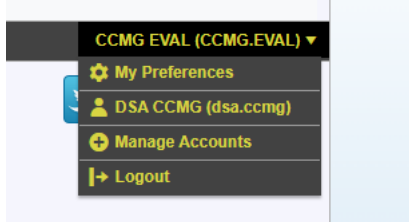


CCMG T-Res Reporting

Logbooks

You must be using your logbook login on the T-Res platform. You can switch between your logbook login and your evaluation login in the upper right corner of the page:



You can add an account by clicking +Manage Accounts in the dropdown. Once you've done this, you will be able to switch to your other account on the drop down anytime once you're logged in.

For the logbook download, there are two components: (1) an excel download of all entries, and (2) the report summary.

Excel download of all logbook entries:

1. Activities
2. View Activities
3. Ensure the correct date range is selected
4. Download to Excel

5. In the excel download, if you are submitting your logbook to credentials, delete all entries from the "Case Number" field. Private notes can also be deleted.

	A	B	C	D	E	F	G	H	I	J	K
1	Submitter	T-Res Stage	Form	Date	Supervisor	Training Site	Case Num	Training Ur	Date Range	Frequency	Frequency
2		TTD/F	Educationa	#####					May 31 to Jvi. Single O		
3		TTD/F	Technical L	#####					Cancer Genetics - Part 1		
4		TTD/F	Technical L	#####					Cancer Genetics - Part 1		
5		TTD/F	Technical L	#####					Cancer Genetics - Part 1		
6		TTD/F	Technical L	#####					Cancer Genetics - Part 1		
7		TTD/F	Technical L	#####					Cancer Genetics - Part 1		
8		TTD/F	Technical L	#####					Cancer Genetics - Part 1		
9		TTD/F	Technical L	#####					Cancer Genetics - Part 1	Case Number	
10		TTD/F	Technical L	#####					Cancer Genetics - Part 1		
11		TTD/F	Technical L	#####					Cancer Genetics - Part 1		
12		TTD/F	Technical L	#####					Cancer Genetics - Part 1		

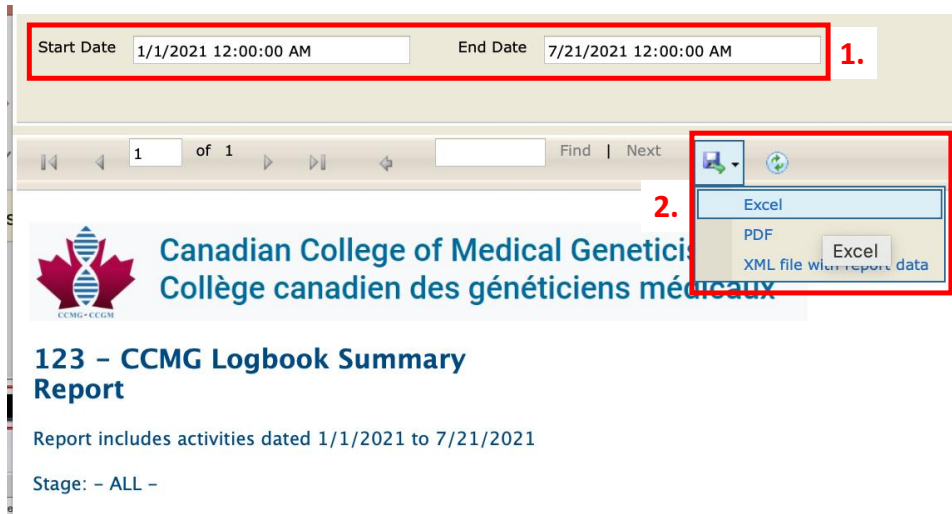
Report summary

1. Reports
2. View Report for "123 – CCMG Logbook Summary Report"

The screenshot shows the 'Reports' section of the CCMG-CCGM application. The 'Reports' tab is highlighted with a red box and a red '1.'. Below the navigation bar, there is a table of reports. The report '123 - CCMG Logbook Summary Report' is highlighted with a red box and a red '2.'.

Name	Description	View Report
024 - Role Played By Trainees For Attending Physicians	Displays the average percentage of time spent in different roles (e.g. Observer, Assistant, Primary, etc.), depending on the trainee's year of training. Also displays a further breakdown per preceptor/supervisor in the program, to make it possible to compare the level of responsibility that trainees get under specific preceptors vs. the average for the entire program. For example, if a particular preceptor/supervisor has a higher than average rating for trainees in the Primary role, it could be an indication that he/she is more willing to let a trainee handle a case on his/her own, whereas if it is a lower than average rating, that preceptor/supervisor could be a bit more cautious.	View Report
030 - Pick List Items	List items and their hierarchy for items available in activity dropdown lists.	View Report
034 - Activity Count By Setting	Activity counts broken down by setting and activity type.	View Report
038a - Activity Export Details	Trainee activity details with parent fields (where applicable). Intended for export to Excel.	View Report
038b - Activity Export Details With Parent Fields	List of activity details used for export to Excel.	View Report
038e - Raw Activity Export With Parent Fields	Raw activity data export intended for import into a spreadsheet.	View Report
041 - Trainee Diagnosis, Problem or Procedure Counts	Diagnosis, problem or procedure counts. Selected field items can be broken down by parent.	View Report
051a - Diagnoses, Objectives, Problems, Procedures By Role	For this report you could filter by trainee, stage, date, activity type, and role (e.g. primary, first assistant, etc., depending on your program's settings). You can view how many times a specific trainee has done a procedure or diagnosis by role.	View Report
123 - CCMG Logbook Summary Report	Summary of all Technique Category's, Specimen Types, Test Methodologies, Clinical Scenarios and Quality Initiative Skills chosen within the Logbooks compared to Program Requirements	View Report

3. Ensure the correct date range is selected
4. Click the "Save" icon and download as an excel document



Evaluations (ITERS and FITER)

To download all evaluations:

Go to Activities>View activities>choose Trainee **evaluations** tab>choose Program from filter at top right (training site)

Select dates>select submitter (trainee name)>find activities>download to Excel

**Explanation of the submitter and evaluated trainee filters on the view activities page below.

When using the "view activities" export feature for the evaluations you will want to ensure that you are on the "Trainee Evaluations" tab in order to download the full evaluation.

This tab is used instead of the "Trainee Activities" because the Trainee Evaluations tab will show both the original activity and evaluation which means that **both the data entered by the student and supervisor will be visible when exported.**

When viewing the tabs on the "View Activities" page you will notice a difference for the "Submitter" filter within the "Trainee Activity" tab and the "Trainee Evaluations" tab. When viewing the "Submitter" filter within the "Trainee Activity" tab you will see a list of student names and when viewing the "Submitter" filter within the "Trainee Evaluations" tab you will see a list of supervisors.

When on the "Trainee Activity" tab you are viewing the original ITER that was created by the student which means it was submitted by them, this section only shows the fields that the student can enter and not the additional fields that a supervisor enters.

When viewing an activity within the "Trainee Evaluation" tab you are viewing a copy of the original ITER that was created with the same data but additional fields that the supervisor will

now enter and because this is considered to be a separate form the submitter will be the supervisor.