



Clinical **LEARNING** Australia

The ePortfolio for **prevocational doctors**

Completing and Managing Forms for Administrators and Supervisors

This guide is intended for CLA users who need to access, complete and review forms for a trainee. It provides an overview of the forms available in CLA, explains form permissions, and outlines the different methods available to locate, preview, access, and complete forms.

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1. Understanding Forms

1.1. Forms Overview

Clinical Learning Australia (CLA) has been designed in accordance with the [National Framework for Prevocational \(PGY1 and PGY2\) Medical Training](#), supporting the assessment, documentation, and monitoring of prevocational doctors' training and progression throughout the clinical year.

The forms available within CLA capture a range of training and assessment activities, including:

- Learning Goals
- Beginning of Term Discussions
- Mid Term Assessments
- End of Term Assessments
- Logbook Entries
- Case and Procedure Logs
- Entrustable Professional Activities (EPAs), including self-assessments

CLA can also record the existence of an **Improving Performance Action Plan (IPAP)**; however, the IPAP document itself is not created, managed, or stored within CLA.

1.2. Form Types

Forms within CLA are grouped into the following 5 categories:

1. Start

These forms support the commencement of a training term and help establish learning objectives and expectations.

- Learning Goals
- Beginning of Term Discussion

2. Assessments

These forms are used to assess and document a prevocational doctor's performance and progression throughout the term.

- Self-Assessment
- Mid Term Assessment
- End of Term Assessment
- Term Supervisor Sign-Off
- DCT Sign-Off
- Improving Performance Action Plan (IPAP) – Open
- Improving Performance Action Plan (IPAP) – Closed

Of the Assessment forms, the **End of Term Assessment** is the only form that contains mapped Outcome Statements. When these Outcome Statements are assessed and graded, they contribute to the trainee's **Progress View** in CLA. Other Assessment forms support performance monitoring and feedback but do not contribute directly to Progress View completion.

3. Entrustable Professional Activities (EPAs)

EPAs are workplace-based assessments that measure a prevocational doctor's ability to perform key professional activities.

- EPA 1 – Clinical Assessment
- EPA 2 – Recognition and Care of the Acutely Unwell Patient
- EPA 3 – Prescribing
- EPA 4 – Team Communication
- EPA Practice Assessments

All EPA forms, except for **Practice Assessment Forms**, should contain mapped Outcome Statements to contribute to the trainee's **Progress View** when completed and graded. **Practice Assessment Forms** are intended for training and familiarisation purposes only and do not contribute to **Progress View** completion.

4. Logbook

The Logbook enables prevocational doctors to record clinical experiences and training activities undertaken throughout the term. It can also be used to upload forms and documentation that are not available within CLA.

- Logbook
- Case/Procedure Log

Logbook forms can be configured with mapped **Outcome Statements** where applicable. When Outcome Statements have been mapped and are assessed, the form may contribute to the trainee's **Progress View**. The contribution of a Logbook form to Progress View is determined by its configuration and whether relevant Outcome Statements have been mapped to the form.

5. Assessment Review Panel (ARP)

These forms are used as part of the Assessment Review Panel process to document and record panel assessments and outcomes for prevocational doctors.

- Assessment Review Panel Outcome

For a form to contribute to the **Progress View**, it must contain mapped **Outcome Statements** and those **Outcome Statements** must be graded by the relevant assessor.

Completing a form alone does not contribute to the **Progress View**. Forms that do not contain mapped **Outcome Statements**, or where the **Outcome Statements** remain ungraded, will not contribute to **Progress View** completion.

2. Form permissions

Form Type	Who Initiates?	Who Contributes?	Who Submits?	Can Be Emailed?	Who can complete	Can be linked to progress view via outcome statements
Learning Goals	Trainee	Trainee	Trainee	No	Trainee, Term Supervisor, Clinical Supervisor, DCT, EDMS, MEU Administrator	No
Beginning of Term Discussion	Trainee	Trainee	Trainee	No	Trainee, Term Supervisor, Clinical Supervisor, DCT, EDMS, MEU Administrator	No
Self-Assessment	Trainee	Trainee	Trainee	No	Trainee	No
Mid-Term Assessment	Trainee, Term Supervisor, Clinical Supervisor, DCT, EDMS	Trainee and Assessor	Either party, depending on workflow	Yes	Trainee, Term Supervisor, Clinical Supervisor, DCT, EDMS, MEU Administrator	No
End of Term Assessment	Term Supervisor, Clinical Supervisor, DCT, EDMS	Term Supervisor, Clinical Supervisor, DCT, EDMS	Initiating reviewer	No	Term Supervisor, Clinical Supervisor, DCT, EDMS, MEU Administrator	Yes
Term Supervisor Sign-off	Term Supervisor	Term Supervisor	Term Supervisor	No	Term Supervisor, MEU Administrator	No
DCT Sign-off	DCT / EDMS	DCT / EDMS	DCT / EDMS	No	DCT, EDMS, MEU Administrator	No
Improving Performance Action Plan	Term Supervisor, DCT, EDMS, MEU Administrator	Term Supervisor, DCT, EDMS, MEU Administrator	Term Supervisor, DCT, EDMS, MEU Administrator	No	Term Supervisor, DCT, EDMS, MEU Administrator	No
EPAs	Trainee, Term Supervisor, Clinical Supervisor, DCT, EDMS	Trainee and Assessor	Either party, depending on workflow	Yes	Trainee, Term Supervisor, Clinical Supervisor, DCT, EDMS, MEU Administrator	Yes
Logbook / Case Logs	Trainee	Trainee	Trainee	No	Trainee, MEU Administrator	Yes

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, e.g. EPAs. 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).

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.

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.

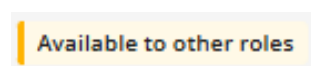
Assessment Type	Status	Available to other roles	Action
> Self Assessment			Complete new
> Mid Term Assessment	Completed		Email (1) Complete new
> End of Term Assessment	Completed	Available to other roles	

Note: Only Mid Term Assessment forms and EPAs can be emailed, either entirely blank or partially completed to an assessor to complete and submit. 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.

Important: The End of Term Assessments cannot be initiated by a prevocational doctor, nor can they be emailed to a supervisor to complete. The End of Term Assessment can only be initiated by a supervisor linked to the prevocational doctor logging into CLA, viewing the doctor on their Dashboard, and initiating the form from their supervisor login.

2.1. Form Statuses

Forms can be displayed with different statuses depending on their availability and your permissions.



Available to Other Roles

The form is available within the term but cannot be completed by you because your role does not have permission to access it. If you believe you should have access, please contact your Medical Education Unit Administrator (MEU).

Currently unavailable

Currently Unavailable

The form cannot be completed at this time because the term has not yet started, the term has ended, or you do not have the required permissions to access the form. If you believe you should have access, please contact your Medical Education Unit (MEU) Administrator.

Deadline: 5 Aug 2026

Deadline: 31 Dec 2026

Deadline: dd mmm yyyy

This status indicates the due date for the form.

- **Red** indicates the deadline is approaching.
- **Grey** indicates the form is available and the deadline is not yet approaching.

2.2. Guest Assessors

Where a **Guest Assessor** completes a mid term assessment or EPA 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 as 'Unapproved' until an Administrator has approved the **Guest Assessor**.

3. Finding Forms

To complete a form, you need to navigate to the form you want to complete. This can be done in several ways:

3.1. Accessing Forms from the Trainee Dashboard

Click on the form icon on the Trainee dashboard for the specific prevocational doctor to open their form. You may need to scroll up slightly when the form opens to see the **Complete New** button.

Trainee			Term 1			PGY2		
Name	Organisation	Last Login	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL	
Miranda Bailey	Goulburn Bas...	3 days ago		SA MTA DOTA		4/4 0/2 0/2 0/2	ARPA	

3.2. Accessing Forms from the Trainee ePortfolio (Record)

Navigate to this page by clicking on the prevocational doctor's name on the **Trainee Dashboard**.

Trainees

(9) Updated a few seconds ago

Trainees

QLD White UAT Hospital PGY1-Term 4 - 2026 (1 Sep 2026 to 30 Sep 2026)

Reset Filter

Whitehaven UAT Hospital PGY1 - 2026

PGY1 (5 trainees)

Filter sections...

