Elentra Orientation and Training Guide For Phase 2 Learners

Purpose

The information within this document provides instructions on how to login to your Elentra account, log your Required Clinical Learning Experiences (RCLEs), complete your Direct Observation of Clinical Skills (DOCS), Speciality Enhancement Sessions (SES) and Clinical Academic Round (CAR) Assessment forms, and complete Faculty and Program Evaluation forms.

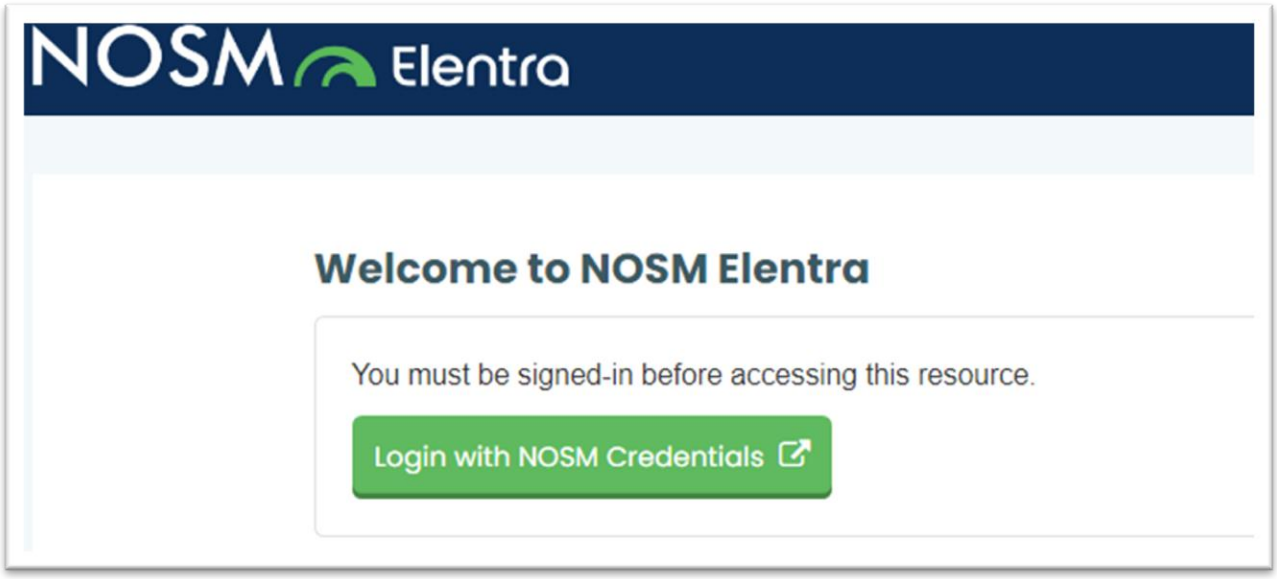
Elentra Support

If you have any general inquires using the Elentra software for completing forms, logging your RCLEs or technical issues, please email mmartyn@nosm.ca (Michael Martyn)

How to Access Elentra

You can access Elentra using a laptop, desktop PC or tablet. Please login using your NOSM username/password to access Elentra.

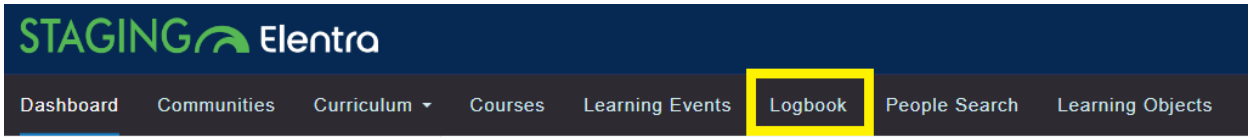
- ***Open your internet browser and go to the web address: https://elentra.nosm.ca***
- ***Click on the green "Login with NOSM Credentials"***



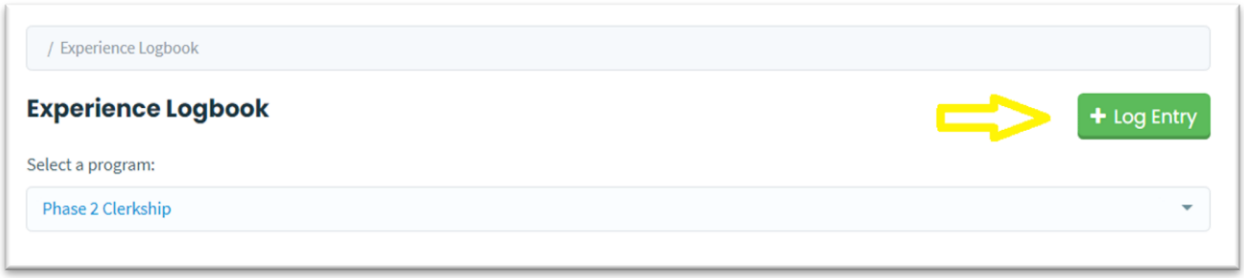
Logging your RCLEs

You can access your "Logbook" for documenting your clinical encounters for RCLEs.

