



T-Res Student INSTRUCTIONS

OVERVIEW

UBC midwifery students are required to log all births they attend while in the program. During their program students must attend a minimum of 60 births. From these 60 births, 30 must meet the definition of continuity of care approved by the CMBC for the UBC program, which is attendance at the birth and 6 additional visits either antenatal or postpartum or a combination. In addition, students must have at least 40 births in the role of primary (in the capacity that they can be involved based on their year in the program). From these 40 births they must attend at least 5 at home and 5 in hospital.

UBC Also requires students to develop formal learning plans to aid communication with their preceptor and course tutor, and track progression through the program. The learning plan provides clear stated objectives, a plan to meet these objectives, a timeline and an expected outcome. They are reviewed at least 2 times per term.

T-Res is an internet based platform that provides students with a database where they can record births, tally skills performed, create and update learning plans, and journal.

T-Res identifies 4 Activity types: Activities 1, 2 and 3 must be verified by the preceptor. The 4th activity remains confidential for the student’s eyes only.

Activity	Occurance	Verifiable
1. Birth	created as they occur.	Yes
2. Learning Plan	created at the start of the term and updated during the term. This is optional you will also be creating a paper version.	Yes
3. Skills Log	created weekly.	Yes
4. Reflect	optional and private for personal reflection.	No

Clinical faculty / Preceptors verify student activities (births and skills logs), monitor, learning plans and view summary reports demonstrating student progression. T-Res calls this process “evaluation”.

3 step Process for Entering a verifiable Activity:

1. Student enters one of the 3 verifiable activities.
2. Every activity is assigned *pending* status and will remain *pending* and appears as “evaluate now” on your screen at log in
3. Preceptor reviews activity and verifies, or provides a correction/comment for student attention. **This electronic validation replaces the signature on the paper log**

Smartphone Apps:

T-Res / Fastlog supports pc and mac and provides apps for iPhone and BlackBerry. Select the the app from the Downloads tab on the website after you login. There is no charge for these apps. ***Entries that you make using your phone will go into the phone memory and will need to be synchronized later to a secure central server.**

Technical Support:

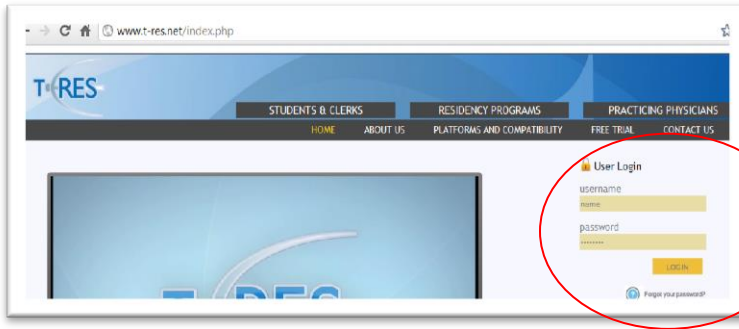
Support is available Monday to Friday, 9am to 5pm (PST)

Email: support@t-res.net

Telephone: Toll-free: 1 (866) 694-2323 Local (Vancouver): (604) 693-2323

GETTING STARTED

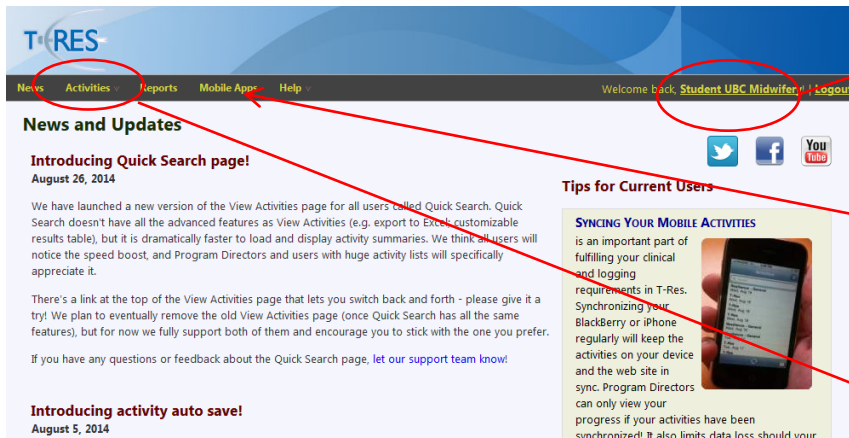
In your internet browser, go to site: www.T-Res / Fastlog.net



Enter your assigned username and password. Note the link if you forget your password.

