 01-Jul-2020  
Current Stage: Stage 2 - Foundations of Discipline

Details EPAs Supporting Documentation Reflection Documentation Assessments Program Evaluations Events Activities **Summary Report** Review Dashboard

Summary Report Settings

Start Date: 01-Sep-2020 *This report will pull in all forms completed from Sep 1 - Dec 31, 2020*

End Date: 31-Dec-2020

Stage:  Stage 1 - Transition to Discipline  Stage 2 - Foundations of Discipline  Stage 3 - Core of Discipline  Stage 4 - Transition to Practice *Select one or more stages to that you want to view EPA progress for*

EPA:  Summary  Milestones  Comments *Select all three of these options to get a full summary of the EPA assessment scores and comments*

Narrative:  All Form 4 Narrative Observations

ITERS/WBAs:  All ITERS and WBAs

Activities:  All activities/procedures logged in the Activity Log

Attendance:  Overall Attendance Status

*Generate* *Clear*

2. The learner summary report will generate the data for the selections made above and the option to export the learner summary report to pdf is available.
3. See the guide for ‘Sample Learner Summary Report’ to view an example of the report.

## QUESTIONS?

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