



Competency Tracking System Quick Guide

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Signing into the System

1. Send any request for faculty to be setup in the competency tracking system to coph_competency@uams.edu or contact staff in the Office of Public Health Informatics.
2. Log into the system at <https://secure.uams.edu/cophcompetency>
3. Log in the system with your UAMS User ID and Password (the same as you use to log into the network or your work computer).

To View Competencies for Each Program (Track)

1. From the **menu bar at the top**, click on the link called **Program Competencies** or on the **Main Menu** click on **View Program Competencies** under the *Competency Menu* section.
2. From the drop down menu, choose the degree program (track) to view competencies for that program. All MPH Core and cross-cutting competencies are listed under *Core (MPH Core and Post-Baccalaureate Certificate)*.
3. If you see any application errors, please contact the Office of Public Health Informatics or email coph_competency@uams.edu . For changes needed to competencies, please contact your department chair or the Academic Standards committee.

To View COPH Course Catalog

1. From the **menu bar at the top**, click on the link called **Course Catalog** or on the **Main Menu** click on **View COPH Course Catalog** under the *Course Menu* section.
2. Use the *Search by Course Number*, *Search by Course Name*, and *Search by Department* options to search for courses on the COPH Course Catalog. Click on **Search** to refine the list.
3. Department Codes are as followed: CW= College Wide (Interdepartmental), HPM = Health Policy and Management, BIOSTATS = Biostatistics, EOH= Environmental and Occupational Health, EPI = Epidemiology, HBHE = Health Behavior and Health Education
4. Move through the pages using the index at the bottom of the table. You can also sort by course number, course name, and description.
5. If you see any corrections or errors, please contact the Office of Public Health Informatics or email coph_competency@uams.edu . For changes needed to course information, please contact your department chair or the Academic Standards committee.

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[Main Menu](#) [Program Competencies](#) [Course Catalog](#) [Course Schedule](#) [Support](#)

College of Public Health Course Catalog

To enter search criteria, enter the course number, part of the course name, or choose a department to filter the list of courses. Click on **Search** to show results.

Search by Course Number :

Search by Course Name :

Search by Department : All ▼

Course ID (SUS)	Previous Course Prefix	Previous Course ID	Other Previous Course Numbers	Course Name	Course Description	Department
EPH 6224	EPH	6483	PHIL 6483	Clinical Epidemiology	This course is designed to introduce students to clinical epidemiology. Topics will include screening, diagnostic, clinical research, prognostic, clinical research and etiologic clinical research, randomized and non-randomized clinical studies, clinical decision making and meta-analysis. This course also provides examples of how these methods are applied in actual clinical epidemiologic studies, and guidelines for critically evaluating evidence from these studies. Course evaluations will be based on the students' performance in class participation, examinations, written assignments, as well as a written project demonstrating the student's ability to apply these methods.	EPH
EPH 6225	EPH	6225		Qualitative Data Analysis Theory and Practice	Examines approaches to collecting, reducing, managing and analyzing qualitative data. Explores qualitative software packages used in data management. The practical portion of the course includes practice sessions for interviewing, coding data, establishing inter-rater agreement, and developing themes. Prerequisite: PHIL 5111 (NUSC 6223); Qualitative Methodology in Nursing Research.	EPH

[Main Menu](#) [Program Competencies](#) [Course Catalog](#) [Course Schedule](#) [Support](#)

College of Public Health Course Catalog

To enter search criteria, enter the course number, part of the course name, or choose a department to filter the list of courses. Click on **Search** to show results.

Search by Course Number : 5173

Search by Course Name :

Search by Department : All ▼

Course ID (SUS)	Previous Course Prefix	Previous Course ID	Other Previous Course Numbers	Course Name	Course Description	Department
EPH 5112	PHIL	5173	BDM 5173, EPH 5173	Epidemiology I	This course, the first of the sequence offered by the department of epidemiology, introduces the principles and methods of epidemiologic research and practice. It presents an overview of the history of epidemiology and the current thinking, methods, measures of morbidity and mortality, disease transmission and risk, major epidemiologic study designs, measures of association, sources of error including bias, confounding and interaction, evaluation of screening tests, inference and causality, with emphasis on practical topics such as public health surveillance and outbreak field investigations.	EPH

To View COPH Course Schedule

1. From the **menu bar at the top**, click on the link called **Course Schedule** or on the **Main Menu** click on **View Course Schedule** under the *Course Menu* section.

