Clinical Learning Australia

User Guide

for Term and Clinical Supervisors, Assessors, Director of Clinical Training (DCT) and Executive Directors of Medical Services (EDMS)



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Contents

1	Navigating CLA1
1.1	How to login1
1.2	Forgotten password2
1.3	The side navigation toolbar2
1.4	CLA home screen3
1.5	Managing your profile3
1.6	Logging out of CLA5
2	Using CLA6
2.1	Trainee dashboard6
2.2	Find trainee9
2.3	ePortfolio – Trainee Overview and Profile10
3	Forms
3.1	Overview of forms12
3.2	Navigating to forms14
3.3	Completing forms20
3.4	Progress Views
4	Reports41
4.1	Reporting – Reports Overview41
4.2	Detailed Response Report43
4.3	Completions Report by Tags44
4.4	Completions Report by Program44
4.5	User Diagnostic Report45
5	Scenario47
6	Support

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.



The **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 will send you a verification code to your email.

	LEARNING Australia
Sign in w Sign in n	vith your username and password ame
Passwor	C Forgot your password?

Enter the verification 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 \exists 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.

Term and Clinical Supervisors

Term and Clinical Supervisors see:

- Dashboards > Trainees See Section 2.1 for more information.
- **Reporting > Reports** Where you can access and run reports available in the system. See Section 4 for more information.

Clinical LEARNINO Australia								<u>ه</u> 6
CQ: Trainees (4) Updated a few seconds ago Trainees						l		
Joe Bloggs holly.fowler+termsupervisor Supervisor (Term or Clinical)	Clinical Learning Australia (Group	(PGY2) - Training	All c	rganisations	 PGY2 (3 trainees) ~	Term 1 (3 trainees) Search	Ť
Dashboards V		Trainee			Term 1			PGY2
Trainees	Name	Organisation	Last Login	START	ASSESSMENTS	LOGBOOK	EPAs	
	🛞 Miranda Bailey	Goulburn Bas	4 days ago	8070	SA MTA COTA	1 0 ²	44 02 EA	0/2 0/2 P 5470
Reports	April Kepner	Goulburn Bas	5 days ago	atro	SA MTA EDTA	1 a	1/4 0/2 0-28 E34	0/2 0/2 P 64.70
	👃 Ben Warren	Goulburn Bas	4 days ago	-	5A 677A 6277A		1/4 1/2 EA	0/2 0/2 P E+TC

Directors of Clinical Training (DCT) and Executive Directors of Medical Services (EDMS)

DCTs and EDMS' see:

- **Find Trainee** Where you can search for individual prevocational doctors that you have been allocated to and access their ePortfolio.
- **Dashboards > Trainees** See Section 2.1 for more information.
- **Reporting > Reports** Where you can access and run reports available in the system. See Section 4 for more information.

Clinical LEARNING Australia	8	٢	Ð
DD	Q Find Trainee		
Demo DCT DCT@example.gov.au Director of Clinical Training	Scaler dance by name, childs, dance named of dachaine (minimum scharacers)		
🤍 Find Trainee			
🖵 Dashboards 🗸 🗸			
Trainees			
Reports			

1.4 CLA home screen

The home screen or landing page that users see when logging into CLA varies by role.

The Term and Clinical Supervisor home page is the **Trainee Dashboard** whereas the DCT and EDMS home screen is the **Find Trainee** search page.

To return to your home screen, click on the CLA image in the top left of any screen.

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 their 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.

Edit avatar
Drop image to upload or click to pick manually
Cancel OK a

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.

오 Profile					
First Name *					
Miranda					
Last Name *					
Bailey					
Email *					
holly.fowler+clat9@myknowledgem					
Phone					
Jurisdiction					
Hospital and Health Service					
Facility					
Save Profile					
Charac Deserved					
Change Password					

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

Confirm New Password
Continue Cancel

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 rightside corner of the screen.

Note: The system will automatically log you out after 30 minutes of inactivity.

	6 B
Term 1 Updated 3 minutes ago Clinical Learning Australia (PGY2) - Training > PGY2 > Term 1	Clinical LEARNING Provide Australia

2 Using CLA

2.1 Trainee dashboard

The **Trainee¹ Dashboard** shows Supervisors, DCTs and EDMS' the prevocational doctors that they are assigned to, separated into relevant groups. Term and Clinical Supervisors are assigned to prevocational doctors through the term allocations process whereas DCTs and EDMS' are included in the Trainee Cohort Groups and see all Trainees in their allocated Groups.

If you do not see prevocational doctors that you are supervising/overseeing in your dashboard, speak to your local Medical Education Unit in the first instance.

The Dashboard shows the prevocational doctors, listed in alphabetical order by surname, the organisation they are assigned to, when they last logged into CLA and their current Term and form completions.

Note: If you are overseeing PGY doctors in different clinical years, e.g. PGY 1 and 2's, or different clinical year types, e.g. 4-term and 5-term clinical years, you may see multiple dashboards and need to scroll down.

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	C Trainees (4) Updated a Trainees	few seconds ago						
00	Clinical Learning Australia	(PGY2) - Training G	All org	anisations	✓ PGY2 (3 trainees)	✓ Term 1	(3 trainees) Searce	h
		Trainee			Term 1		PGY2	
	Name	Organisation	Last Login	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL
	🚳 Miranda Bailey	Goulburn Bas	3 days ago	BOTD	SA MTA COTA	3 2 4	4/4 0/2 0/2 0/2 0/2 E3-P E4-TC	ARPA
	April Kepner	Goulburn Bas	5 days ago	вото	SA MTA LOTA		1/4 0/2 0/2 0/2 E3-P E4-TC	ARPA
	🐍 Ben Warren	Goulburn Bas	4 days ago	UTD .	SA MTA EOTA	3 (1	1/4 1/2 0/2 0/2 E3-P E4-TC	ARPA
	Previous		Page	1 of 1	5 row	s v	Next	
						Not complet	ed 💋 Threshold not met 📉 Comple	eted 📒 Past deadline

Trainee dashboard example

The Dashboard provides a quick indication of how prevocational doctors are progressing.

- Red icons indicate that a deadline has passed and that a specific form has not yet been completed.
- Green icons indicate that a form has been completed and submitted.

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.

- For End of Term Assessments, green indicates that a global rating of **Satisfactory** has been selected.
- For Assessment Review Panel (ARP) forms, green indicates that the prevocational doctor's terms/outcomes of assessment have been discussed, and they have been recommended as ready for registration.
- Grey icons mean that a form that is due in the future has not yet been completed.
- Amber icons indicate that a threshold has not been met. This is only relevant for the End of Term Assessment and Assessment Review Panel (ARP) forms.
 - End of Term Assessments will only appear in amber where a global rating of **Conditional Pass** or **Unsatisfactory** has been selected.
 - ARPs will appear amber where the form has not been completed by the deadline, or either of the following two questions havn't been selected as Yes:
 - the prevocational doctor's terms/outcomes of assessment have been discussed
 - the prevocational doctor is recommended as ready for registration.
- The numbers in the top corner of a form indicate the number of forms that have been completed, e.g. logbook entries. For the EPAs, the number will also include how many of that type are required as the denominator.

Amber icons for End of Term Assessment and Assessment Review Panel forms are intended to flag to Directors of Clinical Training and other managers of training any prevocational doctors that may require additional attention.

Hovering over any of the icons shows you information about the status of that assessment. For instance, when it was due or when an assessment was last completed.

Clicking on any of the icons will open the form in Preview mode and allow you to view blank or completed forms. Where the selected form is available for your role to complete, a **Complete new** button will be visible to the right of the form name. See Section 3 for more information about Forms.

Click on a prevocational doctor's name in the dashboard to open their **Trainee Profile and Overview** page. Here you can review their ePortfolio and progress individually and complete forms as required for your role.

Trainee profile and overview page example

LEARNING Australia	8			⊠ ∰ 6
JB	Clinical Learning Austra Trainees > Miranda Bailey > Clinical L	lia (PGY2) - Training Group Updated a few seconds ago Learning Australia (PGY2) - Tr		Dinical LEARNING Australia
holly.fowler+termsupervisor Term Supervisor		Current Term - Goulburn Base Hospital - Paediatrics/Hosp	What's next?	Don't forget
Deshboards >	View messages Octoberror darking forward and the forward and t	TERM Box Hospital - Peediatrics/Hospital in the Home Contract The unit at the tacomplete in the Exact Data You and at the tacomplete in the Exact Data You and at the tacomplete in the Exact Data You and the tacomplete in the You and not at the complete in the Exact Data You and the tacomplete in the tacomplete in the tacomplete in the Exact Data You and the tacomplete in the tacomplet	EPA 1- Self Assessment - Clinical Assessment True ve not able to complexe this form [Definition The 2027] EPA 2- Self Assessment - Recognition and care of the accelery unreal patient True vere at able to complexe this form [Definition The 2027] EPA 3- Self Assessment - Prescribing Tow verse to the to complexe this form [Definition The 2027] Tow verse to the to complexe this form [Definition The 2027] Tow verse to the to complexe this form Tow verse to the to complexe this form [Definition The 2027] Tow verse to the to complexe this form [Definition The 2027] Tow verse to the to complexe this form [Definition The 2027] Tow verse to the to complexe this form [Definition The 2027] [Definition The 2027] [Definiti	EPA 1 - Recognition and care of the acutely unwell patient [Demine 1982 2027] EPA 4 - Team Communication [Semine 1988 2027] EPA 3 - Prescribing [Demine 1988 2027]
		Progress Views		
	TRAINEE NUMBER 303132	Prevocational Outcome Statements	Flagged Responses	
	COHORT Clinical Learning Australia (PG		No flagged responses	
		Referencing EA Tem		

2.1.1 Dashboard controls

The dashboard shows 10 prevocational doctors by default or reduces to five if displaying multiple dashboards.

Move to the next page of prevocational doctors using **Previous** and **Next** buttons at the bottom of the dashboard or type in the page number you want to go to.

Previous	Page 1 of 4	5 rows 🗸	Next
	°		

To increase the number of results you see, click on the **(X) rows** dropdown box at the bottom of the dashboard and select from the options.

Previous	Page 1 of 1	10 rows 🗸 Next
		5 rows
		10 rows
		20 rows
		25 rows
		50 rows
	© MyKnowledgeMap Ltd 2007-2025 v 8.1	Bu 100 rows

Users can change which groups they are looking at by using the dropdowns at the top of the dashboards. For instance, a DCT user that has been assigned to multiple PGY cohort groups can click on the dropdown to change the group being viewed.

DD	Image: Provide a stress of the second stress Image: Trainees				
Demo DCT DCT@example.gov.au Director of Clinical Training	Clinical Learning Australia (PGY2) -Training Group (1 Nov	2024 to 1 Nov 2025) V Reset filters			
_	Canberra: PGY1 2025 (1 Jan 2025 to 31 Dec 2025)	ees)	~		
Q Find Trainee	Clinical Learning Australia (PGY2) -Training Group (1 No Franning Group	ov 2024 to 1 Nov 2025)			
📮 Dashboards >	Trainee				
	Name Term	Last Login START	A		

To **filter** the current group, use the additional dropdown options located on the right-hand side of the dashboard.

These filters are only used if you have Trainees within this one group who are on different terms to one another, for instance several Trainees having a later end date in one term than the prescribed term finish date for the majority of Trainees.

