

# COMPTTRACKER DOCUMENTATION

## Objectives

Preceptor Login (Hand Held Device)

Patient Care Record

Weekly Evaluation

Preceptor Contact & Acknowledgement

iPad 09:30 28%

**Karl Student**

COURSE

PCP 14-15 Sydney ✓

PRACTICUMS

<b>Clinical Preceptorship</b>	21%
<b>Field Preceptorship</b>	4%
<b>Lab</b>	0%

PENDING APPROVAL

Attendance	0
Competencies	0
Forms	2

**Sync Now**

Your last sync: Feb 10, 20

[Switch User](#) [Legend](#)

Student must first login then, Switch user

# Preceptor Login

iPad

09:31

28%

Karl Student

Field Preceptorship: Summary

COURSE

PCP 14-15 Sydney ✓

PRACTICUMS

Clinical Preceptorship 21%

Field Preceptorship 4%

Lab 0%

PENDING APPROVAL

Attendance 0

Competencies 0

Forms 2

Select User Type

Student

Preceptor

Switch User

Legend

PRACTICUM NAME

Field Preceptorship

PRACTICUM SUMMARY:

Hours: 12.00/450 (2.67%)

Competencies: 17/200 (8.50%)

Forms: 1/2 (50.00%)

Total: 30.00/652.00 (4.60%)

Tap on Preceptor

Info & Summary

Attendance

Forms

Preceptor Login

Field Preceptorship: Summary

search for first or last name here Cancel

Kowalczyk, Karl 2

Fortune, Debbie

Jacob, Moe

Smith, Fred

Smith, Jane

PRACTICUM NAME

Field Preceptorship

Hours: 12.00/450 (2.67%)

Competencies: 17/200 (8.50%)

Forms: 1/2 (50.00%)

Total: 30.00/652.00 (4.60%)

View Login

Switch User Legend Info & Summary Attendance Forms

1) Pick your name and tap on it – this will highlight your name in Grey – but you are not done yet

2) Next, you must tap login

iPad

10:48

28%

Karl Kowalczyk

Pending: Attendance Competencies Forms

Karl Student

COURSE

PCP 14-15 Sydney ✓

PRACTICUMS

Clinical Preceptorship 21%

Field Preceptorship 5%

Lab 0%

PENDING APPROVAL

Attendance 0

Competencies 0

Forms 1

Sync Now

Your last sync: Feb 10, 2015, 11:54

Switch User Legend

4.4.a,b,g,h Vitals - 1 0

Select the form you are approving. Here you would typically see a list of:

1) Patient Call Records

2) A Weekly Evaluation or

3) The Preceptor Contact/Acknowledgement form

Once you tap on the form, it will pop up on the screen.

# Patient Call Record

iPad 09:43 26%

Save/Exit Call Record Next

Karl Student

COURSE PCP 14-15 Sy

PRACTICUMS Clinical Preceptor Field Preceptor Lab

PENDING APPROVAL Attendance Competencies Forms Sync Now Your last sync: Feb Switch User

**General Information**

\*Site NL EH Med Transport

\*PCR # (Start at 1 & con't) 1

\*Call Date Nov 20, 2015

\*Unit # 123

\*Pick-up Location Other

\*Destination Other

Local Protocol Code Select item from list...

Mass Casualty Situation (4.1.c) Select item from list...

\*Response Mode Code 1 - Emergent

\*Transport Mode Code 1 - Emergent

\*Call Received (time) 09:32

\*Enroute (time) 09:32

\*Arrived Scene (time) 09:32

\*Arrived Patient (time) 09:32

Here is a Call Record. You cannot approve this form until you have read the entire report. This is where you can critique the students documentation.

Save/Exit

Karl Student

COURSE  
PCP 14-15 Sy

PRACTICUMS  
Clinical Preceptor  
Field Preceptor  
Lab

PENDING APPROVAL  
Attendance  
Competencies  
Forms

Sync Now  
Your last sync: Feb

Switch User

Call R

Medication Administration (5.8. Include multiples if applicable)

Infusions (Include multiples if applicable)

Urinary Catheter Care (5.5.o Include multiples if applicable)

Overall Call Evaluation by Preceptor

\*Call Score

\*Preceptor Comments on Call & Call Score

OFFICE USE ONLY:  
Date Audited:

1 Not Acceptable: The student is Unsafe. Student was unable to manage significant any aspect of this call on their own; furthermore, their performance compromised patient care and/or safety. Remediation is required as the student is unsuitable for unsupervised practice, or progression in the practicum environment.

