Work Capacity Test (WCT) Administrator "How-to" Guide

Forest Service
Fire & Aviation Management

eMedical

Last Update: January 2023

eMedical WCT Administrator "How-to" Guide

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1. Becoming a WCT Administrator

1.1 How do I become a WCT Administrator?

- Requests must come by email to the eMedical helpdesk: **SM.FS.mqp_emedical@usda.gov**

- Requests need to be made by forest-level management: A/FMO, Training Officer, etc

- Requests should include: name, email, phone number, what forest/district you will be the WCT for, and if you are replacing someone who will no longer need access as a WCT Administrator.

We prefer to give WCT Administrator permissions to only 2-3 permanent employees *per district*. We understand that most forests still maintain many more people who actually administer WCT's than those who are listed. We ask that forests and districts just choose 2-3 of those employees who have consistent access to a computer with a LincPass to obtain WCT permissions. Those people can then pull the "Ready to Test" lists for the others and print/post/email them as needed.

1.2 What training do I need to take?

All training and resource information can be found at: Work Capacity Test Information | US Forest Service (usda.gov)

2. General System Navigation and Functionality Questions

2.1 How do I access eMedical?

Employees and WCT Administrators can access eMedical by logging into ConnectHR (Dashboard) with their LincPass or appropriate user name and password and selecting the eMedical link under My Link: https://usdafs.connecthr.com/

2.2   How do I determine which employees/ADs I have access to?

WCT Administrators will be able to search for a list of all employees/ADs cleared to the WCT nationwide. Searches may be narrowed by searching by Region, Forest and/or District.

2.3 How do I view employees/ADs who have been cleared to take the WCT?

- Login to eMedical
- On the left under "My eMedical", click on "WCT Cleared List"

- Under the "WCT Cleared List" heading, click on the box that says "Search by OrgCode" to select your Forest and/or District by number.
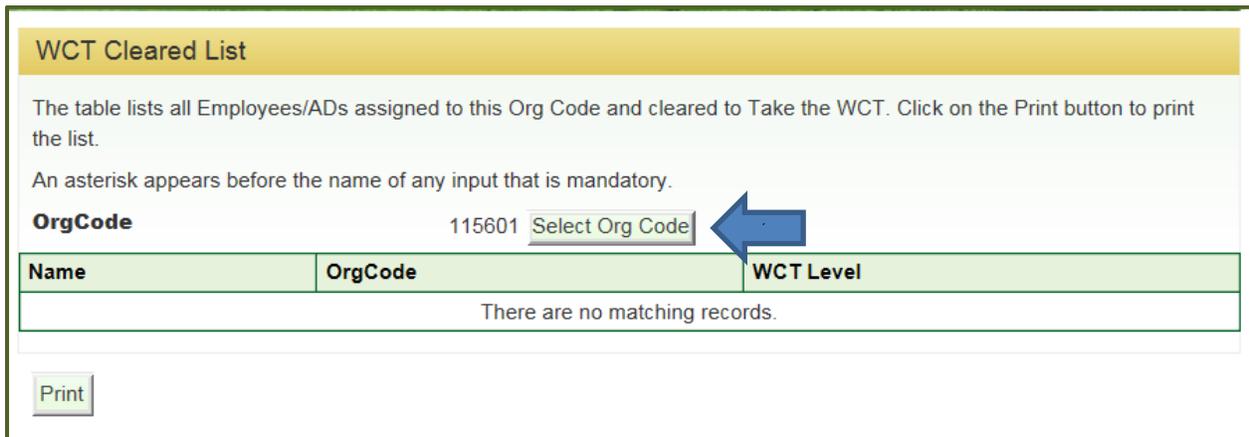
- In the Org code Selection Popup box, searches can be narrowed by selecting one or more of the following:
    - Region (listed as 'RSA'). If you select no further boxes, all Employees/ADs cleared in that Region will be displayed.
    - Forest (listed as 'Unit').
    - District (listed as 'Subunit'). In most cases searches should only go to this level, and no further to ensure all employees in that District are included in the search.
- Click on the 'Select' button to search.

Orgcode Selection

Agency:
`11 - FOREST SERVICE` ⬅ The Agency box will self populate to FOREST SERVICE

RSA:
`04 - INTERMOUNTAIN REGION, REGION` ⬅ RSA: Select Region (by number)

Unit:
`10 - MANTI-LASAL NATIONAL FOREST` ⬅ Unit: Select Forest or other Unit

Subunit:
`0004 - MOAB RANGER DISTRICT` ⬅ Subunit: Select District

Level 5:
`00 - Please select Level` ⬅ STOP. District is last selection.

Level 6:
`00 - Please select Level`

Level 7:
`00 - Please select Level`

Level 8:
`00 - Please select Level`

Select ⬅

- All employees and ADs who have been cleared to take the WCT in the selected unit will be displayed.

2.4 How do I print the WCT Cleared List?

- Click the "Print" button below the WCT Cleared List results.

WCT Cleared List

The table lists all Employees/ADs assigned to this Org Code and cleared to Take the WCT. Click on the Print button to print the list.

