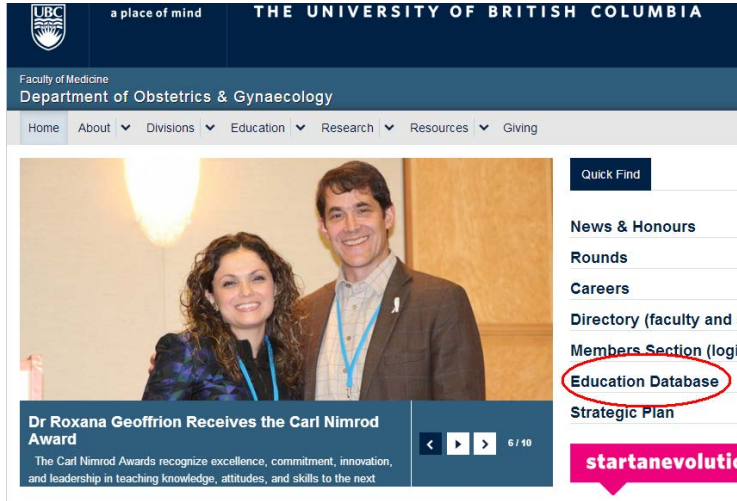


Getting Started for Clinical/Bedside Teaching Entries

1. You can navigate to Education Database directly <https://ed.obgyn.ubc.ca/> or via our website <https://obgyn.ubc.ca/>.
2. To Login select **Education Database**

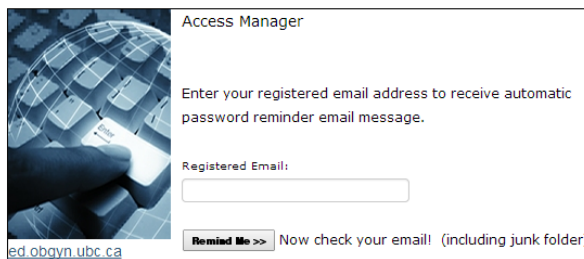


3. The Blue Login screen is shown below. You will need your username and password to login.



For password reminder – just enter your registered departmental email.

Password Reminder



- On entering the Education Database, the Home page looks like the following. If you click on the blue box with the cross in it, the **Current Teaching Entries** will display. This shows you all teaching that has been entered, both by yourself and other administrators for the Resident, Fellow or Undergraduate teaching you have participated in over the calendar year.

Home Account Settings Forms Reports Tools Help Log Out

UBC Department of Obstetrics and Gynaecology Education Database

Date: Apr 29, 2013
Welcome aPerson.

Last Login Apr 29, 2013 @ 07:44:55 AM. 0 day(s) ago.

System Messages

Postgraduate Clinical Teaching Data Entry Cycles 2013/2014

Start Date	End Date	Last Entry Date to be eligible for payment
1 January 2013	31 March 2013	26 March 2013 / UBC fiscal year end cutoff
1 April 2013	30 June 2013	31 July 2013
1 July 2013	31 August 2013	30 Sept 2013 / UBC scorecard stats cutoff
1 October 2013	31 December 2013	26 March 2014
1 January 2014	31 March 2014	26 March 2014 / UBC fiscal year end cutoff

See the latest system update information on the Help menu.

If you have a question, please direct them to Helen Davies at HDavies@cw.bc.ca.

Current Teaching Entries

NEU - Non Eligible Units, NEA - Non Eligible Amount, PU - Units to be Paid, NEH - Non Eligible Hours, AP - Amount to be Paid

Current Records

Notice: Items marked in Orange are awaiting verification. Unit Rate is subject to change.

Date	Physician	Program	Program Details	Students	Unit Rate	NEU	NEA	PU	NEH	AP
M D 05/01/2013	Aatest, aPerson	Resident	Clinical - Ambulatory	ann jones	\$60.00	0.00	\$0.00	0.50	0.00	\$30.00
Reviewed 04/30/2013	Aatest, aPerson	Resident	Clinical - Surgical	fred smith	\$90.00	0.00	\$0.00	2.00	0.00	\$180.00
Reviewed 04/29/2013	Aatest, aPerson	Resident	Clinical - Ambulatory	joe bloggs	\$60.00	0.00	\$0.00	1.00	0.00	\$60.00
TOTAL					0.00	\$0.00	3.50	0.00	\$270.00	

- Select 'Total Teaching Activities' from the Forms Menu.

