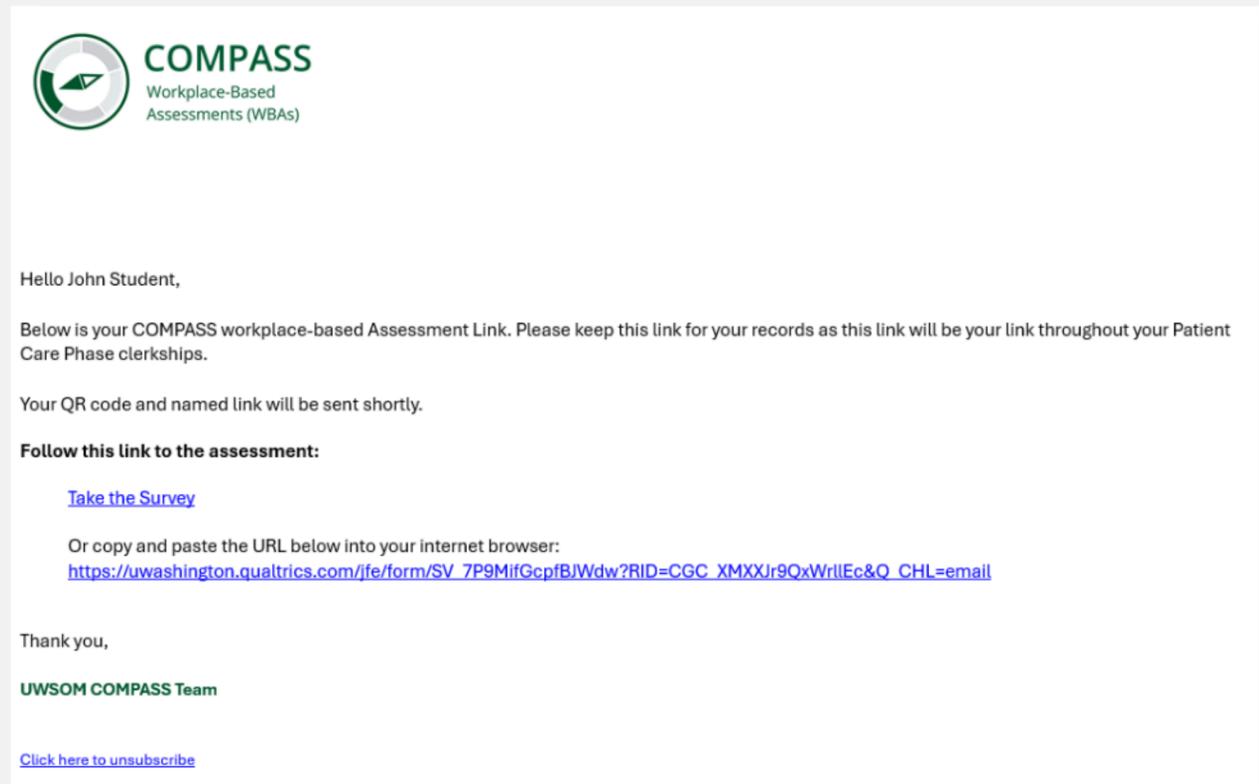


1

Locate unique form link or QR code

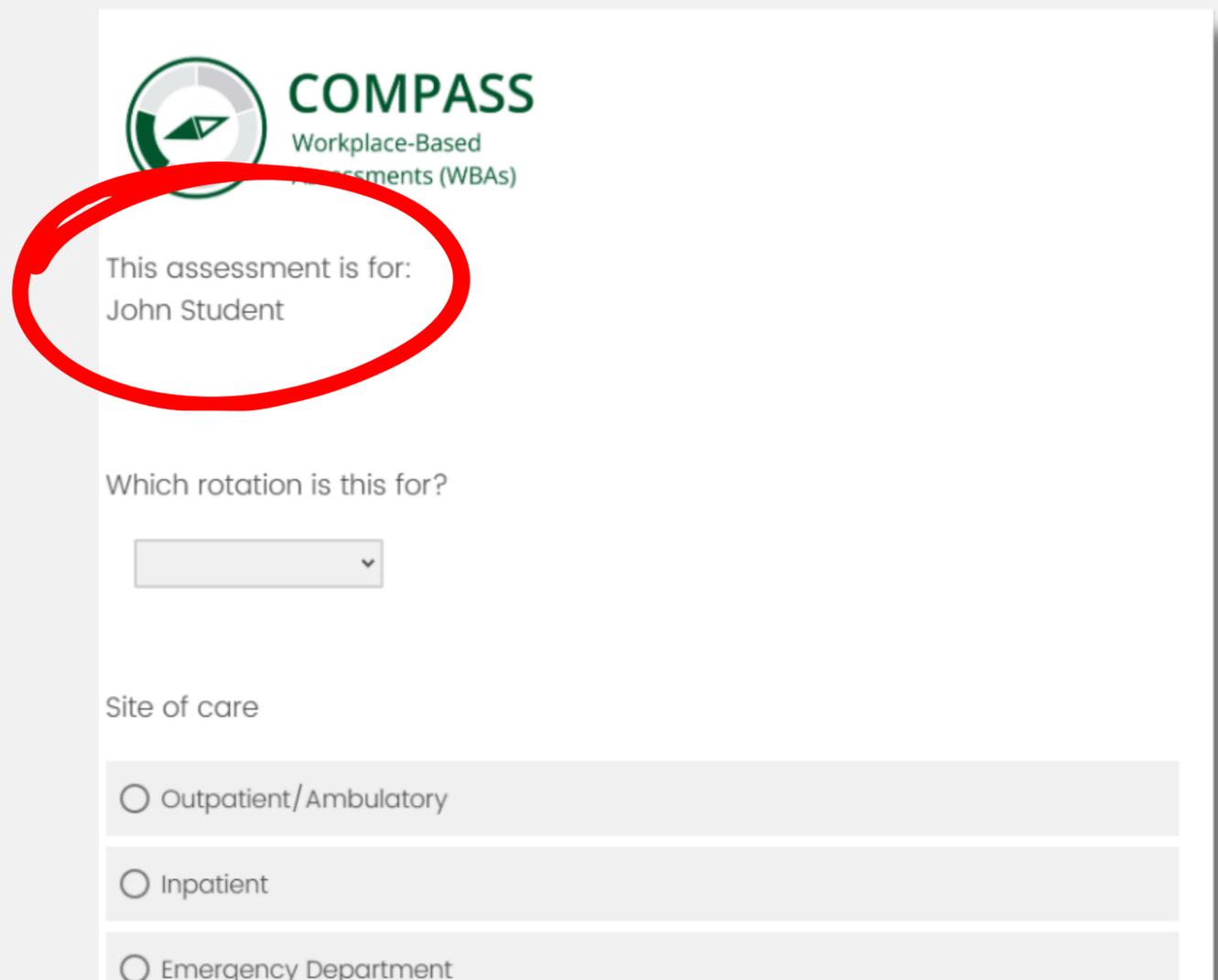
Students will receive an email from somdata@uw.edu that contains their unique workplace-based assessment link. Click the link or scan the QR code to access the WBA form in Qualtrics.



2

Verify student name

Verify that the correct name appears at the top of the form. **Students must use their unique link to access the WBA form.** All forms submitted with a student's unique link are tied to that student's account.



COMPASS
Workplace-Based
Assessments (WBAs)

This assessment is for:
John Student

Which rotation is this for?

Site of care

Outpatient/Ambulatory

Inpatient

Emergency Department

3

Provide information about the encounter

Select the rotation from the dropdown menu, then indicate the site of care and who is filling out the form. Enter the name and email of the preceptor providing the assessment.

Which rotation is this for?

Family Medicine

Internal Medicine

OBGYN

Pediatrics

Psychiatry

Surgery

Site

Outpatient/Ambulatory

Inpatient

Emergency Department

Which rotation is this for?

