

Quick Guide

Virginia EMS Portal

How to Mark Student Competency in the EMS Portal



EMS Portal: How to Mark Student Competency in the EMS Portal

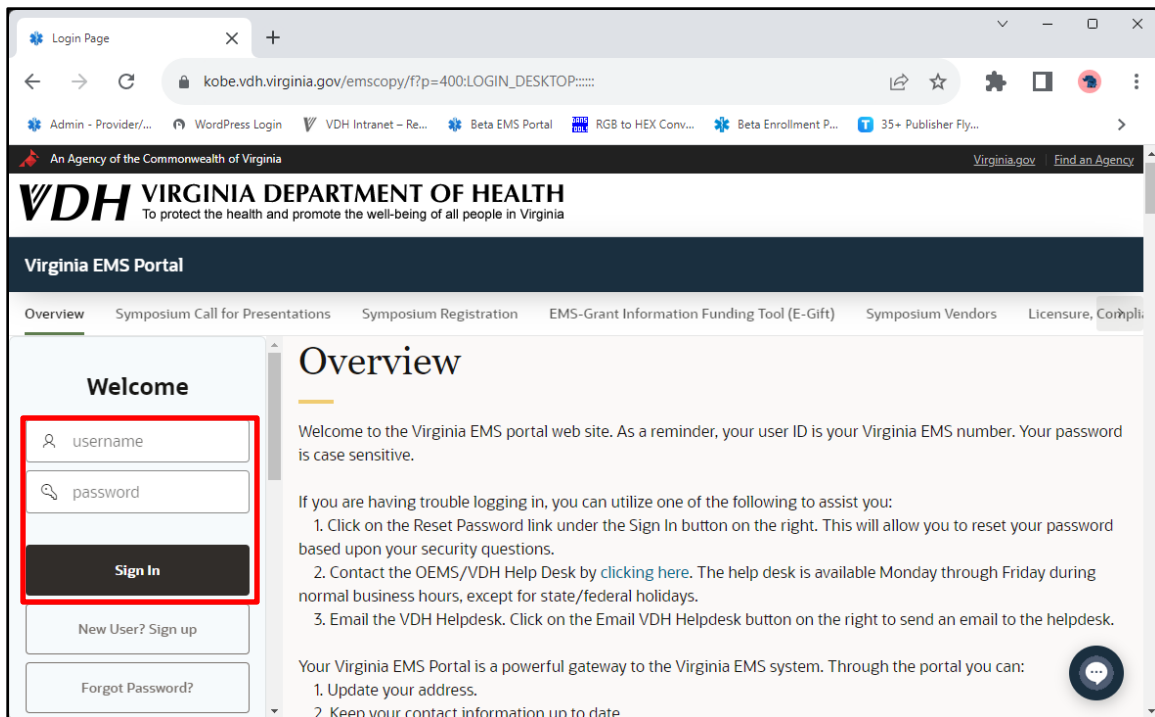
This Quick Guide provides guidance on how EMS Physicians should mark student competency in the Virginia EMS Portal.

