

POSTGRADUATE MEDICAL EDUCATION SCHULICH SCHOOL OF MEDICINE AND DENTISTRY

ASSESSMENT DATA SECURITY POLICY

Approved by PGME Committee: June 11, 2025

Approved by JSC: November 21, 2025

Date of Next Scheduled Review: 2028

Definitions

Academic Advisors: Also known as mentors, faculty advisors, or tutors within the various online evaluation platforms.

Assessment Methods: Tools used to evaluate postgraduate medical trainees, including Entrustable Professional Activities (EPAs), In-Training Evaluation Reports (ITERs), and other competency-based assessments.

Online Evaluation Platforms: Learning management systems used to facilitate assessments, such as Elentra and One45, for the majority of the postgraduate accredited training programs.

Policies

- [Royal College CBD Guidance Document: Best practices in maintaining security of CBD assessment Data](#)
- [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)
- [UWO Guidelines on Access to Information & Protection of Privacy \(MAPP 1.23\)](#)

Purpose

This policy provides guidance on protecting the privacy and security of postgraduate medical education trainees' assessment data.

Scope

This policy applies to all postgraduate medical education (PGME) training programs at the Schulich School of Medicine and Dentistry, Western University. PGME training programs include residency programs, area of focused competence (AFC), and clinical fellowships.

Protection of personal privacy is a principle of the Ontario [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#). Trainee assessment data is personal information and falls under the requirements of this act. This policy does not supersede the requirements of FIPPA. Programs may choose to use alternative online evaluation platform systems outside of those identified in this document; the same policy applies to protecting the privacy and security of evaluation and assessment data.

Policy Statements

- Access to electronic resident assessment data requires a unique username and password. Passwords must not be shared.
- Sharing of electronic assessment data must use secure university-approved channels supported by Western University and/or its affiliated hospitals (e.g., Microsoft OneDrive and Teams). Only individuals with essential roles (e.g., residents, academic advisors, Competence Committee members, program administrators etc.) shall have access to assessment data.
 - Postgraduate training programs are responsible for maintaining updated access lists to trainee assessment data (e.g., Competence Committee membership, etc.)
 - Consent must be obtained from postgraduate learners for use of their assessment information beyond these essential roles, and for tasks such as program evaluation (e.g., Internal Reviews or site surveys), or for research purposes. Consent must include who is accessing/reviewing a learner's assessment data and for what purpose.
- Any printed hard copy assessments must be stored in a physically secure location, with access limited to only those approved to view assessments. When a digital copy exists, hard copies must be securely destroyed.
- Downloading assessment material from online platforms must only be done from a secure device and private network. Downloaded documents must be deleted when no longer in use.
- In the event of a data security breach, applicable stakeholders (e.g., impacted trainees) will be notified.
- Assessment data should be securely stored for a length of time that is appropriate to the needs of the program, but for no less than eight years for accreditation purposes.

Learning Management Systems Access & Security Guidelines

Program Directors determine access to assessment reports within online evaluation platforms, including resident performance data and faculty completion reports where available. Reports should be accessed and shared responsibly to maintain confidentiality.

Evaluation and Assessment Reports and Default Access

Elentra & One45 Assessment Reports: Includes trainee evaluations, faculty evaluations, assessor statistics, rotation and learning event evaluations. Access is granted to Program Directors, Program Administrators, Schulich PGME Administration, and Schulich Information Services.

Raw Assessment Data Reports: Contains detailed assessment data for filtering and review. Access provided to Program Directors, Program Administrators, Faculty Advisors, Schulich PGME Administration, and Schulich Information Services.

Resident Assessment Summary Reports and Resident Milestone Summary Reports: Provides an overview of assessment completion and progress. Competence Committee Members and Competence By Design Leads have access, in addition to Program Directors and Program Administrators.

Maintenance of Access

For One45, access will be phased out after June 30, 2025, with tiered limited access in the following academic year. Schulich PGME will administer sole primary access thereafter.

Program Directors or Administrators (upon approval from Schulich PGME Administration) can grant additional access based on role-specific needs, ensuring that access lists remain current as roles change. Residency programs must notify Schulich PGME Administration to add, remove, or revise access as needed, ensuring only authorized individuals can review and download reports.

Data for all faculty appointed to the program: Program Administrators (PAs) have full capability to edit this faculty list in Elentra.