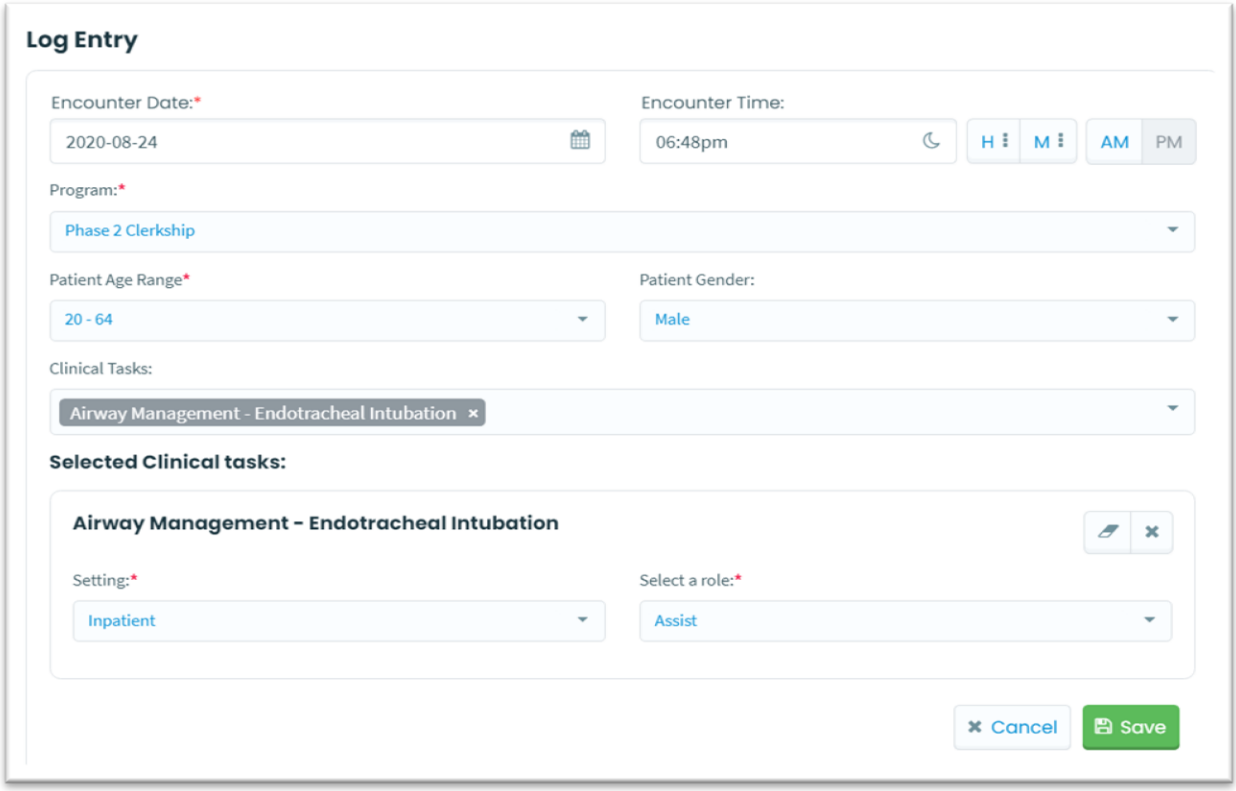
- ***Click on the "Logbook" link at the top of the page or menu bar***



- ***Click on the green "+Log Entry" button to begin documenting your encounter***