Trainee			Term 1				Term 2									
Name	Term	Last Login	START	ASSESSMENTS				EPAs	START	ASSESSMENTS						
TraineeW01 Haven	Whitehaven U...	1 day ago	0 ROUTE	0 SA	1 MTA	1 EOTA	1 DSO	1/1 E1-CA	1 E2-CA	1 E3-P	1 E4-TC	0 ROUTE	0 SA	0 MTA	1 EOTA	0 DSO
TH TraineeW02 Haven	Noosa UAT Pr...	51 days ago	0 ROUTE	0 SA	0 MTA	0 EOTA	0 DSO	0/1 E1-CA	0 E2-CA	0 E3-P	0 E4-TC	0 ROUTE	0 SA	0 MTA	0 EOTA	0 DSO
TH TraineeW03 Haven	Whitehaven U...	1 day ago	0 ROUTE	0 SA	0 MTA	0 EOTA	0 DSO	0/1 E1-CA	0 E2-CA	0 E3-P	0 E4-TC	0 ROUTE	0 SA	0 MTA	0 EOTA	0 DSO
TH TraineeW04 Haven	Whitehaven U...	---	0 ROUTE	0 SA	0 MTA	0 EOTA	0 DSO	0/1 E1-CA	0 E2-CA	0 E3-P	0 E4-TC	0 ROUTE	0 SA	0 MTA	0 EOTA	0 DSO
TH TraineeW05 Haven	Whitehaven U...	---	0 ROUTE	0 SA	0 MTA	0 EOTA	0 DSO	0/1 E1-CA	0 E2-CA	0 E3-P	0 E4-TC	0 ROUTE	0 SA	0 MTA	0 EOTA	0 DSO

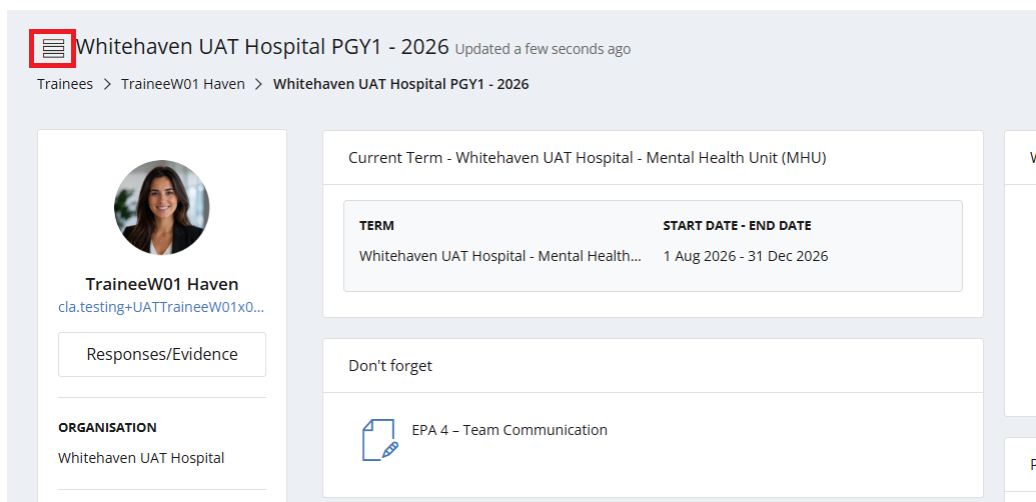
MEU admins, **DCT** and **EDMs** can also navigate to the trainee ePortfolio by selecting the **Find Trainee** icon searching for the trainee in the search box, expand the trainee information and click View.

Once on the Trainee Profile and Overview page, there are two ways to access forms:

3.2.1. Accessing all Forms from the Trainee Profile

Using the menu (burger) icon you can open a side menu displaying all available forms across **all terms**.

1. Select the Burger Icon  next to the Group Name



Whitehaven UAT Hospital PGY1 - 2026 Updated a few seconds ago

Trainees > TraineeW01 Haven > Whitehaven UAT Hospital PGY1 - 2026

TraineeW01 Haven
cla.testing+UATTraineeW01x0...

Responses/Evidence

ORGANISATION
Whitehaven UAT Hospital

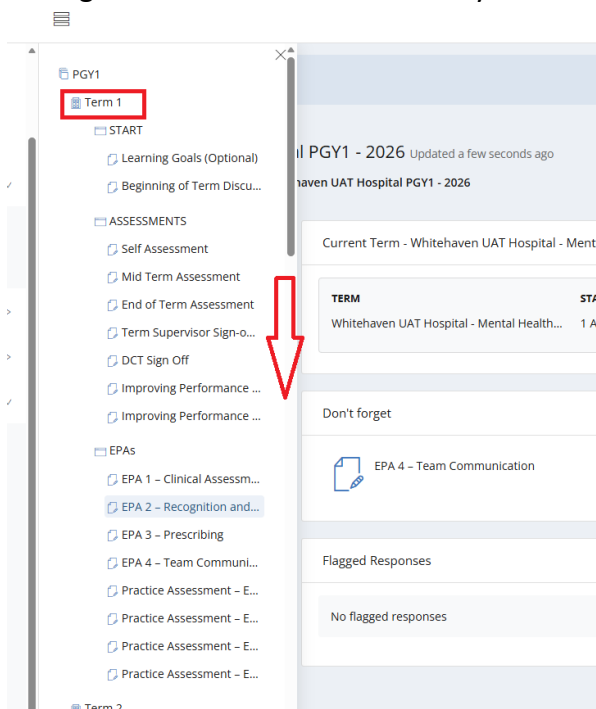
Current Term - Whitehaven UAT Hospital - Mental Health Unit (MHU)

TERM	START DATE - END DATE
Whitehaven UAT Hospital - Mental Health...	1 Aug 2026 - 31 Dec 2026

Don't forget

EPA 4 - Team Communication

2. This will open a side menu displaying all available forms, grouped by term. Scroll through the list and select the form you wish to view within the relevant term.



PGY1

Term 1

- START
 - Learning Goals (Optional)
 - Beginning of Term Discu...
- ASSESSMENTS
 - Self Assessment
 - Mid Term Assessment
 - End of Term Assessment
 - Term Supervisor Sign-o...
 - DCT Sign Off
 - Improving Performance ...
 - Improving Performance ...
- EPAS
 - EPA 1 - Clinical Assessm...
 - EPA 2 - Recognition and...**
 - EPA 3 - Prescribing
 - EPA 4 - Team Communi...
 - Practice Assessment - E...
 - Practice Assessment - E...
 - Practice Assessment - E...
 - Practice Assessment - E...

Term 2

3.2.2. Access Forms for the Trainee's current term

From the Trainee's Profile page using the current term box you can access the trainee's forms for the **current term**.

1. Select the current term box to display only the forms associated with that term.

Whitehaven UAT Hospital PGY1 - 2026 Updated a few seconds ago

Trainees > TraineeW01 Haven > Whitehaven UAT Hospital PGY1 - 2026

Current Term - Whitehaven UAT Hospital - Mental Health Unit (MHU)

TERM	START DATE - END DATE
Whitehaven UAT Hospital - Mental Health...	1 Aug 2026 - 31 Dec 2026

Don't forget

EPA 4 - Team Communication

Flagged Responses

No flagged responses

What's next?

- Beginning of Term Discussion (Deadline: 5 Aug 2026)
- Mid Term Assessment (Deadline: 15 Dec 2026)
- End of Term Assessment (Deadline: 31 Dec 2026)

Progress Views

Prevocational Outcome Statements

2. From the **Overview** page, first confirm that the correct term is selected. Forms can then be accessed by either:

- Selecting the relevant tab across the top of the page; or
- Clicking the appropriate form link within the Assessments section.

Term 4 Updated a few seconds ago

Trainees > TraineeW01 Haven > Whitehaven UAT Hospital PGY1 - 2026 > PGY1 > **Term 4**

OVERVIEW **START ASSESSMENTS EPAs LOGBOOK ASSESSMENT REVIEW PANEL**

TERM

Whitehaven UAT Hospital - Mental Health Unit (MHU)

TERM PROGRESS - START: 1 AUG 2026, END: 31 DEC 2026

START

Learning Goals (Optional)

Beginning of Term Discussion (Deadline: 5 Aug 2026)

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

Mid Term Assessment (Deadline: 15 Oct 2026)

End of Term Assessment (Deadline: 31 Dec 2026)

Term Supervisor Sign-off (if assessment conducted by clinical supervisor)

DCT Sign Off (Deadline: 31 Dec 2026)

TERM SUPERVISOR

- New (NW) cla.te
- SupV (SH) cla.te
- SupV (SH) cla.te

View full term c

3.3. Previewing forms

To preview a form, click on the form name in the list.