Q Trainees (19) Updated a few Trainees	/ seconds ago							
Canberra PGY1 2025 (1 Jan 2025 to	31 Dec 2025)		✓ Reset filters					
Canberra PGY1 2025				PGY1 (19 trainees)	~	Term 3 (1 trainees)	Search	
						Term 3 (1 trainees)		
Tra			Term 3		Term 4 (18 trainees)	iY1		
Name	Term	Last Login	START	ASSESSMENTS	LOGBO	No current section (0 trainees) ALLOCATIONS	EPAs	

2.2 Find trainee

The Find Trainee screen is available to DCTs and EDMS' to search for individual prevocational doctors within the groups that they are allocated to and access their ePortfolio.

Enter at least 3 characters of the prevocational doctor's name, email or Ahpra number into the Search field and click **Search**.

Click in the chevron next to the name of the prevocational doctor you are looking for to expand the box. Click on **View** to see their **Trainee Profile and Overview**.



2.3 ePortfolio – Trainee Overview and Profile

The **Trainee Overview and Profile** page is the front page of a prevocational doctor's ePortfolio. It shows details about the prevocational doctor on the left as well as 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 their progress against the Prevocational Outcome Statements. It also provides access to see their Learning Plan and overview of their full clinical year by clicking on the PGY block at the bottom of the page.

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00 Q	Clinical Learning Austral Trainees > Miranda Bailey > Clinical L	ia (PGY2) - Training Group Updated a few seconds ago earning Australia (PGY2) - Tr		Clinical LEARNING Australia Preferative presedient letters
8	Miranda Bailey hoty fowler+clat9@myknowle_ Destantisation Goulburn Base Hospital	Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the Home TERM Goulburn Base Hospital - Paediatrics/Hospital in the Home CONTACT START DATE - END DATE 6 Jan 2025 - 28 Mar 2025 Don't forget	What's next? PA 3 - Self Assessment - Prescribing Beadline: 1 Jan 2005 PA 4 - Self Assessment - Team Communication Pauline: 1 Jan 2006 PA 4 - Self Assessment - Team Communication Pauline: 1 Jan 2006 Pauline: 2 Jan 2006 Pauline: 22 Mar 2005	
	COHORT Clinical Learning Australia (PG	PA 2 - Recognition and care of the acutely unwell patient Paaline: Jan 2016 Paaline: Jan 2016 PA 4 - Team Communication Paaline: Jan 2016 PA 3 - Prescribing Paaline: Jan 2016 Paaline: Jan		
		PGY2 1 Jan 2025 - 1 Jan 2026		Current

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, Supervisors can click on any forms showing in the **What's next?** 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 <u>National</u> <u>Framework for Prevocational (PGY1 and PGY2) Medical Training</u>. 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 the progress of the prevocational doctor in more detail – see Section 3.4 Progress Views for more information.

Clicking on the **PGY block** at the bottom of the screen, authorised CLA users can access the prevocational doctor's 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 the 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 upcoming terms. If the full year hasn't been loaded, CLA will only display the current term and any past terms.

Any forms not completed by prevocational doctors by the end of term will no longer be accessible to them to complete, unless a grace period has been set against the term to allow more time for forms to be completed. 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.

Note (Term and Clinical Supervisors Only): By default, all Term and Clinical Supervisors have 7 days following the end of a term to complete any outstanding forms.

3 Forms

3.1 Overview of forms

CLA has been designed in accordance with the <u>National Framework for Prevocational (PGY1</u> 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). The existence of an Improving Performance Action Plan (IPAP) can also be captured in CLA however the IPAP itself is not part of CLA.

Prevocational 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.

DCTs and EDMS' use CLA to review forms completed by other users and to complete the End of Term Assessment – DCT Sign Off form.

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 progress to date for form completion as well as Terms Content and a Term Description on the right-hand side. Tabs across the top separate the forms into their types.

Term 1 u	Updated 8 minute nda Bailey > Cli	is ago nical Learning Australi	a (PGY2) - Train	> PGY2 > T	erm 1				Clinical LEARNING Australia
OVERVIEW	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL				
		TERM PROGRESS	5 - START: 1 NOV 2	024, END: 31 J	AN 2025		TERM CONTENT		
TERM Goulburn Bas	e Hospital -	START					Term Name	Paediatrics / HITH	
Paediatrics/He Home	ospital in the	Learning Goals (Optional)					Term Specialty	Paediatrics	
		Beginning of Term Discussion Completed					Term Supervisor Name	Dr Joe Bloggs	
Goulburn Bas	e Hospital -						Term Supervisor Email	joe.bloggs@example.com	
Paediatrics/He Home	ospital in the	ASSESSMEN The purpose of	ITS of these assessmen	nts is to provid	le feedback to the prevocational doct	tor on their	Classification of clinical experience in term	Chronic illness patient care Acute critical illness patient care	
CONTACT		satisfactory co	performance to support their learning and to support assessment review panel decisions about satisfactory completion of PGY1 (the point of general registration) or PGY2. Assessments are to be					No	
		point in any te	completed by the term supervisor and by the prevocational doctor (for self-assessment) at the mid- point in any term longer than five weeks and at the end of the term. Other clinical supervisors,				Term accredited for	PGY2	
	final sign off of the end-of term assessment completed by the term supervisor.			Accreditation Status	Accredited				
	Self Assessment				Term Description				
		Mid Term A	ssessment Comple	rted				Commencing the tern	n

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 prevocational doctors or Supervisors that forms are nearing their submission date or passed the due date.

3.1.1 Completing forms using the CLA Mobile App for prevocational doctors

An app has been developed for prevocational doctors to complete assessment forms in the clinical setting. Whilst this app is not available to Supervisors or other users of CLA, Supervisors and other Assessors may use a prevocational doctor's device to complete some forms via their downloaded app.

CLA can also be accessed on mobile devices for all user accounts using the web version by typing in the URL <u>https://cla.epads.mkmapps.com</u> in your preferred web browser. CLA will adjust the display to the size of the device being used.

3.1.2 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, DCTs or EDMS', not prevocational doctors. In situations where an End of Term Assessment has been completed by a Clinical Supervisor, this should be signed off by a Term Supervisor and/or DCT or EDMS.

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 form is available to.

OVERVIEW	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL		
ASSESSMEN The purpose decisions abo doctor (for se contribute to	ITS of these assessi ut satisfactory (f-assessment) a the mid-term a	nents is to provide feec completion of PGY1 (the at the mid-point in any f nd end-of-term assessn	dback to the prevoc e point of general re term longer than fiv nents with final sign	ational doctor egistration) or ve weeks and n off of the end	r on their performance to support the PGY2. Assessments are to be comple at the end of the term. Other clinical d-of term assessment completed by t	air learning and to support assessment review p ated by the term supervisor and by the prevocat supervisors, including registrars may conduct or the term supervisor.	anel tional r
> 🗇 Self	Assessment	This Direct Executive D	form is available to: tor of Clinical Training Director of Medical Ser Term Supervisor	vices		Complete r	new
> 🗇 End	of Term Asse	ssment completed Av	linical Supervisor				iew

3.2 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) **Trainee Dashboard** – Click on the form icon on the Trainee dashboard for the specific prevocational doctor to open their form.

Clinical Learning Australia (PGY2) - Training Group			All organis	ations 🗸	PGY2 (3 trai	nees)	~	Term 1 (3 train	nees)	✓ Sea	rch
Tr		Те	rm 1					PGY2			
Name	Organisation	Last Login	START	ASSESSI Mid Term Assessme	MENTS nt - Not complet	LOGBO	ок		EPAs		ASSESSMENT REVIEW PANEL
🛞 Miranda Bailey	Goulburn Bas	3 days ago	BUTD	SA MT	A EOTA	3	2	4/4	0/2	0/2 0/2 E3-P E4-TC	ARPA

2) **Trainee Profile and Overview page** – Navigate to this page by clicking on the prevocational doctor's name on the Trainee Dashboard or if using Find Trainee, click View when you have found the correct person.

Once on the Trainee Profile and Overview page, use:

a) **Burger Icon** \blacksquare – Click the secondary burger icon in the grey shaded portion of the screen to view the ePortfolio. This opens as a side menu listing all available forms within each term. **Note:** here you will see all forms for all of the terms.

СĻА		× 🖗 🖯
-	inical Learning Australia (PGY2) - Training Group Updated a few seconds ago Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Tr	Clinical LEARNING Australia
	Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the What's next?	

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.

СĻА	8		× .
-	C PGY2 ■ Term 1 □ START	a (PGY2) - Training Group Updated a few seconds ago	Clinical LEARNING Australia revenues of water and
	Deginning Goals (Optional) Beginning of Term Discuss	Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the	What's next?
	ASSESSMENTS Self Assessment Mid Term Assessment End of Term Assessment Term Supervisor Sign-off (End of Term Assessment Improving Performance Ac LOGBOOK	TERM Goulburn Base Hospital - Paediatrics/Hospital in the Home CONTACT START DATE - END DATE 6 Jan 2025 - 28 Mar 2025	 EPA 1 - Self Assessment - Clinical Assessment You are not able to complete this form beetime: 1 jae 3206 EPA 2 - Self Assessment - Recognition and care of the acutely unwell patient You are not able to complete this form beetime: 1 jae 3206 EPA 3 - Self Assessment - Prescribing You are not able to complete this form Bert A - Self Assessment - Prescribing You are not able to complete this form Bert A - Self Assessment - Prescribing You are not able to complete this form
	C Logbook	Don't forget	
	Term 2	PA 3 - Prescribing Vou are not able to complete this form Deadline: 1 Jan 2026	Progress Views
	(Learning Goals (Ontional)	EPA 4 - Team Communication	Prevocational Outcome Statements

b) **Current Term** – Click in the 'Current term' box to open the Trainee Profile and Overview containing forms for the current term.



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.

Clinical Learning A	Jpdated 23 mini ustralia (PGY2)	utes ago - Training > PGY2		Clinical LEARNING Australia							
OVERVIEW	OVERVIEW START ASSESSMENTS LOGBOOK EPAs ASSESSMENT REVIEW PANEL										
START											
> 🔂 Lear	> [] Learning Goals (Optional) Complete new										
> 🗇 Begi	inning of Tern	n Discussion Complete	d			Complete new					

c) 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.

СĻА			۵ 🕀
ං ද ස	Clinical Learning Australia (PGY2) - Training Group Up Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Tr	dated a few seconds ago	Clinical LEARNING Australia
•	Current Term - Goulburn Base Hos Miranda Bailey holly, fooler-ctat/Bemyknowle BRCANSATION Goulburn Base Hospital - Paeduatric START DATE - IND DATE 6 Jan 2025 - 28 Mar 2025	spital - Paediatrics/Hospital L What's next? EPA 3 - Self Assessment - Prescribing You are not able to compare this form [Sausene: UN-2008] EPA 4 - Self Assessment - Team Communication You are not able to compare this form [Sausene: UN-2008] End of Term Assessment - DCT Sign Off [Sausene: UN-2008]	Don't forget

d) **PGY Block** – Click on the PGY block at the bottom of the Trainee Profile and Overview page to see all of 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.