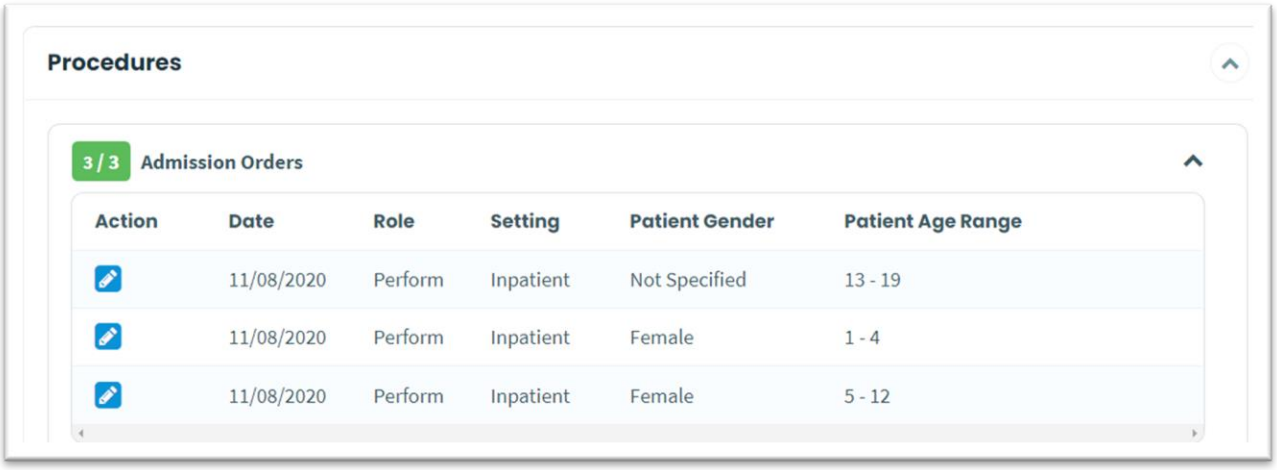


- ***Fill in the appropriate information, particularly the date of encounter, setting and role***



Reviewing Your RCLEs Progress

At the "Logbook" page, you can view all your RCLEs that have been completed or still outstanding. The RCLEs are grouped by discipline, as well as Theme (Theme 1 and 2), so that you can browse these RCLE categories individually (such as 'Procedures'). If necessary, you can also edit previous encounters.



- ***The "Logbook" keeps track of your progress within each category by percentage for an easy understanding of what encounters still need to be documented.***

- ***If you have reached your goal for a particular encounter, it will be highlighted in green.***

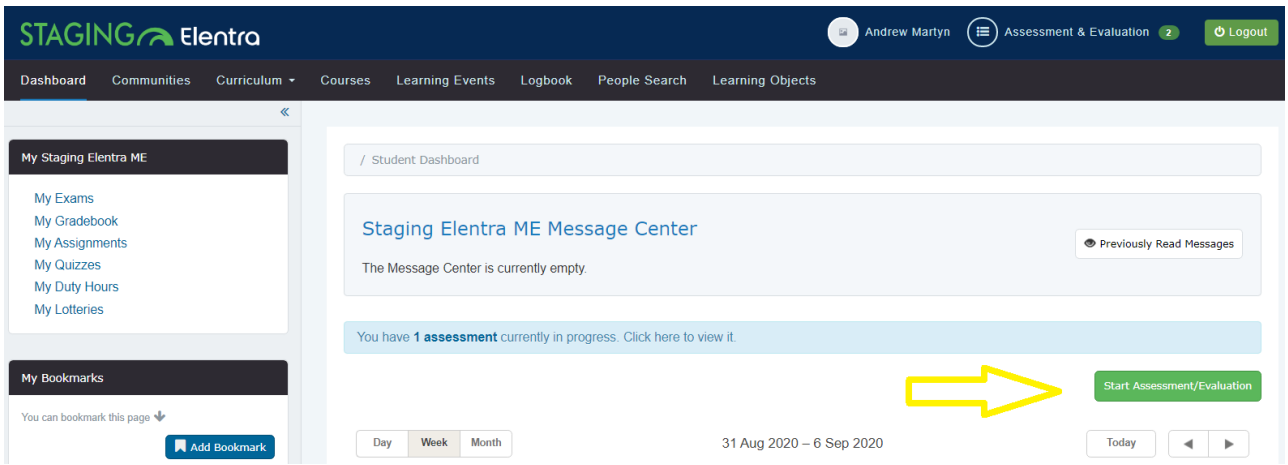
Submitting a DOCS or SES Assessment Form

For information on the approach and requirements for DOCS and SES, please review the Assessment Summary information on MyCurriculum. The following describes the process for submitting the associated assessment forms.