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

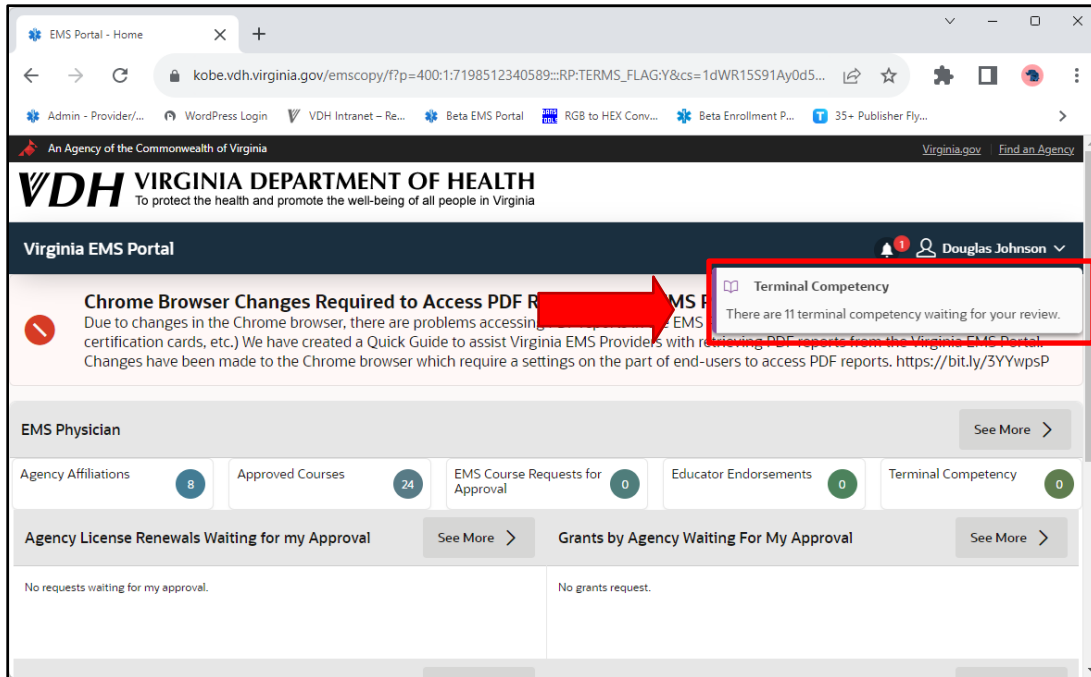
1. Open your web browser and type the following URL into the address bar:
<https://vdhems.vdh.virginia.gov/emsapps/f?p=400>



The screenshot shows a web browser window displaying the login page of the Virginia EMS Portal. The browser's address bar shows the URL <https://vdhems.vdh.virginia.gov/emsapps/f?p=400>. The page header includes the Virginia Department of Health logo and the text "An Agency of the Commonwealth of Virginia". Below the header, the page title is "Virginia EMS Portal". The main content area is divided into two columns. The left column, titled "Welcome", contains a login form with a red box around it and a red arrow pointing to it. The form has two input fields: "username" and "password", and a "Sign In" button. Below the "Sign In" button are two links: "New User? Sign up" and "Forgot Password?". The right column, titled "Overview", contains a welcome message and a list of links for helpdesk support.

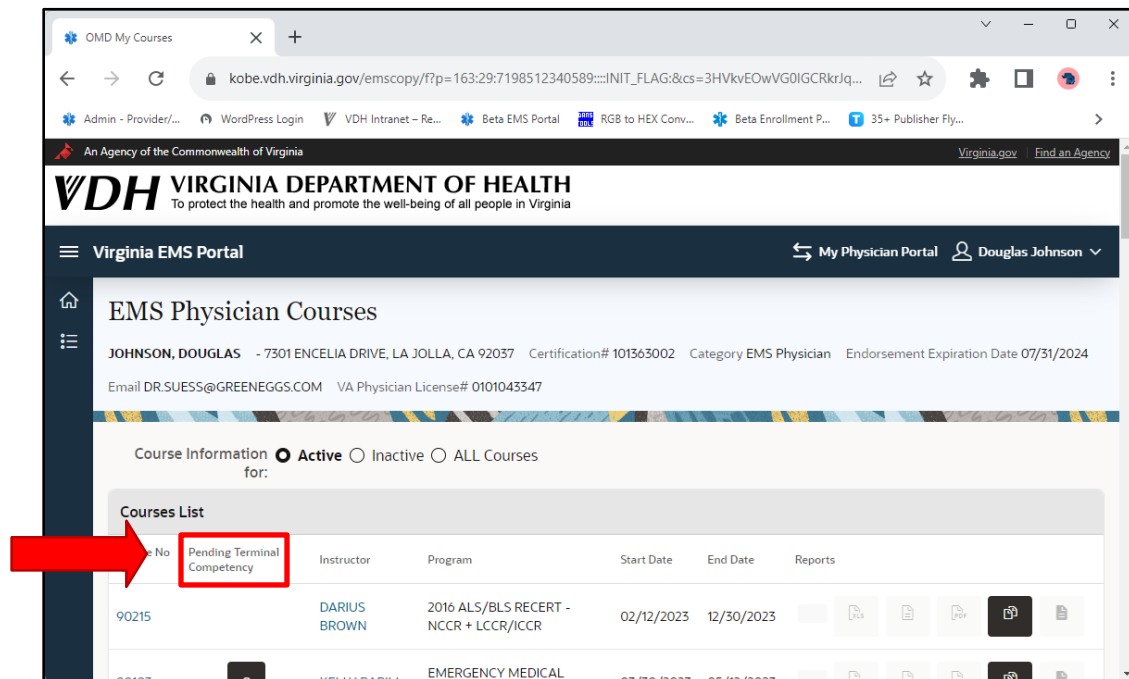
Step 2: Your EMS Physician Dashboard

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



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.

