Accreditation Council for Education in Nutrition and Dietetics

The accrediting agency for the Academy of Nutrition and Dietetics

Student Learner

ACEND Competency User Guide

August 13, 2024

Contents

Competency Overview

Welcome to Competency, a software product created by Education Management Solutions (EMS), LLC. This powerful platform assesses and tracks student performance across knowledge requirements, competencies, and/or performance indicators, as well as interactions with populations, disease states, and diverse cultures.

Competency centrally combines and analyzes learning performance data from various assessment systems, manages supervised practice rotation schedules, and obtains deliverable data for ACEND accreditation requirements such as maintenance of the program's student and intern hours tracking records and ongoing review of the program's curriculum to help meet accreditation standards.

Competency allows students to complete self or peer evaluations, checklists for rotations, and submit supervised practice hours for approval. Students can track their performance on knowledge requirements and/or competencies, and performance indicators (if in a Graduate Program) throughout the program.

ACEND's expectation is that this software will help programs streamline competency tracking, assist in identifying at-risk learners, and help programs adhere to curriculum data collection requirements as noted in the ACEND Accreditation Standards. We hope you will find value in its many beneficial features; however, please be aware that Competency is not a Learning Management System (LMS).

1. Login

Competency provides an integrated view of all assessment data to enable learners to analyze and track academic performance throughout an entire curriculum.

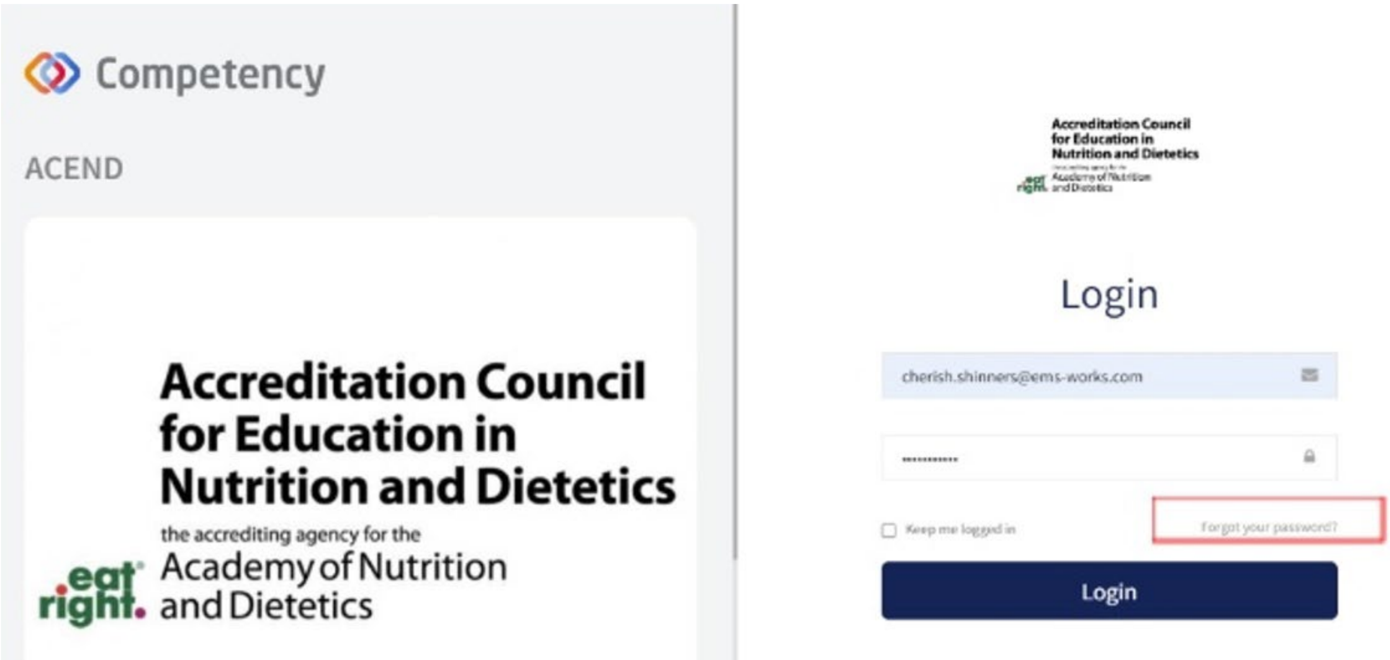
1a. **Welcome Email**
Learner accounts are created by an ACEND Program Director. Once the Program Director adds a learner to the account, Learners will receive an email from Competency with a prompt to create a unique password. ***Note***: You may need to check your spam folder to ensure you receive this account information.

If you have not received an email inviting you to create a password, please contact your ACEND Program Director. Be sure to include your first and last name, program name and the email address you would like to use for access to the site.

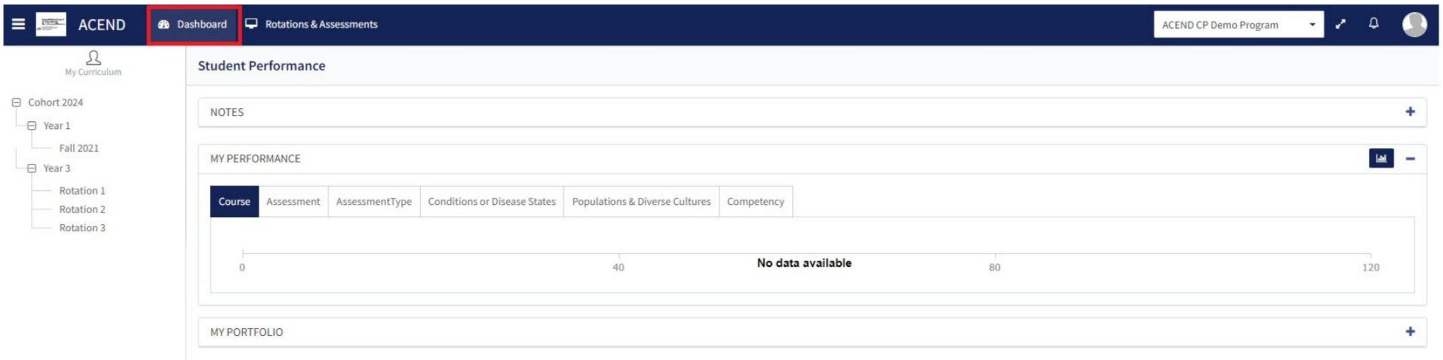
To access the website, use the following ACEND Competency URL: **https://ACEND.Competency.ai/login**

1b. Log In to Competency

Log in to Competency with your email address and password. If you forgot your password, click **Forgot your password?** to reset.



2. Competency Website Overview and Navigation



The interactive dashboard appears when you log in to Competency. When your program starts collecting and mapping data, the information will display on the dashboard. Initially, the dashboard is blank.

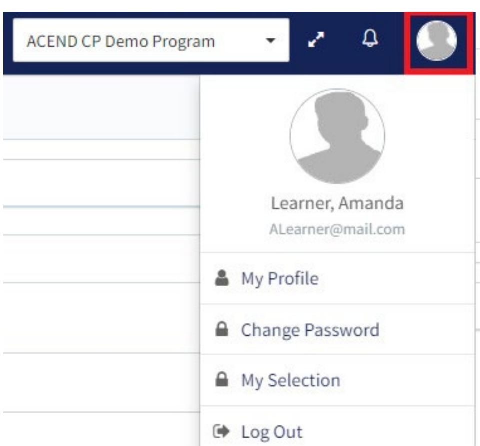
Students can only see their own personal student dashboard with Cohort Mean information. Students can never see other student scores or data beyond a cohort mean. Competency provides a framework for your program to chart student progression through ACEND domains and competencies. These items have been provided by ACEND and created by EMS in Competency.

2a. Navigation Tools

Click to show/hide **My Curriculum Tab:** view data by **Cohort**, **Year** and **Term**	Click to **enter/exit full screen**.

2b. User Profile

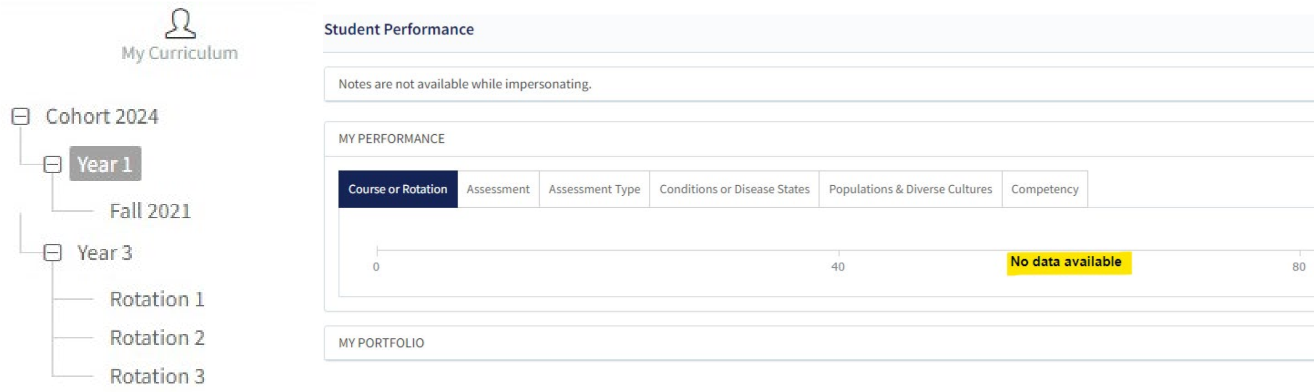
Click the User Profile in the upper right of the screen to:



- Update your user profile
- Change your password
- The **My Selection** tab is disabled
- Log Out

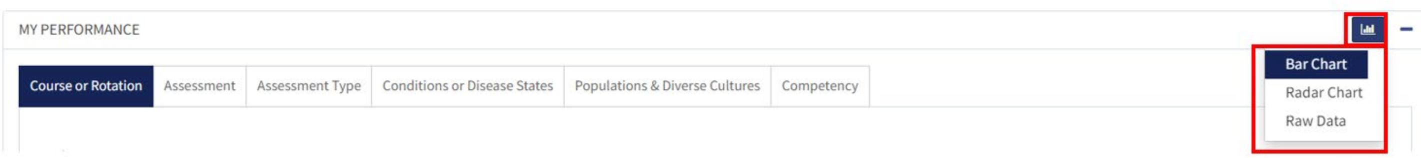
2c. My Curriculum Tab

From the left navigation pane, click the **Cohort**, **Year** and **Term** to search for and view your student data. **IMPORTANT! No Data Available** will appear in the student dashboard under the My Performance tile until you select a Cohort, Year, and Term.