2 Below Average: The student has a below average level of assessment and/or treatment. The student did not perform all of the critical assessments and interventions, required for this patient. Remediation is not required at this time, as we believe the student needs more exposure to supervised practice and patient interaction to gain more confidence.

3 Average: The student has meet the basic assessment and intervention skills required to conduct an assessment and interpret the

Select item from list...

Enter text between 0 and 5000 characters...

Select a date...

Score the student on their overall call management and add in comments



# Patient Call Record

Here is one scored, now  
tap next

iPad 26%

Karl Student

COURSE

PCP 14-15 Sy

PRACTICUMS

Clinical Precept

Field Preceptor

Save/Exit

tap next

Next

Overall Call Evaluation by Preceptor

3 Average: The student has meet the basic assessment and intervention skills required to conduct an assessment and interpret the findings related to this patient. The student has successfully integrated the competencies required to provide care to the patient on this call.

\*Call Score

\*Preceptor Comments on Call & Call Score

\* Score of 3 or 4, no comments.

OFFICE USE ONLY:

\* Score of 3 or 4, no comments. Did not know how to administer medications. Did not know how to conduct ongoing assessment

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ! , ? .

.?123

↑

# Patient Call Record

iPad 09:44

Karl Student [Call Record](#) Pending Competencies [Next](#)

**1 Professional Responsibilities**

☒ 1.6.c(P)  
Delegate tasks appropriately.

☒ 1.4.a(P)  
Function within relevant legislation, policies and procedures.

☒ 1.1.i(P)  
Behave ethically.

☒ 1.1.b(P)  
Reflect professionalism through use of appropriate language.

☒ 1.1.a(P)  
Maintain patient dignity.

**4 Assessment & Diagnostics**

☒ 4.4.g(P)  
Assess Skin condition (Temp/Texture)

☒ 4.4.d(P)  
Measure blood pressure by auscultation.

[Show History](#) ☒ All ☒ All

The competencies the student has attached to this Call Record will appear. You can approve each one individually or click on the check mark here. Then, if you don't approve of some of the competencies, click on them and they will turn to a red X.

# Patient Call Record

iPad 09:44

Karl < Call Record Pending Competencies Next

**1 Professional Responsibilities**

1.6.c(P) ☐ Delegate tasks appropriately.

1.4.a(P) ☐ Function within relevant legislation, policies and procedures.

1.1.i(P) ☐ Behave ethically.

1.1.b(P) ☐ Reflect professionalism through use of appropriate language.

1.1.a(P) ☐ Maintain patient dignity.

**4 Assessment & Diagnostics**

4.4.g(P) ☐ Assess Skin condition (Temp/Texture)

4.4.d(P) ☐ Measure blood pressure by auscultation.

Sync Now

Your last sync: Feb

Switch User Show History

✓ All ✗ All

Similar to the previous slide, you can disapprove each one individually or click on the X all mark here. Then, if you do approve of some of the competencies, click on them and they will turn to a Green check mark.

# Patient Care Record

iPad 09:44

Karl Student

COURSE

PCP 14-15 Sy

PRACTICUMS

Clinical Precept

Field Preceptor

Lab

PENDING APPROV

Attendance

Competencies

Forms

Sync Now

Your last sync: Feb

Switch User

Back Rejected Competencies Comment Next

**1 Professional Responsibilities**

\*1.1.i(P)  
Behave ethically.

**4 Assessment & Diagnostics**

\*4.4.d(P)  
Measure blood pressure by auscultation.

Add Comment

Any competencies that are disapproved, will require a comment, to do this you must click on Add Comment

# Patient Care Record

Back Rejected Competencies Comment Next

1 Professional Responsibilities

\*1.1.i(P)

Behave ethically. ✓

4 Assessment & Diagnostics

\*4.4.d(P)