	Clinical Learning Australi	ia (PGV2) - Training Group Hedered - few cooper an		Clinical
۹	Trainees > Miranda Bailey > Clinical Le	earning Australia (PGY2) - Tr		LEARNING Lustralia
0	Miranda Balley holy:fowler-Gat@myknowle_ CREANISATION Goulburn Base Hospital TREANEE NUMBER	Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the Home TERM Goulburn Base Hospital - Paediatrics/Hospital in the Home CONTACT START DATE - END DATE 6 Jan 2025 - 28 Mar 2025 Danh Forwar	What's next? EPA 3 - Self Assessment - Prescribing You are not able to complete this form Deather: I an 2028 EPA 4 - Self Assessment - Team Communication You are not able to complete this form Deather: T an 2028 EPA dom of Term Assessment - DCT Sign Off Deather: 21 Mar 2025	
	303132	Don't forget		
	COHORT Clinical Learning Australia (PG	EPA-2. Recognition and care of the acutely unwell patient EPA-4. Team Communication EPA 4. Team Communication EPA 3. Prescribing EPA 3. Prescribing Examine: 1 particle	Progress Views Prevocational Outcome Statements	
		Flagged Responses Beginning of Term Discussion - Clinical Learning Australia (P072) - Training Group > A012 + Term 1 - STMRT Option DCT Flagged this response on 6 Feb 2025 14.13.	Refectioning EPA Term	
		PGY2 1 Jan 2025 - 1 Jan 2026		Current

The current term in the Learning Plan on the right is denoted by a black circle with two

arrows O and completed terms have a blue tick O. 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.

сца		@
8 0 0	PGY2 Updated a few seconds ago Clinical Learning Australia (PGY2) - Training > PGY2	Clinical LEARNING Australia
Ģ	Term 1	Learning Plan
۲	6 Jan 2025 - 28 Mar 2025 Goulburn Base Hospital - Paedlatrics/Hospital in the Home Goulburn Base Hospital - Paedlatrics/Hospital in the Home	Goulburn Base Hospital - Paediatrics/Hospital in the Home 6 Jan 2025 - 28 Mar 2025 Goulburn Base Hospital - Paediatrics/Hospital in the Home View term content
	Term 2	North Canberra Hospital - General Surgery 31 Mar 2025 - 26 May 2025 31 Mar 2025 North Canberra Hospital - General Surgery
	31 Mar 2025 - 26 May 2025 North Canberra Hospital - General Surgery North Canberra Hospital - General Surgery	North Canberra Hospital - Orthopaedic Surgery 27 May 2025 - 15 Jul 2025 27 May 2025 North Canberra Hospital - Orthopaedic Surgery
		North Canharra Hospital Deurbiator in Rankeia (Aldar Barcone Mantal Haalth
	Term 3 27 May 2025 - 15 Jul 2025 North Canberra Hospital - Orthopaedic Surgery	
	North Canberra Hospital - Orthopaedic Surgery	

3.2.1 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, go to the Current Term page, select the tab respective the forms you want to view (e.g. Start, Assessment, Logbook or EPAs) and click on the name of the form.

СЦА		⊠ 🕸 🔒
-	Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Train > PGY2 > Term 1	Clinical LEARNING Australia
	OVERVIEW START ASSESSMENTS LOGBOOK EPAS ASSESSMENT REVIEW PANEL	
	ASSESSMENTS The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review p satisfactory completion of PGY1 (the point of general registration) or PGY2. Assessments are to be completed by the term supervisor and by the prevocational doctor (for point in any term longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and end-of final sign off of the end-of term assessment completed by the term supervisor. S C Self Assessment Available to other rotes	anel decisions about self-assessment) at the mid- -term assessments with
	> () Mid Term Assessment Deadline: 16 Feb 2025	Email (1) Complete new
	> (] End of Term Assessment Deadline: 28 Mar 2025	Complete new
	> () Term Supervisor Sign-off (if assessment conducted by clinical supervisor)	Complete new
	> [] End of Term Assessment - DCT Sign Off Deadline: 28 Mar 2025 Available to other roles	
	> [] Improving Performance Action Plan (IPAP)	Complete new

A blank read only version of the form will display below the name of the form you have selected. To complete a form, click on **Complete new** or navigate to a draft to continue editing.

🗇 Mid Term A	Assessment Deadline: 16 Feb 2025	mple
Form preview		
	Mid Term Assessment	
	To be completed by the term supervisor at the mid-point in any term longer than five weeks. Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.	
	Sources of information used to complete this form	
	Consultation with/feedback from:	
	Allied health professionals	
	Other	
	Assessments of EPAs conducted throughout the term (as data points and as a point of discussion)	
	PGY1 / PGY2 record of learning (progress against outcome statements to date)	
	Relevant documents	
	The AMC Assessment Requirements (Training and Assessment Requirements Section 3) will assist in completing this form. The form aligns with the Australian Medical Council and Medical Board of Australia's Prevocational Outcome statements (Training and Assessment Requirements Section 2A) and the National Standards and Requirements for Prevocational (PGY1 and PGY2) Training Programs and terms.	
	Domain 1: Clinical Practice	

3.2.2 Viewing submitted forms

After forms have been submitted, the completed forms can be viewed either from the Trainee Dashboard by clicking on the green form icon, or from the prevocational doctor's Current Term page on their respective tabs. Depending on the form, you may see different tags against completed forms.

A 'Completed' label will appear to the right of the form name for submitted forms.

OVERVIEW	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL						
START											
> 🔀 Lear	> 🗘 Learning Goals (Optional)										
C Beginning of Term Discussion Completed											

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

OVERVIEW	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL							
START												
> 🗇 Learr	> 🗇 Learning Goals (Optional 1 Response											

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.

OVERVIEW	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL					
EPAs										
> [] EPA 1 - Clinical Assessmen 4/4 Completed										

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.

OVERVIEW	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL					
LOGBOOK										
V 🔂 Logbool 1 Trainee draft Available to other roles										

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

Clinical Learning	Updated 12 minu Australia (PGY2) -	tes ago Training > PGY2	> Term 1				Clinical LEARNING Australia
OVERVIEW	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL		
START							
> 🔁 Lea	rning Goals (Op	otional)					Complete new
V 🗇 Beg	ginning of Term		d				Complete new
Compl	eted by Miranda	Bailey on 3 Dec 2024	15:51				M Flagged
			Beginning of	Term Discu	ission		
			The prevocation	al doctor sho	uld use this form to record the conve	rsation they have with their term supervisor.	
			3 Dec 2024				
			Introduction				

For Logbooks, Case/Procedure Logs and EPAs, a summary table of the responses is shown when you click on the form name. Where there may be 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 in full below the table. Click on the completed form name below the summary table to expand the full form.

ERVIEW	START	ASSESSMENTS	LOGBOON	EPAs	ASSESSMENT	REVIEW PANEL										
PAs																
V 🗇 EPA 1 - 0	G EPA 1 - Clinical Assessment excerption															
Summary of a	ummary of assessment to date in this PArt. Completed forms are provided underneam the summary															
Date Cor	mpleted	Assessor	Consultation with/input from:		Case Details	Self- assessment	Based on this case, what will you do to develop your learning further?	Patient type:	Brief description:	Assessor's declaration	Complexity of the case(s) for the level of training:	Entrustability scale		What went well?	What could be done to improve?	Agreed learning goals arising from the experience
3 Dec 2024 2	23:54	Specialist or	Registrar	1. If clinical a	text	text	text	Adult	text	The patient(s Please note:	Low	Requires dir	Yes	text	text	text
3 Dec 2024 2	23:45	Nurse/ nurse	Nurse/ nurse	7. develop pr	TEXT	TEXT		Adult	TEXT	The patient(s Please note:	Medium	Requires pro	Yes	TEXT	TEXT	TEXT
3 Dec 2024 2	23:36	Nurse/ nurse	Registrar	4. obtain a hi	TEXT	TEXT	TEXT	Adult	TEXT	The patient(s Please note:	Medium	Requires pro	Yes	TEXT	TEXT	TEXT
3 Dec 2024 1	16:01	Registrar	Registrar, Pa	4. obtain a hi	kjhg hj gk	asf sfd	asf as f									
RESPONSES (4	\$)															
> Approv	ed by Joe B	loggs (holly.fowl	er+termsupervis	sor1@myknowle	idgemap.com) o	n 3 Dec 2024 23	:54									
> Approv	> Approved by Joe Bloggs (holly.fowler+termsupervisor1@myknowledgemap.com) on 3 Dec 2024 23:45															
> Approv	ed by Joe B	loggs (holly.fowl	er+termsupervis	sor1@myknowle	dgemap.com) o	n 3 Dec 2024 23	:36									
> Approv	ed by Tom	Holland (tom@tj	pholland.com) o	n 3 Dec 2024 16	:01											

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.

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

- Add Comments to and Reply to comments on forms see section 3.3.8
- Flag forms see section 3.3.9
- Print or download forms see section 3.3.10
- Map outcome statements to forms see section 3.3.11

3.3 Completing forms

To begin completing forms, open a new form using one of the methods described in section 3.2 Navigating Forms.

Important:

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

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 radio buttons), 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 changes button in the top right corner as you type your answer or 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 radio 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 you 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. Note: Ensure you click the green Save button to the right of the signature box after inputting your signature.
Date/Time picker	This allows you to select a date and/or time. This can be current, or in the past.

Inside each form there will be several question types.

Scroll through the forms and complete all relevant sections.

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

Draft 2024-12-16 12:48 👕 Delete

Saved X Save & close Email for later A Submit

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 3.3.1 for more information about editing draft forms.
- Email for later: This is used to email forms to a Supervisor or Assessor. This is not available for all forms, only those that have the white Email box next to the Complete new button. Forms sent via this workflow are not classed as fully complete in the prevocational doctor's portfolio until the person it was sent to fully completes and submits the form. See section 3.3.3 for more information about emailing forms.
- **Submit**: Use this to submit the form when you have finished entering information. See section 3.3.2 for more information about submitting forms.

CLA F	3		~~ ∲ ⊕
	Draft 2024-12-16 12:48	🖬 Saved 🗙 Save & close 🛛 🕿 Email fo	r later 🛛 🖈 Submit
	EPA 1 - Clinical Assessment		
Ø	EPA 1 - Clinical Assessment	A Prevocational Outcome Statements	- 11 A
G	EPA 1 – Clinical Assessment		
	Refer to <u>section 28 _EPAs</u> of the National Framework for Prevocational M that demonstrate entrustability to the supervisor, or jump to <u>EPA1</u> in sec	edical Training – Training and Assessment for descriptions of behaviours tion 28.	
	Assessor		
	Select option	~	
	Consultation with/input from:		
	Specialist or equivalent (term supervisor) Specialist or equivalent (other)		
	Registrar		
	Nurse/ nurse practitioner		
	Allied Health		
	Pharmacist		

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 relevant 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.

3.3.1 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.