2d. Chart Types

Click Chart Types within the My Performance tile to select your preferred view of your performance data:



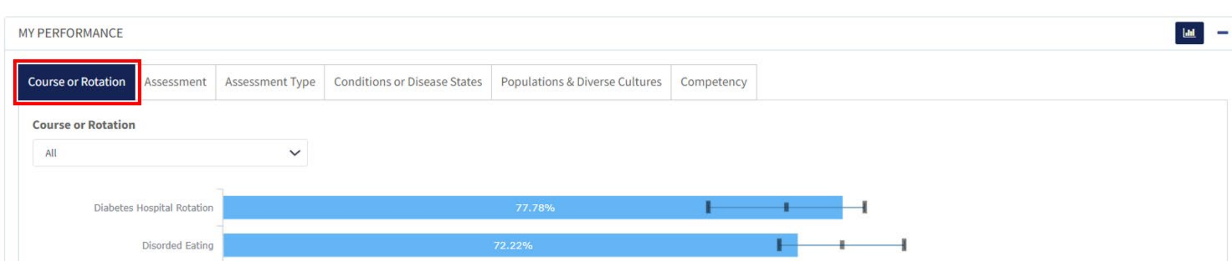
Radar Chart	Displays performance data in a two-dimensional chart.
Bar Chart	Displays performance data in a bar graph.
Raw Data	Displays performance data in a table format. Click to search (filter) within the column. Click to download data.

2e. My Performance Tile

Use the My Performance tile to review assessment results and cohort mean.

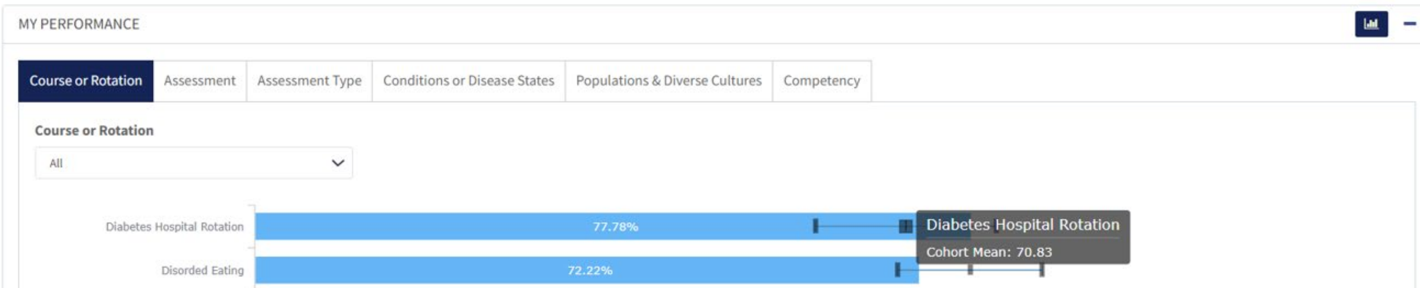
Course or Rotation Tab

Use the **Course or Rotation** tab to review the combined score of all assessments from courses and/or rotations.

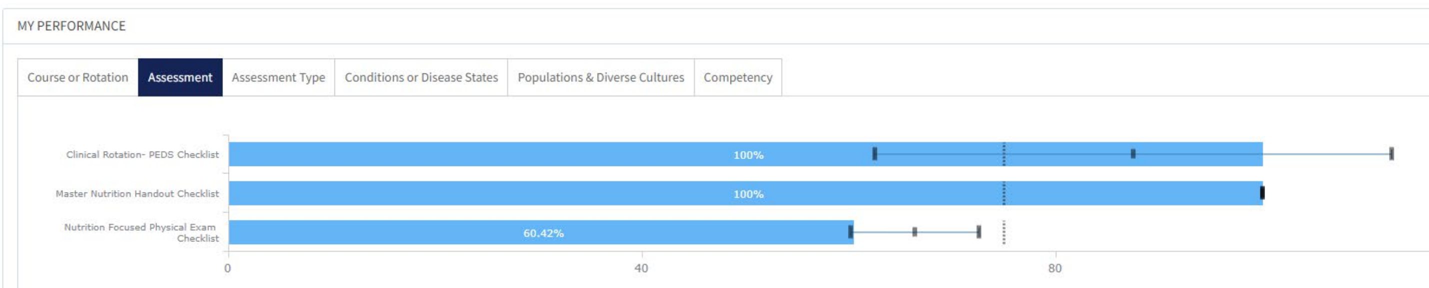


Click the **Course** drop-down to view a specific Course or Rotation. The black line within the blue bar show you the Cohort Minimum and Maximum percentages and Cohort Mean information for the specific course or rotation. Click any blue bar to open a view into your assessment data. ***Note:*** not all items have this function and may display “No Data Available”.

Assessment Tab



Use the **Assessments** tab to view performance assessment data. The black line within the blue bar show the Cohort Minimum and Maximum percentages and Cohort Mean information for the specific assessment you select.



Assessment Type Tab

Use **Assessment Type** tab to review both Formative and Summative assessments together, individually or sorted by Assessment type.

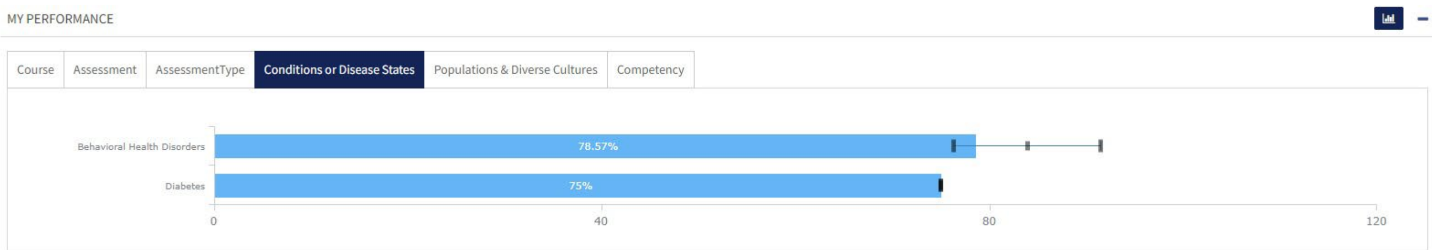
Click the **Assessment Type** drop-down to select the type of Assessment. The black line within the blue bar show the Cohort Minimum and Maximum percentages and Cohort Mean information for the specific assessment you select. Click any blue bar to open a view to your assessment data and comparison to the cohort mean.

Sort by:

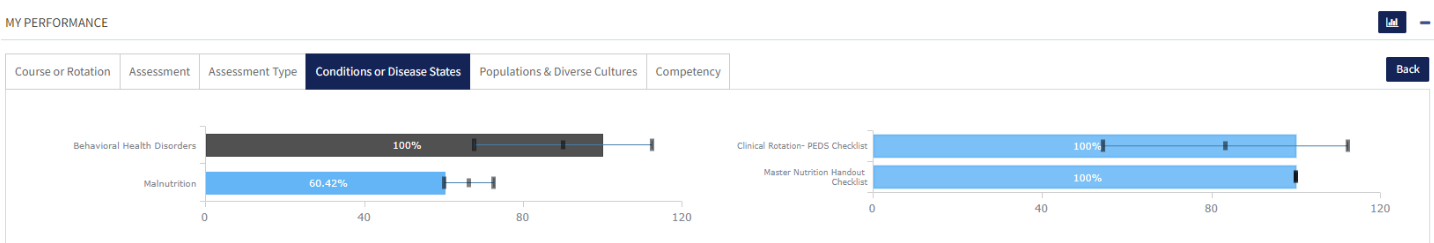
- Assessment Type
- Course
- Individual Assessments

Conditions or Disease States Tab

Every assessment question brought into Competency has been mapped to ACEND specific items. Use the **Conditions or Disease States** tab to review the assessment percentages for assessments mapped to specific Conditions or Disease States.

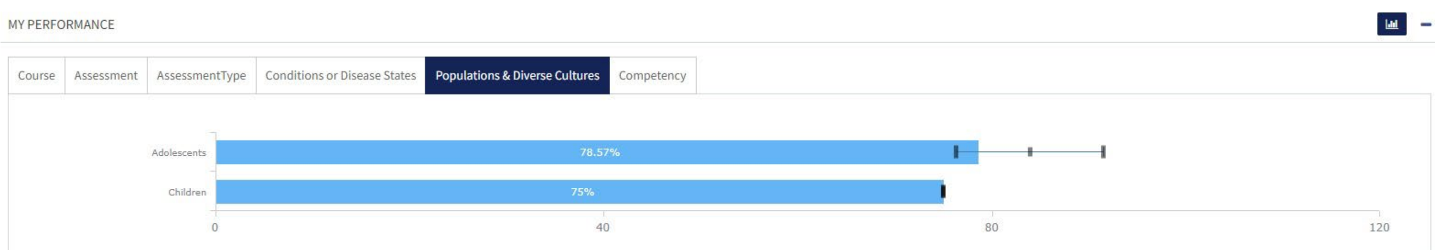


The black line within the blue bar show the Cohort Minimum and Maximum percentages and Cohort Mean information. Click any blue bar to open a view into your assessment data.



