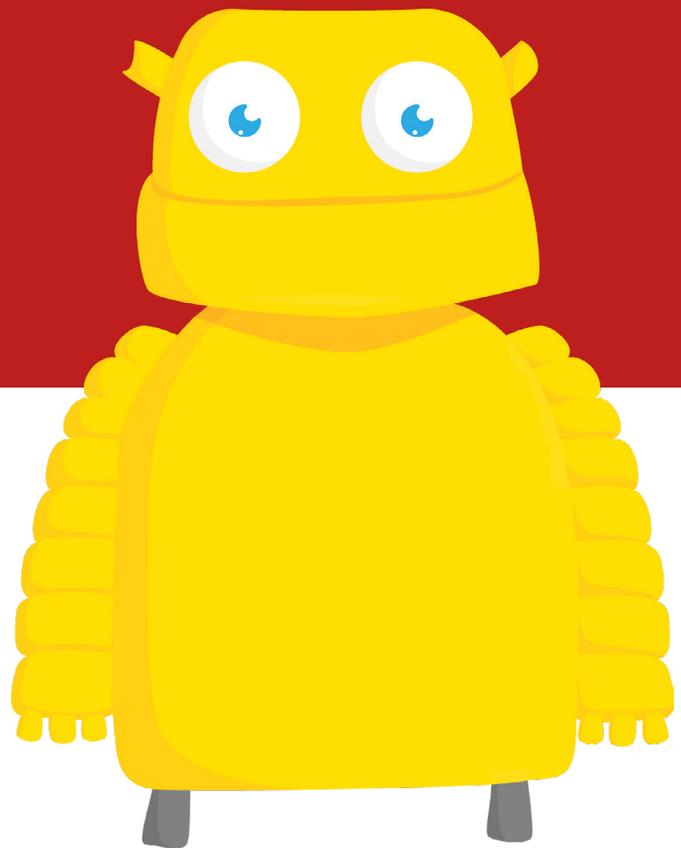


A Guide for Getting Started with Fisdap

August 2022



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FISDAP[®]

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The purpose of this guide is to provide new Fisdap instructors with overview tutorials on the first actions you should take when getting started with the **Skills Tracker, Scheduler, Testing, Appendix G**, and any of Fisdap's other solutions. For each tutorial in this guide, there may also be links to additional resources that detail the functionality of a Fisdap solution. As always, you may contact Fisdap support with questions by calling 651-690-9241 or by visiting our [support page](#).

First Steps

Creating an Instructor Account*

1. Log in to your instructor account and click the **Account** tab at the top of the page.
2. Scroll down and click **Create a new instructor account.****
3. Fill out the page with your information, as the Administrator. You can also set your email settings and adjust roles and permissions.
4. Check off the **Send email to instructor** with his/her login information if you want the instructor to receive a notification email with his or her login information.
5. Click **Save** at the very end of the page to create the instructor account.

For a visual walkthrough on how to create an instructor account, please watch this video: [Creating an Instructor Account](#).

*If you wish to give preceptors an account, create instructor accounts for them and adjust the permissions for each account as necessary.

Option will only appear if you have **Edit Instructor Account permission.

Creating Student Access Codes

1. Log in to Fisdap and click the **Account** tab at the top of the page.
2. Under the **Order Accounts** section, click **Buy new accounts**.

Order Accounts

Buy new accounts

Whether you are paying or they are, order new activation codes for students and preceptors.

View my inventory (unused activation codes)

Search for specific activation codes or find ones that have not been activated and are still available.

Upgrade existing accounts

If you'd like to order additional product access for your students, you can upgrade their accounts.

View my order history

Reference-and even repeat-your past orders.

- Choose the type of accounts you would like to order and select who will pay for the accounts. If you choose **My business will pay**, this means that the program will pay, while **The account holders (students/preceptors) will pay** means that each student and preceptor will pay for their own account.
 - If the account holders will pay individually, you will receive just one access code to provide to all of your students. If your business will pay, you need to select the quantity of access codes you would like under the **Initial education** and **Continuing education** sections.

What type of accounts do you want to order?

Note: You order one account type at a time, but will be able to order additional account types later.

Initial education

<input checked="" type="radio"/> Students	# of students <input type="text"/>	Student type <input checked="" type="radio"/> EMT <input type="radio"/> AEMT <input type="radio"/> Paramedic	Graduating: <i>(optional)</i> Month <input type="text"/> Year <input type="text"/> In student group <i>(optional)</i> All Years <input type="text"/> Any Section <input type="text"/>
---	---------------------------------------	---	--

Continuing education

<input type="radio"/> Preceptor Training	# of preceptors <input type="text"/>		
<input type="radio"/> Transition Course	# of providers <input type="text"/>	<input checked="" type="radio"/> Paramedic Transition Course <input type="radio"/> EMT Transition Course <input type="radio"/> AEMT Transition Course	

Who will be paying?

My business will pay.
 The account holders (students/preceptors) will pay.

[<< Previous \(Order Accounts\)](#)

[Next \(Products - Packages\) >>](#)

- When you are ready, click the **Next (Products) – Packages** page in the bottom right corner.
- Choose the packages you would like on this page. When you are ready, click the **(Products – A la carte)** button in the bottom right corner.

Products: packages

You can save money by ordering one of our packages. If you prefer to customize your own package, continue to our "a la carte" ordering option.

