Quick Guide

Virginia EMS Portal

Marking Student Competency Verifications in the EMS Portal (NEMSES)



Virginia Office of Emergency Medical Services | <u>vdh.virginia.gov/emergency-medical-services/</u> 1041 Technology Park Drive, Glen Allen, VA 23059 | 804-888-9100

EMS Portal: Marking Student Competency Verifications in the EMS Portal (NEMSES)

This Quick Guide has been developed to assist Virginia Education Coordinators with marking student competency verifications and final status in the Virginia EMS Portal. This process is very fluid and greatly depends on your individual class, student population and number of students. This Quick Guide will cover three distinct scenarios:

- 1. Marking Competency for the "Perfect" Class.
- 2. Marking Competency for a "Not So Perfect" class with "Failures" and "Withdrawals".

Please follow this step-by-step guidance. Note: The EMS Portal works best when using Google Chrome or Safari.

Step 1: Logging into Your Virginia EMS Portal Account

1. Type in your certification number and password to login to the Virginia EMS Portal.

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Q 201302592		If you are having trouble logging in, you can utilize one of the follow 1. Click on the Reset Password link under the Sign In button on the based upon your security questions. 2. Contact the OEMS/VDH Help Desk by clicking here. The help d	ving to assist you: e right. This will allow you lesk is available Monday ti	ı to reset y hrough Fri	our pas ida <mark>y d</mark> ur	sword ing
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1. Agree to the Terms of Use (TOU) for accessing the Commonwealth of Virginia computer systems.



Step 3: Accessing Terminal Competencies

1. Once your Dashboard loads, click on the Terminal Competency active tile.

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2. The next page that displays is your *Active Courses*, locate the column labeled **Pending Terminal Competency**.

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Marking Competency for the "Perfect" Class

Step 1: Marking Terminal Competency

- 1. This section refers to Step 2 Terminal Competency in the EMS Portal.
- 2. Select the Terminal Competency Icon for the class in question.





3. If needed, click the hamburger stack icon in the upper lefthand side of the screen to minimize the menu so you have more screen real estate.



4. Double click in the first field in the *Results* column to begin entering competency results for each student.

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- 5. Select the date in which the Terminal Competency Psychomotor Exam was held.
 - a. In this example, all students tested on the same date.

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- 6. In order to save time, we will use the "*Copy Down*" feature to enter the date for all students in one command.
- 7. From the header row, select all entries on the table.



8. Then, from the head row, select the hamburger stack icon and the submenu, *Copy Down*.

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- 9. The date you first selected will now be copied to all records in the table.
 - a. "Thanks, you are a life saver!"



- 1. Now, in the *Results* column, enter the results for each student in the course.
- 2. Click Apply Changes.



- 3. Once you apply changes, an e-mal will automatically be send to your EMS Physician for them to go to the EMS Portal and mark students' competency.
- 4. As a part of the TCPE, EMS Physicians will be required to electronically sign off on the competency of students in the programs they endorse and they will complete this task in the Virginia EMS Portal.
 - a. We have created a short video specifically for EMS Physicians on YouTube for your EMS Physician should you find they are having difficulty with this process. <u>https://youtu.be/-gBV1-nCxHY</u>

Step 3: Marking Student Dispositions

- 1. This section refers to Step 3 Student Disposition in the EMS Portal.
- 2. Once your EMS Physician marks student competencies in the EMS Portal, you will then be able to mark students disposition in the course as: pass, fail, withdrawal or incomplete.
- 3. Login to the EMS Portal and go to the Terminal Competency for the course in question.

4. Click on Step 3: Student Disposition.

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5. In the **Results** column, begin marking the students as pass, fail, withdrawal or incomplete.



6. Don't forget to login to your National Registry Portal and mark your student's status there as well.

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- 7. When done, complete the process by clicking *Apply Changes*.
- 8. You are now done with this course.

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Marking Competency for the "Not so Perfect" Class

Step 1: Marking Terminal Competency

1. Select the Terminal Competency Icon for the class in question.





2. If needed, click the hamburger stack icon in the upper lefthand side of the screen to minimize the menu so you have more screen real estate.



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- 1. Since no class is perfect, like the example above, how does one mark students who have withdrawal or failed out of the program during the course?
 - a. Nothing has changed about this process, it's just hidden—albeit illogically—behind Step 3 Student Disposition.
 - b. To mark students as withdrawn or failed during the course, click on Step 3 and change the student status for those who meet the criteria.

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2. Click *Apply Changes* to save the records.

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3. When returning to *Step 2 – Terminal Competency*, you will see that all the students with a status are listed at the top of the roster.

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Step 3: Marking Terminal Competency

1. Double click in the first field in the *Results* column to begin entering competency results for each student.

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2. You will notice that the cells are grey out. You are not permitted to mark a competency result for a student that has withdrawn or failed out of your program.



3. Scroll down in the table until you see an Exam Date cell that is white and begin entering the date of the exam from this point forward.

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4. For the remainder of the process, pick up **Step 2** on page 8 through **Step 3** on page 10 above.