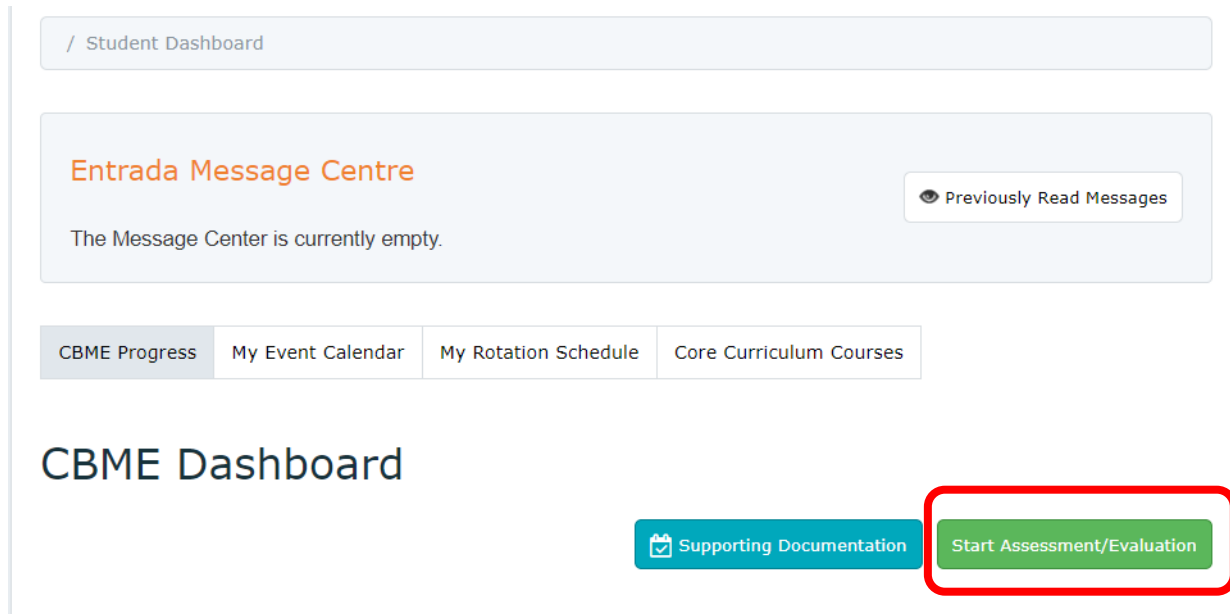


## Department of Family Medicine

### 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”**



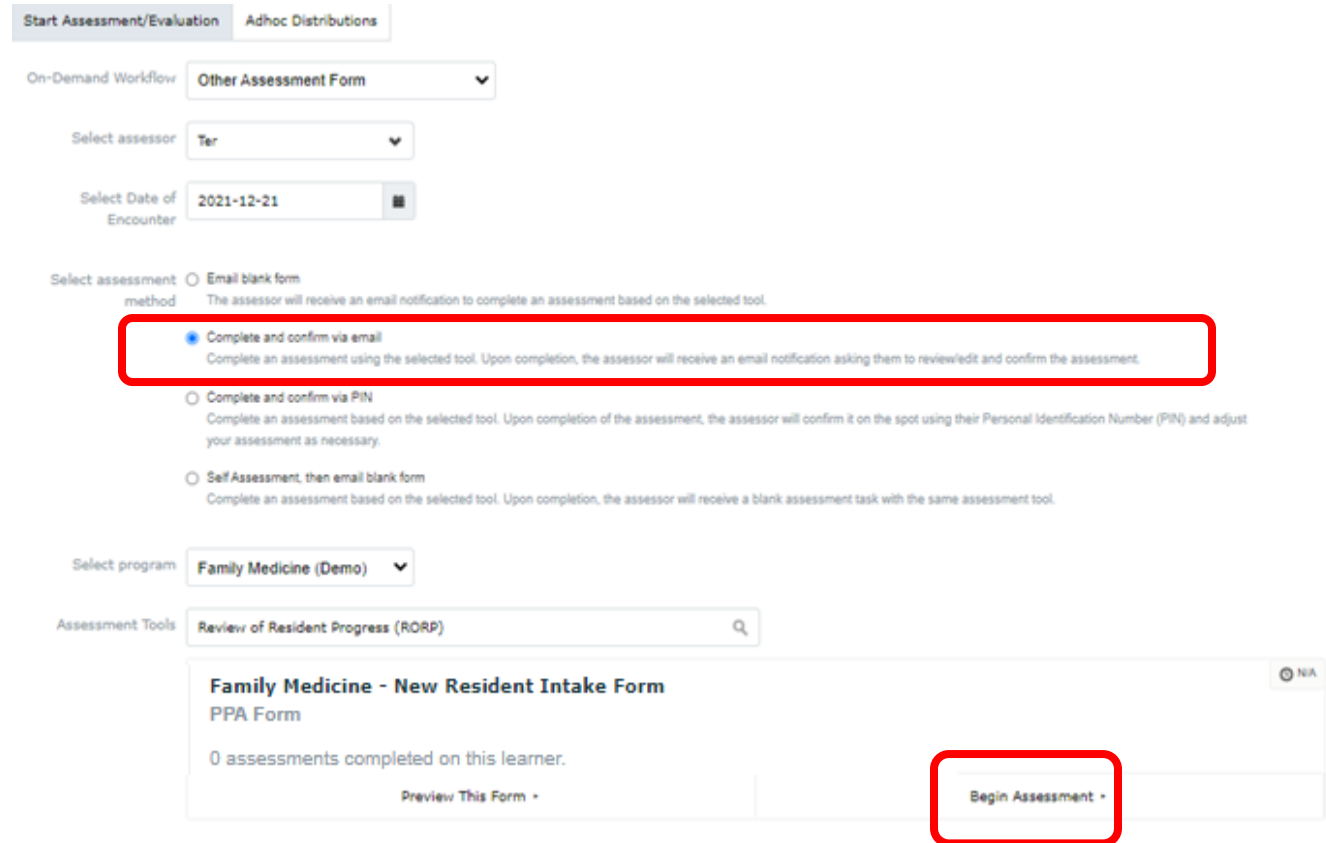
The screenshot displays the Entrada Student Dashboard. At the top, there is a breadcrumb trail: "/ Student Dashboard". Below this is the "Entrada Message Centre" section, which contains the text "The Message Center is currently empty." and a "Previously Read Messages" button. A navigation bar below the message center includes tabs for "CBME Progress", "My Event Calendar", "My Rotation Schedule", and "Core Curriculum Courses". The main heading is "CBME Dashboard". At the bottom, there are two buttons: "Supporting Documentation" and "Start Assessment/Evaluation". The "Start Assessment/Evaluation" button is highlighted with a red rectangular box.

## Department of Family Medicine

### Residents Complete New Resident Intake Form - Part 1

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 = Complete and Confirm via email**
- Assessment Tools = **New Resident Intake Form**



The screenshot shows the 'Start Assessment/Evaluation' interface. At the top, there are two tabs: 'Start Assessment/Evaluation' (active) and 'Adhoc Distributions'. Below the tabs, the 'On-Demand Workflow' is set to 'Other Assessment Form'. The 'Select assessor' dropdown is set to 'Ter'. The 'Select Date of Encounter' is set to '2021-12-21'. Under 'Select assessment method', three options are listed: 'Email blank form', 'Complete and confirm via email' (selected and highlighted with a red box), and 'Self Assessment, then email blank form'. Below this, the 'Select program' dropdown is set to 'Family Medicine (Demo)'. The 'Assessment Tools' search bar contains 'Review of Resident Progress (RORP)'. At the bottom, a card displays 'Family Medicine - New Resident Intake Form PPA Form' and '0 assessments completed on this learner.' A 'Begin Assessment' button is highlighted with a red box.