Packages for your students: EMTs

<input type="radio"/> Internship Package - EMT With our classic package, you can manage students' internship schedules, and they can document all of their skills practice and patient interactions.	Includes: Scheduler - Limited, Skills Tracker - Limited	\$31.50
<input type="radio"/> Assessment Package - EMT Get all three of our testing products at a great discounted price.	Includes: Comprehensive Exams, Unit Exams, Study Tools	\$115.50 \$94.50
<input type="radio"/> The Whole Shebang Package - EMT Everything Fisdap has to offer--with a savings of \$25! For every student account ordered, a separate Preceptor Training account will be issued, one for one.	Includes: Scheduler, Skills Tracker, Comprehensive Exams, Unit Exams, Study Tools, Preceptor Training	\$173.25 \$147.00

[Unselect package](#)

[<< Previous \(Account Holders\)](#)

[Next \(Products - a la carte\) >>](#)

6. If you are not purchasing a package or if you want to augment a package with another product, the **A la carte** page allows you to do so. Pick the products you would like (if applicable) and click **Next (Order Summary)**.

Products: a la carte

You have already selected the Internship Package - EMT. You can add any of the following products.

Products for your students: EMTs

<input type="checkbox"/> Paramedic Comprehensive Exams	Deliver 200-question summative exams in a secure, proctored environment to assess whether paramedic students are prepared for success on the NREMT.	\$26.25
<input type="checkbox"/> EMT Comprehensive Exams	Deliver 200-question summative exams in a secure, proctored environment to assess whether EMT students are prepared for success on the NREMT.	\$21.00
<input type="checkbox"/> Paramedic Unit Exams	Deliver six 75-question exams in a secure, proctored environment. Each exam covers (respectively) Airway, Cardiology, Medical, OB/Peds, Operations, and Trauma units and can be delivered in the order that works best for your Paramedic curriculum.	\$78.75

Deliver six 75-question exams in a secure, proctored environment. Each exam

7. The **Order Summary** will summarize your package choices and costs, as well as give you a chance to enter any coupon codes. Once you are ready, click **Next (Billing)** in the bottom right corner.

Order Summary

[Cancel Order](#)

EMT	Internship Package - EMT	\$31.50 per account	Quantity: <input type="text" value="3"/>	✕
-----	--------------------------	------------------------	---	---

Coupon Code:

Subtotal: \$94.50

Internship Package - EMT Discount: -\$0.00

Total: \$94.50

[Order for another group](#) [Next \(Billing\) >>](#)

8. The **Billing** page gives you two options for payment: **Later – Send us an invoice** or **Now – Pay by credit card**. Choose the option you would prefer, then click **Next (payment details)**.

Order Accounts - Billing

How do you want to pay?

Later - Send us an invoice.

Now - Pay by credit card.

[Next \(payment details\) >>](#)

- 9. Confirm your billing information and enter your purchase order (if you have one) on this page. Next, click **Place Order**.

Order Accounts - Billing

Order summary

3	EMT	Internship Package - EMT	\$31.50 per account
---	-----	--------------------------	---------------------

Please confirm your billing information.

We will send a bill (payable in the next 30 days) to:

Contact Name: <i>(required)</i>	Program Name: <i>(required)</i>		
<input type="text"/>	Jones and Bartlett Learning - FISDAP TEST		
Email: <i>(required)</i>	Street Address (line 1): <i>(required)</i>		
<input type="text"/>	<input type="text"/>		
Phone: <i>(required)</i>	Street Address (line 2):		
<input type="text"/>	<input type="text"/>		
	Country:		
	United States of America		
	City:	State/Province:	Zip:
	Unspecified	--	Unspecified

An invoice will be emailed to the address listed above.

Purchase Order number (optional)
If you would like your bill to reference a Purchase Order number, please list it below.

Purchase Order:

Do NOT charge for this invoice (Staff Only Option)

Internship Package - EMT - save \$0.00 per account
Total cost **\$94.50**

Place Order

- 10. You will then be emailed the activation codes. You can also activate accounts by clicking the orange Account tab at the top of page, then clicking **Order History**. From there, you can click on your order and choose **Activate accounts from this order**.

For a visual walkthrough on how to create student access codes, please watch this video: [Creating Student Access Codes](#).

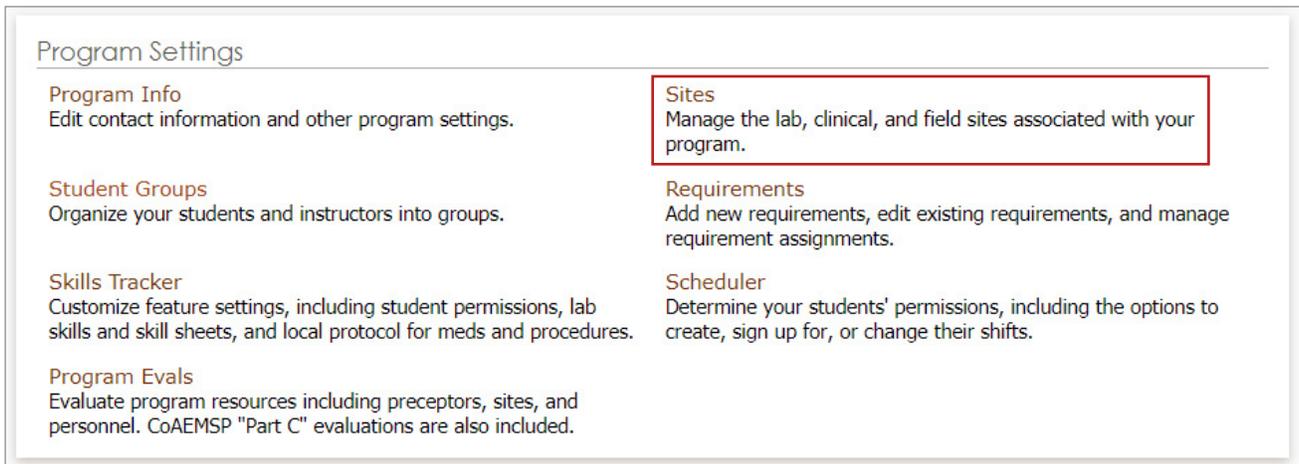
Introduction to the *Fisdap Scheduler*

The **Fisdap Scheduler** allows for students' clinical internship schedules to be available online, where educators, clinicians, preceptors, and students can all stay connected within the live calendar. With **Fisdap Scheduler**, you can schedule one-time shifts, A/B/C shifts, or shifts that repeat every day. Additionally, you will be able to determine access and create permissions with rolling or hard deadlines and customize which shifts may be traded or dropped by your students. The **Fisdap Scheduler** can connect with the **Skills Tracker** for easy management of field and clinical experiences throughout the duration of your program.