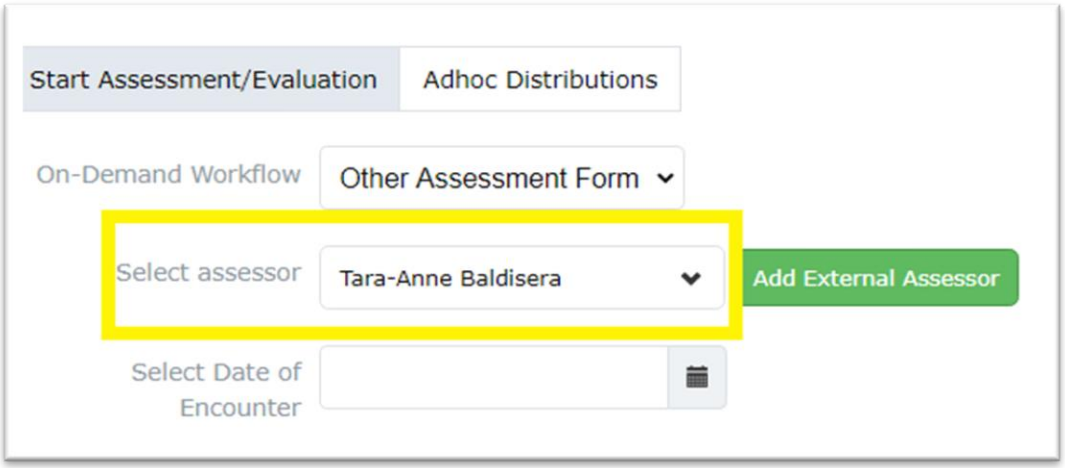
There are a few options you can use when submitting DOCS or SES Assessment forms.

(1) Distribute to your preceptor a blank assessment form for them to fill out during or after your encounter.
(2) Have the preceptor complete the assessment in Elentra online during or after your encounter, and then distribute the assessment to them for approval
(3) Have the preceptor complete the assessment in Elentra during or after your encounter, and then have them digitally sign off with a PIN
(4) Have your preceptor fill out a paper copy, which you will then transcribe it into Elentra afterwards and submit for approval

- ***Login to Elentra and click on the "Start Assessment/Evaluation" button on your dashboard/homepage.***

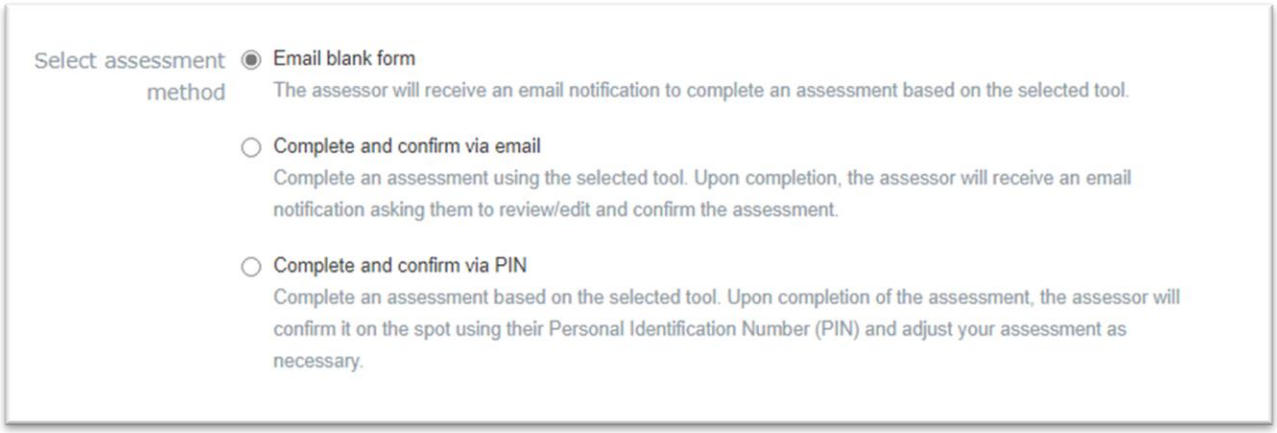


- ***Select your preceptor by searching for them in the drop-down box.***
- ***If your preceptor is missing from the list, click on "Add External Assessor" and enter their name and email address***
- ***Enter the date of your encounter***

