

LESSON 25: Completing the Performance Assessment Report (PAR) – The PAR Evaluator Role

Background: The assigned PAR Evaluator completes the online PAR to reflect the Provider’s performance over the most recent privileging period.

Objective: To practice completing the online PAR for a fictitious Provider, as the PAR Evaluator role.

Exercise:

Step 1: Log on to CCQAS as the PAR Evaluator assigned in Lesson 24: _____.

Step 2: Double-click on the “Task = *Complete PAR*” on the work list. The application will open, displaying the “Profile” tab of the “Performance Assessment Report” screen.

Step 3: Examine the information on the “Profile” screen. The **Period of Evaluation** and **Purpose of Evaluation** will reflect the information submitted by the CC/MSSP/CM during the routing of the PAR.

Note: The PAR Evaluator may navigate among different sections of the application by clicking the vertical Navigation bar along the left side of the screen.

Step 4: Open the Navigation bar and select the “Privileges Evaluated.”

Note: In Army facilities or units, PAR Evaluators should indicate their assessment of the Provider’s performance for each privilege granted to the Provider. PARs performed at Air Force facilities or units will reflect a view-only list of the privileges under evaluation. Since the Navy has core privileging, PARs at Navy facilities or units will require the Evaluator to do a general assessment for the core set of privileges, and an assessment of each of the supplemental privileges.

Step 5: Open the Navigation bar and select “Quality Management Measures.”

Step 6: Click <**Add**> to add a measure. Select a measure **Type** and enter all required information, and click <**Save**> at the top of the screen. Repeat this step twice more to enter different measure **Types**.

Note: In general, if “**Practice/Care within standards? = No**” is entered for any of the documented measures, comments are required.

Step 7: Open the Navigation bar and select “Facility-Wide Measures.”

Step 8: Click <**Add**> to add a measure. Select a **Measure Type** and enter all required information, and click <**Save**>. Repeat this step twice more to enter different **Measure Types**.

Note: The Facility-Wide Measures will depend on the measures being monitored over the period of evaluation or those standard measures designated for performing PARs.

Step 9: Open the Navigation bar and select “Practice Volume.” Enter data into each of the metrics on the screen. CCQAS will automatically sum the **Total Number of Procedures** and the **Total Number of Days Unavailable** as the PAR Evaluator enters a value for the individual metrics.

Note: The “Quality Management Measures” and “Practice Volume” metrics will differ, depending upon practitioner type and specialty of the Provider under review.

Step 10: Open the Navigation bar and select “Professional Development.” This section is pre-populated using data from the Provider’s credentials record. Enter the number of papers published, presentations given, etc. in the center of the screen, as well as any pertinent supporting comments, and click <**Save**>.

Step 11: Open the Navigation bar and select “Clinical/Technical Performance Questions.” Enter *Unsatisfactory* for one question. Add an explanatory comment for any item by clicking on the empty note icon (). Once a comment is added, the empty note icon () will become a filled note icon (). Mark all remaining items as *Satisfactory*, and click <**Save**>.

Step 12: Open the Navigation bar and select “Personal Evaluation Questions.” Enter *No* to all questions and click <**Save**>. Note that a comment is required for a *No* response to Question 2. Change the *No* response to *Yes* and click <**Save**>.

Step 13: Open the Navigation bar and select “Documents.” All documents associated with the privilege application on which the PAR evaluation period is based, will be viewable in the “Documents” section.

Step 14: Open the Navigation bar and select “PAR Summary (PDF).” A pdf file of the PAR Summary will be returned. Close the pdf form.

Step 15: Open the Navigation bar and select “PAR Summary.” A view-only, on-screen version of the PAR containing all information that was entered to date by the PAR Evaluator will be returned.

Step 16: Open the Navigation bar and select “E-Signature.” Enter an overall assessment of the Provider’s performance and any supporting comments, and then click <**Submit**> to complete the PAR task. A warning message will be returned asking the Evaluator to review all sections of the PAR prior to e-signature. After review, click <**OK**>. The work list will refresh and no open tasks will be displayed.

Note: The PAR Evaluator's completion and submission of the PAR is required in order for a Renewal or PCS application to be routed and reviewed.

Step17: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

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