

Report Type: Field Notes SignOff Reminder**Report Location**

uOttawa DEPARTMENT FAMILY MEDICINE - FACULTY PORTAL Marisa Duval | (ID: 3975) | Log Out

Field Notes SOO One45 DFM Contact Us

Create ORTS Access Reports

Supervisor List Curriculum Domain List

Patient Encounters from: 2013/07/01 To: 2019/09/05 Period All

Filter List - Select All - Unselect All

Report List

Name: Field Notes SignOff Reminder Type: Excel

Generate

ENVIRONMENT PROD - VERSION 1.00

Results Generated

A Preceptor can check their own performance and engagement with residents based on Field Note interactions.

For example: Dr. Doe has supervised 75-field interactions with various residents during a certain date range. The residents have added their notes on the interaction and have shared the field notes but Dr. Doe has not provided any feedback electronically for the residents to review. Dr. Doe has also not signed-off on the assessments. 90 days after these field notes were first shared the system will mark these field notes as "Incomplete".

Field Notes SignOff Reminder

Resident(s): Multiple Residents
 Supervisor(s): Dr. Doe
 Date range: 2013/07/01 to 2019/09/05
 Executed on: 2019/09/05 10:42:12

Field Note Id	Resident	Graduation Date	Supervisor	Is Shared	Shared Date	Shared By	Is Sign Off	Sign Off Date	Is Incomplete	Incomplete Date
6	Anne Smith	2017-06-30	Dr. Doe	Yes	2015-07-03	Anne Smith	No		Yes	2019-06-12
64	Jen Matthews	2017-06-30	Dr. Doe	Yes	2015-07-04	Jen Matthews	No		Yes	2019-06-12
4	Marc Allen	2017-06-30	Dr. Doe	Yes	2015-07-07	Marc Allen	No		Yes	2019-06-12
65	Louis Gour	2017-06-30	Dr. Doe	Yes	2015-07-09	Louis Gour	No		Yes	2019-06-12
5	Bob Jacobs	2017-06-30	Dr. Doe	Yes	2015-07-09	Bob Jacobs	No		Yes	2019-06-12

This report would also show when the field note are marked as "Incomplete" because the resident has not provided feedback. The results generated by the system can be read as follows:

If it's the resident name is in the "Shared By Column" & the "Is Complete" column is "Yes"= the resident completed the field note, but the supervisor did not.

If it's the supervisor name in the "Shared By Column" & The "Is Complete" column is "Yes"= the supervisor completed the field note, but the resident did not OR the supervisor did not "sign off" on the field note.

Please note: The Supervisor must click "Sign-Off" on a field note within 90 days or the system will mark this as "Incomplete".