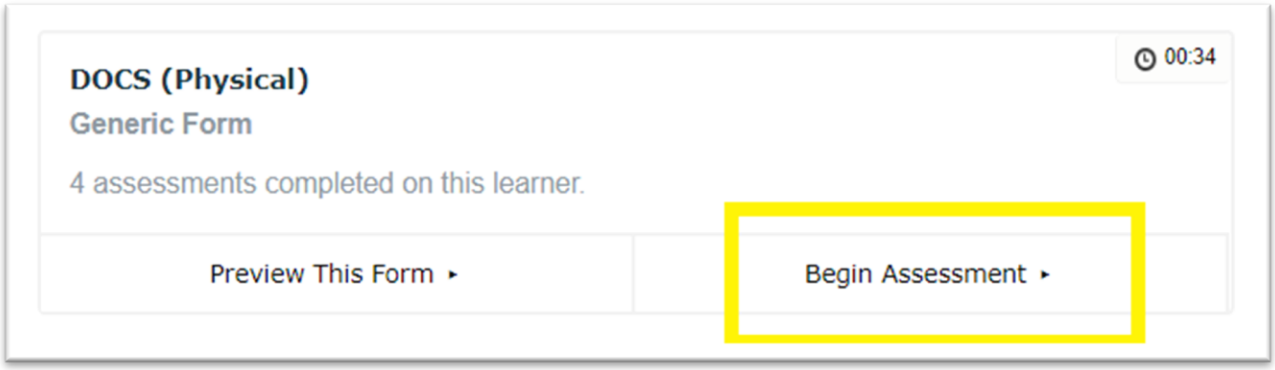


Depending on how you wish to submit your DOCS/SES Assessment form, you have 3 assessment methods to choose from. Please click on the radio button that matches your process for that experience.

- "Email blank form" sends your preceptor a blank form for them to fill out during or after the encounter
- "Complete and confirm via email" allows you to start the form from your account, then have the preceptor complete the form with you, and then sends them a copy of the completed form for their approval afterwards
- "Complete and confirm via PIN" allows you to start the form from your account, then have the preceptor complete the form with you, and then they can approve the form immediately with their own PIN (digital signature)
- For submitting a paper copy, once the preceptor has filled out the hard copy, please select "Complete and confirm via email" and transcribe the hard copy within Elentra and submit on their behalf. Hand-in the paper copy to your SAC, who will review the paper and online copy for approval



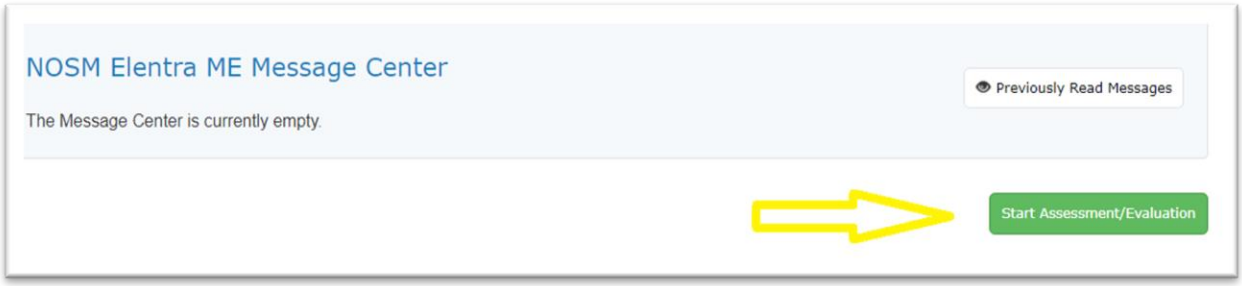
- ***Click on "Begin Assessment" on the DOCS/SES form you wish to submit***
- ***Fill out the form and click "Submit" button at the bottom of the online form***



