

# 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

The screenshot shows a mobile application interface for a student named Karl. The top status bar indicates 'iPad', signal strength, time '09:31', and battery level '28%'. The main header is 'Karl Student' on the left and 'Field Preceptorship: Summary' on the right.

**Left Panel (Karl Student):**

- COURSE:** PCP 14-15 Sydney ✓
- PRACTICUMS:**
  - Clinical Preceptorship: 21%
  - Field Preceptorship: 4%**
  - Lab: 0%
- PENDING APPROVAL:**
  - Attendance: 0
  - Competencies: 0
  - Forms: 2

**Right Panel (Field Preceptorship: Summary):**

- 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%)

**User Selection Menu (Bottom Left):**

- Select User Type
- Student
- Preceptor

**Annotations:**

- A blue arrow points from the 'Preceptor' option in the user selection menu to the 'Tap on Preceptor' text box.
- A red box contains the text 'Tap on Preceptor'.

**Bottom Navigation:**

- Switch User
- Legend
- Info & Summary
- Attendance
- Forms

Preceptor Login

Field Preceptorship: Summary

search for first or last name here Cancel

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

10:48 28%

Pending: Attendance Competencies Forms

**Karl Kowalczyk**

STUDENT

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.

iPad 09:43 26%

Save/Exit Call Record Next

Karl Student

COURSE PCP 14-15 Sy

PRACTICUMS Clinical Precept 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 Call R

Karl Student

COURSE Medication Administration (5.8. Include multiples if applicable)

PCP 14-15 Sy

PRACTICUMS

Clinical Preceptor

Field Preceptor

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

PENDING APPROVAL

Attendance

Competencies

Forms

Sync Now

Your last sync: Feb

Switch User

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 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

Overall Call Evaluation by Preceptor

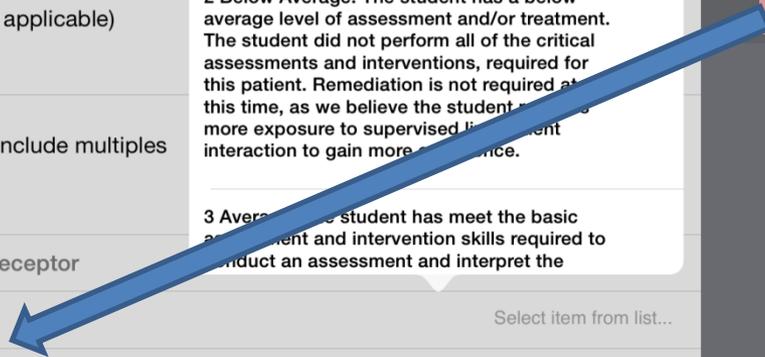
\*Call Score Select item from list...

\*Preceptor Comments on Call & Call Score Enter text between 0 and 5000 characters...

OFFICE USE ONLY:

Date Audited: Select a date...

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



Here is one scored, now  
tap next

Save/Exit Next

Overall Call Evaluation by Preceptor

Karl Student

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 0

PCP 14-15 Sy 0

\* Preceptor Comments on Call & Call Score 7

OFFICE USE ONLY:

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

Q W E R T Y U I O P

A S D F G H J K L return

↑ Z X C V B N M ! , ? . ↑

.?123 🗨️ .?123

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.

✓ 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.

Call Record Pending Competencies

**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.

✓ 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.

