

Clinical Learning Australia

Training Guide

The logo features the word 'Clinical' in a light blue sans-serif font, followed by 'LEARNING' in a bold, dark blue sans-serif font, and 'Australia' in a light blue sans-serif font. A decorative blue line with circular endpoints at each end curves around the text, starting from the top right of 'Clinical', passing above 'LEARNING', and ending at the bottom left of 'Australia'.

# Clinical **LEARNING** Australia

The ePortfolio for **prevocational doctors**

## **ASSESSMENT REVIEW PANEL**

This quick reference guide provides information on how the Assessment Review Panel process works within Clinical Learning Australia (CLA).

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# 1 Creating an Assessment Review Panel in CLA

An Assessment Review Panel (ARP) is created in CLA by a Medical Education Unit Administrator using the 'Groups' functionality. This allows ARP members to be linked to relevant trainees so that they can view their ePortfolio and record decisions related to the overall assessment of their training.

## 1.1 Creating ARP Groups

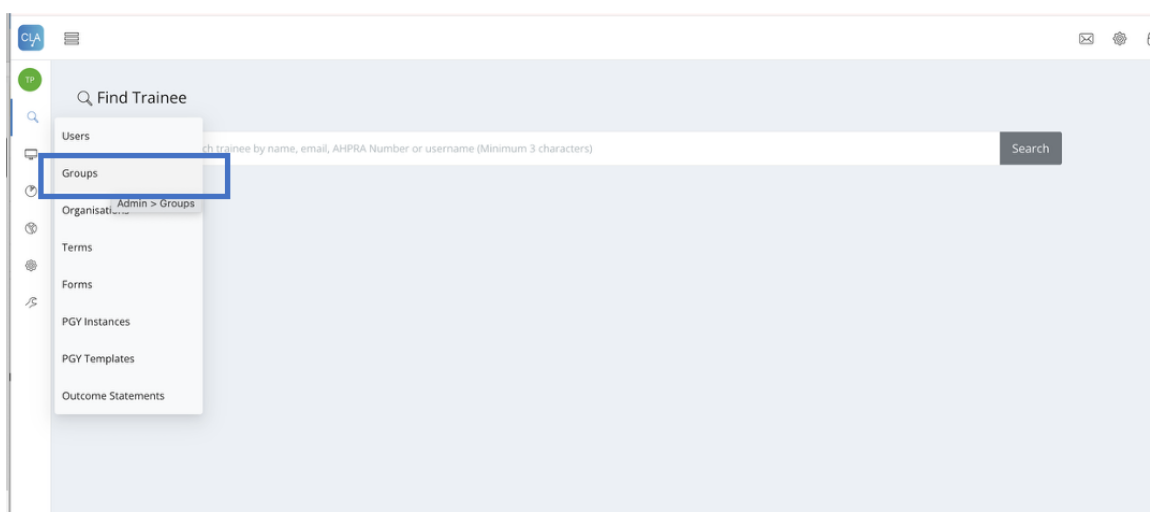
You can create an ARP Group in CLA in several ways. You can create a group and add trainees and ARP members manually in the system or via a bulk upload – see the Quick Reference Guide [Creating and Managing Groups](#).

### 1.1.1 Establishing / Setting up ARP Groups

You may want to follow the same convention as used for your existing PGY1 / PGY2 groups for the ARP process.

In this case, first create the groups you wish to use for the ARP:

- Navigate to the cog icon and select **Groups**



- Select **Create Group** and complete the Create Group pop-up box that will appear
- Enter a group name
- We recommend that you name your ARP group in a similar way to how you have named your PGY instances and clearly identify it as an ARP group:
  - State - Hospital/Program - PGY1/PGY2 - ARP Year
  - E.g. NSW – Nepean Hospital – PGY1 – ARP 2025
- Use the Group Type 'Assessment Review Panel'
- Add a start and end date to the group; this will ensure that users only have access to trainees in the ARP group for as long as the ARP is active and also does not display the Group on the Dashboard longer than necessary.
- Click **Create**

Create Group

Basic Info

Integration

Organisation \*

Nepean Hospital

Type \*

Assessment Review Panel

Name \*

NSW - Nepean Hospital - PGY1 - ARP 2025

Description

Start Date

01/09/2025

End Date

08/02/2026

Add a new user...

You have yet to assign any users.

Cancel

Create

- Once you have created the ARP group, navigate to the Users screen and use the Filter to identify all users in your existing PGY1 or PGY2 groups that you would like to add to the Group.
- Click on **Add Filter** and select **Group**. Search for any element of your Group's name, e.g. PGY1, or PGY1 – 2025 and select in the filter.