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2. From the drop down menu, choose the Semester or Term. Click on **Search** to refine the list.
3. All of the courses that have been scheduled are listed and can be sorted by Course Number, Course Name, Section, Instructor, and Day and Time. This is updated every semester around the same time as the course schedule is posted on the COPH website.
4. If you see any errors or changes, please contact the Office of Public Health Informatics at coph_competency@uams.edu.

COPH Course Schedule								
To enter search schedule by semester, choose a semester to filter the list of courses on schedule. Click on Search to show results.								
Filter by Semester/Term : <input type="text" value="Fall 2016"/> <input type="button" value="Search"/>								
Course Number (GUS)	Previous Course Number	Course Name	Section	Instructor	Co-Instructor	Co-Instructor	Day/Time	
Fall 2016								
HPMT 5003	PBHL 5003	Introduction to Public Health	01	Eudy, Ruth				
ENNH 5011	PBHL 5011	Biology for Public Health Infectious Disease	01	Bondurant, Kristina				
BIOS 5013	PBHL 5013	Biostatistics I	01	Williams, Keith				
BIOS 5223	PBHL 5033	Biostatistics II: Multivariate Analysis & Linear Models	01	Curpravauth, Song				
ENNH 5221	PBHL 5073	Regulation of Environmental Health	01	Gandy, Jay				
HPMT 5286	PBHL 5083	Management Project	01	Ault, Richard				
BIOS 5111	PBHL 5101	Biostatistics I Computer Laboratory	01	Williams, Keith				

To Map Course Teaching Methods and Assessment Strategies

1. From the **Main Menu**, choose **Map Course Teaching Methods and Assessment Strategies** under the *Course Mapping* section. **Note:** Course Mapping to Program Competencies and course learning objectives are now only done after changes are submitted to the Academic Standards Committee and are only updated through our CTS administrator. Please contact Nikiya Simpson at nmsimpson@uams.edu for questions or concerns about how courses are mapped to program competencies or contact the program director.
2. On the next page, courses are listed by semester. Find the course that needs to be mapped from the list, and click on the course number to begin. If there is more than one section for the same course, be sure to look under the section number, date/time, to be sure that you are selecting the correct course. **Note: The primary instructor is listed.** **Click on the course to view co-instructors (if any are available).**

Course No	Previous Primary Course Number	Other Previous Course Numbers	Course Name	Section Number	Primary Instructor	Day/Time
PBHL 5001	PBHL 5001		Introduction to Public Health	01	Ruth Eudy	
PBHL 5011	PBHL 5011		Biology for Public Health, Infectious Disease	01	Andra Bonbrant	
PBHL 5012	PBHL 5012	BCDM 5011	Biostatistics I	01	Kath Williams	
PBHL 5013	PBHL 5013	BCDM 5012	Biostatistics II: Multivariate Analysis & Linear Models	01	Tony Outpreweath	
PBHL 5071	PBHL 5071	CEHM 5071	Regulation of Environmental Health	01	Jay Gandy	
PBHL 5081	PBHL 5081		Management Project	01	Richard Ault	
PBHL 5101	PBHL 5101	GCSC 5101	Biostatistics I Computer Laboratory	01	Kath Williams	

3. To set default methods for course, click on set default methods for course. This will stay the same so you can assign the same methods any time the course is taught.

Course Teaching Methods and Assessment Strategies

Set Default Methods for Course
Assign Default Methods to All Competencies

Note: The button **Assign Default Methods to All Competencies** will only be visible if there have already been default methods set for the course. To set default methods for your course, click on **Set Default Methods for Course**.

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Set Default Course Teaching Methods and Assessment Strategies

Choose Course: HPMT 5003: Introduction to Public Health

Set Default Course Level Assessment Strategies and Teaching Methods

Set Default Assessment Strategies and Teaching Methods. The course level teaching methods and assessment strategies will be the default for each of the course learning objective and competency mapping combinations.

Choose Course Level Teaching Methods

Case Studies
 Group Exercises
 Lectures
 Other
 Field Work
 Homework
 Lab Work
 Readings

Course Level Assessment Strategies

Abstract
 Homework
 Presentation
 Quiz/Test
 Final Exam
 Mid-Term Exam
 Participation
 Research Paper
 Group Project
 Other

Set Default Course Level Methods

Close

4. Click on **Set Default Course Level Methods** to set the default methods. Click on close to go back to the Course Details Screen.
5. Click on **Assign Default Methods to All Competencies** to assign the default competencies to all the course competencies.