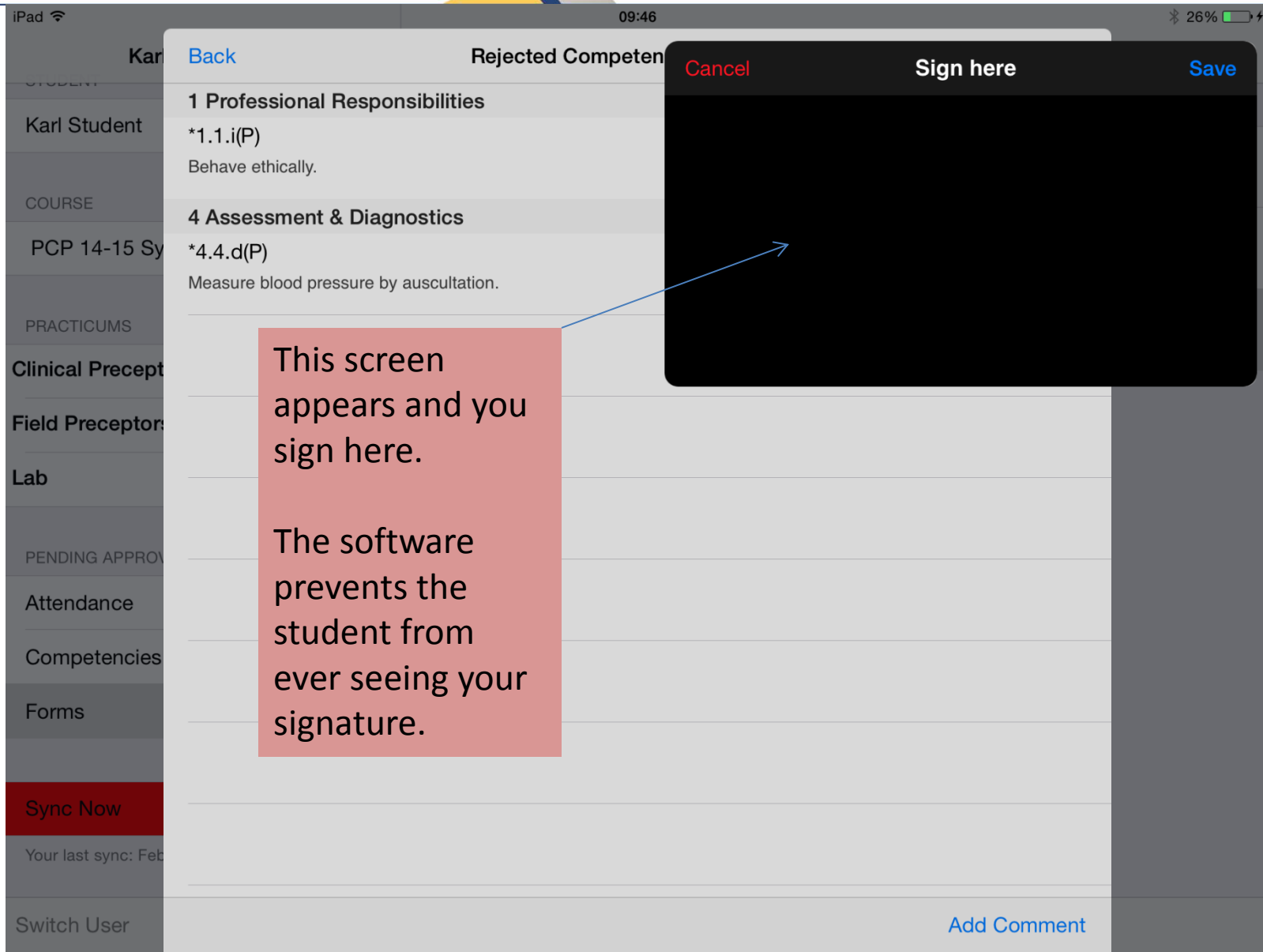
Measure blood pressure by auscultation. ✓

Clear Enter Comments Done

Once you added in your comment, tap next to sign the form

Then this screen will appear and you can add in your comment.

# Patient Care Record



iPad 10:48 28%

**Karl Kowalczyk**

Pending: Attendance Competencies Forms

Karl Student

COURSE

PCP 14-15 Sydney ✓

PRACTICUMS

Clinical Preceptorship 21%

Field Preceptorship 5%

Lab 0%

PENDING APPROVAL

Attendance 0

Competencies 0

Forms 1

Sync Now

Your last sync: Feb 10, 2015, 11:54

Switch User Legend

4.4.a,b,g,h Vitals - 1 0

Select the form you are approving. Here you would typically see a list of:

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Once you tap on the form, it will pop up on the screen.

# Weekly Evaluations

iPad 09:46 26%

**Weekly Evaluation** [Save/Exit](#) [Approve](#)

Must be completed at the end of a weekly practicum rotation or at the end of 4 practicum shifts (I.E. every 42 hours)

0

**\*Site**

**\*Date** Aug 28, 2015

**\*Hours to date** 7

**\*Calls to date** 8

**Student Report:**

**\*My Objectives for next week are:** Conduct and interpret diagnostic testing

**\*Are you having any concerns during the practicum? (include details)** Yes, Completing the practicum manual documentation

No Yes

**\*Do you wish to have a representative of MHE contact you in regards to these**

[Sync Now](#)

Your last sync: Feb

Switch User

You will see the students information and must scroll down to complete your section.



