

Electronic In-Depth Review Tool (eIDR) User Guide (for Candidate)

For issues using the website or completing the survey please contact medstaff.practicedev@phsa.ca

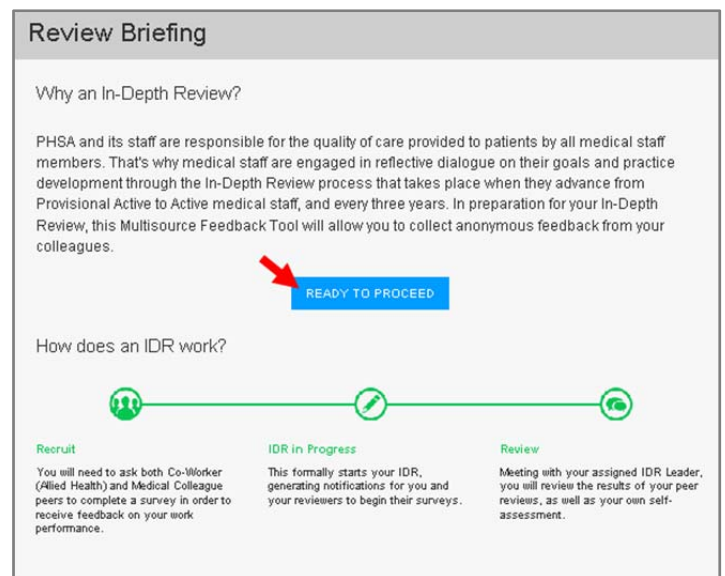
Step 1: Log in

Please click <https://phsaeidr.hssbc.ca> to log in or use your PHSA username and password to log in if asked to do so. Please note the eIDR website can only be accessed on devices that are connected to the PHSA domain (i.e. you are on site or you log in to PHSA using the remote access token).



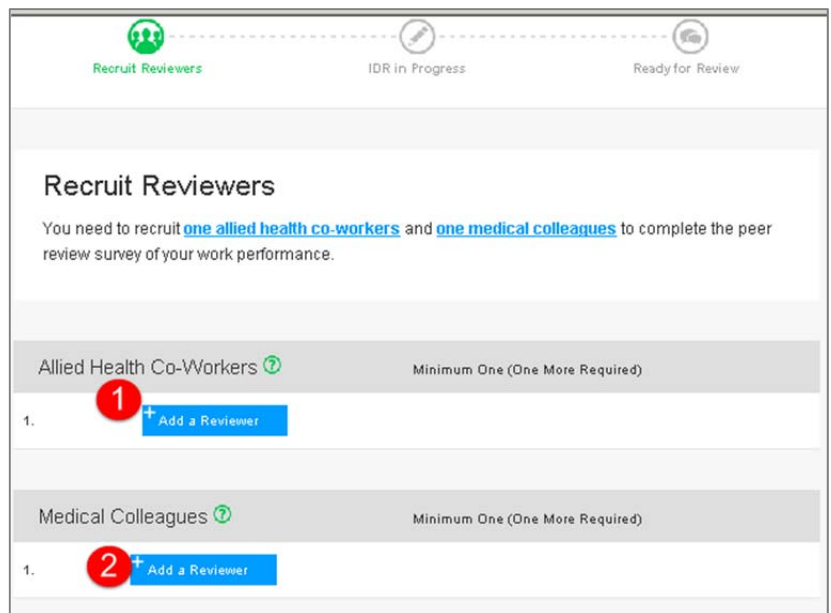
Step 2: Review the Briefing

Upon log in, you will see a brief description of the IDR process. When you are ready, click **Ready to Proceed.**



Step 3: Recruit Reviewers

Click **Add a Reviewer**, to enter the name and email address of the reviewers you're selecting. The system will use the information to send out survey links, and weekly reminders if needed. We recommend you provide additional two or more reviewers than the minimum in order to keep your review on track. *TIP: You can come back to this page to enter more reviewers or edit the earlier list if needed*



Step 4: Begin

Once the specified minimum number of reviewers are entered, check marks will appear and the **“Begin IDR”** button will become blue. If you do not see this button, then double check the required number of reviewers and refresh the page.

Begin IDR

Once you begin your IDR, your reviewers will be emailed a link to the assessment survey. It is your responsibility to ensure that they complete their survey, and you will receive email notifications tracking their progress. You may substitute reviewers, provided the minimum number is met.

To begin your IDR and access your self-assessment, please press the Begin IDR button.

Category	Minimum One Met
Allied Health Co-Workers	Minimum One Met ✓
Medical Colleagues	Minimum One Met ✓

Step 5: Complete Self-Assessment

Once you’ve started, the **“Start Self-Assessment”** button will appear. It will take 15 to 20 minutes to complete the self-assessment. You will also receive an email with the link to the self-assessment. *TIP: If you complete the survey and you click “finish” but are not directed to a thank you page, you have missed a question. Please scroll back through the survey and look for the red text.*

Step 6: View Report

Once the deadline has passed and enough surveys have been collected, email notifications will be sent to you and your leader that the Multisource Feedback report is ready for review. Please log in to the website and select the **“My Completed IDRs”** tab to access your report. *TIP: The report will open in Adobe Acrobat (pdf). You can save it or access the report via the eIDR website. Your leader will only have access to the report during your IDR.*

Completed In-Depth Reviews

You are able to review the summary report of any previous IDRs that have been completed within the IDR system.

Completed IDRs

Select the report you wish to review below.

Ref #	IDR For	Start Date	Completed Date	Leader
DAN00011	VCH-Kassulke - Farrell Anesthesia	Feb 23, 2017	Feb 23, 2017	Leonardo Kutch