Populations & Diverse Cultures Tab

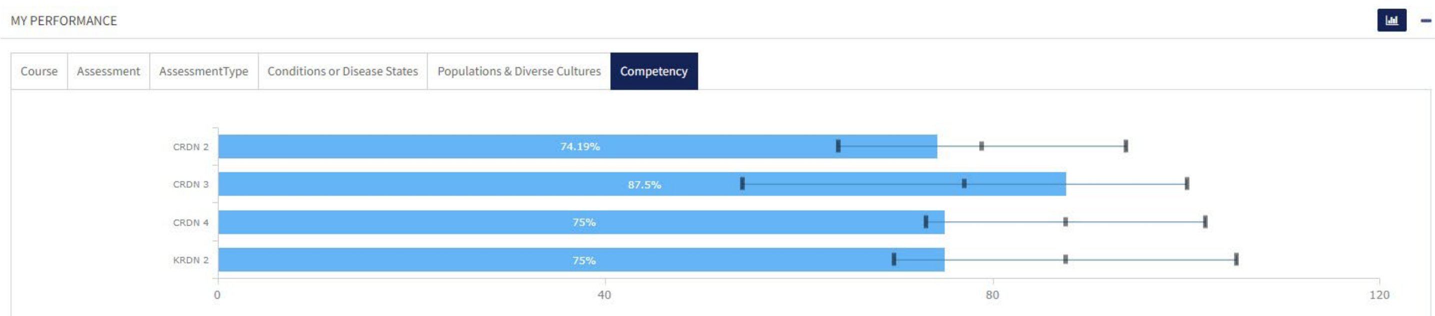
Use the **Populations & Diverse Cultures** tab to review the assessment percentages for questions mapped to specific Populations and Diverse Cultures within the program.



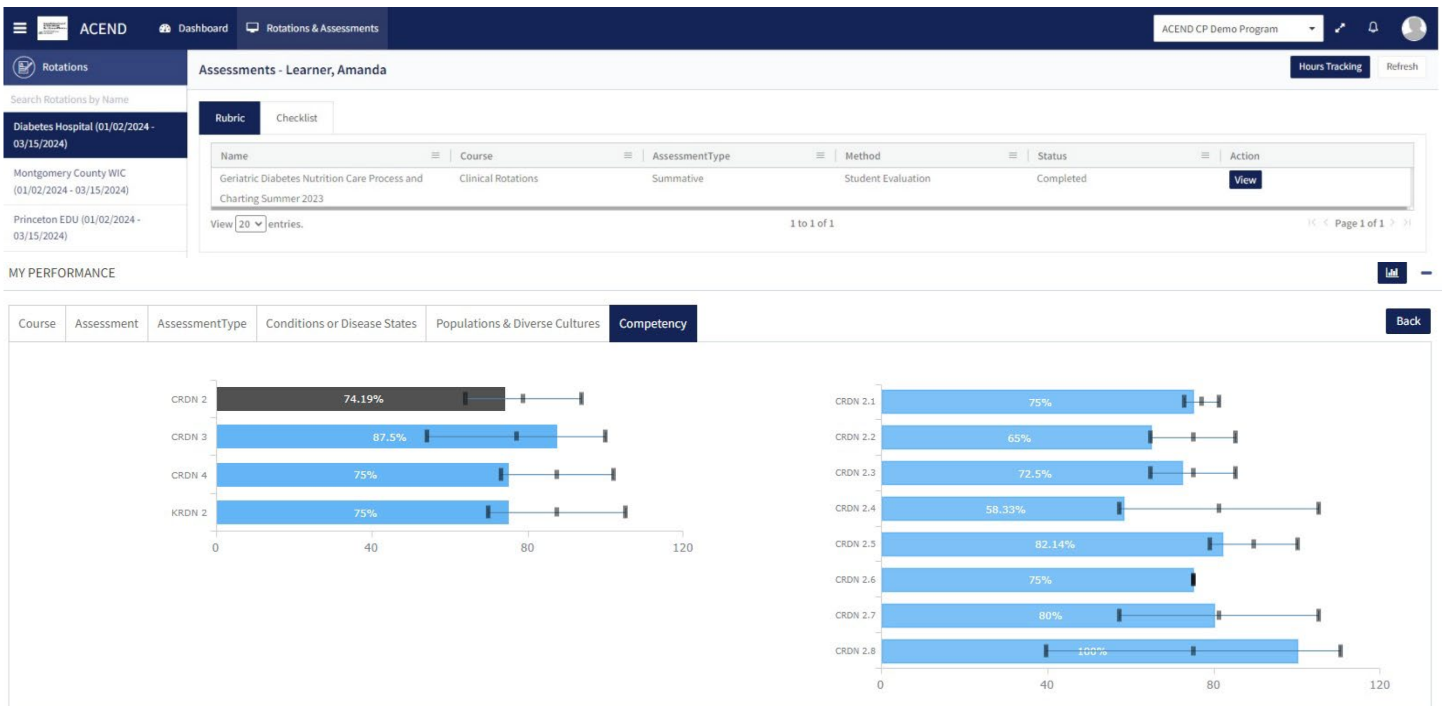
The black line within the blue bar show the Cohort Minimum and Maximum percentages and Cohort Mean information.

Competency Tab

Use the **Competency** tab to review the assessment percentages for questions mapped to specific competencies and sub-competencies within your program.



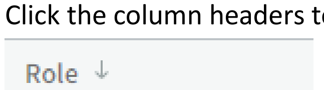
The black line within the blue bar show the Cohort Minimum and Maximum percentages and Cohort Mean information. Click any blue bar to open a view to your assessment data and comparison to the cohort mean.



3. Rubrics and Checklists

To view any assigned rubrics and/or checklists, click **Rotations & Assessments** to review a list of your rotations and/or courses from the left navigation pane. ***Note:*** if you are enrolled in a DPD program, you will only see **Assessments** in this tab. Select the specific rotation and/or course you would like to review rubric and checklist assessments and submit supervised practice hours for.

Within the **Rubric** or **Checklists** tabs you can sort the information displayed to you in the following ways:

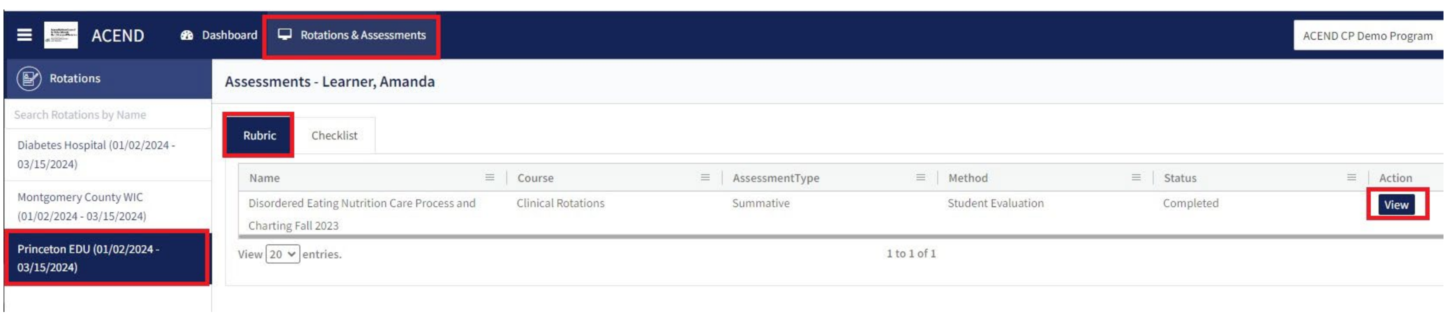
Sort Columns	Click the column headers to sort the column in ascending/descending alphabetical order. 
Search/	Click the hamburger icon at the top of the desired column you would like to filter/sort.

Filter	
Column width	 Click the column header to expand/contract the column.
View More Entries	 • On the bottom left, click to view more entries on the page.  • On the bottom right, click the arrows to view other pages.

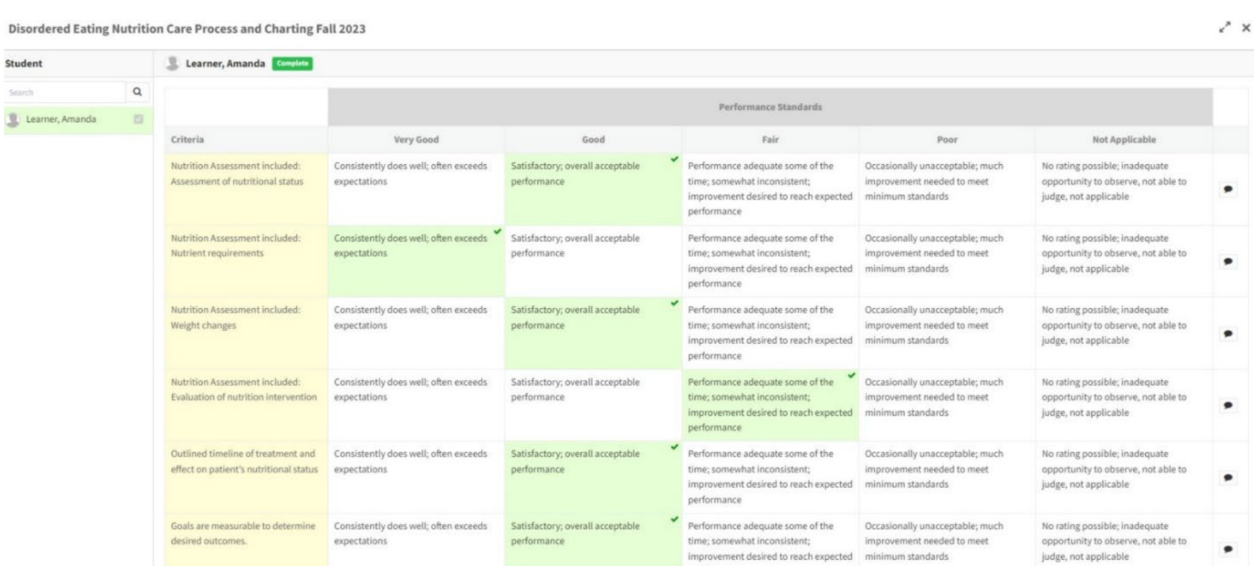
3a. View Completed Assessments on the Competency Website

Once a preceptor or faculty member (assigned within a preceptor role) has completed an evaluation and made it viewable, it can be accessed in a view only format. Edits cannot be made when viewing a completed assesment. If an error was made on an assessment, contact your ACEND Program Director to reassign an assessment for you.

