

Clinical Learning Australia  
Training Guide



QUICK REFERENCE GUIDE FOR  
CLA ADMINISTRATORS

**MANAGING TERM DESCRIPTIONS**

This quick reference guide describes how to manage Term Descriptions in Clinical Learning Australia (CLA). This guide will explain the process to follow to add Supervisors to Terms and manage other updates.

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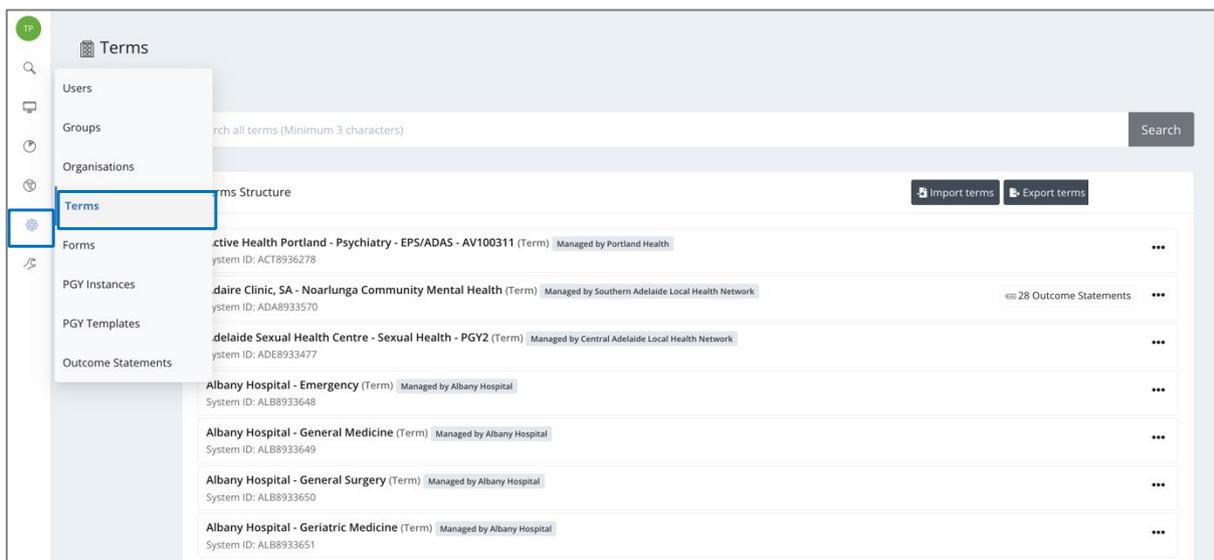
# 1 What is a Term Description?

A term description describes the learning experiences and outcomes that a trainee will have the opportunity to participate in or demonstrate in a particular term. It also identifies the speciality, subspecialty and clinical exposure classifications for the term and the prevocational outcomes statement that a trainee will have the opportunity to demonstrate. Term Descriptions can also include details of CLA supervisor users for that term. Where supervisors are added to a Term Description as described below, these supervisors are automatically linked to any trainees assigned to that term when term allocations are created.

# 2 Where do I find Term Descriptions?

**State Administrators and MEU Administrators** can view Term Descriptions via the Admin menu in CLA.

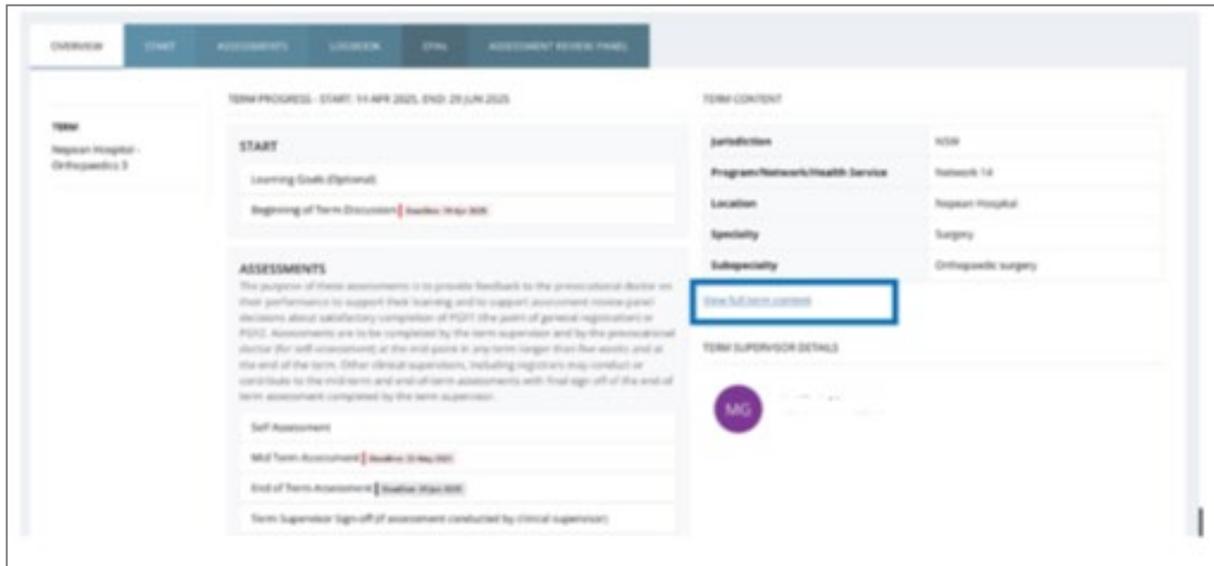
- Navigate to the ‘cog’ icon in the left-hand menu and click **Terms**