OVERVIEW	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL	
ASSESSMEN The purpose of decisions abo (for self-asses mid-term and	NTS of these assessm ut satisfactory o isment) at the m I end-of-term as	nents is to provide feed completion of PGY1 (the iid-point in any term lor sessments with final sig	back to the prevoci point of general re iger than five week n off of the end-of	ational doctor gistration) or s and at the e term assessn	r on their performance to support their PGY2. Assessments are to be complete and of the term. Other clinical supervisor nent completed by the term supervisor	r learning and to support assessment review panel ed by the term supervisor and by the prevocational doctor ors, including registrars may conduct or contribute to the
> 🔂 Self	Assessment	Available to other roles				
> 🗗 Mid	Term Assessn	nent Deadline: 16 Feb 2025				Email (1) Complete new
> 🔁 End	of Term Asses	ssment Deadline: 28 Mar	2025			Complete new (1) -
> 🗇 Terr	n Supervisor S	Sign-off (if assessmer	nt conducted by o	clinical supe	ervisor)	Draft 2025-01-24 17:03 - updated 24 Jan 2025 17:03
> 🔁 End	of Term Asses	ssment - DCT Sign Of	f Deadline: 28 Mar 202	5 Available to	other roles	
> 🗇 Imp	roving Perforr	nance Action Plan (IF	YAP)			Complete new

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 desktop version of CLA are not visible in the mobile 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 examples, an End of Term Assessment started by one Supervisor cannot be finished by another and an EPA form 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 prevocational doctor's app to save in CLA.

3.3.2 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.

ľ	Are you sure?						
s, ar	Are you sure you want to submit this Response? Once submitted you will be unable to make any more changes.						
and	Cancel OK	ste					

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



3.3.3 Emailing forms

Blank and partially completed forms can be emailed by prevocational doctors, Supervisors, DCTs and EDMS' to other users, such as 'Guest Assessors' to complete later. For example, a prevocational doctor can email a partially completed mid term assessment to a Supervisor to complete, or they can send an EPA to their Registrar.

The **Email for later** button is located in the top right corner of the forms that are in the process of being completed or using the **Email** button directly from the overview screen on the Assessment or EPA tabs will 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.

Draft 2024-12	-16 12:57 🖀 Delete	Saved X Save & close Email for later
	EPA 1 - Clinical Assessment	N
	EPA 1 - Clinical Assessment	A Prevocational Outcome Statements
	EPA 1 – Clinical Assessment	

Example: Email button to send a blank form.

СĻА			6				
-	Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Train > PGY2 > Term 1	Clinical LEAR A Ana attestico to p	NING				
	OVERVIEW START ASSESSMENTS LOGBOOK EPAS ASSESSMENT REVIEW PANEL						
	ASSESSMENTS The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review panel decisions a satisfactory completion of PGY1 (the point of general registration) or PGY2. Assessments are to be completed by the term supervisor and by the prevocational doctor (for self-assessmen point in any term longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and end-of-term assessmen final sign off of the end-of term assessment completed by the term supervisor.						
	> [] Self Assessment Available to other roles						
	> () Mid Term Assessment Deadline: 16 Feb 2025	lete new					
	> () End of Term Assessment Deadline: 28 Mar 2025	ete new					
	> (7 Term Supervisor Sign-off (if assessment conducted by clinical supervisor)	ete new					
	> [] End of Term Assessment - DCT Sign Off Detectine: 28 Mar 2025 Available to other roles						
	> () Improving Performance Action Plan (IPAP)	ete new					

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

If the recipient of the form is an existing user in CLA, their name and email will auto-populate as you begin typing either of these. If the recipient does not exist in CLA, the form can still be emailed to them, and they can complete it as a 'Guest Assessor' - type their name and email address into the required fields.

Email for later details	Cancel
Email for later to	
Please select	
If the person is not listed provide their details below	
Name *	
Email *	
Manager (applicable)	
message (optional)	

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.

Email to assessor - Mi	Ferm Assessment	×
Email to existing assess		
Search		
If the person is not listed p	vide their details below	
Name *	Email *	
1 S		
Message (optional)		
/		
A	h	
	Send email	
5		
Already sent to		
Demo CS (holly.fowler+a	-uat-cs1@myknowledgemap.com)	
Miranda Bailey (303	2) sent on 15 Jan 2025 08:36	

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.

> [] Mid Term Assessment Deadline: 16 Feb 2025	(1) Complete new
Additional actions are available if you click the 3-dots to the right of an ema	il recipient:
 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. 	Send reminder Change recipient Delete
 You can delete the email if it is no longer needed. 	

3.3.4 Completing an emailed form

If Supervisors, DCTs, or EDMS' have been emailed a form to complete, they will receive this in their primary email address saved in the system (i.e. your login name for existing CLA users). Guest Assessors will receive the email to the email address that was entered by the sender at the time emailing the form.

To complete a form that has been emailed:

- Open the email containing the CLA form
- Click on the 'personalised response page' link to open the form.

A Clinical Learning Au	ustralia forn	n for Miranda Bailey							- 0	×
Block Delete Archive	Report Report	Reply Reply Forward Meeti all ~ Respond	ng Share to Teams Teams	(+) Zoom Zoom	Sweep Rules Move	Read / Categorize Flag Unread - Tags	Policy	Print	Immersive reader Immersive reader	~
A Clinical Learning	Australia fo	orm for Miranda Bailey								
A amc@mk To: Recip	mapps.com	m isor				☺ ←	«	→ 🔗 Tue 28/01) 🔠 🛛 😶 1/2025 2:34 PM	İ
Dear Recipier	nt,									
You have agre	ed to co	mplete a form for N	1iranda Ba	ailey us	ing Clinical I	Learning Australia	Э.			
You can comp	lete the '	'Mid Term Assessme	ent' form k	oy visiti	ng <u>this pers</u> e	onalised response	<u>e page</u>	in a we	b browser.	
If you have an	y conten	nt you have previous	sly provide	d, this	will be inclu	ded in the form a	utoma	tically.		
If you have any issues with Clinical Learning Australia, please contact your local medical education unit or statewide CLA administrator.										
You can find n	nore info	ormation about Clini	cal Learnii	ng Aust	tralia includi	ng Training Guide	es and '	Videos	at:	
https://www.digitalhealth.gov.au/healthcare-providers/initiatives-and-programs/workforce- capability/clinical-learning-australia										
Regards,	Regards,									
The Clinical Le	arning A	Australia Team								

- The link will automatically open the assessment form. **Note:** It is good practice upon opening the form to check that you are completing it for the correct prevocational doctors. The name of the prevocational doctor is displayed at the top of the screen.
- Complete the form, clicking **Save changes** as you work through.

Completing	g - Mid Term Assessment for Miranda Bailey	Save changes	🖪 Submit
	Mid Term Assessment - Completing for Miranda Bailey		
	Mid Term Assessment		
	To be completed by the term supervisor at the mid-point in any term longer than five weeks. Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.		
	Sources of information used to complete this form		
	Consultation with/feedback from:		
	Nursing staff		
	Registrars		
	Allied health professionals		
	Other specialists		
	Other		
	Assessments of EPAs conducted throughout the term (as data points and as a point of discussion)		
	PGY1 / PGY2 record of learning (progress against outcome statements to date)		
	Relevant documents		
	The AMC Assessment Requirements (Training and Assessment Requirements Section 3) will assist in completing this form, form aligns with the Australian Medical Council and Medical Board of Australia's Prevocational Outcome statements (Train and Assessment Requirements Section 2A) and the National Standards and Requirements for Prevocational (PGY1 and PG Training Programs and terms.	. The hing iY2)	

• When you have completed the form, click **Submit**.

If you cannot complete the form in one session, close the browser window to close the form. Make sure you **Save changes** before closing. To continue completing the form, reopen the form using the link in the email and continue filling in.

Once you submit the form, the link in your email will deactivate.

3.3.5 Term Supervisor signing-off End of Term assessment

Where an End of-term assessment form has been completed by a Clinical Supervisor who is not the nominated Term Supervisor, the Term Supervisor may be required to sign-off, depending on local business rules.

To sign-off as a Term Supervisor, navigate to the **Term Supervisor Sign-off** form for the specific prevocational doctor by either going to their Trainee Profile and Overview page and using either the burger icon method, or click on Current Term and go to the Assessments tab.

Updated a few s	seconds ago							
rainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Train > PGY2 > Term 1								
START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL				
NTS								
of these assess	ments is to provide feedb	ack to the prevoc	ational doctor	on their performance to support th	eir learning and to support assessment re	eview panel decisions about		
term longer tha	n five weeks and at the er	nd of the term. Ot	her clinical sup	ents are to be completed by the term pervisors, including registrars may o	onduct or contribute to the mid-term and	end-of-term assessment) at the mid-		
e end-of term a	ssessment completed by	the term supervis	or.					
Assessment	Available to other roles							
l Term Assess	ment Completed				2	Email (1) Complete new (1) +		
l of Term Asse	essment Deadline: 31 Jan 20	125				Complete new (1) +		
m Supervisor	Sign-off (if assessmen	t conducted by	clinical supe	rvisor)		Complete new		
l of Term Asse	essment - DCT Sign Off	Deadline: 31 Jan 202	5 Available to o	other roles				
proving Perfor	mance Action Plan (IP.	AP)				Complete new		
	Updated a few s inda Bailey > 0 START STAR	Updated a few seconds ago Inda Bailey > Clinical Learning Australia START ASSESSMENTS INTS of these assessments is to provide feedt completion of PGV1 (the point of general term longer than five weeks and at the ef- e end-of term assessment completed by f Assessment Available to other roles d of Term Assessment Completed d of Term Assessment Completed m Supervisor Sign-off (if assessmen d of Term Assessment - DCT Sign Off proving Performance Action Plan (IP	Updated a few seconds ago inda Bailey > Clinical Learning Australia (PGY2) - Train : START ASSESSMENTS LOGBOOK INTS of these assessments is to provide feedback to the prevoc completion of PGY1 (the point of general registration) or PC term longer than five weeks and at the end of the term. Ot e end-of term assessment completed by the term supervis f ASSESSMENT Available to other roles d of Term Assessment Deadline: 31 Jan 2025 m Supervisor Sign-off (if assessment conducted by d of Term Assessment - DCT Sign Off Deadline: 31 Jan 202 proving Performance Action Plan (IPAP)	Updated a few seconds ago Inda Bailey > Clinical Learning Australia (PGY2) - Train > PGY2 > Tr INTS ICOGBOOK EPAS INTS ICOGB	Updated a few seconds ago Inda Balley > Clinical Learning Australia (PGY2) - Train > PGY2 > Term 1 START ASSESSMENTS LOGBOOK EPAs ASSESSMENT REVIEW PANEL INTS Into these assessments is to provide feedback to the prevocational doctor on their performance to support the term longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may cl e end-of term assessment completed by the term supervisor. FASSESSMENT [Available to other roles] Term Assessment [Deadline: 31 Jan 2025] Into Sign-off (If assessment conducted by clinical supervisor) I of Term Assessment - DCT Sign Off [Deadline: 31 Jan 2025] Available to other roles]	Updated a few seconds ago inda Balley > Clinical Learning Australia (PGY2) - Train > PGY2 > Term 1 START ASSESSMENTS LOGBOOK EPAs ASSESSMENT REVIEW PANEL NTS of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment removes the nonpletion of PGV1 (the point of general registration) or PGV2. Assessments are to be completed by the term supervisor and by the prevocational doctor on their performance to support their learning and to support assessment removes and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and e end-of term assessment completed by the term supervisor. FASSESSMENT Available to other roles If Term Assessment Completed If Deadline: 31 Jan 2025 If of Term Assessment Deadline: 31 Jan 2025 If of Term Assessment - DCT Sign Off Deadline: 31 Jan 2025 Available to other roles Droving Performance Action Plan (IPAP)		

Click Complete new.