VIEW ACTIVITIES

In the activities view listings of all your learning activities can be viewed at once. We will discuss this view in more detail later.



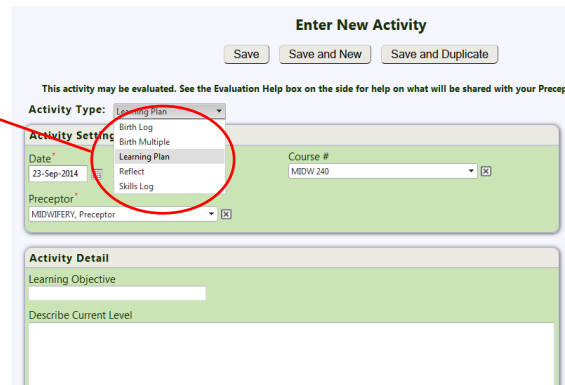
To change your password, click your name in the upper right-hand corner.

The Mobile Apps download is here.

Click Enter New Activity.

RECORDING ACTIVITIES

From the drop down menu select the birth.



ENTERING A BIRTH

- All births will require preceptor verification even if the preceptor was not present and the student was supervised by someone else for that particular activity.
- Do not enter information if it is not applicable – some fields may be left blank. Required sections are marked with a red asteric
- We recommend the birth activity be completed as soon as possible following the birth.

This activity may be evaluated. See the Evaluation Help box on the side for help on what will be shared with your Preceptor.

Activity Type: Birth

Activity Setting

Date: 11-Sep-2013

Course #: MIDW 320

Client ID Number: 2A007TB

Preceptor: MIDWIFERY, Preceptor

Supervising Midwife: Type to search

Activity Detail

Student Role: Type to search

Birth Type: Type to search

Actual Place of Birth: Type to search

Planned Place of Birth: Type to search

Transfer of Care: Type to search

Mother Details

Gestational Age: Type to search

3rd Stage Management: Type to search

Perineum: Type to search

Sutured: Type to search

1st Degree

2nd Degree

3rd Degree

4th Degree

Episiotomy

Intact

Labial

Other

4th Degree

Episiotomy

VBAC

Baby Details

This is the date of the birth not the date you made the entry.

Select your course from the drop down menu.

This is the midwife that attended the birth with you.

Select your preceptor and the midwife's name from the drop down menu, or type in the first few letters of their name. If the name is not listed simply type their name in full.

Drop down lists are either single item or multi item picks.

To protect client confidentiality you **must** use a code system. Please refer to your instructor for guidance.

Visit Details: To achieve Continuity of Care (COC) you must attend the birth and have six (6) additional antenatal or postpartum encounters. Be sure to tick the checkbox next to Continuity if COC was met. It is only necessary to record six visits, even if there are more.

Tick the ready for evaluation box at the bottom of the page when you have completed the entry and then save the document.

This is your private note-to-self section. It can only be seen by you and is common to all activities.

The screenshot shows a form with several sections:

- Baby Details:** Includes fields for Sex (Male), Presentation (Type to search), Neonatal Resuscitation (Type to search), Weight (g), Apgar 1m, and Apgar 5m.
- Visit Details:** Contains six visit input fields (Visit 1 to Visit 6) and a checkbox for Continuity.
- Other Notes:** A large text area for notes with a character count of 4000 remaining.
- Verification:** A checkbox for 'Ready for Evaluation'.
- Other Information:** A section for 'Private Notes'.

 Red callout boxes and arrows point to the 'Continuity' checkbox, the 'Ready for Evaluation' checkbox, and the 'Private Notes' field.