The screenshot shows the 'EMS Physician Courses' page for Douglas Johnson. The 'Course Information' section is set to 'Active'. The 'Courses List' table has the following data:

Course No	Pending Terminal Competency	Instructor	Program	Start Date	End Date	Reports
11		JAMES ALLEN	EMERGENCY MEDICAL TECHNICIAN	02/01/2023	02/21/2023	[Icons]

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.

The screenshot shows the 'Terminal Competency' page with the 'Step 2: Terminal Competency' tab selected. The table below shows the results for two students:

Search	Go	Actions	Edit	Cert No	Last Name	First Name	Mi	Level	Exam Date	Result	Result Date	Status	Approval Date
<input checked="" type="checkbox"/>				B2023010...	SMITH	STEPHEN	S		02/21/2023	Pass	02/21/2023		
<input type="checkbox"/>				B2023010...	CIRENZA	PATRICK	J		02/21/2023	Pass	02/21/2023		

1 rows selected Total 11

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 is minimally competent as an entry-level EMT.

The screenshot shows the Virginia EMS Portal interface. The page title is "Terminal Competency". Below the navigation bar, there are tabs for "Course Information", "Step 1: Applications", "Step 2: Terminal Competency", and "Step 3: Student Disposition". The "Step 2: Terminal Competency" tab is active. A table lists students with columns for Cert No, Last Name, First Name, Mi, Level, Exam Date, Result, Result Date, Status, and Approval Date. The first row is highlighted in green and has a red box around the Status column. A red arrow points to the dropdown menu for this row, which is open to show "Pending" and "Completed" options.

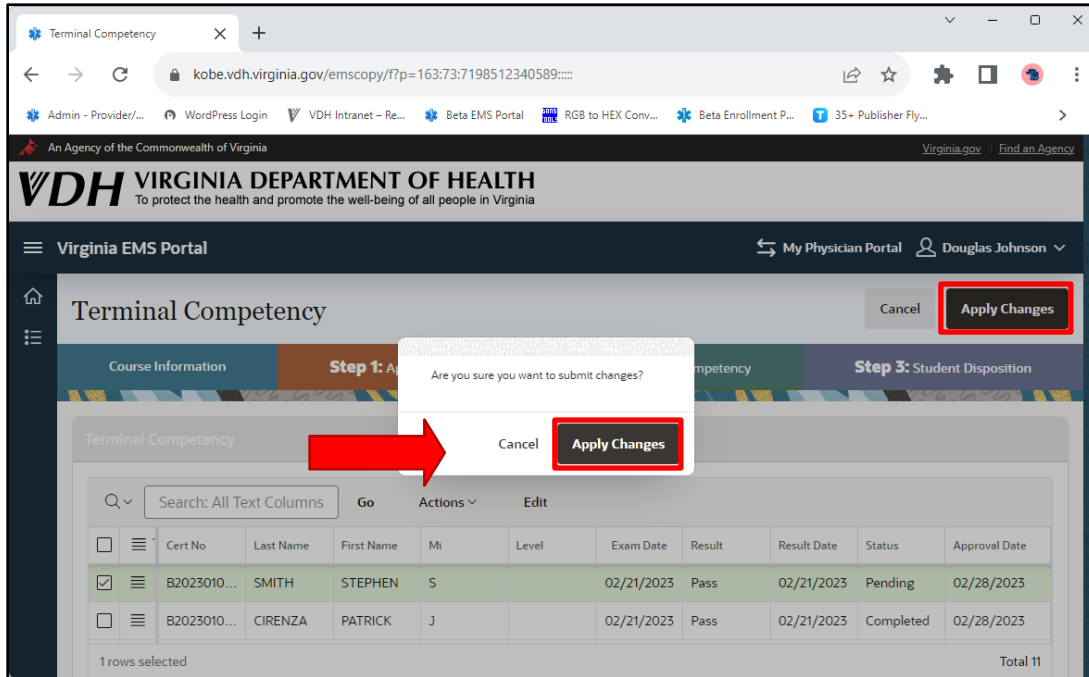
Cert No	Last Name	First Name	Mi	Level	Exam Date	Result	Result Date	Status	Approval Date
B2023010...	SMITH	STEPHEN	S		02/21/2023	Pass	02/21/2023	Pending	
B2023010...	CIRENZA	PATRICK	J		02/21/2023	Pass	02/21/2023	Completed	

