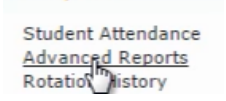
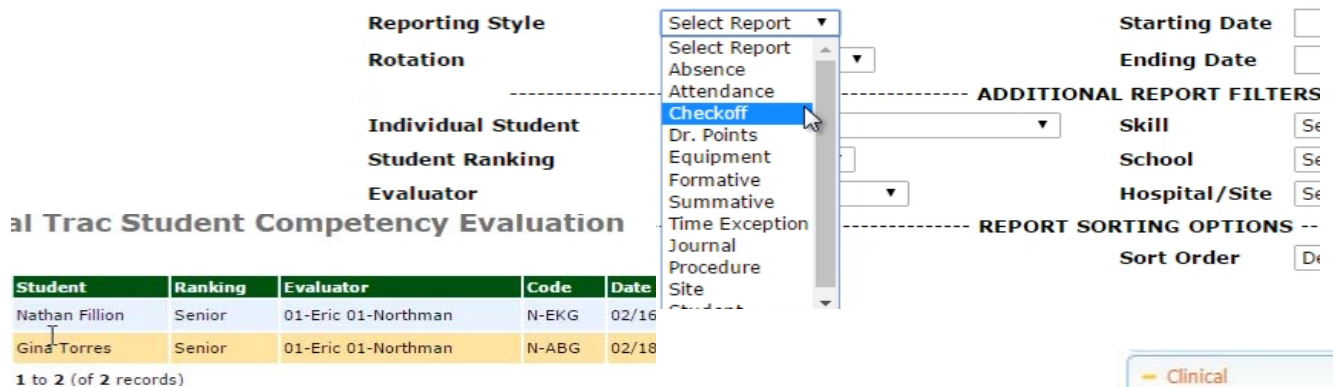


## Tracking Checkoff Completion

To prepare you will need the checkoff list for the term. Your primary goals will be to check:

- Whether checkoffs have been done, as students will not necessarily have checkoffs done each day.
- If there are checkoffs to evaluate, you'll be checking them for completeness and number of checkoffs completed relative to this point in the term.

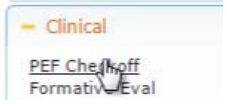
1. First, you'll want to see if there are any physician contact entries. To determine this, from the left-side menu choose Reports → Advanced Reports. 
2. From the "Reporting Style" dropdown, select "Checkoff". From the various dropdowns, select sorting criteria. Usually choosing dates for the week before will get good results. After you've chosen your criteria, press the "Details" button to get search results. In this case, I've found that only two students have had checkoffs completed in the specified time period, which means I only need to check those two— a huge time saver.



The screenshot shows a reporting interface with several filters and a table of results. The filters include Reporting Style (set to Checkoff), Rotation, Individual Student, Student Ranking, and Evaluator. The table shows two records for students Nathan Fillion and Gina Torres, both Seniors, with evaluator 01-Eric 01-Northman. The table columns are Student, Ranking, Evaluator, Code, and Date.

Student	Ranking	Evaluator	Code	Date
Nathan Fillion	Senior	01-Eric 01-Northman	N-EKG	02/16
Gina Torres	Senior	01-Eric 01-Northman	N-ABG	02/18

1 to 2 (of 2 records)

3. From the left-side menu choose Clinical → PEF Checkoff. Filter by the rank desired. 
4. Select the student whose checkoff you'd like to evaluate. Next, from the Action column, choose "View".

Course Code	Semester	Stud	Precp	Lab	Clinic
BiPAP/NIPPV	01-RTH 125 FL16	0	0.00	1	0
Sx ETT	01-RTH 125 FL16	1	0.00	0	0
N-ABG	01-RTH 125 FL16	0	0.40	1	0

5. You will next see the checkoffs entered for student you selected. In this sample entry, the following is the information indicated in the various columns:

- **"Stud"**: The student has added the "Sx ETT" checkoff, but no instructors/preceptors have checked off the student.
- **"Precp"**: There have been 2 out of the 5 (0.40) required preceptor "ABG" checkoffs completed.
- **"Lab"**: The lab instructor has added the "BiPAP/NIPPV" and "ABG" checkoffs.
- **"Clinic"**: There have been no checkoffs completed by the clinical instructor.

**Select Evaluation Topic to View for Performer**

- NIPPV - #RT33 - NIPPV
- VentInit - #RT33 - Ventilator Initiation
- VentMon - #RT33 - Adult Ventilator Monitoring
- CuffChk - #RT33 - Airway Cuff Pressure Manag
- VentWean - #RT33 - Weaning Parameters
- Extub - #RT33 - Extubation
- N-VentInit - #RT44 - Neonate Ventilator Initiat
- N-VentMon - #RT44 - Neo/Ped Ventilator Monit
- N-ABG - #RT44 - ABG
- N-EKG - #RT44 - 12-Lead Electrocardiography

**Student Check-Off Assessment History**

- + Nathan Fillion - Student Section - EKG
- Nathan Fillion - Preceptor Section - EKG

**\*Student performed the modal**

Completed:

1st  2nd  3rd  4th  5th

1st Completion Date: 02/1

6. Select the checkoff you'd like to view from the left-side list, then under "Student Check-Off Assessment History" below, select the desired checkoff and select "View" from the action column.
7. Choose the blue bar for whichever checkoff level you wish to review (the "Preceptor" view is shown here).