

POSTGRADUATE MEDICAL EDUCATION

SCHULICH SCHOOL OF MEDICINE AND DENTISTRY

ELENTRA REPORTS PORTAL ACCESS POLICY

Approved by PGME Committee: March 10, 2021

Approved by ECSC: April 9, 2021

Date of Next Scheduled Review: 2024

Definitions

Academic Advisors: Also known as mentors, faculty advisors, or, in Elentra, tutors

Entrustable Professional Activities (EPA): Authentic tasks of a discipline specific to each stage of training

Elentra: The learning management system used as the electronic platform for EPA assessment

Purpose

This policy provides guidance in the access to reports and accompanying data available within Elentra. Flexibility is provided for Program Directors to decide to whom access is granted to various data in Elentra including assessor statistics reports, raw EPA data reports, resident EPA details and summary reports, and resident milestone summary reports. These confidential reports are downloadable from Elentra and as a result access should be limited.

Scope

This policy applies to all postgraduate medical education (PGME) residency training programs that use Elentra at the Schulich School of Medicine and Dentistry, Western University.

Policy Statements

Reports and Default Access

Assessor Statistics Report

The Assessor Statistics report provides data on the completion of EPA assessments by faculty (not including data from pilot EPA assessments) and by residents. It includes data pertaining to the number of assessments that were requested vs completed, the length of time for completion of EPAs, entrustment scale distribution, and collated narrative feedback provided by the assessor.

By default, access to the following reports is granted to the following:

Data for all faculty appointed to the program: *(N.B.: Program Administrators (PAs) have full capability to edit this faculty list in Elentra as some programs have cross-appointed faculty.)*

- Program Director
- Program Administrator
- Schulich PGME Administration
- Schulich Information Services (IS)

Data for individual faculty:

- The individual faculty member

Data for all residents in a program:

- Program Director
- Program Administrator
- Schulich PGME Administration
- Schulich Information Services (IS)

Data for individual residents:

- The individual resident

Raw EPA Data Report

The Raw EPA Data report provides source data for EPA assessments that can be exported to Excel for further filtering. It includes all data available for each EPA assessment including, but not limited to, the EPA title, form type, assessor name, resident name, trigger method, encounter date, completed date, entrustment score, milestone scores, assessment cues, comments, and contextual variables.

By default, access to this report is granted to the following:

Data for all residents of the program:

- Program Director
- Program Administrator
- Faculty Advisors (for assigned residents only)
- Schulich PGME Administration
- Schulich IS

Data for individual residents:

- Residents

Resident EPA Details Report

The Resident EPA Details report provides granular data for EPAs including title, key features, assessment plan, number of requests vs completions, entrustment score, contextual variables, milestones, and comments.

By default, access to this report is granted to the following:

Data for all residents of the program:

- Program Director
- Program Administrator

- Competence Committee Members
- Competence by Design (CBD) Lead
- Faculty Advisors (for assigned residents only)
- Schulich PGME Administration
- Schulich IS

Data for individual residents:

- The individual resident

Resident EPA Summary Report

The Resident EPA Summary report provides high level data for EPAs including title, and number of requests vs completions. A link in this report leads to the Resident EPA Details report if further information is required.

By default, access to this report is granted to the following:

Data for all residents of the program:

- Program Director
- Program Administrator
- Competence Committee Members
- CBD Lead
- Faculty Advisors (for assigned residents only)
- Schulich PGME Administration
- Schulich IS

Data for individual residents:

- The individual resident

Resident Milestone Summary Report

The Resident Milestone Summary report provides assessment data for the milestones of each EPA.

By default, access to this report is granted to the following:

Data for all residents of the program:

- Program Director
- Program Administrator
- Competence Committee Members
- CBD Lead
- Faculty Advisors (for assigned residents only)
- Schulich PGME Administration
- Schulich IS

Data for individual residents:

- The individual resident

Additional Access Requests

To add additional access to any Elentra-based report, for individuals or groups, Program Directors have two options:

1. The Program Director, or designate, can download a report and share it with appropriate individuals. Of utmost importance is the protection of confidential data when downloading and sharing data.
2. The Program Administrator of a program can amend the Program Director, Competence Committee, or Academic Advisor member list with the program setup section of Elentra which will automatically update corresponding access to reports.

Maintenance of Access

It is the responsibility of each residency training program to maintain current lists of Competence Committee and Academic Advisor members in Elentra when individual roles change (e.g., a change to CC membership). This ensures that only those currently in positions requiring access are able to review and download reports.