Saving your work

Buttons for saving your work appear at the top and bottom of each activity page.



3 ways to save.

1. Save – save entry and return to View Activity list
2. Save and New – save entry and open a new blank entry of the same activity type
3. Save and Duplicate – save entry and open a duplicate entry

You may save the activity only partly complete and return to complete the activity at a later time, however all fields marked with * must be filled in to be saved

ENTERING A SKILLS LOG

Complete the Skills Log on a weekly basis. This captures the skills you have performed that week only. Select each skill that you performed only once. Record the skill regardless of whether you performed it independently or with assistance. It is assumed that students will perform the skill with or without assistance as appropriate to their level.

The screenshot shows the 'Skills Log' form. At the top, 'Activity Type' is set to 'Skills Log'. The 'Activity Setting' section includes fields for 'Date' (11-Sep-2014), 'Course #' (MIDW 320), 'Preceptor' (MIDWIFERY, Preceptor), and 'Supervising Midwife'. The 'Activity Detail' section contains several dropdown menus for skills: 'Informed Choice Discussion', 'Professional Issues', 'Diagnostics / Investigations', 'Documentation & IPE', 'Medication', 'Labour / Birth & Postpartum', and 'Physical Assessment & Care'. Below this is an 'Other Notes' section with a 'Notes' field.

Don't forget to tick the ready for evaluation box at the bottom of the page.

This close-up shows the 'Verification' section at the bottom of the form, which contains a checkbox labeled 'Ready for Evaluation'.

ENTERING A LEARNING PLAN

The screenshot shows the 'Learning Plan' form. 'Activity Type' is set to 'Learning Plan'. The 'Activity Setting' section includes 'Date' (09-Jul-2013) and 'Course #' (MIDW 420). The 'Activity Detail' section has a 'Learning Objective' field, a 'Describe Current Level' text area, a 'Plan' text area, a 'Target Date' field, and an 'Actual' text area.

Create a new Learning Plan activity for each learning objective that is set. Refer to the Learning Plan procedure for more information on how to create a Learning Plan: <http://midwifery.ubc.ca/student-portal/midwifery-policies/clinical-placements/elearning-plan/>

ENTERING A REFLECTION

Activity Type: Reflect

Activity Setting

Date: 13-Sep-2013 Assessed: Type to search

Preceptor: HENDERSON, Dawn

Self Improvement Comments (Areas where you would like to see improvement and describe strategies to enable)

Reflect - Opportunities

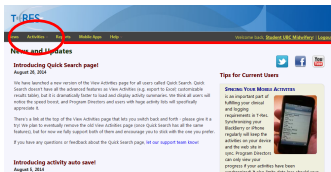
Achievement Comments (Describe an event where you can demonstrate progress in learning in any of the domains of assessment, clinical skills, communication, pharmacology, professionalism, and work & life)

Reflect - Achievements

Other Notes

Reflections are for personal use and are not visible to preceptors, faculty or administrators. They are never evaluated, the entire reflections document is only accessible by you.

ACTIVITIES VIEW – Managing listings



Click view activities

With the Activities tab selected, all your activities are listed below.

Click edit to return to the activity and edit the document.

View Activities (Switch to Quick Search)

Filters: Date: 28-Jan-2014 to 28-Jan-2014, Activity Type: All, Client ID Number: []

Supervising Middle: All, Birth Type: All, Actual Place of Birth: All

of Births with Continuity of Care: [], # of Births as 2nd Attendant: [], # of Births as Primary at Home: []

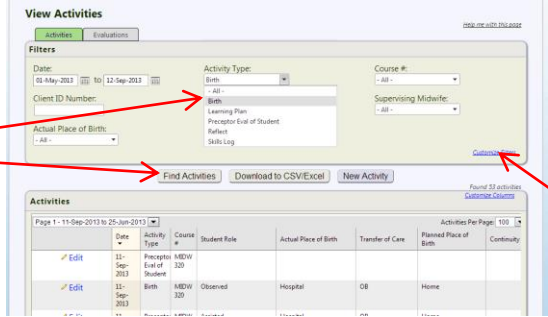
of Births as Primary at Hospital: [], # of Births as Primary with Transfer of Care: []