Tick the round radio button to confirm you have reviewed the End of Term Assessment and use your finger (if on a tablet or phone), or mouse to scribble a signature.

Click Save in the Signature window and Submit.

Draft 2024-12-12 10:47	Telete	Saved X Save	& close 🖌 🖌 Submit
Tern	n Supervisor Sign-off (if assessment conducted by clinical supervisor) - Completing for Miranda Bailey		
Terr	m Supervisor Sign Off		
	tfirm that I have reviewed the End of Term Assessment as completed by the Clinical Supervisor * Yes		
Sign	ature *		
		Clear Save	
	Scribble your signature here		

3.3.6 DCT signing-off End of Term assessment

Where a DCT needs to sign off an End of Term assessment, navigate to the **End of Term Assessment - DCT Sign-off** form for the specific prevocational doctor by either going to their Trainee Profile and Overview page and using either the burger icon method, or click on Current Term and go to the Assessments tab.

сця		
0 (Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Train > PGY2 > Term 1	
	ASSESSMENTS The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review panel decisions about satisfactory completion of PGY1 (the point of general registration) or PGY2. Assessments are to be completed by the term supervisor and by the prevocational doctor (for self-assessment) at the mid-point in any term longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and end-of-term assessments with final sign off of the end-of term assessment completed by the term supervisor.	
	 > [] Self Assessment Available to other roles > [] Mid Term Assessment Deadline: 16 Feb 2025 Email (1) Complete new 	
	> () End of Term Assessment Deadline: 28 Mar 2025 Complete new	
	Complete new	
	> () Improving Performance Action Plan (IPAP)	

Click Complete new.

Complete the required fields, enter any feedback if necessary, and use your finger (if on a tablet or phone), or mouse to scribble a signature.

Click **Save** in the Signature window and **Submit**. You can also save as a draft and submit later.

Draft 2025-01-	28 15:15 🖀 Delete	Saved X Save & close	🖌 Submit
	End of Term Assessment - DCT Sign Off - Completing for Miranda Bailey		
	End of Term Assessment - DCT Sign Off		
	Name *		
	Date *		
	Feedback		
	Normal \Rightarrow B I U \oplus IE \equiv Z _x		
		0 Word(s)	
	Signature *		
		Clear	
	Scribble your signature here		

3.3.7 Documenting the existence of an IPAP

Term Supervisors, DCTs and EDMS' can document that an Improving Performance Action Plan (IPAP) exists for a prevocational doctor. Note that the IPAP itself is not captured and stored in CLA.

To document that an IPAP exists for a prevocational doctor, complete the **Improving Performance Action Plan** form by going to the Trainee Profile and Overview page and using either the burger icon method, or click on Current Term and go to the Assessments tab.

СĻА			9			
••• ••	Term 1 Updated a few seconds ago Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Train > PGY2 > Term 1	Clinical LEARNING Australia De ductés le presedine federa				
8	OVERVIEW START ASSESSMENTS LOGBOOK EPAS ASSESSMENT REVIEW PANEL					
	ASSESSMENTS The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to sup review panel decisions about satisfactory completion of PGY1 (the point of general registration) on PGY2. Assessments are to be completed by th supervisors and by the prevocational doctor (for self-assessment at the mid-point in any term longer than five weeks and at the end of the term, supervisors, including registrars may conduct or contribute to the mid-term and end-of-term assessments with final sign off of the end-of term a completed by the term supervisor. Self Assessment Available to other roles	port assessment le term Other clinical assessment				
	> () Mid Term Assessment Deadline: 16 Feb 2025	Complete new				
	> () End of Term Assessment Deadline: 28 Mar 2025 Complete new					
	> [] Term Supervisor Sign-off (if assessment conducted by clinical supervisor) Available to other roles					
	> () End of Term Assessment - DCT Sign Off Deadline: 28 Mar 2025	Complete new				
	> 🗇 Improving Performance Action Plan (IPAP)	Complete new				

Click Complete new.

Select the Yes radio button to confirm that an IPAP has been created.

Draft 2025-01-	18 15:22 📱 Delete	Saved X Save & close	🖌 Submit
	Improving Performance Action Plan (IPAP) - Completing for Miranda Balley		
	Improving Performance Action Plan (IPAP)		
	I confirm that an IPAP has been created *		

Click Submit.

An IPAP alert will display on the row of the prevocational doctor on the Dashboard.

Trainee			Term 1			PGY2		
Name		Organisation	Last Login	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL
🛞 Miranda Bailey	(1)	Goulburn Bas	3 days ago	BOTD	SA MTA EOTA	3 2 c1	6/2 0/2 0/2 0/2 E3-P E4-TC	ARPA

If you need to remove an IPAP form, contact your MEU Administrator.

3.3.8 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.

EPA 1 – Clinical Assessment - 16	Jul 2024 09:53
	Feedback
	What went well?
	No response
	What could be done to improve?
	No response
	Agreed learning goals arising from the experience
	No response
	Oueens Hospital
	No comments
	Write a comment
	Å
	Add comment

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 3.3.9 of this guide.

3.3.9 Flagging a form

Forms can be flagged. This means when reviewing, users 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.

Clinical Learning Austral Clinical Learning Australia (PGY2) - Train	ia (PGY2) - Training Group Updated a few seconds ago nl		Clinicat LEARNING Australia
Miranda Bailey holy, fowler+ClatD@myknowle	Current Term - Goulburn Base Hospital - Paediatrics/Hospital in TERM Goulburn Base Hospital - Paediatrics/Hospital in the Home CONTACT START DATE - END DATE 1 Nov 2024 - 31 jan 2025	What's next? EPA 1 - Self Assessment - Clinical Assessment Deamine: Nex 2027 EPA 2 - Self Assessment - Recognition and care of the Deamine: Nex 2027 EPA 3 - Self Assessment - Prescribing Deamine: Nex 2027	Don't forget EPA 2 - Recognition and care of the acutely unwell patient [Semin: The 2027] EPA 3 - Prescript EPA 4 - Team Communication [Semin: The 2027]
TRAINEE NUMBER 303132 CHORT Clinical Learning Australia (PG	Progress Views Prevocational Outcome Statements	Flagged Responses ■ Beginning of Term Discussion Onicol Learning Autoratio (PC2) - Training Groups - PC2 - Train 1 = 215MT ● De Boggi - Approximation Dec 2024 16:00.	

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

ů.		፼ ● 8
	Beginning of Term Discussion - 4 Nov 2024 15:27	×
	 Have you discussed if there any extra activities or expectations? Have you discussed if there are arrangements to attend educational sessions? 	
Charl NAexan Nationwi	Support Select the options below to confirm if these areas have been discussed	
Q. Find	 Have you discussed who to go to for support? Have you discussed who to report concerns to? 	
Trainees	Administrative items Select the options below to confirm if these oreas have been discussed	
🕲 Repo	 Have you discussed who to notify when calling in sick? Have you discussed how to apply for overtime? 	
Admi	Fig this response	1.1
	No commenta	
	Add comment	

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.

Unflag this response

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.



3.3.10 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**.

CIII LE	ARNING B		⊠ @ ⊕
	Beginning of Term Discussion - 4 N	lov 2024 15:27	×
(Have you discussed if there any extra activities or expectations? Have you discussed if there are arrangements to attend educational sessions? 	
Charl NAexam Nationwik		Support Select the options below to confirm if these areas have been discussed	
Q, Find		Have you discussed who to go to for support?	
🖵 Dash		Have you discussed who to report concerns to?	
Trainees		Administrative items Select the options below to confirm if these areas have been discussed	
⑦ Progr		Have you discussed who to notify when calling in sick?	
Repo		Have you discussed how to apply for overtime?	
🏶 Admi			
		► Flag this response → Print this response	
		No comments	
		Write a comment	
		Add comment	
			ų.

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

3.3.11 Mapping outcome statements to forms

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

This can be done in two ways:

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

Logbo	Logbook					
	Logbook		A Prevocational Outcome Statements			
сноо	E OUTCOME STATEMENTS	SELECTED OUTCOME STATE	MENTS			
▼ PRA	CTITIONER					
	1.1 Place the needs and safety of patients at the centre of the care process, working within statutory and regulatory requirements and guidelines. Demonstrate skills including effective clinical handover, graded assertiveness, delegation and escalation, infection control, and adverse event reporting.		No outcome statements selected			
	1.2 Communicate sensitively and effectively with patients, their family and carers, and health professionals, applying the principles of shared decision-making and informed consent.					
	1.3 Demonstrate effective, culturally safe interpersonal skills, empathetic communication and respect within an ethical framework inclusive of Indigenous knowledges of wellbeing and health models to support Aboriginal and Torres Strait Islander patient care.					
	1.4 Perform and document patient assessments, incorporating a problem-focused medical history with a relevant physical examination, and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues.					
	 1.5 Request and accurately interpret common and relevant investigations using evidence- informed knowledge and principles of sustainability and cost-effectiveness. 					
	1.6 Safely perform a range of common procedural skills required for work as a PGY1 or PGY2 doctor.					
	1.7 Make evidence-informed management decisions and referrals using principles of shared decision-making with patients, carers and the health care team.					
	 Prescribe therapies and other products including drugs, fluids, electrolytes, and blood products safely, effectively and economically. 					
	 1.9 Recognise, assess, communicate and escalate as required, and provide immediate management to deteriorating and critically unwell patients. 					
	1.10 Appropriately use and adapt to dynamic systems and technology to facilitate practice, including for documentation, communication, information management and supporting decision- making.					

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**.

A Map this response

Please refer to the steps in section 3.2.2 Viewing submitted forms for more information about accessing completed forms.

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

ſ	Case/Procedure Log mappings	,	ſ
	SELECT OUTCOME STATEMENTS		
	Select Outcome Statements	~	
ŀ	Prevocational Outcome Statements		

Tick or untick the Prevocational Outcome Statements as needed.

EPA 1 - Clinical Assessment mappings						
SELECT OUTCOME STATEMENTS						
Prevocational Outcome Statements	~					
▼ PRACTITIONER						
1.1 Place the needs and safety of patients at the centre of the care process, working within statutory and regulatory requirements an Demonstrate skills including effective clinical handover, graded assertiveness, delegation and escalation, infection control, and adverted assertiveness.	nd guidelines. rse event reporting.					
1.2 Communicate sensitively and effectively with patients, their family and carers, and health professionals, applying the principles of making and informed consent.	of shared decision-					
1.3 Demonstrate effective, culturally safe interpersonal skills, empathetic communication and respect within an ethical framework in Indigenous knowledges of wellbeing and health models to support Aboriginal and Torres Strait Islander patient care.	iclusive of					
1.4 Perform and document patient assessments, incorporating a problem-focused medical history with a relevant physical examinat valid differential diagnosis and/or summary of the patient's health and other relevant issues.	ion, and generate a					
1.5 Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of sust effectiveness.	ainability and cost-					

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



Note: Manual grading allows an appropriate user to confirm if the prevocational outcomes linked to a piece of evidence (e.g. an assessment or EPA) have been demonstrated.

