Clinical Learning Australia

User Guide

for Prevocational Doctors

Contents

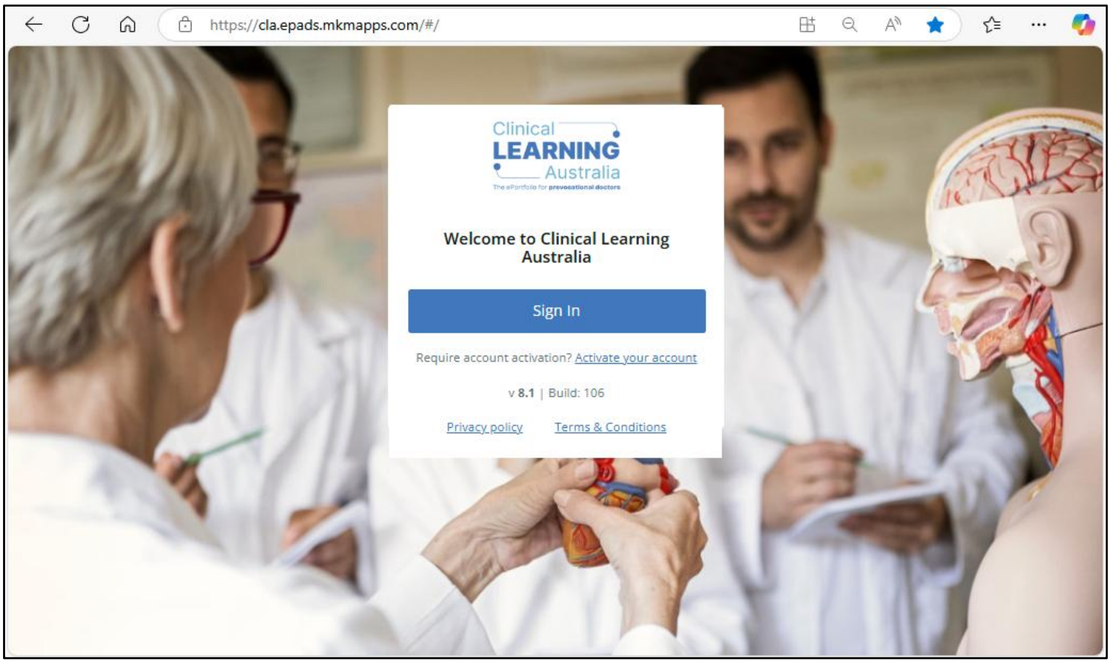
1 Navigating CLA

1.1 How to login

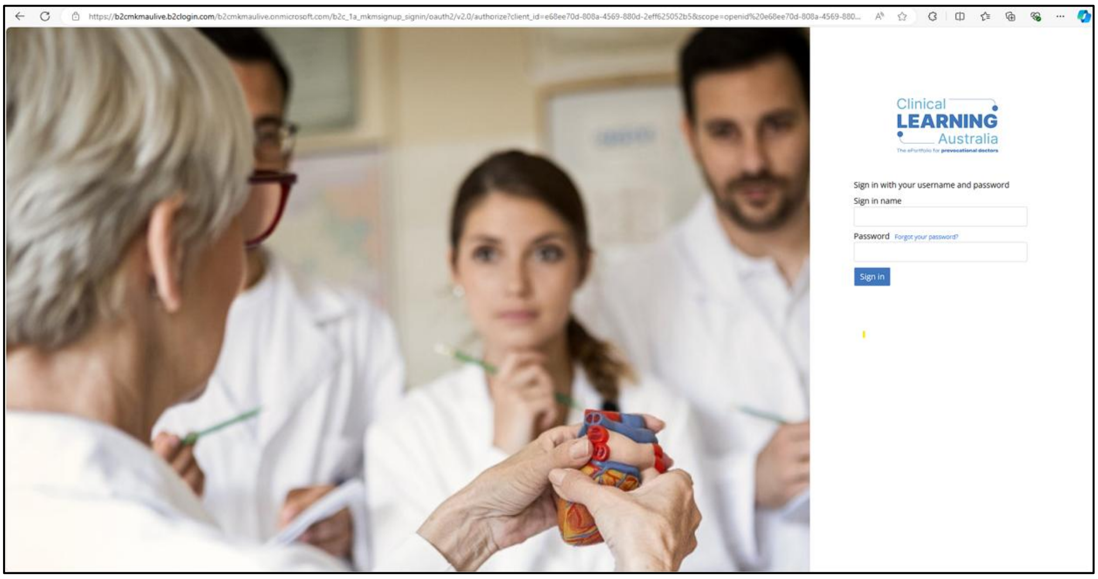
Navigate to the Clinical Learning Australia login page at:

https://cla.epads.mkmapps.com

Click the **Sign in** button.



Enter in your login credentials, and click **Sign in**.



Your **Sign in name** is your email address.

1.2 Forgotten password

If you have forgotten your password, you can reset your password on the login page.

Click on **Sign in** and then select **Forgot your password?** This will prompt you to enter your username/email and a verification code will be sent to your email.

Enter the code on the CLA verification screen and follow the prompts to reset your password. **Note.** You may need to check your Junk/Spam folder for the email.

To find out more information, please refer to the **How to reset your password** quick reference guide.

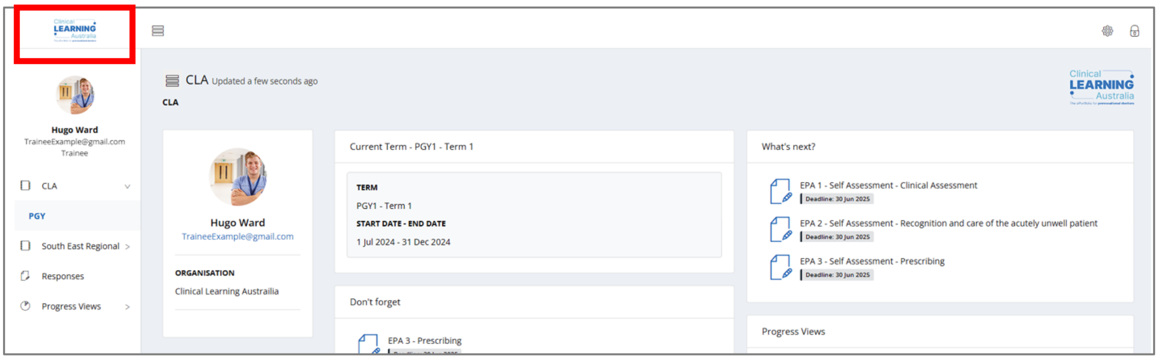
1.3 The side navigation toolbar

Moving between screens in CLA is done using the side navigation toolbar which is the vertical menu bar located on the left-side of the CLA screen.

The navigation toolbar can be expanded by clicking on the burger menu icon at the top left of the screen in the white banner bar, or you can hover your mouse over the icons to see their full names. The options you see in the navigation toolbar will depend on your user role.

Prevocational doctors see their **clinical training group** (names may vary) with sub-option of **PGY**, **Responses,** and **Progress Views** with a sub-option of **Views.**

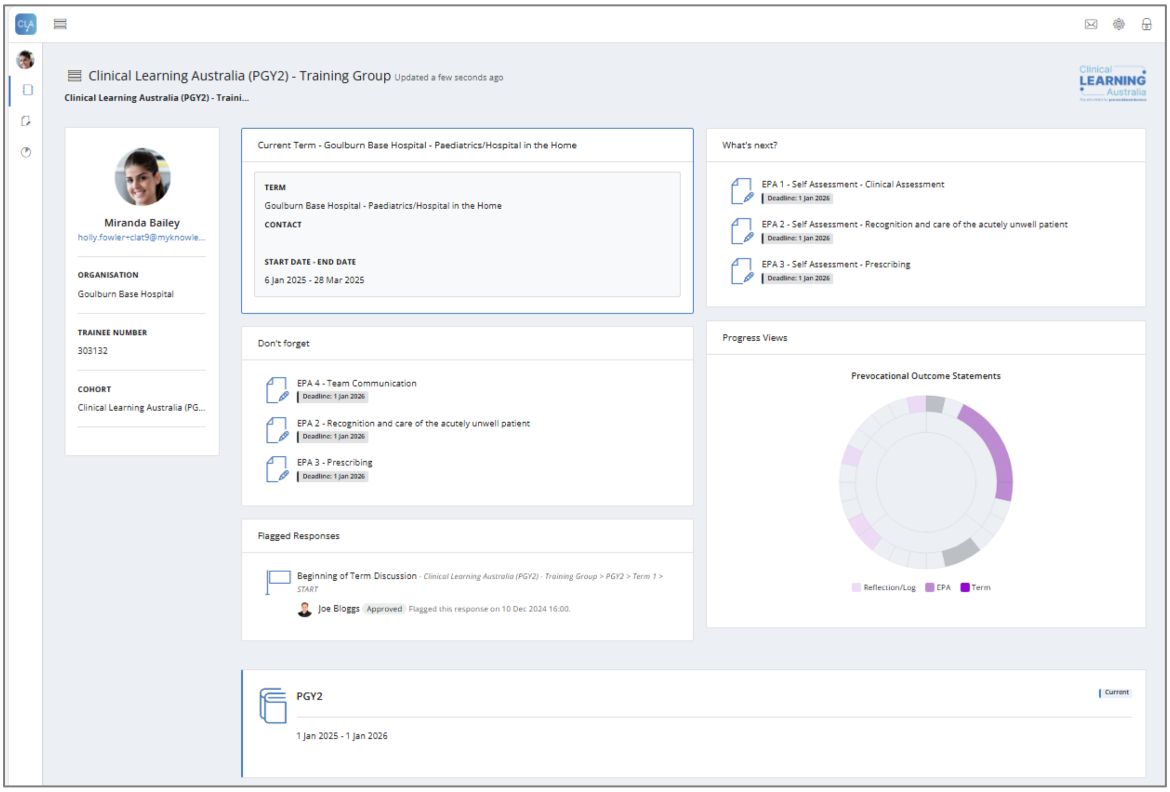
- Clinical Training Group > **PGY** is the Trainee Profile and Overview page, your home screen when you login to CLA.
- **Responses** displays a table listing forms that you have submitted; click on the row to view a read-only version of the form.
- **Progress Views** > **Views** shows how you are progressing towards the Outcome Statements. See Section 2.4 for more information.



Click on the CLA image in the top left of any screen to return to your home screen.

1.4 CLA Home screen

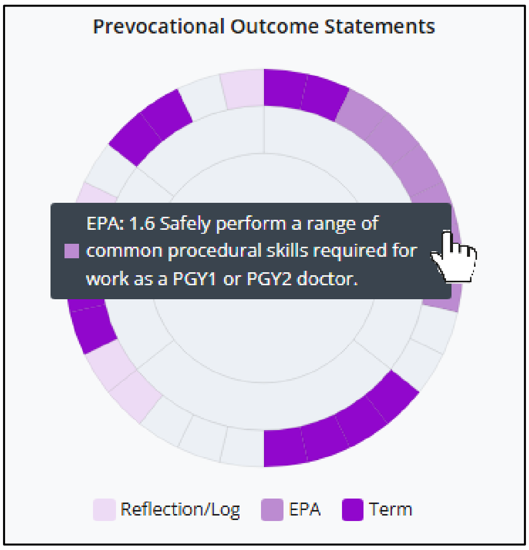
The first screen that prevocational doctors see is their **Trainee[1] Profile and Overview** page which is the front of their ePortfolio. This screen shows their current term, any upcoming forms that require completion based on a deadline (**Note:** Deadlines are only there as a guidance), any flagged responses, and progress against the Prevocational Outcome Statements. They can also access their Learning Plan and see an overview of their clinical year by clicking on the PGY block at the bottom of the page, if the full year has been loaded into CLA.



[1] Note that the CLA system uses the term 'Trainee' for a Prevocational Doctor. In all CLA training materials the terms 'Trainee' and 'Prevocational Doctor' mean the same thing and refer to the same role.

Clicking in the **Current Term** box opens the full profile of forms to be completed for the current term, as well as Logbooks and EPAs. Alternatively, prevocational doctors can click on a form name in the **What's New?** and **Don't Forget** sections to open a new editable version of that form.

The **Prevocational Outcome Statements** section is an interactive visual representation of progress towards demonstrating evidence for each of the outcome statements in the National Framework for Prevocational (PGY1 and PGY2) Medical Training. Hover over the segments in the visual to see the Statement each represents.



The shading of the segments shows if the statement was evidenced as part of a logbook entry, evidenced and validated as part of an approved EPA assessment, or fulfilled as part of the completion of a term. Click on the visual to drill into your progress in more detail – see Section 2.4 Progress Views.

Clicking on the PGY block at the bottom of the screen, you can access your Learning Plan for the full clinical year, if the full clinical year has been loaded into CLA (see note below). The Learning Plan lists each allocated term, and it is possible to drill into each term to see term overviews, descriptions and forms associated with that term.

Note: Terms for your full clinical year may be loaded into CLA all at once, or terms may be loaded into CLA progressively by site administrators over the course of the year just prior to the start of your upcoming terms. If the full year hasn't been loaded, CLA will only display your current term and any past terms.

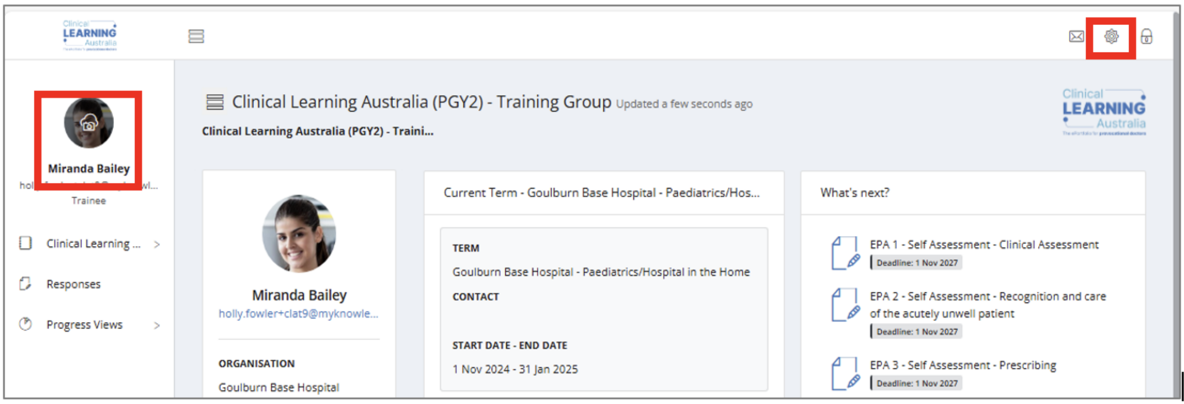
If you have not completed forms by the end of a term, these will no longer be visible to you in the Current Term screen. You will not be able to complete any forms after the end of a term unless a Grace period has been allowed by the organisation you are working at. The decision on if a grace period is set and for how long is decided locally, so please contact your local MEU Administrator to find out the details for your state/territory.

If a grace period is in place, forms for past terms can be accessed using the PGY block and completed. Alternatively, you can view all forms for your clinical year from your home page using the secondary ‘burger’ icon which lists all forms for all terms as described in section 2.2 Navigating to forms.

1.5 Managing your profile

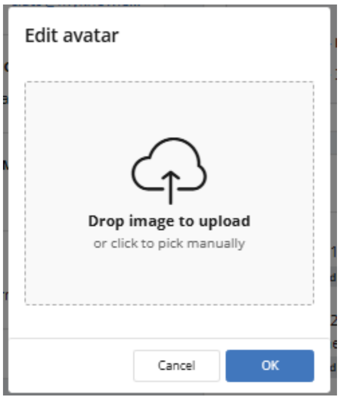
Users can manage their profiles in CLA, including adding/changing your profile picture, adding a contact phone number and changing your password.

To add or update your profile picture, click on the circle or image at the top left of the Navigation Bar to open the **Edit avatar** window. To add a contact phone number or to change your password, click on the Settings cog icon at the top right of the screen.



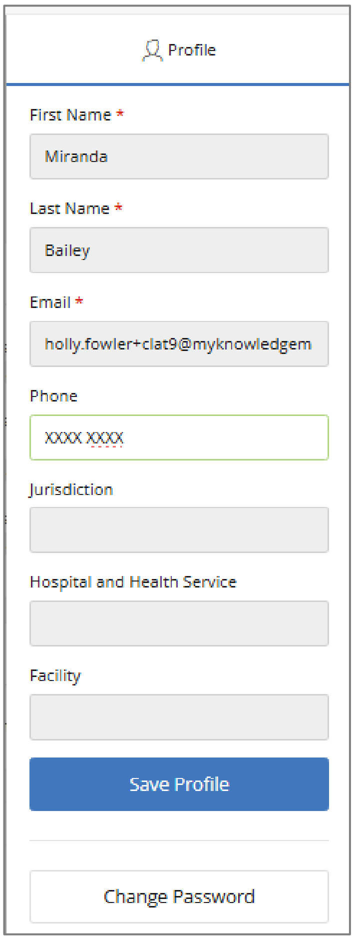
In the Edit Avatar window, drop an image in the window or click on the window to navigate to an image to upload and click **OK**.

Note: You may need to refresh your page to see the profile picture appear.

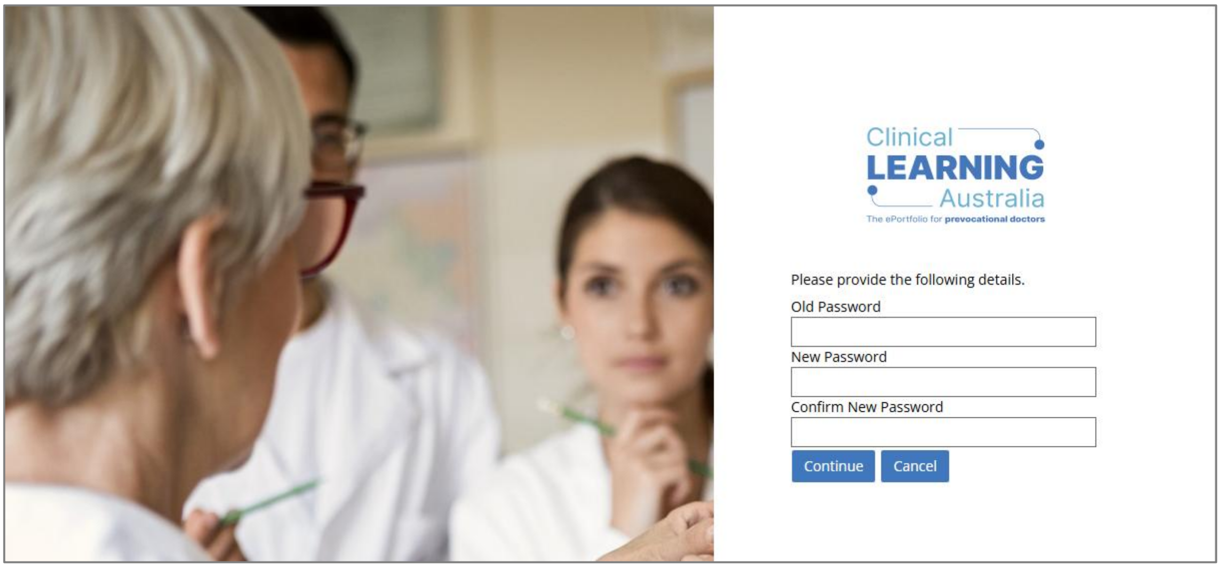


To enter your contact phone number, enter this into the Phone field and select **Save Profile**.