The screenshot shows the CLA interface for 'Term 1'. The 'ASSESSMENTS' section is active, displaying a list of assessment forms. The 'Mid Term Assessment' is highlighted with a red box. The list includes:

- > 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
- > 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 read-only preview of the form will expand below the name, allowing you to view its contents. **Note:** Some dropdown fields may still be selectable; however, changes cannot be saved in preview mode.

The screenshot shows the 'Mid Term Assessment' form preview. The 'Form preview' tab is highlighted with a red box. The form content includes:

- 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.
- Which term is this mid term assessment being completed for? ***
Select option
- Sources of information used to complete this form**
- Name of person completing this form**
Please provide the name of the person completing this form
- Name of supervisor undertaking the mid term assessment (if different to above)**
Please provide the name of the supervisor with whom the mid term assessment is being undertaken

4. Completing forms

To begin completing forms, open a new form using one of the methods described in section [2. Finding 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.

4.1. Understanding Form Functions

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



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 your progress after 10 seconds of inactivity. Once the auto-save has completed, the Save Changes button will display Saved. The button will revert to Save Changes when further edits are made.

- **Save & close:** Use this to save the form as a draft and exit the form. See section **Error! Reference source not found.** for more information about editing draft forms.
- **Email for later:** This is used to email Mid Term Assessment or EPA 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 completes and submits the form. See section 4.5.1 for more information about emailing forms.

- **Submit:** Use this to submit the form when you have finished entering information. See section 4.5 for more information about submitting forms.

4.2. Understanding Question Types

Inside each form there will be several question types.

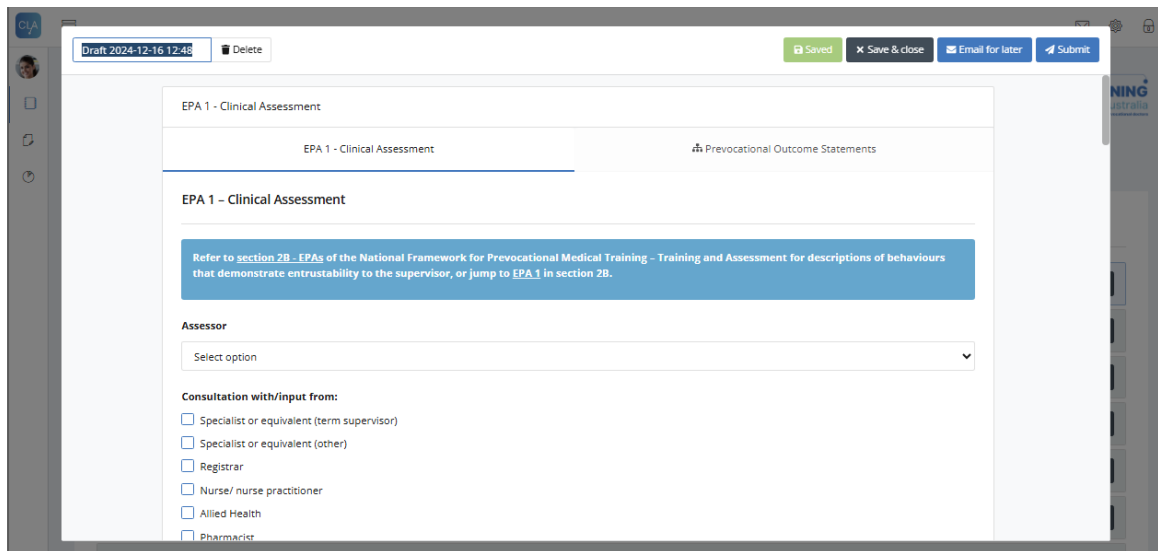
Question Type	Definition
Multiple Choice Checklist	This can be in the form of a drop-down box or listed view. It can also have mandatory interaction, as well as either needing one selection (shown by circle radio buttons), or multiple selections (shown by square check boxes).
Text response	This supports 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.
Date/Time picker	This allows you to select a date and/or time. This can be current, or in the past.
File Upload (Logbook only)	This allows prevocational doctors 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.

4.3. Completing a Form

Scroll through the form and complete all relevant sections. Depending on the form type, questions may be mandatory and must be completed before the form can be submitted.

4.3.1. Prevocational Outcome statements on EPAs and End of Term Assessments

The screenshot below shows an EPA 1 – Clinical Assessment form.



The screenshot displays the 'EPA 1 - Clinical Assessment' form within the NING Australia interface. At the top, there is a draft status bar with a timestamp 'Draft 2024-12-16 12:48' and a 'Delete' button. To the right are buttons for 'Saved', 'Save & close', 'Email for later', and 'Submit'. The form title 'EPA 1 - Clinical Assessment' is centered. Below the title, a blue box contains a reference: 'Refer to section 2B - EPAs of the National Framework for Prevocational Medical Training - Training and Assessment for descriptions of behaviours that demonstrate entrustability to the supervisor, or jump to EPA 1 in section 2B.' Underneath this is the 'Assessor' section with a dropdown menu labeled 'Select option'. The 'Consultation with/input from:' section lists several roles with checkboxes: Specialist or equivalent (term supervisor), Specialist or equivalent (other), Registrar, Nurse/ nurse practitioner, Allied Health, and Pharmacist.

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.

Important: As part of completing an End of Term Assessment or EPA, review the Prevocational Outcome Statements tab and select any relevant outcome statements. Selected outcome statements contribute to the shading of the corresponding segments in the Progress View displayed on the prevocational doctor's dashboard.

Draft 2025-06-13 14:54 [Delete] [Saved] [Save & close] [Submit]

End of Term Assessment - Completing for Miranda Leigh Bailey

End of Term Assessment

Prevocational Outcome Statements

End of Term Assessment

To be completed by the term supervisor at the end of the term.

Other clinical supervisors, including registrars may conduct or contribute to the assessment with final sign off of the end-of term assessment completed by the term supervisor.

Note: Where prevocational outcomes are shown at the top of this form, these are the prevocational outcomes that the term description identifies could be demonstrated during this term. If a Trainee has not met some or any of these outcome statements, or there are other outcome statements not identified above that have been demonstrated you can add or remove these via the prevocational outcome statements tab above.

Sources of information used to complete this form

Position/Role
Please provide the position/role of the Assessor undertaking the End of Term Assessment

For **End of Term Assessments**, outcome statements that have been pre-mapped to the Term Description will already be selected. Review these statements and remove any that are not applicable. Additional outcome statements can be added from the **Prevocational Outcome Statements** tab.

Draft 2025-06-13 15:28 [Delete] [Saved] [Save & close] [Submit]

Outcome Statements 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.

End of Term Assessment - Completing for Demo Trainee

End of Term Assessment

Prevocational Outcome Statements

End of Term Assessment

See **Section 8 Mapping outcome statements to forms** of this document for more information.

4.3.2. Completing an End of Term assessment

Navigate to the End of Term Assessment from the Dashboard by either selecting the End of Term Assessment icon for the appropriate trainee and term, or by selecting the prevocational doctor's name and accessing the form via the Current Term page.

To initiate a new End of Term Assessment, select **Complete New**. This option is available to Supervisors, Directors of Clinical Training (DCTs), and Education Development Managers (EDMs).

The screenshot shows a web application interface with a top navigation bar containing tabs: OVERVIEW, START, ASSESSMENTS, LOGBOOK, EPAs, and ASSESSMENT REVIEW PANEL. The 'ASSESSMENTS' tab is active. Below the navigation bar, the 'ASSESSMENTS' section is titled, followed by a paragraph explaining the purpose of these assessments. Below this, there is a list of assessment items, each with a chevron icon, a title, a status, and a 'Complete new' button. The 'End of Term Assessment' row is highlighted with a red box, and its 'Complete new' button is also highlighted with a red box. The other rows are: 'Self Assessment' (Completed, Available to other roles), 'Mid Term Assessment' (Deadline: 26 May 2025, Email (1), Complete new), 'Term Supervisor Sign-off (if assessment conducted by clinical supervisor)' (Complete new), 'DCT Sign Off' (Deadline: 13 Jul 2025, Available to other roles), 'Improving Performance Action Plan (IPAP) - Open' (Complete new), and 'Improving Performance Action Plan (IPAP) - Closed' (Complete new).

