Clinical Learning Australia

Training Guide



The ePortfolio for prevocational doctors

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.

Table of Contents

1	WHAT IS A TERM DESCRIPTION?	3
2	WHERE DO I FIND TERM DESCRIPTIONS?	3
3	WHO CAN EDIT TERM DESCRIPTIONS?	4
4	EDITING TERM DESCRIPTIONS	5
	4.1 Adding Supervisors to a Term Description	6
5	EXPORTING TERM INFORMATION	8
6	MAPPING OUTCOME STATEMENTS	9
7	SUPPORT	10

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.

•	📓 Terms		
	Users		
P	Groups	rch all terms (Minimum 3 characters)	Search
8	Organisations Terms	ms Structure Export terms	
le l	Forms	ctive Health Portland - Psychiatry - EPS/ADAS - AV100311 (Term) Managed by Portland Health ystem ID: ACT8936278	
	PGY Instances	daire Clinic, SA - Noarlunga Community Mental Health (Term) Managed by Southern Adelaide Local Health Network em 28 Outcome Statement ystem ID: ADA8933570	ts •••
	PGY Templates Outcome Statements	delaide Sexual Health Centre - Sexual Health - PGY2 (Term) Managed by Central Adelaide Local Health Network ystem ID: ADE8933477	
		Albany Hospital - Emergency (Term) Managed by Albany Hospital System ID: ALB8933648	
		Albany Hospital - General Medicine (Term) Managed by Albany Hospital System ID: ALB8933649	
		Albany Hospital - General Surgery (Term) Managed by Albany Hospital System ID: ALB8933650	
		Albany Hospital - Geriatric Medicine (Term) Managed by Albany Hospital System ID: AL89933651	

• 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.

Creation Little	ADDRESS CONTRACTOR ADDRESS		
	NEW PROJECT DIAMS IN APR 2021, DVD 29, UN 2023	Tome conviting	
1984	TANY	particularities	108
Orthogandru 3	Lawring Salt Optional	Program/National, Health Service	Radwards 14
	Regioning of Terrs Discussion Junction (Inter 108)	Location	Report People
		Specialty	harpey
	ASSESSMENTS	Subspecialty	Orthogoads surgery
	The purpose of these descenteess is to provide feedback to the process placed during a three performance to suggest their learning, and to suggest descenteest reveau panel.	Ster.M.Man.urmi	
	Microsova danca standardinary veneperative pl P(2) Tela paint of gamma regionatory on P(2)2. Associations are to be completioned by the term supervisor and by the previous/arise ductor for cell associations of the web points is any term imager than the execut, and a rise and all the terms. Other clinical supervisions, help-aling supplicities in sup-conduct or	TORN SUPERVISOR DETHILS	
	caracticities to the enditions and and of term adaptioners, with final tigs off of the and a term adaptioned, completed by the term adaptions.		
	Self Australiant		
	Mid Territ Association (Baseline (Heap (H))		
	End of Nett-Assessment Examine Max 2000		
	from Supervisor Spin-off of acceptants conducted by clinical supervisor.		

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' icc	n in the	left-hand	menu and	click Terms
---	--------------	-----------	----------	-----------	----------	-------------

Terms	
Users	
Groups	rch all terms (Minimum 3 characters)
Organisations	
Terms	ms Structure
Forms	ctive Health Portland - Psychiatry - EPS/ADAS - AV100311 (Term) Managed by Portland Health ystem ID: ACT8936278
PGY Instances	daire Clinic, SA - Noarlunga Community Mental Health (Term) Managed by Southern Adelaide Local Health Network ystem ID: ADA8933570
PGY Templates Outcome Statements	delaide Sexual Health Centre - Sexual Health - PGY2 (Term) Managed by Central Adelaide Local Health Network ystem ID: ADE8933477
	Albany Hospital - Emergency (Term) Managed by Albany Hospital System ID: ALB8933648
	Albany Hospital - General Medicine (Term) Managed by Albany Hospital

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

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

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.

pdate Term (System ID: ALB8936279)		ස් Last updated: 30 Apr 2025 03		
Name *		Туре		
Albury & Wodonga Hospitals - Anaesthetics	& Pain Unit - AV200001	Term		
Contact Details		Additional Info		
Normal \Rightarrow B $I \cup $ \Rightarrow $i \equiv I_x$		Normal ≎ B I U % i≡ ≔ Ix		
Shared 🗌 Allow provider access 🕕		Term Supervisors / Clinical Supervisors ①		
		Add a new user		
		You have yet to assign any users.		
		Owner *		
		Albury woulding realth		
Label		Content		
Jurisdiction	VIC	Ť		
Program/Network/Health Service	Albury Wodonga Health	†		
Location	Albury & Wodonga Hospitals	Î		
Specialty	Content	Ť		
Subspecialty	Content	Ť		
Specialty 2	Content	1		

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)	党 Last updated: 7 Mar 2025 01:32
Name * Albury & Wodonga Hospitals - Anaesthetics & Pain Unit - AV200001	Type Term
Contact Details Normal ≎ B I U � I≣ ≔ I _x	Additional Info Normal
Shared 🗌 Allow provider access 🕧	Term Supervisors / Clinical Supervisors ①
	Deviation Hears - (deviation@genue\$icopy) Deviat Hickhouse - (bedemen \$@Vines.net.ev) Devid Maxim - (deviationen)@weetret.com.ev)
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.

TermSupervisorName	Dr Name One Dr Name Two	•
AHPRA Number	Content	Ť
Email	Email1@email.com, email2@email.com	T

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

Ibury Wodonga Health	Available From	Available To	
Albury & Wodonga Hospitals - Anaesthetics & Pain Unit - AV200001	Available From	Available To	
Experience	Integration ID		
Simulated			
甇 Last updated: 30 Apr 2025 03:13			
		Cano	el Undate

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	View/Edit
System ID: ALB8936282	Export
Albury Hospital - Brain & Mind Centre - Mental Health - Adult - AV200007 (Term) Managed by Albury Wodonga Health System ID: ALB8936283	Map outcome statements

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.

Terms Admin > Terms		
	Search all terms (Minimum 3 characters)	Search
	Tarms Structura	
		B Export terms
	Active Health Portland - Psychiatry - EPS/ADAS - AV100311 (Term) Managed by Portland Health System ID: ACT8936278	

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'

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
Albury Hospital - Brain & Mind Centre - Mental Health - Adult - AV200007 (Term) Managed by Albury Wodonga Health System ID: ALB8936283	Map outcome statements

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

Map term to outcome statements		
CHOOSE OUTCOME STATEMENTS		SELECTED OUTCOME STATEMENTS
Select a Outcome Statements	· ·	No outcome statements selected
PREVOCATIONAL OUTCOME STATEMENTS		
Version 2 - Prevocational Outcome Statements		

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

IOOSE OUTCOME STATEMENTS	SELECTED OUTCOME STATEMENTS	
Version 2 - Prevocational Outcome Statements	4 1.1 Place the needs and safety of patients at the centre of the	
PRACTITIONER	care process, working within statutory and regulatory requirements and guidelines. Demonstrate skills including effective clinical handover	
 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 	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	
	 and collection making and moment constructions. a 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. 	
		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	and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues.	
summary of the patient's health and other relevant issues.	4 1.5 Request and accurately interpret common and relevant	
1.5 Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of sustainability and cost-effectiveness.	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.		

- 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 <u>CLA website</u>.