Note: your contact phone number is optional and is only used as a reference for your local Medical Education Unit (MEU) / Junior Medical Officer (JMO) Management team should they want to contact you. It is not used for any system generated messages/calls. A phone number can be a mobile or landline number.



To change your password, select **Change Password** and follow the prompts. Click **Continue** to save your new password.



1.6 Logging out of CLA

It is recommended that users log out of CLA, particularly if using a public or shared computer.

To log out of CLA when you have finished your session, click on the lock icon in the top right-side corner of the screen.

Note: The system will automatically log you out after a period of inactivity.

2 Forms

2.1 Overview of forms

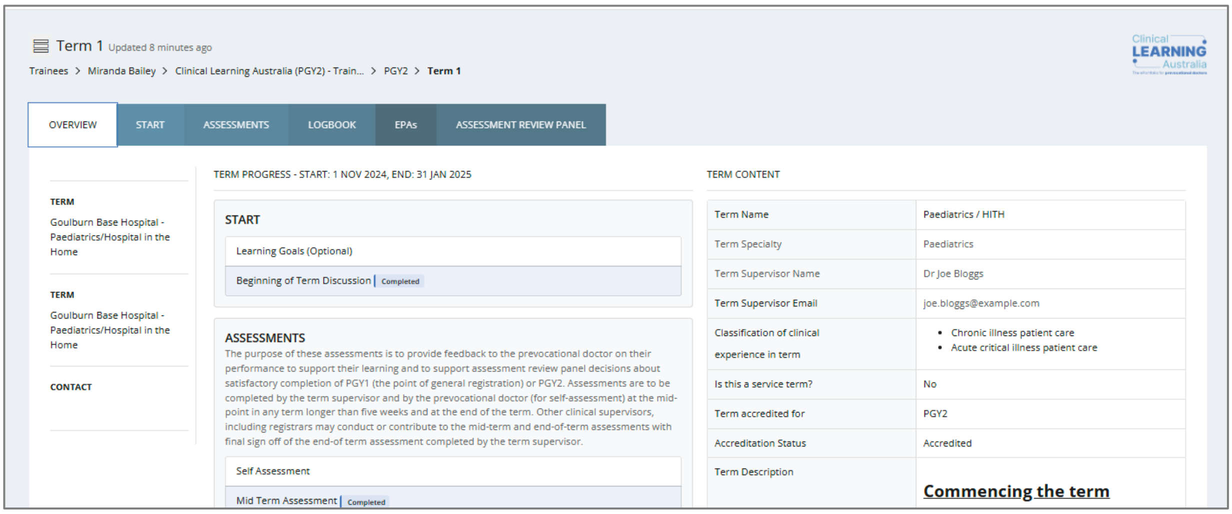
CLA has been designed in accordance with the [National Framework for Prevocational (PGY1 and PGY2) Medical Training].

The forms in CLA capture learning goals, beginning of term discussions, mid and end of term assessments, logbook entries and case/procedure logs, and Entrustable Professional Activities' (EPAs) (including self-assessments).

PGY1 and PGY 2 doctors use CLA over the course of each term and throughout the clinical year to complete self-assessments and log training activities that they undertake.

Term Supervisors, Clinical Supervisors, DCTs, EDMS', and/or Guest Assessors use CLA to assess the progress of their assigned prevocational doctors in meeting the requirements of the National Framework by completing mid and end of term assessments and EPAs.

Clicking on **Current Term** in the **Trainee Profile and Overview** page opens to the Current Term landing page. The Current Term landing page provides an overview of the term, including of progress to date for form completion as well as Term Content and a Term Description on the right-hand side. Tabs across the top separate the forms into their types.



Forms can be commenced and saved as drafts for later completion, emailed to others for completion as required, and be linked to Prevocational Outcome Statements.

Note. CLA does not send push notification emails to remind users that forms are nearing their submission date or passed the due date.

2.1.1 Form permissions

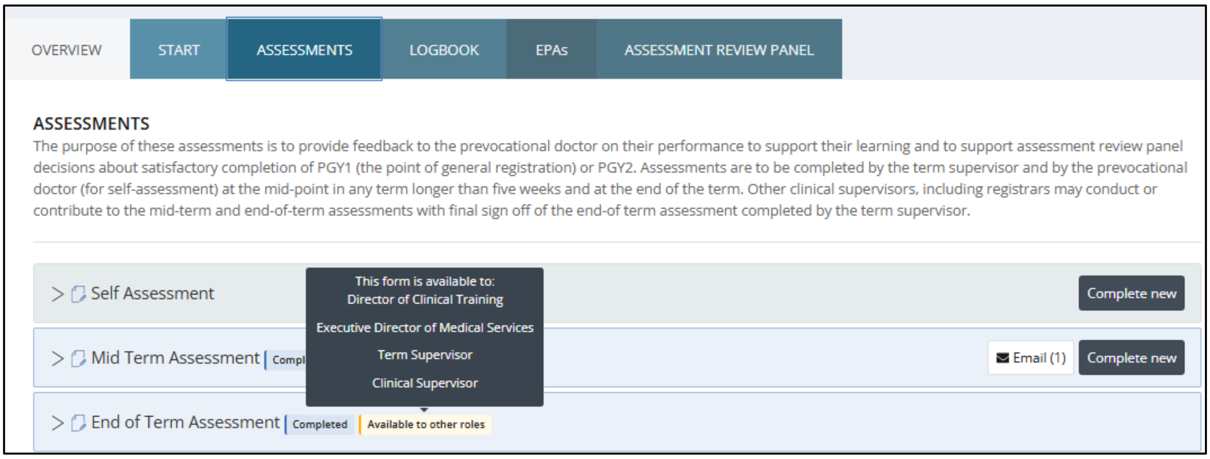
Different roles in CLA have different permissions and form completion restrictions. For instance, self-assessments and logbook entries can only be completed by prevocational doctors, whereas End of Term assessments can only be completed by Term or Clinical Supervisors and signed off by Term Supervisors.

Some forms require both the prevocational doctor and a supervisor, or other assessor, to complete portions of the form. The prevocational doctor can complete their portion(s) and use the email function in the system to send the form to their supervisor for them to complete their portion(s). **Note:** Only forms that have the white **Email** box next to the **Complete new** button can be sent to someone for completion later.

Alternatively, the system has been designed in such a way that these entire forms can be completed on a prevocational doctor's login, for instance using the app installed on their mobile device to complete an EPA in the clinical setting, and the supervisor and/or assessor's name and email are entered in the form as part of the sign-off process. The forms are emailed to those individuals for their records and validation of participation.

Where a 'Guest Assessor' completes a form, an email is sent to the Administrator(s) for that organisation to ensure that individual is a valid assessor. Any responses completed by an unverified guest assessor will be flagged until an administrator has approved the guest assessor.

Where a form is not available to a role, a yellow label will appear to the right of the form name stating 'Available to other roles'. Hover over the label to see which roles this is forms available to.

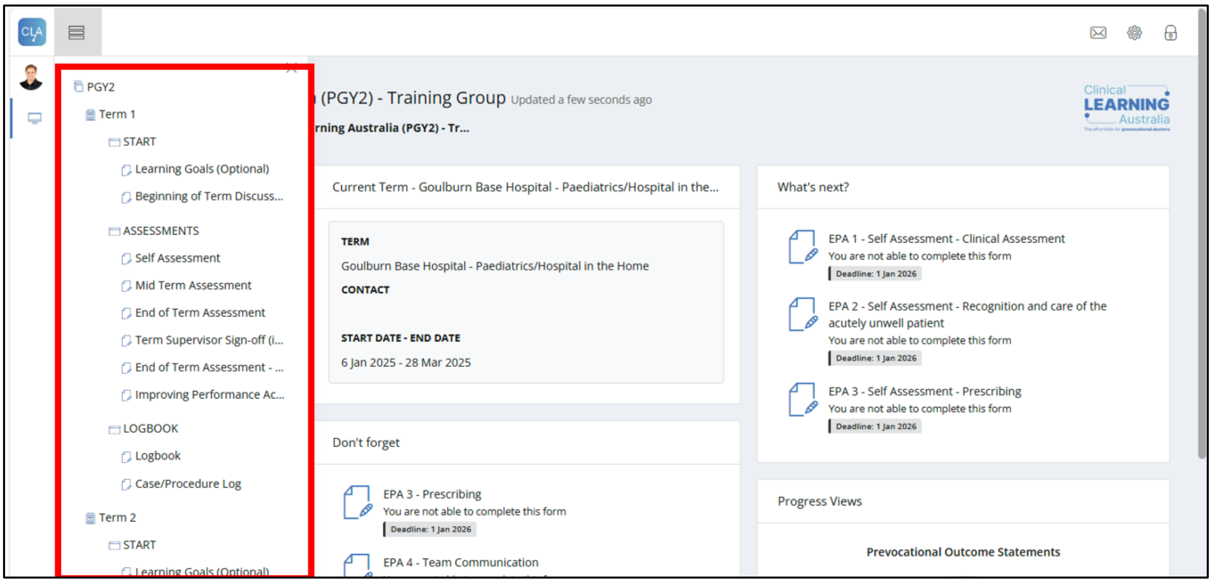


2.2 Navigating to forms

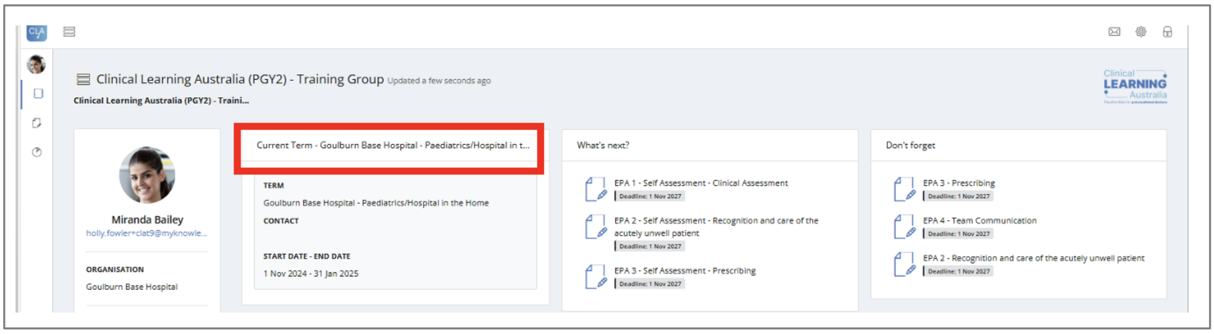
To complete a form, you need to navigate to the form you want to complete. This can be done in several ways:

1) **Burger Icon** - Click the secondary burger icon on your Trainee Profile and Overview page to view your ePortfolio. This opens a side menu listing all available forms within each term and then select the one you want to complete. **Note:** here you will see all for forms for all of the terms.

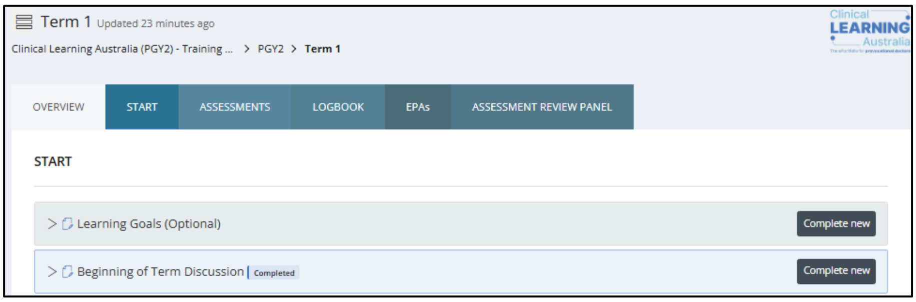
In the ePortfolio forms menu, select the form you want to complete. **Note:** You will need to scroll down the menu to find each set of term forms.



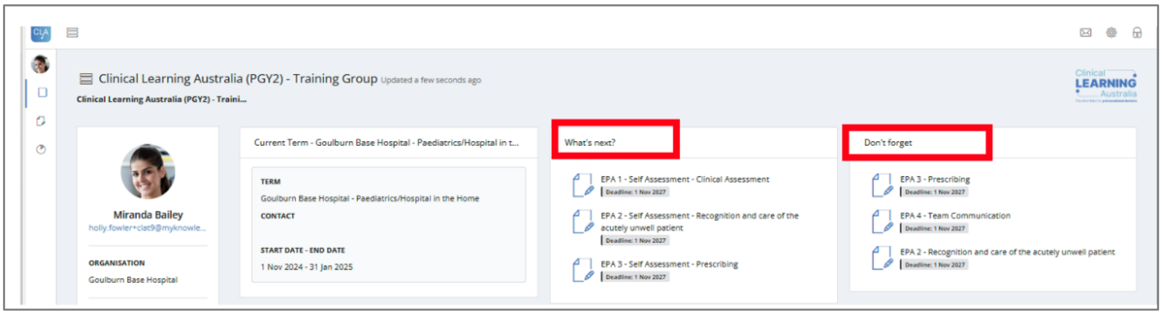
2) **Current Term** – Click in the 'Current term' box in the centre of the Trainee Profile and Overview page.



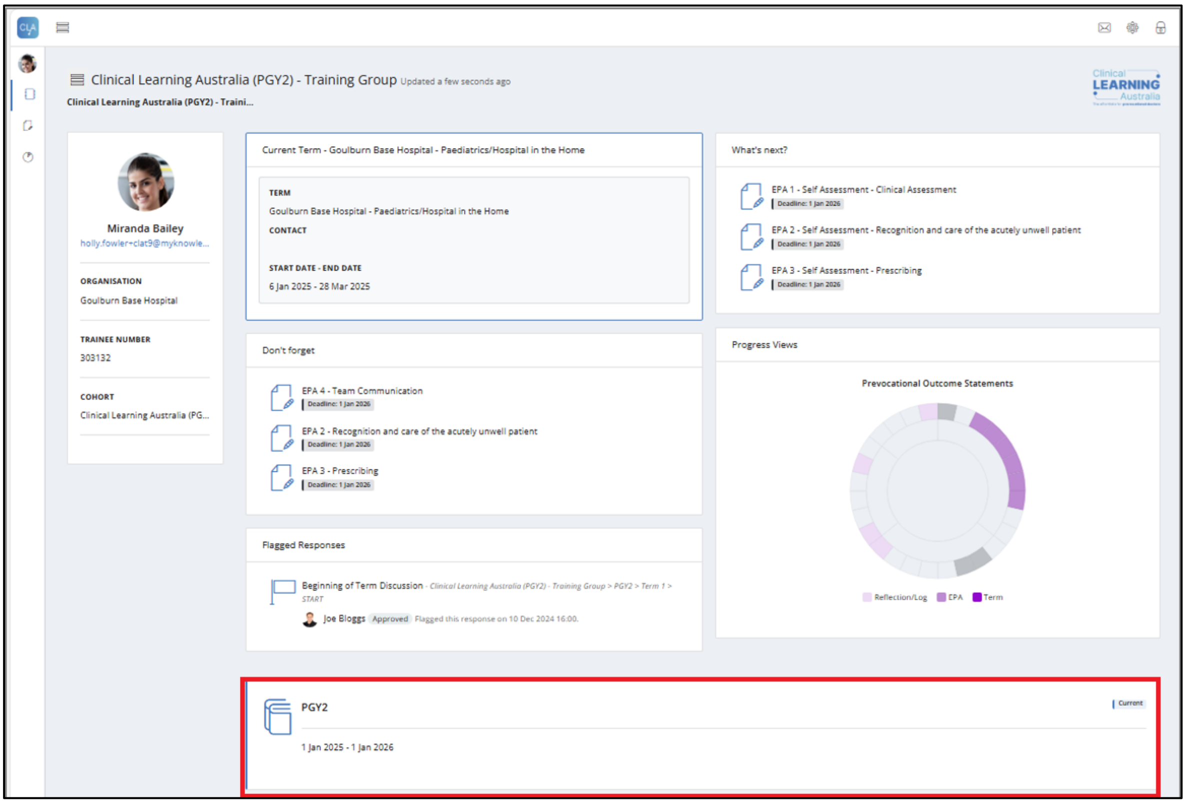
Locate the form by using either the Overview or specific tabs available within the current term. Click **Complete new** to the right of the form title.



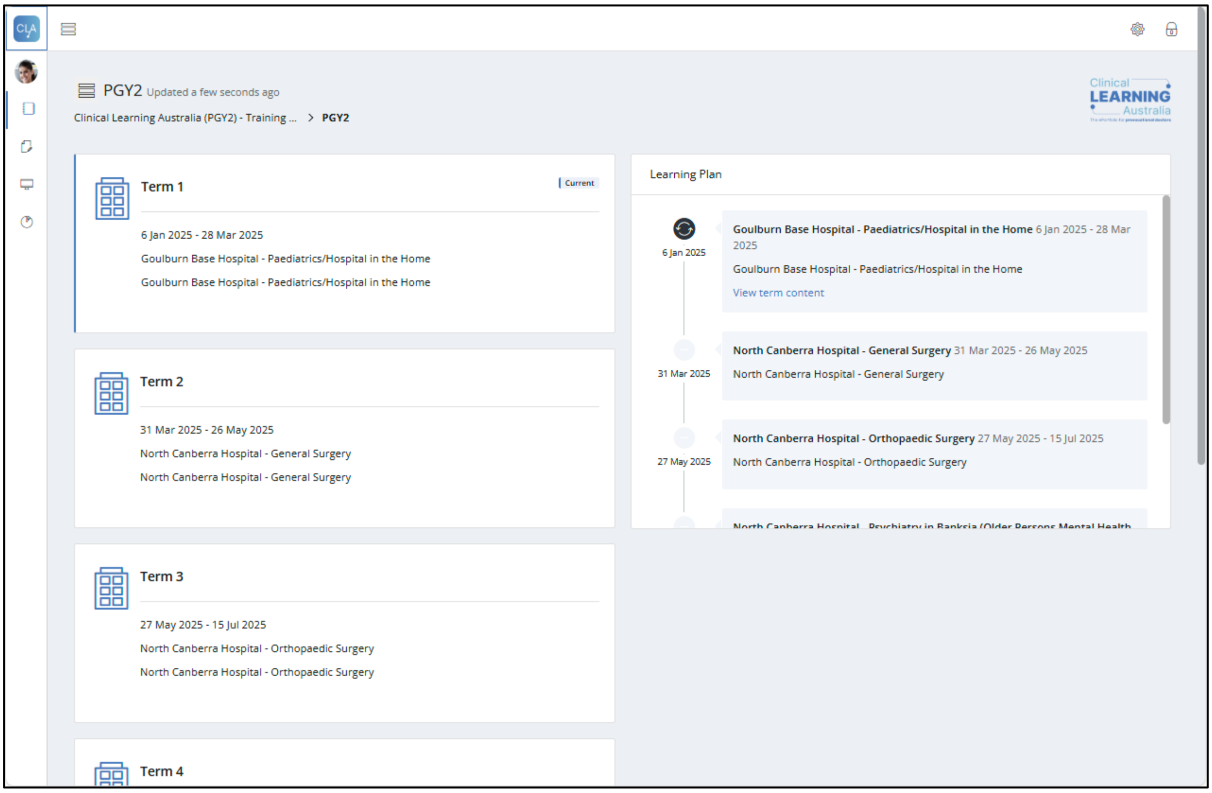
3) **What's Next / Don't Forget** - If the form you want to complete is showing in the 'What's next?' or 'Don't Forget' boxes, you can select the form here to complete it.