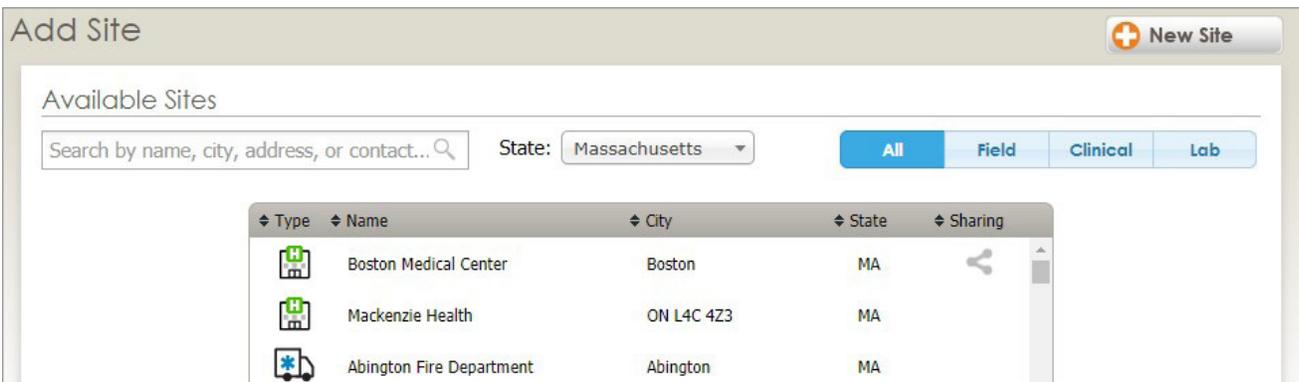
Setting up Sites in the *Fisdap Scheduler*

Please note that sites need to be associated with your program before shifts can be created in the **Fisdap Scheduler**. Sites are the locations where your students will be visiting for their clinical internship hours and skills experience out in the field.

1. From the **Fisdap homepage**, click on the **Account** tab at the top of the screen and chose **Sites** under **Program Settings**. Click the **Add Site** button to start associating sites with your program.



2. Begin by searching for the available sites to see if they are already in the system. You may search by name, city, address, or contact, and remember to choose the appropriate state in the dropdown menu. If your desired site is not included, click on **+ New Site** to enter in the new site's information.



3. For new sites, enter in the required information and hit **Save**. Under **Department**, activate the department or base students will be visiting for their shifts by clicking the **Inactive** button next to the department or base to change it to **Active**. This is the exact location within the site where students will be visiting. If a department or base is not included, click on **+ New Department** or **+ New Base** and enter in the details of exactly where students will be on this site for their shifts.

4. You can also include **Preceptors** and **Additional Staff** members who are associated with this site, as well as **Accreditation Info** and **Site Requirements**. If you would like to share shift information with other institutions, click on **Sharing Network**. Please note that this request will be sent over to the other institutions before pairing.

Setting up Permissions in the Fisdap Scheduler

Next, you will need to determine student permissions, including what students can access, create, and sign up for within the **Scheduler**.

1. From the **Fisdap homepage**, click on the **Account** tab at the top of the screen and chose **Scheduler** under **Program Settings**.

- From the **Scheduler settings** page, you can customize student capabilities when setting up or selecting shifts, as well as communications and program requirements. The following are examples of settings you should review.
 - **Student Permissions:** Set if students can see each other's schedules; create their own field, clinical, or lab shifts; as well as sign up for field, clinical, or lab shifts.
 - **Student Notifications:** By clicking **On**, the system will automatically send students an email notification each time they are added to or removed from a shift.
 - **Sites:** By clicking on **Manage**, you can alter additional lab, clinical, and field sites for your program.
 - **Requirements:** By clicking on **Manage**, you can add new requirements, edit existing requirements, or manage assignments.
 - **Default add shift settings:** The settings you select here will appear as the default when you add shifts to your schedule. You may still edit them on a per-shift basis, but setting up your defaults here will save you time when creating new shifts. You will need to determine if students can drop, cover, or swap field, clinical, or lab shifts, with or without your permission. If students can sign up for shifts that you create, you can add the window of time from when they can start signing up through a specific end date.

Scheduler Settings

Compliance Scheduler

Student permissions

Students view each other's schedules.

Students create field shifts.

Students create clinical shifts.

Students create lab shifts.

Students sign up for field shifts.

Students sign up for clinical shifts.

Students sign up for lab shifts.

Student Notifications

Send students an email notification any time they are added to or removed from a shift.

Sites

Manage the lab, clinical, and field sites associated with your program.

Requirements

Manage your program's requirements. Add new requirements, edit existing requirements, and manage assignments.

Default add shift settings

The settings you select here will appear as the default when you add shifts to your schedule. You can still edit them on a per-shift basis, but setting up your defaults here will save you time when creating new shifts.

