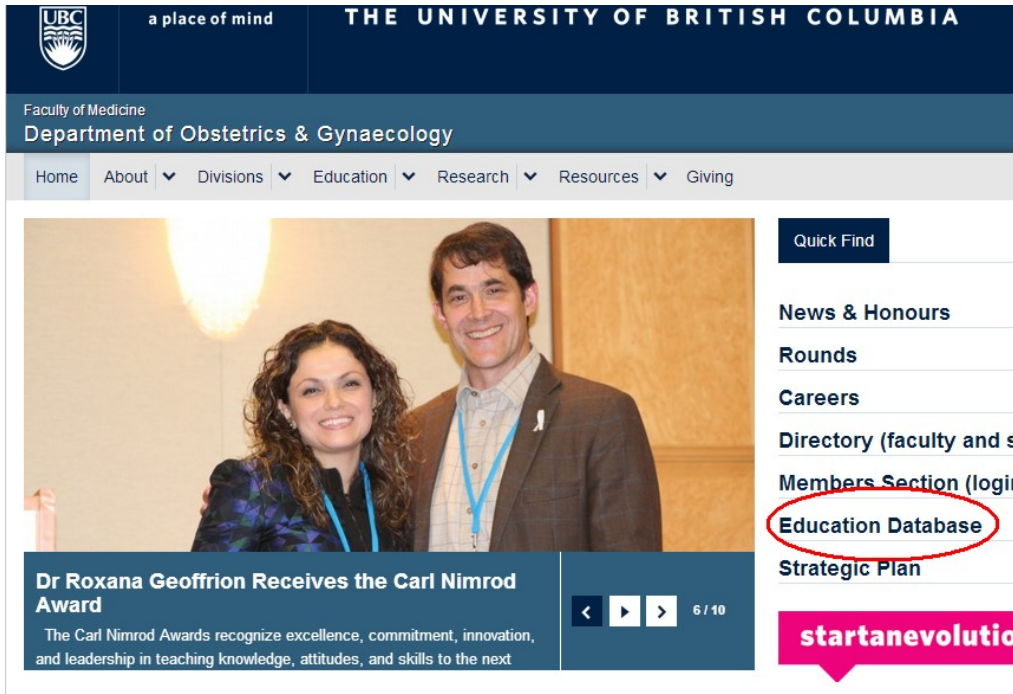
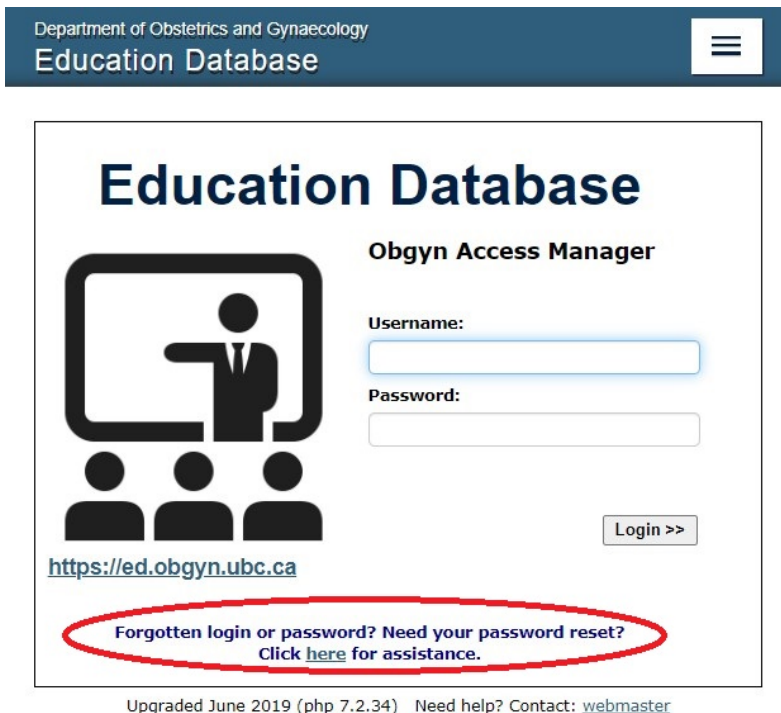


Getting Started for Teaching Activity Entries

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.



Request assistance if you need login help.

- 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.

UBC Department of Obstetrics & Gynaecology, Education Database Teaching Activities

Date: Jul 27, 2024 @ 02:08:34 PM
Welcome aatest.

Last Login Jul 27, 2024 @ 01:33:25 PM, 0 day(s) ago.

System Messages

Postgraduate Clinical Teaching Data Entry Cycles 2024/2025

Quarter Start Date	End Date	Deadline
1 April 2024	30 June 2024	31 July 2024 (end Academic year) / UBC scorecard stats cutoff
1 July 2024	30 Sept 2024	31 October 2024
1 October 2024	31 December 2024	31 January 2025
1 January 2025	31 March 2025	15 March 2025 / UBC fiscal year end cutoff

See the latest system update information on the **Help** menu.

If you have a question, please direct them to Webmaster at obgyn.webmaster@ubc.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.