4) **PGY block –** Click on the PGY block at the bottom of your Trainee Profile and Overview page to see your term allocations and Learning Plan for the full clinical year. If the full year hasn't been loaded into CLA, you'll only see the current and past terms.

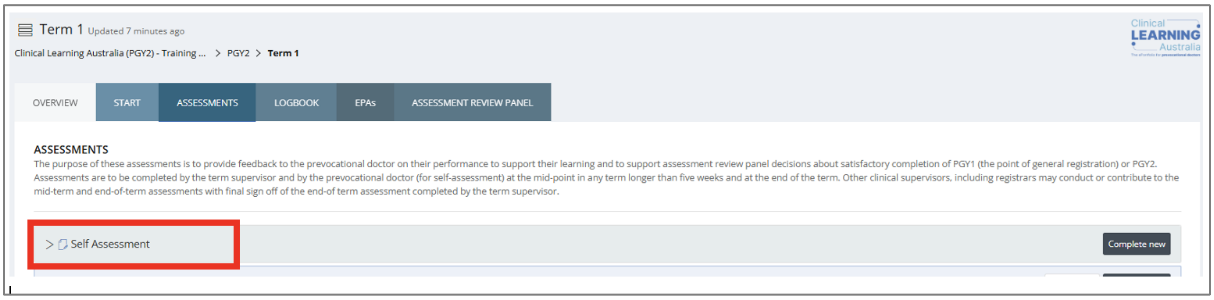


The current term in the Learning Plan on the right is denoted by a black circle with two arrows and completed terms have a blue tick . Click on the current term to open this and view forms. Alternatively, click on any of the term allocations on the left to see the term overviews and associated forms for any past or upcoming terms.

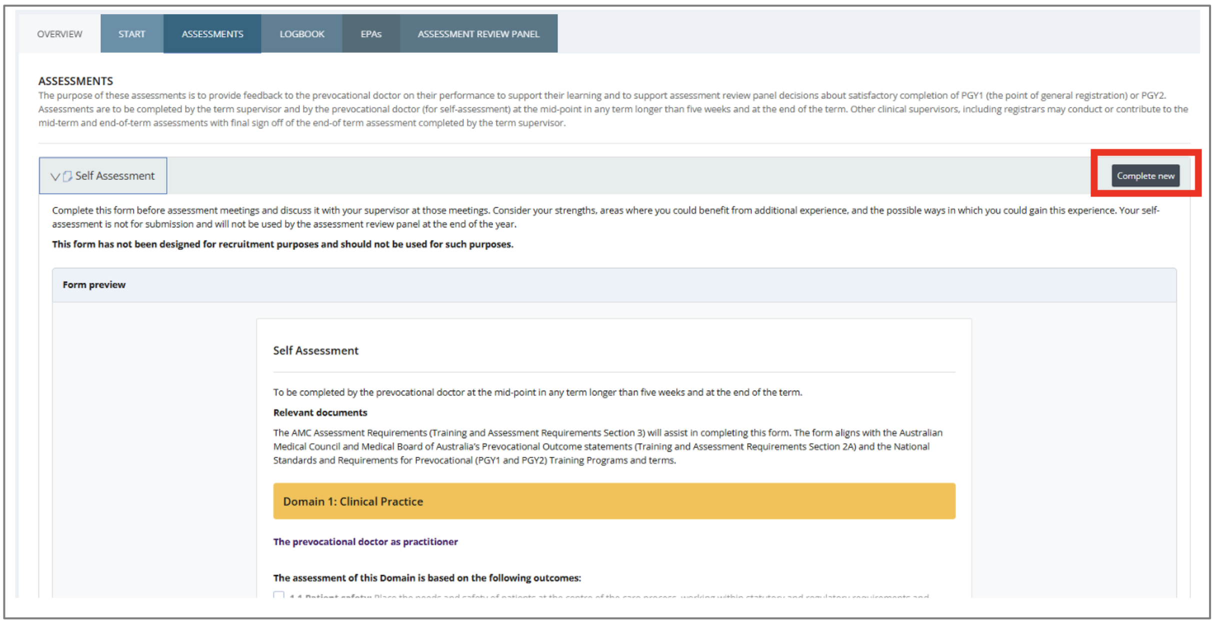


2.2.1 Previewing forms

Forms that have not previously been submitted can be previewed without opening a new editable version of the form. To preview a form, on the Current Term page, select the tab respective to the forms you want to view (e.g. Start, Assessment, Logbook or EPAs) and click on the name of the form.



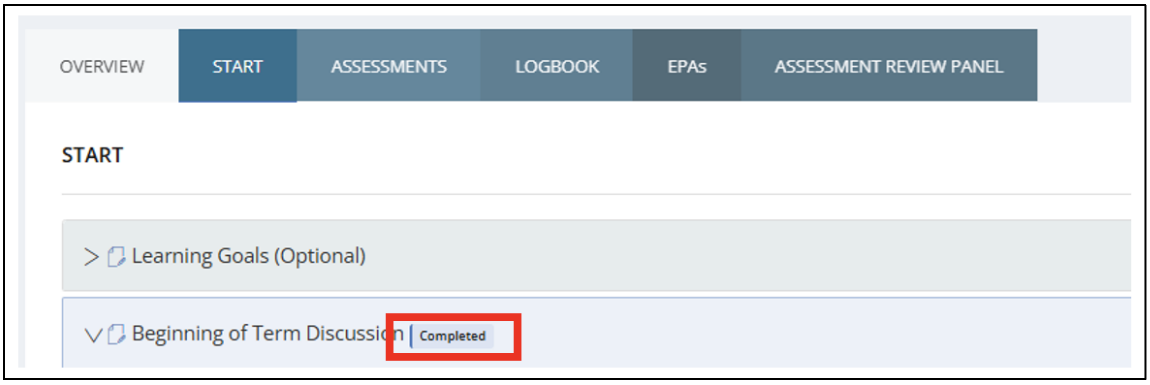
Click on a form name to expand a blank read-only version of that form. To complete a form, click on **Complete new** or navigate to a draft to continue completing.



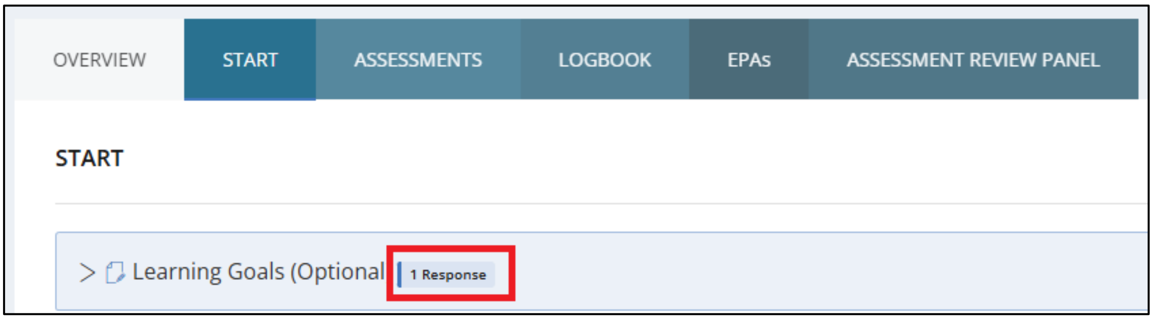
2.2.2 Viewing submitted forms

After forms have been submitted, the completed forms can be viewed on the Current Term page on their respective tabs. Depending on the form, you may see different tags against completed forms.

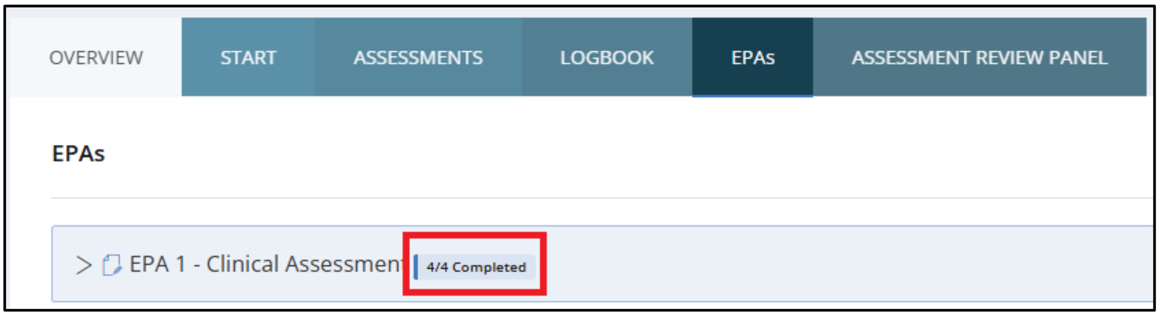
A 'Completed' label may appear to the right of the form name.



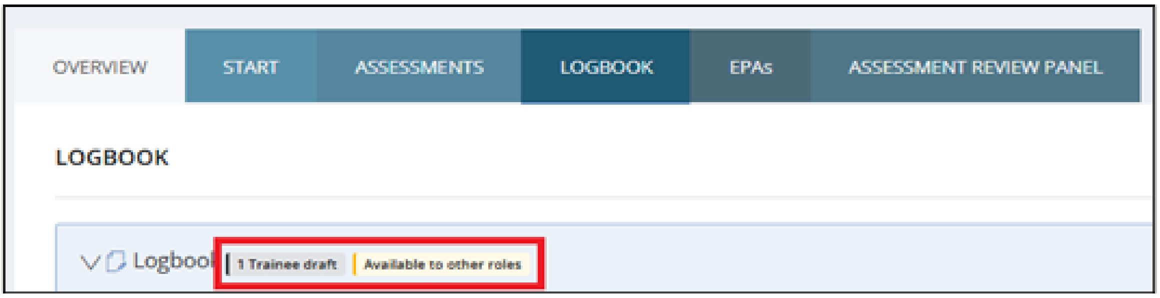
The number of responses may appear to the right of the form name.



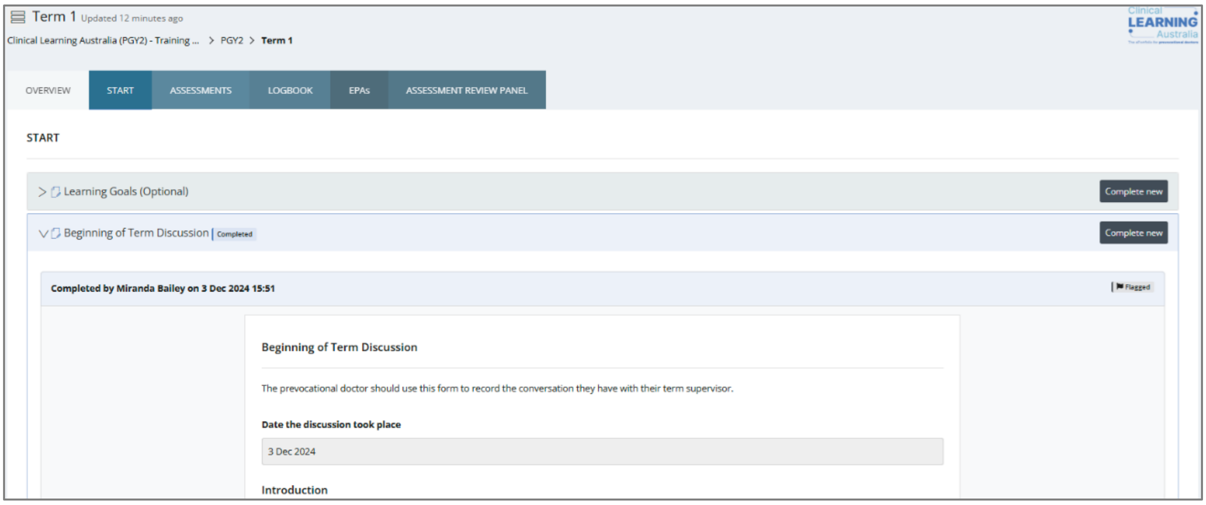
A target number of completions may display, depending on the form type. The target will be on the right, with the number of completions done on the left.



Forms may also have tags if there are unsubmitted drafts or if a form is not available to your role to complete. Where a form is not available for your role, hover over the tag to see the roles it is available to.

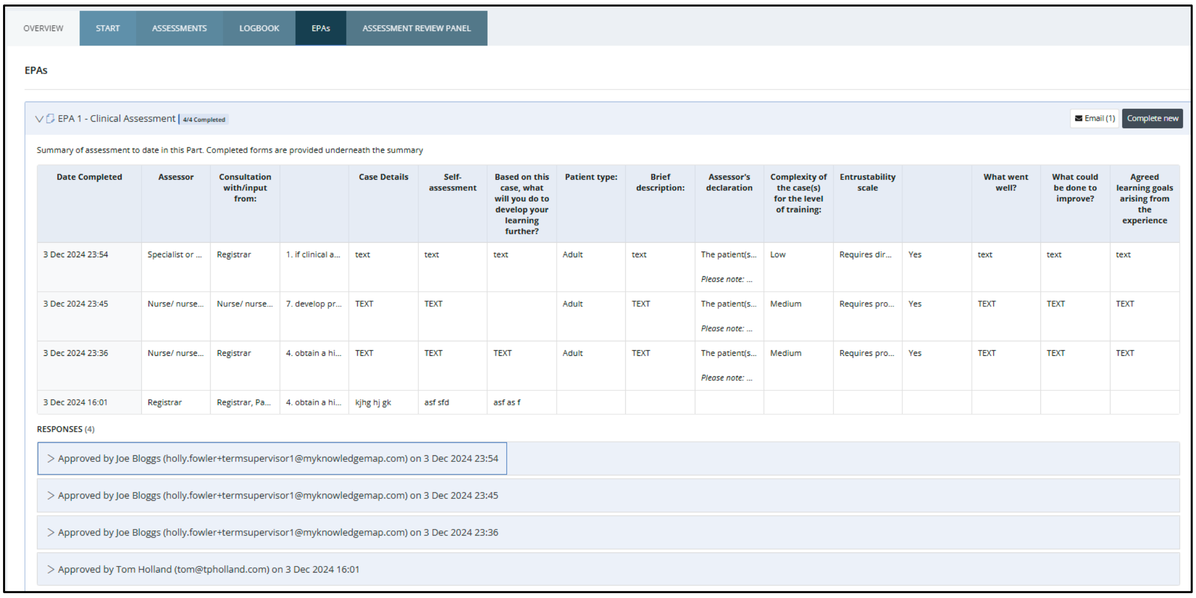


Click on the form name to open a read only version of the completed form.



For Logbooks, Case/Procedure Logs and EPAs, a summary table of the responses is shown when you click on the form name. Where there are questions with lots of text, you can hover over that question in the table to review the full text.

You can also review the completed forms below the table. Click on the completed form name below the summary table to expand the full form.



Note: Forms cannot be edited after they have been submitted, except in circumstances where personal or patient identifying information has been included and needs to be removed – this can be done by an MEU Administrator or National Administrator only. If you need a form Deleted, contact your MEU Administrator in the first instance.

After forms have been submitted, users can do the following:

- Add **Comments** to and **Reply** to comments on forms – see section 2.3.5
- **Flag** forms – see section 2.3.6
- **Print** or **download** forms – see section 2.3.7
- **Map outcome statements** to forms – see section 2.3.8

2.3 Completing forms

To begin completing forms, open a new form using one of the methods described in section 2.2 Navigating Forms.

Important:

Do NOT include personal or patient identifying information in forms. If included by PGY doctors, Supervisors or other users, the responses may be edited by an Administrator to remove.

Inside each form there will be several question type interactions.

Question Type	Definition
Multiple Choice Checklist	This can be in the form of a drop-down box or listed view. It can also have mandatory interaction, as well as either needing one selection (shown by circle check boxes), or multiple selections (shown by square check boxes).
File Upload	This allows you to upload a file to the response. **Note:** Only one file can be uploaded per response, and there is a file upload limit of 8MB.
Text response	This supports Rich Text Formatting and can exceed the space allocated in the question if necessary. You can click the **Save Progress** button in the top right corner as you type your answer and copy and paste from another document if you prefer.
Likert/Rubric Scale	This provides the option to grade opinions, attitudes, or behaviours. You can unclick radial buttons on a question if you mis-click. **Note:** If you select a score of 1 (Rarely met) or 2 (Inconsistently met) in the Likert scales, a mandatory 'Provide a justification' text will display.
Signature	This allows users to draw a signature. This can be completed on a mobile device by using the touch screen, or on the web browser by using the mouse.
Date/Time picker	This allows you to select a date and/or time. This can be current, or in the past.

Scroll through the forms and complete all relevant sections.

Forms have a number of functions across the top of the window:

From left to right, the form functions are:

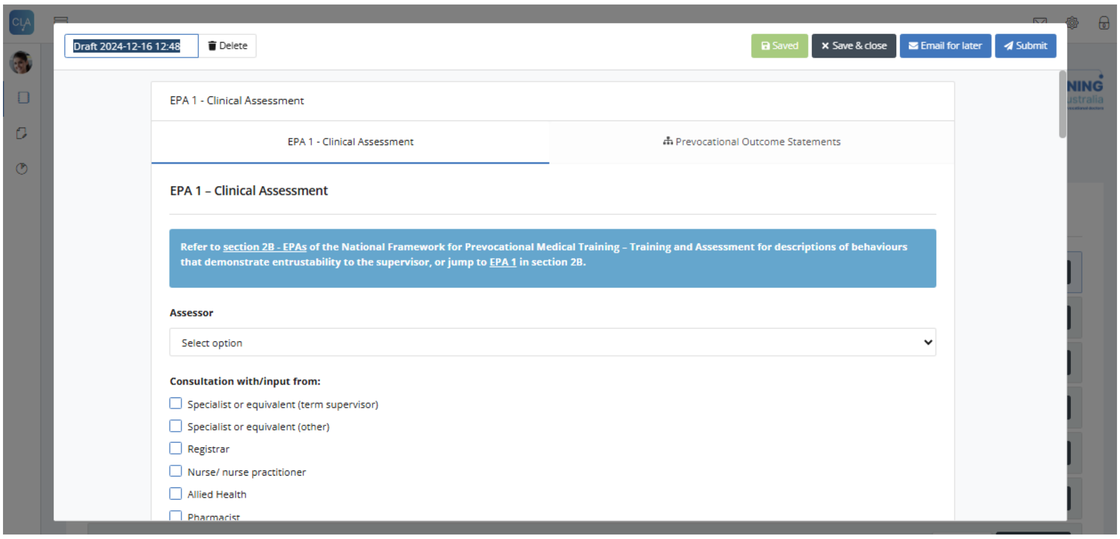
- **Rename a response draft**: Use this to give the response draft a different name. By default, the name of the form is 'Draft', followed by the date and time the response was started. To rename the form, click into the text box to the left of the Delete button and change the name. It is recommended to include a date and sufficient defining text to make it easy to identify the correct form in the future if you have multiple drafts. When reopening the draft, the last updated date will display to the right of the name you have given it.

- **Delete:** Use this to abandon the form**.** Delete will remove the form as a draft copy. This includes partially completed previously saved drafts as well as new forms. Deleting a form cannot be reversed.
- **Save changes:** Use this to save the current form as a draft and keep it open to continue entering information.

  > **Note.** Forms automatically save as you enter information, after 10 seconds of inactivity. When the auto-save completes, the Save changes button changes to Saved until you restart editing.