To view a rubric, click **Rotations & Assessments *(Note:*** if you are enrolled in a DPD program, you will only see **Assessments**) **> Select a Rotation > Navigate to the Rubric You Would Like to View > View.**



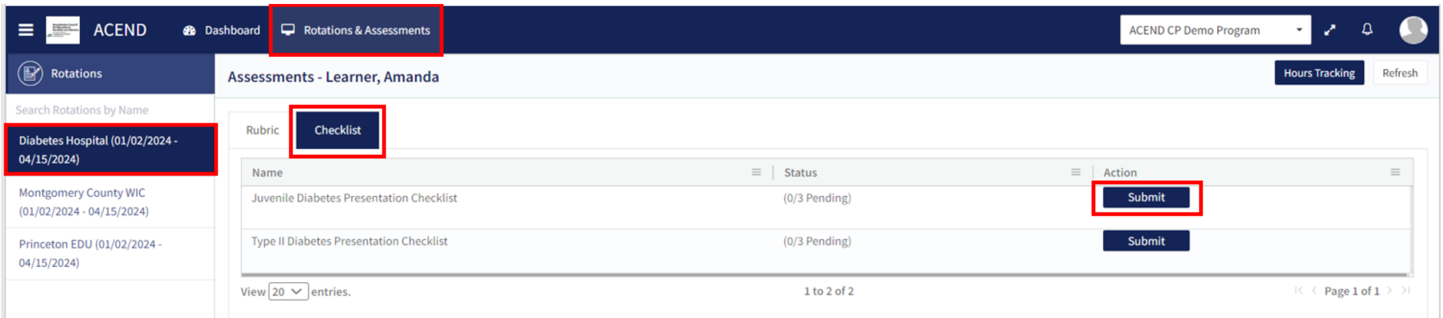
The rubric assessment appears in a pop-up window and the student name appears at the top of the rubric pop up screen. The selected Performance Standard for each criteria on the Rubric Assessment are highlighed in green. Click the comment bubble to review the criteria-level line item narratives left by the evaluator.



3b. Complete Checklists Using the Competency Website

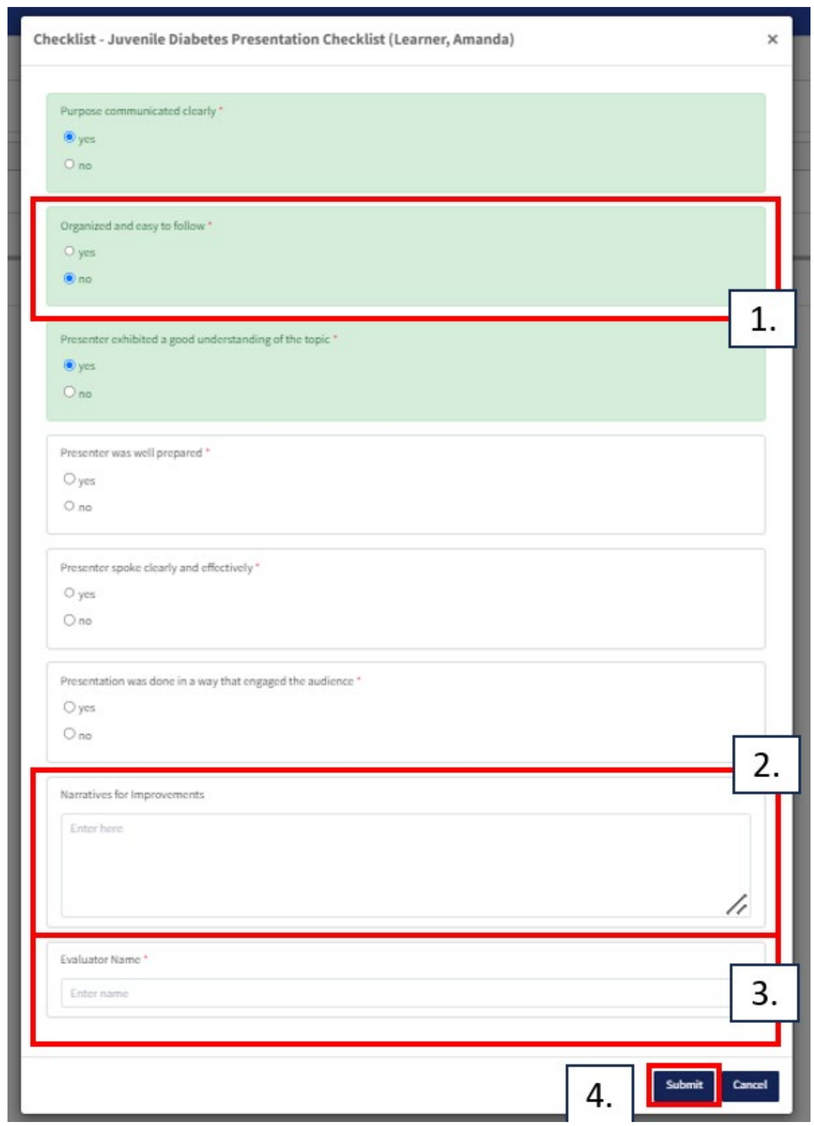
Checklists are assigned by the Program Director and can be completed on the Competency Website.

Click **Rotations & Assessments > Select a Rotation > Checklist > Submit**



The Checklist to be completed is now open in a pop up window.

1. Complete the checklist. Completed checklist items highlight in green.
2. Add narrative and/or comments in the **Narratives for Improvement** field.
3. Include your name as the Evaluator Name.
4. Click Submit to submit the completed checklist evaluation.

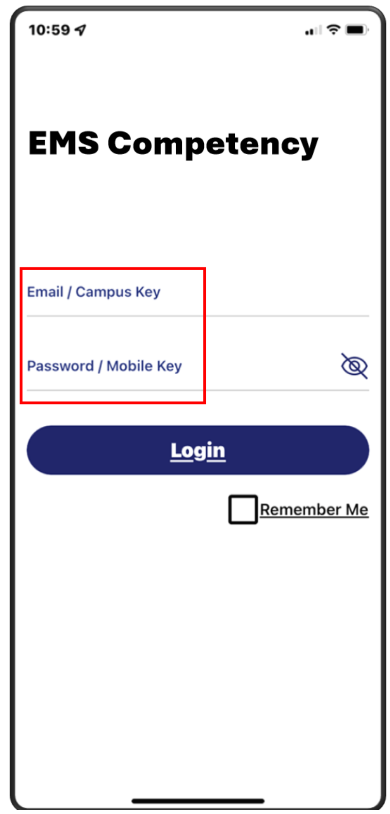


3c. Complete Checklists Using the Competency App

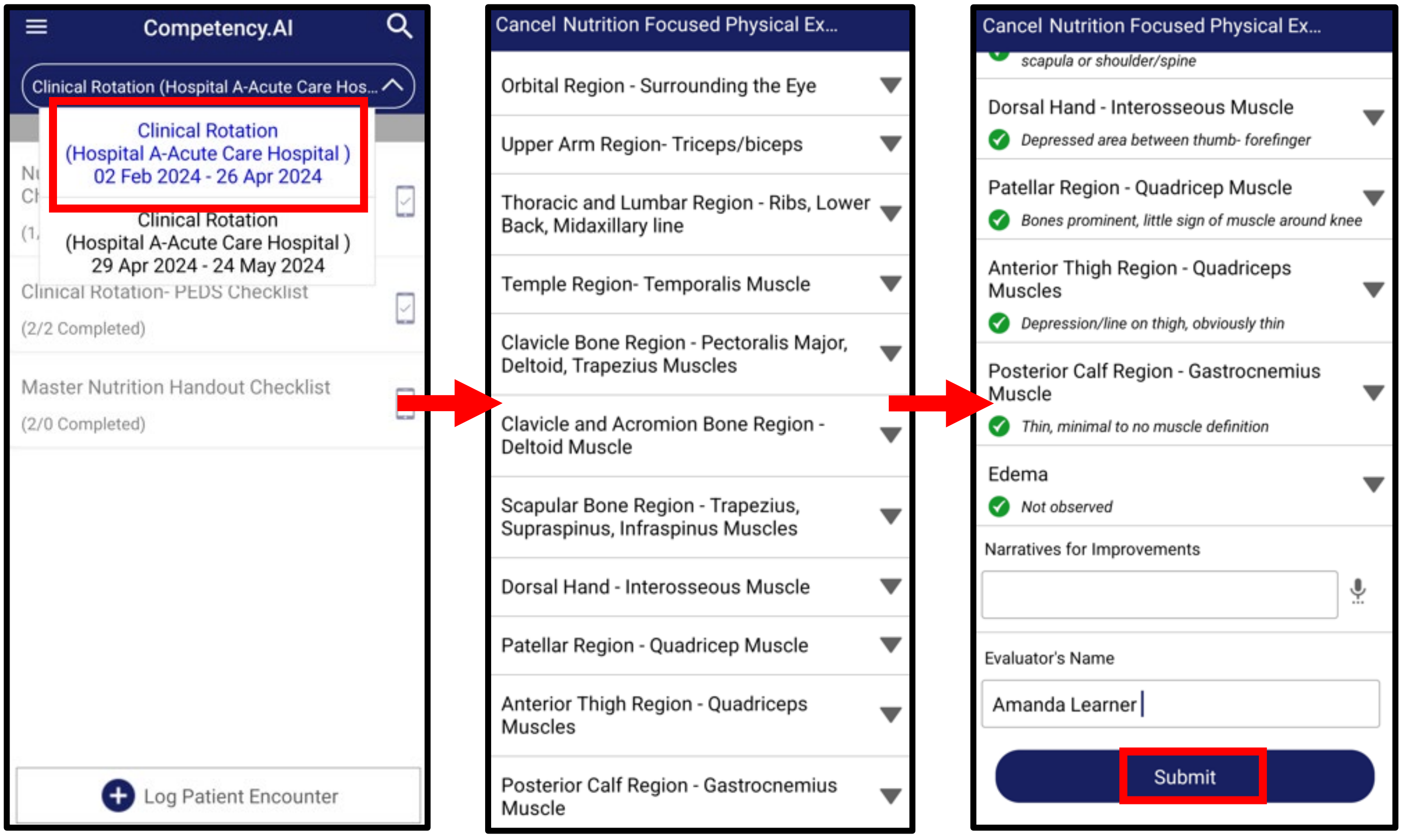
A Checklist can be completed online via desktop* or in the Competency App.*Please see 3b. to complete checklist assessments in the Competency website.