Find Activities | Download to CSV/Excel | New Activity

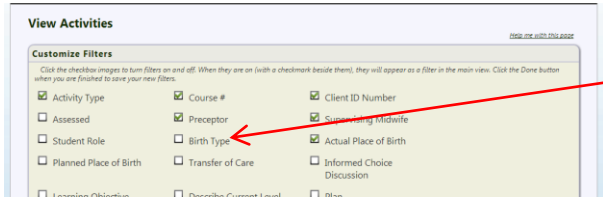
Page 1 - 28-Jan-2014 to 28-Jan-2014	Date	Activity Type	Student Role	Transfer of Care	Placed Place of Birth	Continuity	Activities Per Pa
Edit	28-Jan-2014	Birth	Observed	FP			
Edit	28-Jan-2014	Birth	Observed	FP			
Edit	28-Jan-2014	Birth	Observed	FP			
Edit	28-Jan-2014	Birth	Observed	FP			
Edit	28-Jan-2014	Birth	Observed	FP			
Edit	28-Jan-2014	Birth	Observed	FP			
Edit	28-Jan-2014	Birth	Observed	FP			
Edit	28-Jan-2014	Birth	Observed	FP			

Page 1 - 28-Jan-2014 to 28-Jan-2014 | Activities Per Pa

You can also select an activity. For example, you can select birth from the menu and then click on Find Activities to get a list of only the births.

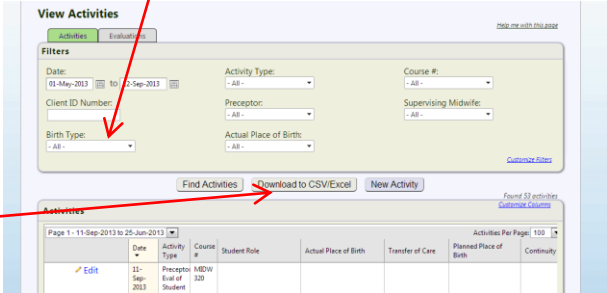


filters to determine what appears in the listings. You can also add more filters by clicking here.



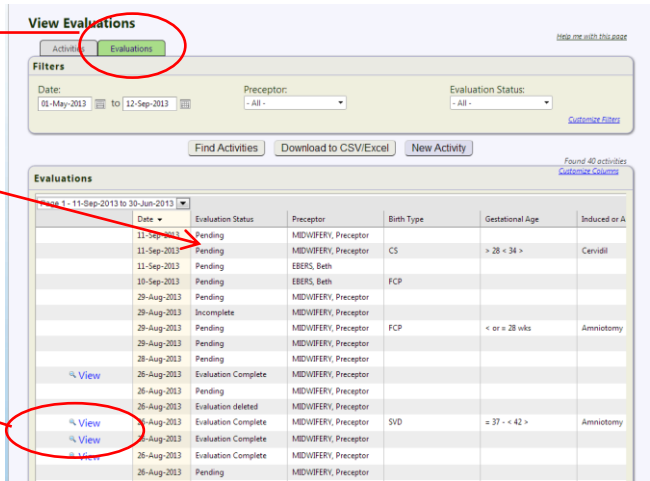
For example, Selecting Birth Type in this window will add this item to the filters.

You can save these listings as Excel spread sheets by clicking here.



ACTIVITIES VIEW – Evaluations

With the Evaluation tab selected, all your documents are listed below. Their evaluation status is indicated.



Click view to read a completed evaluation.

Note: Do not edit any activity once it has been evaluated.

Evaluations for individual activities will appear as comments at the bottom of the page in the gray box.

The screenshot shows two stacked form sections. The top section, titled "Other Notes", has a green header and a large white text area. The bottom section, titled "Trainee Evaluation", has a gray header and contains a dropdown menu for "Evaluated Trainee" (currently showing "UBC MIDWIFERY, Student"), a "Preceptor Notes" text area, and a "Review Complete" checkbox which is checked.