# Weekly Evaluation

Save/Exit Weekly Evaluation Approve

Student Comments

Preceptor Eval

Professional Responsibilities

	Competent	Not yet competent	Not Applicable/Not able to evaluate
*Function as a professional.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Possess an understanding of the medicolegal aspects of the profession.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Function effectively in a team environment.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Make decisions effectively.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Communication

	Competent	Not yet competent	Not Applicable/Not able to evaluate
*Practice effective oral communication skills.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Practice effective non-verbal communication skills.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Practice effective interpersonal relations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Health & Safety

Here is the Preceptors section to fill out.

# Weekly Evaluation

iPad 09:47 25%

**Weekly Evaluation**

[Save/Exit](#) [Approve](#)

Preceptor Comments regarding Evaluation (Strengths, weakness, suggestions...) Enter text between 0 and 5000 characters...

**Preceptor Report:**

**\*Is the student performing to an acceptable level?**

No Yes

**\*Are you having any areas of concern in reference to this student? (include details)**

No Yes

**\*Do you wish to have a representative of MHE contact you in regards to these matters immediately?-**

No Yes

**OFFICE USE ONLY:**

Date Audited: Select a date...

Audited by: Enter text between 0 and 100 characters...

[Sync Now](#)

Your last sync: Feb

Switch User

Indicate if the student is progressing and/or if you require communication with the school. Also remember the Preceptor Contact form has a number to call if there is something that demands urgent attention.

Next approve the document.

# Weekly Evaluation

Save/Exit Weekly Evaluation Approve

Preceptor Comments regarding Evaluation  
(Strengths, weakness, suggestions...)

Preceptor Report:

\*Is the student performing to an acceptable level?

No Yes

concern in (include details)

Sign here

Cancel Save

Audited by:

Enter text between 0 and 100 characters...

Switch User

This screen appears and you sign here.

The software prevents the student from ever seeing your signature.

iPad 11:32 34%

**Karl Kowalczyk** **Field Preceptorship: Forms** Created A-Z

STUDENT	
Karl Student	

COURSE	
PCP 14-15 Sydney	✓

PRACTICUMS	
Clinical Preceptorship	21%
<b>Field Preceptorship</b>	<b>5%</b>
Lab	0%

PENDING APPROVAL	
Attendance	0
Competencies	0
Forms	1

**Sync Now**

Your last sync: Feb 10, 2015, 11:54

[Switch User](#) [Legend](#) [Info & Summary](#) [Attendance](#)

Preceptor Contact & Acknowledgement - Me ✓  
Assigned To: Karl Kowalczyk

Weekly Evaluation - Aug 28, 2015 ✓  
Assigned To: Karl Kowalczyk

Call Record - 1 ✓  
Assigned To: Karl Kowalczyk

Call Record - 2015-02-10   
Assigned To: Unassigned - Submit when ready.

Select the form you are approving. Here you would typically see a list of:

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- 3) The Preceptor Contact/Acknowledgement form

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iPad 11:37 33%

Karl Student

PCP 14-15 Sy

Clinical Preceptor

Field Preceptor

Lab

Attendance

Competencies

Forms

Sync Now

Your last sync: Feb

Switch User

Save/Exit Preceptor Contact & Acknowledgement Submit

To the Preceptor:

Medavie HealthEd would like to thank you for accepting one of our students within your service and on your particular unit, we appreciate it! We are eager to see a positive outcome for both your service and our student therefore we thought it would be prudent to secure an effective line of communication with you and your service.

To open this line of communication, we ask that you take approximately 2 minutes to provide our institution with some basic information regarding yourself, including your work contact information.

Next, we ask that you take 10 minutes to review some key information with regard to the expectations that are placed upon our institution, our students and you as a preceptor.

Anytime you have questions or concerns regarding our preceptor resources, evaluation tools, communication, or students, please feel free to contact our Coordinator of Clinical and Practicum Placement at 506-852-9207, or our Clinical and Practicum Placement Administrative Support at 902-402-3276.

Our office hours are Monday to Friday from 9:30 am to 4:30 pm. If you leave a message, you

This document contains information regarding when to contact the school, how you can contact us, Preceptor/Student/Institution Responsibilities.