Users

Admin > Users

Search...

Group: \*\*Silvia testing

Q Add filter

Import users

Export users

Create user

<input type="checkbox"/>	Name	Email Address	AHPRA Number	Role	Organisation	Groups	Created	
<input type="checkbox"/>	Ranjit Example	● Ranjit.example@Silviademotrainee.com.au	Silvia56789412	Trainee	Clinical Learning Australia	1	10 Apr 2025	...
<input type="checkbox"/>	Silvia Fazekas	● sfazekas@hotmail.com	---	Medical Education Unit Administrator	Central Adelaide Local Health Network	11	20 Jan 2025	...
<input type="checkbox"/>	Demo Supervisor	● silvia.fazekas@amc.org.au	Sample1234	Supervisor (Term or Clinical)	Launceston General Hospital	5	13 Mar 2025	...
<input type="checkbox"/>	Mary Testing	● mary.testing@silviademotrainee.com	Silvia987654	Trainee	Clinical Learning Australia	1	10 Apr 2025	...
<input type="checkbox"/>	Example Trainee	● rajito@gmail.com	SilviaDemo2345	Trainee	Clinical Learning Australia	1	13 Mar 2025	...
<input type="checkbox"/>	Demo Trainee	● sfazekas@gmail.com	SILVIA1234test	Trainee	Clinical Learning Australia	1	18 Feb 2025	...

- Select the users you want to add to the ARP group using the tickboxes in the far-left column, click **Bulk Actions** and **Add Groups**. If you have more than 10 users to add to the ARP Group, expand your view to '50 per page', select all users, then select Bulk Actions -> Add Groups. Repeat for additional pages of users.

The screenshot shows a user management interface. At the top, there is a search bar and a group filter set to 'sylvia.testing'. A 'Bulk actions (6)' menu is open, showing options like 'Add groups', 'Archive/Unarchive', and 'Send Verification'. The table below lists several users with columns for Name, Email Address, AHPRA Number, Role, Organisation, and Groups.

Name	Email Address	AHPRA Number	Role	Organisation	Groups
Ranjit Example	Ranjit.example@Silviademotraineec.com.au	Silvia56789412	Trainee	Clinical Learning Australia	1
Silvia Fazekas	sfazekas@hotmail.com	---	Medical Education Unit Administrator	Central Adelaide Local Health Network	11
Demo Supervisor	silvia.fazekas@amc.org.au	Sample1234	Supervisor (Term or Clinical)	Launceston General Hospital	5
Mary Testing	mary.testing@silviademomail.com	Silvia987654	Trainee	Clinical Learning Australia	1
Example Trainee	rajito@gmail.com	SilviaDemo2345	Trainee	Clinical Learning Australia	1
Demo Trainee	sfazekas@gmail.com	SILVIA1234test	Trainee	Clinical Learning Australia	1

- Type in the name of the ARP group you just created and click 'Add'

The screenshot shows a dialog box titled 'Add Groups to Users'. It contains a text input field with the text 'NSW - Nepean Hospital - PGY1 - ARP 2025'. At the bottom right, there are 'Cancel' and 'Add' buttons.

This will add all trainees and other users you have selected to the new ARP group.

Add in the additional people to the ARP group, including DCTs, Admins, and other key stakeholders in this process. Note, an MEU Administrator cannot add themselves to a Group – they need another MEU admin to add them to a group or contact the Nationwide Administrator.

## 1.2 ARP Roles

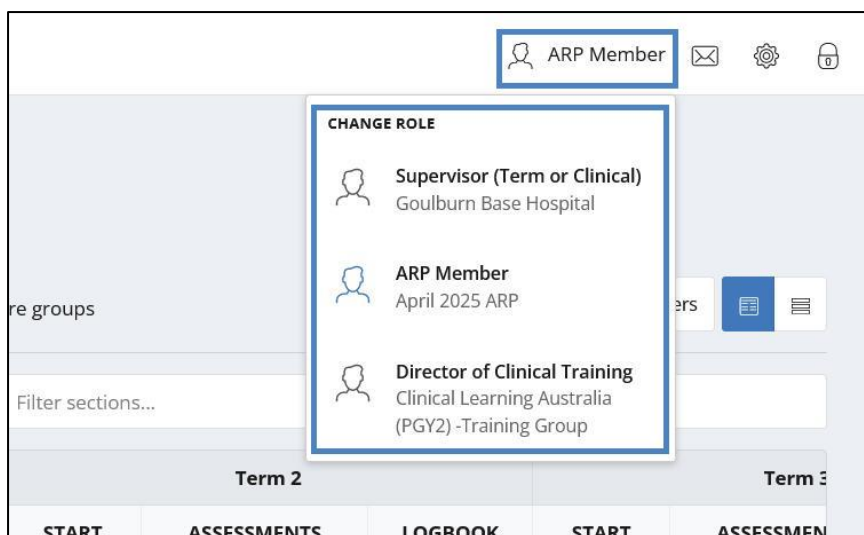
Within the ARP group, you add and assign individuals one of two roles. Both of these roles will be able to view the ePortfolio of trainees included in the group. These roles are:

- ARP Lead** – In addition to viewing trainees in the ARP group, this role can add a **proposed and final assessment rating** (see section 2.2)
- ARP Member** – In addition to viewing trainees in the ARP group, this role will be able to **propose a final assessment** rating (see section 2.2)

There can be multiple ARP Leads and ARP members.

## 1.3 If you have multiple roles in CLA

If you're an existing user of CLA and have roles other than an ARP Member or Lead, you will need to switch to your ARP role via the role toggle in the top right-hand corner of the screen.



- Navigate to the Dashboard icon  in the left-hand menu and click **Trainees**.

CLIA

444

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👤

🏠

🔧

Trainees

Usage Insights

Service Desk

Submission Insights

dated a few seconds ago

PGY2 - Training Group (1 Nov 2024 to 1 Nov 2025)

Include past and future groups

Reset Filters





























































Submission Insights

PGY2 - Training Group

PGY2 (20 trainees)

Term 1 (20 trainees)

Search...

Trainee			Term 1					PGY2					
Name	Term	Last Login	START	ASSESSMENTS			LOGBOOK		EPAs				ASSESSMENT REVIEW PANEL
 Ali Fowler	ACT Test Hos...	---											
 April Kepner	Goulburn Bas...	11 days ago											
 Ben Warren	Goulburn Bas...	6 days ago											
 Richard Webb	Albany Hospit...	---											
 Arizona Robbins	ACT Test Hos...	---											

All groups that are linked to you will be available to select from in the left-hand dropdown menu above the dashboard. You can type into this field to locate the group you need to view; this is especially useful if you are a member of multiple groups.

Trainee			Term 1			Term 2			Term 3		
Name	Term	Last Login	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK
April Kepner	Goulburn Bas...	0 days ago	START	SA	MTA	100%	2	0	0	0	0
Ben Warren	Goulburn Bas...	7 days ago	START	SA	MTA	100%	3	3	0	0	0

## 2 Information available to the ARP

When an ARP group has been established, ARP Leads and ARP members added to that group will be able to view information for all trainees in the group.

There are a number of components in CLA that an ARP may wish to use to assess whether each trainee has or has not met the requirements to complete their training.

These include:

### The Trainee Dashboard

This provides an 'at a glance' view of whether assessments for each term have been completed, any 'amber' icons for mid or end of term assessments that may indicate an issue, and the number of EPAs completed during the year.

Trainees

(21) Updated 7 minutes ago

Trainees

Clinical Learning Australia (PGY2) - Training Group (1 Nov 2024 to 1 Nov 2025)

Include past and future groups

Reset Filters

Group View

External View

Clinical Learning Australia (PGY2) - Training Group

PGY2 (21 trainees)

Filter sections...

Search...

