

What are they?

Electronic Field Notes (eFieldNotes) are co-created by the supervisor and resident during clinical teaching and form a record of residents' progress towards becoming competent family physicians, as well as supervisor feedback. eFieldNotes can be initiated by either the resident or supervisor.

Why use them?

Regular, documented feedback using field notes is a new accreditation requirement of the College of Family Physicians of Canada.

eFieldNotes allow:

- Residents to take ownership over their learning experiences.
- Residents to create their own portfolio of proficiencies and priorities for further learning based on their observed experiences.
- Residents and supervisors to collaboratively develop a digital record of teaching, learning, and performance.
- The creation of reports to track competency development and identify gaps in training and clinical experience.
- Storage and access of all field notes from a single location.

How do I log in?

Go to familymedicine.uottawa.ca/efieldnotes and click the button "Launch eFieldNotes (Residents)" or "Launch eFieldNotes (Supervisors/Preceptors)" based on your role. Enter your Faculty of Medicine username and password (the same one you use to log in to one45). If you can't remember your password, you can reset it [here](#). This will reset your Faculty of Medicine password for all applications.

I've forgotten my password. How do I reset it?

To reset your password, go to the [Log-in page](http://www.med.uottawa.ca/AccountAdmin/) (<http://www.med.uottawa.ca/AccountAdmin/>). This will reset your Faculty of Medicine password for all applications.

Where do I go to create an eFieldNote?

Click "Create" from the drop-down Field Notes Menu at the top left of the screen. To learn how to create an eFieldNote, watch the video tutorial on "How to create eFieldNotes".

Who can assess resident performance?

Only the supervisor can rate performance. This is a judgement call and is based on the supervisor's experience and insight. Supervisors are **strongly** encouraged to rate resident performance on **EVERY** field note; both overall and relative to the resident's level of training.

What does "flagging" an eFieldNote do?

Only supervisors can flag an eFieldNote. A flag allows supervisors to:

- **Bookmark eFieldNotes for easy retrieval at a later date.** You can search for eFieldNotes that have been flagged on the Access page.
- **Notify the resident's primary preceptor that an eFieldNote has been flagged.** Once the eFieldNote is signed off, an email will be sent automatically to the primary preceptor indicating an eFieldNote has been flagged for one of his/her residents.

A flag does not denote "good" or "bad". A supervisor may want to flag an eFieldNote due to exceptional performance or poor performance or any other reason.

To flag a field note, supervisors must check the box called "Flag", which can be found in the Notifications section towards the bottom of the eFieldNote. Supervisors can retire a flag once the eFieldNote has been signed off. They should comment as to why the flag was retired. A flag can only be retired once the eFieldNote has been signed off.

How do I let my resident/supervisor know that I have created an eFieldNote and require their input?

In order for your resident/supervisor to be able to see an eFieldNote you have created, you must "Share" it with them using the "Share" button at the top or bottom of your screen. The resident/supervisor will then receive an email notification requesting their input. The eFieldNote will appear on their "Dashboard" (Access page) once it is shared.

Shared eFieldNotes cannot be deleted and become part of the resident's permanent record.

How do I let my resident/supervisor know that I have made edits to an eFieldNote?

To notify your resident/supervisor that you have made edits to an eFieldNote that you would like them to review, click the "Share" button (see figure, above) at the top or bottom of your screen. The resident/supervisor will then receive an email notification. A red exclamation mark will also appear in the "Resident/Supervisor Updated" column of their "Dashboard" (Access page), indicating some action is required on their part.

What does it mean to "Sign Off" an eFieldNote?

Only supervisors can sign off an eFieldNote. Signing off indicates the eFieldNote has been completed. No further changes can be made once the eFieldNote is signed off.

How do I return to the main Dashboard?

Click "Access" from the drop-down Field Notes Menu at the top left of the screen to return to the "Dashboard" at any time.

What do exclamation marks on the Dashboard mean?

Exclamation marks in the column entitled "Resident/Supervisor Updated" indicate that the resident/supervisor has either edited or created a new eFieldNote, and that some action is required by you.

I am viewing an eFieldNote but can't make edits. How do I make edits to an eFieldNote?

To enter the edit mode, click "Edit Field Note" at the top or bottom of your screen.

How can I get a printer-friendly version of an eFieldNote?

For a printer-friendly version of an eFieldNote showing only the completed fields, open the eFieldNote you want to print and click on "Summary" at the top or bottom of your screen.

Where can I find a list of available reports for download?

Click "Reports" from the drop-down Field Notes Menu at the top left of the screen. Under "Report List", open the drop-down menu entitled "Name" to see a list of available reports.

I am a resident preparing for evaluation, or a supervisor preparing to write a Structured Progress Review (SPR) or ITER. What reports will help me?

You can generate a summary of the narrative comments in the eFieldNotes for the period of evaluation. Select the report type entitled "eFN - Resident-Supervisor Comments and Plan for Next

Steps". This shows resident and supervisor comments pertaining to what the resident did well, what they could have done differently, and the plan for improvement.

You can also generate a report summarising the resident's performance rating. Select the report type entitled "eFN - Performance Assessment". This report provides a snapshot of the resident's overall competence, as well as their competence relative to the level of training.