The main data input form will appear. Three interacting list buttons (**Program, Category, Sub Category**) detail all the activity combinations available for your input. These are restricted depending on your contract & status.

This is clinical teaching of Residents only, Medical Student clinical teaching is entered for you

Select Program=**Resident**, Category=**Clinical** (a student name must be entered)

The information displayed at the bottom is a listing of all teaching entered either on your behalf or by you for the calendar year.

Home Account Settings Forms Reports Tools Help Log Out

Edu Record Added

Form: Total Teaching Activities

Record Info

Date (mm/dd/yyyy) 04/29/2013

Payee Aatest, aPerson

Pay Category Straight FFS

Retain Event

Topic clinical

Student - First & Last name amy evans

Program (eg,Resident) Resident

Category (eg,Clinical) Clinical

Sub Category (eg,Surgical) Ambulatory

For which UG Group

Time 1-3 hours (0.5 Units) - Eligible

Hours

Eval.Score 0.0

Add Record >>

Payee History

NEU - Non Eligible Units, NEA - Non Eligible Amount, PU - Units to be Paid, NEH - Non Eligible Hours, AP - Amount to be Paid

Current Records Notice: Items marked in Orange are awaiting verification. Unit Rate is subject to change.

Physician	Date	Program	Program Details	Topic	Unit Rate	NEU	NEA	PU	NEH	AP
M D Aatest, aPerson	05/01/2013	Resident	Clinical - Ambulatory	more teaching (ann jones)	\$60.00	0.00	\$0.00	0.50	0.00	\$30.00
Reviewed Aatest, aPerson	04/30/2013	Resident	Clinical - Surgical	clinic (fred smith)	\$90.00	0.00	\$0.00	2.00	0.00	\$180.00
Reviewed Aatest, aPerson	04/29/2013	Resident	Clinical - Ambulatory	some teaching (joe bloggs)	\$60.00	0.00	\$0.00	1.00	0.00	\$60.00
TOTAL					0.00	\$0.00	3.50	0.00	\$270.00	

- To enter the information, you can either enter the date of teaching done manually or click on the calendar button beside it. As explained in the coding box - Time is designated by hours spent teaching during activity.
Once you have selected that, you then click on **"Add Record"**. This will then update the bottom of your screen, and will be submitted for verification (the Orange entries). Until verification the record can be modified by clicking **'M'** on left.

Ambulatory Ambulatory - Includes office/clinic teaching of UBC medical students, residents and fellows.

Enter units of teaching as per the following guideline:

- 1 hour to 3 hours = 0.5 Units
- 3 hours to 5 hours = 1.0 Unit
- 5 hours or greater = 2.0 Units

Surgery Surgical - Includes elective, in-patient and day care surgery by clinical faculty members with a UBC resident/fellow.

Enter units of teaching as per the following guideline:

- 1 hour to 3 hours = 0.5 Units
- 3 hours to 5 hours = 1.0 Unit
- 5 hours or greater = 2.0 Units

- **Teaching multiple UBC residents at once during the same activity in an ambulatory or surgical setting should be entered as one teaching entry.**
- **All formal Fellowship teaching activities will be entered on your behalf by the Fellowship Program Administrator.**
- **All Medical student teaching will be entered on your behalf by the Undergraduate Program Administrator.**
- **Teaching activities of learners on an elective should be entered as Units Not Eligible.**
- **Maximum 2 clinical teaching units per calendar date.**

- Please note that the Unit Rate can vary and is dependent on the budget allocation from CTAA. **Deadlines are sometimes short & we request that the information is kept up to date.**

- For a complete list of possible categories from the **Tools** Menu, select **List Programs/Categories** option