Program/Track	Competency	Support Level	Teaching Methods	Assessment Strategies	Add/Edit Methods
Core (MPH Core and Post-Baccalaureate Certificate)	2B. Health Policy and Management: Describe the legal and ethical bases for public health and health services.	Primary			Add/Edit Methods
Core (MPH Core and Post-Baccalaureate Certificate)	2C. Health Policy and Management: Explain methods of ensuring community health safety and preparedness.	Primary			Add/Edit Methods
Core (MPH Core and Post-Baccalaureate Certificate)	3B. Health Policy and Management: Discuss the policy process for improving the health status of populations.	Primary			Add/Edit Methods
Core (MPH Core and Post-Baccalaureate Certificate)	4A. Health Policy and Management: Use the principles and components of program planning, development, budgeting, management and evaluation in organizational and community initiatives.	Primary			Add/Edit Methods
Core (MPH Core and Post-Baccalaureate Certificate)					

To add or edit methods individually for each competency, click on **Add/Edit Methods**. You can have different methods for each competency or to keep them all the same as the defaults set. Click on **Assign Default Methods to All Competencies** to assign all competencies the same methods as the defaults for the course.

The methods assigned to the competencies will only apply for the course taught the semester listed above. The methods used to teach and assess the course each semester may change so this part will have to be done each semester. The easiest way to do this is to set the default methods for the course and click on **Assign Default Methods to All Competencies**. All the methods are set.

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Main Menu Program Competencies Course Catalog Course Schedule Support

Edit Methods for Course on Schedule

Choose Teaching Method(s): Choose all that apply

- Case Studies
- Field Work
- Group Exercises
- Homework
- Lectures
- Lab Work
- Other
- Readings
- Abstract
- Final Exam
- Group Project
- Homework
- Mid-Term Exam
- Other
- Presentation
- Participation
- Quiz/Test
- Research Paper

Choose Course Assessment Strategy: Choose all that apply

6. After reviewing the program competencies addressed by the course and the teaching methods and assessment strategies used, click on **Confirm Review**. This sends us a message that the instructor has reviewed the course and everything listed is correct.

I confirm that I have reviewed the mapping for this course for the semester listed above.

Generate Course Syllabus Report

Once all the course objectives have been entered and mapped, you may choose to generate a course syllabus.

1. On the very bottom of the page Course Objectives and Competency Mapping, click on **Generate Course Syllabus Report**.
2. Review all the information on the screen.

The screenshot displays the 'Course Syllabus' page within a web application. At the top, a navigation bar includes links for 'Main Menu', 'Program Competencies', 'Course Catalog', 'Course Schedule', and 'Support'. The main content area is titled 'Course Syllabus' and provides the following information:

- University of Arkansas for Medical Sciences**
Fay W. Boozman College of Public Health
- Course Information**
Course Name: HPMT 5003 Introduction to Public Health
Section: 01
Semester: Fall 2016
- Instructor Information**
Name: Eudy, Ruth
Office Phone: 5015266656
Email: reudy@uams.edu
Office Number: CDPH 1262
Office Hours:
- Course Description:**
An introduction to basic and contemporary issues of public health, including tools of community-based health assessment, surveillance, health promotion, disease prevention, policy and ethics will be presented. This course provides an overview in the diverse areas of public health practice.
- Prerequisites:**
(If students from different programs are permitted to enroll in the course, please list the prerequisites separately for students from EACH program.)
- Course Objectives:**
 - To define ethical dilemmas and issues in the practice of public health.
 - To identify organizational terms for the delivery of public health services by state and local government agencies.
 - To summarize the history of public health in the United States and in Arkansas.
 - To describe the purpose and organization of the public health system in the United States.
 - To identify and discuss the leading causes of death and disability in the United States.
 - To identify the legal authority for public health action in the United States and Arkansas.