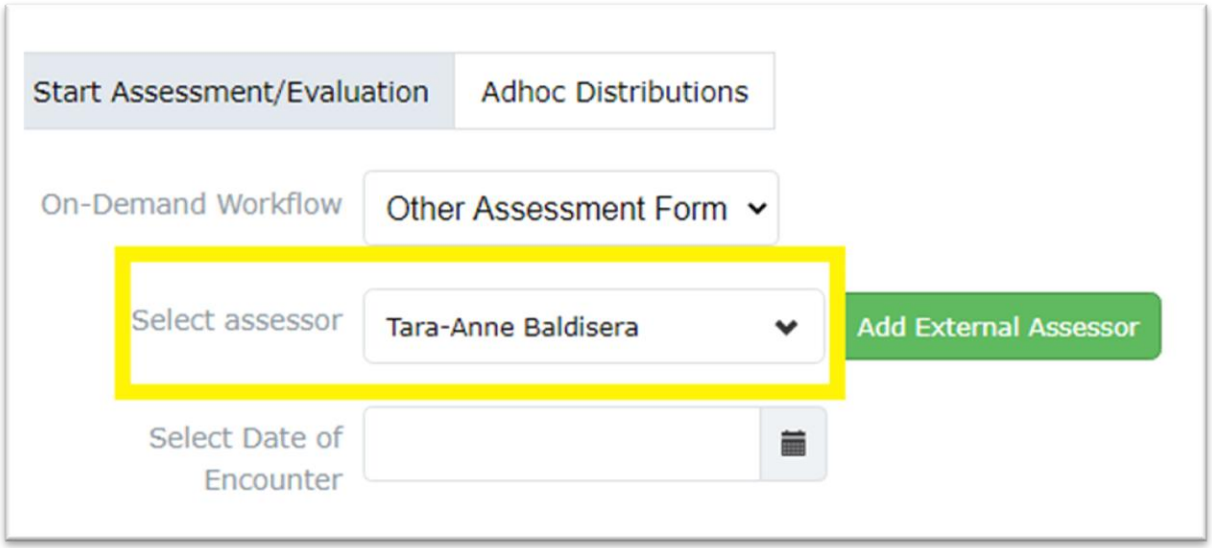
Sending a CAR Case Presentation Assessment Form

If you are the presenter for a particular CAR Case, you will be required to send the CAR Case Presentation Assessment form to your Preceptor. Please send this form prior to the date/time of your presentation.

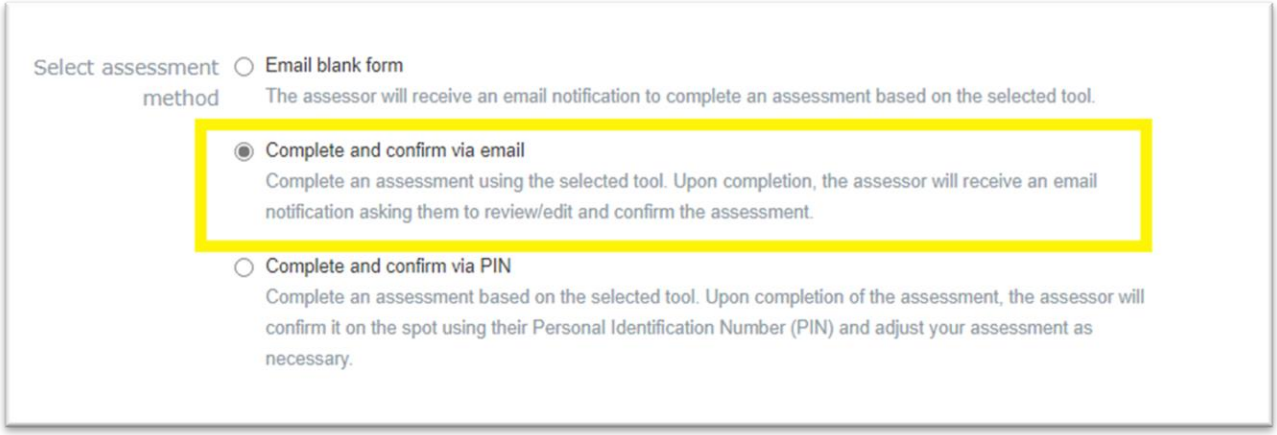
- ***Login to Elentra and click on the "Start Assessment/Evaluation" button on your dashboard/homepage.***



