Narrly e-Field Note Pilot Quick Start – Part 1

DALHOUSIE UNIVERSITY

Narrly Assessment Manager

Account Creation

When your account is created, you will be sent an email with instructions on how to log in. It will include a randomly-generated password that is case sensitive. There is a link you can click to bring you to the login screen shown above. The address is:

https://narrly.ca/assess/

Once you are logged in successfully, you will see a menu along the top of the screen. If you did not receive an email with instructions, you should check your 'junk mail'.
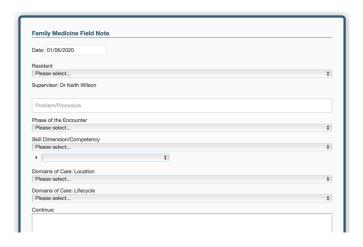
Depending on your role, you may see more items than shown above in the menu. Online help is currently being developed. Clicking on 'Home' will bring you back to your main screen that contains your Inbox. The Inbox will appear like a simple email system and will fill with notifications about field notes that need action (i.e. co-signing a note or adding comments). When you first log in, your Inbox will be empty.

Filling out an eField Note

On the main screen you will also note a "New Field Note" button – click this to start a new field note. Alternatively, you can also access the field note from the Forms menu located at the top of the screen. The field note should look familiar! It has the same fields that are used on the written pads. The advantage however is that the data is sorted and collated using the Phases of the Encounter, Skill Dimensions and Domains of Care. It is important to select the most important aspect that you are documenting competence. When you select a Skill Dimension, you then select the sub skill. Only use 'unclassified' if you cannot find an appropriate category.

As with regular field notes, we encourage you to select one item to continue to do and one suggestion for improvement. Evidence shows that suggesting one thing (as opposed to a list) tends to be more actionable hence leading to more learning. At present, you will need to ensure all of the fields are filled out before saving the field note. Once saved, you can see your authored field notes under the Forms menu and the completed field note will be sent to the resident for commenting/co-signing.

My Learners

If you have assigned residents as a primary preceptor (or designate), you will see an additional menu item at the top: "My Learners." This menu item will allow you to quickly find and see the progress of the residents that are assigned to you. When you click on the learner, you will get a view with the collated field notes, categorized by Skill Dimensions, etc. Items under the Skill Dimension heading that have more than one entry are clickable. If you click on a particular Skill, you will be able to see all of the field notes that have that category.

Our electronic field notes also have the ability to continue the 'conversation' between resident and supervisor or preceptor. The small green right arrow seen in this view allows you to see the conversation stream and add additional comments to this. In some cases, residents will use this to document 'closure' on a particular note or even write notes summarizing their reading around the topic.

Inbox

When a resident writes a note and selects you as the supervisor, you will see this note pop up in your inbox. You will be able to see the whole note in that view without needing to search for it. You can also sign off on it directly from the Inbox, adding comments as appropriate. You will see two choices for signing:

Sign & Keep **Sign & Remove**

The only difference between them is that once signed, it will still appear in your Inbox (Keep) or hide from Inbox (Remove). Rest assured that the note is never deleted. This is just a way to keep your Inbox decluttered.