Assessment Item	Status	Deadline	Other Info	Action
> Self Assessment	Completed		Available to other roles	
> Mid Term Assessment		26 May 2025	Email (1)	Complete new
> End of Term Assessment		13 Jul 2025		Complete new
> Term Supervisor Sign-off (if assessment conducted by clinical supervisor)				Complete new
> DCT Sign Off		13 Jul 2025	Available to other roles	
> Improving Performance Action Plan (IPAP) - Open				Complete new
> Improving Performance Action Plan (IPAP) - Closed				Complete new

If the term has had Prevocational Outcome Statements pre-mapped to it, these will appear at the top of the form. Review these and deselect any that are not applicable. If needed, go to the Prevocational Outcome Statements tab and select any others not pre-mapped that are relevant.

Draft 2025-06-13 16:39 Delete Saved Save & close Submit

Outcome Statements 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.

End of Term Assessment - Completing for Demo Trainee

End of Term Assessment Prevocational Outcome Statements

End of Term Assessment

To be completed by the term supervisor at the end of the term.

Other clinical supervisors, including registrars may conduct or contribute to the assessment with final sign off of the end-of term assessment completed by the term supervisor.

Note: Where prevocational outcomes are shown at the top of this form, these are the prevocational outcomes that the term description identifies

On the End of Term Assessment tab, complete all relevant fields. Domain ratings are mandatory and must be completed before the assessment can be submitted.

If you select a rating of 1 or 2, a mandatory justification field will be displayed.

The Outcome Statements shown within each domain are read-only. To select relevant Outcome Statements, navigate to the **Prevocational Outcome Statements** tab and make your selections there. Selected Outcome Statements will contribute to the shading of the corresponding segments in the **Progress View** wheel

Draft 2025-06-13 16:39
Delete
Saved
Save & close
Submit

Domain 4: Science and scholarship

The prevocational doctor as scientist and scholar.

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 should be reviewed to support the assessment and feedback for this Domain. In filling out this assessment, take account of the evidence provided and the context in which the assessment is being made. Evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module.

The assessment of this Domain is based on the following outcomes:

4.1 Knowledge: Consolidate, expand and apply knowledge of the aetiology, pathology, clinical features, natural history and prognosis of common and important presentations in a variety of stages of life and settings.

4.2 Evidence-informed practice: Access, critically appraise and apply evidence from the medical and scientific literature to clinical and professional practice.

4.3 Quality assurance: Participate in quality assurance and quality improvement activities such as peer review of performance, clinical audit, risk management and incident reporting and reflective practice.

4.4 Advancing Aboriginal and Torres Strait Islander Health: Demonstrate a knowledge of evidence informed medicine and models of care that support and advance Aboriginal and Torres Strait Islander health.

Domain 4 rating overall

If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	☐	☐	☐	☐	☐

* Mandatory

Feedback on Domain 4

Please identify which outcome statements this feedback relates to.

Towards the bottom of the form, enter the Global Rating for the term.

Draft 2025-06-13 16:39
Delete
Saved
Save & close
Submit

Global rating

Assign a global rating of progress towards completion of PGY1 or PGY2. In assigning this rating, consider the prevocational doctor's ability to practise safely, work with increasing levels of responsibility, apply existing knowledge and skills, and learn new knowledge and skills during the term.

☐ **Satisfactory** - The prevocational doctor has met or exceeded performance expectations for the level of training during the term.

☐ **Conditional pass** - Further information, assessment and/or remediation will be required before deciding that the prevocational doctor has met performance expectations for the level of training during the term.

☐ **Unsatisfactory** - The prevocational doctor has not met performance expectations for the level of training during the term.

* Mandatory 1 Mark(s)

Please provide feedback on the following:

Strengths

Normal
B
I
U
List icons
Link icon

0 Word(s)

Areas for improvement

Normal
B
I
U
List icons
Link icon

0 Word(s)

Enter any additional comments and click **Submit**.

4.3.3. DCT signing-off End of Term assessment

Where a DCT needs to sign off an End of Term assessment, navigate to the **DCT Sign-off** form for the specific prevocational doctor by either clicking on the DSO form icon on the Dashboard, 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.

The screenshot shows a web application interface with a top navigation bar containing tabs: OVERVIEW, START, ASSESSMENTS (highlighted with a red box), LOGBOOK, EPAs, and ASSESSMENT REVIEW PANEL. Below the navigation bar, the 'ASSESSMENTS' section is displayed. It includes a description of assessments and a list of assessment items. The 'DCT Sign Off' item is highlighted with a red box, and its 'Complete new' button is also highlighted with a red box.

Assessment Item	Status/Action
> Self Assessment	Completed Available to other roles
> Mid Term Assessment	Deadline: 26 May 2025 Email (1) Complete new
> End of Term Assessment	Deadline: 13 Jul 2025 Complete new
> Term Supervisor Sign-off (if assessment conducted by clinical supervisor)	Complete new
> DCT Sign Off	Deadline: 13 Jul 2025 Complete new
> Improving Performance Action Plan (IPAP) - Open	Complete new
> Improving Performance Action Plan (IPAP) - Closed	Complete new

Click **Complete new**.

Enter your name, the date of review, enter any feedback if necessary and **Submit**. You can also save as a draft and submit later.

Draft 2025-06-13 15:43 Delete Saved Save & close Submit

DCT Sign Off - Completing for Miranda Leigh Bailey

End of Term Assessment - DCT Sign Off

Name *

Date *

Feedback

Normal ↕ **B** *I* U

0 Word(s)

4.3.4. Documenting an IPAP Open or Closed form

Supervisors, DCTs and EDMS' can document that an Improving Performance Action Plan (IPAP) exists for a prevocational doctor and/or has been closed.

Important: IPAPs are not captured or stored in CLA. This field is provided only to indicate that an IPAP exists. Any IPAP should continue to be managed through the usual local processes and procedures.

To document that an IPAP exists or has been resolved for a prevocational doctor, complete the **Improving Performance Action Plan – Open** or **– Closed** 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.

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 | Completed | Available to other roles
- > Mid Term Assessment | Deadline: 26 May 2025 | Email (1) | Complete new
- > End of Term Assessment | Deadline: 13 Jul 2025 | Complete new
- > Term Supervisor Sign-off (if assessment conducted by clinical supervisor) | Complete new
- > DCT Sign Off | Deadline: 13 Jul 2025
- > Improving Performance Action Plan (IPAP) - Open | Complete new
- > Improving Performance Action Plan (IPAP) - Closed | Complete new

Click **Complete new**.

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

Draft 2025-06-13 15:55 | Delete | Saved | Save & close | Submit

Improving Performance Action Plan (IPAP) - Open - Completing for Demo Trainee

Improving Performance Action Plan (IPAP) - Open

I confirm that an IPAP has been created *

☐ Yes

OR select **Yes** radio button to confirm that an IPAP has been closed.

Draft 2025-06-13 15:55 | Delete | Saved | Save & close | Submit

Improving Performance Action Plan (IPAP) - Closed - Completing for Demo Trainee

Improving Performance Action Plan (IPAP) - Closed

I confirm that the IPAP has been successfully completed and is now closed *

☐ Yes

Click **Submit**.

4.3.5. 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.

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 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 | Completed | Available to other roles
- > Mid Term Assessment | Deadline: 26 May 2025 | Email (1) | Complete new
- > End of Term Assessment | Deadline: 13 Jul 2025 | Complete new
- > **Term Supervisor Sign-off (if assessment conducted by clinical supervisor)** | **Complete new**
- > DCT Sign Off | Deadline: 13 Jul 2025
- > Improving Performance Action Plan (IPAP) - Open | Complete new
- > Improving Performance Action Plan (IPAP) - Closed | Complete new

Click **Complete new**.

Enter your name, the date of review, tick the round radio button to confirm you have reviewed the End of Term Assessment and **Submit**.

You can also save as a draft and submit later.

Draft 2025-06-13 15:46 Delete Saved Save & close Submit

Term Supervisor Sign-off (if assessment conducted by clinical supervisor) - Completing for Demo Trainee

Term Supervisor Sign Off

Name *

Date *

I confirm that I have reviewed the End of Term Assessment as completed by the Clinical Supervisor *

☐ Yes

4.4. Editing Drafts

To edit a draft form, locate the required form in the relevant form list and click the ▼ beside the **Complete New** button. A dropdown list will display any available drafts for that form, along with the date and time they were last updated.