Back Rejected Competencies Comment Next

**1 Professional Responsibilities**

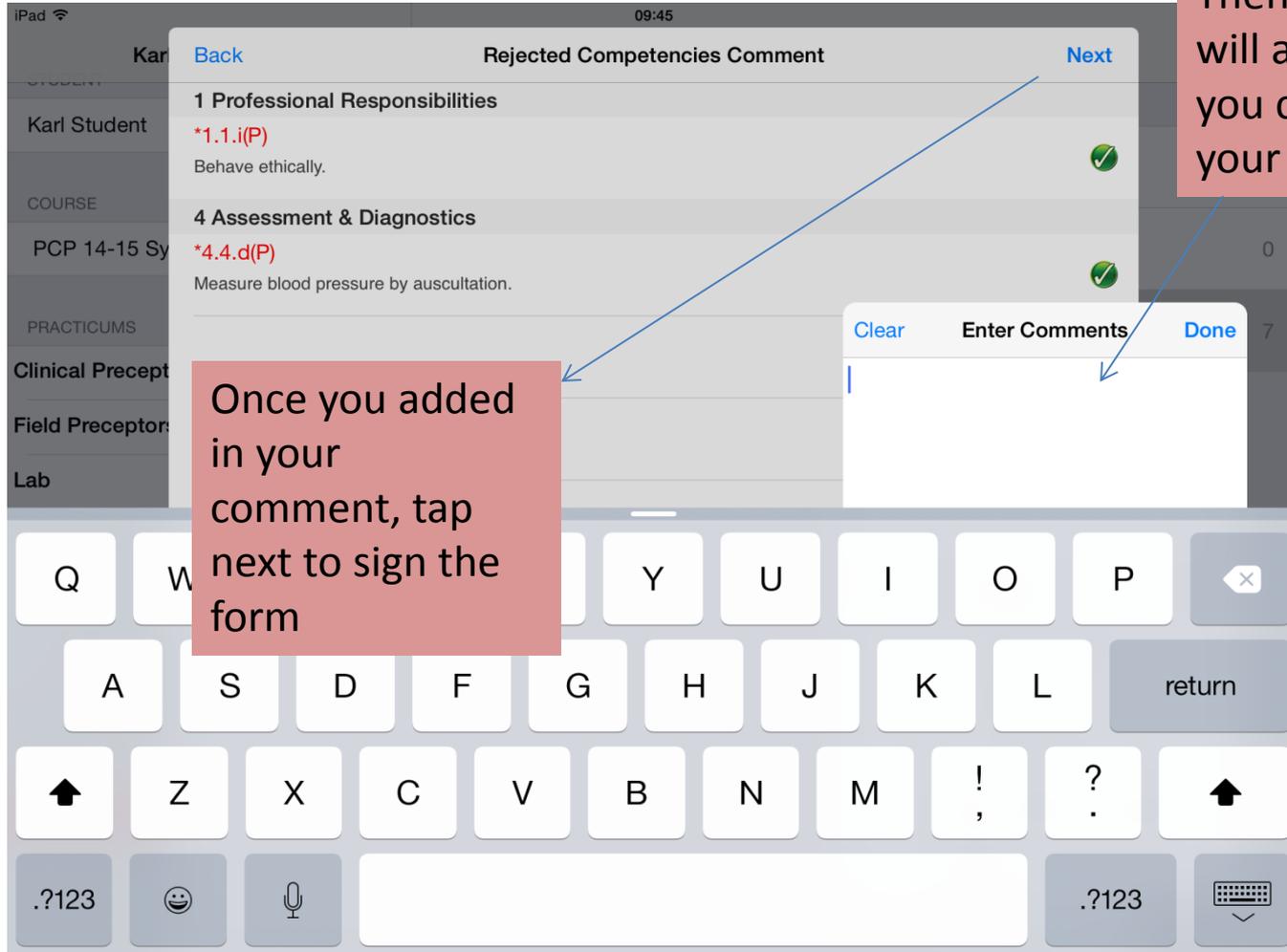
\*1.1.i(P)  
Behave ethically. ●

**4 Assessment & Diagnostics**

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

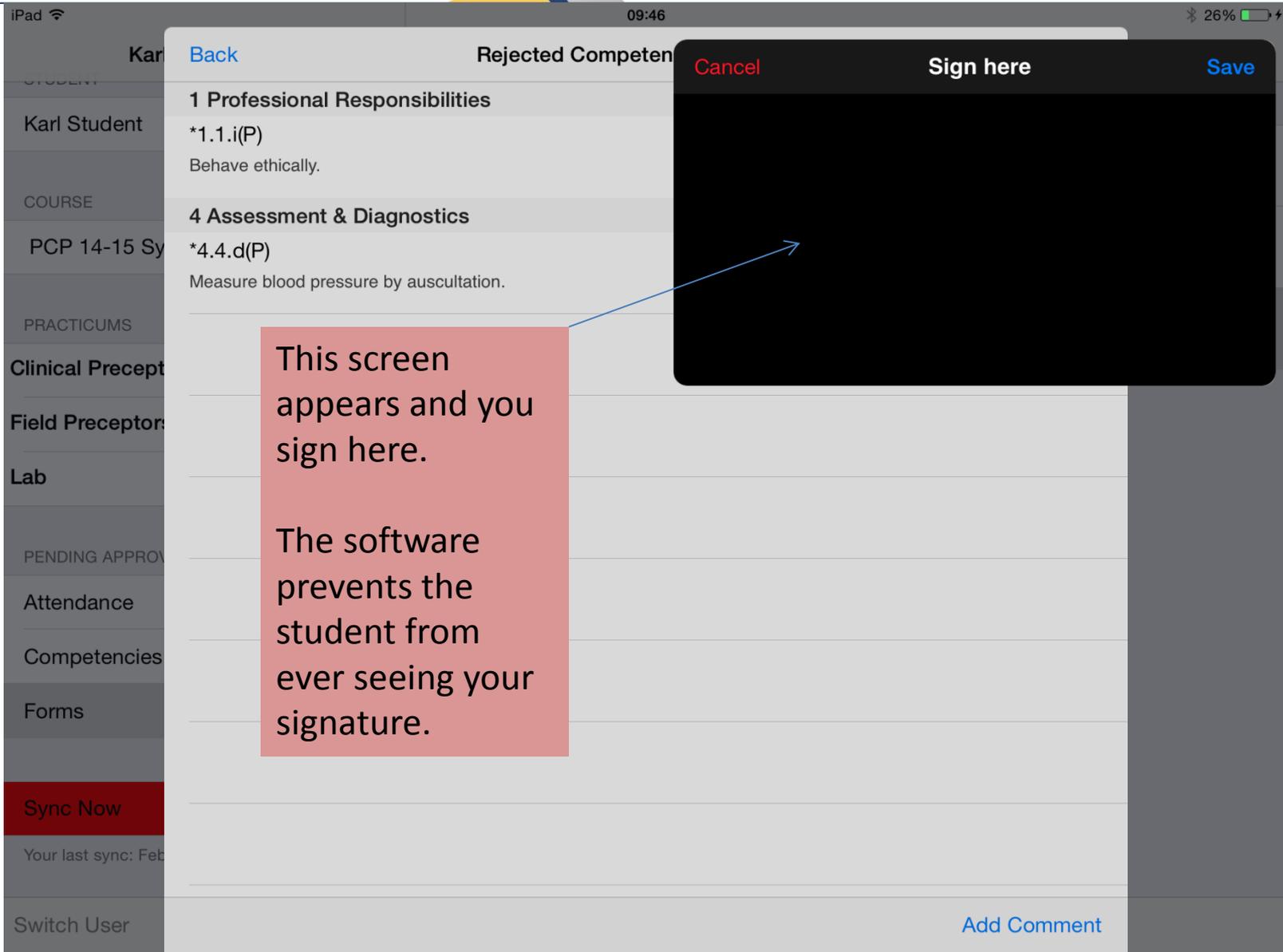
Add Comment

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



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

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



This screen appears and you sign here.

The software prevents the student from ever seeing your signature.

iPad 10:48 28%

**Karl Kowalczyk**

Pending: Attendance Competencies **Forms**

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

**STUDENT**

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

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.

iPad 09:46 26%

Karl Student

Save/Exit Weekly Evaluation 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

Switch User

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



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="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
*Possess an understanding of the medicolegal aspects of the profession.	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
*Function effectively in a team environment.	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
*Make decisions effectively.	<input checked="" type="checkbox"/>	<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="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
*Practice effective non-verbal communication skills.	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
*Practice effective interpersonal relations.	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>

Health & Safety

Here is the Preceptors section to fill out.