An asterisk appears before the name of any input that is mandatory.

OrgCode   1102 [Select Org Code]

Name	OrgCode	WCT Level
Slade Wilson	110203000100000000	Arduous
Bill Bennett	110203000000000000	Arduous
Marshal Elliot	110202000000000000	Arduous
James Ames	110202000000000000	Arduous
James Baylor	110202000000000000	Arduous

[Print]

1. If you have Adobe writer on your computer, under "Printers", select Adobe PDF to export the list as a PDF.
2. If you do not have Adobe, select "Microsoft XPS Document Writer" under Printers, and click the "Print" button. You'll then be prompted to name the file, which you can save to your computer, print or email.
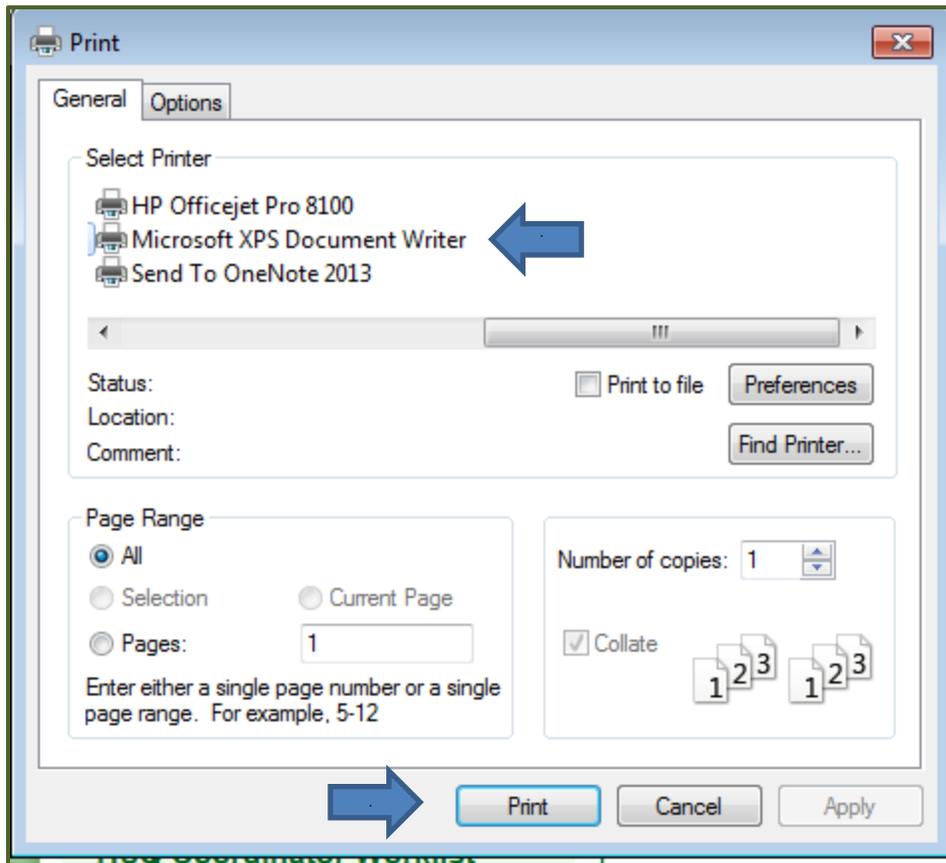
2.5 **What documentation is required from the WCT Administrator after the WCT has been given??**

- Send completed WCT Administration Reports to your IQCS Account Manager or whomever enters WCT completions in IQCS, as usual. IQCS will continue to be the database of record for tracking WCT completions and currency.
  - The WCT Administration Report is located here: https://www.fs.usda.gov/sites/default/files/media_wysiwyg/work_capacity_test_administration_report_2015.pdf
  - There are no changes to the WCT Administrator documentation process with eMedical.
  - WCT Adminstrators do not enter any WCT results into eMedical.

2.6 What does the WCT Administrator need to do when someone either fails or does not complete the WCT?

- If an employee/AD either fails or does not complete the WCT, the WCT Administrator will need to document this on the WCT Administration Report and notify the employee/AD's Supervisor *and* HSQ Coordinator. This can be a verbal conversation or via email.
    - The Supervisor or A/FMO will notify the HSQ Coordinator of the non-passed WCT, and will determine if a retest is authorized. Management should reference the number of retests allowed by employment status in the *2015 WCT Implementation Guide,* beginning on page 5:
        - https://www.fs.usda.gov/sites/default/files/media_wysiwyg/2015_final_wct_implementation_guide.pdf
    - The HSQ Coordinator will log in to eMedeical and document the WCT failure or non-completion. They will then authorize a retest if approved by Fire Management.
    - The employee/AD will be notified via email if they have been authorized to retake the WCT, and will need to log into eMedical and confirm they either wish to retake the test or not.
    - If the employee/AD is denied an additional WCT retest, they will be notified via email.
    - If the employee/AD who was authorized to retake the WCT indicates they wish to retake the test, their name will automatically return to the list of employees cleared to take the WCT.