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 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 (1) ▼

> Term Supervisor Sign-off (if assessment conducted by clinical supervisor) Draft 2025-01-24 17:03 - updated 24 Jan 2025 17:03

> End of Term Assessment - DCT Sign Off | Deadline: 28 Mar 2025 | Available to other roles

> Improving Performance Action Plan (IPAP) Complete new

Select the required draft from the dropdown list to open it and continue entering information.

Note: Draft forms can only be viewed and edited by the user who created them. Other users cannot access or view draft content.

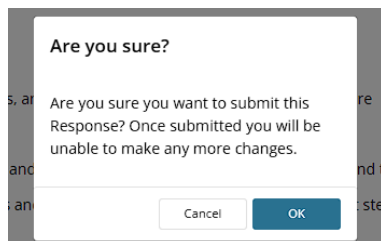
Draft forms are also specific to the version of CLA in which they were created. Drafts started in the web version of CLA are not visible in the mobile app, and drafts started in the mobile app are not visible in the web version. To continue editing a draft, you must access it using the same version of CLA in which it was created.

Examples:

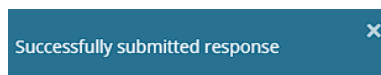
- An End of Term Assessment draft started by one Supervisor cannot be viewed or completed by another Supervisor.
- A draft form started and saved in the CLA mobile app must be reopened and completed in the mobile app. It will not be visible in the web version of CLA.

4.5. 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.



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



4.5.1. Submitting forms via the prevocational doctor's login

Mid Term Assessments and EPAs can be initiated from a prevocational doctor's CLA account and completed together with the Supervisor or Assessor.

At the start of the form, the Supervisor or Assessor can enter their position, role, and any other identifying information as required.

Draft: 2025-07-09 09:21 Delete Save Save & close Email for later Submit

Mid Term Assessment

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

Position/Role
Please provide the position/role of the Assessor undertaking the Mid Term Assessment

At the end of the form, the Supervisor or Assessor must enter their name and email address as part of the sign-off process. To ensure the assessment is correctly attributed in CLA, the email address entered should match the email address used to log in to CLA.

Term Supervisor / Clinical Supervisor Details

Previous Term Supervisors / Clinical Supervisors

Please select...

If the person is not listed provide their details below

Name *

Email *

Once the form has been submitted, a confirmation email is sent to the email address entered during sign-off. This email serves as a record of participation and includes a link to the completed form.

Note: The link to the completed form remains active for 30 days.

CLA - You completed a form for Demo Trainee

cla@mkmapps.com
To: S...

Reply Reply all Forward

Wed 18/06/2025 7:38 AM

Dear Demo Supervisor,

On **17 Jun 2025** you were recorded as having completed a **Mid Term Assessment** for **Demo Trainee**.

This email has been sent to you as a record of your participation in this assessment.

To review the form that was submitted, go to [this personalised response page](#). This link is available for 30 days from the date the response was completed.

If you have any issues with Clinical Learning Australia (CLA), please contact your local medical education unit.

You can find more information about CLA, including Training Guides and Videos, at:

<https://www.digitalhealth.gov.au/healthcare-providers/initiatives-and-programs/workforce-capability/clinical-learning-australia>

Regards,

Clinical Learning Australia Support Team

If you receive a confirmation email for an assessment that you did not participate in, contact your MEU Administrator and/or raise the issue with your Director of Clinical Training (DCT) for follow-up.

Important: If the email address entered during sign-off does not match an existing CLA account, a Guest Assessor account will be created for that email address. The MEU Administrator will be notified that a form has been submitted by a new, unapproved assessor. A confirmation email will still be sent to the email address entered during sign-off.

5. Emailing forms

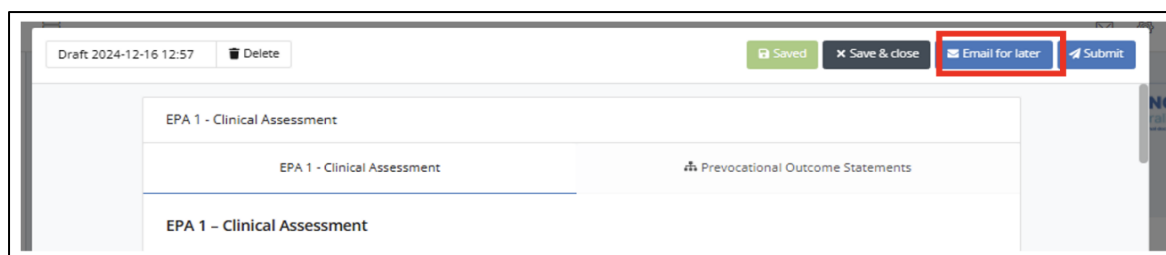
Blank and partially completed Mid Term Assessment and EPA forms can be emailed by Prevocational Doctors, Supervisors, Directors of Clinical Training (DCTs), Education Development Managers (EDMs), and MEU Administrators to Supervisors, Assessors, and other relevant staff members for completion later. Forms can be emailed in one of two ways: by sending a partially completed form using the **Email for Later** button, or by sending a blank form using the **Email** button.

Important: The Email and Email for Later functions are only available for Mid Term Assessments and EPAs. End of Term Assessments cannot be emailed and must be completed directly within CLA

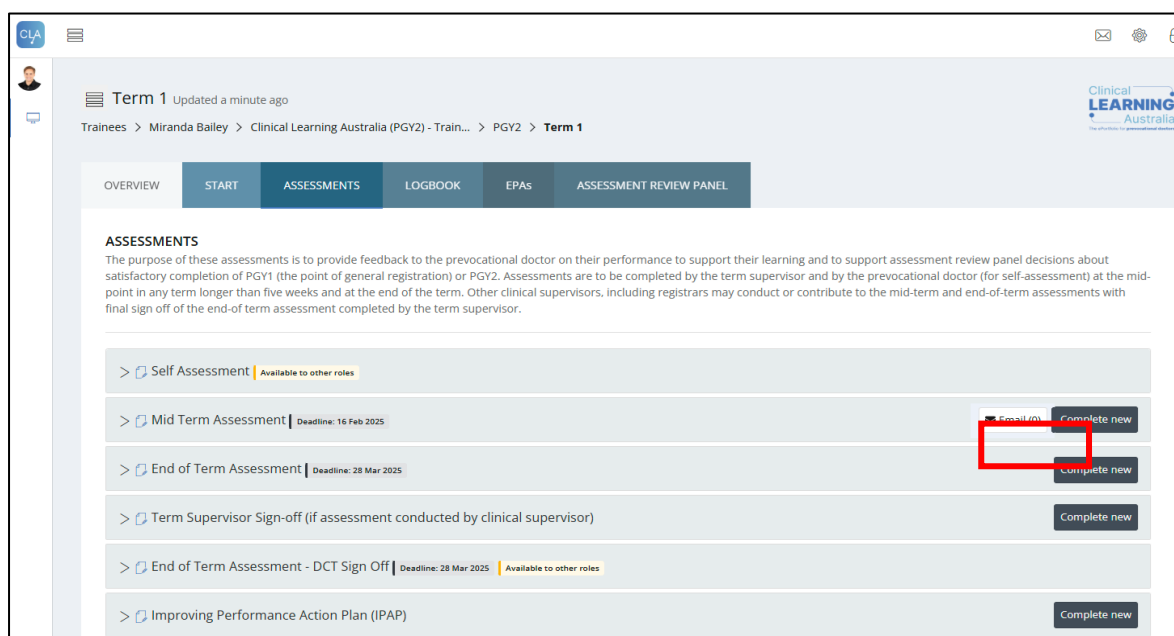
For example:

- A Prevocational Doctor can email a partially completed Mid Term Assessment to their Supervisor for completion.
- A Prevocational Doctor can email an EPA to their Registrar for assessment.

The **Email for Later** button is located in the top right-hand corner of a form that is currently being completed. Use this option to send a partially completed form to another user for completion.



The **Email** button, located in the form list next to the form title, can be used to send a blank copy of the form to a Supervisor, Assessor, or other relevant staff member for completion.



.After selecting **Email for Later** or the **Email** button, enter the recipient's name and email address in the required fields. You may also include an optional message. When ready select **Submit**.