Adding field shifts

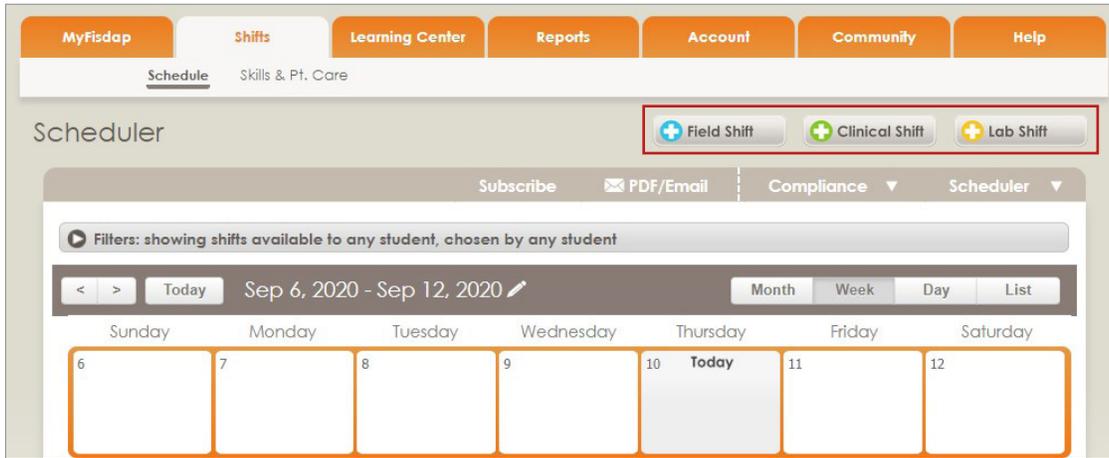
Students drop field shifts. permission

- Click **Save** at the bottom of the screen when all desired permissions and settings have been entered.

Setting up Shifts in the Fisdap Scheduler

Please note that the setup process for each shift type (field, clinical, and lab) is the same. For each shift, you will be able to determine the location, timeframe, permissions, and the communication network as shifts are established, assigned, and completed.

- From the **Fisdap homepage**, hover over the **Shifts** tab and click on **Schedule** to begin setting up your calendar. From this screen, you will be able to set up your view of the calendar, create a PDF of your calendar to be shared via email, and set up shifts. Click on the type of Shift button of your choice.



- For **Shift Details**, enter in the required location, time, and date information for the specific shift you are setting up. If the shift is recurring and has a repeating pattern—such as a daily shift, a shift that occurs every Monday and Wednesday, or a shift that occurs on the first day of the month—you can click **Repeats On** to set up the schedule. Once the required information has been filled in, click on **Next (assign/signup)**.

Custom shift name:

Field site: *(required)*

Base: *(required)*

Start time: *(required)* Duration: *(required)* hrs. # Students who can go: *(required)* x

Date(s): *(required)*
Use the calendars below to select a start date.

<< Previous 3 months Next 3 months >>

September 2020							October 2020							November 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Clear calendar selections. Show 3 | 6 | 12 months

Repeats

Every from today until

3. From the **Assign/Signup** page, you will be able to include the preceptors and instructors associated with this shift, assign students to the specific shift, or allow students to sign up for the shift according to the parameters you set. Here is an overview of the different options available for each shift within the **Assign/Setup** page:
- **Assign Preceptors/Instructors:** This allows you to include the preceptors and instructors who are associated with this specific shift.
 - **Assign Students:** If you will be assigning or removing specific students to this shift, click on the **Assign/Drop** button to identify those individuals.
 - **Student Signup:** You can use signup windows to control when students can sign up and who can sign up. You have several options for setting when. Click the **from** or **until** buttons to select the parameters of the signup window date range. You can select a specific date (the default), a fixed monthly date, or rolling dates. Under the **Which students can sign up?** option, you can limit the shift by certification level and/or student group. By adding additional signup windows (by clicking the **New Window** button), you can, for example, set up the shift signup availability so that Paramedic students will get first choice. Then, after a certain date, EMT students may sign up as well. Keep in mind, students only see shifts that are available for signup. In other words, shifts that are not available (either because signup is turned off or the signup window dates are in the distant future or past) are invisible to students.
 - **Drop/Cover/Swap:** You can change the permissions settings for this specific shift only in terms of dropping, covering, and swapping shifts, with or without instructor permission.

1 Shift Details 2 Assign/Signup 3 Notes & Notifications Cancel Create shifts

Assign preceptors/instructors

Preceptors Instructors

Assign students

Please enter the number of students who can go (on the first tab).
Assigning 0 students to all 0 shifts. [See list](#)

4. Once the required information has been filled in, click on **Next (notes & notifications)**.
5. In the **Notes & Notifications** section, you have a couple options to adjust as needed:
- **Notes:** Add any details pertinent to the shift, such as equipment, identification to bring, or attire to wear.
 - **Email list:** Students, instructors, and preceptors who are associated with this shift will receive emails about any changes made to the shift. You can use the **Email list** tool to add email addresses for anyone else who should be notified of a change. For example, this could be a clinical coordinator at the site. For multiple email addresses, please separate each email address with a comma.

6. Click on **Create shifts** once the required information is filled out, and the shift will become available on the calendar.

1 Shift Details 2 Assign/Signup 3 Notes & Notifications Cancel **Create shifts**

Notes:
(200 characters max)

Email list: ⓘ
(comma separated)

<< Prev (assign/signup)

7. To make edits to existing shifts, go to the **Shifts** tab, click on the shift within the calendar, and choose **Edit**.