- **Save & close:** Use this to save the form as a draft and exit the form. See section 2.3.1 for more information about editing draft forms.
- **Email for later**: Use this to email the form to a Supervisor or Assessor. Note that this is not available for all forms, for instance self-assessments, and forms sent via this workflow are not classed as fully complete in your portfolio until the person you have sent it to fully completes and submits the form. See section 2.3.3 for more information about emailing forms.
- **Submit**: Use this to submit the form when you have finished entering information. See section 2.3.2 for more information about submitting forms.

The screenshot below shows an EPA 1 – Clinical Assessment form.



EPAs, Logbooks and Case/Procedure entries have a second tab with the **Prevocational Outcome Statements** available to tick as part of the completion of the form. Clicking the Prevocational Outcomes Statements tab next to the form allows for any relevant Prevocational Outcome Statements to be mapped as evidence against that particular form response.

All EPAs have a shaded blue box at the top with hyperlinks out to relevent sections of the National Framework for Prevocational Medical Training to assist with the completion of the form (see image above). When you click these links, they will open in new tabs in your web browser.

2.3.1 Editing previously saved forms

If you have previously partially completed a form using the **Save and close** function, you can continue to edit it by opening it from the relevant tab on the Current Term screen.

You will see in the right side of the row for the required form **(V)** beside the **Complete new** button. Click onto the **(V)** to see a dropdown box with the draft(s) available for that form and when they were last updated.

Click on the draft you want to open in the dropdown to open that form.

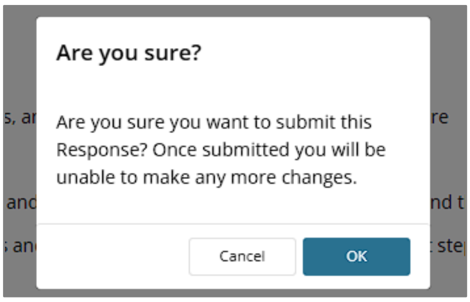
Continue to enter information into the form.

Note: Only drafts started in your account can be reopened to continue completing. Additionally, drafts completed on the web version of CLA are not visible in the mobile CLA app and vice versa. To view a draft you have previously initiated, you will need to view it in the version of CLA in which it was created (i.e. web or app).

As an example, a Logbook entry commenced and saved as a draft using the CLA app on the prevocational doctor's tablet will not be visible in the web view but must be completed and submitted via the app to save in CLA.

2.3.2 Submitting forms

When you have completed your form, click **Submit** in the top right corner to save your form as final**.** You will be asked to confirm that you are ready to submit the form.

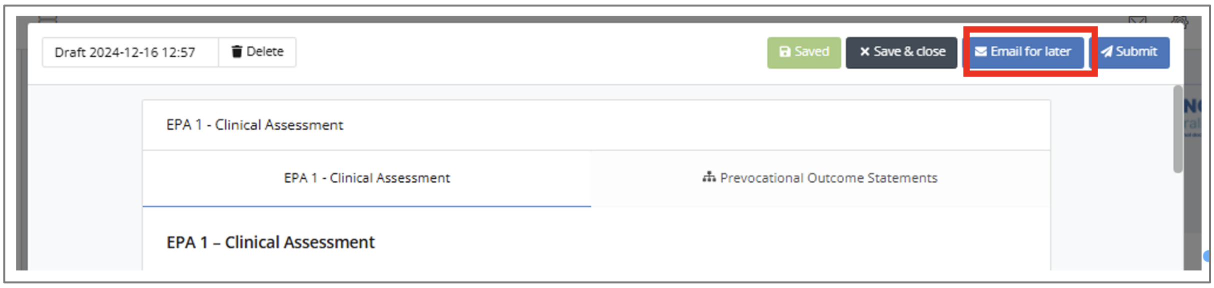


If you are sure, click **OK** and a small progress bar will pop up as the form is submitted.

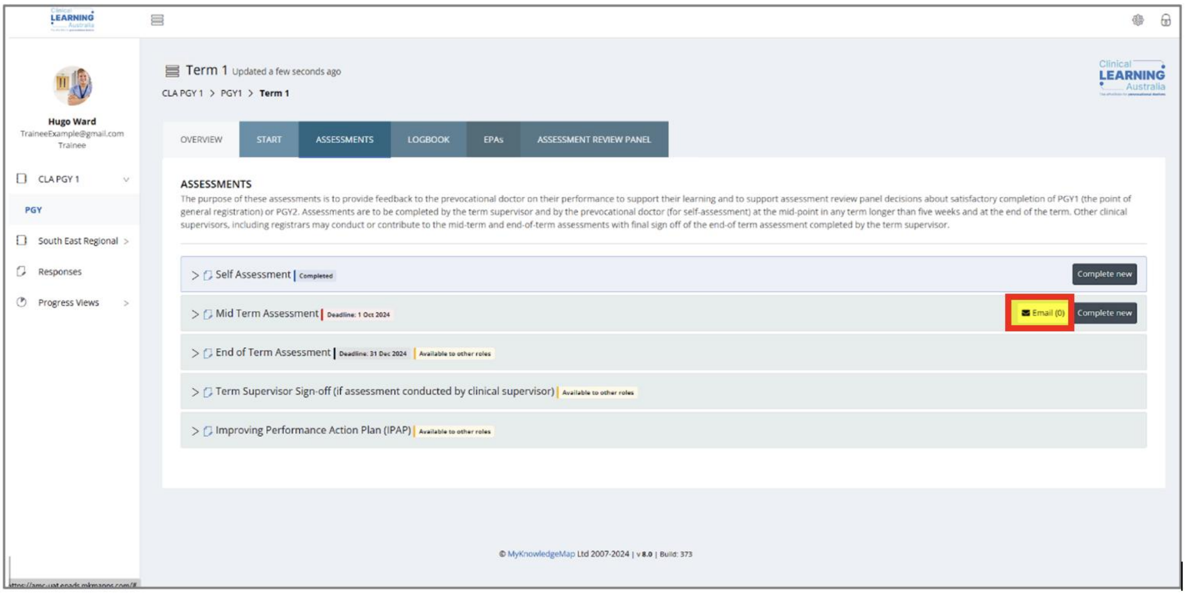
2.3.3 Emailing forms

You can email a blank or partially completed form to an assessor to complete later. The **Email for later** button is located in the top right corner of the form that you are in the process of completing, or you can select **Email** directly from the Overview screen on the Assessment or EPA tabs to email a blank copy of the form to an assessor for them to complete.

Example: **Email for later** when in the process of completing a form.



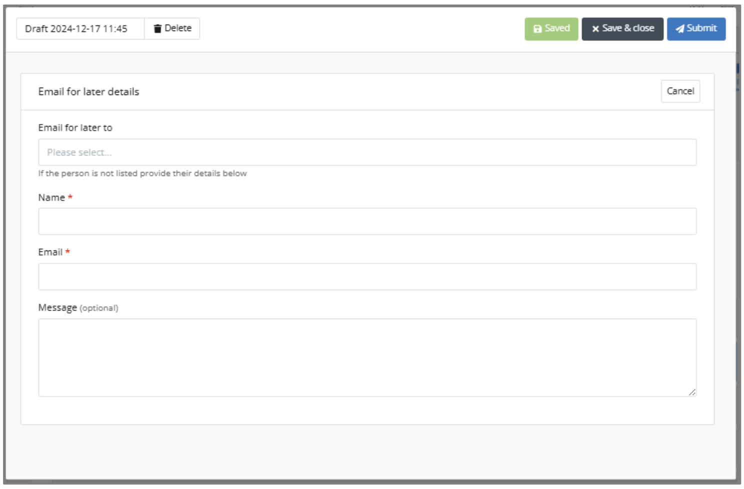
Example: **Email** button to send a blank form.



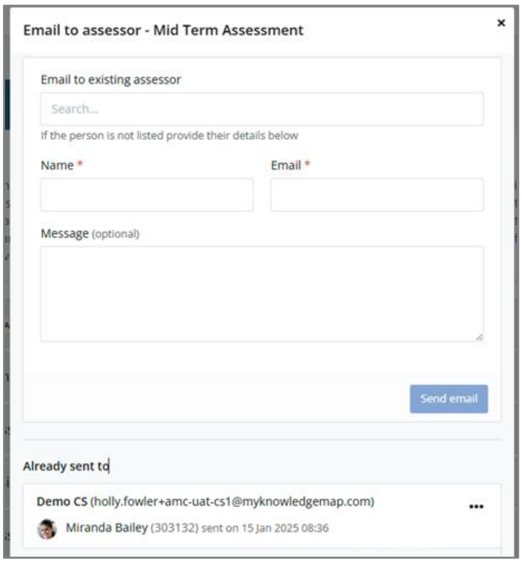
Using either email function sends an email to the relevant Supervisor or Assessor with a URL link to the form for completion.

If the person you are sending the form to exists in CLA, their name and email will auto-populate as you begin typing either of these. If the person does not exist in CLA, you can still email the form to them, and they can complete it as a 'Guest Assessor' - type their name and email address into the required fields.

It is optional to add a short message to the email.



When using the **Email** function to send a blank form from the Assessment or EPA tabs, the system will note if the form has already been emailed to any Supervisors or Assessors and display a list at the bottom of the window.



You can view which forms you have sent using **Email** or **Email for later** on the Term Overview screen in the Assessments and EPAs tabs by looking at the **Email (V)** button to the right of the forms. The **(V)** denotes the number of people the form has been emailed to.

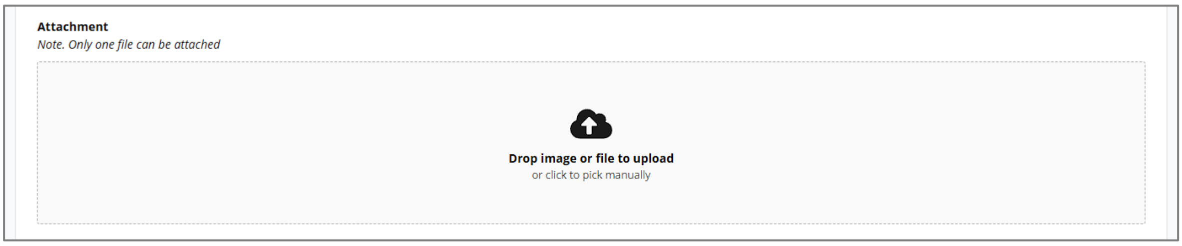
Additional actions are available if you click the 3-dots to the right of an email recipient:

- Reminder emails can be sent every 24 hours.
- You can edit the recipient if you have made a mistake with the email address or need to send it to someone else. This deactivates the URL for the incorrect recipient.
- You can delete the email if it is no longer needed.

2.3.4 Attaching a file

Some forms, for instance, Logbook entries, may have a file upload question. Only one file may be attached per response. This can be an image or file from your computer or mobile device.

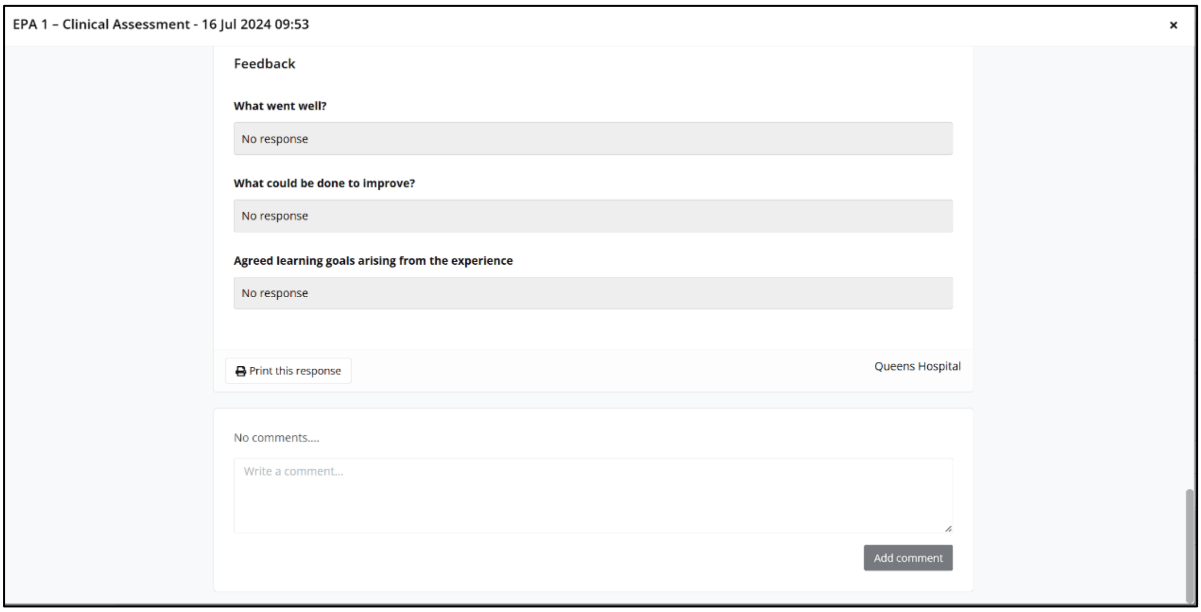
Either drag and drop the file to upload into the Attachment section or click in the grey area and follow the prompts to upload a file.



The maximum file size limit is 8MB.

2.3.5 Providing comments on a form

At the bottom of each submitted response, there is the opportunity to add comments. These can be from anyone who has access to complete that form, including prevocational doctors, supervisors and admins. It is also possible to reply to comments entered against forms.



To add a comment:

- Open submitted form in the preview format by clicking on the form name
- Scroll to the end of the form to locate the Comments box
- Type in the comment
- Click **Add comment**

To reply to comments:

- Find the comment using the steps above and click **Reply** function
- Type a comment
- Click **Send Reply**

Comments added will be visible to other users that have access to that form. Comments cannot be edited, but they can be retracted by the user who put the comment in if required. If a comment needs to be retracted that was entered by another user, contact your MEU administrator to remove.

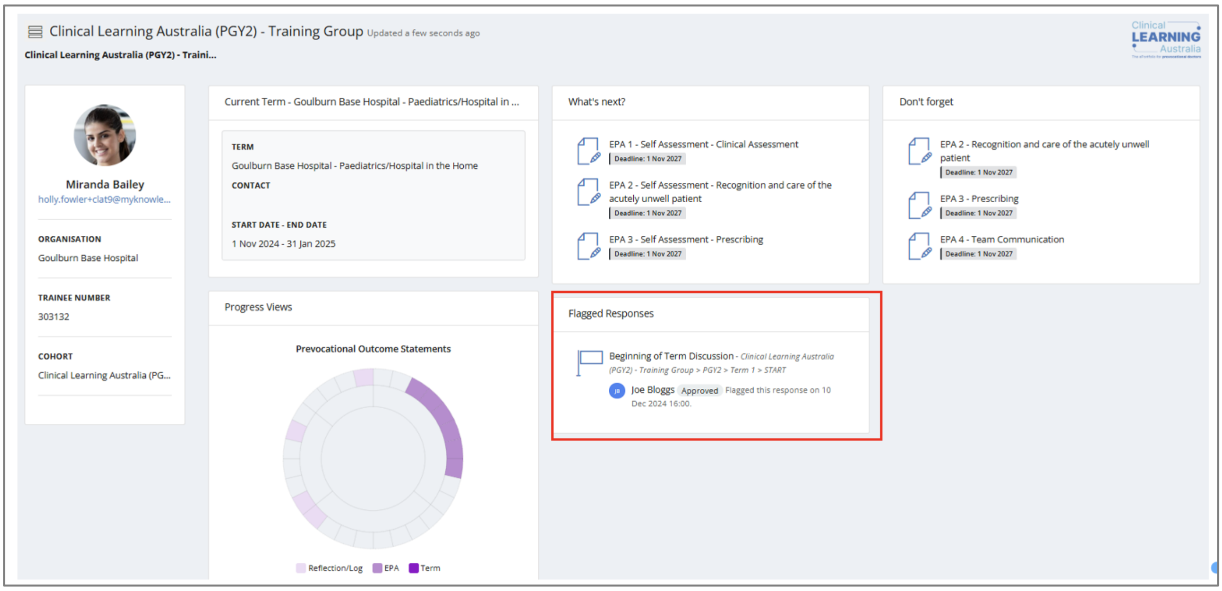
Note. Adding a comment will **not** notify users, therefore it is highly recommended to also 'flag' the response to bring the changes to the user's attention.

For more information on how to flag a response, please visit section 2.3.6 of this guide.

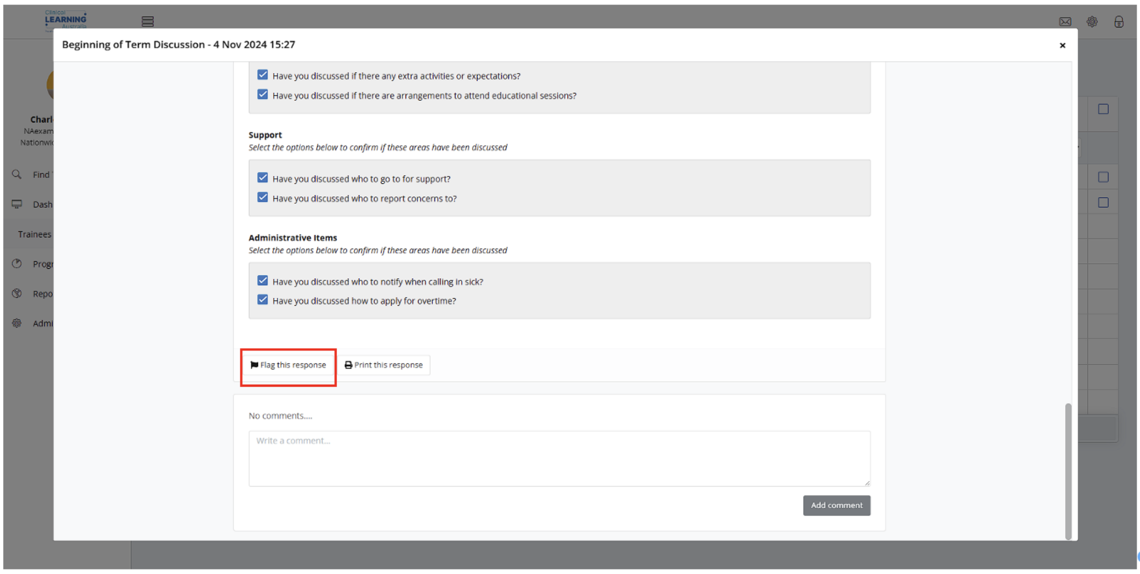
2.3.6 Flagging a form

Forms can be flagged. This means when reviewing, users and assessors will observe this form has been flagged for attention.

The flagged forms will appear on the prevocational doctor's homepage in the **Flagged response** section. Click on the form in the Flagged Responses section to open the form.

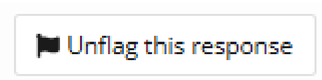


To flag a form, on the form scroll down to the end and click **Flag this response**.



Note: It is recommended to leave a comment explaining why the form has been flagged.

To unflag a form, repeat the steps above, open the form, scroll to the bottom and select **Unflag this response**. This removes the form from the Flagged Responses section of the Trainee Profile and Overview page.