# Preceptor Contact/Acknowledgement

iPad 11:38 33%

Karl Student

COURSE

PCP 14-15 Sy

PRACTICUMS

Clinical Preceptor

Field Preceptor

Lab

PENDING APPROVAL

Attendance

Competencies

Forms

Sync Now

Your last sync: Feb

Switch User

Save/Exit Preceptor Contact & Acknowledgement Submit

\*Preceptor last name Me

\*Preceptor first name Here

Unit / Base / Station EMC Sherbrooke

Designation / Registration ACP,

Work Mailing Address Enter text between 0 and 500 characters...

Work Phone 902-555-5555

Work Email Enter text between 0 and 100 characters...

Contact  
Information for  
the Preceptor

iPad 11:38 33%

Karl Student

COURSE

PCP 14-15 Sy

PRACTICUMS

Clinical Precept

Field Preceptor

Lab

PENDING APPROV

Attendance

Competencies

Forms

Sync Now

Your last sync: Feb

Switch User

Save/Exit Preceptor Contact & Acknowledgement Submit

Student is having difficulty transferring skills or knowledge from one situation to another

Preceptor has concerns about the student being unable to complete the practicum in the expected timeframe.

Injury accident or illness

Please ensure appropriate school staff are notified.

Support or feedback:

If either the student or preceptor is looking for guidance or advice for directing student learning.

The student is showing outstanding or substandard student performance during the practicum.

Or for any other reason the preceptor deems necessary.

Yes

I, the preceptor, have read and understood when I should contact Medavie HealthEd. ☒ ☐

If you have not read, do not understand, or do not agree to any one of the items indicated above, please do not sign this form.

Preceptor final  
acknowledgem  
ent of  
practicum  
requirements.

# Preceptor Contact/Acknowledgement

iPad 11:38 33%

Karl Student

Save/Exit Preceptor Contact & Acknowledgement Submit

Student is having difficulty transferring skills or knowledge from one situation to another.

Preceptor has concerns about the student being unable to complete the expected timeframe.

Injury accident or illness

Please ensure appropriate school staff are notified.

Support or feedback:

If either the student or preceptor is looking for guidance or advice for learning.

The student is showing outstanding or substandard student performance during practicum.

Or for any other reason the preceptor deems necessary.

I, the preceptor, have read and understood when I should contact Medavie HealthEd.

If you have not read, do not understand, or do not agree to any one of the above, please do not sign this form.

Handheld Submission

search for first or last name here

Fortune, Debbie

Jacob, Moe

Kowalczyk, Karl

+

View Submit

Submit to the Hand Held device. Then switch users to login as Preceptor.



iPad 11:39 33%

Karl Student

COURSE

PCP 14-15 Sy

PRACTICUMS

Clinical Precept

Field Preceptor

Lab

PENDING APPROV

Attendance

Competencies

Forms

Sync Now

Your last sync: Feb

Switch User

Save/Exit Preceptor Contact & Acknowledgement Approve

Preceptor has concerns about the student being expected timeframe.

Injury accident or illness

Please ensure appropriate school staff are notified

Support or feedback

If either the student or preceptor is having difficulty with the situation to ensure learning.

The student is not meeting standard student performance during the practicum.

Or for any other reason, a signature is necessary.

Yes

\*I, the preceptor, acknowledge that I have read and understand the above information and agree to the terms of the agreement. I could contact Medavie HealthEd.

If you have not read, do not understand, or do not agree to any one of the items indicated above, please do not sign this form.

Cancel Sign here Save

This screen appears and you sign here.

The software prevents the student from ever seeing your signature.

- Medavie HealthEd Preceptor Program
- Canadian Medical Association. Accessed at <http://www.cma.ca/>
- EMS preceptor Training (2009). Kiamichi Technology Centers.
- Holland College Preceptor Orientation Program
- Paramedic Association of Canada National Occupational Competency Profiles 2011. Accessed October 12 2011 at: <http://www.paramedic.ca>
- *Preceptor Education Program for Health Professionals and Students (PEP)* 2007. Bossers, A., Bezzina, M.B., Hobson, S., Kinsella, A., MacPhail, A., **Schurr, S., MoosaT.**, Rolleman, L., Ferguson, K., DeLuca, S., Macnab, J. & Jenkins, K. The University of Western Ontario, London, Ontario, Canada. [www.preceptor.ca](http://www.preceptor.ca)
- Preceptor Development Program, University of Virginia Health System. Accessed Oct 12 2011 Available at:  
<http://www.med-ed.virginia.edu/courses/fm/precept/index.htm>