The screenshot shows the Virginia EMS Portal interface. The page title is "Terminal Competency". Below the navigation bar, there are tabs for "Course Information", "Step 1: Applications", "Step 2: Terminal Competency", and "Step 3: Student Disposition". The "Step 2: Terminal Competency" tab is active. A table lists students with columns for Cert No, Last Name, First Name, Mi, Level, Exam Date, Result, Result Date, Status, and Approval Date. The first row is highlighted in green and has a red box around the Status column. A red arrow points to the dropdown menu for this row, which is open to show "Pending" and "Completed" options.

Cert No	Last Name	First Name	Mi	Level	Exam Date	Result	Result Date	Status	Approval Date
B2023010...	SMITH	STEPHEN	S		02/21/2023	Pass	02/21/2023	Pending	
B2023010...	CIRENZA	PATRICK	J		02/21/2023	Pass	02/21/2023	Completed	
B2023010...	LITTLE	DOROTHY	L		02/21/2023	Pass	02/21/2023	Completed	
B2023010...	DODD	JEREMY ...	L		02/21/2023	Pass	02/21/2023	Completed	

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.

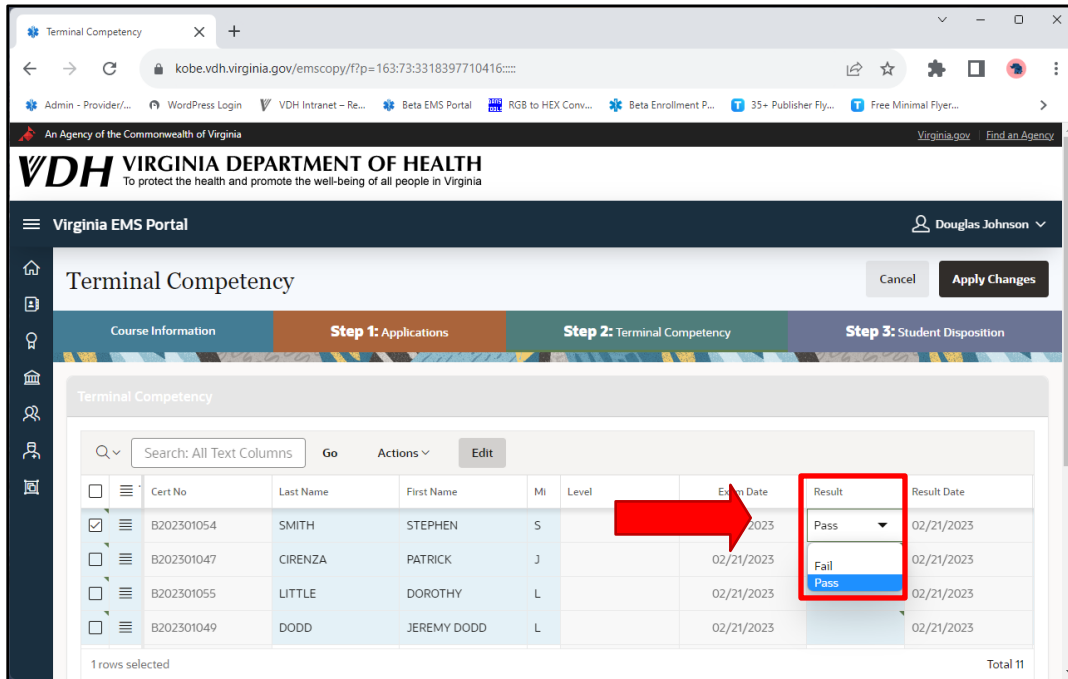


Our IT Team has enabled bulk marking of competency verifications in order to assist EMS Physicians in this process.