**Trainees, Supervisors and DCT/EDMS roles** will see Term Descriptions within each Trainee’s ePortfolio for each term that the Trainee is allocated to.

- Click into the Trainee’s ePortfolio for a particular term
- On the right-hand side under ‘Term Content’ click ‘View full term content’

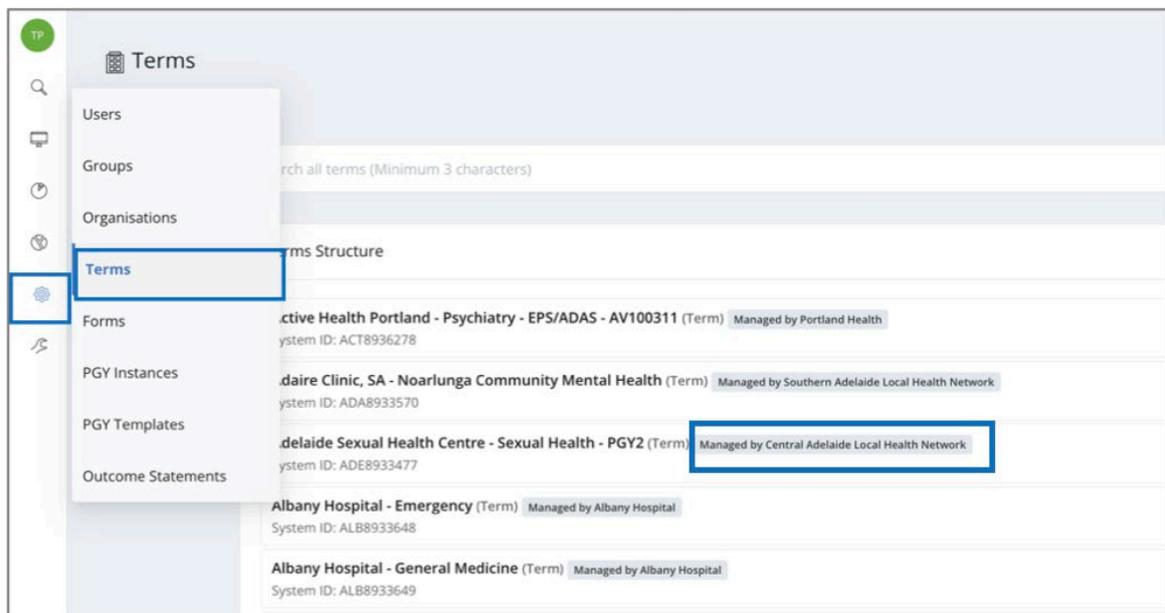
Where a supervisor has been nominated as the ‘Term Supervisor’ for a particular term or trainee, this is also shown in this section.



### 3 Who can edit Term Descriptions?

Term Descriptions are 'owned' by an organisation in CLA. Only administrator users assigned to the owning organisation can edit Term Descriptions. Administrators can view the owning organisation in the Terms screen via Admin menu.

- Click on the 'cog' icon in the left-hand menu and click **Terms**



Beside the name of each term, you will see a 'Managed by' label. This identifies which organisation in CLA owns the term and is therefore able to edit a term.

