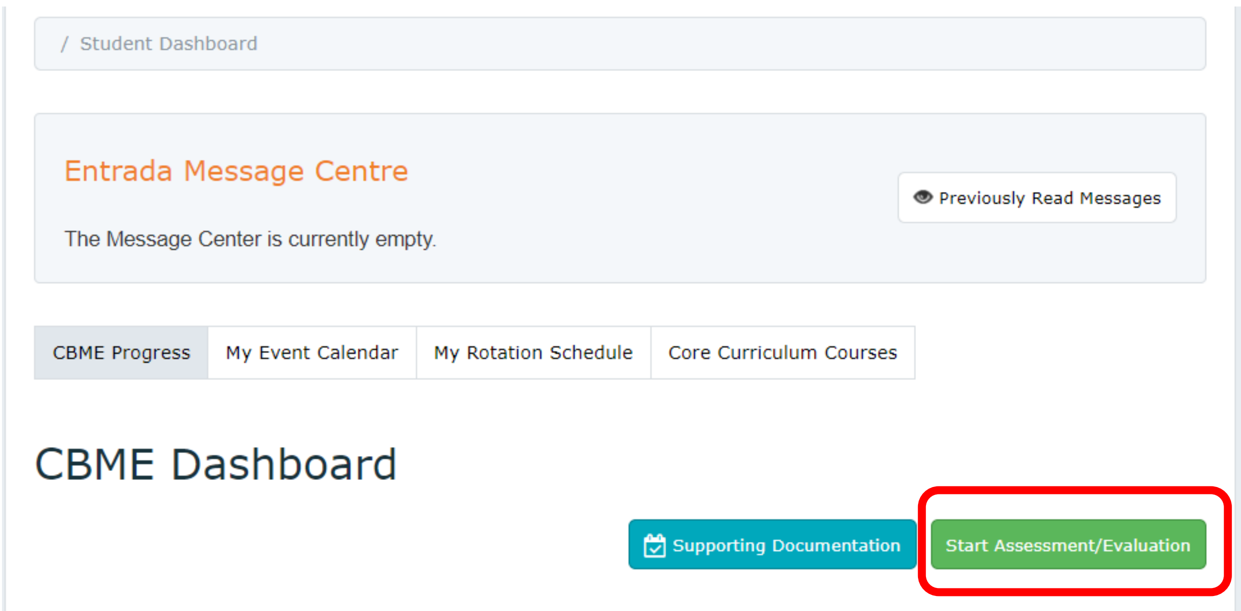
Department of Family Medicine

Residents Complete New Resident Intake Form - Part 1

1. After you log into Entrada (using recommended browsers Google Chrome / Firefox / Safari & your UofM email and password), **Click on the "Start Assessment/Evaluation"**



Entrada

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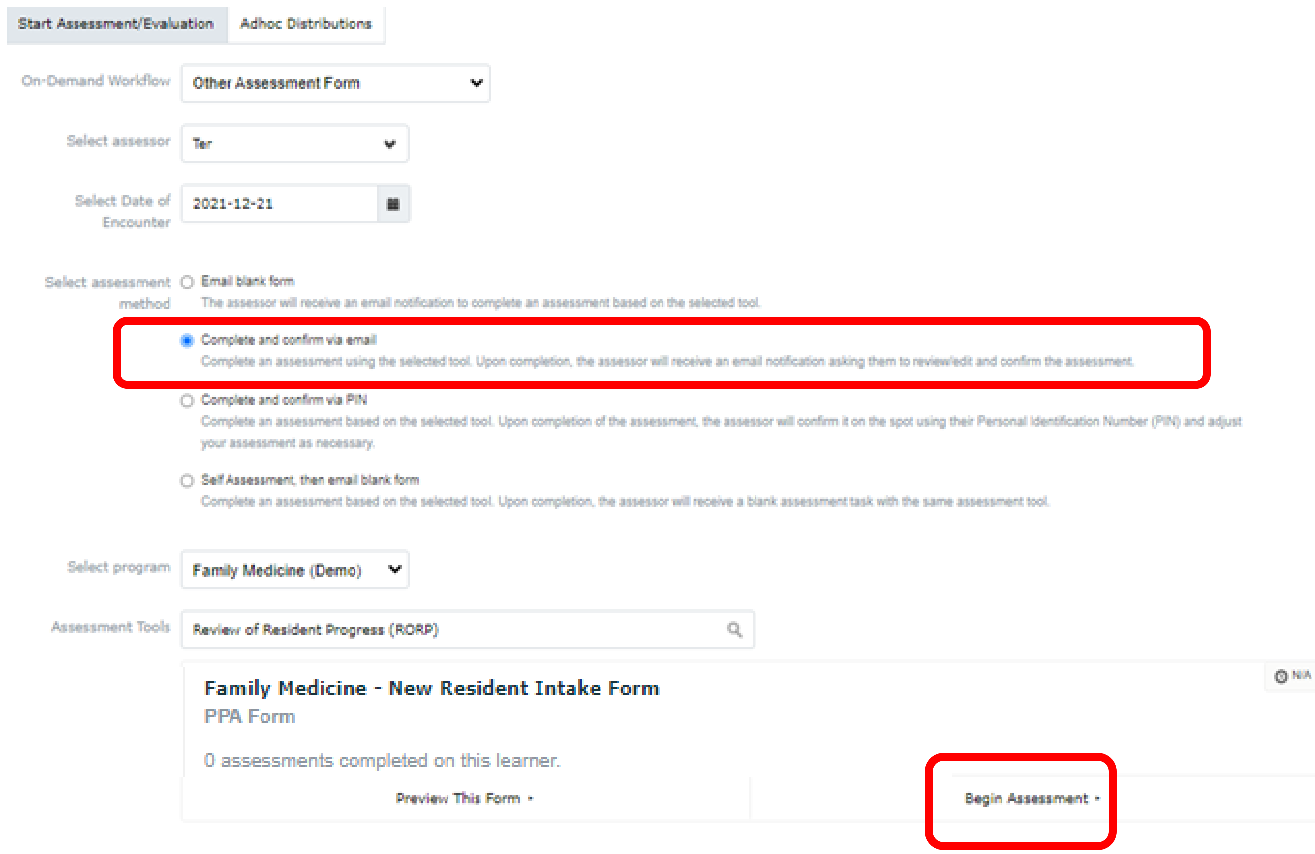
2. Complete the selection for required fields:

- On-Demand Workflow = Other Assessment Form
- Select your assigned Primary Preceptor who will complete the form
- Select Date of Encounter
- **Select Assessment Method = <u>Complete and Confirm via email</u>**
- Assessment Tools = **New Resident Intake Form**



3. Click **"Begin Assessment"**

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4. Complete the "**Part 1**" section only. *The assigned Primary Preceptor will complete Part 2*

Prior to the New Resident Intake meeting:
The Resident will complete Part 1 of the guide, in order to present to their Primary Preceptor (or Education Director) an opinion/self-assessment on their areas of strengths and areas for improvement.

At the meeting:
In addition to reviewing information prepared by the Resident (Part 1), the Primary Preceptor (or Education Director) should ask additional questions to develop a richer understanding of needs, experiences and goals of the Resident.

The goal of the discussion is to reach consensus regarding areas of strength, areas for improvement/development and to establish an educational plan for the initial segment of the Resident's program, which will be documented in Part 2.

After the meeting:
Following the meeting, and at six month intervals, the Resident Progress Subcommittee will monitor Resident's progress within the program based on the information received.

Part 1: RESIDENT REFLECTION AND SELF-ASSESSMENT

RESIDENT TO FILL OUT BEFORE REVIEW / MEETING

FUTURE PRACTICE PLANS

*Describe your ideal future practice.

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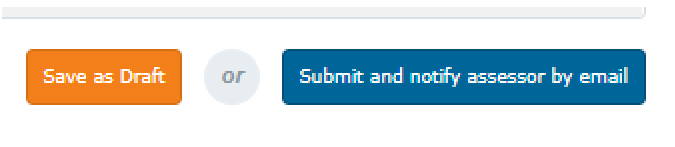
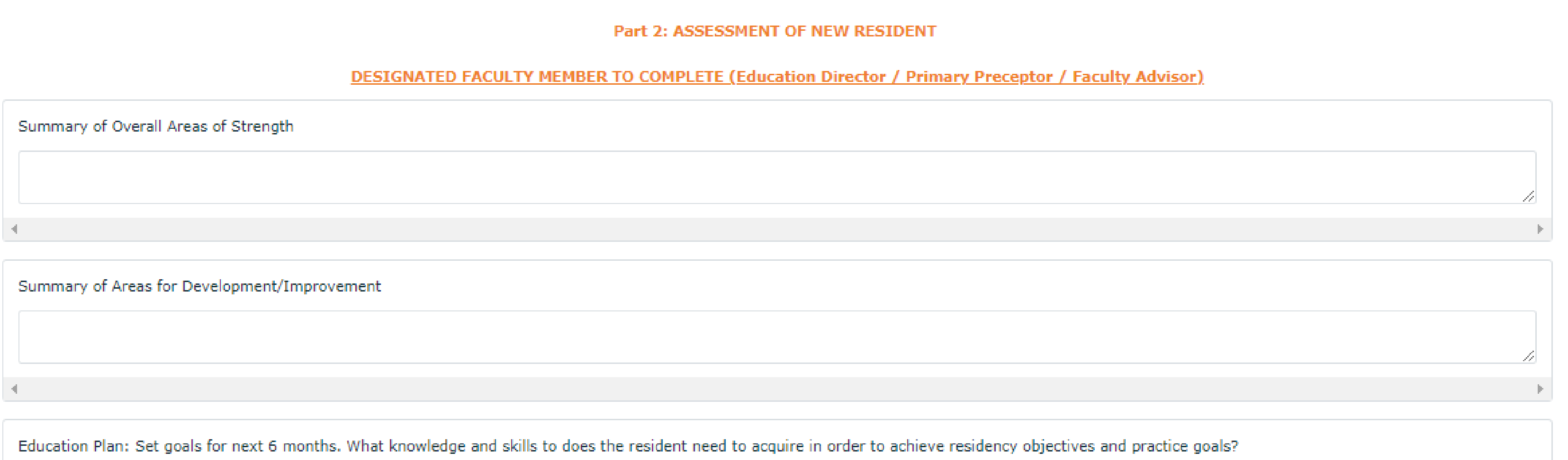
After completing the "Part 1" section, scroll down => Click on **"Submit and Notify Assessor by email"**



*** "Save as Draft": you can go back to the form at a later to edit/finish & then submit.*

5. **Click "Submit"** => It will then go to the assigned Primary Preceptor to complete the Part 2.

** You will be able access & view the completed New Resident Intake Form under your Assessments & Evaluations tab/list.


Part 2: ASSESSMENT OF NEW RESIDENT

DESIGNATED FACULTY MEMBER TO COMPLETE (Education Director / Primary Preceptor / Faculty Advisor)

Summary of Overall Areas of Strength

Summary of Areas for Development/Improvement

Education Plan: Set goals for next 6 months. What knowledge and skills to does the resident need to acquire in order to achieve residency objectives and practice goals?