Occupational Science
& Occupational Therapy
UNIVERSITY OF TORONTO

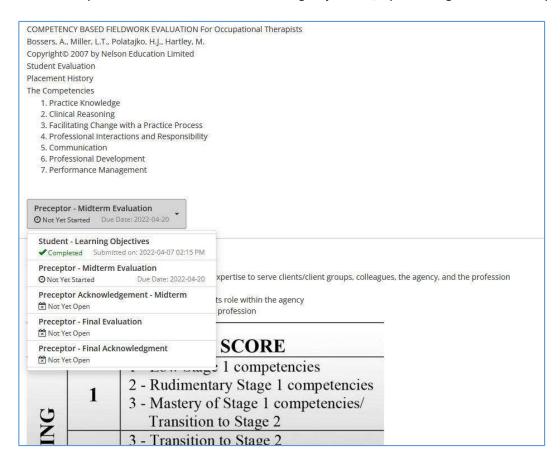# Completing the CBFE using InPlace Online Software

Overview

You will have received a link by email to access the CBFE for the student you are supervising. If you are supervising more than one student, you will have received a link for each individual student.

If you are sharing supervision with another preceptor, you both will have received the same link. In this case, when you are entering comments, please use your name as a header for a paragraph. While your different perspectives can be expressed in the comments, you will need to agree upon the Competency Rating. Also, if you are sharing, save a draft of the evaluation, but **do not submit** it until both preceptors have entered their comments.

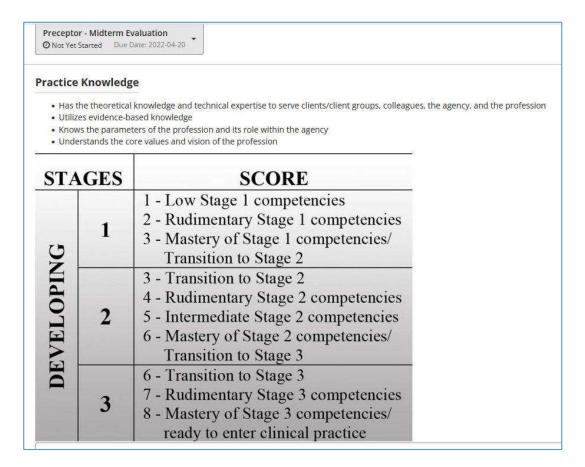In all situations, it is best to **Save a Draft before Submitting**.

Accessing the Preceptor's Evaluation and Student Submissions

1. The link for the Preceptor Midterm Evaluation sent by email will take you to the entry page.
2. Using the dropdown box, select the stage of the evaluation that you wish to complete – "Preceptor Midterm Evaluation".
3. You may also review the student's Learning Objectives, by selecting it from the dropdown box.

COMPETENCY BASED FIELDWORK EVALUATION For Occupational Therapists
Bossers, A., Miller, L.T., Polatajko, H.J., Hartley, M.
Copyright© 2007 by Nelson Education Limited
Student Evaluation
Placement History
The Competencies
    1. Practice Knowledge
    2. Clinical Reasoning
    3. Facilitating Change with a Practice Process
    4. Professional Interactions and Responsibility
    5. Communication
    6. Professional Development
    7. Performance Management

Preceptor - Midterm Evaluation
⏱ Not Yet Started   Due Date: 2022-04-20

Student - Learning Objectives
✔ Completed   Submitted on: 2022-04-07 02:15 PM

Preceptor - Midterm Evaluation
⏱ Not Yet Started   Due Date: 2022-04-20

Preceptor Acknowledgement - Midterm
📆 Not Yet Open

Preceptor - Final Evaluation
📆 Not Yet Open

Preceptor - Final Acknowledgment
📆 Not Yet Open

xpertise to serve clients/client groups, colleagues, the agency, and the profession