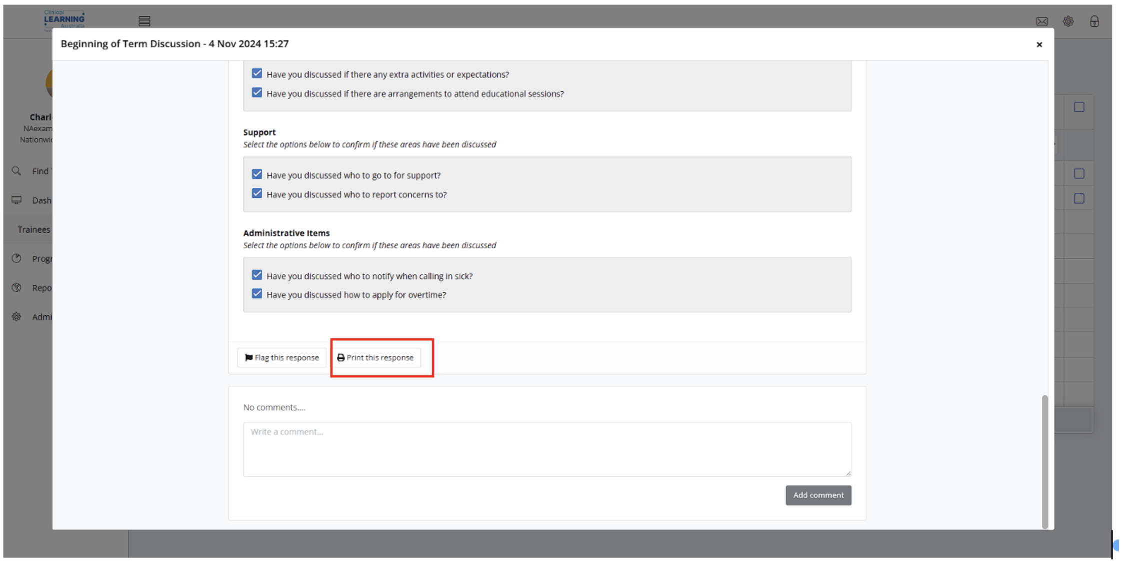


As you flag and unflag forms, a notification message will appear on the right side of the screen indicating that you have successfully flagged or unflagged a form.

2.3.7 Printing/Downloading a form

Forms can be printed or downloaded by saving as PDF.

To print or download a form, locate the form response, scroll down to the end and click **Print this response**.



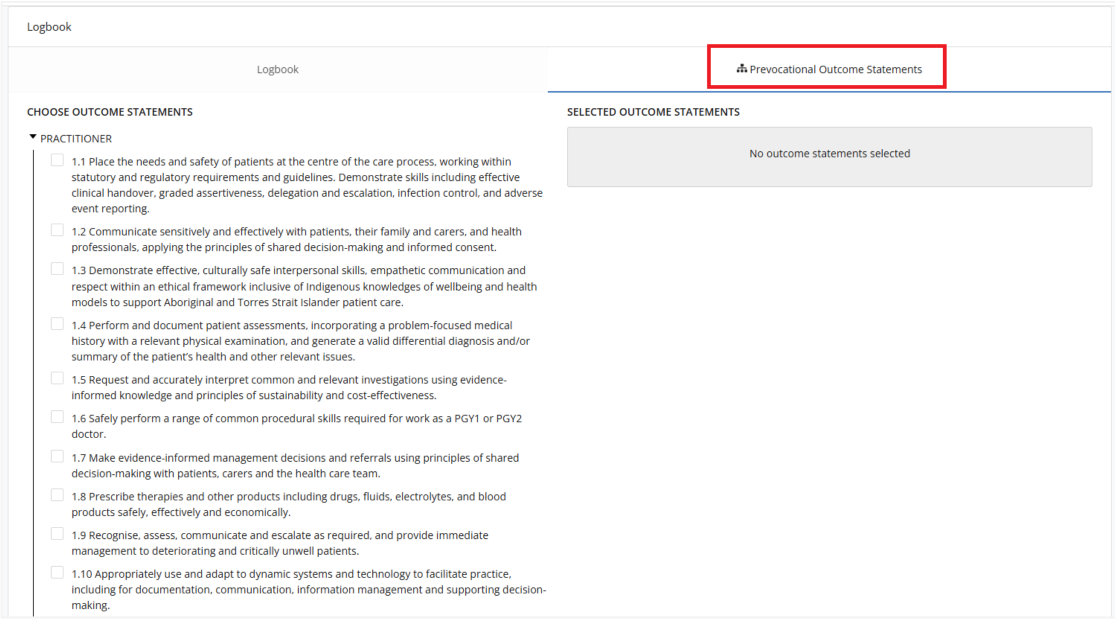
Note: Form responses can only be printed or downloaded individually.

2.3.8 Mapping outcome statements to forms

For Logbook, Case/Procedure Log, and EPA entries, it is possible to map the forms to Prevocational Outcome Statements.

This can be done in two ways:

1) When completing one of these forms, before submitting, you can navigate to the Prevocational Outcome Statements tab at the top of the form page, selecting any outcomes you feel you have evidenced as part of the form response.



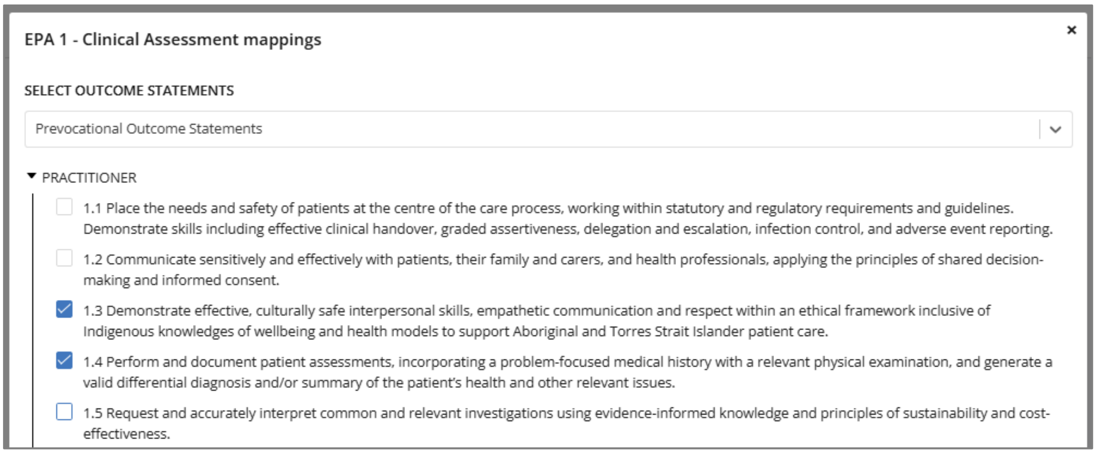
2) Or, if you either forget to map at the time of completion or after further thought (post submitting a response), you can map outcome statements to a Completed form by

opening a form, scrolling to the bottom of the form and clicking on **Map this response.**

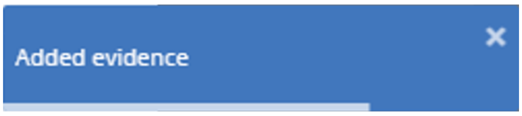
Please refer to the steps in section 2.2.2 Viewing submitted forms for more information about accessing completed forms.

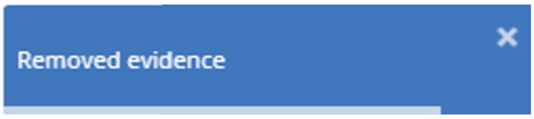
Clicking on **Map this response** opens a Case/Procedure Log mappings window. In the Select Outcome Statements dropdown box, select Prevocational Outcome Statements.

Tick or untick the Prevocational Outcome Statements as needed.



As you make changes, a notification message will appear on the right side of the screen indicating that evidence has been added if you have ticked a box or evidence has been removed if you unticked a box.

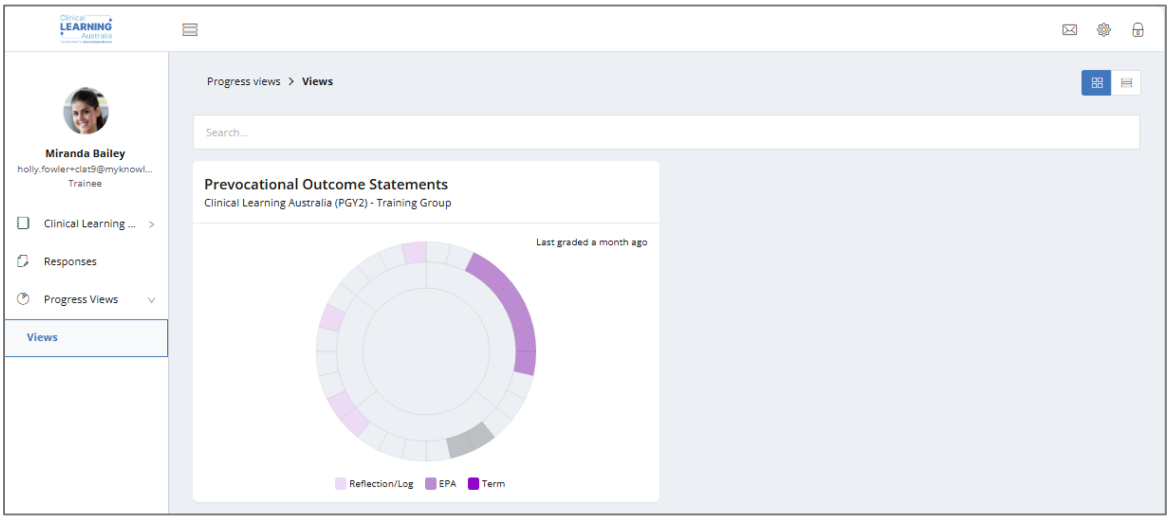




2.4 Progress Views

Using the **Progress Views** screen, prevocational doctors can see in greater detail their progress in documenting evidence against each of the Prevocational Outcome Statements.

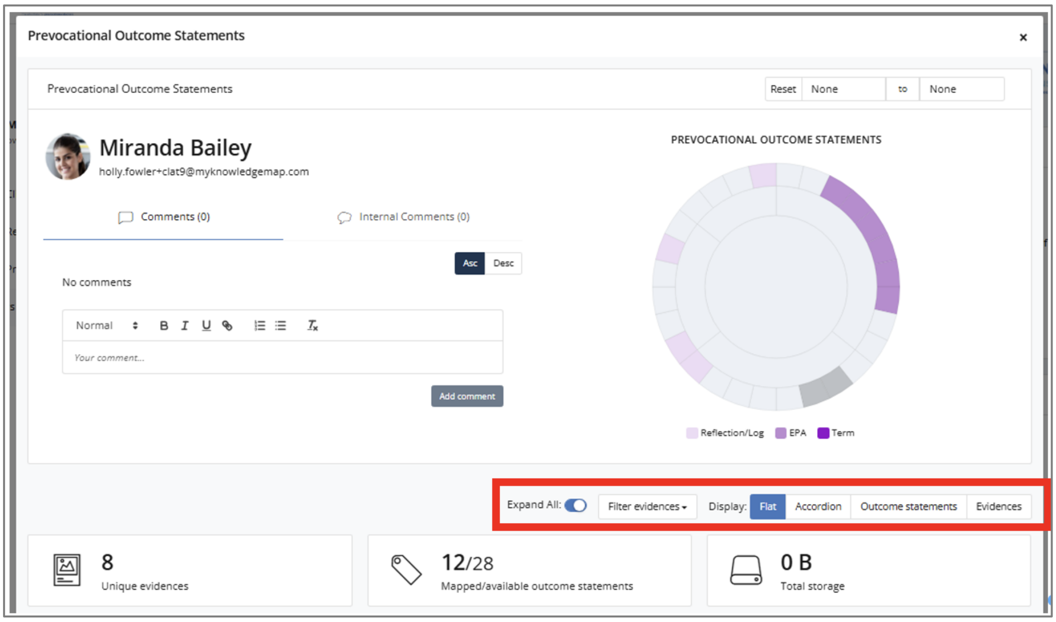
Open the Progress Views screen from the left-side Navigation Bar and click on the Prevocational Outcome Statements heading.



Alternatively, click on the Prevocational Outcome Statements visual on your Trainee Profile and Overview screen (home screen when you open CLA).

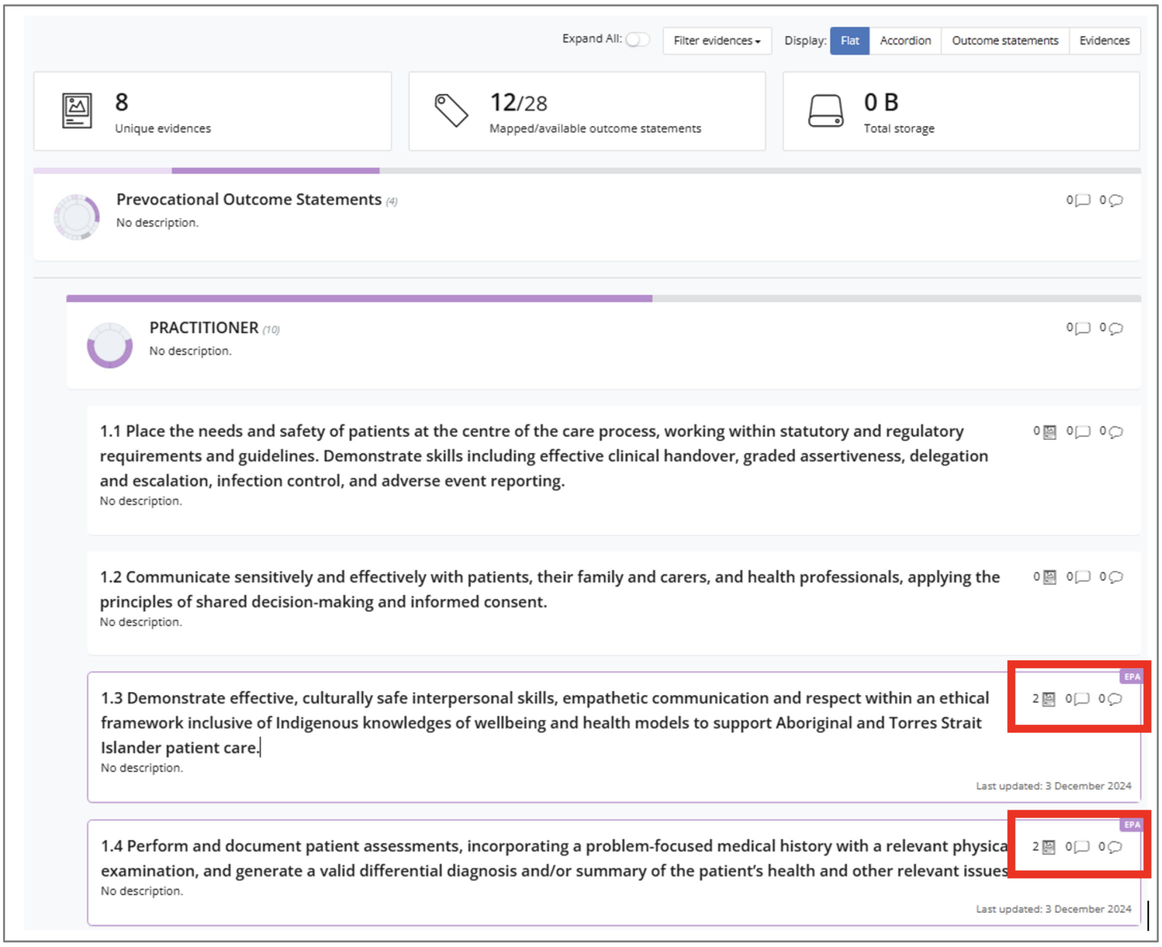
The **Prevocational Outcome Statements** screen allows you to drill into the statements and evidence that you have provided against each.

You can expand or collapse all the statements, filter evidence, and change the display to suit how you want to view this. Based on the display selected, additional filtering options may become available.

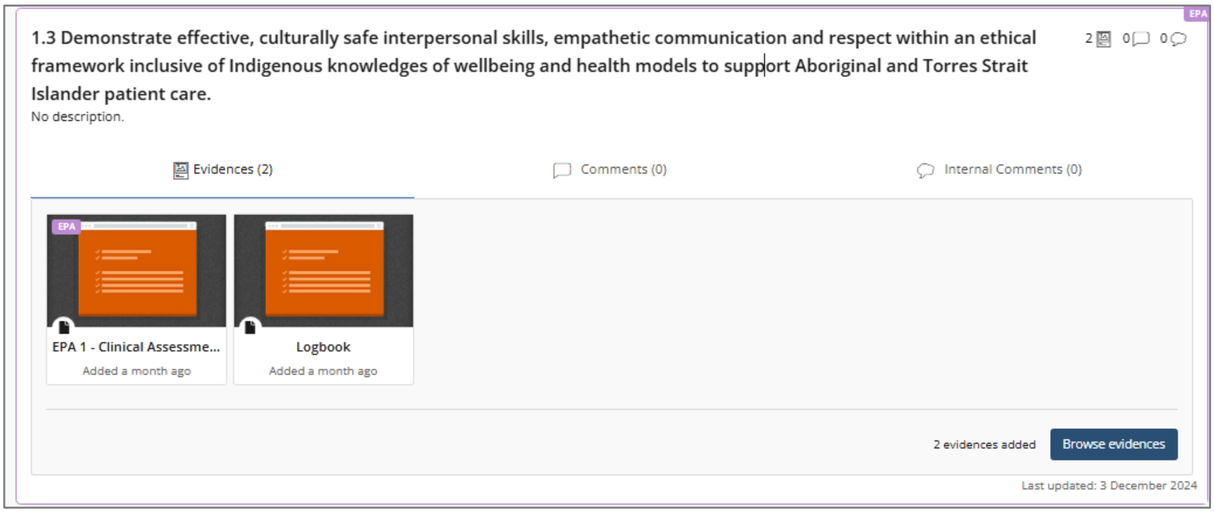


Depending on the filters and display selected, the Prevocational Outcome Statements will be displayed in the lower portion of the screen.

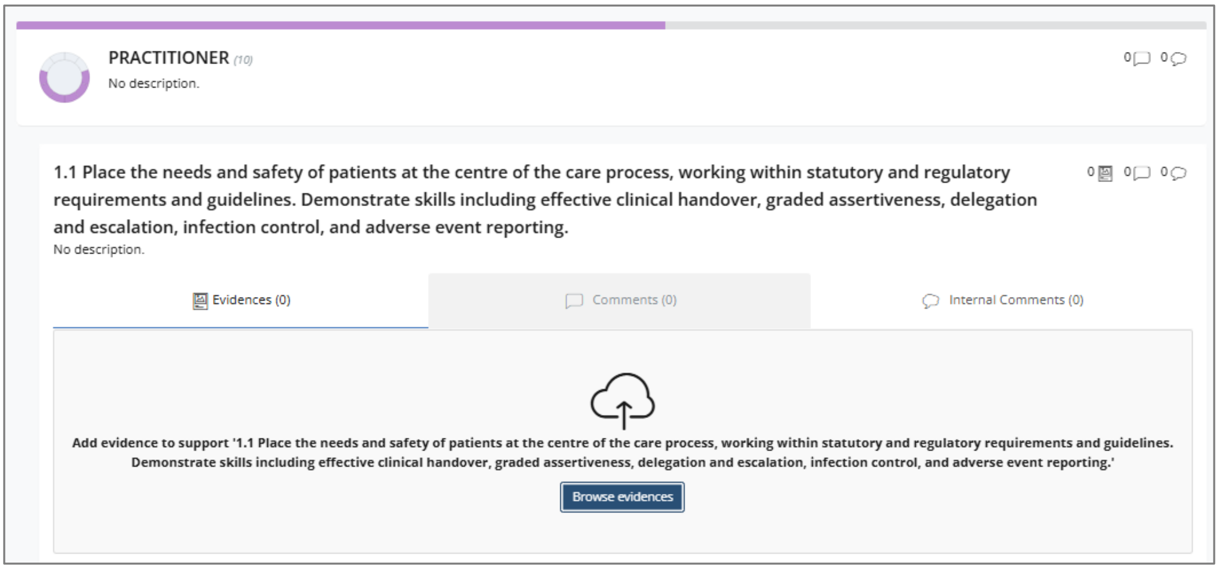
For each Statement, it will show if any evidence has been linked to it, via EPAs, Reflections/Logbooks or End of Term Assessment, and if there are any comments associated with that evidence or Outcome Statement. The example below shows two pieces of evidence have been linked to Statements 1.3 and 1.4 versus none for 1.1 and 1.2. If the Statement was evidenced as part of an EPA, EPA will display in the top right corner of the Statement.