Home Forms Reports Tools Help Log Out					
List Programs/Categories					
Programs and Categories					
Current Activities: 84					
Active Program	Category	SubCategory	Comments		
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>	Resident	Clinical	Ambulatory	Bedside - Ambulatory, inclusive of research teaching	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			Surgical	Bedside - Surgical, inclusive of research teaching	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>		Admin	Evaluations	Evaluation Reports (completing web evals)	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			Meetings	Meetings, Discussions (dept., REC, resident, journal club)	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			PhAIS import	PhAIS imported data only	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			Supervisory Roles	Supervising	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>		Clinical	PhAIS import	PhAIS imported data only	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>		Formal	Journal Club	Hosting Journal Club	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			OSCE Examiner	OSCE Examiner	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			OSCE Preparation	OSCE Preparation	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			PhAIS import	PhAIS imported data only	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			Seminars	Supervisor for seminars, attends seminars	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>		Non-clinical	RCPSG Preparation	RCPSG Preparation	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			Weekly Teaching	Weekly Teaching	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>		Other	Mentoring	Mentoring	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>	Fellow - MFM	Admin	Evaluations	Evaluations, filing, meetings, discussions, examinations,	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>		Clinical	Bedside	Bedside - Ambulatory, on call	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			PhAIS import	Phais imported - bedside clinical teaching inclusive of res	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>		Formal	Journal Club	Hosting Journal Club	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			PhAIS import	Phais imported - Seminar, lectures, research club	
<input type="checkbox"/> M <input type="checkbox"/> D <input checked="" type="checkbox"/>			Seminars	Seminars	

9. Several Reports can be accessed from the **Report Menu**, select **Report Writer**

The screenshot shows the 'Report Writer' interface. At the top, a navigation menu includes 'Home', 'Account Settings', 'Forms', 'Reports', 'Tools', 'Help', and 'Log Out'. The 'Reports' menu is expanded, and 'Report Writer' is highlighted with a red circle. Below the navigation, the 'Report Writer' section contains a 'Reports' button and instructions: 'First select a report you will use. Based on your selection your options will change.' There is a dropdown menu labeled 'Available Reports' with 'Select a Report' as the current selection. Below this, the report title is 'Report: Physician Calendar Of Teaching (Feb 01, 2013 to May 03, 2013)'. The main content area displays the report title 'Physician Calendar Of Teaching' for 'Dr. Aperson Aatest' in 'Gynaecologic Oncology' for the period 'Feb 01, 2013 - May 03, 2013'. A table lists teaching activities with columns for Date, Program, Category, SubCategory, Topic, Units, and Hours.

Date	Program	Category	SubCategory	Topic	Units	Hours
May 01, 2013	Resident	Clinical	Ambulatory	more teaching (ann jones)	0.5	0
Apr 30, 2013	Resident	Clinical	Surgical	clinic (fred smith)	2	0
Apr 29, 2013	Resident	Clinical	Ambulatory	some teaching (joe bloggs)	1	0
GRAND TOTALS					3.5	0

10. **Help** – the help system will contain all the latest instructions on usage

The screenshot shows the 'Help' menu. The navigation menu at the top includes 'Home', 'Account Settings', 'Forms', 'Reports', 'Tools', 'Help', and 'Log Out'. The 'Help' menu is expanded, and 'Help' is highlighted with a red circle. Below the navigation, the 'Help' section is divided into four columns of links:

- Administration**
 - LOGGING ON
 - GETTING STARTED
 - Payment Rules
 - Add a User
 - List Users
 - Your Settings
- Forms**
 - Clinical/Bedside Teaching
 - Total Teaching Activities
 - Entering Rounds and Meetings Attendance
 - Entering Rounds Presenter Evaluation
- Payments**
 - Payment Training **NEW
 - Prorata Adjustment
 - Mark Entries for Payment (Q Req & Account)
 - Mark Entries for Payment (Payment Date)
 - Payment Letter
- Reports**
 - ReportWriter for Physicians
 - ReportWriter Attendance Letters
 - Custom Report 2007
 - Payment Groups Report 2007
 - Staff Review Reports

At the bottom left, there is a link for 'News and Updates'.