### Workplace Based Assessment (WBA) Process

**Purpose of evaluation:** Formative feedback *immediately* following a specific encounter that your preceptor observed (e.g., an oral presentation, H&P, etc.).

**When evaluations are available in OASIS:** On the start date of the rotation.

**Accessing evaluations:** From the Home screen, under **Evaluations to Complete**, click “View a report of the evaluations you need to complete.” *This link will only appear if you have evaluations to complete.*

**Step-by-step instructions:** See “WBA instructions” pdf also attached to this email.

**How to send evaluations to preceptors:** Click on the QR code link at the top of your pending evaluations page:

*Generate a QR code or choose an evaluator to set up a student performance evaluation that will be completed by that evaluator.*

*Note: please hold off on having your preceptor scan the QR until after you have selected your rotation, the specific WBA form, and you search for the preceptor’s name. After those selections have*

### Student Performance Evaluation (SPE) Process

**Purpose of evaluation:** Summative feedback provided at the end of your rotation, or at the end of your time working with the preceptor.

**When evaluations are available in OASIS:** One the start date of the rotation; automated weekly email reminders will go out towards the end of the rotation.

**Accessing evaluations:** From the Home screen, under **Evaluations to Complete**, click “View a report of the evaluations you need to complete.”

**Step-by-step instructions:** See “SPE instructions” pdf also attached to this email.

**How to send evaluations to preceptors:** Click on the ‘Add a person to evaluate’ link:

*Note: selecting your preceptors from the drop-down list will generate evaluations for you to complete about them, as well as an SPE for the preceptor to complete about you.*

*Updated by IREA, 4/9/24.*
<table>
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<th>How to send evaluations to preceptors (cont’d):</th>
<th><strong>been made a new window will pop-up with the QR code for your preceptor to scan.</strong></th>
<th><strong>It is important to note that there are a small number of sites within a few clerkships that have a default educator that automatically receives an evaluation for all students at that site and therefore your selections will only generate an evaluation for you to complete.</strong> We will be adding a note in OASIS to the specific evaluations that do not generate SPEs, but in the meantime, please reach out to the clerkship admin if you have any questions. <em>There are some evaluations that are optional (see “it is suggested” language below). These evaluations will disappear from your pending evaluation list after the course ends; they will not affect your evaluation compliance.</em></th>
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| Selecting preceptors:  
*Note: if your preceptor’s name is not there, please contact the clerkship admin to have them added.* | **Search for your preceptor by typing their last name into the text box and clicking on Search button.**  
*Note: this ‘search’ function is searching the entire OASIS system for anyone with an account, therefore be cautious when selecting your preceptor as there may be many people with similar names.* | **Select your preceptor from the drop-down list.**  
*Note: these drop-down lists are manually populated with site-specific preceptors, therefore a preceptor may not appear on the list even though you were able to select them for a WBA. If they are not on the list, contact your clerkship admin to have them added.* |
| When will the evaluation close: | **WBAs are intended to be submitted on-the-fly, immediately following the encounter, however they will remain open for 72 hours after the WBA has generated.** | **Once generated, SPEs will remain open until the preceptor submits it, or until the admin inactivates it because grades are due and the evaluation was still pending.** |
| Viewing evaluations submitted about you:  
*Note: WBAs will be available to you as soon as they are submitted. SPEs will be available to you once you have submitted all pending evaluations (e.g., site, rotation, attending/resident, etc.).* | **On your homepage, look for your course and click on the View link next to Student Performance Evaluations:** |

*Updated by IREA, 4/9/24.*