Quick Start Guide – Learner Data

- To review Learner Progress:
  - In the Menu, Select **Learners** -> Select the Learner from the list by clicking their name or "View"
  - Use Quick Links (highlighted yellow in Figure 1) on Learner View Edit page view to navigate to the desired list of information.
  - Review the scores, hover over comments to view the comment, or click the Shift date (Figure 2) to open a new window and to access the Evaluation View page.

Evaluations of Jane Doe

SHIFT	PRIORITIZATION OF PATIENT CARE	EVALUATION	CRITICAL THINKING			COMMUNICATION WITH THE HEALTHCARE TEAM	COMMUNICATION WITH PATIENT & FAMILY	DOCUMENTATION	DELEGATION
Fri, Jul 26th	3.3	3.5	3.4	3.5	3.6	3.6	3.4	3.8	2.4
Thu, Jul 25th	2.7	3.6	2.3	2.6	2.8	3.7	3.6	3.9	2.2
Tue, Jul 23rd	2	2.3	2	2.3	2.2	2.5	2.6	2.4	2.2
Mon, Jul	2.2	2.3	2	2.7	2.1	2.9	4.1	3.9	4

Figure 1 - List of Evaluations on the Learner View Edit page

- Maintenance of Learner Evaluations:
  - In the Menu, Select **Learners** -> Select the Learner from list by click their name or "View"
  - Click *Unpublished Evaluations* in the Quick Links (highlighted blue in Figure 2)
  - Update each evaluation on the list to match the shift date[2], preceptor, and choose to publish (Figure 3) the evaluation to the Learner Public page.[3]
  - The buttons for [Shift Date] and [Preceptor] toggle to show a date picker for Shift Date and drop-down showing the learners preceptors or all preceptors.
  - Saving updates the Evaluation, Learner Answers, Event

Unpublished Evaluations for Jane Doe

REVIEW	UPDATE	Shift Date	WEEK	EVAL. TYPE		PUBLISHED
📄💬	☐	2024-07-26 06:45:00 ⬍	4	Daily Preceptor (RN)	✓ Zach Norman ⬍	Hidden ⬍
📄💬	☐	2024-07-26 06:45:00 ⬍	4	Daily Learner (RN)	Zach Norman ⬍	Hidden ⬍

Dropdown overlay:

Ashley Collingwood
Zach Norman
✓ Zach Norman

[Save Selected]

Figure 3 - Unpublished Evaluations for Learner - Maintenance of Records by Orientation Nurse

Right sidebar (Quick Links):

< Back to Learners
✏ Edit Learner
👤 Public Page
🔗 Leadership View

📅 Schedule
⊕ Add Shifts
⊕ Add Leadership Meeting
≡ Transcript

≡ To Do List
⊕ Assign Competencies

⇅ Unpublished Evals
⚠ Pending Evals
🗍 Learner Evals
🗍 Preceptor Evals
🗍 Provider Evals

🔔 Learner Action Plan

🖽 Knowledge / CDG

✍ Evaluate Jane
👥 Jane Eval. Preceptor
💬 Provider Eval. Jane

ⓘ 1. Report Card
🗐 2. Formal Evaluation
❓ 3. Learner Update

⠿ QR Codes

Figure 2 - Quick Links on Learner View

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[2] To match the evaluation with other data such as the Work Index, the shift date needs to be set to the starting time of the shift. To aide that process, each shift has a drop down that shows where the learner had a scheduled shift ±28 days of when the evaluation was created.

[3] Published results only show as average values grouped by week. No individual results, nor comments are visible to Learners or Preceptors.

Invitations to complete evaluations are sent by email/text message and include an identifier to an event on the learner's schedule. This keeps the data clean, helps leaders and educators understand the operational challenges that are impacting orientation, and which colleagues need to submit evaluations

- Add a Preceptor to a Learner's Team:
    - In the Menu, Select **Learners**.
    - Find the Learner on the list, click **Edit**.
    - Scroll to Preceptors.
        - Check the first box next to each preceptor's name to place the Preceptor on the Learner's list of Preceptors.
        - Check both boxes to indivate the Preceptor as a Primary Preceptor.

Orientation Nurse

Zach Norman	⇕

Preceptors

All	RN	0645	1445	Other	Blue Weekend	Yellow Weekend	Other	Orange Weekend

☑☑ Ashley Collingwood	☐☐ Matt Helmerichs	☑☐ Zach Norman
☐☐ Allison Helmerichs	☐☐ Rachel Hodo	
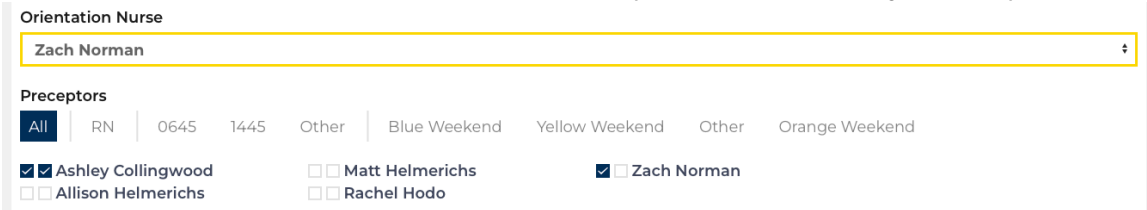
-
    -
        - Click **Update**.
    - If a name does not appear on the list, first add a new preceptor.
- Print QR codes for Learner:
    - Click *QR Codes* in the Quick Links on a Learner's page (highlighted orange, Figure 2).
    - A page opens in a new window, click 🖶 Print the button.