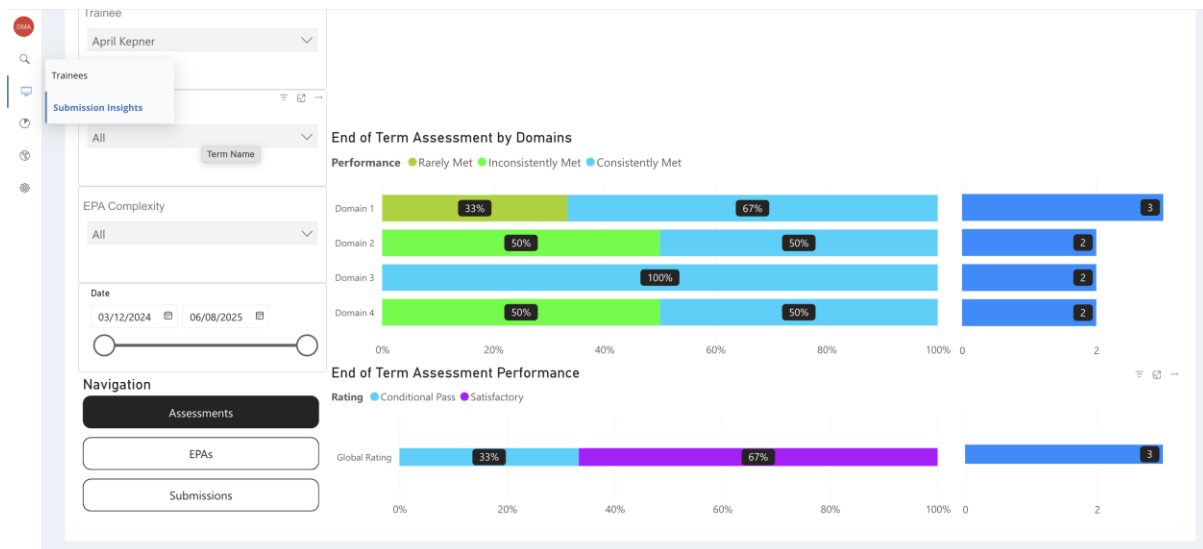
Trainee			Term 1			Term 2			Term 3		
Name	Term	Last Login	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK
<div><div></div><div>CT_TEST 01</div><div>Active</div></div>	---	---	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>
<div><div></div><div>Catherine Avery</div></div>	ACT Test Hos...	60 days ago	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>
<div><div></div><div>Miranda Leigh Bailey</div></div>	North Canber...	2 days ago	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>
<div><div></div><div>Gabriel Basso</div></div>	ACT Test Hos...	---	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>
<div><div></div><div>Monica Beltran</div></div>	ACT Test Hos...	87 days ago	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>	<div><div></div><div>SA</div></div>	<div><div></div><div>MTA</div></div>	<div><div></div><div>2024</div></div>

### Submissions Insights Dashboard

The Submission Insights dashboard provides aggregated information about Mid Term Assessments, End of Term Assessments and EPAs for a group of trainees as well as for each individual trainee.

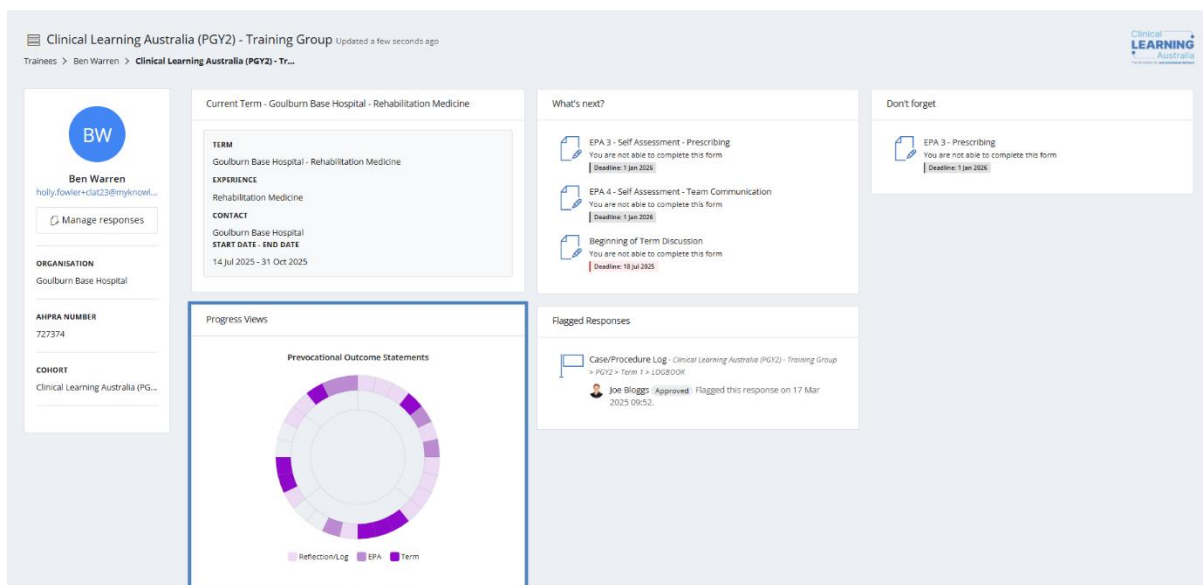
The dashboard shows the total number of assessments completed and an 'at a glance' view of assessment outcomes by domain and global rating. The dashboard also shows the number of EPAs completed and the entrustability rating and appropriateness of rating.

**Note.** Currently the Submissions Insight dashboard will only display for ARP Leads and Members where this is their primary role. Where ARP Lead or Member is a user's secondary role, i.e. assigned as ARP Lead or Member within a Group, the Submissions Insight dashboard will not be visible (this will be available in a future release).