Sep 10 2020, 1100 (2hrs)
Shift C, Public Safety Group: 4th Floor
Preceptor: Torino
Instructor: Instructor Demo

Filled Slots
No one is scheduled for this shift yet.

✗ Drop ✗ Cover ✗ Swap

Open Slots
x 2 All EMS students Sign up closed on Sep 3, 2020.

History **Edit** Delete Assign/Drop

10 Thursday Today
1100 (2hrs) Shift C, Public Safety Group: 4th Floor
Preceptor: Torino
Instructor: Instructor Demo

Introduction to Fisdap Skills Tracker

Fisdap Skills Tracker documents student learning, reports achievement and growth, and aids program accreditation and self-study. Using the **Skills Tracker**, students can document their experiences within the Fisdap website or mobile app, while instructors and preceptors can see what students accomplish, at which sites, and provide evaluations as needed. This allows for ease of reporting and tracking of student growth, encouraging student accountability and accuracy. **Skills Tracker** also allows shifts to be created within the tracker through the **Skills Settings**.

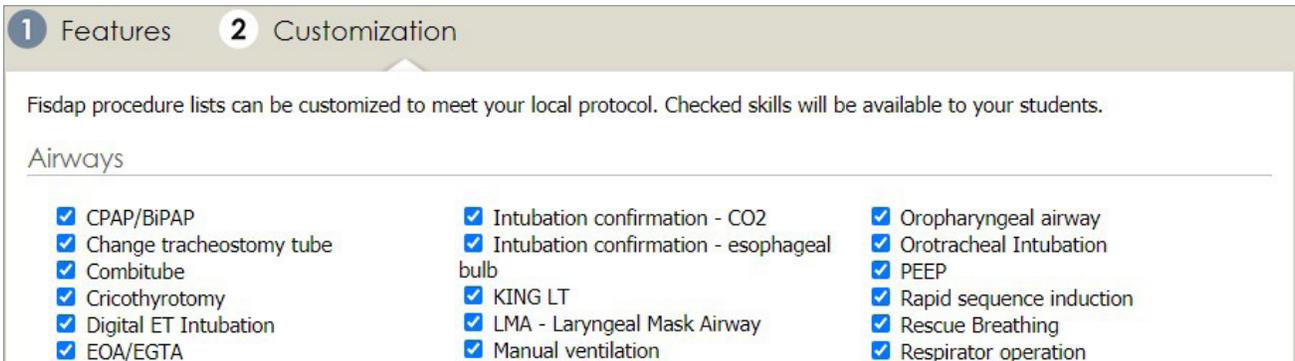
Setting up the Fisdap Skills Tracker

1. The first step in setting up the **Fisdap Skills Tracker** is to set the preferences for the program by clicking on the Account tab, then clicking **Skills Tracker** under **Program Settings**.
2. From here, you can adjust your **Skills Tracker** settings, including the following:
 - **Schedules:** Decide if your program will allow students to create their own shifts/schedules for lab, clinical, and field shifts, and if they can mark shifts as **Tardy** or **Absent**.
 - **Emails:** Documentation for shifts can be automatically flagged when it is considered late, and the threshold for “late” documentation can be adjusted, as well as having shifts automatically locked when documentation is late. If a shift is automatically locked due to late documentation, then it would need to be unlocked by an instructor in the program.
 - **Graduation Requirements:** Students will see a **Goals Widget** in their dashboard, keeping track of the requirements the program has set. This section allows control over the data displayed in the **Goals Widget** and the **Graduation Requirements** Report.
 - **Documentation Options:** By default, students can complete narratives when entering documentation, and the structure of the narrative text box can be customized by clicking on **Manage narrative format** and adding additional fields for SOAP, seed patient information or other various narrative requirements.



- Allowing the students the ability to **Quick Add** skills can be useful in the event that students did not perform the patient interview or assessment, as they are still able to track skills performed, such as an IV or Medication.
- **Auditing and Sign off:** Auditing allows for additional visibility on whether data has been audited when running a report or when reviewing shift documentation by a preceptor or instructor. Selectable options include signing off via digital signature or entering a username and password.
- **Shift Evaluations:** Prior to locking a shift, the program may require that certain evaluations are completed by clicking on **Customize required evals**. This includes self-evaluations or preceptor evaluations.

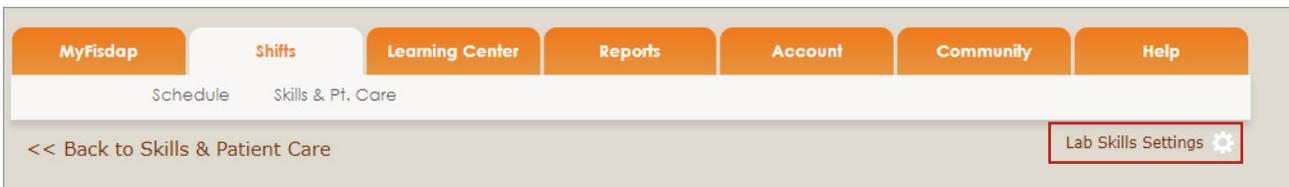
- If there are any skills that do not apply to your students, the **Customization** option allows the program to select or deselect any skills that will appear for a patient when a student enters data.



For a more detailed, visual walkthrough on how to set up the **Skills Tracker**, please watch this video: [Skills Tracker Settings](#).

