

Entrustable Professional Activities (EPAs) in CLA



Who can complete an EPA in CLA?

Trainees, Supervisors (Term or Clinical), Directors of Clinical Training (DCT), Executive Directors of Medical Services (EDMS), Guest Assessors

Trainee

- An EPA can be completed with an assessor in the trainee's CLA account (on the mobile app or via the web version). The trainee fills in the first part of the form providing details of the activity and a self-assessment.
- The assessor will then fill in the second part of the form with their assessment of the activity. The assessor with whom the EPA is being conducted is required to include their position/role, name and email address.
 - Where the assessor has an existing account in CLA, an email is sent to them confirming that an EPA has been completed with them recorded as the assessor for their records.
 - Where the assessor does not have an existing account in CLA, an email is sent to both the assessor and administrators at the organisation where the term is taking place confirming that an EPA has been completed by a 'Guest Assessor' (see the *Quick Reference Guide – Guest Assessors* for more information).
- A trainee can also email a blank or partially completed EPA form to an assessor using the 'Email' or 'Email for Later' buttons and entering the name and email address of the assessor. The nominated assessor will receive a link in an email requesting that they complete the EPA for the trainee.



Supervisor (Term or Clinical), DCT, EDMS

- A Supervisor (term or clinical) or DCT/EDMS can complete an EPA for a trainee in their own CLA account by clicking on an EPA icon for the relevant trainee on the Trainee Dashboard or by navigating to the relevant trainee's ePortfolio (e.g. by clicking on their name or using the 'Find Trainee' function), selecting the relevant EPA form on the EPAs tab and clicking 'Complete New'.
- EPA icons appear at the end of the dashboard; you may need to scroll to the right to see them or use the Filter Sections filter to select the current term and EPAs will be visible.

Trainee			Term 4				PGY1						
Name	Term	Last Lo...	START	ASSESSMENTS				LOGBOOK		EPAs			
Ranjit Example	Sunshine Coa...	---	BOTD	SA	MTA	EOTA	DSO	0 L	0 CL	0/4 E1-CA	0/2 E2-CA	0/2 E3-P	0/2 E4-TC
Mary Testing	LGH - Orthop...	---	BOTD	SA	MTA	EOTA	DSO	0 L	0 CL	1/4 E1-CA	1/2 E2-CA	1/2 E3-P	0/2 E4-TC
Example Trainee	Sir Charles Ga...	---	BOTD	SA	MTA	EOTA	DSO	0 L	0 CL	0/4 E1-CA	0/2 E2-CA	1/2 E3-P	0/2 E4-TC
Demo Trainee	Mt Isa Base H...	0 d...	BOTD	SA	MTA	EOTA	DSO	0 L	0 CL	1/4 E1-CA	1/2 E2-CA	1/2 E3-P	1/2 E4-TC

Tracking EPA Completions via the Dashboard

The Trainee Dashboard provides visual indicators to help administrators, supervisors and DCTs track EPA completions. The EPA icon is used with the following colour codes:

GREY	no EPAs have yet been completed
GREEN	at least one EPA has been completed

The dashboard shows a count of the number of each EPA completed and the total number required to be completed over the course of the training program.

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Name	Term	Last Lo...	START	ASSESSMENTS				LOGBOOK		EPAs			
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Prevocational Outcome Statements and EPAs

Prevocational outcome statements checked on EPA forms update the trainees Progress View (progress wheel)

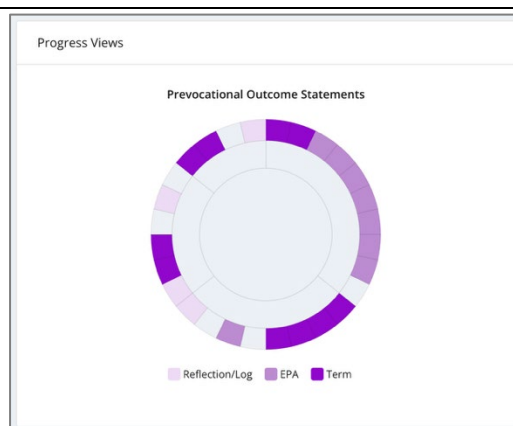
- It is important to identify prevocational outcome statements that have been demonstrated during the EPA on the EPA form as these will update the trainees progress view (wheel of progress).
- Click on the Prevocational Outcome Statements tab at the top right of the form and check any prevocational outcome statements that have been demonstrated.

EPA 1 - Clinical Assessment

EPA 1 - Clinical Assessment

Prevocational Outcome Statements

- Outcome Statements that are checked when an EPA is submitted will update the trainees Progress View (progress wheel).
- If no outcome statements are checked, the trainees progress view (progress wheel) will not be updated.
- Outcome statements can be added later if an assessor forgets to include them when they submit the form. See the *CLA User Guide for Supervisors, Assessors and DCT/EDMS* - Mapping outcome statements to forms section for more information.



Support:

- For local set up issues, contact your Medical Education Unit (MEU) Administrator
- For guidance and learning resources, refer to the CLA website and user guides
- For MEU support enquiries, please email CLA.help@digitalhealth.gov.au