ts role within the agency
profession

SCORE

1 competencies
2 - Rudimentary Stage 1 competencies
3 - Mastery of Stage 1 competencies/
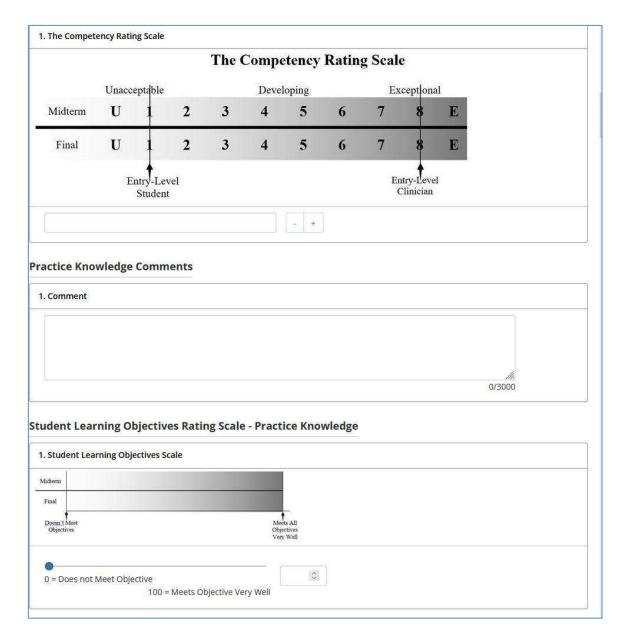   Transition to Stage 2
3 - Transition to Stage 2
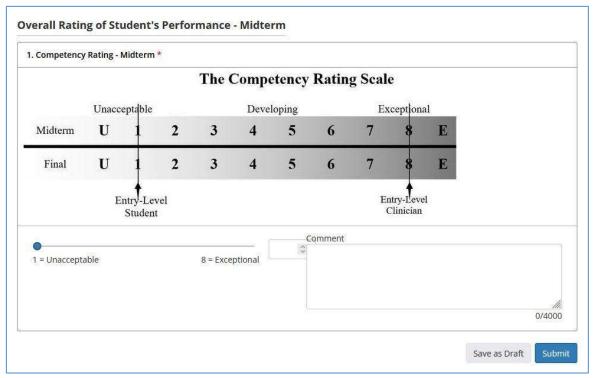
Completing the Midterm Evaluation

There are seven Competencies to evaluate. Each one is preceded by a description of the goals and achievements expected for that competency, along with a table outlining how the scores are to be determined.

Preceptor - Midterm Evaluation
⊘ Not Yet Started   Due Date: 2022-04-20

Practice Knowledge

- Has the theoretical knowledge and technical expertise to serve clients/client groups, colleagues, the agency, and the profession
- Utilizes evidence-based knowledge
- Knows the parameters of the profession and its role within the agency
- Understands the core values and vision of the profession

STAGES		SCORE
DEVELOPING	1	1 - Low Stage 1 competencies 2 - Rudimentary Stage 1 competencies 3 - Mastery of Stage 1 competencies/ Transition to Stage 2
	2	3 - Transition to Stage 2 4 - Rudimentary Stage 2 competencies 5 - Intermediate Stage 2 competencies 6 - Mastery of Stage 2 competencies/ Transition to Stage 3
	3	6 - Transition to Stage 3 7 - Rudimentary Stage 3 competencies 8 - Mastery of Stage 3 competencies/ ready to enter clinical practice

1. For each Competency, enter a value in the box beneath the scale.
2. Add comments for each competency to provide context and reasons for the rating.
3. The Student Learning Objectives Rating Scale is only used for those competencies for which a student has submitted Learning Objectives. You may review these Learning Objectives by selecting them from the dropdown box (**Save a Draft of your evaluation before changing screens; the button is at the end of the evaluation form). When you call up the Learning Objectives, you will need to scroll through all of the competencies to locate the ones for which the student has submitted objectives.
4. The Student Learning Objectives Rating Scale is intended to be a visual representation of a point on the scale, rather than a numeric entry. However, set up required that a numeric value is assigned when you drag the slider to the desired point on the scale.

1. The Competency Rating Scale

The Competency Rating Scale

	Unacceptable				Developing				Exceptional	
Midterm	U	1	2	3	4	5	6	7	8	E
Final	U	1	2	3	4	5	6	7	8	E

Entry-Level
Student

Entry-Level
Clinician

[ ] | - | + |

Practice Knowledge Comments

1. Comment

[   ]