Setting up the Fisdap Lab Skills

- From the **Shifts** tab, click on **Lab Skill Settings** in the top right:



- Each certification level will have categories and goals for the skills to be completed. Expanding a category will allow you to adjust the following:
 - **Visibility:** Determines whether a skill is available to students.
 - **Item Name:** Allows a skill to be renamed.
 - **Skillsheet:** This is the skill sheet attached to the skill.
 - **Skill field:** Indicates what the student will receive for credit, outside of the lab skills, when running other reports for the program.
 - **Peer:** The number of times a skill is to be successfully performed with a peer evaluator.
 - **Instructor:** The number of times a skill is to be successfully performed with an instructor evaluator.
 - **Eureka:** A threshold or success rate goal that may be set by the program. For example, placing 4/5 successful attempts would trigger the Eureka goal for that skill.
 - **Practice Item:** Each category allows a program to add a new skill if there are additional mandated skills and requirements.

For a more detailed, visual walkthrough on setting up **Fisdap Lab Skills**, please watch this video: [Lab Skill Settings](#).

Introduction to Fisdap Testing

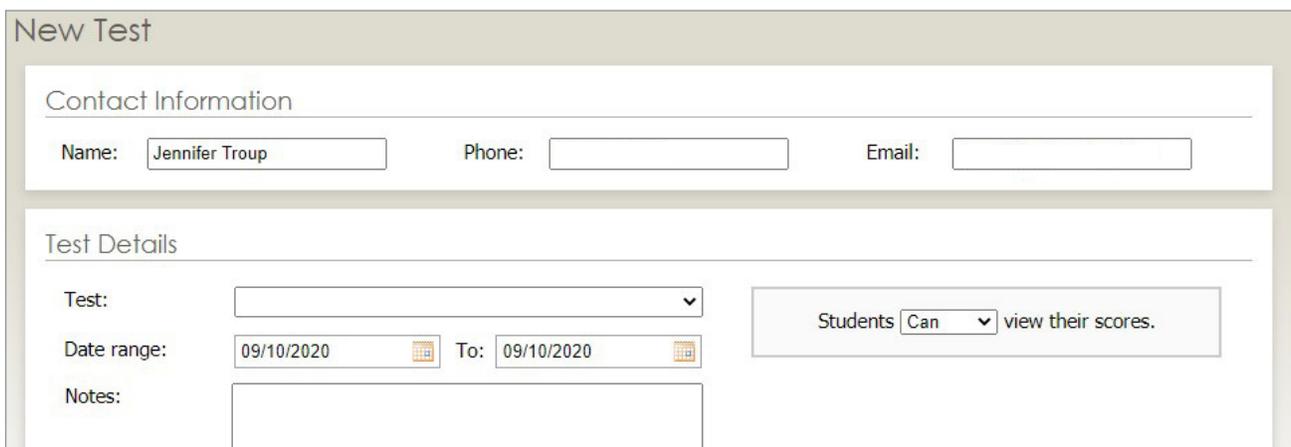
All Fisdap exams are validated, secure, and reliable with emphasis on critical thinking. With a focus on preparation for National Registry success, the exams evaluate students with problem-solving, scenario-based questions. Our suite of exams take students from admission to graduation, ensuring student preparedness the entire way.

Setting up Fisdap Testing

1. Click on the **Learning Center** tab from your **Fisdap homepage** and click on **Schedule a Secure Exam** under **Tests & Scenarios**.



2. Click on the **+ New Test** button and enter in the **Contact Information** for the proctor and **Test Details**.
3. Please note that there is a Proctor Password for each attempt of a secured exam, and this password changes daily. If you are going to administer the exam over a few days, instead of rescheduling every time, you can set up a date range. Each exam will have a unique password.
4. Select the students who will need to see their results. Please note that students do not need to be selected to take the exam.
5. Once you have filled out the page, click on the green **Save** button.



6. The **Test Details** page will summarize the students taking the exam, the passwords for each day selected, and some helpful links, including student instructions, proctor documents, and more.

MyFisdap Shifts Learning Center Reports Account Community Help

Test Schedule Retrieve Scores

<< Scheduled Tests

Test Details: EMT Entrance Assessment

Students

- *Makenna Lane
- *JBLT Student
- *Kurt VanOordt
- *Tashi Wangmo

* Click here to upgrade these accounts. Students marked with * cannot take the test.

Proctor passwords

- On 09/10/2020 the password will be **shirtfilm**
- On 09/11/2020 the password will be **inchhunt**
- On 09/12/2020 the password will be **silvertree**
- On 09/13/2020 the password will be **boatplate**
- On 09/14/2020 the password will be **armorvalue**
- On 09/15/2020 the password will be **heighttrip**
- On 09/16/2020 the password will be **armorgreen**

Helpful links

- Student Instructions -- Step-by-step directions explain how and where students should log in to take the test online.
- How to succeed on a Fisdap exam -- Share these tips for success with your students.
- Study Guide -- Study guide for EMT Entrance Assessment
- EMTEA Technical Document -- EMT Entrance Assessment Technical Document
- Proctor Document -- Best Practices for Proctoring a Fisdap Exam
- Questions? -- Refer to our Testing Help section for more information and best practices.

Edit This Test >>

Reviewing a Fisdap Exam

1. Click on **Retrieve Scores** within the **Learning Center** tab from your **Fisdap homepage**.
2. View the individual learning prescriptions and group learning prescriptions (combines all individual learning prescriptions to show how the class performed overall to see if there are any patterns or overall curriculum gaps).

For with a visual walkthrough on scheduling exams, please watch this video: [How to Schedule an Exam](#).

Introduction to Appendix G

As of July 2019, CoAEMSP has put forth new guidelines for the Appendix G section of an accredited paramedic program's self-study. To help meet these guidelines, Fisdap has implemented a new report that provides the necessary data for Appendix G in the same format that CoA has requested. Once you are set up, running the report should provide you exactly what you need for your self-study. Below, you will find the steps needed to set up your program's minimums, so you can start tracking your student's progress toward their Appendix G goals.