To manually grade any evidence, follow the steps below:

- 1. Go to the Trainee Profile and Overview page
- 2. Click on the Prevocational Outcome Statements Progress View wheel

Clinical Learning Austra Trainees > Ben Warren > Clinical Lea	lia (PGY2) - Training Group Updated a few seconds ago Inning Australia (PGY2) - Tr		
Ben Warren hollytowler+clar23@myknowl. @ Manage responses organisation	Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the Home TEM Goulburn Base Hospital - Paediatrics/Hospital in the Home CONTACT START DATE - END DATE 6 jan 2025 - 28 Mar 2025	What's next? P EPA 2- Self Assessment - Recognition and care of the acutely unwell patient You errors are to complete this form [Seatime 1988] P EPA 3- Self Assessment - Peorbing You are not able to complete this form [Seatime 1988] P EPA 3- Self Assessment - Peorbing You are not able to complete this form [Seatime 1988] P EPA 3- Self Assessment - Team Communication You are not able to complete this form	Don't forget PA 2- Recognition and care of the acutely unwell patient You are not able to complete this form Dummer 1 are 2002 PA 4- Team Communication You are not able to complete this form Dummer 1 are 2002 PA 3- Prescripting You are not able to complete this form Dummer 1 are 2002
CONTRACT CONTRACT TRAINEE NUMBER 727374 COHORT Clinical Learning Australia (PG	Progress Views Prevocational Outcome Statements	Flagged Responses No flagged responses	
	Refection/Log EPA Term		

3. Locate the Outcome Statement/s where the evidence has been mapped after submission. This is easily identified as the evidence icon will show a number and there will be no grade against that Outcome Statement.

1.4 Perform and document patient assessments, incorporating a problem-focused medical history with a 1 🖗 0 🖵 0 💭 relevant physical examination, and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues.

- 4. Select the Outcome Statement to display the evidence.
- 5. Hover over the piece of evidence you want to grade and select the pencil icon.

1.4 Perform and document patient assessments, incorporating a problem-focused medical history 1 🛛 0 💭 0 💭 with a relevant physical examination, and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues. No description.					
Evidences (1)	Comments (0)	\bigcirc Internal Comments (0)			
EPA 1 - Clinical Asse Added 21 minutes ago		Last updated: 4 February 2025			
		Last updated: 4 February 2025			

6. This will display the grading options for you to select. Ensure you select the one relevant to the evidence you're grading, e.g. For this EPA 1 piece of evidence, you would select the EPA grading option.



7. You can optionally then provide comments regarding the 'grade' you're giving that piece of evidence. If you don't wish to provide comments, select **OK** and that will then apply the grade to that evidence, as well as the overall Outcome Statement.

Apply Grade EPA 1 - Clinical Assessment as EPA?					
You can add an optional comment to support this grade.					
Your comment					
	Cancel	ок			

1.4 Perform and document patient asse with a relevant physical examination, a of the patient's health and other releva No description.	essments, incorporating a problem nd generate a valid differential dia nt issues.	-focused medical history 1 🛛 0 💭 0 💭
臣 Evidences (1)	Comments (0)	Internal Comments (0)
EPA 1 - Clinical Asse Added 28 minutes ago		
		Last updated: 4 February 202

3.4 Progress Views

Using the **Progress Views** screen, it is possible to see in greater detail how individual prevocational doctors are progressing in documenting evidence against each of the Prevocational Outcome Statements.

Open Progress Views for a prevocational doctor by opening their **Trainee Profile and Overview**, either by clicking their name on the **Trainee Dashboard** or finding them in **Find Trainees** and clicking **View**, then click on the Prevocational Outcome Statements graphic in the **Progress Views** box.

LEARNING	8			R 🕸 B
јв	Clinical Learning Austra Trainees > Miranda Balley > Clinical	IIIa (PGY2) - Training Group Updated a tew second raps Learning Australia (PGY2) - Tr		Elinical EARNING Australia
Joe Bloggs holly-fowler/termaupervisor Term Supervisor		Current Term - Goulburn Base Hospital - Paediatrics/Hosp	What's next?	Don't forget
C Democerce >>	Mirand Bailey Indy Josef Hard Saley Indy Josef Hard Saley Ostavitation Coulour Base Hospital Coulour Base Hospital	TIM Buildum Base Hosphai - Feedlastical-Hosphai In the Home Data Mark Build Mark <t< td=""><td> BA1-Sel Assessment - Oncel Artestamer Traverse on take assessment - Oncel Artestamer Traverse on take assessment - Recognition and use of the traversy useful point. The traverse of the traverse</td><td>UPA 2- Recognition and care of the excitely unsufficient UPA 0- State <</td></t<>	 BA1-Sel Assessment - Oncel Artestamer Traverse on take assessment - Oncel Artestamer Traverse on take assessment - Recognition and use of the traversy useful point. The traverse of the traverse	UPA 2- Recognition and care of the excitely unsufficient UPA 0- State <

The **Prevocational Outcome Statements** screen allows you to drill into the statements and evidence that has been 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.

Prevocational Outcome Statements					×
Prevocational Outcome Statements		Reset	None to	None	
Miranda Bailey holly.fowler-clat3@myknowledgemap.com	[] Internal Comments (0)	PREVOCATIONAL OUTCO			
No comments Normal \Rightarrow B $I \cup \Phi$ $ \Xi :\equiv I_x$	Asc Desc				
Your comment	Add comment	Reflection/Log	PA Term		
	Expand All:) Filter evidences • Display: Flat	Accordion Outcome sta	atements Evidence	es
B Unique evidences	S 12/28 Mapped/available outcome	statements 0	B ial storage		

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 that 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.

Expand All: Display. Filter evidences • Display. Filt Accordion Outcomes	tatements Evidences
8 Image: Second statements Image: Second statements Image: Second statements 0 B Total storage	
Prevocational Outcome Statements (4) No description.	Q0 Q0
No description.	Q0 Q0
1.1 Place the needs and safety of patients at the centre of the care process, working within statutory and regulatory requirements and guidelines. Demonstrate skills including effective clinical handover, graded assertiveness, delegation and escalation, infection control, and adverse event reporting. No description.	0월 0□ 0♀
1.2 Communicate sensitively and effectively with patients, their family and carers, and health professionals, applying the principles of shared decision-making and informed consent. No description.	0 🗐 0 🖵 0 💬
1.3 Demonstrate effective, culturally safe interpersonal skills, empathetic communication and respect within an ethical framework inclusive of Indigenous knowledges of wellbeing and health models to support Aboriginal and Torres Strait Islander patient care. No description.	2 🔛 0 💭 0 💭 pdated: 3 December 2024
1.4 Perform and document patient assessments, incorporating a problem-focused medical history with a relevant physical examination, and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues. No description.	2 🖾 0 🖵 0 💭 pdated: 3 December 2024

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



Where no evidence has been attached to a Statement, it will state No evidences.

1.2 Communicate sensitively and effectively with patients, their family and carers, and health professionals, 0 🛽 0 🖵 0 🖓 applying the principles of shared decision-making and informed consent.						
e Evidences (0)	Comments (0)	Internal Comments (0)				
No evidences.						

4 Reports

4.1 Reporting – Reports Overview

A set of reports are available to run in CLA which can be run across all groups available to you.

Below is a list of all available, standard reports that can be run.

To run reports, click on **Reporting** in the side navigation toolbar and select **Reports**.

Clinical LEARNING Australia	
DD	Reports Reporting > Reports
Demo DCT holly.fowler+amc-uat-dct1@ Director of Clinical Training	Available Reports
 Find Trainee Dashboards > 	Detailed Response Report This report offers a comprehensive breakdown of completed forms and assessments within a selected timeframe. It allows filtering by group types, users, and form names. The report details each response, including the associated placement or rotation information, completion date, and the responsible user.
⊗ Reporting ∨ Reports	Completions Report by Tags This report lists all forms and assessments within a chosen form template Tags. It includes the form and assessment details such as completion status, the number of completions, the most recent completion date, high/low scores (if applicable), and comprehensive completion information for each form and assessment.
	Completions Report by PGY Combining features from the Completions Report by Tags and the Detailed Response Report, this report enables users to track all completed forms and assessments within a specified timeframe across various groups and program instances.
	User Diagnostic Report This report provides a comprehensive profile of all users created within a selected timeframe for a chosen role. It includes all user details, group attachments, and optional custom properties set up within the organisation.

4.1.1 Report permissions

Different roles have varying permissions to view and run reports. Based on your role, you may not see all the reports.

-	Available to		
Report Name	DCT Supervisors EDN		
Detailed Response Report	~	\checkmark	
 Completions Report by Program 	\checkmark	\checkmark	
 Completions Report by Tags 	\checkmark	\checkmark	
User Diagnostic Report		\checkmark	

4.1.2 Viewing reports

When the reports have been produced, they can be viewed and exported on the same screen. A number of functions are available to users.

<	ڪ (ٽ	100% 🗸		Find Next
---	------	--------	--	-------------

Each of the functions is described in the table below.

⊲ < <u>1</u> of 2 > ⊳	The reports will be viewable from page 1 and information about the specifications on the report will be viewable on the last page.
G	Click the refresh icon to refresh the results.
100%	Click the zoom drop down to change the zoom level.
	Click the disc icon to export results. A list of options is available in the drop-down menu.
Word	Excel is the most recommended format for exporting
Excel	
PowerPoint	
PDF	
TIFF file	
MHTML (web archive)	
CSV (comma delimited)	
XML file with report data	
Data Feed	
8	Click the print icon to print the report.
Find Next	To search for a particular text, type in the desired text in the find search bar.

4.2 Detailed Response Report

This report offers a comprehensive breakdown of completed forms and assessments within a selected timeframe. It allows filtering by group types, users, and form names. The report details each response, including the associated Term or rotation information, completion date, and the responsible user.

Setting up a Detailed Response Report

- Select the language en-GB
- Select the created from date and created to date to specify the timeframe.
- To **include archived groups,** select **true** otherwise select **false**. For example, you may want to report on previous groups that have finished.
- To include historic/future groups, select true otherwise select false.
- Select group type. There is the option to select multiple group types or select all.
- Select the **group**. There is the option to select multiple groups or select all. **Note:** As you will be only using the **Cohort** group type currently, you only need to select this group type.
- If you would like to view particular users, select the required users, or select all.
- Select the **form**. There is the option to select multiple forms or select all. **Note:** Only forms that have completed responses against them will appear, the parameters set will impact this list, e.g. if you put a date range where no EPA 1 forms were completed, this will not be seen as an option in the dropdown to report on.
- To include the **scores** associated with submitted forms select **true** otherwise select **false**. **Note:** Currently, scores are not being used in CLA, so this can be left false.

Language	en-GB 🗸		Timezone	AUS Eastern Standard Time	~	View Report
Created From Date	28/01/2024		Created To Date	29/01/2025		
Include Archived Groups	🔿 True 🖲 False		Include Historic/Future Groups	🔿 True 🖲 False		
Group Types	Cohort,Group	~	Groups		~	
Users		\sim				
Form	\checkmark					
Show Scores	True False					

• To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. Export the report if needed by clicking on the disc icon at the top of the report and selecting the Excel export format.

If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.

4.3 Completions Report by Tags

This report lists all forms and assessments within a chosen form template Tag. It includes the form and assessment details such as completion status, the number of completions, the most recent completion date, high/low scores (if applicable), and comprehensive completion information for each form and assessment.