## 4 Editing term descriptions

To edit a Term Description, an administrator user from the owning organisation can:

- Search for your term(s) using the Search box at the top of the page.
- Click on the three dots to the right-hand side of the term you wish to edit
- Click **View/Edit**



This will open the full Term Description and you will be able to edit the details within it.

Please follow the process for your state/territory for updating term descriptions. In some states/territories, changes are required to go through the relevant Prevocational Medical Council.

**Update Term** (System ID: ALB8936279) 🕒 Last updated: 30 Apr 2025 03:13

**Name \***

**Type**

**Contact Details**  
 **B I U**

**Additional Info**  
 **B I U**

Shared  Allow provider access ⓘ

**Term Supervisors / Clinical Supervisors ⓘ**

You have yet to assign any users.

**Owner \***

Label	Content	
Jurisdiction	VIC	
Program/Network/Health Service	Albury Wodonga Health	
Location	Albury & Wodonga Hospitals	
Specialty	Content	
Subspecialty	Content	
Specialty 2	Content	

## 4.1 Adding Supervisors to a Term Description

To add Supervisors to a Term Description:

- Click on the field at that top called ‘Term Supervisors / Clinical Supervisors’
- Type the name of the Supervisor you would like to add into the field and select the relevant user from those that appear below. **Note:** you can only find and add supervisors linked to your organisation. If you need to add a supervisor linked to another organisation, contact Nationwide Administrator to assist with this.

**Update Term** (System ID: HOL8933806) 🕒 Last updated: 7 Mar 2025 01:32

**Name \***

**Type**

**Contact Details**  
 **B I U**

**Additional Info**  
 **B I U**

**Shared**  **Allow provider access** ⓘ

**Term Supervisors / Clinical Supervisors** ⓘ

- David Hays** - (david.hays@nsw.gov.au)
- David Holthuis** - (david.holthuis@nsw.gov.au)
- David Dixon** - (david.dixon@nsw.gov.au)

Label	Content

- You can add multiple supervisors in this way
- You can assign one supervisor as the ‘Term Supervisor’ and multiple as ‘Clinical Supervisors’
- If there are multiple individuals who can be Term Supervisors, it is recommended to add all supervisors as Clinical Supervisors on the Term Description and assign one of the supervisors as the Term Supervisor for individual trainees in Term Allocations (see the [Quick Reference Guide Creating and Managing Term Allocations](#)).

Where you have added supervisors to the Term Description as above, it is recommended to also add their details to the Term Supervisor text fields below as these are visible to Trainees. Ensure the supervisors listed in these text fields are accurate.

<b>TermSupervisorName</b>	<input type="text" value="Dr Name One Dr Name Two"/>	
<b>AHPRA Number</b>	<input type="text" value="Content"/>	
<b>Email</b>	<input type="text" value="Email1@email.com, email2@email.com"/>	

Once you have made all changes to the Term Description click **Update** at the bottom of the form.

Albury Wodonga Health

Short Code: Albury & Wodonga Hospitals - Anaesthetics & Pain Unit - AV200001

Available From: [ ] Available To: [ ]

Experience: [ ] Integration ID: [ ]

Simulated

Last updated: 30 Apr 2025 03:13

Cancel Update

Where supervisors are added to a Term Description, an overnight update needs to take place in CLA before these changes are available for new term allocations. Once the update takes place, any term allocations made after this will automatically link these supervisors to trainees allocated to their term and any other changes made to the Term Description will be visible trainees in their ePortfolios. Note that this currently only applies to new term allocations made after the Term Description is updated and changes to supervisors on the Term Description do not currently flow through to current or future term allocations already entered in the system.

It is possible to update existing term allocations to add the new supervisors that have been linked to the term. For more information, see the [Quick Reference Guide Creating and Managing Term Allocations](#).

## 5 Exporting Term Information

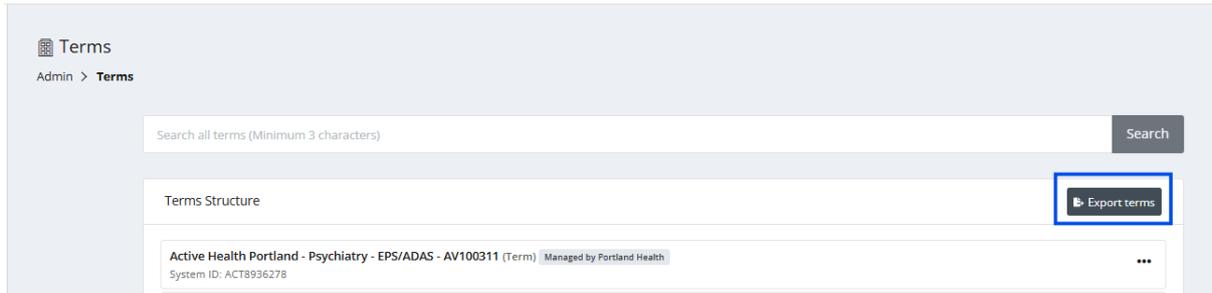
You can export information about each term:

- Search for your term(s) using the Search box at the top of the page.
- Click on the three dots to the right-hand side of the term
- Click 'Export'

Albury & Wodonga Hospitals - Anaesthetics & Pain Unit - AV200001 (Term) Managed by Albury Wodonga Health System ID: ALB8936279	...
Albury & Wodonga Hospitals - General Surgery - AV200010 (Term) Managed by Albury Wodonga Health System ID: ALB8936280	...
Albury & Wodonga Hospitals - Paediatric Medicine - AV200002 (Term) Managed by Albury Wodonga Health System ID: ALB8936281	...
Albury & Wodonga Hospitals - Relief - AV200003 (Term) Managed by Albury Wodonga Health System ID: ALB8936282	View/Edit Export Map outcome statements
Albury Hospital - Brain & Mind Centre - Mental Health - Adult - AV200007 (Term) Managed by Albury Wodonga Health System ID: ALB8936283	

This will export an excel spreadsheet of the information for the relevant term.

You are able to export data all of the terms in CLA by clicking on the Export terms button above the list of terms.



Using filtering in Excel to filter and find your terms to see their contents. Note that supervisors linked to a term are not included in the individual or bulk term exports.

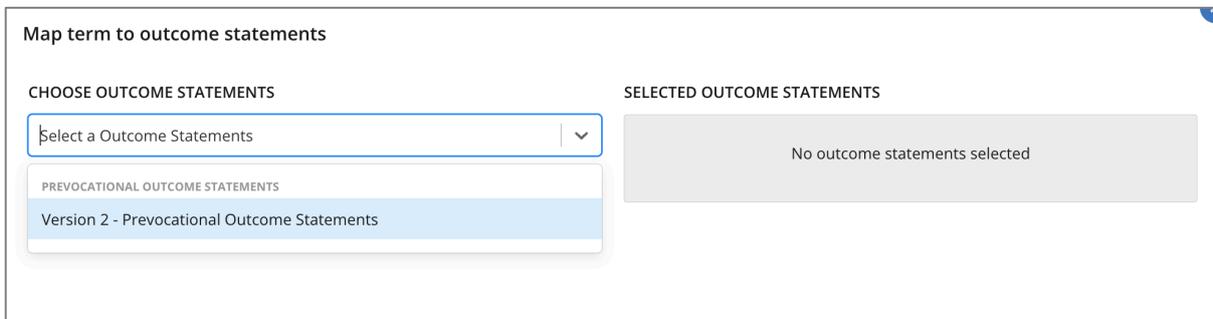
## 6 Mapping Outcome Statements

You can map prevocational outcome statements to a Term Description. Where outcome statements have been mapped to a term they will automatically be 'ticked' as having been demonstrated by the Trainee in their End of Term Assessment for that term. The supervisor completing the End of Term Assessment can untick any outcome statements that have not been demonstrated and include others should they wish to.

- Click on the three dots to the right-hand side of the term
- Click 'Map outcome statements'



- Select the most recent version of the Prevocational Outcome Statements available from the drop-down box on the left-hand side



- You will then be able to select the relevant Prevocational Outcome Statements to be mapped to the term.

**Map term to outcome statements**

**CHOOSE OUTCOME STATEMENTS**

Version 2 - 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 and guidelines. Demonstrate skills including effective clinical handover, graded assertiveness, delegation and escalation, infection control, and adverse event reporting.
- 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.

**SELECTED OUTCOME STATEMENTS**

- 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.
- 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.

- When you have finished click the 'X' in the top right-hand side of the form and the outcome statements mapped to the term will be updated.
- Note: when you make changes to the mapped outcome statements, these do not apply to currently allocated terms, only new term allocations following the overnight CLA update.

## 7 Support

If you require any support please contact the Nationwide Administrator. Contact details can be found on the [CLA website](#).