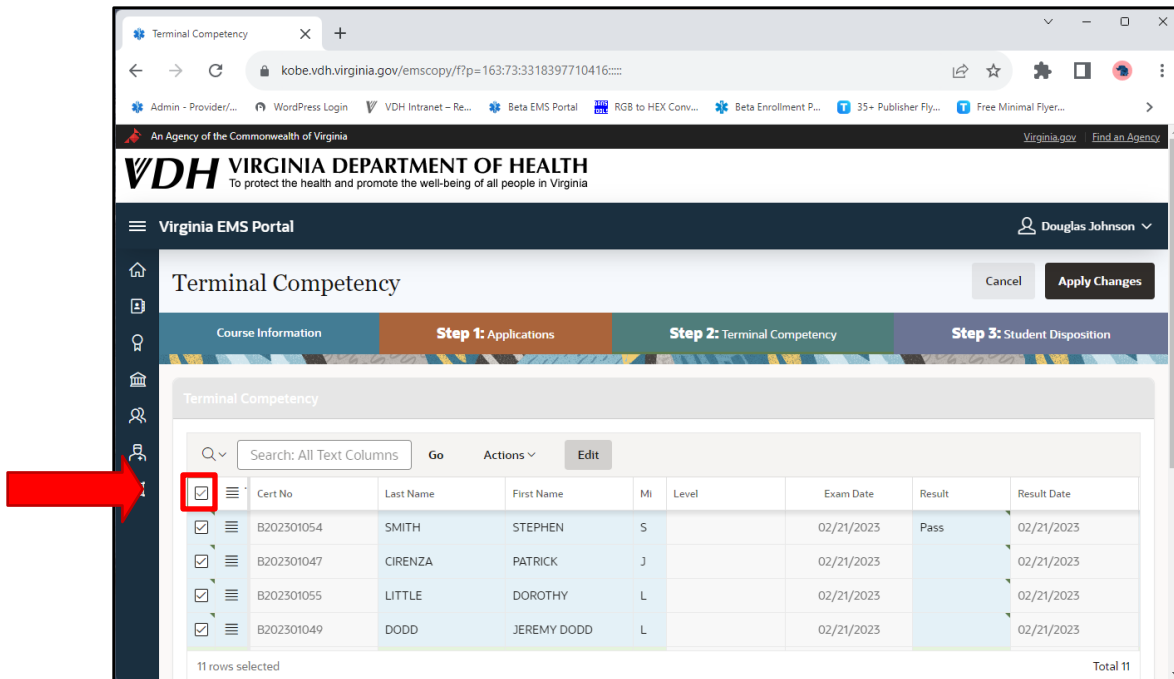
Step 8: Bulk Marking Verifications vs. Individually Marking

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.