Setting up Appendix G Program Minimums

1. Click on the orange Account tab at the top of the page.
2. Scroll about halfway down and select the **Program Info** link (in the **Program Settings** box).
3. Click **Manage my CoAEMSP Appendix G Program Minimums** in the bottom-left of the **Program Info** page.
4. From here, you can review the CoAEMSP recommended minimums for each table.
 - If you want to use their recommendations, you can leave the Program Requirements sections blank, as the system will automatically use CoA's numbers.
 - If you do want to make changes, you can type the required number into each section of each table.
 - If you have already filled out your program's minimums on the spreadsheet provided by CoAEMSP you can upload it directly into Fisdap by clicking the **Choose File** button toward the top of the page, locating the file on your computer, and then clicking on the green **Submit Excel File Only** button. This will automatically add the minimums from the file into your Fisdap program.

Appendix G Program Minimums

Optional: Upload Appendix G Defaults Excel File Instead of Filling Out Form Below

Choose File No file chosen

Submit Excel File Only

1 Table 1
2 Table 2
3 Table 3
4 Table 4

Autosave: **Save**

You Only Need to Enter Values That Differ From the Recommended Minimums

To review how Fisdap defines these items, please refer to our [Quick Reference Guide](#)

Required Competencies, Skills, Ages, Differential Diagnoses, and Complaints on Patients in Clinical, Field Experience, or Capstone Field Internship	CoAEMSP <i>Recommended</i> Minimum Numbers	Program Required Minimum Numbers
Trauma	30 Total	40
Trauma - Pediatric	6	8
Trauma - Geriatric	6	8

5. In addition to setting the minimum requirements, you will also need to link the lab practice Items for Tables 2 and 4. For a more detailed, visual walkthrough of this process, please watch this video: [Setting Up Appendix G](#).

NEW!

Introduction to **Competency Tracker**

Competency Tracker, the next generation of **Fisdap Skills Tracker**, similarly documents student learning, reports achievement and growth, and aids program accreditation and self-study. Using **Competency Tracker**, students can document their field, clinical, and lab experiences within the Fisdap website, while educators can see what students accomplish, at which sites, and provide feedback as needed. This allows for ease of reporting and tracking of student growth, encouraging student accountability and accuracy. With **Competency Tracker**, you'll be able to better track student performance and help students better understand their strengths and weaknesses.

Transitioning from **Skills Tracker** to **Competency Tracker**

Competency Tracker will be the eventual replacement for Skills Tracker once the old platform is retired. Skills Tracker will likely not be supported beyond 2024. However, we will update everyone well in advance of the date, so that all users will be able to migrate to our **Competency Tracker** without issues.

You may request access to **Competency Tracker** in your Fisdap program at any time. When enabled, your current cohorts should continue to use the current Skills Tracker for documenting their items and patient interactions, while **Competency Tracker** should be designated for use with new cohorts only, as data entered on a student's account using **Skills Tracker** cannot be transferred or copied to the **Competency Tracker**. Conversely, data entered on a student's account using **Competency Tracker** cannot be transferred or copied to the **Skills Tracker**. We recommend users **DO NOT** switch back to using **Skills Tracker** after beginning student data entry in **Competency Tracker**.

Competency Tracker will work with **Fisdap Scheduler** and **Fisdap Testing**, so there is no impact to your current workflow. **Competency Tracker** will allow users to add shifts either through the Fisdap Scheduler, or through the shift list directly.

Setting up the **Competency Tracker**

1. The first step in setting up **Competency Tracker** for your program is to request access.
 - **PLEASE NOTE:** We recommend that programs start **Competency Tracker** with a new cohort. Data entered on a student's account using the **Competency Tracker** is not transferrable to the Skills Tracker and vice versa.
2. After completing and submitting the **Competency Tracker** [Request Form](#), our Support team will turn on **Competency Tracker** for your program.
3. You will receive an email notification when access has been turned on along with account credentials for a demo student.

How to Turn on *Competency Tracker* for Students

1. Instructors are in control to give students' access to *Competency Tracker* by performing the following steps:
 - **PLEASE NOTE!** Student data tracked in ***Competency Tracker*** cannot be transferred to *Skills Tracker* and vice versa. Only new cohorts should be placed in ***Competency Tracker*** while current cohorts using ***Skills Tracker*** should continue through graduation.
 - a. Click on the **orange Account** tab.
 - b. Under **Student Accounts**, click on **Graduation Status**.
 - c. Select one or multiple students that you wish to move to ***Competency Tracker*** by selecting the checkbox next to the student's name.
 - d. At the bottom of the page under **Graduation Settings**, select the checkbox next to **Update *Competency Tracker***.
 - e. Also select the checkbox next to **Allow to use *Competency Tracker***.
 - f. Click **Save**.
 - g. Confirm that the student(s) you gave access to ***Competency Tracker*** is marked '**yes**' in the ***Competency Tracker Enabled*** column

Both ***Skills Tracker*** and ***Competency Tracker*** are managed using the same settings and configurations within your FISDAP program.

