Teacher Tip Sheets
How to initiate an EPA in 5 easy steps

Step 1: Log in to Elentra

3 different options:

1) Via the Elentra Helpdesk website: http://mededhelp.pgme.utoronto.ca/
2) via the UofT PGME website https://pgme.utoronto.ca/
3) Or using the direct link: https://meded.utoronto.ca/medicine

Step 2: Ensure you are logged in as PGME-faculty and click on “START ASSESSMENT”

Step 3: Enter information needed for assessment

On-Demand workflow – Entrustable Professional Activity (EPA)

Select Assessor – Enter your name

Select Assessee – Enter resident name

Select Date of Encounter – Click on date on calendar
Step 4: Select EPA

Click on the arrows on the left-hand side and a menu will drop down.

Search for EPAs

TTD EPAs start with D – e.g. TTD1 – search for D1
FOD EPAs start with F – e.g. FOD1 – search for F1
COD EPAs start with C – e.g. COD1 – search for C1
TTP EPAs start with P – e.g. TTP1 – search for P1

*some EPAs like COD6, COD7, TTP1, TTP3 have multiple parts so make sure you select the correct one

Step 5: Click on EPA you want to assess

Click on “Begin Assessment”

Complete EPA including narrative feedback.