0/3000

Student Learning Objectives Rating Scale - Practice Knowledge

1. Student Learning Objectives Scale

| Midterm |
| Final |

Doesn't Meet
Objectives

Meets All
Objectives
Very Well

0 = Does not Meet Objective

100 = Meets Objective Very Well

5. When you have entered comments and ratings for all of the competencies, and you have entered a rating for the Student's Learning Objectives, provide an Overall Rating with a numeric value and comments.
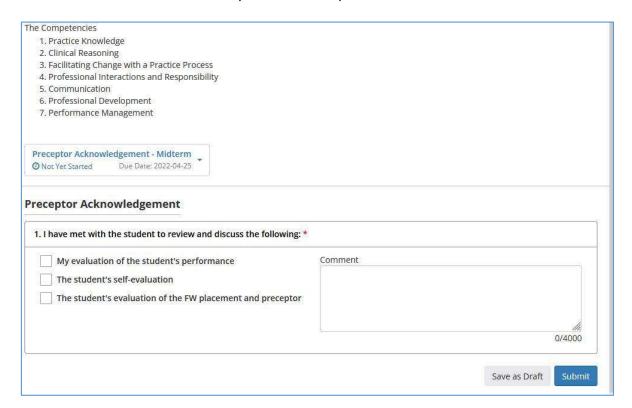
Overall Rating of Student's Performance - Midterm

1. Competency Rating - Midterm *

The Competency Rating Scale

		Unacceptable				Developing				Exceptional	
Midterm	U	1	2	3	4	5	6	7	8	E
Final	U	1	2	3	4	5	6	7	8	E

Entry-Level Student

Entry-Level Clinician

1 = Unacceptable   8 = Exceptional

Comment

0/4000

Save as Draft   Submit

6. Click **Save as Draft**.
7. If you are the only preceptor, you may submit the evaluation when you have finished.
8. If you are sharing supervision, remember to precede all of your comments with your name as a header. Save a Draft and logout so that your co-supervisor can enter their evaluations.
9. When all sections of the evaluation have been completed by all preceptors involved, you may **Save as Draft** and **Submit** the Evaluation.

Completing the Midterm Acknowledgement

The Acknowledgement is required as it is the method by which the evaluation is "signed". The system does not accept digital signatures and, as the process of reviewing evaluations with students occurs after they are submitted, a separate Acknowledgement stage is required.

Simply check off that you have reviewed each evaluation with the student and the second preceptor if there was one and submit. Enter any comment that you think is relevant to this review.
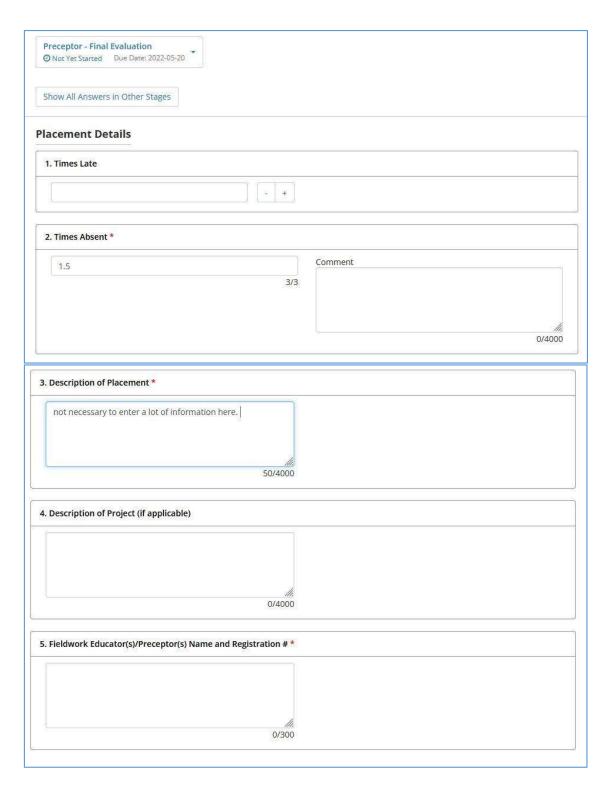

Completing the Final Evaluation

The Final Evaluation is much the same as the Midterm Evaluation: enter comments and ratings for all seven competencies and rate the student's success in achieving their Learning Objectives.
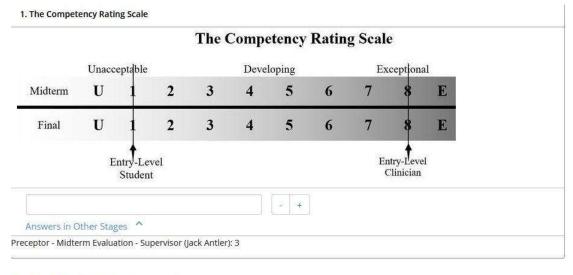
However, there are also a few small additions to this stage.