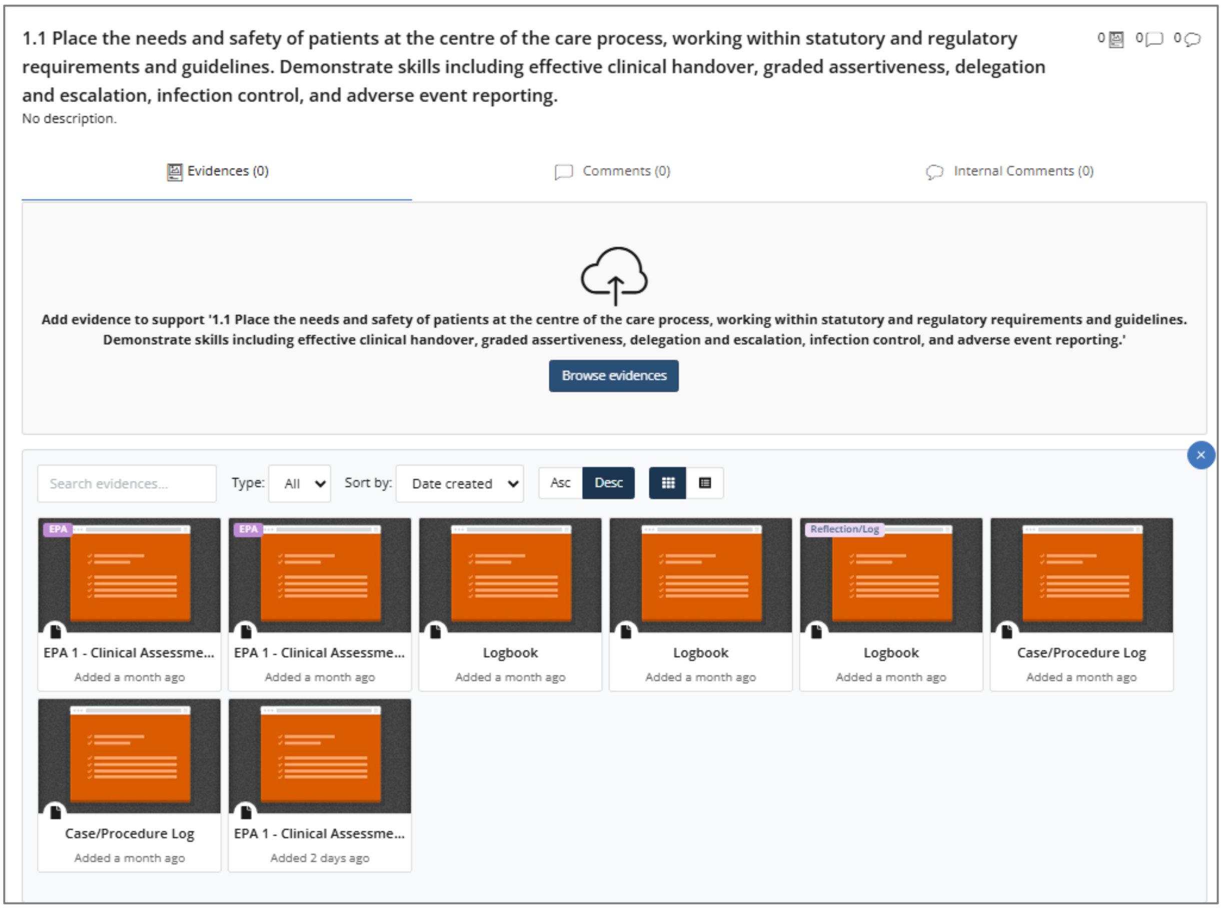
Click on any of the Statements to expand the view and see the evidence that has been attached. Click on the image to see a read-only version of the form.



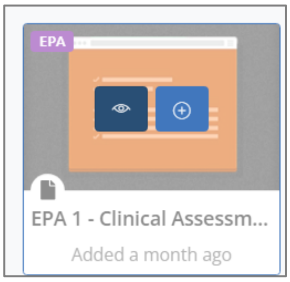
Where no evidence has been attached, click on **Browse evidence** to see any completed EPAs, Reflection/Logbook or End of Term Assessment entries.



To add evidence to a Statement using an already completed EPA or Logbook entry, click on **Browse evidence** to see the completed and available forms.

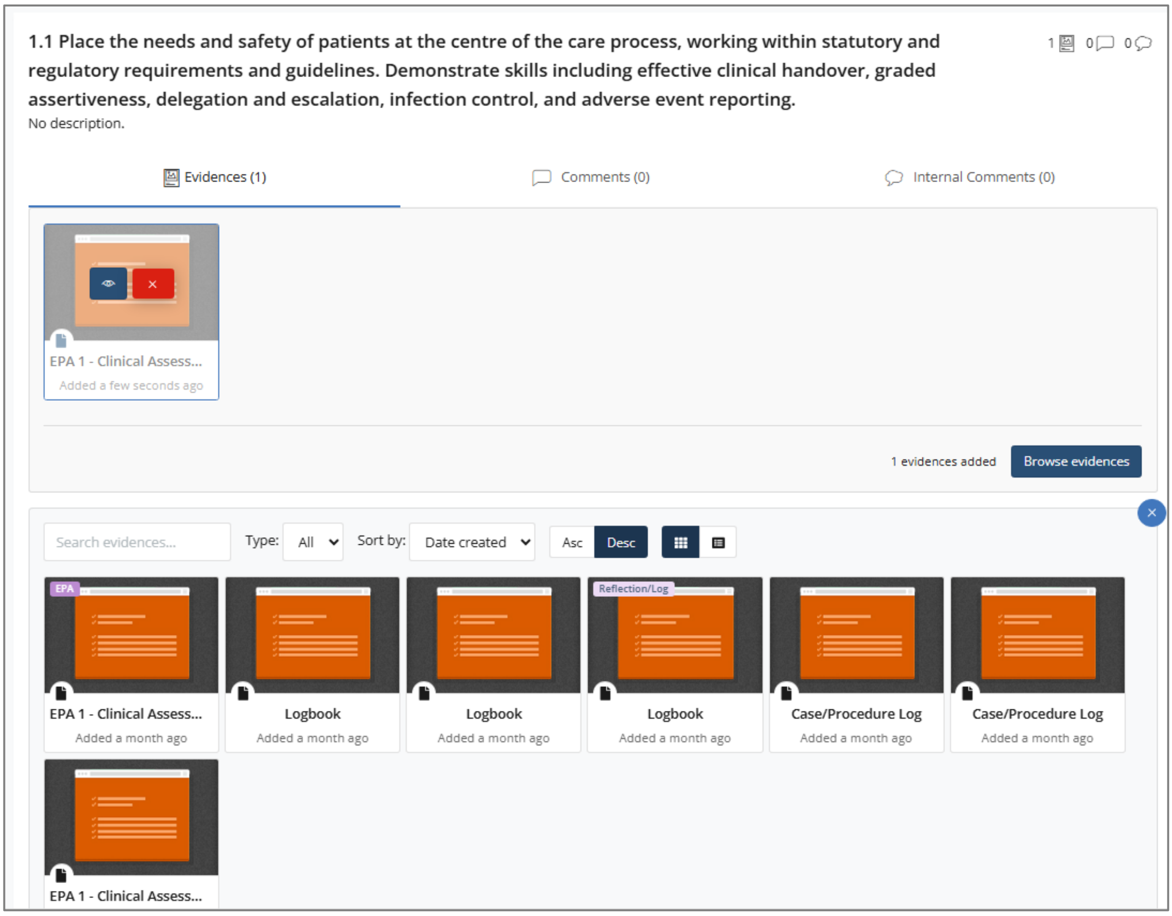


Hover over the available forms and click on the eye icon to view the form or the + icon to add this.



Follow the same process as above to add evidence to Statements where evidence exists to add additional evidence.

To remove evidence that you have added in error, hover over the evidence and select the red X icon.



3 Using the Mobile App

A mobile app is available for CLA for use by prevocational doctors. The mobile app can be used to complete assessment forms, for instance EPAs, in real time in a clinical setting with any Supervisor/Assessor.

Although the mobile app is only able to be logged into by prevocational doctors, they may allow Supervisors/Assessors to complete their respective sections of forms using the prevocational doctor's mobile app and then sign off with their name and email. An email is sent to the Supervisor/Assessor for validation.

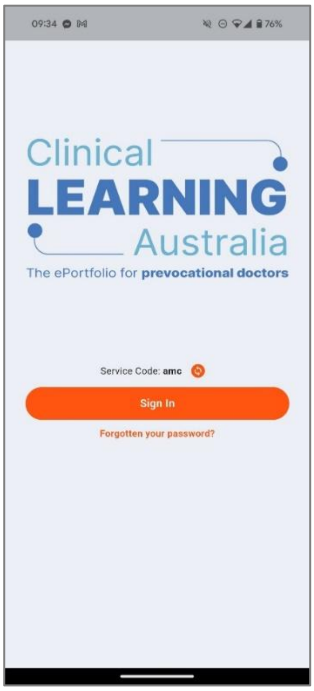
The mobile app supports the use of voice-to-text dictation tools to complete text fields in forms.

The mobile app can be set to continually sync to CLA, or to not send data unless the device is connected to Wi-Fi. Forms and Assessments can be completed in the mobile app in offline format and then need to be manually synced to the online CLA when Wi-Fi is available.

3.1 How to login to the mobile app

Download the mobile app by searching for 'Clinical Learning Australia' developed by MyKnowledgeMap in the app store for your device and select **Install**.

Once installed, open the app and click on the **Sign In** button.



Enter in your login credentials and press **Sign in**.

3.2 Forgotten password

If you have forgotten your password, select **Forgot your password?** from the login screen.

Enter you email address and click **Send verification code**.

You will receive a verification code to the email address you provided.

Follow the prompts to enter your verification code and change your password.

Use the new password to login to the app and web version of CLA.

3.3 The Navigation Bar

On the mobile app, users can navigate using the bar on the bottom of the screen. There are three sections: **Home**, **In Progress**, and **Settings**.

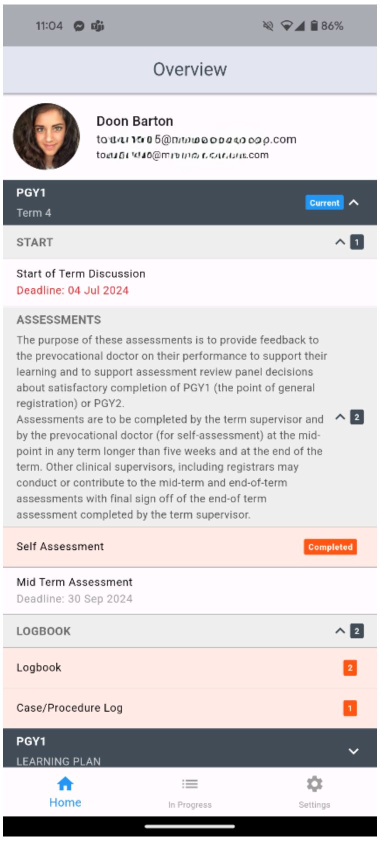
Home shows you your learning portfolio and allows you to start assessments.

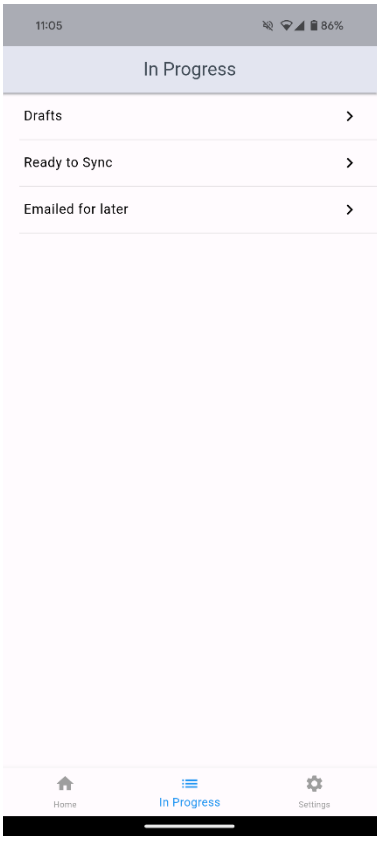
In Progress shows you the following options:

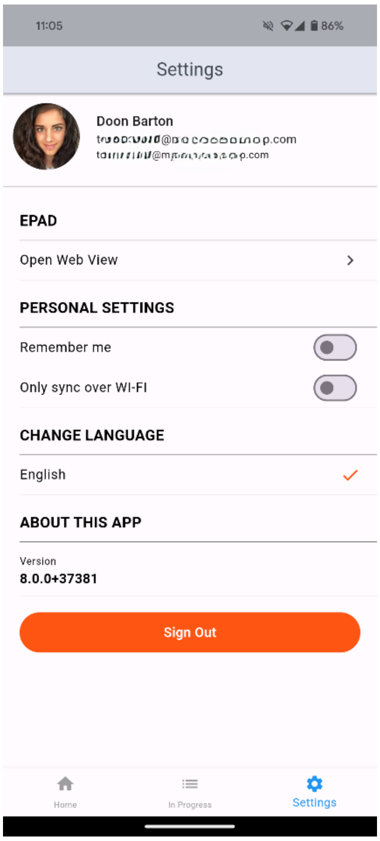
- See a list of **Drafts** you have saved to your device. (**Note:** Drafts started in the app won't be seen in the web browser version of the site)
- **Ready to Sync** shows any Assessments that have not yet been sent to the browser version of the site. You can manually sync those with a mobile data or Wi-Fi connection (depending on the settings selected within the app).
- **Email for Later** shows any forms that have been sent out to someone else to complete.

Settings allows you to:

- Change your view to the **Web View**. (**Note:** This will require connection to mobile data or Wi-Fi)
- Enable **Remember me** if you want to remain signed into the app. It is recommended that this is enabled to ensure you can work offline where there is no data connection.
- **Only Sync over Wi-Fi** if you don't want to use your mobile data allowance to sync the app.
- **Sign out,** which should be used on any devices that might be shared between users.







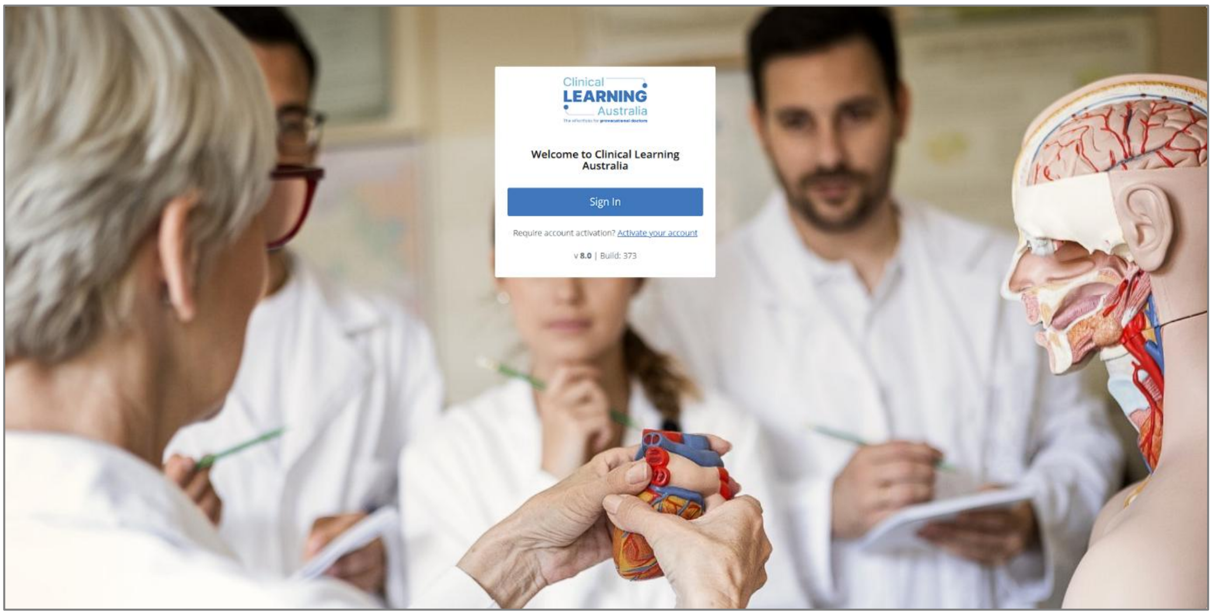
Forms that are submitted in the mobile app will only appear in CLA when a sync has been completed.

It is your responsibility to ensure that this takes place, and to raise any issues in doing so with your Medical Education Unit.