Setting up a Completions Report by Tags

- Select the language en-GB.
- Select the **completions from** date and **completions to** date to specify the timeframe.
- Select the category from the drop-down list.
- Select the **format** from the drop-down list.
- To include invalid groups, select true otherwise select false.
- To include archived groups, select true otherwise select false.
- Select the **group**. There is the option to select multiple groups or select all. **Note:** As you will be only using the **Cohort** group type currently, you only need to select this group type.

Language	en-GB 🗸					View Report
Completions From	29/01/2024		Completions To	29/01/2025		
Category	<select a="" value=""> 🗸</select>		Format	Number of completions		
Include Invalid Groups	True False		Include Archived Groups	True False		
Group Types	Cohort,Group] ~	Groups		\sim	
			A			·

• To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the disc icon at the top of the report and select the Excel export format.

If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.

4.4 Completions Report by Program

Combining features from the Completions Report by Tags and the Detailed Response Report, this report enables users to track all completed forms and assessments within a specified timeframe across various groups and PGY instances.

Setting up a Completions Report by Program

- Select the language en-GB.
- Select the **completions from** date and **completions to** date to specify the timeframe.

- To include invalid groups, select **true** otherwise select **false**.
- To include archived groups, select **true** otherwise select **false**.
- Select **group type**. There is the option to select multiple group types or select all. **Note:** As you will be only using the **Cohort** group type currently, you only need to select this group type.
- Select the group. There is the option to select multiple groups or select all.
- To include invalid PGY instances select true otherwise select false.
- To include archived PGY instances select true otherwise select false.
- Select the **PGY instance** from the drop-down list.
- Select the **report format** from the drop-down list.

Language	en-GB 🗸					View Report
Completions From	29/01/2024		Completions To	29/01/2025		
Include Invalid Groups	○ True ● False	_	Include Archived Groups	🔿 True 🔘 False		
Group Types		~	Groups		~	
Include Invalid ePAD Instances	True False		Include Archived ePAD Instances	True False		
ePAD Instance	~		Report Format	Number of Completions 💙		
			A			

• To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the disc icon at the top of the report and select the Excel export format.

If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.

4.5 User Diagnostic Report

This report provides a comprehensive profile of all users created within a selected timeframe for a chosen role. It includes all user details, group attachments, and optional custom properties set up within the organisation.

Note: Term and Clinical Supervisors do not have access to this report.

Setting up a User Diagnostic Report

- Select the language en-GB.
- Select the created from date and created to date to specify the timeframe.
- Select role. There is the option to select multiple roles or select all.
- Select **format** from the drop-down list.

- To include deleted groups, select **true** otherwise select **false**.
- To show organisation select true otherwise select false.
- To show all custom properties select **true** otherwise select **false**.

Language	en-GB 🗸			View Report
Created From Date	29/01/2024	Created To Date	29/01/2025	
Roles	Term Supervisor (remove),State Adı 🗸 🗸	Format	Row per user and group \checkmark	
Include Deleted Groups	🔿 True 🖲 False	Show Organisation	True O False	
Show all custom properties	🔿 True 🖲 False			

• To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the disc icon at the top of the report and select the Excel export format.

If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.

5 Scenario

Completing a Mid Term Assessment

It is time to complete a mid-term assessment for Ellie, a PGY 1 prevocational doctor. The midterm assessment is meant to be completed by a Clinical Supervisor or a Term Supervisor, however, this can be done either on their device/login, or they can complete this together on Ellie's login and the Supervisor signs off the assessment at the end.

Ellie and her Supervisor have decided to complete the assessment using Ellie's login.

First Ellie goes to the CLA website, and puts in the URL - <u>https://cla.epads.mkmapps.com/</u> and clicks on **Sign in.**



Ellie enters her email address and password before clicking the Sign in button.



Starting from the home page, Ellie opens the ePortfolio using the secondary burger icon to see the forms listing menu.

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B	CLA Updated a few seconds age		LEARNING
tille bavies Trannet Simple Oppetizion D CLA PSY G Responses Transets Vews 3	Elie Davies Tatwei sample Zigmai con Oficial Learning Australia	Current Term Term 2 Port T jan 2025 - 31 Mar 2025 Don't forget	What's next?
		CPA 3 - Recognition and care of the acutely unwell patient Destroit Ham2610 PA 1 - Chrical Association Teams Association Destroit Association Teams Association Teams Association	Progress Views Previcational Outcome Statements

Ellie scrolls through the forms list until she finds the correct Mid Term Assessment (relevant to the current term she is on) that she and her Supervisor want to complete. She clicks on the form name to open.

Clinical LEARNING Australia			@ (d)
	Sen Assessment Mid Term Assessment End of Term Assessment Term Supervisor Sign-off		Clinical LEARNING Australia Variante de Australia
Ellie Davies TraineeExample2@gmail.com Trainee	D Improving Performance LOGBOOK	Current Term	What's next?
□ CLA ∨	 Logbook Case/Procedure Log 	Ferm 2 PGY1	EPA 1 - Self Assessment - Clinical Assessment
PGY	🗎 Term 4 💼 START	1 Jan 2025 - 31 Mar 2025	EPA 2 - Self Assessment - Recognition and care of the acutely unwell patient Desdine: 30 Jun 2023
Progress Views >	Beginning of Term Discu ASSESSMENTS Self Assessment	Don't forget	EPA 3 - Self Assessment - Prescribing Deadline: X0 ym 2025
	Mid Term Assessment D End of Term Asse Mid Term Assessment	ent EPA 2 - Recognition and care of the acutely unwell patient Deadline: 30 Jun 2025	Progress Views
	 Term Supervisor Sign-off Improving Performance 	EPA 1 - Clinical Assessment	Prevocational Outcome Statements
	LOGBOOK Clogbook Clogse/Procedure Log	EPA.4 - Team Communication P DeadIne: 39 Jun 2025	
	E TERM ALLOCATIONS		

Ellie can see a preview of the form and that a mid term assessment has not yet been completed for her. She selects **Complete new** which opens a new form for her and her Supervisor to complete.

Clinical LEARNING Australia	8	€
Ellie Davies Traineet xample2 @gmail.com	ASSESSMENTS The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review panel decisions about satisfactory completion of PGY1 (the point of general registration) or PGY2. Assessments are to be completed by the term supervisor and by the prevocational doctor (for self-assessment) at the mid-point in any term longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and end-of-term assessments with final sign off of the end-of term assessment completed by the term supervisor.	
Trainee	> 🔿 Self Assessment Complete new	
PGY	V 🖓 Mid Term Assessment Dewilline: 1 Oct 2024	
C Responses	Form preview	
Progress Views >	Mid Term Assessment	
	To be completed by the term supervisor at the mid-point in any term longer than five weeks. Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.	
	Sources of information used to complete this form	
	Consultation with/feedback from:	
	Registrars Alled hashb senfaccionale	

Ellie and her Supervisor can now see an editable version of the form. Although the form states that it is to be completed by a Term Supervisor, Ellie can be logged into CLA and work through completing her form along with her Supervisor using her login.

Draft 2024-11-14 10:15 🝵 Delete	🕞 Saved 🛛 🗙 Save	
		🗞 dose 🛛 Email for later 🛛 🖈 Submit
Mid Term Assessment		
E Mid Term Assessmen	t.	
To be completed by the te Other clinical supervisors,	m supervisor at the mid-point in any term longer than five weeks. ncluding registrars, may conduct or contribute to the mid point assessment.	
Sources of information	ion used to complete this form	
Pro Consultation with/feedb Nursing staff Registrars	ack from:	_
☐ Alled health professio ☐ Other specialists ☐ Other	als	_
Assessments of EPAs of PGY1 / PGY2 record of	onducted throughout the term (as data points and as a point of discussion) learning (progress against outcome statements to date)	
Relevant documents The AMC Assessment Req with the Australian Medica	irrements (Training and Assessment Requirements Section 3) will assist in completing this form. The form aligns Council and Medical Board of Australia's Prevocational Outcome statements (Training and Assessment Registrors	

Ellie renames the assessment in the text box at the top left of the window to Mid Term Assessment and the current date. This is not a necessary step, but Ellie has found it to be good practice. She clicks **Save changes** to make sure she does not risk losing her work.



Ellie and her Supervisor begin to scroll down through the form. They see that they need to tick who they consulted and what feedback sources have been used with as part of undertaking the Mid Term Assessment, for instance EPAs or PGY records of learning. They can click one or more roles as required and click on them again to remove them if they selected any in error.

They also note the information provided about relevant documents or requirements that will assist in completing the form.



For each Domain, Ellie's Supervisor will need to select the Outcomes that the assessment is based on. They do this by clicking on the tick boxes to select the outcomes and clicking again to untick if they selected any in error.



They start with Domain 1: Clinical Practice, and Ellie's Supervisor selects two statements.

Continuing to work through the Mid Term Assessment, Ellie and her Supervisor scroll down to the overall rating section for the Domain they have been working through – Domain 1: Clinical Practice.

cir Le								
	Mid Term Assessment 14	Delete						Carl Save changes 🗙
			filling out this assessment, take include but is not limited to, at	e account of the evidence p tending a relevant educatio	rovided and the cont nal course, worksho	ext in which the ass p or conference, or c	essment is being n completion of an o	nade. Evidence may nline training module.
E TraineeE>			Domain 1 rating overall If a rating of 1 or 2 is selected	d, please specify which out	comes were inconsis	tently or rarely met.		
[] CLA				1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
PGY			Rating:	0	0	0	0	0
Tro			Feedback on Domain 1 Please identify which outcon Normal ÷ B I	ne statements this feedbaci ⊻ � E ≔ . I _X	k relates to.			
								0 Word(s)
			Domain 2: Professional	lism and leadership				
				Registrars Allied health profession	ale			
				 Alled health profession 	Idis			

Ellie's Supervisor selects a radio button aligning with their rating.

The Supervisor also notes in the comments which outcome statements the rating is in relation to and any other feedback. The Supervisor can use word formatting to make the text easier to read, e.g. bold headings or bullets.

Mid Term Asses	ssment 14 🔋 Delete						Save changes	Save & close	🔄 Email for later	🖌 Subm
		filling out this assessment, take ac include but is not limited to, attend	count of the evidence p ding a relevant educatio	rovided and the cont onal course, workshop	text in which the ass p or conference, or o	essment is being m completion of an or	ade. Evidence may hline training module			
-		Domain 1 rating overall If a rating of 1 or 2 is selected, p	lease specify which out	comes were inconsist	tently or rarely met.					
CLA			1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded			
۲		Rating:	0	0	۲	0	0			
Pro		Feedback on Domain 1 Please identify which outcome s Normal ‡ B I U	tatements this feedbac � i≣ ≔ ℤx	k relates to.						
Pro		Feedback on Domain 1 Please identify which outcome s Normai t B J <u>U</u> h 2 communication: Communi principies of shored-decision on 13 communication - Aborigin communication - Aborigin	tatements this feedbac tatements this feedbac tate sensitively and effect al and Torres Strait Islan al and Torres Strait Islan thin an ethical framework nder patient care.	k relates to. tively with patients, the ent. nder patients: Demon k, inclusive of Indigenor	eir family/carers, and I Istrate effective cultur us knowledges of well	nealth professionals a ally safe interperson -being and health m	applying the al skills, empathic ddels to support			
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Pro		Feedback on Domain 1 Please identify which outcomes Normai : B J U <u>1</u> 2 Communication: Communi principies of strand-decision 1 3 Communication - Aborigin communication - Aborigin communication - Aborigin and Torres Strait Islan	tatements this feedbace	k relates to. thely with patients, the on: nder patients : Demon	ir family/carers, and l estrate effective cultur us knowledges of well	nealth professionals a ally safe interperson being and health m	applying the al skills, empathic odels to support est Workg			

Ellie and her Supervisor continue to scroll through the assessment repeating the above for the subsequent Domains. The Supervisor selects the outcomes that the assessment is based on, selects a rating and enters associated feedback.