1. Enter the number of days the student was significantly late and days absent throughout the placement.
2. A very brief statement about the placement is all that is needed for the description.
3. If you think a project description is warranted, then enter it here.
4. We do need the preceptors' names and COTO registration numbers included on the CBFE for purposes of accreditation.

Preceptor - Final Evaluation
⊘ Not Yet Started   Due Date: 2022-05-20

Show All Answers in Other Stages

Placement Details

1. Times Late

	-	+

2. Times Absent *

1.5

3/3

Comment

0/4000

3. Description of Placement *

not necessary to enter a lot of information here.

50/4000

4. Description of Project (if applicable)

0/4000

5. Fieldwork Educator(s)/Preceptor(s) Name and Registration # *

0/300

You will note in the screenshot above that beneath the "Preceptor - Final Evaluation" dropdown, there is a button to "Show all Answers in Other Stages". If you select this, all the comments and ratings you submitted for the Midterm Evaluation will appear for each of the competencies.
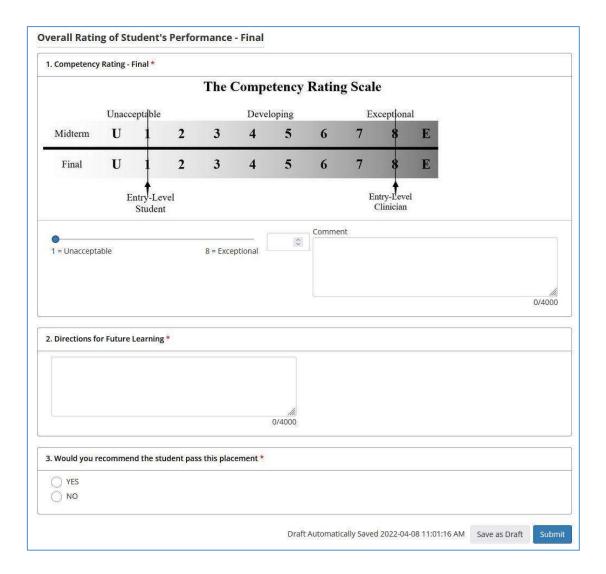
Alternatively, you can simply select "Answers in Other Stages" as you progress through the evaluation, as you can see below.

The Competency Rating Scale

	Unacceptable				Developing				Exceptional		
Midterm	U	1	2	3	4	5	6	7	8	E
Final	U	1	2	3	4	5	6	7	8	E

Entry-Level Student

Entry-Level Clinician

[_____] [-] [+]

Answers in Other Stages ^

Preceptor - Midterm Evaluation - Supervisor (Jack Antler): 3

Practice Knowledge Comments

1. Comment

[_____]

0/3000

Answers in Other Stages ^

Preceptor - Midterm Evaluation - Supervisor (Jack Antler): aldkfooweksooeken

5. As with the Midterm Evaluation, an overall rating of the student's performance is required.
6. In addition, please recommend directions for the student's future learning.
7. Indicate whether you think the student should pass or fail this particular fieldwork placement.
8. Click **Save as Draft** and **Submit**.

Overall Rating of Student's Performance - Final

1. Competency Rating - Final *

The Competency Rating Scale

	Unacceptable				Developing				Exceptional	
Midterm	U	1	2	3	4	5	6	7	8	E
Final	U	1	2	3	4	5	6	7	8	E

Entry-Level Student   Entry-Level Clinician

1 = Unacceptable   8 = Exceptional

Comment

0/4000

2. Directions for Future Learning *

0/4000

3. Would you recommend the student pass this placement *

○ YES
○ NO

Draft Automatically Saved 2022-04-08 11:01:16 AM   Save as Draft   Submit

Completing the Final Acknowledgement

This is the same as the Midterm Acknowledgement.

1. Ensure the boxes are checked and add any comments as applicable.
2. Click **Save as Draft** and **Submit**.

Preceptor - Final Acknowledgment
▶ In Progress   Due Date: 2022-05-20

Show All Answers in Other Stages

Preceptor Acknowledgement

1. I have met with the student to review and discuss the following: *

☑ My evaluation of the student's performance

☑ The student's self-evaluation

☑ The student's evaluation of the FW placement and preceptor

Comment

aladjfhjdhuiwkk

15/4000

Answers in Other Stages ⌄

Save as Draft   Submit