Physician	Date	Program	Program Details	Block/Rot	Topic
aaPerson, aatest M.	07/15/2024	Adv Training - FPMRS	Admin - Meetings		Test AddE
M D aaPerson, aatest M.	07/02/2024	Residency	Formal - Academic Advisor	[BCW]	clinical
aaPerson, aatest M.	05/28/2024	Other Teaching/CME	Committees - Gyn Specialties Division Section Leads		test gyn spec div sr

- Select **'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.

Teaching Activities

Teaching Activities - Multiple Payees

HELP ?

Date (mm/dd/yyyy) 07/02/2024

Program (eg.Residency) Residency

Rotation or UG Group BCW

Learner1 Select a Learner

Funding MOH

Time 1-3 hours (0.5 Units) - Eligible

Units to be Paid 0.5

Amount/Unit 60.00

Amount Paid \$ 30

Account No

Units NOT Eligible 0

Non Eligible \$ 0.00

Req No

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

- 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 ar surgical setting should be entered as one teaching entry.**
- All formal Fellowship teaching activities will be entered on your behalf by Program Administrator.**
- All Medical student teaching will be entered on your behalf by the Underg Administrator.**

Teaching activities of fellows on an elective should be entered as Units

- 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

The screenshot shows a navigation bar with 'Home', 'Account Settings', 'Forms', 'Reports', 'Tools', 'Help', and 'Log Out'. The 'Tools' dropdown menu is open, showing 'List Programs Categories', 'List Other Teaching/CME Categories', and 'List Expectations'. Below the menu, the 'Programs and Categories' section is visible, showing 'Current Activities: 278'. A table lists various teaching categories with checkboxes in the 'Expectation' column.

Expectation	Program	Category	SubCategory	Comments
<input type="checkbox"/>	Adv Training - AL	Admin	Evaluations	Evaluations
<input type="checkbox"/>			Meetings	Meetings, Discussions
<input type="checkbox"/>			Supervisory Roles	Supervisory Roles
<input checked="" type="checkbox"/>		Clinical	Ambulatory	Clinical/Bedside - Not payable
<input checked="" type="checkbox"/>			Surgical	Clinical Not payable Surgical
<input checked="" type="checkbox"/>		Formal	OSCE Examiner	OSCE Examiner (typically 3 units)
<input type="checkbox"/>			OSCE Preparation	OSCE Preparation (typically 5 units)

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

Home Account Settings Forms **Reports** Tools Help Log Out

Report Writer

Report Writer

Reports

First select a report you will use.
Based on your selection your options will change.

Available Reports
Select a Report

Print

Report: Physician Contribution To Teaching Calendar (Jul 01, 2023 to Jul 27, 2024)

UBC Department of Obstetrics & Gynaecology

Physician Contribution To Teaching Calendar **Dr. Aatest Aperson**
Jul 01, 2023 - Jul 27, 2024 **Gynaecologic Oncology**

Date	Program	Category	SubCategory	Topic	Units	Hours
Jul 15, 2024	Adv Training - FPMRS	Admin	Meetings	Test AddE (Anderson, Jacklyn)	0	2
Jul 02, 2024	Residency	Formal	Academic Advisor	clinical	1	0
Nov 28, 2024	Other Teaching/CME	Committees	Gyn Specialties Division Section Leads	test ovrn spec div sec leads	1	0

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

Home Account Settings Forms Reports **Tools** **Help** Log Out

Administration Forms Payments Reports

- FOM Clinical Appointment Policy
- Clinical Teaching Activities Entry Guide
- Payment Rules
- !Entering Rounds and Meetings Attendance
- !Audits
- !Account Codes
- !Payments Clinical Teaching Example
- !UG Payments Spreadsheet
- ReportWriter for Physicians
- !ReportWriter Attendance Letters
- ! Custom Report 2007
- ! Payment Groups Report 2007
- ! Staff Review Reports
- !Example Physician Scorecard

PAYMENTS HELP ?

11. Form for multiple Physicians attending same activity (**available to administrators only**). The **Teaching Activities – Multiple Payees** form allows administrators to input multiple records (one for each selected Payee) for a same activity at the same time.

Home Admin Users Admin Personnel **Forms** Payments Reports

HELP ?

Teaching Activities

Teaching Activities - Multiple Payees

Date (mm/dd/yyyy)

Program (eg. Residency) Any

Category (eg. Clinical) Any

Sub Category (eg. Surgical) null

Rotation or UG Group Select a Rotation

Learner1 Select a Learner

Funding MOH

Time Hourly - NonEligible

Hours to be Paid 0

Hours NOT Eligible 0

Payees - Multiple Select: Show selected payees

Search payees...

- aanotherCASC, testperson - Sessional
- aaPerson, aatest M. - Straight FFS
- Abdulhafid, Adel - Other
- Abdullah, Sameer - Other
- Abrahams, Ron - Straight FFS
- Adams, Erin - Straight FFS
- Adegbenro, Adewale - Straight FFS

Topic

Learner2 Select a Learner

Learner3 Select a Learner

Other Learners - University Program, First & Last name

Hours

Eval.Score 0.0

Amount/Hours undefined

Amount Paid \$ NaN

Non Eligible \$ NaN

Note: For the payable subcategories, when entering Eligible units or hours, if a selected payee is not payable, then the "Units or Hours to be paid" will be entered as "Units or Hours NOT Eligible" for that payee.

Add Records >>

(The End)