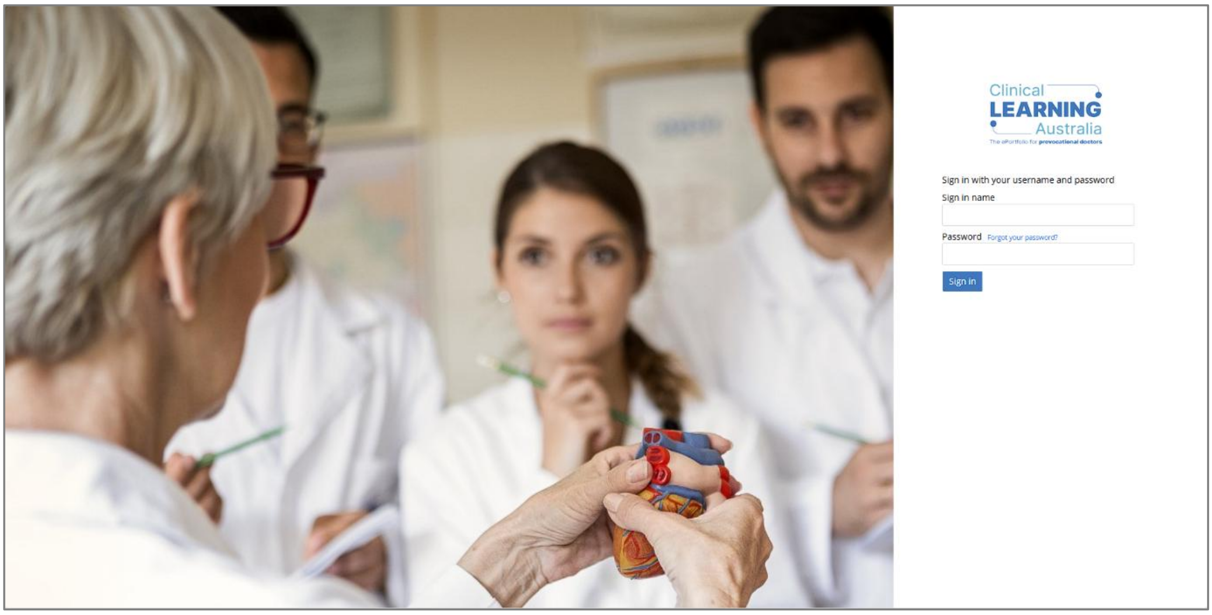
4 Scenario

4.1 Completing an EPA – Self Assessment

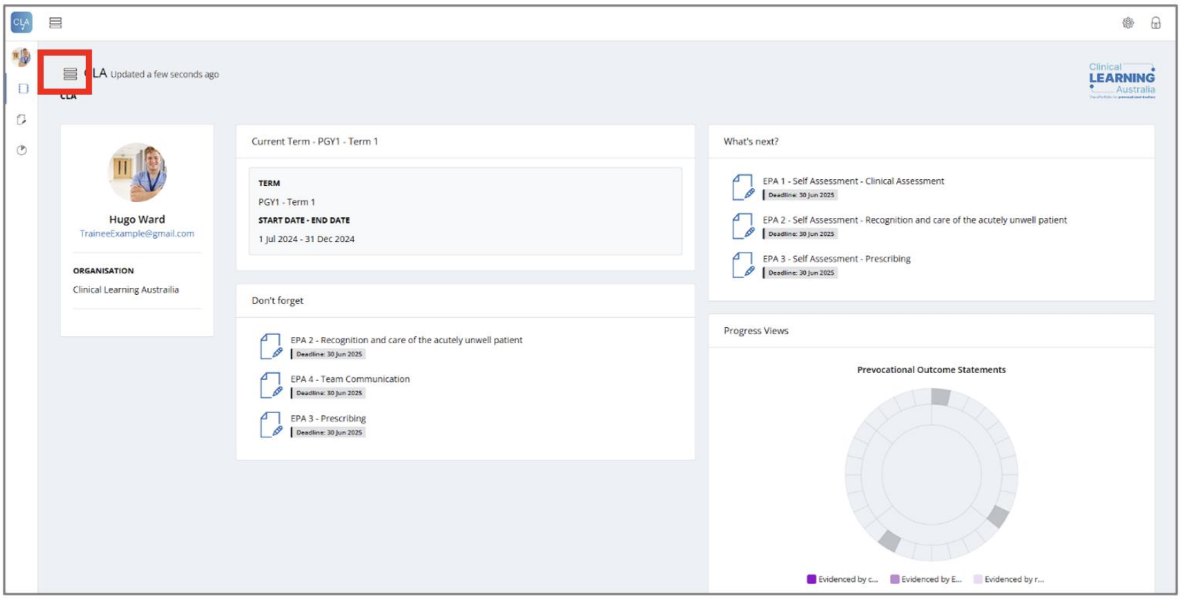
Hugo, a PGY1 doctor, wants to complete an EPA 1 – Self Assessment – Clinical Assessment form. He first goes to the CLA™ website, and puts in the URL - https://cla.epads.mkmapps.com and clicks on **Sign in.**



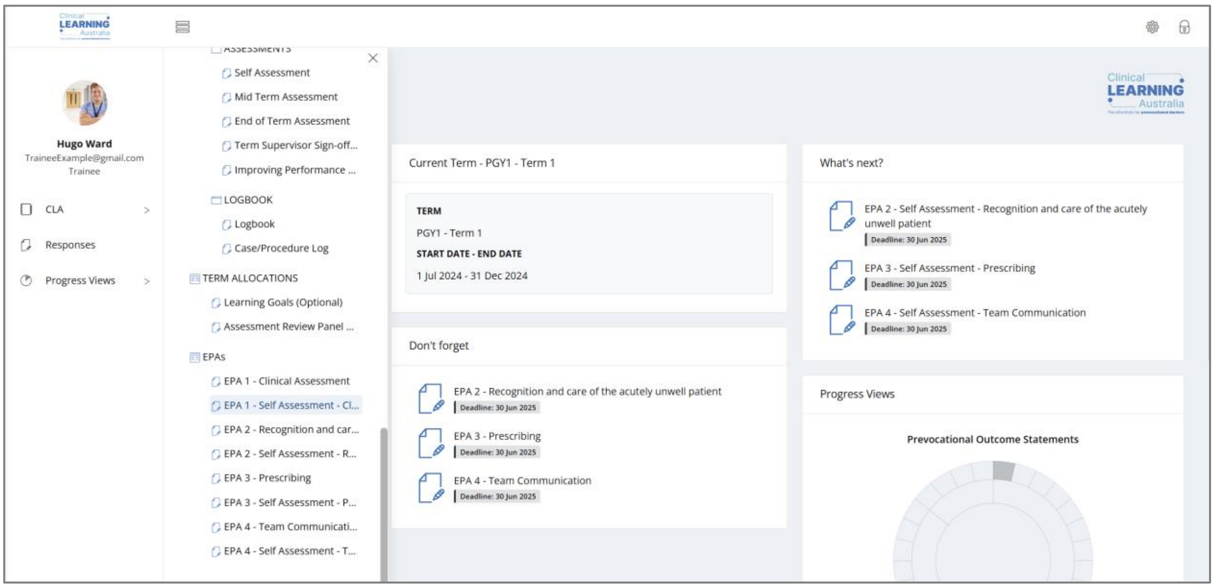
Hugo enters his email address and password before clicking the **Sign in** button.



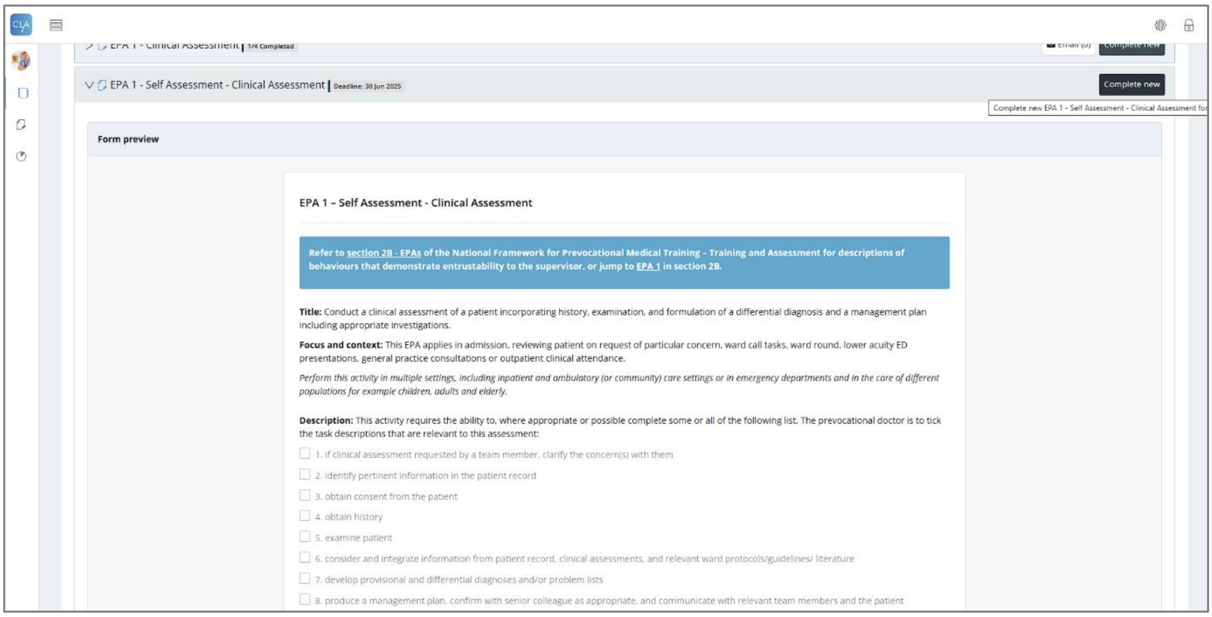
Starting from the home page, Hugo can see that the form he wants to complete is in the **What's next?** section and has a deadline of the 30th of June 2025. Hugo wants to confirm if he has already completed this form before, so he opens the Portfolio using the secondary burger icon.



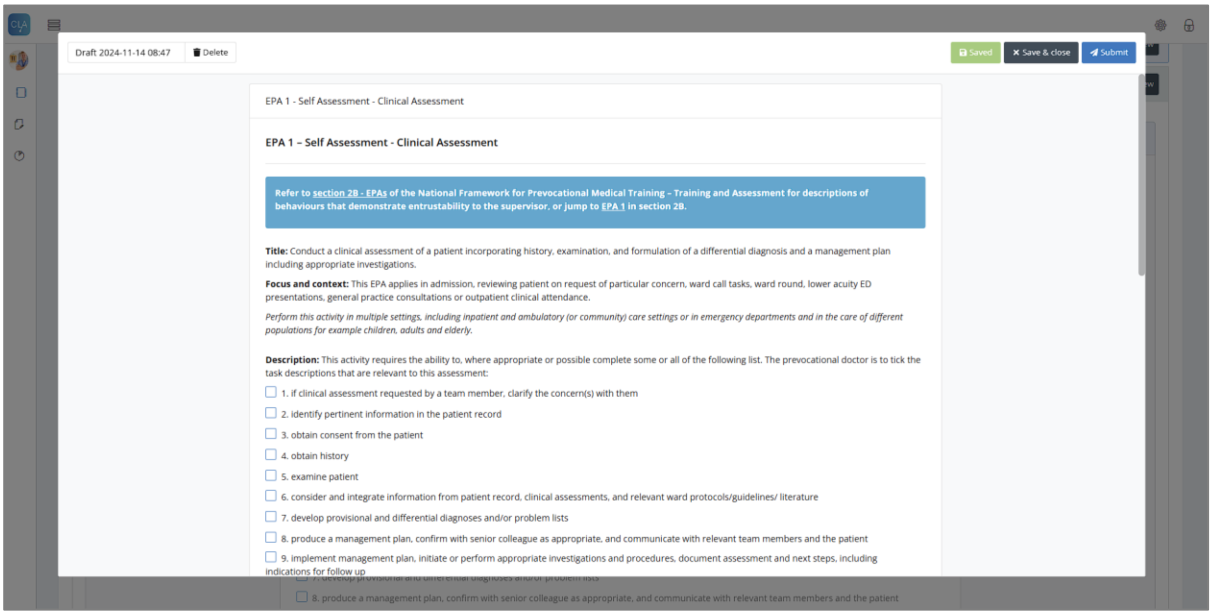
Here he has a list of all the forms that have been assigned to him for completion. He scrolls down the list to find the EPAs section. Finding the correct form, EPA 1 – Self Assessment – Clinical Assessment, he clicks on this to enter the Portfolio.



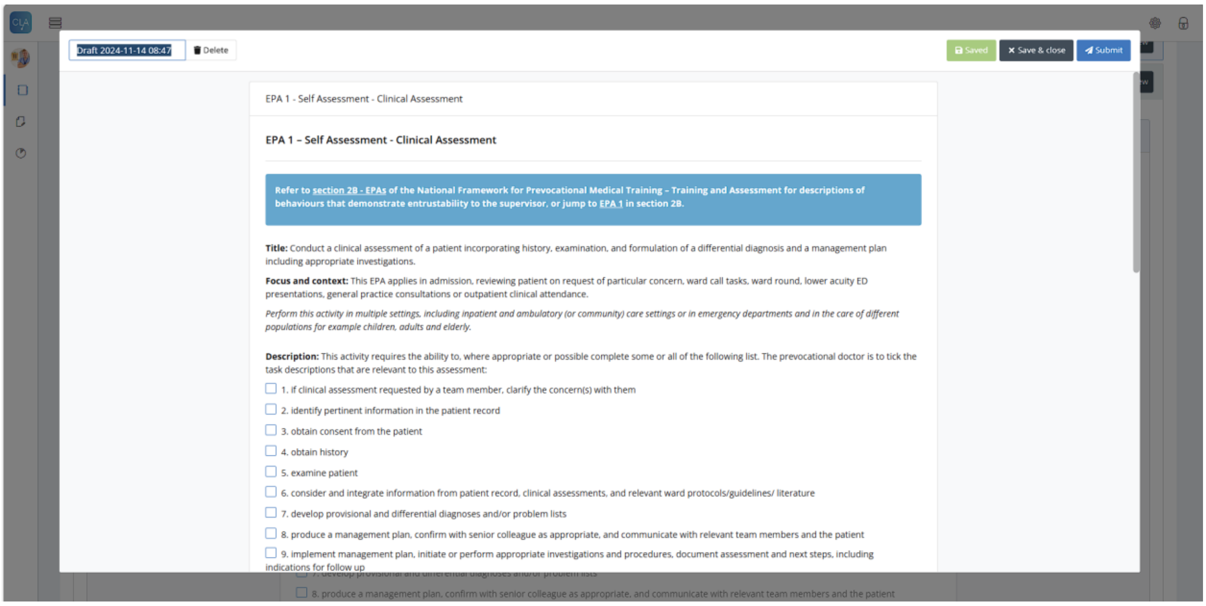
Hugo can see a preview of the form and that he has not completed one of these before. He selects **Complete new** which opens a new form for him to complete.



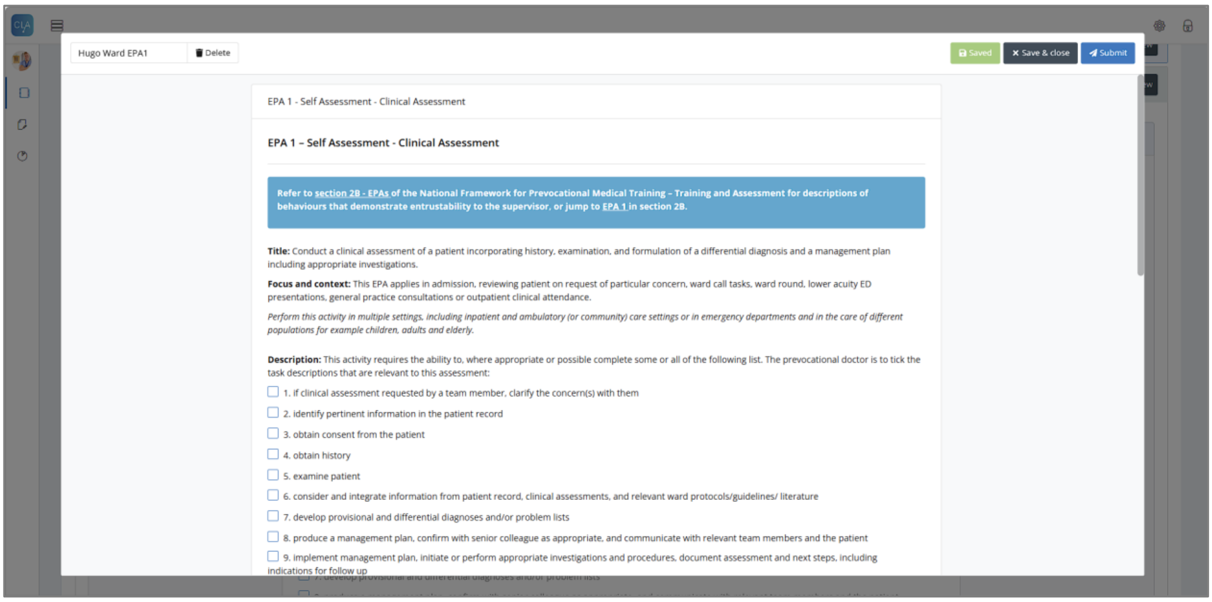
Hugo can click on the links in the blue box to open additional information about the National Framework for Prevocational Medical Training if he needs to. This will open a new tab on his browser for him to refer to whilst filling out the form.



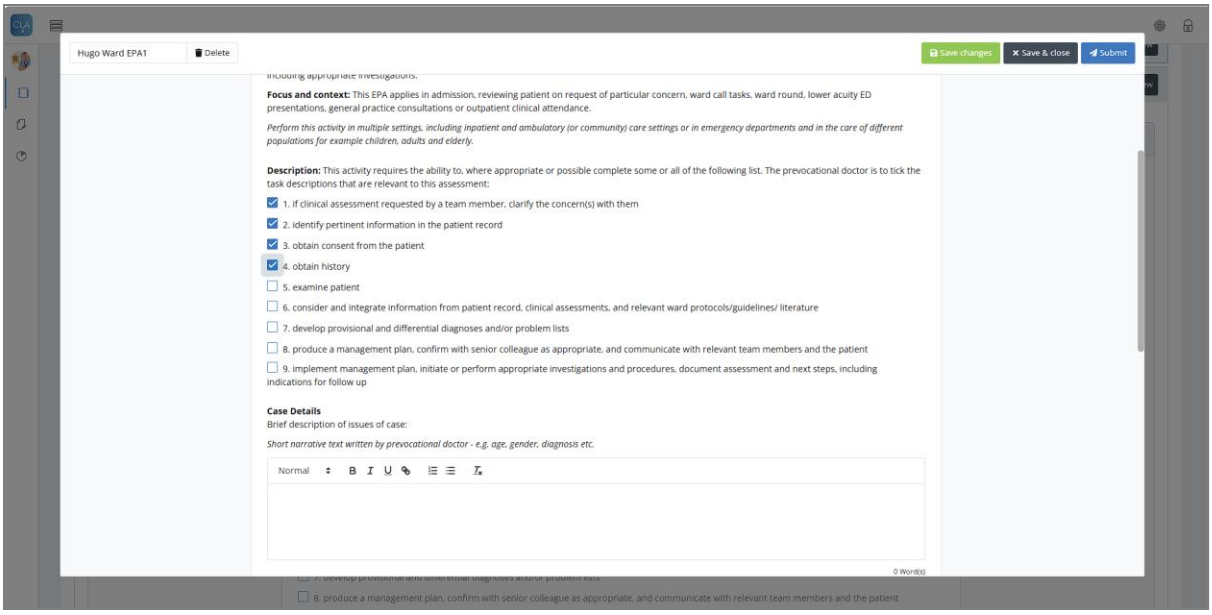
Hugo decides to rename his form for ease of reference. He goes to the top left corner of the form and clicks on the box and renames it Hugo Ward EPA1.



