## Quick Guide

### Virginia EMS Portal

# How to Mark Student Competency in the EMS Portal



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: How to Mark Student Competency in the EMS Portal

This Quick Guide provides guidance on how EMS Physicians should mark student competency in the Virginia EMS Portal.

Once the EMT program has determined that all students are entry-level competent, the Education Coordinator shall conduct a terminal competency psychomotor examination that will allow the Program Director and Medical Director to validate entry-level psychomotor competency. It shall be conducted through competency based critical thinking scenarios as approved by the program's EMS Physician.

Whenever possible, your students should be evaluated by other Education Coordinators that were not part of the program, or had very little involvement, in order to ensure an objective evaluation.

#### Step 1: Logging into Your Virginia EMS Portal Account

1. Open your web browser and type the following URL into the address bar: https://vdhems.vdh.virginia.gov/emsapps/f?p=400



#### Step 2: Your EMS Physician Dashboard

1. From your **Dashboard**, click on the notification flag that indicates you have **Terminal Competencies** awaiting your review.

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#### Step 3: Accessing Courses with Competencies to Review

1. Click the column header labeled *Pending Terminal Competencies* to courses by those pending review. The number in the box indicates the number of students pending review on that course.



#### Step 4: Reviewing Pending Terminal Competencies

1. Once sorted, click on the black box to access the pending students for this course.

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#### Step 5: Review Pending Students

- 1. The list of students marked as *Pass* by the Education Coordinator will be listed.
- 2. Review the list and determine the students you agree meet the minimum competency determined by this program in conjunction with you as the program's EMS Physician.



#### Step 6: Marking Students as Competent

- 1. Once you have determined which students should be marked as competent, begin by triple clicking in the *Status* column. This opens the table for edits.
- 2. Click the *drop-down* list by the student's name and select a status for each student in the list.
  - a. Select *Pending*, if you do not agree with the educator and you would like to conduct further evaluation or testing with a particular student.
  - b. Select *Completed* if you agree with the educator that the student has met the competency requirements for the course in question and the student in minimally competent as an entry-level EMT.

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#### Step 7: Submit your Competency Verifications to OEMS

- 1. After you have completed marking students, click the *Apply Changes* button in the upper right-hand corner of the screen to submit your competency verifications to the Office for processing.
- 2. Once you have completed this, the educator will automatically be notified by e-mail from the EMS Portal that you have taken action on this course.



Our IT Team has enabled bulk marking of competency verifications in order to assist EMS Physicians in this process.

#### Step 8: Bulk Marking Verifications vs. Individually Marking

- 1. As the EMS Physician, you have the ability to bulk mark student verifications should you choose to do so. For example:
  - a. you want to mark all students as having passed in as few steps as possible.
- 2. This process does require a few unwieldy steps, however once mastered, it will save you time in the student competency verification process.
- 3. To begin the bulk marking process, triple click the *Result* column for the first record in the table.

4. Select the status you would like to apply to all records in the table. In the example below, Pass has been selected.

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5. On the upper left-hand side of the table, check the *Select All* checkbox.

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8. Copy Down will copy your selection in row 1 down the entire table as displayed below.

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9. Click Apply Changes in order to save your selections.

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#### Step 9: Log out of the Virginia EMS Portal

1. Please remember to Log Out to prevent unauthorized activity on your account.