Draft 2024-12-17 11:45 Delete Saved Save & close Submit

Email for later details Cancel

Email for later to
Please select...

If the person is not listed provide their details below

Name *
[Input field]

Email *
[Input field]

Message (optional)
[Text area]

An email containing a URL link to the form for completion.

5.1. Sending a reminder

You can view forms that have been sent using **Email** or **Email for Later** from the Term Overview screen. On the Assessments and EPAs tabs, select the **Email** button beside the form name.

The number displayed indicates how many recipients the form has been sent to and how many times it has been emailed.

> Mid Term Assessment | Deadline: 16 Feb 2025

Email (1) Complete new

Email to assessor - Mid Term Assessment x

Email to existing assessor

Search...

If the person is not listed provide their details below

Name * Email *

Message (optional)

Send email

Already sent to

Demo CS (holly.fowler+amc-uat-cs1@myknowledgemap.com) ...

Miranda Bailey (303132) sent on 15 Jan 2025 08:36

Additional actions are available by selecting the three dots (...) next to a recipient:

- **Send Reminder:** Reminder emails can be sent once every 24 hours.
- **Edit Recipient:** Update the recipient's details if the email address was entered incorrectly or if the form needs to be sent to a different person. Updating the recipient will deactivate the URL sent to the original recipient.
- **Delete Email:** Remove the email request if it is no longer required.

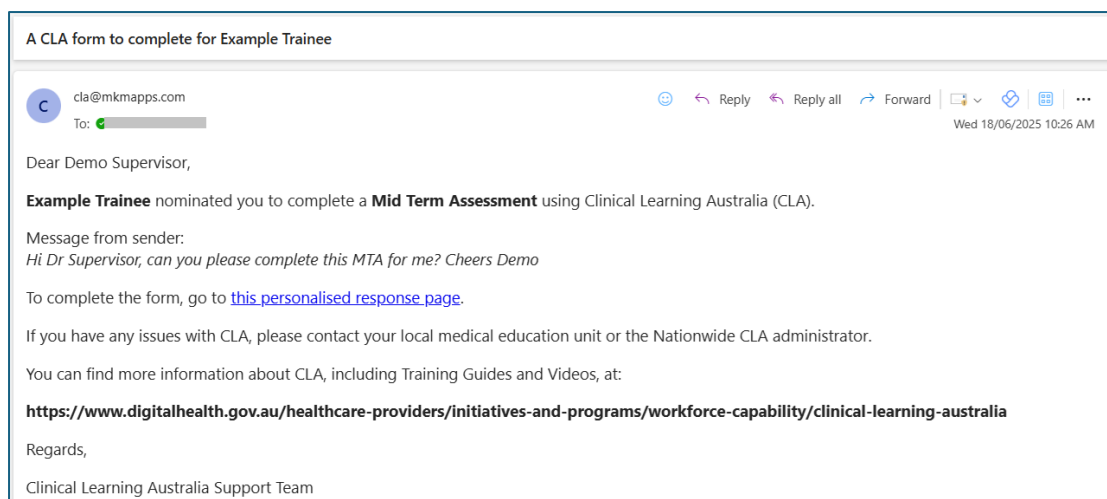
Note: These actions are only available to MEU Administrators and the user who originally sent the email.

5.2. Completing an emailed form

When a form is emailed for completion, the recipient will receive an email containing a link to the form.

To complete a form that has been emailed:

1. Open the email containing the CLA form.
2. Select the **Personalised Response Page** link to open the form.



3. The assessment form will open automatically. **Note:** Before completing the form, confirm that you are assessing the correct prevocational doctor. The prevocational doctor's name is displayed at the top of the screen.
4. Complete the form, selecting **Save Changes** as required while you work through the assessment.

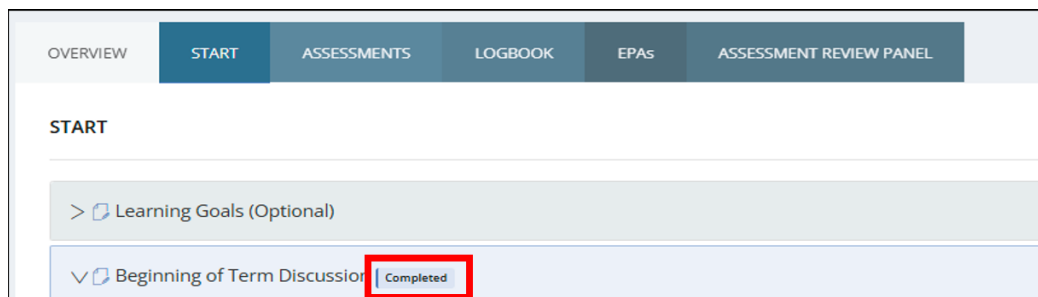
5. Once you have completed the form, select **Submit**.

If you are unable to complete the form in a single session, select **Save Changes** and close the browser window. To continue later, reopen the form using the link in the email and continue completing the assessment.

Note: Once the form has been submitted, the link in the email will be deactivated and can no longer be used to access the form.

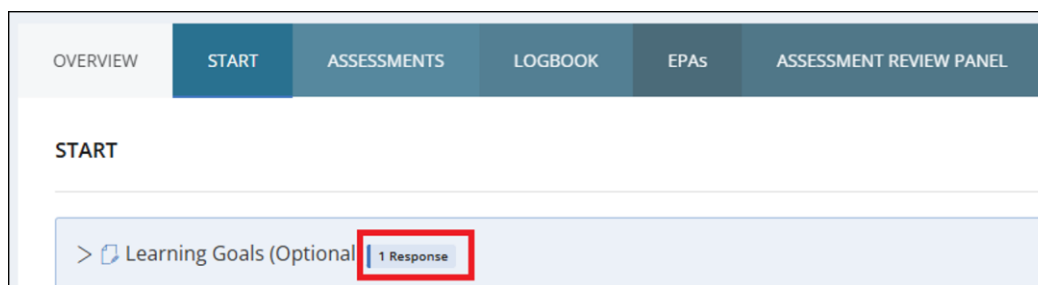
6. Viewing submitted forms

After forms have been submitted, they can be viewed either from the Trainee Dashboard by clicking on the 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.



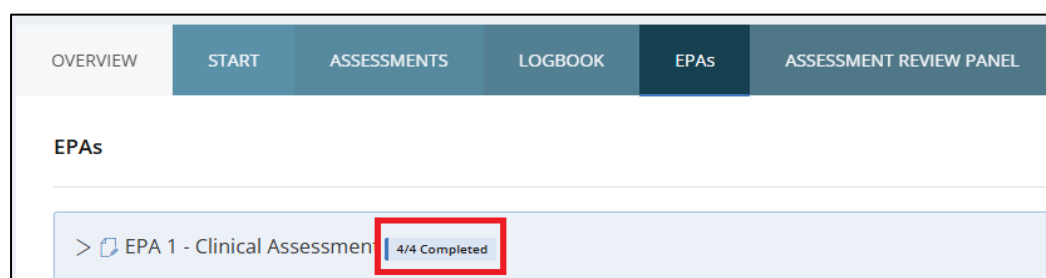
The screenshot shows a navigation bar with tabs: OVERVIEW, START, ASSESSMENTS, LOGBOOK, EPAs, and ASSESSMENT REVIEW PANEL. The 'START' tab is active. Below the tab, the section is titled 'START'. There are two form entries: 'Learning Goals (Optional)' and 'Beginning of Term Discussion'. The 'Beginning of Term Discussion' entry has a 'Completed' label to its right, which is highlighted with a red box.

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



The screenshot shows the same navigation bar as the previous image. The 'START' tab is active. Below the tab, the section is titled 'START'. There is one form entry: 'Learning Goals (Optional)'. To the right of the form name, there is a label '1 Response', which is highlighted with a red box.

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.



The screenshot shows the same navigation bar as the previous images. The 'EPAs' tab is active. Below the tab, the section is titled 'EPAs'. There is one form entry: 'EPA 1 - Clinical Assessment'. To the right of the form name, there is a label '4/4 Completed', which is highlighted with a red box.

A label of Currently Unavailable indicates that the form is not in the date range for it to be completed – it may be for a previous term and is past the Grace period, or it may be for a future term that's not started yet. If you need to complete a form for a past term and it's unavailable, contact the MEU Administrators and they'll be able to reopen forms from past terms for you.