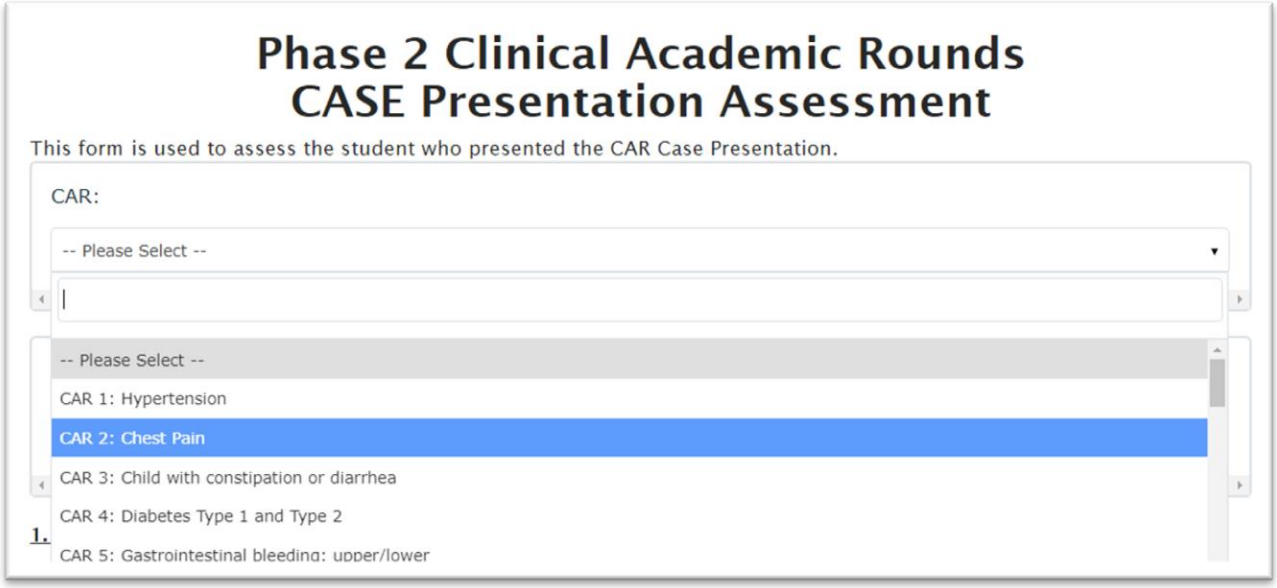
- ***Select your preceptor by searching for them in the drop-down box.***
- ***If your preceptor is missing from the list, click on "Add External Assessor" and enter their name and email address***
- ***Enter the date of your presentation***



- ***Click on "Complete and confirm via email" to begin submitting your CAR Assessment Form***



- ***Click on "Begin Assessment" on the CAR Case Presentation Assessment***
- ***Fill out the "CAR Topic" question and "Date of Assessment" question***
- ***Leave the remaining questions empty and click "Submit" button at the bottom of the online form***

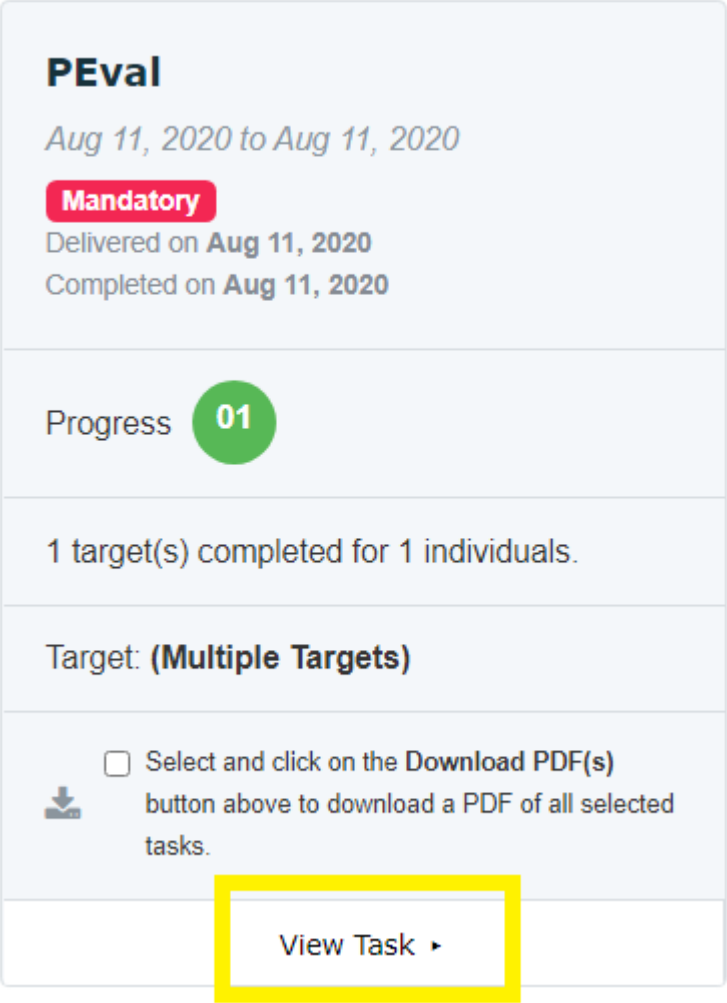


Completing a Program or Faculty Evaluation Form

You will receive the occasional Program or Faculty Evaluation to fill out online in Elentra.