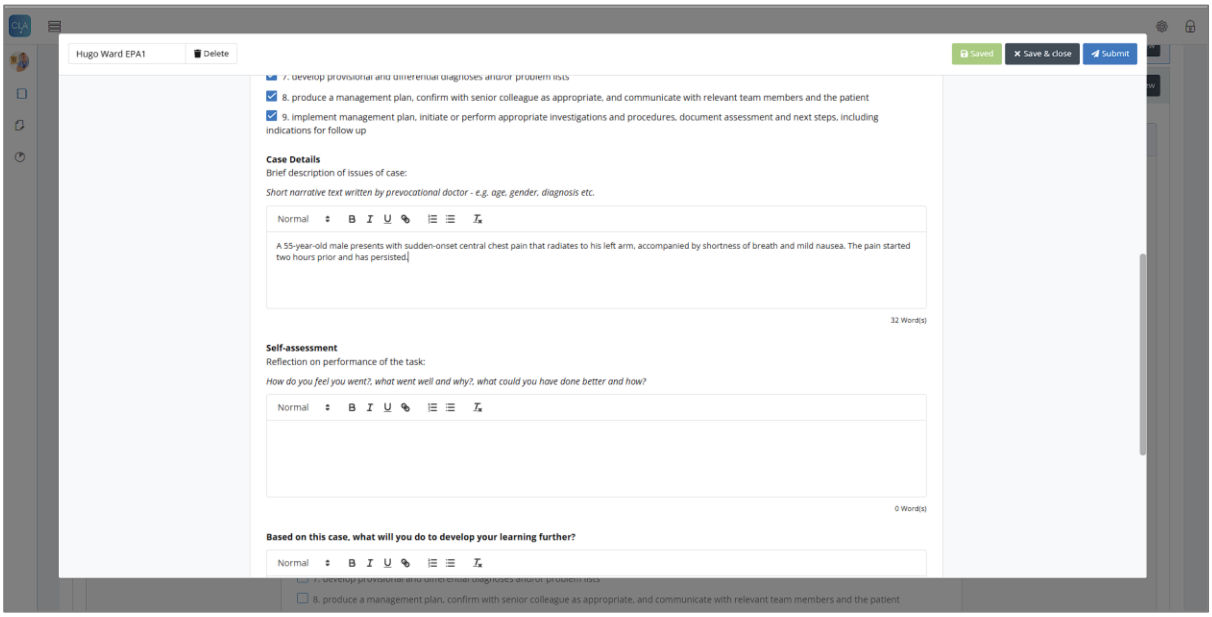
Hugo then goes to the top right corner of the form and selects **Save changes** so that his draft is saved on the web browser. The button changes to **Saved**, and Hugo can continue on with his form.



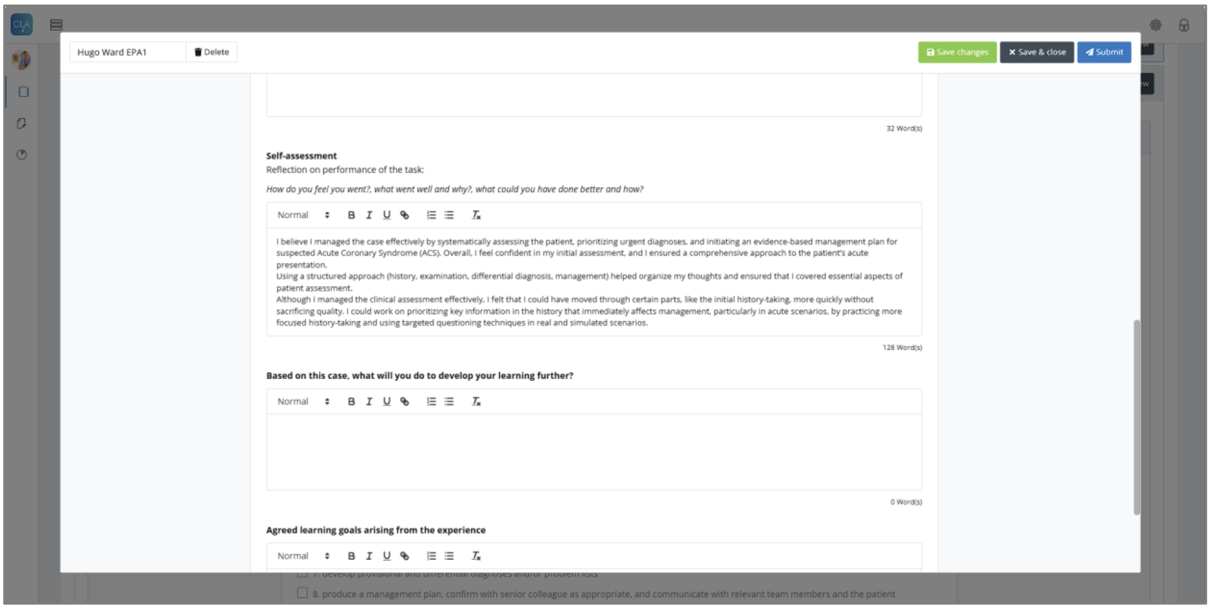
Hugo scrolls down the form and sees that he needs to tick the task descriptions that are relevant to this assessment. He clicks on them one by one, knowing he can click to remove any of the tick boxes again if he selects in error.



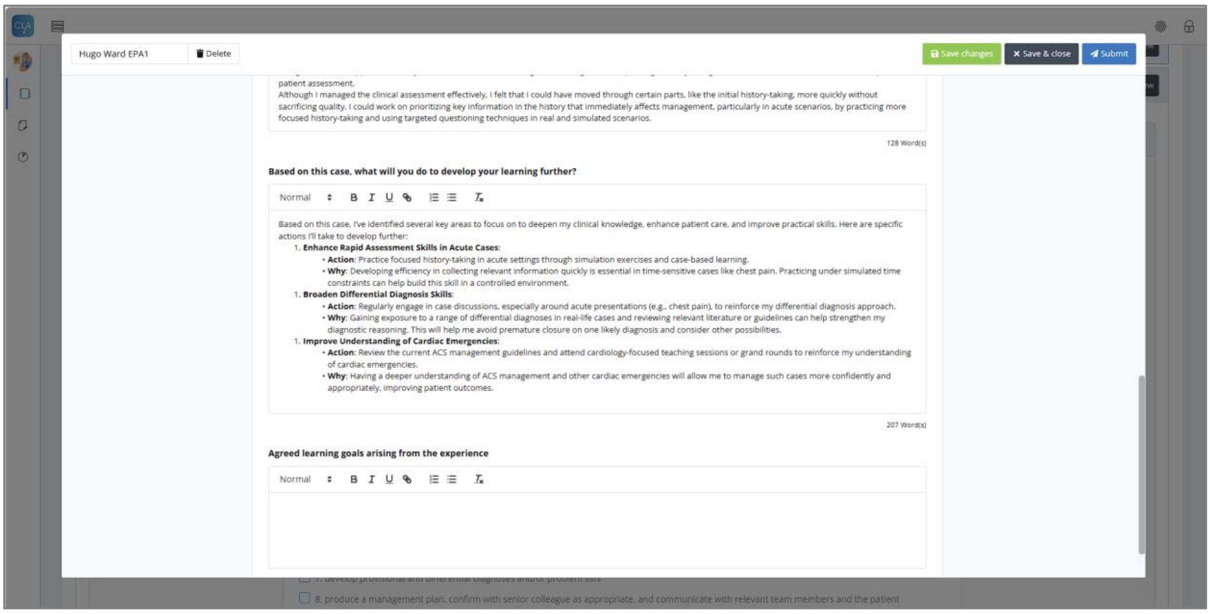
Hugo then starts to note the case details. He makes sure he follows the notes in italics where more guidance is given for the response needed making sure not to include any information that could personally identify a patient.



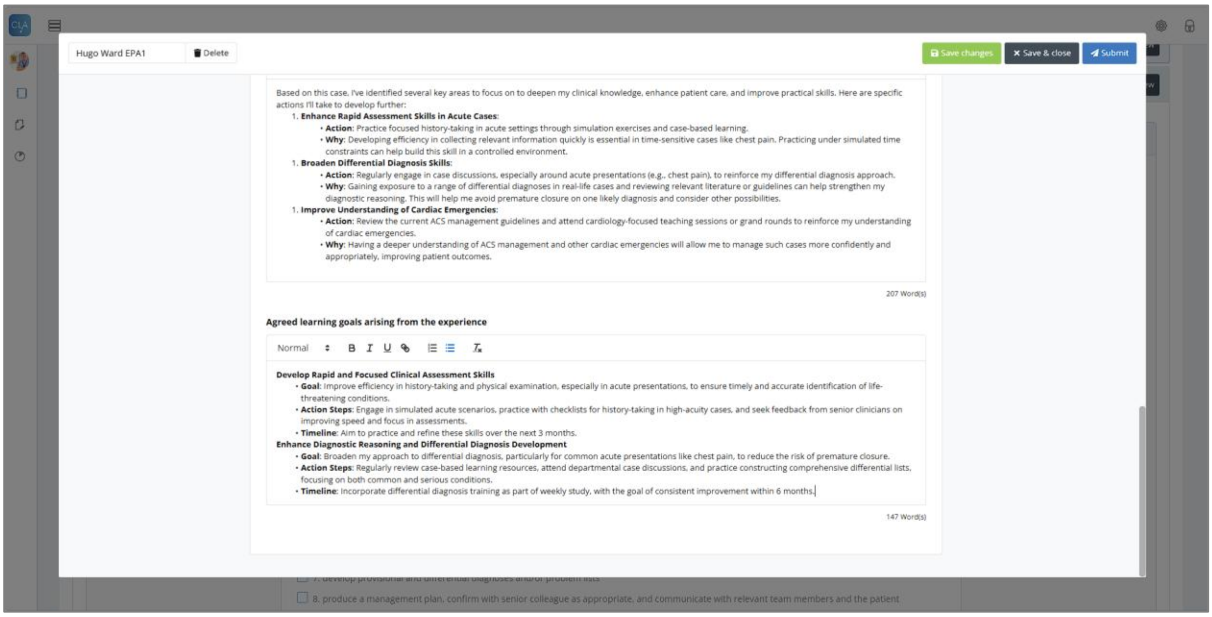
Hugo then moves on to the Self-assessment response. He knows he can write a longer response in the text box, and works through the question giving details of the task.



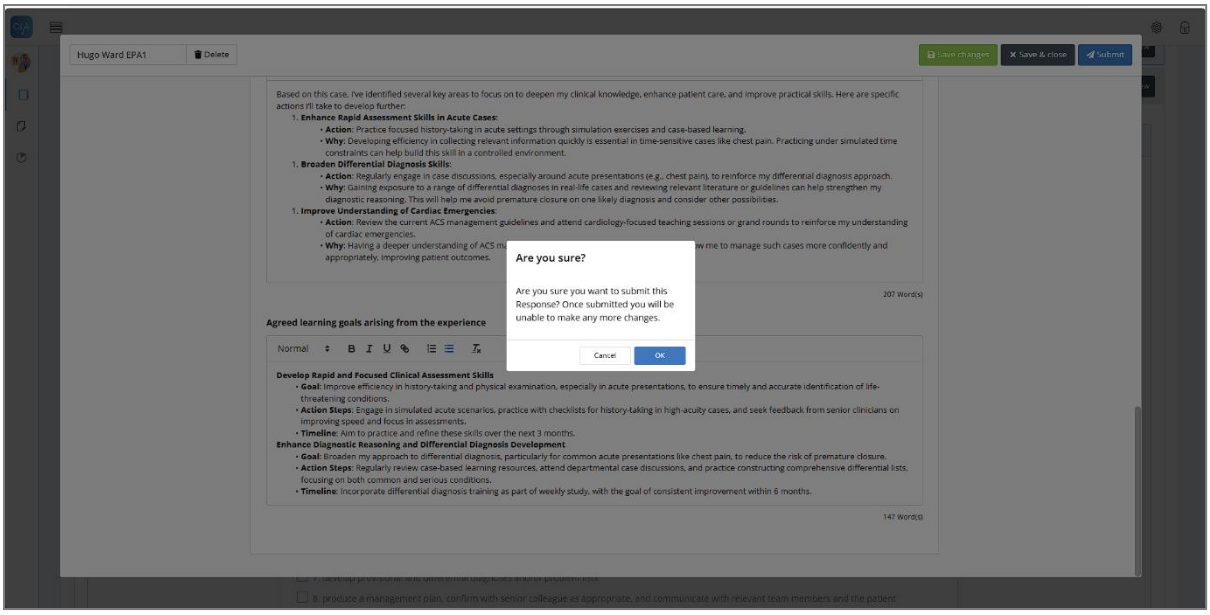
Hugo then moves onto the next section, making use of the word formatting, to make his response structured and easy to follow.



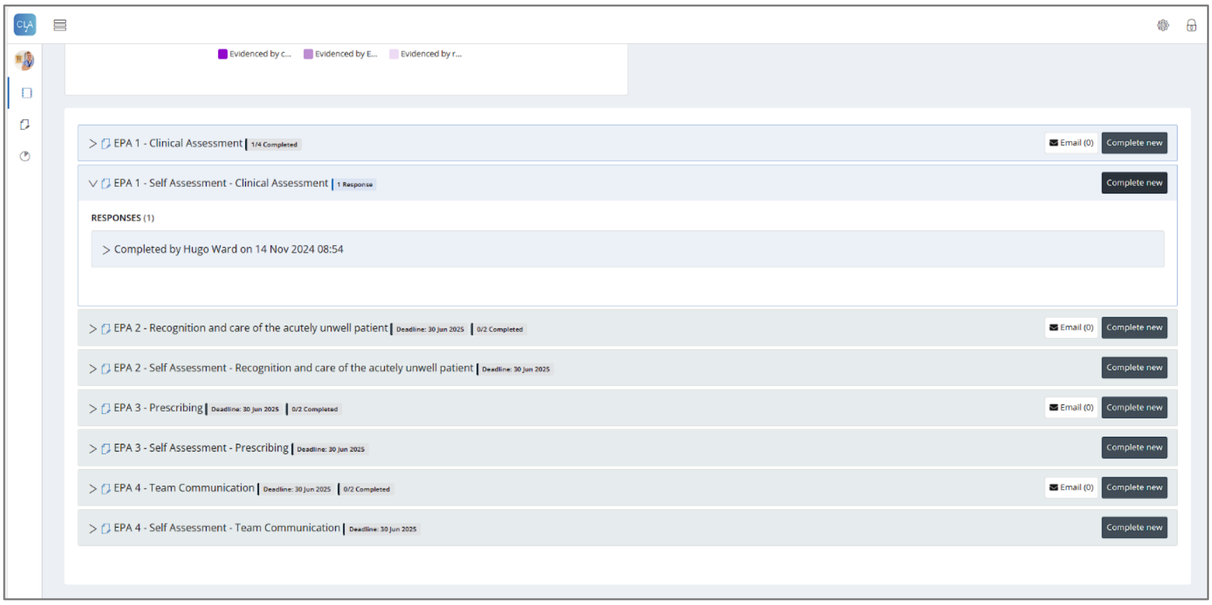
He makes use of the **Save changes** button as he goes, knowing that the draft will be recoverable should he need to step away from the computer.



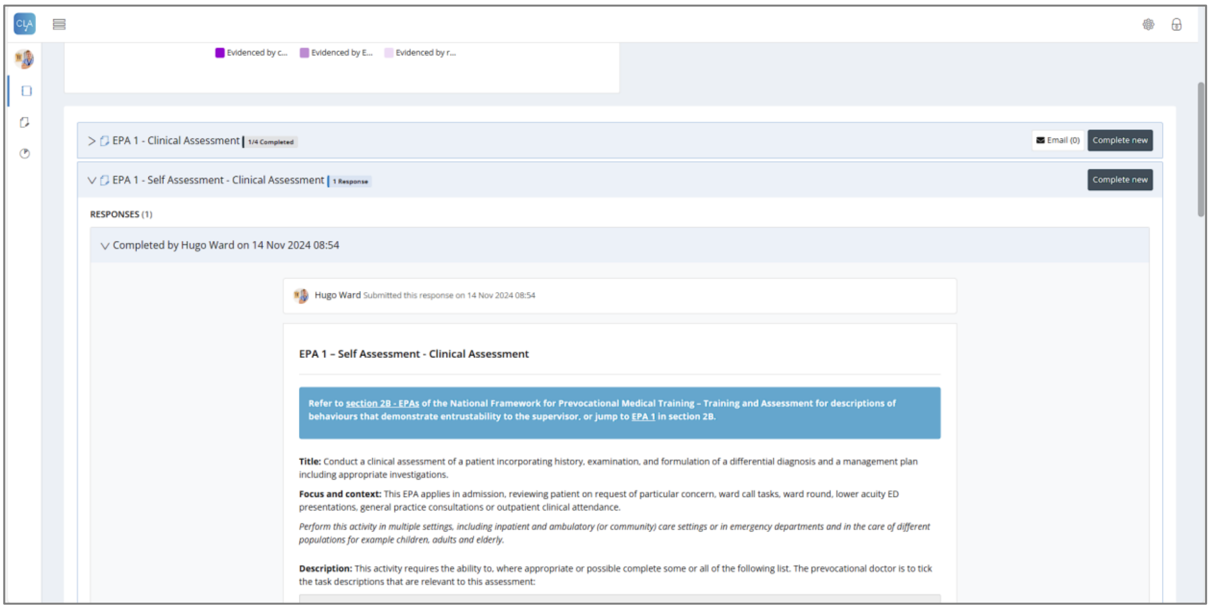
Hugo finishes the form and clicks **Submit** from the top right corner of the form. The computer asks if he is sure, as he won't be able to make any more changes. He clicks on **OK** and the form is submitted as complete.



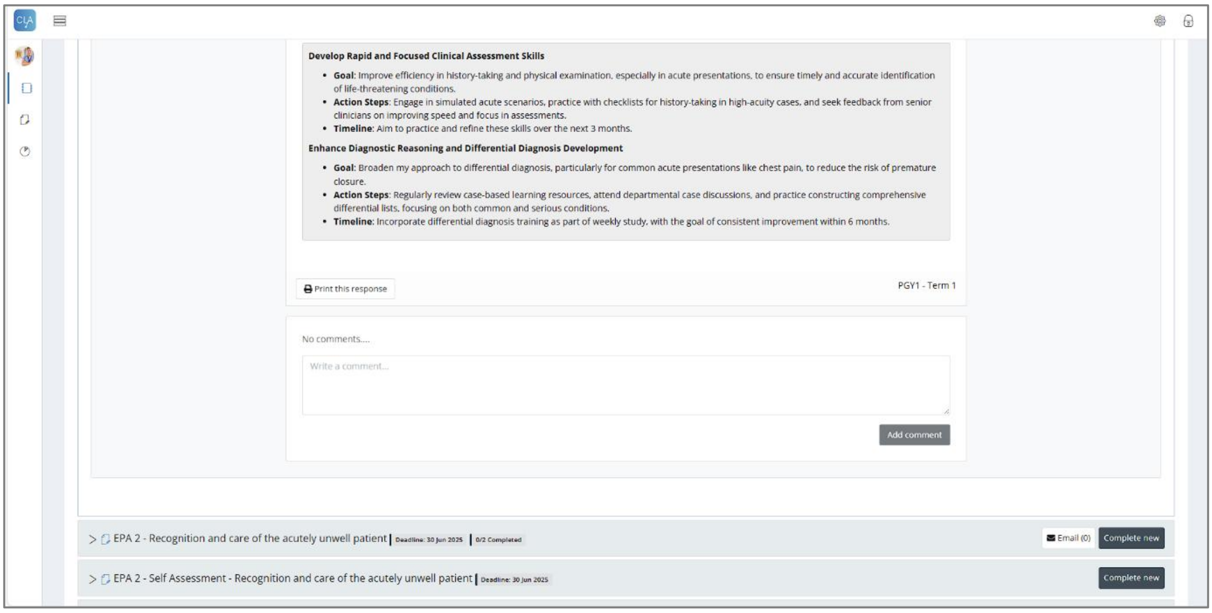
Hugo can see he now has a response under EPA 1 – Self Assessment – Clinical Assessment, and clicking on the chevron icon will show him his response.



Hugo checks over his response and scrolls to the bottom of the form.



He can print the response so that he has a physical copy. Hugo can also write a comment on the response for the supervisor to read. After Hugo finishes his e-Portfolio updates, he logs out of CLA.



5 Support

If you require any support, please contact your local Medical Education Unit in the first instance. You can find additional information including training videos on the CLA website.