## Progress Views

Progress Views are available to view within each Trainee's portfolio on their homepage.



The Progress Views wheel of progress provides a consolidated view of the progress of a trainee demonstrating the prevocational outcome statements.

You can click into each individual trainee via the main Trainee Dashboard and click on the Progress Views widget to view further details of their progress, including the number and type of evidences (i.e. assessments) associated with each of the prevocational outcome statements.



**Ben Warren**  
 holly.fowler+clat23@myknowledgemap.com  
 Completed Postgraduate Year (Proposed)

ARP Comments (0)

Asc Desc

**PREVOCATIONAL OUTCOME STATEMENTS**

Expand All: ☐
 Filter evidences

Display: Flat Accordion Outcome Statements Evidences

**11**  
 Unique evidences

**24/28**  
 Mapped/available Outcome Statements

**Prevocational Outcome Statements** (4)  
 No description.

**PRACTITIONER** (10)  
 No description.

**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.

Reflection/Log 6 EPA 0 Term 0

Last updated: 3 March 2025

Clicking on an outcome statement will expand the view to show you the assessments associated with it and the assessments can be viewed from here:

**PRACTITIONER** (10)  
 No description.

0 Comments 0 Internal Comments

**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.


12 EPA 0 Term 0

Evidences (12) Comments (0) Internal Comments (0)

<b>Term</b>  <b>End of Term Assessment</b> Added a month ago	<b>EPA</b>  <b>EPA 1 - Clinical Assessme...</b> Added 2 months ago	<b>Term</b>  <b>End of Term Assessment</b> Added 2 months ago	<b>Term</b>  <b>End of Term Assessment</b> Added 2 months ago	<b>EPA</b>  <b>EPA 3 - Prescribing</b> Added 2 months ago	<b>Reflection/Log</b>  <b>Logbook</b> Added 3 months ago
<b>EPA</b>  <b>EPA 1 - Clinical Assessme...</b> Added 3 months ago	<b>EPA</b>  <b>EPA 1 - Clinical Assessme...</b> Added 3 months ago	<b>Term</b>  <b>End of Term Assessment</b> Added 3 months ago	<b>EPA</b>  <b>EPA 1 - Clinical Assessme...</b> Added 5 months ago	<b>EPA</b>  <b>EPA 1 - Clinical Assessme...</b> Added 5 months ago	<b>EPA</b>  <b>EPA 1 - Clinical Assessme...</b> Added 5 months ago

Last updated: 30 July 2025

## Reports

The Reports  screen can be found in the left-hand menu. There are a number of reports available that can assist the ARP when reviewing the progress of trainees.

These include:

- **The Detailed Response Report** – this provides an extract for a group of trainees of all content submitted for a particular form type i.e. you can select to run this report for a Mid Term Assessments, End of Term Assessments or EPAs
- **The Prevocational Program Requirements Report** – this provides a report for all trainees within a particular group to identify if they have met the requirements of the National Framework such as those for clinical exposure, program length, time in a service term etc.

Additionally, ARP members can view the individual ePortfolio of all trainees they are linked to should they need to view the details of any particular assessment or form completed.

*CLA is not prescriptive in terms of how the ARP reviews the trainee's performance or in the information they consider as this may vary by site.*

### 3 Recording ARP decisions

In CLA, there are two ways in which the ARP decision can be recorded.

- **Certifying Completion** - This occurs within the Progress Views section of the Trainee's ePortfolio. It allows ARP Leads and Members to nominate a proposed and final outcome to certify PGY completion. This must be completed to finalise a Trainee's training and generate the transcript of learning.
- **ARP Outcome Form** – This form sits on the Assessment Review Panel tab within the Trainee's ePortfolio. This form can be used to record the ARP decision and provide feedback or commentary to the Trainee. Note that information recorded on this form is visible to the trainee. This is an optional form that the ARP can complete *in addition* to the final rating. Sites may choose to use or not use this form and in what circumstances at their discretion.