- ***An email will be sent to your NOSM account that you have a new task to complete within Elentra***
- ***Login to Elentra and click on the Assessment & Evaluation link at the top of the page***

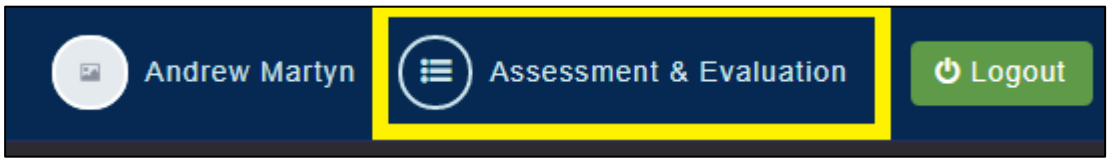
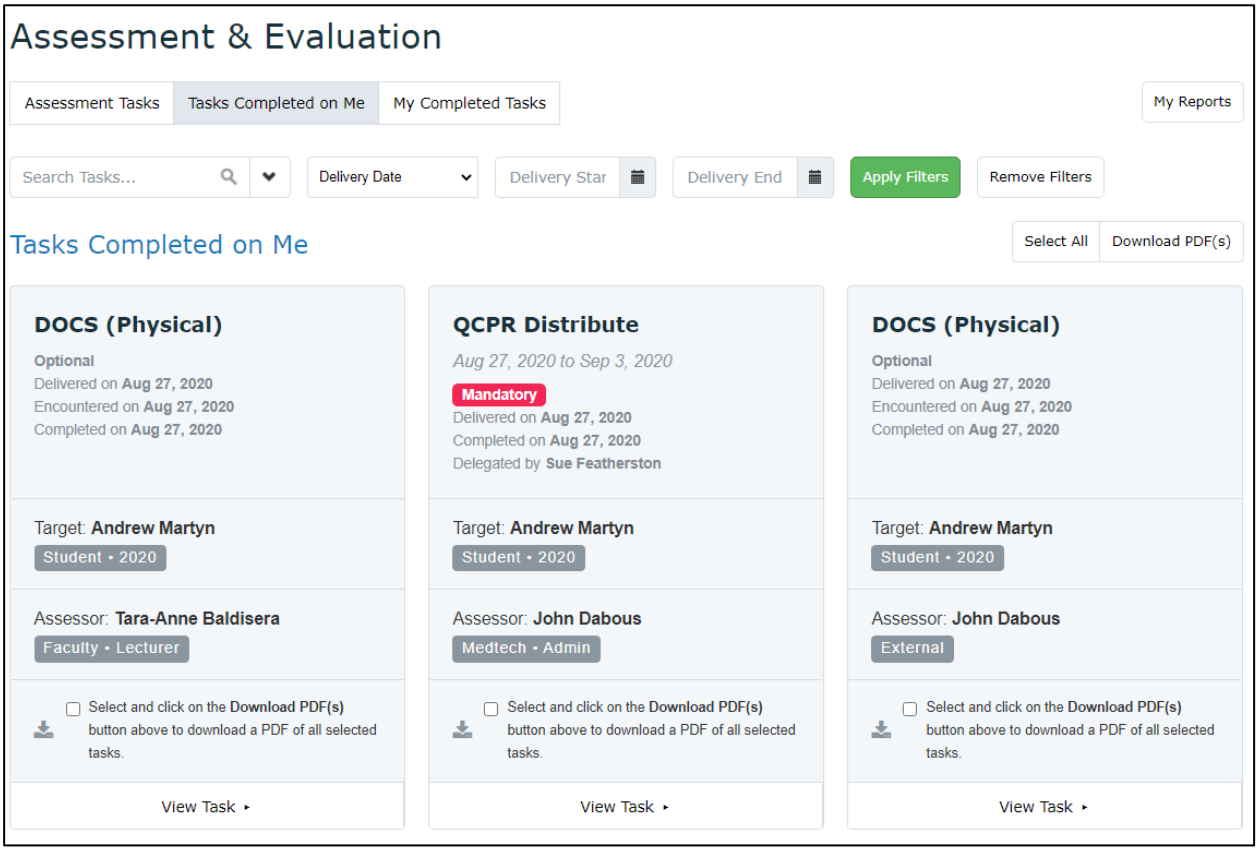
- ***Under "Assessment Tasks" you will find the form you need to fill out***
- ***Click on "View Task" to begin filling out the form***



Reviewing Your Completed Forms

You may view all your completed assessment and evaluation forms within Elentra.

- ***Click on the "Assessment & Evaluation" link at the top of the page***



- ***You can browse through the various filters and lists for evaluations you completed or assessments completed on you***