Site of care

Outpatient/Ambulatory

Inpatient

Emergency Department

Who is filling out this form?

Preceptor

Student (summarizing verbal feedback from the preceptor's perspective)

Name of Preceptor

Email address of Preceptor

4

Select the activity

Indicate the activity that is being assessed. Only one activity can be selected for each submission.

Which activity did you observe?

Gather a history

Perform a physical examination

Prioritize a differential diagnosis following a clinical encounter

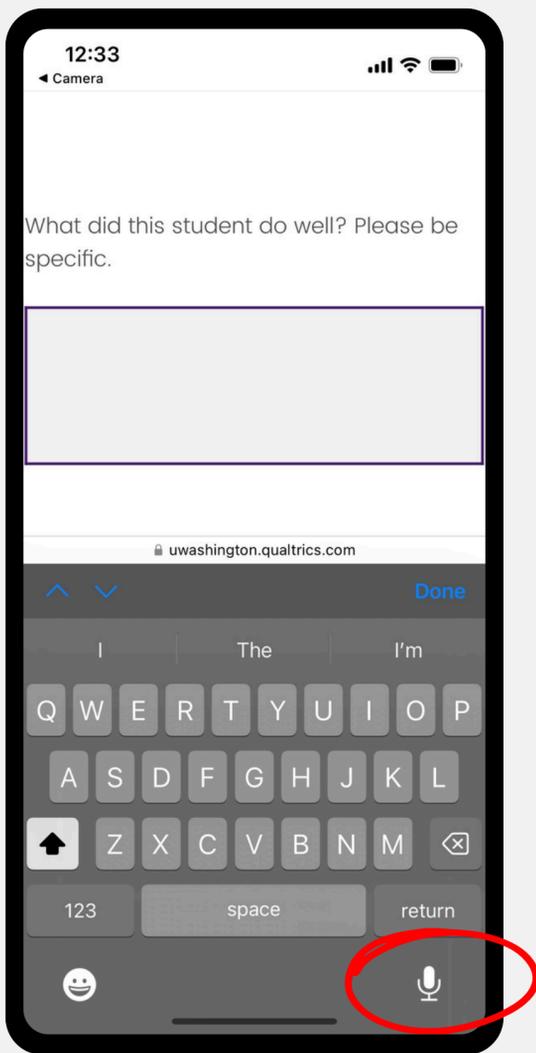
Recommend appropriate diagnostic and screening tests

Interpret common diagnostic and screening tests

5

Provide narrative feedback

Use the text boxes to provide brief feedback (1-2 sentences) on what the student did well and what they can do to improve. If enabled, you can also dictate by clicking the microphone icon on your device.



What did this student do well? Please be specific.

What can this student do better next time to improve? Please be specific.

6

Rate the activity

Indicate a rating for the activity utilizing the provided entrustment scale.

In supervising this student, how much did you participate in the activity?

- I stepped in and did it, they observed
- I talked them through it
- They mostly did it, I directed from time to time
- I was available just in case and I checked their work

7

Submit the form

Click the arrow at the bottom of the form to submit the WBA. You will be taken to a confirmation screen.

I was available just in case and I checked their work



PRECEPTORS

8

Review WBA submission details

Preceptors will receive a confirmation email with the details of the submitted WBA form. If the form was submitted by the student on your behalf, you will be prompted to view and confirm the submitted assessment. If you submitted the form, no additional action is necessary.

COMPASS WBA Submission Received

Hello Jane Doctor,

We have received a workplace-based assessment submitted by a student on your behalf. Please review, revise (if needed), and submit the final version of the form using the link below.

Student: John Student
Assessment Date: 3/14/2025
Rotation: Internal Medicine
Site of Care: Inpatient
Preceptor Name: Jane Doctor
Activity: Perform a physical examination
Preceptor Participation: I talked them through it

You can view and confirm the submitted assessment at the following link: https://proxy.qualtrics.com/proxy/?url=https%3A%2F%2Fuwashington.qualtrics.com%2Fjfe%2Fform%2F5V_7P9MifGcplBJWdw%3FQ_R%3DR_3YsIzV1H7HsRkxY&token=tWyN8dQBGRvWk8OYQHvRwR3YrhpeRmf1fQsju-puYMqU%3D

Please submit the form (with or without modification) no later than one week from now. Although the student initiated the original form, this assessment is not considered complete until you submit it. Once you confirm the assessment, the details will appear on the student's dashboard in 1-2 business days.