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.

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

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.

OVERVIEW START ASSESSMENTS LOGBOOK EPAs ASSESSMENT REVIEW PANEL

EPAs

✓ EPA 1 - Clinical Assessment | 4/4 completed Email (1) Complete new

Summary of assessment to date in this Part. Completed forms are provided underneath the summary

Date Completed	Assessor	Consultation with/ingest 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 23:54	Specialist or ...	Registrar	1. If clinical a...	text	text	Adult	text	The patient(s)...	Low	Requires dir...	Yes	text	text
3 Dec 2024 23:45	Nurse/ nurse...	Nurse/ nurse...	7. develop pr...	TEXT	TEXT	Adult	TEXT	The patient(s)...	Medium	Requires pro...	Yes	TEXT	TEXT
3 Dec 2024 23:36	Nurse/ nurse...	Registrar	4. obtain a hi...	TEXT	TEXT	Adult	TEXT	The patient(s)...	Medium	Requires pro...	Yes	TEXT	TEXT
3 Dec 2024 16:01	Registrar	Registrar, Pa...	4. obtain a hi...	kjhg nj gk	asf sfd	asf as f							

RESPONSES (4)

> Approved by Joe Bloggs (holly.fowler+termsupervisor1@myknowledgemap.com) on 3 Dec 2024 23:54

> Approved by Joe Bloggs (holly.fowler+termsupervisor1@myknowledgemap.com) on 3 Dec 2024 23:45

> Approved by Joe Bloggs (holly.fowler+termsupervisor1@myknowledgemap.com) on 3 Dec 2024 23:36

> Approved by Tom Holland (tom@tpholland.com) on 3 Dec 2024 16:01

Note: Forms cannot be edited by the submitting user after they have been submitted. If you need to have a form edited or deleted, contact your MEU Administrator and they will be able to either edit the form on your behalf, return the form to you in a draft state, or delete the form.

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

1. Add **Comments** to and **Reply** to comments on forms – see section 6
2. **Flag** forms – see section 7
3. **Print** or **download** forms – see section 8
4. **Map outcome statements** to forms – see section 9

7. 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 and retract comments.

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

Print this response

Queens Hospital

No comments....

Write a comment...

Add comment

To add a comment:

- 1) Open submitted form in the preview format by clicking on the form name
- 2) Scroll to the end of the form to locate the Comments box
- 3) Type in the comment
- 4) 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.

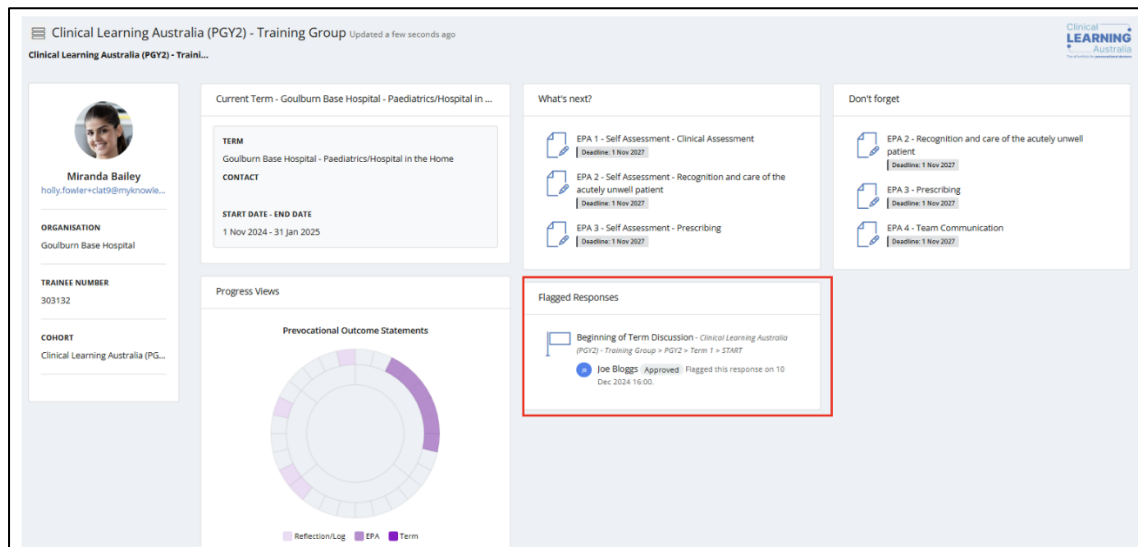
Note: Adding a comment will **not** notify users, therefore it is highly recommended to also 'flag' the response to bring the changes to the user's attention.

For more information on how to flag a response, please visit section [3.3.13. Flagging a form](#) of this guide.

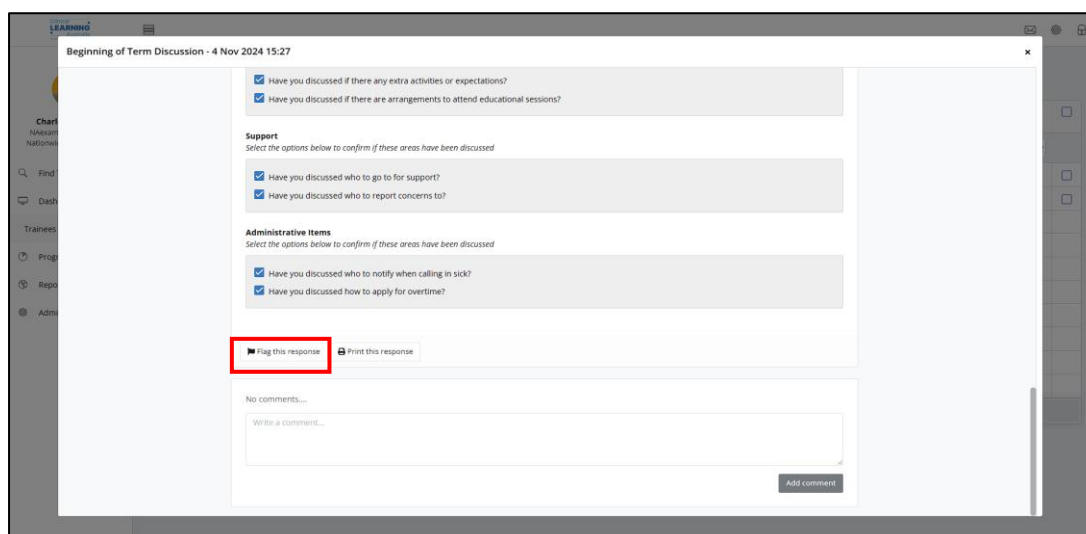
8. Flagging a form

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.

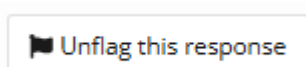


To flag a form, open the form you want to flag, scroll down to the end and click **Flag this response**.

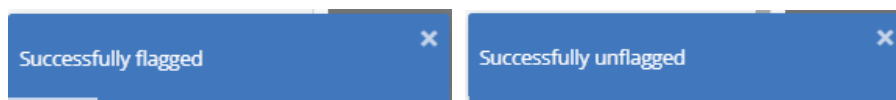


Note: It is recommended to leave a comment explaining why the form has been flagged.

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.



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.



9. 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**.

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

10. Mapping outcome statements to forms

For End of Term Assessments, Logbook, Case/Procedure Log, and EPA entries, it is possible to map the responses to Prevocational Outcome Statements – these outcome statements will then become shaded on the Progress Views wheel.

This can be done in two ways:

1. While completing the form, before clicking on Submit.
2. Or, after the form has been submitted, if you either forgot to map at the time of completion or after further thought (post submitting a response), you can map Outcome Statements to a completed form.

Please refer to the steps in section 6 Viewing submitted forms for more information about accessing completed forms.

10.1. Mapping Outcome Statements while completing a form:

When you have opened a form, navigate to the Prevocational Outcome Statements tab at the top of the form page.

Logbook

Logbook

Prevocational Outcome Statements

CHOOSE 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.
- ☐ 1.8 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.

SELECTED OUTCOME STATEMENTS

No outcome statements selected

Select any outcome statements that the prevocational doctor has evidenced as part of the form response.

Tick or untick outcome statements in the Choose Outcome Statements section on the left to populate the Selected Outcome Statements section on the right.