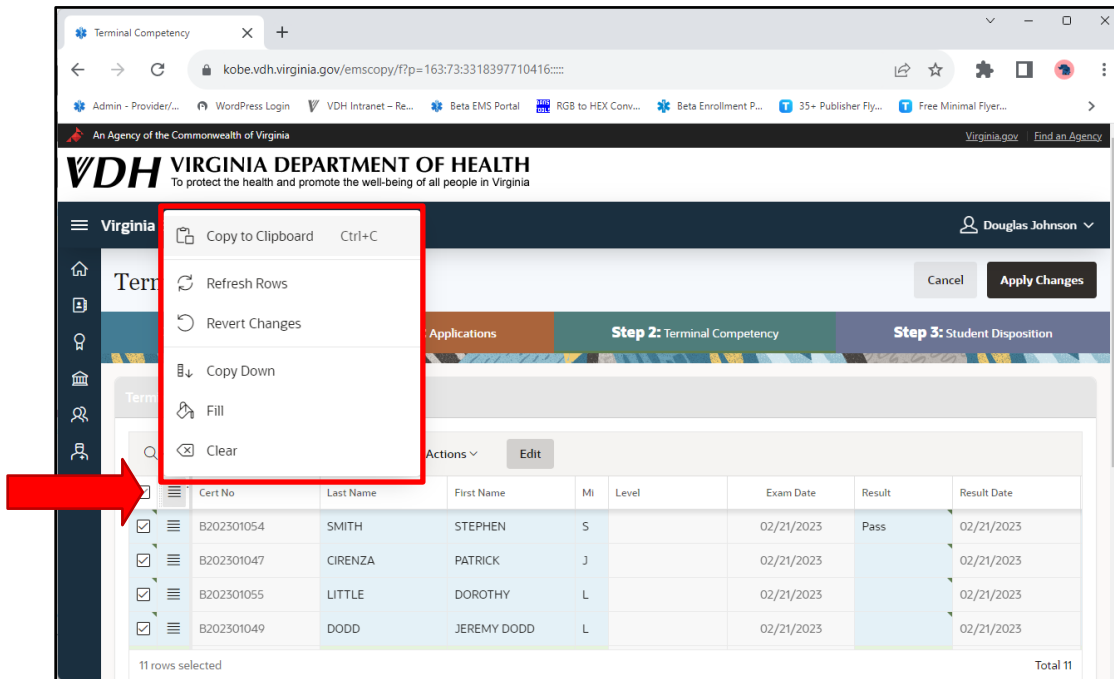
4. Select the status you would like to apply to all records in the table. In the example below, Pass has been selected.



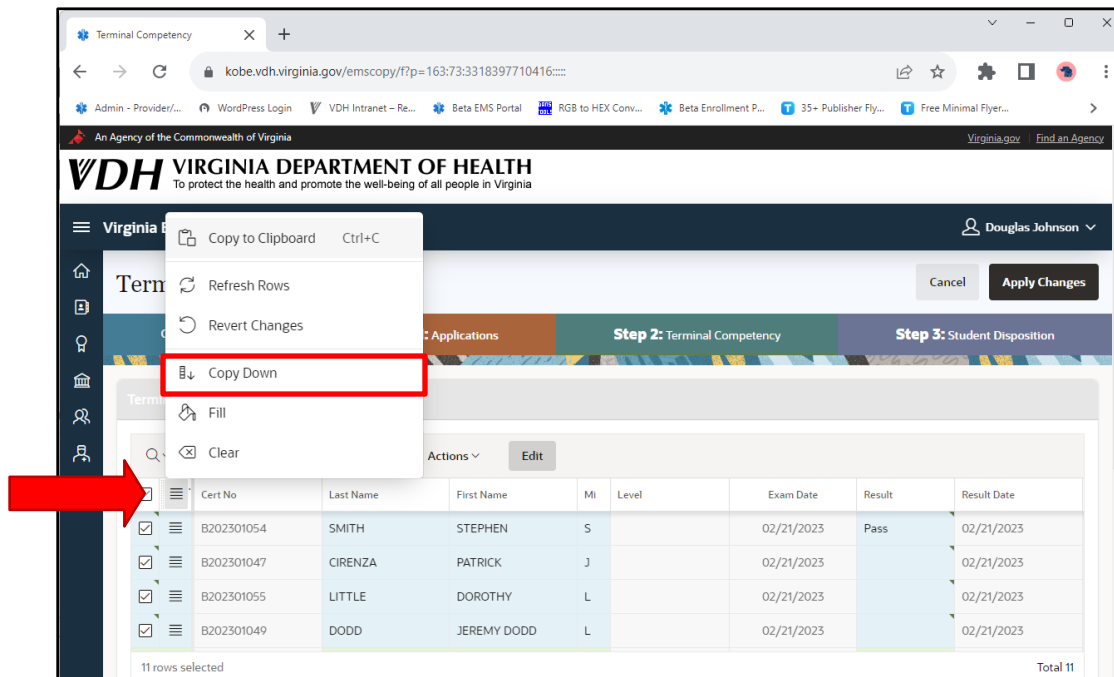
5. On the upper left-hand side of the table, check the **Select All** checkbox.