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3. At the bottom of the page, click on **Export to Word**.

and hypotheses, development of research protocols and instruments, data collection, statistical analysis, and dissemination of knowledge.
Execute and document procedures that ensure the reproducibility of the science, the responsible use of resources, and the ethical treatment of research subjects.
Use data obtained from interviews or surveys and/or administrative data to investigate HSR issues.
<input type="button" value="Export to Word"/>

4. From Microsoft Word, you can add/delete information to create your own course syllabus.

Reports

Program Course Competencies Mapping Report

For program directors, the program course competencies mapping report shows how courses are mapped by each program. Choose the degree program and the program track from the drop down list provided. Click on **Choose Program/Track**. 1= Primary, 2=Secondary.

The matrix can be exported to Excel by clicking on **Export to Excel**.

The screenshot shows a web application interface with a dark blue navigation bar at the top containing the following menu items: Main Menu, Program Competencies, Course Catalog, Course Schedule, and Support. Below the navigation bar, the main heading is "Program Course Competencies Mapping Report". Underneath the heading, there is a text instruction: "Add programs associated for each course. Choose the course from the drop down list below." There are two dropdown menus: "Degree Program" with the selected value "Certificate in Environmental and Occupational Health", and "Program Track" with the selected value "Certificate in Occupational and Environmental Health". Below these dropdowns is a button labeled "Choose Program/Track". At the bottom of the form are two buttons: "Close" and "Export To Excel".

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Main Menu Program Competencies Course Catalog Course Schedule Support

Program Course Competencies Mapping Report

Add programs associated for each course. Choose the course from the drop down list below.

Degree Program:

Program Track:

Competency	BIOS_5212	COPH_5346	EPID_5110	EPID_5322	EPID_5323	EPID_5325	EPID_5326	EPID_5334	EPID_5335	EPID_5573	HHHE_5425
47. Communications: Demonstrate effective written and oral communication skills appropriately targeted to diverse professional and lay audiences.		1	1	1	1		1	1			2
48. Communications: Demonstrate the ability to collect, organize and interpret data and to present this information to diverse professional and lay audiences.	2	2	1	1	1	2	2	1	1		2
49. Communications: Describe legal and ethical issues related to the use of data and technology in public health settings.		2		1	1				1		2
50. Diversity and Cultural Competency: Demonstrate awareness as to how race, ethnicity, gender, sexual orientation, socio-economic status and other diversity in aspects of identity impact individual and public health.		1		1	1				1		
51. Diversity and Cultural Competency: Demonstrate ability to interact effectively and appropriately with diverse groups in academic settings.		1		1	1	2			1		
52. Leadership: Describe principles and attributes of effective public health leadership.						1			1		
53. Leadership: Recognize the importance of the ability to work independently and to strategically motivate others to engage in collaborative problem solving, decision making and evaluation.		2		2	2	1			1		
54. Public Health Biology: Integrate general biological and molecular concepts into public health.				1	1		1		1		

ProgramMapReport (5) - Excel

Simpson, Nikya M

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS INQUIRE TEAM

Calibri 11

General

Clipboard Font Paragraph Alignment Number Styles Cells Editing

Competency

	A	B	C	D	E	F	G	H	I	J	K
1	Competency	BIOS_5212	COPH_5346	EPID_5110	EPID_5322	EPID_5323	EPID_5325	EPID_5326	EPID_5334	EPID_5335	EPID_5573
2	47. Communications: Demonstrate effective written and oral communication skills appropriately targeted to diverse professional and lay audiences.		1	1	1	1			1	1	
3	48. Communications: Demonstrate the ability to collect, organize and interpret data and to present this information to diverse professional and lay audiences.	2	2	1	1	1	2	2	1	1	
4	49. Communications: Describe legal and ethical issues related to the use of data and technology in public health settings.		2		1	1					1
5	50. Diversity and Cultural Competency: Demonstrate awareness as to how race, ethnicity, gender, sexual orientation, socio-economic status and other diversity in aspects of identity impact individual and public health.		1		1	1					1
6	51. Diversity and Cultural Competency: Demonstrate ability to interact effectively and appropriately with diverse groups in academic settings.		1		1	1	2				1
7	52. Leadership: Describe principles and attributes of effective public health leadership.						1				1
8	53. Leadership: Recognize the importance of the ability to work independently and to strategically motivate others to engage in collaborative problem solving, decision making and evaluation.		2		2	2	1				1

ProgramMapReport (5)

READY 100%

Support

For any questions or issues, please contact:

CTS - COPH Competency Tracking System

Office of Public Health Informatics

UAMS College of Public Health

Email: coph_competency@uams.edu

Phone: (501) 526-0360