Draft 2025-06-13 15:31 Delete Save changes Save & close Email for later Submit

EPA 1 - Clinical Assessment - Completing for Demo Trainee

EPA 1 - Clinical Assessment

Prevocational Outcome Statements

CHOOSE 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.

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.

Complete the rest of the form and **Submit**.

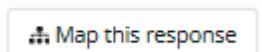
11. Mapping Outcome Statements after a form has been submitted:

If you need to map Outcome Statements after an End of Term Assessment has been submitted, there are two steps:

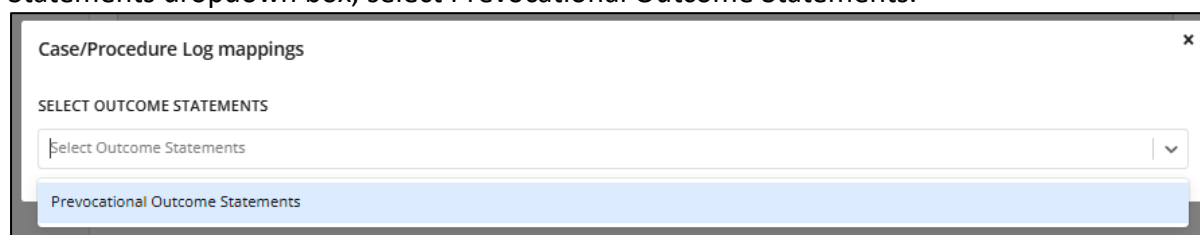
1. **Map the Outcome Statements** to the assessment.
2. **Grade the form** to ensure the mapped Outcome Statements contribute to Progress View.

11.1. Map the Outcome Statements

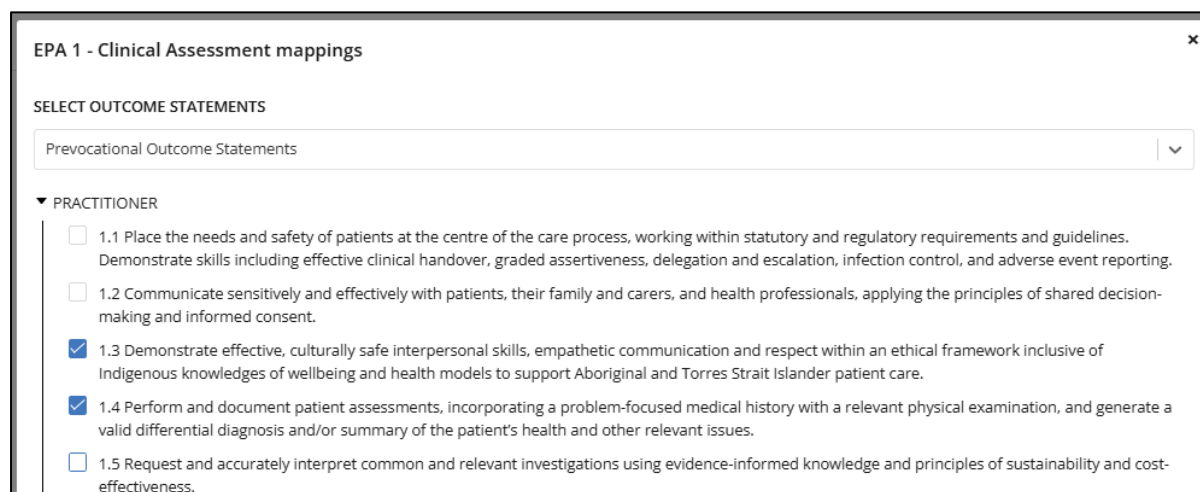
Navigate to the completed/submitted form, expand the form, scroll to the bottom of the form and click on **Map this response**.



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

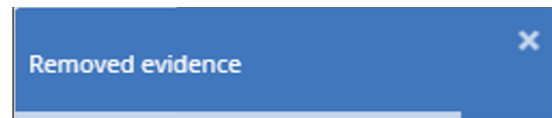
A screenshot of a window titled "Case/Procedure Log mappings". It has a dropdown menu labeled "SELECT OUTCOME STATEMENTS" with the text "Select Outcome Statements" and a downward arrow. Below the dropdown, the option "Prevocational Outcome Statements" is highlighted in blue.

Tick or untick the Prevocational Outcome Statements as needed.

A screenshot of a window titled "EPA 1 - Clinical Assessment mappings". It has a dropdown menu labeled "SELECT OUTCOME STATEMENTS" with the text "Prevocational Outcome Statements" and a downward arrow. Below the dropdown, there is a section titled "PRACTITIONER" with a list of five items, each with a checkbox:

- ☐ 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.

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: Where Outcome Statements are added to a response after the form has been submitted, these appear in the Progress Views wheel as grey and need to be manually graded/approved by an administrator, supervisor or DCT to confirm if the prevocational outcomes linked to a piece of evidence (e.g. an assessment or EPA) have been demonstrated.

11.2. Grade the form

To manually grade/approve any evidence added after a form has been submitted, follow the steps below:

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

The screenshot shows the CLAU interface for a trainee named Ben Warren. On the left is a profile sidebar with his name, email, and a "Manage responses" button. The main area is titled "Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the Home". It contains a "TERM" section with the hospital name, a "CONTACT" section, and a "START DATE - END DATE" section. Below this is the "Progress Views" section, which features a circular "Prevocational Outcome Statements" wheel. The wheel has segments for "Reflection/Log" (light purple), "EPA" (medium purple), and "Term" (dark purple). Some segments are greyed out. To the right of the wheel are sections for "What's next?" (listing EPAs with deadlines), "Don't forget" (listing tasks with deadlines), and "Flagged Responses" (showing "No flagged responses").

- 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.

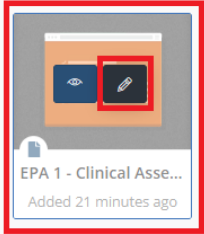
The screenshot shows a single Outcome Statement card. The text reads: "1.4 Perform and document patient assessments, incorporating a problem-focused medical history with a relevant physical examination, and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues." Below the text is a "No description." label. In the top right corner, there are icons for a document, a speech bubble, and a comment, with the number "1" next to the document icon.

- Select the Outcome Statement to display the evidence.
- 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 with a relevant physical examination, and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues. 1 0 0

No description.

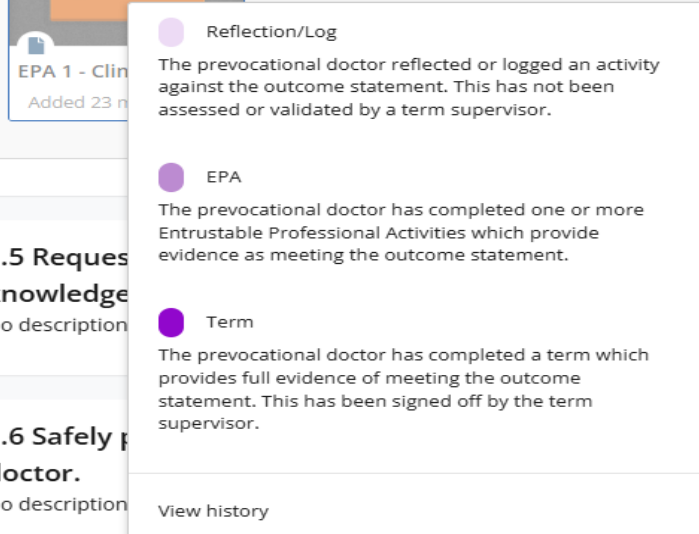
Evidences (1) Comments (0) Internal Comments (0)



EPA 1 - Clinical Assessment
Added 21 minutes ago

Last updated: 4 February 2025

- 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.



Reflection/Log
The prevocational doctor reflected or logged an activity against the outcome statement. This has not been assessed or validated by a term supervisor.

EPA
The prevocational doctor has completed one or more Entrustable Professional Activities which provide evidence as meeting the outcome statement.

Term
The prevocational doctor has completed a term which provides full evidence of meeting the outcome statement. This has been signed off by the term supervisor.

View history

- 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.

Cancel OK

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
0
0
EPA

No description.

Evidences (1)

Comments (0)

Internal Comments (0)

EPA

EPA 1 - Clinical Asse...

Added 28 minutes ago

Last updated: 4 February 2025

This will change the colour of the segment of the Progress Views wheel to align with Term, EPA or Reflection Log.

12. Support

- For local set up issues, contact your 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