

Entrustable Professional Activity User Guide

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Origins and Use

Each Royal College Specialty Committee develops Entrustable Professional Activities (EPAs) when it transitions to Competence by Design (CBD). The format and structure of a discipline's EPAs are designed to support the development of the Royal College's technical infrastructure (ePortfolio). Recognizing, however, that some faculty and residents will benefit from access to the content for teaching and planning purposes, the Royal College has opted to make the content of the EPA available, as is. **Please note that this guide should be used in conjunction with the discipline-specific EPAs.** The material is subject to change. It is the user's responsibility to ensure that he/she is using the applicable version of the Royal College EPAs, which is accessible via the [Royal College's website](#).

Structure and Format

The following information provides guidance on navigation and interpretation of the various elements of the EPA documents.

Many of the items in an EPA document span multiple pages and share common design features. The following table describes the different design elements and should help users navigate through the items.

Feature	Description
Title	<p>The title of each item includes the name of the discipline followed by the stage of training and item number. Items in each stage of training begin at number one.</p> <p>In some cases, there may be a letter after the number (i.e. an A or P). The letter refers to the stream within the discipline to which this item is applicable (e.g. 1AP – Item 1 is applicable to both the adult and pediatric stream).</p>
EPA Name	<p>The Entrustable Professional Activity (EPA) name appears immediately after the title. This is a statement about the work of the discipline. It is observable and measurable.</p>
Key Features	<p>The key features section describes the EPA and may include:</p> <ul style="list-style-type: none">• the focus of the EPA (e.g. body system, type of injury, safe patient monitoring)• different aspects of the observation (e.g. patient assessment and procedural skills, observed in preoperative clinic)• pre-learning requirements (e.g. builds on skills previously attained)• procedural requirements (e.g. includes surgical and non-surgical management) <p>This description helps both residents and supervisors better understand the nature and limitations of this professional activity; it may also emphasize requirements for consideration of entrustability.</p>

<p>Assessment Plan</p>	<p>The assessment plan describes the nature of the information that should be provided to the Competence Committee in order for that group to have sufficient information to make a decision regarding entrustment of this professional activity. This includes instruction on who is to provide the observation information (supervisor, delegate, other health professionals), the nature of the observation (e.g. direct or indirect), as well as the suggested ePortfolio observation form(s).</p> <p>This section also lists any additional information that should be collected about the case or observation, such as patient factors, diagnoses, treatments, and/or setting of care. This information helps build the observation form. The various factors included in this section are selected by the specialty committee in order to provide the Competence Committee with the breadth of information required to make a decision regarding entrustment of this EPA.</p>
<p>Relevant CanMEDS Milestones</p>	<p>Most EPAs are comprised of several CanMEDS milestones. Each milestone is preceded by a series of letters and numbers which link the milestone to the corresponding key and enabling competency within CanMEDS Interactive.</p> <p>For example, if the code is ME 1.6.</p> <ul style="list-style-type: none"> - ME refers to the CanMEDS Role, <i>Medical Expert</i>. Other possibilities are COM= Communicator, COL=Collaborator, L = Leader, HA=Health Advocate, S=Scholar and P = Professional. - 1.6 refers to the key and enabling competencies within the aforementioned Role.

Contact us if you have any questions or comments about this document at cbd@royalcollege.ca.