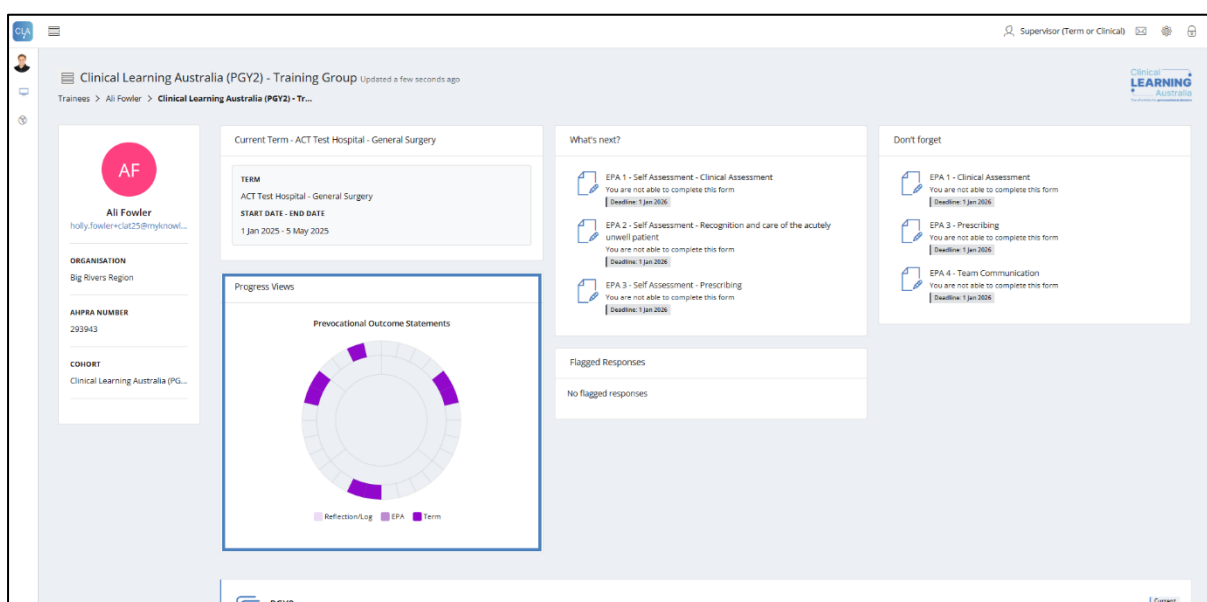
#### 3.1 Certifying Completion

This step is mandatory and indicates that the Trainee has completed their PGY1 or PGY2 training.

Once you locate the ARP group in the dashboard, you select a Trainee by clicking on their name in the dashboard.

This will then show you that Trainee's ePortfolio homepage where you can begin the Certifying Completion process.

- Click the Progress View widget



This will open the Progress Views window.

Prevocational Outcome Statements

Reset

None

to

None

AF

Ali Fowler

holly.fowler+clat25@myknowledgemap.com

Completed Postgraduate Year

ARP Comments (0)

No comments

Normal

B I U

Your comment...

Add comment

PREVOCATIONAL OUTCOME STATEMENTS

Reflection/Log

EPA

Term

Expand All: ☐

Filter evidences

Display: 

Flat

Accordion

Outcome Statements

Evidences

1

Unique evidences

7/28

Mapped/available Outcome Statements

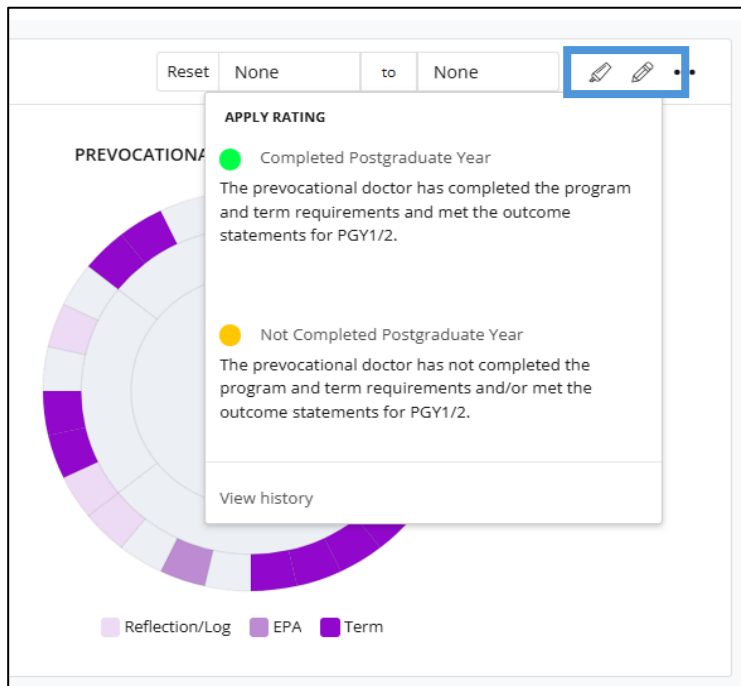
A final 'rating' is given to the Trainee as either 'Proposed' or 'Applied'.



