In order to complete a competency statement for a field note done by a resident (always required) you can follow these instructions.

- 1. Login to ePortfolio
- 2. On your homepage you will see a list of field notes requiring your competency statement, click on one to get started.

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Home	Field Note	Notifications	Files	Resident Overview	Help	Dean Facult - Logout

Residents are expected to obtain one field note per half-day clinic during rotations. Field notes can be initiated by the resident or by the preceptor. The Field Note is a tool to drive feedback (both positive and negative) and to drive future learning. Residents must complete a minimum of 100 field notes per academic year.

Notifications	Quick File Access			
(11) New Notifications	canada_newfoundland.gif	Newfoundland Flag	5/14/2015 3:46:48 PM	
Test Resident, Resident - 161 days, 21 hours ago				
Triple Test Resident, Resident - 162 days, 24 hours ago				
Double Test				

Field Notes (New)
The following field notes require follow-up: Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-08-13 14:22:12 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-08-14 12:45:11 Resident, Dean (Cabot Square Medical Clinic, St. John's, NL) - 2015-09-24 15:02:09 Resident, Dean (Cabot Square Medical Clinic, St. John's, NL) - 2015-09-24 15:03:38
The following field notes require a competency statement: Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-06-18 09:34:39 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-06-24 14:27:39 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-06-25 10:59:20 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-06-25 10:59:20 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-06-25 11:06:37 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-06-29 15:13:54 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-07-08 09:04:21 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-08-13 16:15:38 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-08-14 12:17:38 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-08-14 12:17:38 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-08-14 12:45:11 Resident, Dean (Airport Heights Medicine Clinic, St. John's, NL) - 2015-09-16 10:24:30 Resident, Dean (Cabot Square Medical Clinic, St. John's, NL) - 2015-09-16 11:04:30

- 3. This will bring you to the competency page, to fill it out 3 clicks are required.
 - a. First click "update competency statement" seen below; this will navigate you to the competency section of the page.

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Home Field Note Notifications Files Resident Overview Help	Dean Facult - Logout				
Update competency statement					
Academic Rotation: Resident, Dean (Airport Heights Medicine Clinic) - 2015-04-01 -> 2015-04-15 Location: Airport Heights Medicine Clinic, St. John's, NL Rotation: Academic Family Medicine Preceptor: Facult, Dean Resident: Resident, Dean Program Year: 2014					
Encounter Details					

b. Second, select a competency.

Competency				
\odot Progressing as expected \odot Some concerns with progress \odot Significant concerns with progress				
Review				

c. And finally click "update field note"

Professional	
Competency	
○ Progressing as expected	\odot Some concerns with progress \odot Significant concerns with progress
Deview	
Follow-Up?:	
⊖ Yes . ● No	Reviewed By:
	Update Field Note

And the competency statement has been updated.