Update Graduation Settings

Select Students

Filters - Status: Active

All	Name	Competency Tracker Enabled	Graduation Date	Graduation Status	Good Data
<input type="checkbox"/>	test AEMT	No	01/2027	In Progress	
<input checked="" type="checkbox"/>	Fisdap AEMT1	Yes	02/2023	In Progress	
<input checked="" type="checkbox"/>	Brent Arnold	Yes	12/2025	In Progress	
<input type="checkbox"/>	fisdap auto1	No	12/2025	In Progress	
<input type="checkbox"/>	fisdap auto2	Yes	12/2025	In Progress	
<input type="checkbox"/>	fisdap auto77	Yes	12/2025	In Progress	
<input type="checkbox"/>	barunstudonefn barunstudoneln	Yes	04/2027	In Progress	
<input type="checkbox"/>	bhfsdap05studentfn bhfsdap05studentln	Yes	04/2025	In Progress	
<input type="checkbox"/>	bhfsdap10studentfn bhfsdap10studentln	Yes	08/2022	In Progress	
<input type="checkbox"/>	bhfsdap11studentfn bhfsdap11studentln	Yes	09/2022	In Progress	

Graduation Settings

Update graduation date Update graduation status

Update *Competency Tracker*

Competency Tracker Settings

Allow to use *Competency Tracker*

Save

NEW!

Introduction to the NEW 2023 Student Minimum Competency (SMC) Recommendations

As of August 2021, CoAEMSP has put forth new guidelines for the Student Minimum Competency (SMC) Recommendations (effective January 1, 2023). To help meet these guidelines, Fisdap has implemented a new goal set template and report that provides the necessary data for Student Minimum Competency (SMC) Recommendations in the same format that CoAEMSP has requested.

PLEASE NOTE that the **Student Minimum Competency (SMC) Recommendations** Report is only available in Competency Tracker, not in Fisdap Skills Tracker.

Once you are set up, creating the goal set and running the report should provide you with exactly what you need for your self-study. Below, you will find the steps needed to set up your program's minimums, so you can start tracking your student progress toward their Student Minimum Competency (SMC) Recommendations goals.

Setting up the Student Minimum Competency (SMC) Recommendations 2023

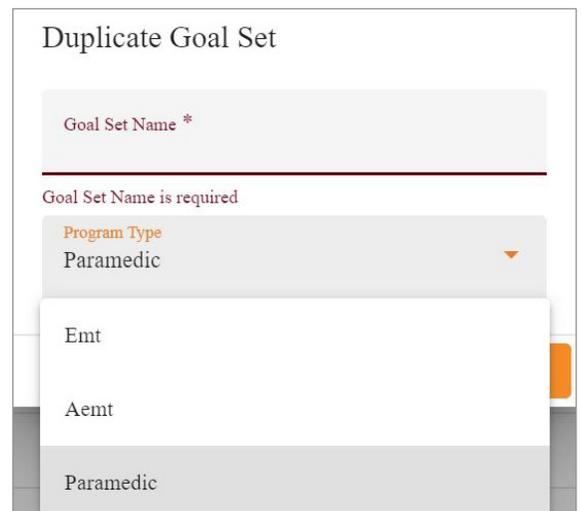
1. Once you have been set up to use **Competency Tracker**, the first step in setting up the Student Minimum Competency (SMC) Recommendations 2023 is to create a new goal set template. Click on the **orange Goals & Reporting** tab at the top of the page. Then click on **Goals**.
2. Under **Templates**, click on **New SMC Template**.



3. Click on **Duplicate Template**.



4. Enter in a name for your goal set and select the appropriate program type (Paramedic, EMT, AEMT). Click **Save**.



- The number of repetitions, peer-peer evaluations and instructor evaluations are the only fields that **CAN** be changed. Items, patient details, and location **CANNOT** be changed. Click on the **vertical ellipsis**, then click **Edit** to make edits to the number of repetitions, peer-peer evaluations, and instructor evaluations. Click **Save** when you have finished making changes.

<input type="checkbox"/>	Item/Patient ↓	Age	Location	Subject	Assessment Type	Activity	Team Role	Repetitions	Peer - Peer Evaluation	Instructor Evaluation	
<input type="checkbox"/>	ITEM SMR SUPINE SPINAL MOTION REST...		Lab			Performed		1	0	0	⋮
<input type="checkbox"/>	<input type="checkbox"/> ITEM BLEEDING CONTROL		Lab			Performed		1	0	0	⋮
<input type="checkbox"/>	<input type="checkbox"/> ITEM VENTILATION(BVM)		Lab			Performed		1	0	0	⋮

- Refer to our [Quick Reference Guide to SMC](#) for the skills that are accepted for each requirement notated in the **Student Minimum Competency (SMC) Recommendations 2023**.

Running the 2023 Student Minimum Competency (SMC) Recommendations Report

- Once your goal set is ready, you can run a report for the **Student Minimum Competency (SMC) Recommendations 2023**. Click on the **orange Goals & Reporting** tab at the top of the page. Then click on **Reports**.
- Click on **Competency Tracker Reports**.
- From the dropdown, select the **'CoAEMSP Student Minimum Competency (SMC) Recommendations'** report.

Reports

Select Report *

- Skills Finder
Find when and where the students have performed skills, complaints, or impressions
- CoAEMSP Student Minimum Competency (SMC) Recommendations
View student progress towards the CoAEMSP Student Minimum Competency Matrix (effective January 1, 2023)
- Student Progress
View completion or progress toward your program's goals

4. Select the required report parameters and click **Done**.
 - a. **Select Goal Set** – Choose the goal set for which you need to run the report.
 - b. **Report View** – Choose from **Summary Tracking** or **Detailed Tables 1-5**.
 - i. **Summary Tracking** - Summary Tracking can be run for multiple students at a time.
 - ii. **Detailed Tables 1-5** - Tables 1-5 can only be run for 1 student at a time.
 - c. **Student Selection** – Select the student for whom you want to run the report.
 - d. **Date Range** – Select All Dates (Cohort start date to present) or a specific date range.
 - e. **Select a Capstone Date** – Enter in your cohort's capstone start date.

5. Export the report into an Excel spreadsheet by clicking on **Download Report**.

6. If you need to make additional edits to the report parameters, click on the pencil icon to make changes.