Mid Term Assessment 12 Delete Image patient outcomes Image patient outcomes and health service functions. Image patient outcomes and health service functions. Image patient outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided should be reviewed to support the assessment take sets functions. Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided and the oretax in which the assessment take takes count of the vidence provided and the outcomes may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module. Image patient outcomes and patient outcomes and the evidence provided and the outcomes in which the assessment take account of the vidence provided and the outcomes in which the service evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module. Demain 2 rating overall If a rating of 1 or 2 is selected, plasse specify which outcomes were inconsistently or rately met. Reting: Image patient outcome statements this feedback relates to. Mormal : Image I										ARNING	Cin
Comparing 2 rating overall Prov Comparing 2 rating overall T arcing of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met. 1 Rareby met 1 Rareby met 1 1 1 1 1 1 1 1 1 1 1 1	205 X Save & dose 25 Email for later a to 19. Where main. In nce may 19. module.	a Save changes X Sa ise workload to rd of learning. Where for this Domain. In nade. Evidence may nline training module.	ow ability to priori ne e-portfolio reco nent and feedback essment is being r completion of an o	be punctual, and sh idence entered in t support the assess ext in which the ass o or conference, or	workioad demands, i rvation or through ev ould be reviewed to rovided and the cont nal course, worksho	ery manage time and n service functions. sessed by direct obse evidence provided st unt of the evidence p ig a relevant educatio	2.8 IIme management: Em manage patient outcomes and Achievement of outcomes can b an outcome has not been obser filling out this assessment, take include but is not limited to, att	Telete	essment 14	Mid Term Asse	E TraineeE+
PGV If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rately met. Image:							Domain 2 rating overall				
Pro Image: Consistently and the professional profe				ently or rarely met.	comes were inconsist	ise specify which out	If a rating of 1 or 2 is selected				PGY
Rating: Image: Ima	; :tently eded	5 Consistently exceeded	4 Often exceeded	3 Consistently met	2 Inconsistently met	1 Rarely met					🗘 Res
Feedback on Domain 2 Please identify which outcome statements this feedback relates to. Normal :: B I U to the IIE III Low to the IIE IIII Low to the IIE IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII)	0	0	۲	0	0	Rating:				🕐 Pro
21 Wordgo	er	ber of an inter- : 21 Word(s)	poratively as a mem	learn and work colla	s relates to. althcare professionals,	ements this feedbac $E \equiv I_X$ les and expertise of he	Feedback on Domain 2 Please identify which outcom Normal : B J L 2.5 Teamwork: Respect of professional team.				

This is repeated for Domain 3: Health and Safety



Ellie's Supervisor enters a rating and comments.



They proceed to Domain 4: Science and scholarship and repeat.



Ellie's Supervisor accidentally selects a 2 – 'Inconsistently met' Likert score for this domain. When this is selected, a new section appears with the heading 'Provide a justification for Rating' and a mandatory text box. This section appears when a rating of 1 - Rarely met or 2 – Inconsistently met is selected.

СЦА	8									\bowtie	i
3	Mid Term Assessment 1d	🖀 Delete					B S	ave changes X Save & (lose 🔤 Email for later	🖌 Submit	
			4.3 Quality assurance: Particip clinical audit, risk management and	ate in quality assur- incident reporting	ance and quality im and reflective pract	provement activitie ice.	s such as peer re	view of performance,			
0			4.4 Advancing Aboriginal and models of care that support and advanced	Torres Strait Islan vance Aboriginal an	med medicine and						
٢			o record of learning, and feedback for this ssment is being ence, or completion of								
			If a rating of 1 or 2 is selected, ple	ase specify which o	outcomes were inco	nsistently or rarely	met.				
				1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded			
			Rating:	0	۲	0	0	0			
			Provide a justification for: Rating: Selected as: 2 Inconsistently met								
			Feedback is provided here.					ß			
			Feedback on Domain 4	stomoste this foodb	a sh salatas ta						
			4.3 Quality assurance: Participa clinical audit, risk management ar	 i= is displayed in the second s	ce and quality impro- and reflective practic	vement activities suc ce.	h as peer review of	performance,			

Ellie's Supervisor realises that they made an error selecting the rating and changes their rating. The new section that was showing a moment ago now hides away again.

Mid Term Assessment 14	Telete						Save changes X Save 8	& dose 🛛 🖂 Email for later	r 🖪 Subn
E eE.		Achievement of outcomes car an outcome has not been obs filling out this assessment, tak include but is not limited to, a	a be assessed by direct obse erved, evidence provided sh te account of the evidence p ttending a relevant educatio	rvation or through e ould be reviewed to rovided and the com nal course, worksho	vidence entered in t support the assess text in which the ass p or conference, or o	he e-portfolio reco nent and feedback essment is being n completion of an o	rd of learning. Where tor this Domain. In nade. Evidence may nline training module.		
		Domain 4 rating overall							
ILA		If a rating of 1 or 2 is selecte	ed, please specify which out	comes were inconsis	tently or rarely met.				
			1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded		
Res		Rating:	0	0	0	۲	0		
		Feedback on Domain 4 Please identify which outco	me statements this feedbac	k relates to.					
		Normal 🗢 B I	⊻s ⊫≡ ℤx						
		4.2 Evidence-informed professional practice	aractice: Access, critically ap	praise and apply evide	nce from the medical	and scientific literat	ure to clinical and		
							20 Word(s)		
			Registrars						

Once the Domain sections are completed, Ellie's Supervisor enters feedback about Ellie's strengths and areas for improvement. They click **Save changes**.

Cir LE								۲	⊜
	Mid Term Assessment 14	Telete		Save changes	× Save & close	🔄 Email for later	🖪 Submit		
			Please provide feedback on the following:						
E			Strengths						
Traineeco			Normal \Rightarrow B $I \cup \Phi$ $\exists \exists T_x$						
CL4			Shows a strong ability to conduct a thorough and organized clinical assessment, covering history, physical examination, dif management. By following a structured framework, key aspects of the patient's presentation were systematically address critical was mission. This methodical approach is essential for identifying red flags and prioritizing diagnoses in acute settin important for patient safety and timely intervention.	fferential diagnosis, a ed, ensuring nothing ngs, which is especial	ind ly				
🗇 Res			Areas for improvement	65	Word(s)				
			Normal \Rightarrow B $I \cup \Phi$ $\models \equiv T_x$ Shows						
			While the clinical assessment was thorough, it could benefit from greater efficiency, especially in time-sensitive situations Coronary Syndrome (ACS). Streamlining the history-taking process and focusing on the most relevant information would at making. Practicing rapid history-taking in simulated acute scenarios and refining questioning techniques could help impro compromising the quality of the assessment.	like suspected Acute allow for faster decisi ave speed without	on-				
				60	Word(s)				

At the end of the form, Ellie's Supervisor enters in her name in the search field. If she cannot find her name, she will manually enter her name and email address in the fields below.

0 Word(s)
Additional support
Please contact the Medical Education Unit (MEU) or Director of Clinical Training (DCT), when a prevocational doctor requires additional support to meet the required standard.
If you disagree with any points raised in your mid term assessment you should respond to your Director of Clinical in Training within 14 days of the assessment being completed.
Term Supervisor / Clinical Supervisor Details
Existing Term Supervisors / Clinical Supervisors
Search
If the person is not listed provide their details below
Name *
Test Assessor
Email *
testassessor@gmail.com

Ellie clicks **Submit** from the top right corner of the form. The computer asks if she is sure, as she and her Supervisor won't be able to make any more changes. She clicks on **OK** and the form is submitted as complete

				0 Word(s)	
Additional support					
Please contact the Medical Education Unit (MEU) o meet the required standard.	r Director of Clinical Training (DCT), when a prevocatio	nal doctor rec	quires additional su	pport to	
If you disagree with any points raised in your mid t assessment being completed.	erm assessment you should respond to your Director	of Clinical in 1	raining within 14 c	lays of the	
	Are you sure?				
Term Supervisor / Clinical Supervisor Details	Are you sure you want to submit this Response? Once submitted you will be unable to make any more changes.				
Existing Term Supervisors / Clinical Supervisors					
	Cancel OK				
If the person is not listed provide their details below					
Name *					
Test Assessor					
Email *					
testassessor@gmail.com					

Ellie and her Supervisor can see that Ellie now has a response under Mid Term Assessment, and clicking on the chevron icon will show the completed form.

Clinical LEARNING Australia		٩	Ð
Ellie Davies	ASSESSMENTS The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review panel decisions about satisfactor completion of PGY1 (the point of general registration) or PGY2. Assessments are to be completed by the term supervisor and by the prevocational doctor (for self-assessment) at the mid-point in any te longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and end-of-term assessments with final sign off of the end- term assessment completed by the term supervisor.	ory erm of	
	> [] Self Assessment Complete re	w	
PGY	V 🗇 Mid Term Assessment Completed	w	
C Responses	Approved by Test Assessor (testassessor@gmail.com) on 14 Nov 2024 10:22		
Progress Views >	Test Assessor (testassessor@gmail.com) approved this response on 14 Nov 2024 10:22		
	Mid Term Assessment		
	To be completed by the term supervisor at the mid-point in any term longer than five weeks. Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.		
	Sources of information used to complete this form		
	Consultation with/feedback from:		

Ellie scrolls to the bottom of the completed form and enters a comment. When she has finished typing, she clicks **Add comment.**

The comment is added to the end of the form.

She also opts to flag the response so that other authorised users, including Supervisors and DCTs that navigate to her Trainee Profile and Overview are notified that this form has a comment. She clicks on **Flag this response**.

		1	•
	If you disagree with any points raised in your mid term assessment you should respond to your Director of Clinical in Training within 14 days of the assessment being completed.		
Ellie Davies TrainecExample2@gmail.com Trainee	Flag this response Image: Contract Eastern Trust		
□ сіл	Elie Davies in a few seconds Thank you for the detailed feedback. I'm glad to hear that my structured approach and adherence to evidence-based practice were strengths in this case. I appreciate the points on improving efficiency and diagnostic breadth, as I recognize the importance of both, especially in acute settings. To work on these areas. If force no honging my cardia dassestment stills be norsitive to isprecibility and examination		
Responses Progress Views >	in simulated environments. Additionally, if make it a habit to consider and document a broader differential in simulated environments. Additionally, if make it a habit to consider and document a broader differential in similar cases, particularly when initial presentations are ambiguous. Thank you again for the guidance— I'm looking forward to implementing these improvements in my clinical practice!		
	Write a comment		
	Add comment		
	> [] End of Term Assessment Developer 31 Dec 2024 Available to other roles.		

When finished using CLA, Ellie clicks on the lock icon in the top right to log out.



6 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 <u>CLA website</u>.