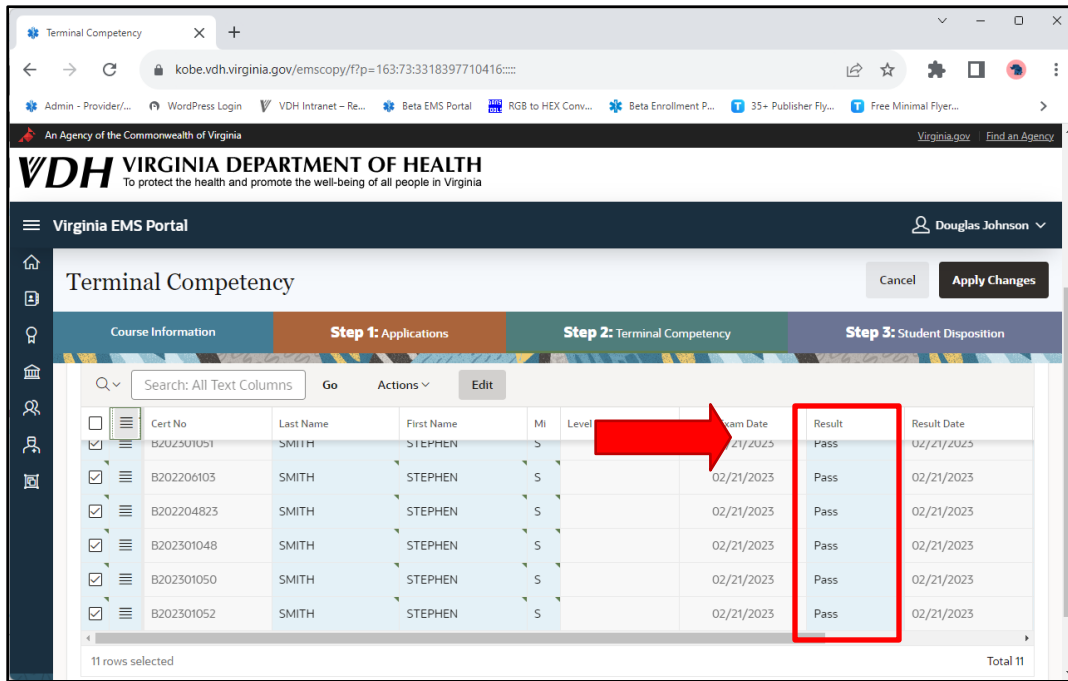
6. Then click on the **Selection Actions** hamburger stack button ☰ icon to display the menu.



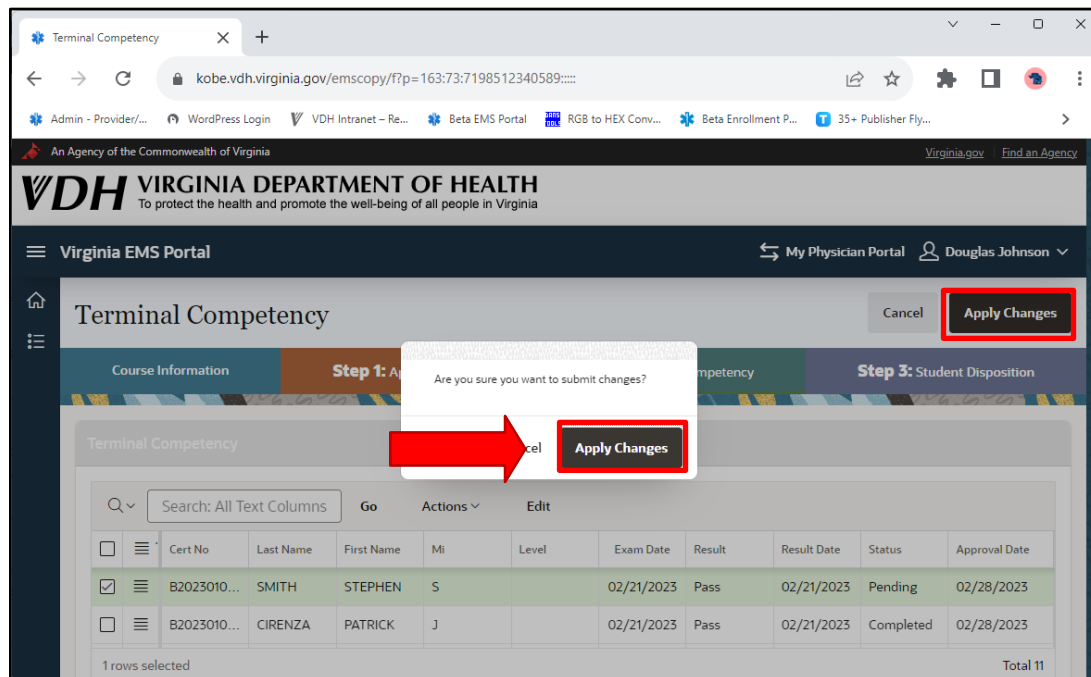
7. Select the sub-menu labeled **Copy Down**.



