



PGME Guidelines: Timing and processes for Workplace Based Assessments (e.g. EPA)

Approved: PGMEAC, March 23, 2018

1. Workplace Based Assessments (WBA), such as Entrustable Professional Activities (EPAs) need to be completed in a timely way including the recording of the assessment and effective feedback.
2. Timely means workplace based assessments and feedback should be completed in 'real time' or later the same day. Sometimes assessors may need to complete the documentation over the next day. WBA forms are to be completed no later than 48 hours after the observation.
3. Providing feedback is the priority and should be provided to learners immediately following an observation.
4. Feedback should indicate the adequacy of the performance and offer specific actionable coaching on how to improved performance and outcomes.
5. Departments, divisions and programs should support assessors and learners to develop their skills in giving and receiving feedback effectively.
6. Technology needs to be designed to enabled WBA to be completed in a timely way including the recording of the assessment and effective feedback.
7. PGME and Residency Program Committees will monitor that CBME Workplace Based Assessments are completed in a timely way including the recording of the assessment and effective feedback.
8. PGME and Residency Program Committees will support assessors in their programs in their monitoring, oversight and feedback to assessors.