The screenshot shows a mobile application interface for a 'Weekly Evaluation' form. The form is titled 'Weekly Evaluation' and has a 'Save/Exit' button on the top left and an 'Approve' button on the top right. The form contains several sections:

- Preceptor Comments regarding Evaluation (Strengths, weakness, suggestions...)**: A text input field with a character limit of 0 to 5000.
- Preceptor Report:**
  - \*Is the student performing to an acceptable level?\***: A radio button question with 'No' and 'Yes' options. The 'Yes' option is selected.
  - \*Are you having any areas of concern in reference to this student? (include details)\***: A radio button question with 'No' and 'Yes' options. The 'No' option is selected.
  - \*Do you wish to have a representative of MHE contact you in regards to these matters immediately?\***: A radio button question with 'No' and 'Yes' options. The 'No' option is selected.
- OFFICE USE ONLY:**
  - Date Audited:**: A date selection field.
  - Audited by:**: A text input field with a character limit of 0 to 100.

Blue arrows point from the 'Approve' button to the 'Yes' radio button for the first question, the 'No' radio button for the second question, the 'No' radio button for the third question, and the 'Approve' button itself.

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

The screenshot shows a mobile application interface for a 'Weekly Evaluation' form. The background is dimmed, showing a sidebar with categories like 'Karl Student', 'COURSE', 'PRACTICUMS', 'Clinical Preceptor', 'Field Preceptor', 'Lab', 'PENDING APPROVAL', 'Attendance', 'Competency', 'Forms', 'Sync Now', and 'Switch User'. The main content area is titled 'Weekly Evaluation' and includes a 'Preceptor Report' section with a question: '\*Is the student performing to an acceptable level?'. Below this are radio buttons for 'No' and 'Yes', and a text input field for 'Enter text between 0 and 100 characters...'. A 'Sign here' dialog box is overlaid on the screen, featuring a black background with 'Cancel' in red, 'Sign here' in white, and 'Save' in blue. A blue arrow points from the dialog box to the evaluation question. A red text box on the left contains the following text:

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%
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](#) [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:

- 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.

iPad 11:37 33%

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.



iPad 11:38 33%

Karl Student

PCP 14-15 Sy

Clinical Precept

Field Preceptor

Lab

PENDING APPROV

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%

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.

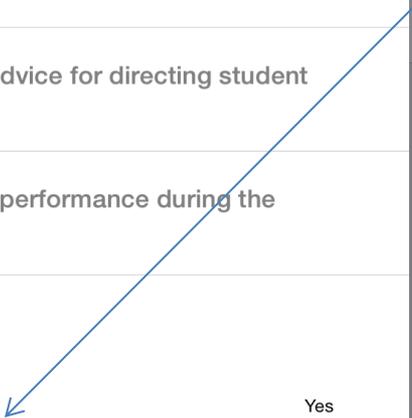
Or for any other reason the preceptor deems necessary.

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.



iPad 11:38 33%

Save/Exit Preceptor Contact & Acknowledgement Submit

Student is having difficulty transferring skills or knowledge from one s

Karl Student

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

COURSE

PCP 14-15 Sy

Injury accident or illness

PRACTICUMS

Please ensure appropriate school staff are notified.

Clinical Precept

Field Preceptor

Lab

Support or feedback:

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

PENDING APPROV

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

Attendance

Competencies

Or for any other reason the preceptor deems necessary.

Forms

Sync Now

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

Your last sync: Feb

Switch User

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.

The screenshot shows an iPad interface with a sidebar on the left containing menu items like 'Karl Student', 'COURSE', 'PCP 14-15 Sy', 'PRACTICUMS', 'Clinical Precept', 'Field Preceptor', 'Lab', 'PENDING APPROV', 'Attendance', 'Competencies', 'Forms', 'Sync Now', and 'Switch User'. The main content area is titled 'Preceptor Contact & Acknowledgement' and contains several text fields and buttons. A black overlay with 'Sign here' and 'Save' buttons is positioned over the form. A red callout box with white text points to the 'Sign here' area.

Save/Exit Preceptor Contact & Acknowledgement Approve

Karl Student Preceptor has concerns about the student being expected timeframe.

COURSE Injury accident or illness

PCP 14-15 Sy Please ensure appropriate school staff are notified

PRACTICUMS Support or feedback

Clinical Precept If either the student or the preceptor is unable to complete the learning.

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

Lab Or for any other reason, a signature is necessary.

PENDING APPROV Yes

Attendance \*I, the preceptor, have read and understand the above information and would contact Medavie HealthEd.

Competencies

Forms

Sync Now

Your last sync: Feb

Switch User

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>