

Factsheet for Supervisors

How to complete an End of Term Assessment



Supervisors must complete an end of term assessment (EOTA) in their own CLA account. Unlike the mid-term assessment, the EOTA cannot be initiated in the trainees account or emailed.

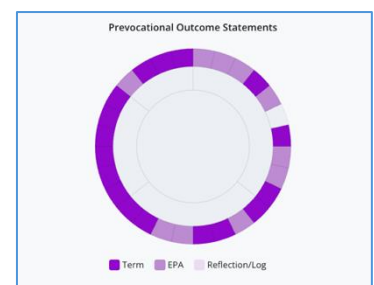
1. Locate the trainee you wish to complete an end of term assessment for on your dashboard
2. Click on the EOTA icon on the dashboard to open the end of term assessment form

| Trainee | | | Term 2 | | | | | |
|----------------|-----------------|------------|--------|-------------|--|--|---------|----------|
| Name | Term | Last Login | START | ASSESSMENTS | | | LOGBOOK | |
| Ranjit Example | Sunshine Coa... | ---- | | SA | | | DSO | L 0 CL 0 |
| Mary Testing | LGH - Orthop... | ---- | | SA | | | DSO | L 0 CL 0 |

3. Click 'Complete New' and complete the form (you may need to scroll up slightly to see this)
4. Outcome statements 'pre-linked' to the term show at the top of the form. Untick any as appropriate
5. Click on the Prevocational Outcome Statements tab at the top of the form to tick statements, or at the bottom of the form click 'Next Outcome Statements'
6. Tick or untick as appropriate (those ticked indicate that the prevocational outcome statement has been demonstrated by the trainee during this term)
7. Once complete click 'Submit'
8. If you are not the Term Supervisor, an additional Term Supervisor sign off may be required depending on business rules at your site.

















Next Outcome Statements

Note: it is important to ensure that relevant prevocational outcome statements are ticked as this will update the doctor's progress view (progress wheel) which is used by the Assessment Review Panel.



Once complete, the EOTA icon on your dashboard will update to show the current status (allow up to 2 hours for the update). The following colour coding applies:

| | |
|--------------|---|
| GREY | an End of Term Assessment has not yet been completed and is not due |
| RED | an End of Term Assessment has not been completed and is overdue |
| GREEN | an End of Term Assessment has been completed with a global rating of 'Satisfactory' |
| AMBER | An End of Term Assessment has been completed with a global rating of 'Conditional Pass' or 'Unsatisfactory' |

| Trainee | | | Term 1 | | | |
|---|-------------------|------------|---|---|---|---|
| Name | Term | Last Login | START | ASSESSMENTS | | LOGBOOK |
|  Demo Trainee | Mt Isa Base H... | 0 days ago |  |   |   |   |
|  Example Trainee | Sir Charles Ga... | --- |  |   |   |   |

If you have any questions, please contact your Medical Education Unit. You can find more information about CLA including support details on the [CLA website](#).