**Propose Rating** – This is an optional step that can be taken if Assessment Review Panel members wish to propose an initial rating for a Trainee which may be later reviewed. A proposed rating is not visible to the Trainee, but is visible to the ARP Leads, ARP Members, MEU Admins and Nationwide Admins with access to that trainee's portfolio.



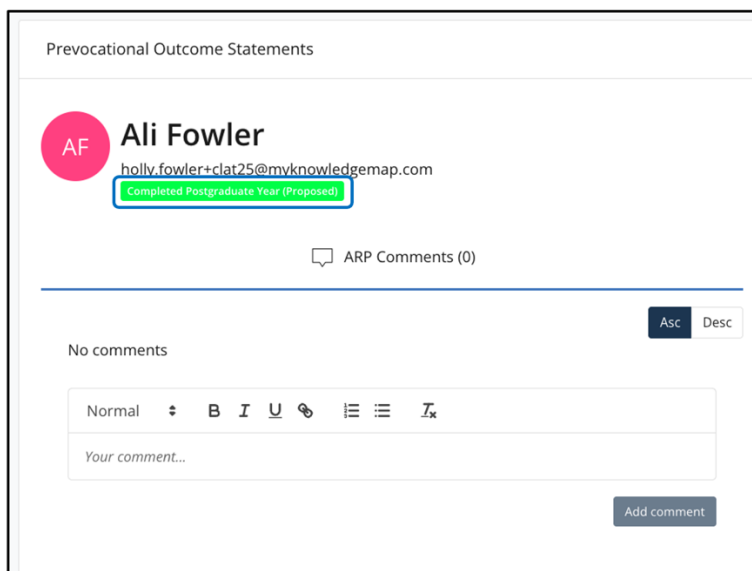
**Apply Rating**- When the Assessment Review Panel is ready to certify completion a final rating will be applied by an ARP Lead. This rating is visible to the Trainee and all other users with access to that trainee's portfolio.



A rating is set by clicking the relevant pencil icon (shown above) and selecting one of the ratings listed in the screenshot to the left.

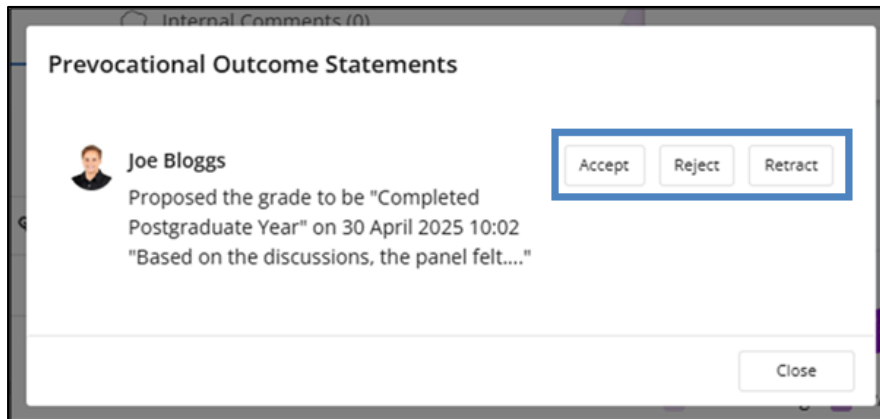
If a rating has been proposed, then that relevant rating will appear under the Trainee's name within their Progress View.

**Note:** This will be not visible to the Trainee.

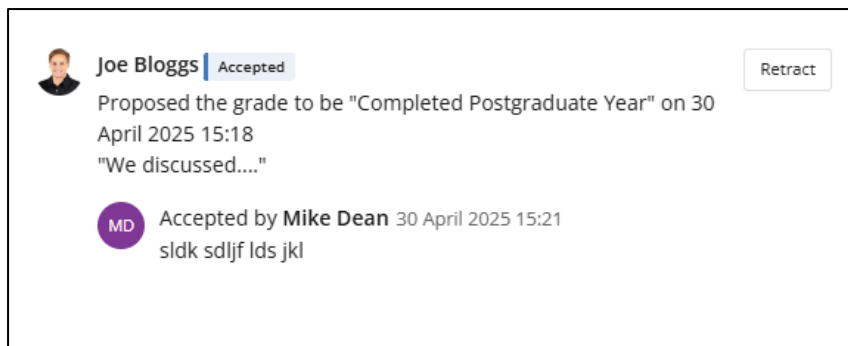


When a **final rating** has been applied, the rating appears or is updated under the Trainee's name and **is visible to the Trainee**.