1. Download the free Competency App in the App Store for iOS or Android.

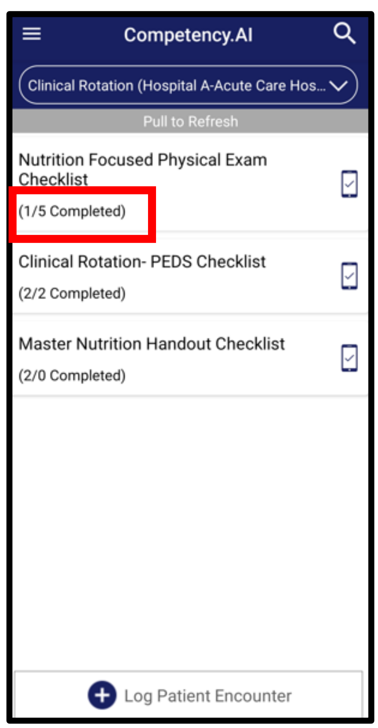
2. Login using the email address and password created in the Competency website. If you have forgotten your password, go online to the ACEND Competency Website at https://acend.competency.ai/login and use the reset password function. You must have an active email and password in the ACEND Competency Website to login to the the Competency app.



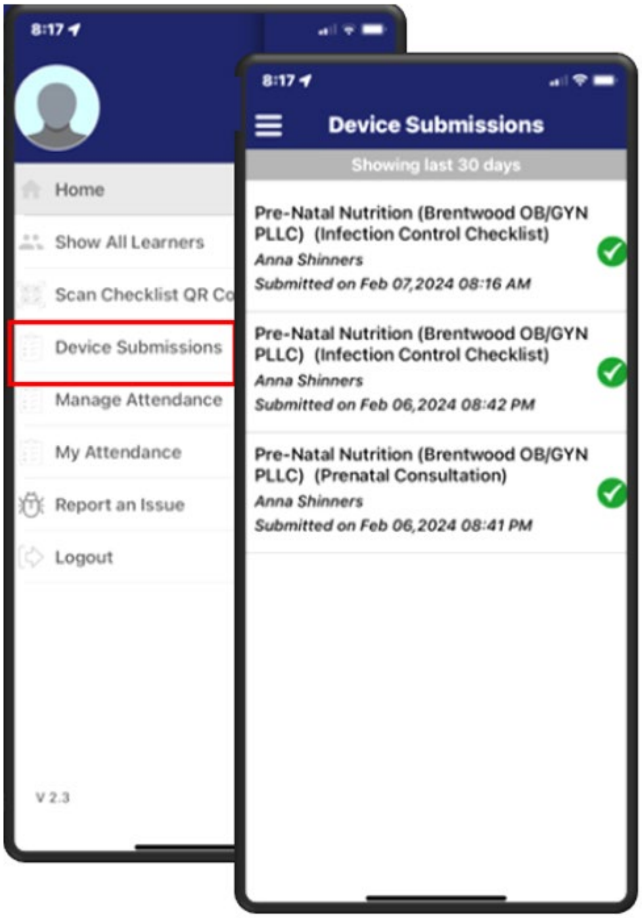
3. Select a **Rotation** > Select a **Checklist** > Complete and **Submit**



Upon completion, Competency provides an automatic notification that your checklist has been successfully completed and submitted. The checklist completed submission count (1/5 Completed) is also updated for the learner on the app and website.



To verify all submissions from the App, click **Menu > Device Submissions**. Competency provides a list of submissions from this device for the last 30 days.

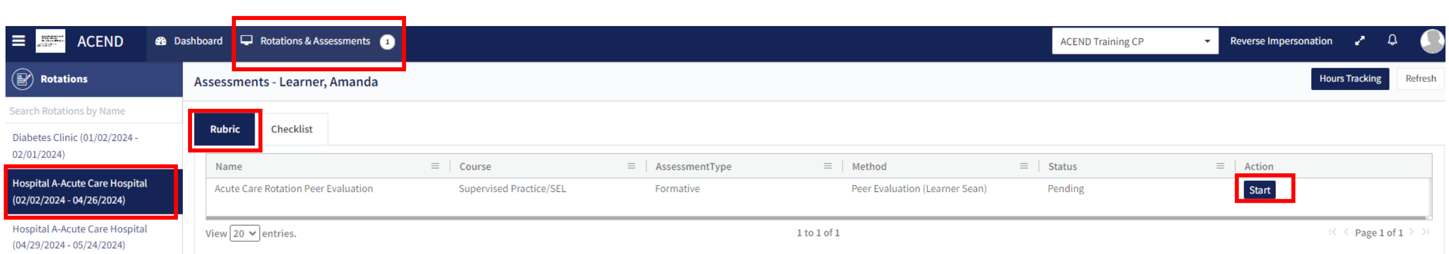


3d. Complete Peer and Self-Assessment Checklists in the Competency Website

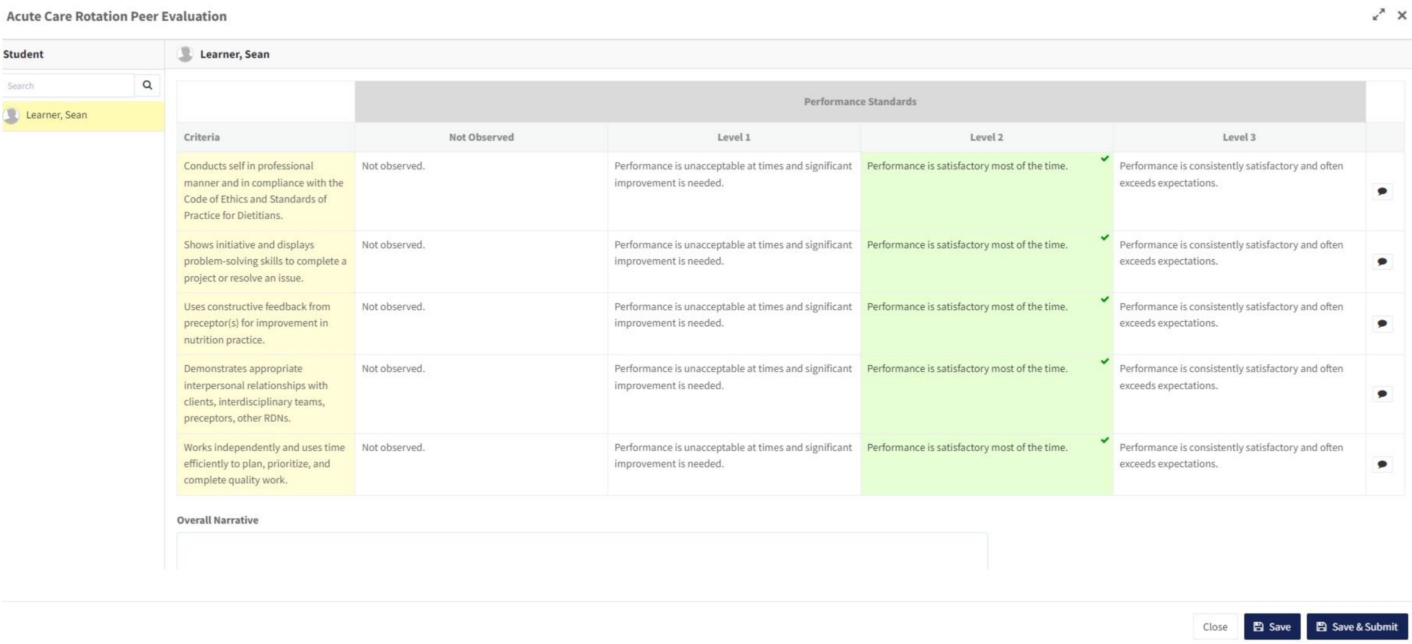
Peer and Self-Assessments are assigned as rubric assessments by the Program Director and can be completed on the Competency Website. ***Note:*** rubric assessments cannot be completed via the Competency App.

<u>Completing a Self-Assessment</u>

Click **Rotations & Assessments > Select a Rotation > Rubric > Navigate to the Rubric You Would Like to Complete > Start.**



Complete the self-assessment. The self-assessment will display criteria and performance standards created by your program director. The criteria may be mapped to specific competencies, knowledge requirements, or performance indicators and this depends on the specific program type you are enrolled in. Evaluate yourself against the performance standards for each criterion. If you would like to add comments for your program director for review, simply click the comment icon next to the specific criterion you would like to add a comment to, add your comment and click save when you are finished. You can also add an overall comment or narrative in the box below.