3. Click "Begin Assessment"

# Department of Family Medicine

## Residents Complete New Resident Intake Form - Part 1

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**

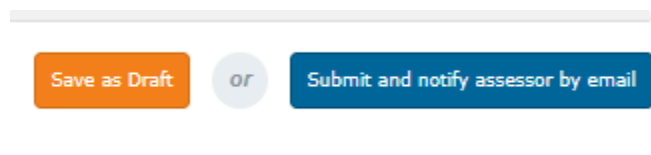
**FUTURE PRACTICE PLANS**

\*Describe your ideal future practice.

## Department of Family Medicine

### Residents Complete New Resident Intake Form - Part 1

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

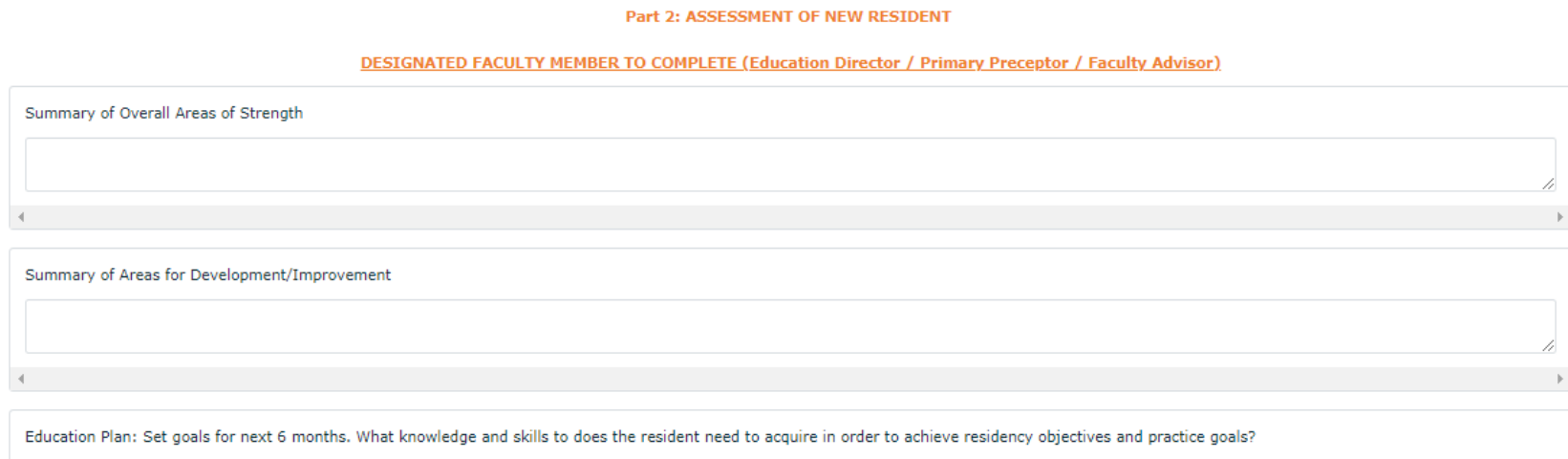


A screenshot of a form submission interface. It features two buttons: an orange button labeled "Save as Draft" and a blue button labeled "Submit and notify assessor by email". Between these two buttons is a grey circle containing the word "or".

*\*\* “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.**



A screenshot of the "Part 2: ASSESSMENT OF NEW RESIDENT" form. The title "Part 2: ASSESSMENT OF NEW RESIDENT" is centered at the top in orange. Below it, the text "DESIGNATED FACULTY MEMBER TO COMPLETE (Education Director / Primary Preceptor / Faculty Advisor)" is also centered in orange. The form contains three main sections, each with a text input field and a scroll bar at the bottom:

- Summary of Overall Areas of Strength**: A text input field with a scroll bar.
- Summary of Areas for Development/Improvement**: A text input field with a scroll bar.
- 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?**: A text input field with a scroll bar.