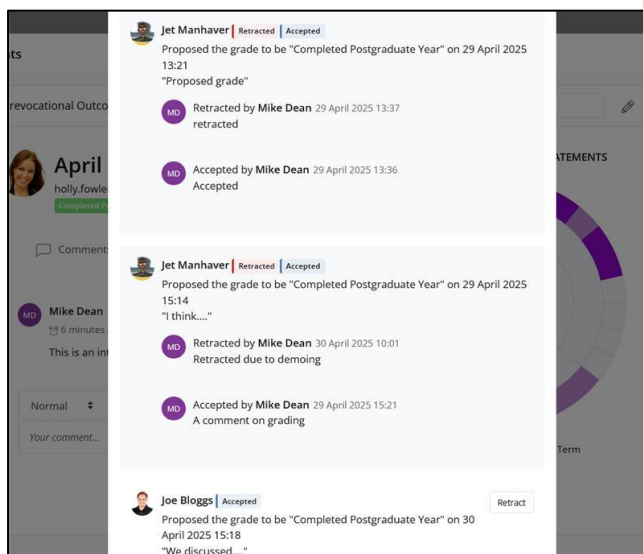
If a rating has been entered as proposed, this can be accepted, rejected, or retracted by an ARP Lead. Click on the rating underneath the trainee's name in the Progress View to see the options.



If a final rating has been applied, this can be **retracted** by an ARP Lead.




All members of the ARP group, MEU Admins and Nationwide Admins with access to that trainee's portfolio, can see the history of the proposed rating. Trainees cannot see the history of a proposed rating. Conversely, the history of the final rating can be seen by all users with access to the trainee's portfolio, including the trainee.



## Adding comments

Both the ARP Lead and ARP Member roles can add comments when they apply a proposed or final rating.



Joe Bloggs

Accepted

Proposed the grade to be "Completed Postgraduate Year" on 30 April 2025 15:18

"We discussed...."

MD

Accepted by Mike Dean 30 April 2025 15:21

sldk sdljf lds jkl

Retract

**Important: Comments added to a proposed rating are not visible to the trainee, but are seen by other users, including MEU Admins and Nationwide Admins who are not part of the ARP Group, but may have visibility of a trainee's portfolio.**

**Comments added to a final rating are visible to the Trainee and all other users with access to the trainee's portfolio.**

In addition to comments added when applying a proposed or final rating, there is an ability to record general ARP related comments on the Progress Views page under 'ARP Comments'. These comments are not visible to the trainee and can only be seen by members of the ARP group, MEU and MEO Admins and DCT/EDMSs.

Prevocational Outcome Statements

Reset None to None

AF





Ali Fowler

holly.fowler+clat25@myknowledgemap.com

Completed Postgraduate Year

ARP Comments (0)

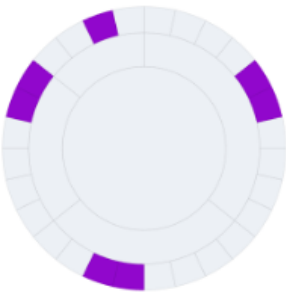
No comments

Normal B I U    

Your comment...

Add comment

PREVOCATIONAL OUTCOME STATEMENTS





Reflection/Log EPA Term

Expand All: ☐

Filter evidences

Display: Flat Accordion Outcome Statements Evidences

 1 Unique evidences

 7/28 Mapped/available Outcome Statements

## 3.2 ARP Outcome Form

When an ARP decision has been made, an ARP Lead, DCT, MEU Admin or MEO can complete the ARP Outcome form within the Trainee's ePortfolio. This step is optional and will depend on how the ARP is managed in each training setting.

Note: The ARP Outcome form **is visible** to Trainees and other users that have access to the trainee's ePortfolio.

Where the first check box is ticked but not the second the doctors progress has been reviewed but s/he is not yet ready for progression.  
Where both the first and second check box is ticked the prevocational doctor is confirmed as ready to progress.

The Assessment Review Panel has discussed the prevocational doctor's summary of terms and outcomes of assessment components.

☐ Yes




1 Mark(s)

The Assessment Review Panel confirms that the prevocational doctor is recommended for a certificate of satisfactory completion of PGY2.

☐ Yes


1 Mark(s)

Comments

Normal **B I U**   


Attachment

Note. Only one file can be attached



Drop image or file to upload  
or click to pick manually

If you would like to notify the prevocational doctor, please enter their email below



Where the radio buttons for both questions are selected, indicating that the ARP has discussed the trainee's progress and they recommend the trainee for certification of completion, the ARP icon on the dashboard will turn green.

Where one of the radio buttons or neither are selected, the ARP icon on the dashboard will turn amber.

ARP Leads or Administrators can add additional commentary or attachments to provide feedback to the Trainee via this form.

## 4 Support

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