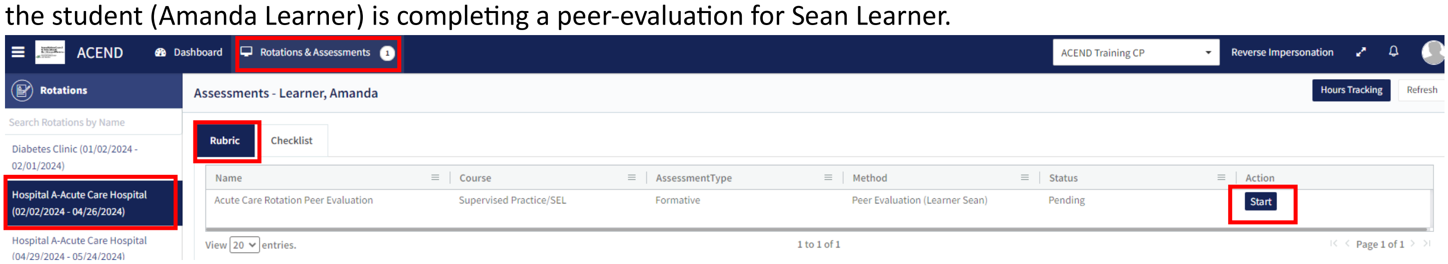


- The **Save** button allows you to save the self-assessment as a draft.
- The **Save & Submit** button is for the final submission of the self-assessment. ***Note:*** If an error was made, you will need to ask your program director to re-assign you another self-evaluation for completion.

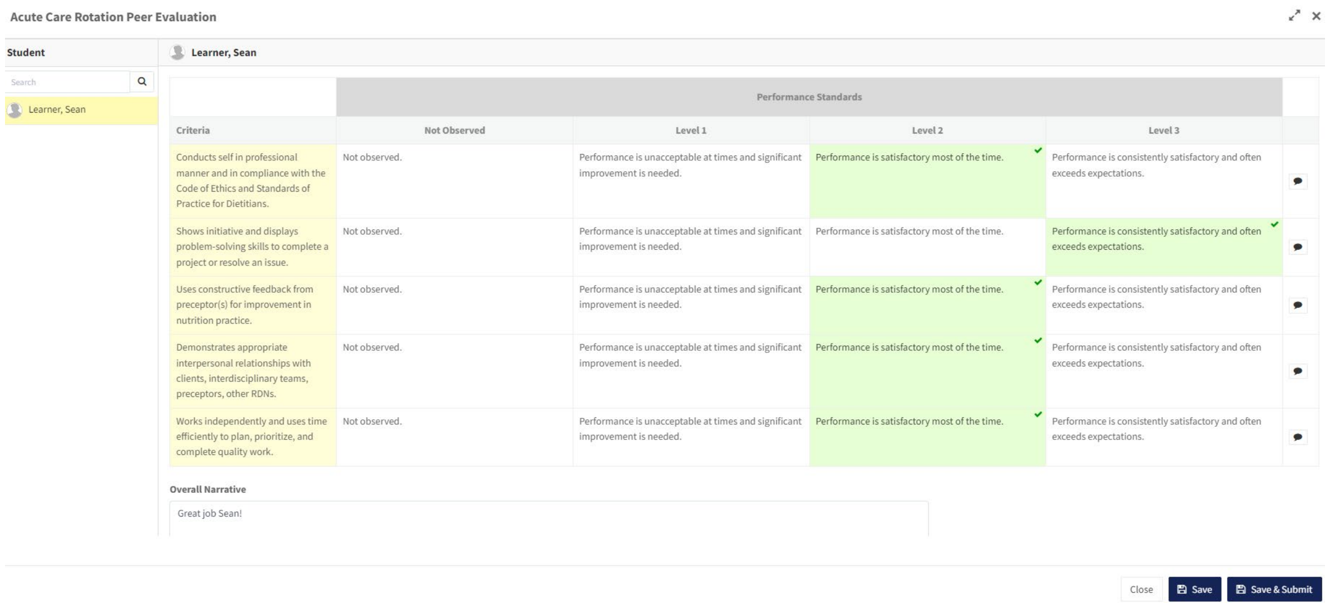
Completing a Peer-Assessment

Peer-Assessments are assigned by the Program Director to a specific Learner.

Click **Rotations & Assessments > Select a Rotation > Rubric > Navigate to the Peer Assessment You Would Like to Complete > Start.** In the **Methods** column, the Learner whose evaluation you are completing is noted. In this example, the student (Amanda Learner) is completing a peer-evaluation for Sean Learner.



Complete the peer-assessment. The peer-assessment will display criteria and performance standards created by your program director. The criteria may be mapped to specific competencies, knowledge requirements, or performance indicators and this depends on the specific program type you are enrolled in. Evaluate the Learner against the performance standards for each criterion. If you would like to add comments for your program director for review, simply click the comment icon next to the specific criterion you would like to add a comment to, add your comment and click save when you are finished. You can also add an overall comment or narrative in the box below.



Acute Care Rotation Peer Evaluation

Student | Learner, Sean

Criteria	Not Observed	Level 1	Level 2	Level 3
	Performance Standards			
Conducts self in professional manner and in compliance with the Code of Ethics and Standards of Practice for Dietitians.	Not observed.	Performance is unacceptable at times and significant improvement is needed.	Performance is satisfactory most of the time.	Performance is consistently satisfactory and often exceeds expectations.
Shows initiative and displays problem-solving skills to complete a project or resolve an issue.	Not observed.	Performance is unacceptable at times and significant improvement is needed.	Performance is satisfactory most of the time.	Performance is consistently satisfactory and often exceeds expectations.
Uses constructive feedback from preceptor(s) for improvement in nutrition practice.	Not observed.	Performance is unacceptable at times and significant improvement is needed.	Performance is satisfactory most of the time.	Performance is consistently satisfactory and often exceeds expectations.
Demonstrates appropriate interpersonal relationships with clients, interdisciplinary teams, preceptors, other RDNs.	Not observed.	Performance is unacceptable at times and significant improvement is needed.	Performance is satisfactory most of the time.	Performance is consistently satisfactory and often exceeds expectations.
Works independently and uses time efficiently to plan, prioritize, and complete quality work.	Not observed.	Performance is unacceptable at times and significant improvement is needed.	Performance is satisfactory most of the time.	Performance is consistently satisfactory and often exceeds expectations.

Overall Narrative

Great job Sean!

Close | Save | Save & Submit

- The **Save** button allows you to save the self-assessment as a draft.
- The **Save & Submit** button is for the final submission of the self-assessment. ***Note:*** If an error was made, you will need to ask your program director to re-assign you another self-evaluation for completion.

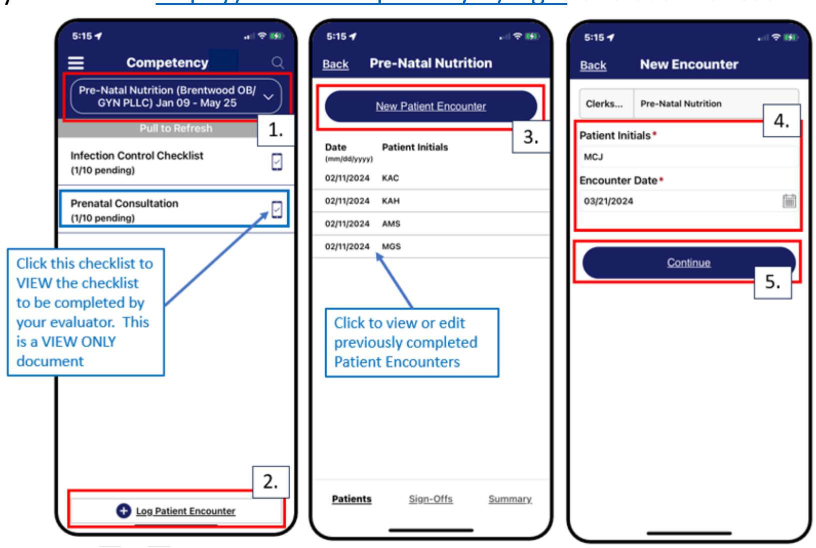
4. Complete a Patient Encounter Note

Patient Encounter Notes can be completed on the Competency App or website. Patient encounter notes are enabled by program directors for specific rotations. Not all rotations may have a patient encounter note so be sure to discuss with your program director if and how they would like you to utilize this feature. A patient encounter note can help capture the encounter you had with a patient or client and can require a preceptor sign off. Your program director may want you to document these encounters to ensure you are reviewing a certain population or disease type within your supervised practice experience.

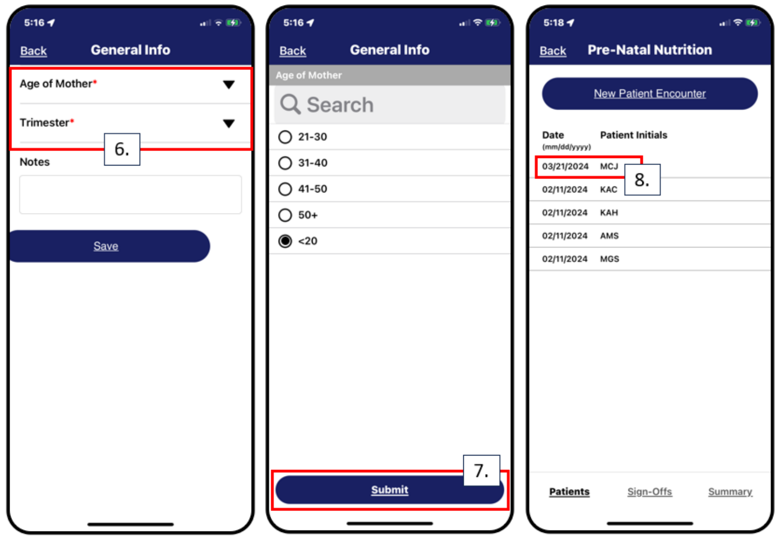
4a. Complete a Patient Encounter Note on the Competency App

To complete a **Patient Encounter Note in the Competency App**, download the free Competency App in the App Store for iOS or Android. Login using the email address and password created in the Competency website. If you have forgotten your password, go online to the ACEND Competency Website at https://acend.competency.ai/login and use the reset password function.