OR

Submitted WBA: https://proxy.qualtrics.com/proxy/?url=https%3A%2F%2Fuwashington.pdx1.qualtrics.com%2Fapps%2Fsingle-response-reports%2Freports%2F4vtuFgBnWvVYhASThQWjnRGDmHKAOUNvRRaPHRkPay1i4wnpc8ZQajEMMqWrAE0qsvnk5benYKdgp2OgNufT2Ht2j7B4y6gQ1Tb-hlZUDf2yDAMADnr_X3zKxY_e5u5VczzlKj1AcS56Vs2OkIYW2xMIAe4TI_4HNNSrCd8gHnQsLPvOzMnBxCVip27hbHBowDXNnYyH08ogr15lRMfwJFX-ocwF-UZLLvuwHeZxNSKLOb34uUgLxput8hRjmPfaanOOZdrowhd7PYUdCkVYdvLo13SD6_VVRDah5UupqbKBQh2G6WxCEpUBi0PO5CBAG&token=5Zg4w1nMlqTaco93dtQtlfqf2UGLu73ovOOw8s1dUuk%3D

No further action is required for this assessment.

Please contact UWSOM COMPASS Team, somdata@uw.edu, if you have questions about this submission.

UWSOM COMPASS Team



somdata@uw.edu

9

Confirm the submitted assessment (if required)

If the form was submitted by the student on your behalf, click the link in your email to review the assessment, make any necessary edits, and confirm or reject the form. **Do not edit any fields marked "do not edit"**. If you did not discuss the clinical activity with the student, select "reject submission".

Please confirm or reject this student assessment form.

Confirm submission

Reject submission



STUDENTS

8

Review WBA submission details

Students will receive a confirmation email with the details of the submitted WBA form. If the form was submitted by you on behalf of your preceptor, your preceptor will be prompted to view and confirm the submitted assessment.

Preceptor Confirmation Requested

Hello John Student,

We have received a workplace-based assessment submitted by you on behalf of your preceptor. You can view the submitted form at the link below.

Assessment Date: 3/14/2025

Rotation: Internal Medicine

Site of Care: Inpatient

Preceptor Name: Jane Doctor, sargem@uw.edu

Activity: Perform a physical examination

Submitted WBA: https://proxy.qualtrics.com/proxy/?url=https%3A%2F%2Fuwashington.pdx1.qualtrics.com%2Fapps%2Fsingle-response-reports%2Freports%2Fwd88ZIPXJY9I3J96FBziXL3avOoWexSBU6rMplcxG7VAagL0gMurG2aa3CtonMBk5RgaDXiV5YCI7RWZPtj_GKkujYtcEQozqWMbbbNmypf5uskctXq-JYtYgnEvyw0lnpNehvOfUNQMzYPdZEGA6ioAYGbY_ziqwgf9RvQk1KvbEFZBSJlaJls6E9ceAXnDFbJibXCOFRv4ehyCHYTsUylw7SjtrKsI9v7AbW8OpyZQY0GWy8vw-H9F5inWmzN738K69nC34R2ZzmR5AoJuekW6eHVvYIq7tyNLG5xMq5VnbeV5WW_TSg1QGT&token=sOyh5SYdz%2FYV1EOr1bM6wuKfQf3QGZaA1Mjh%2BLh0bgl%3D

This assessment has been forwarded to your preceptor for confirmation. Once your preceptor submits the confirmed assessment, the details will appear on your student dashboard in 1-2 business days.

OR

COMPASS - WBA Submission Received

This assessment will appear in your student dashboard in 1-2 business days.

UWSOM COMPASS Team



somdata@uw.edu