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

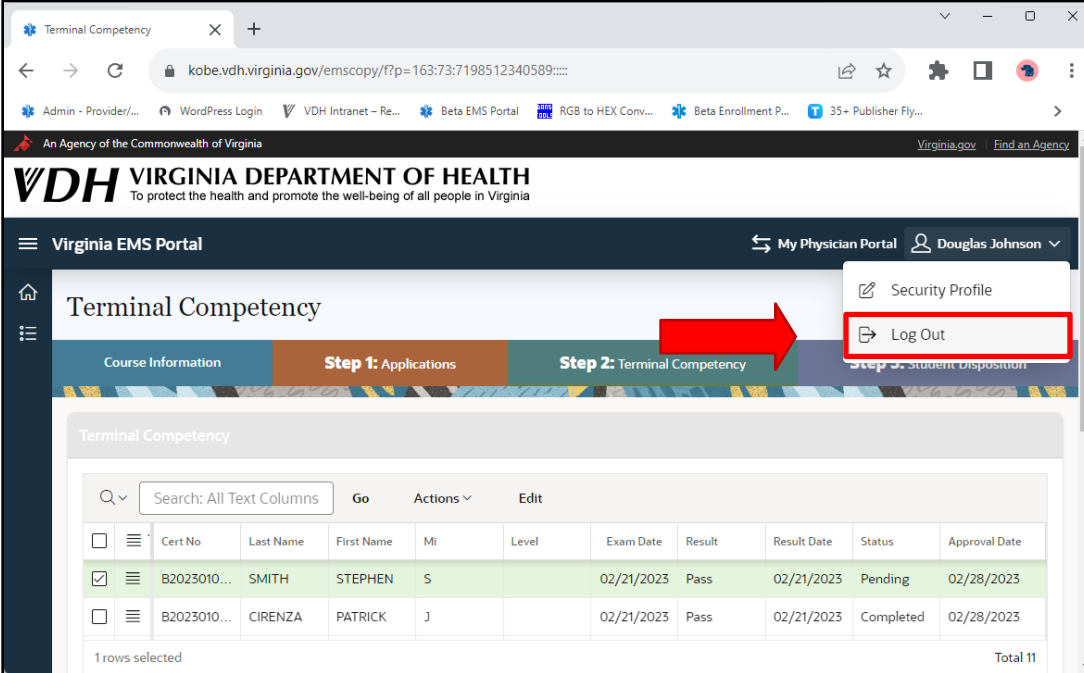


9. Click Apply Changes in order to save your selections.



Step 9: Log out of the Virginia EMS Portal

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



The screenshot shows the Virginia EMS Portal interface. The user is logged in as Douglas Johnson. The page title is 'Terminal Competency'. A red arrow points to the 'Log Out' button in the user profile dropdown menu. Below the navigation bar, there are four steps: Step 1: Applications, Step 2: Terminal Competency (highlighted), Step 3: Student Disposition, and Step 4: Student Disposition. The main content area displays a table of terminal competency records.

	Search: All Text Columns	Go	Actions	Edit							
<input type="checkbox"/>	Cert No	Last Name	First Name	Mi	Level	Exam Date	Result	Result Date	Status	Approval Date	
<input checked="" type="checkbox"/>	B2023010...	SMITH	STEPHEN	S		02/21/2023	Pass	02/21/2023	Pending	02/28/2023	
<input type="checkbox"/>	B2023010...	CIRENZA	PATRICK	J		02/21/2023	Pass	02/21/2023	Completed	02/28/2023	

1 rows selected Total 11