1. From the homepage, select a **Rotation**
2. Click **+Log Patient Encounter**
    a. **+Log Patient Encounter** also allows learners to view or edit previously completed Patient Encounters.
3. Click **New Patient Encounter**
4. Every Patient Encounter will ask for **Patient Initial** and an **Encounter Date**. These are mandatory fields.
5. Click **Continue**



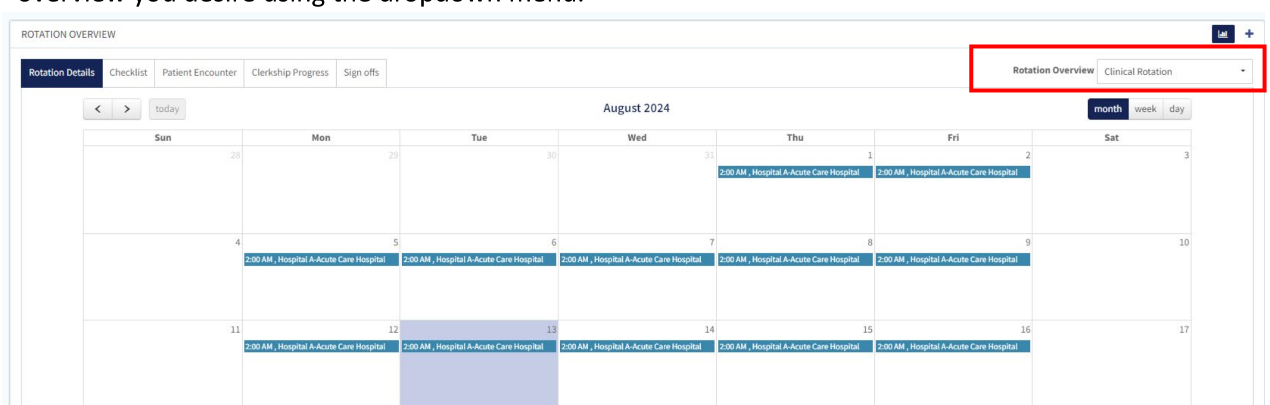
6. Complete all sections of the Patient Encounter.
    a. Mandatory fields are indicated with an asterisk. You must complete all mandatory fields to submit the Patient Encounter.
7. Click **Submit** to submit the Patient Encounter for Preceptor review.
8. The most recent patient encounter is now displayed at the top of your encounter notes on the Competency App.



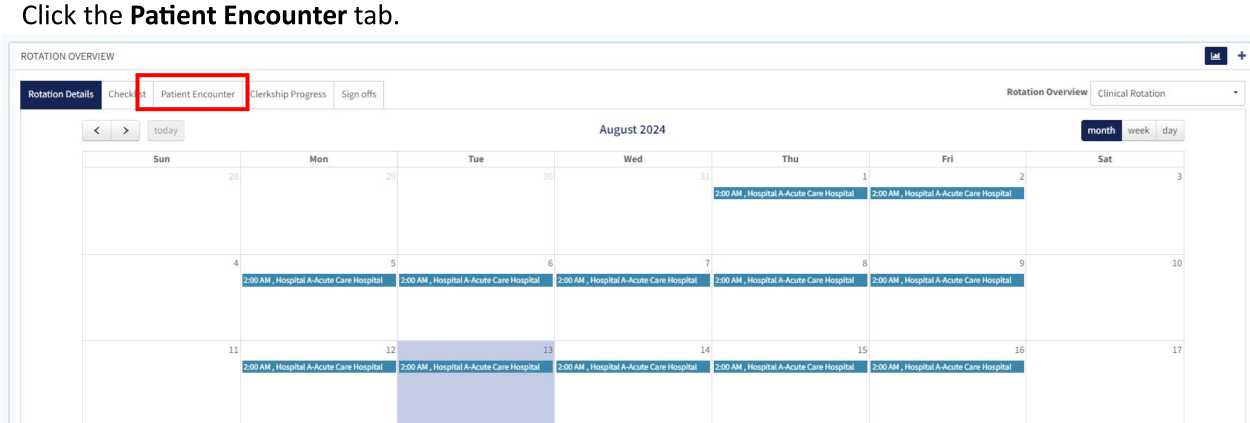
4b. Complete a Patient Encounter Note on the website

To complete a **Patient Encounter Note on the website,** log into Competency with your email address and password.

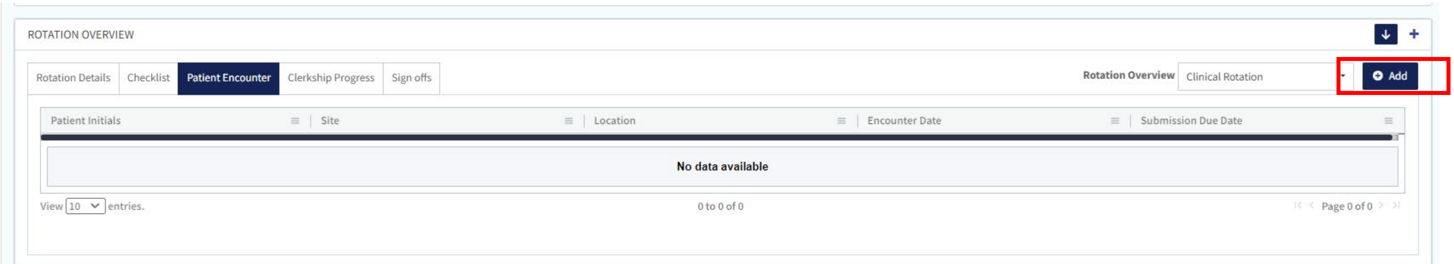
1. From the dashboard, scroll down to rotation overview where you will see the calendar and select the rotation overview you desire using the dropdown menu.



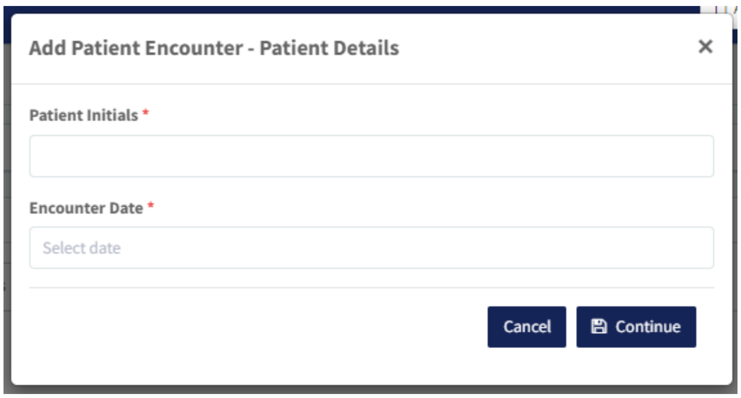
2. Click the **Patient Encounter** tab.



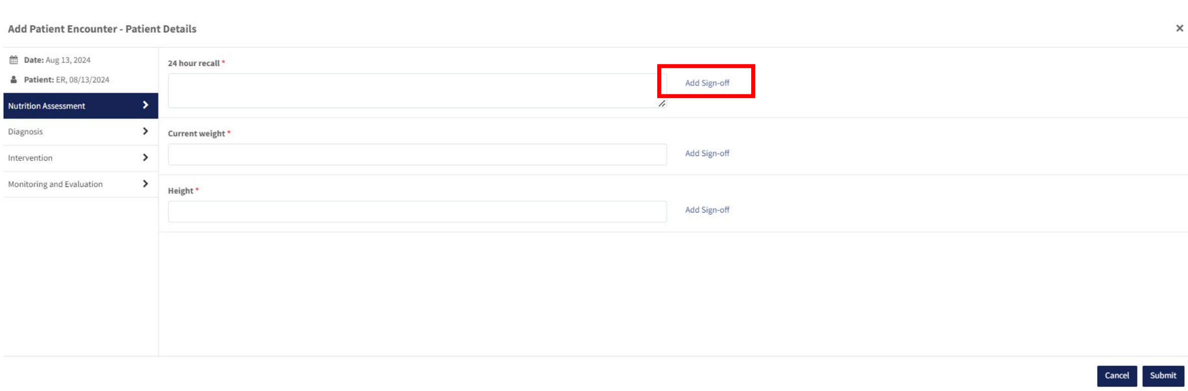
3. To start a new patient encounter note, click the **Add** button.



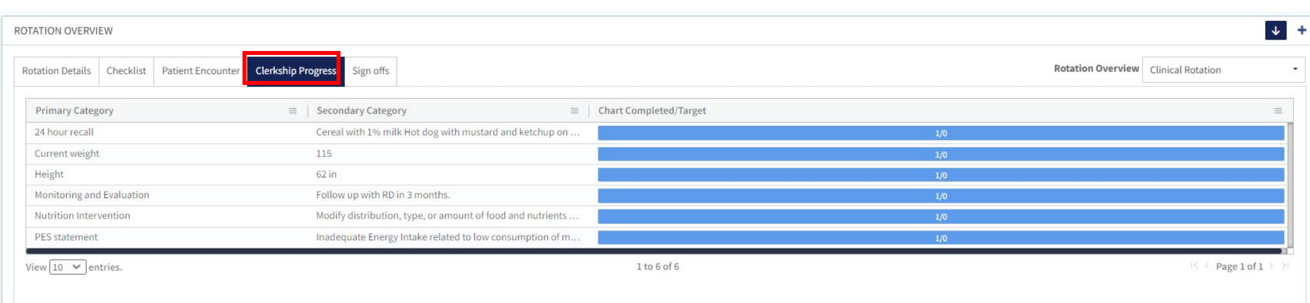
4. Every patient encounter note will ask for **Patient Initial** and an **Encounter Date**. These are mandatory fields. Click **Continue**.



5. Complete all sections of the Patient Encounter and click **Submit** when finished.
   a. Mandatory fields are indicated with an asterisk. You must complete all mandatory fields to submit the Patient Encounter.
   b. Questions requiring a preceptor sign-off will have an **Add Sign-off** hyperlink. The preceptor can sign off on them on their own profile.



6. To view data from completed notes, click the **Clerkship Progress** tab.



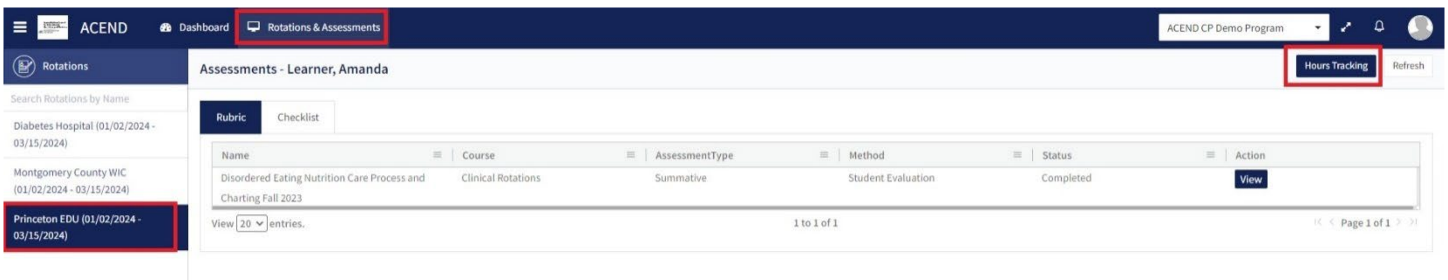
7. To view sign-offs, click the **Sign offs** tab.

5. Log Supervised Practice Hours

Supervised practice hours may be submitted for approval via the Competency Website or the Copetency App.

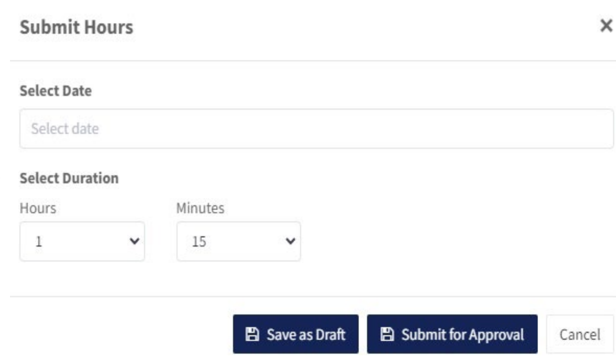
5a. Log Supervised Practice Hours Via the Competency Website

Click **Rotations & Assessments** > select a **Rotation** > **Hours Tracking**



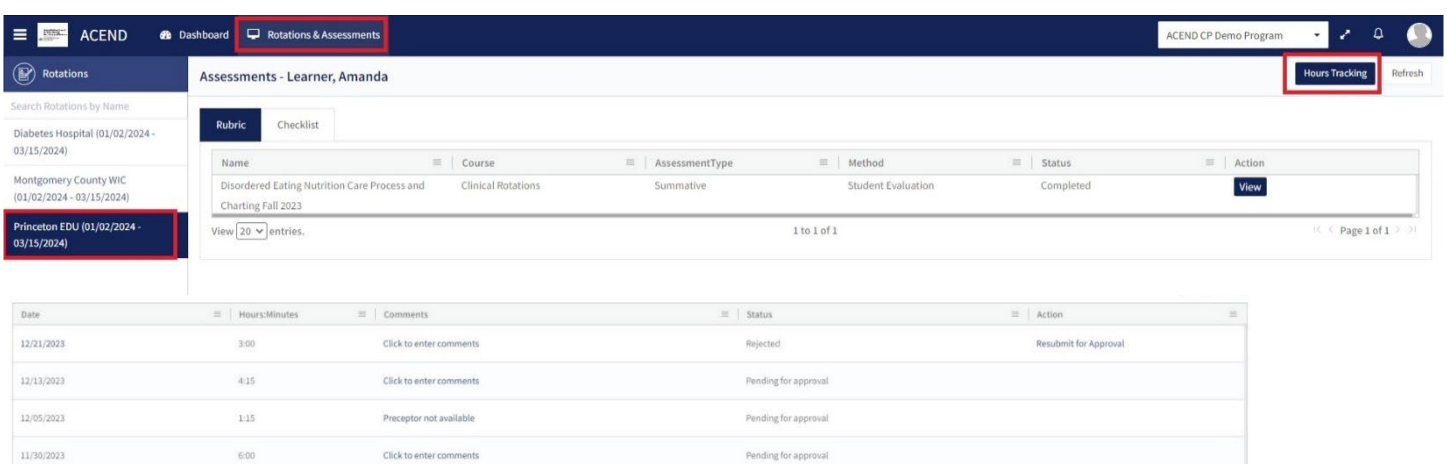
Select the **Date** and **Duration**.

- Hours submitted are submitted in 15-minute increments.
- Click **Save as Draft** to continue working on the log.
- Click **Submit for Approval** if submission is ready for approval.
- An email notification is sent to the Program Director and Preceptor when a Learner submits hours completed during a rotation.

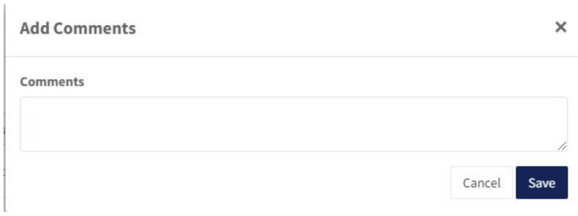


5b. Manage Supervised Practice Hours on the Competency Website

Click **Rotations & Assessments** > select a **Rotation > Hours Tracking.**



- Click the **Comments** link add comments to your preceptor or program director and then click **Save**.

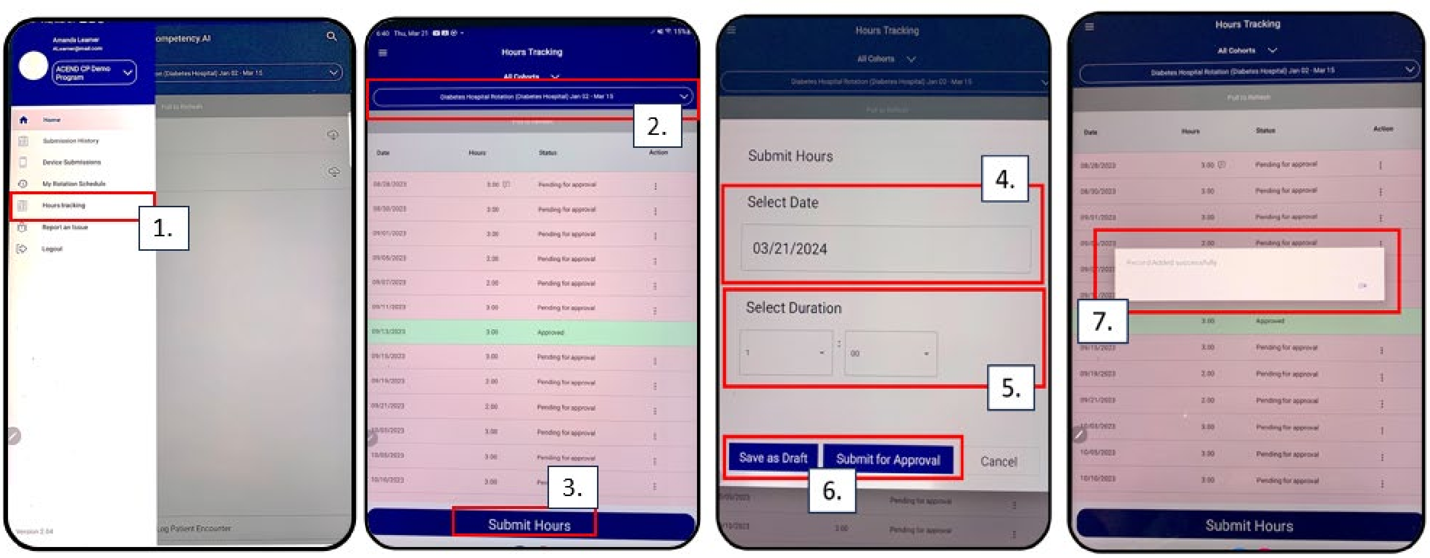


- Click **Resubmit for Approval** for any hours marked as **Rejected**.
- An email notification is sent to the Program Director and/or Preceptor when a Learner submits hours completed during a rotation.
- Learners receive an email notification when hours have been Approved or Rejected

5c. Log Supervised Practice Hours Via the Competency App

To submit supervised practice hours, download the free Competency App in the App Store for iOS or Android. Login using the email address and password created in the Competency website. If you have forgotten your password, go online to the ACEND Competency Website at https://acend.competency.ai/login and use the reset password function.

1. Click the three  vertical lines icon from the homepage ane select **Hours Tracking** from the Menu.



2. Select the rotation in which the hours were completed.
3. Click **Submit Hours**.
4. Use the **Select Date** calendar in the Submit Hours window to select the date the hours were completed.
5. Use the **Select Duration** dropdown in the Submit Hours window to the selecth the length of time spent in the rotation on that date.
6. **Save as Draft** or **Submit for Approval**.
7. Competency will let you know your hours have been successfully submitted and an automatic email is sent your preceptor notifying them that hours are ready for review.