

Factsheet for Assessors

How to complete an EPA in CLA



An EPA can be initiated in a prevocational doctor's CLA account or in a supervisor's CLA account.

When initiated by the prevocational doctor, they will complete the first part of the EPA form noting details of the case, their self-assessment and identifying any prevocational outcome statements they believe have been demonstrated during the EPA on the second tab.

The prevocational doctor will then either:

- a) Hand their device to their assessor to complete the assessors section of the form; or
- b) Email the partially completed form to their assessor to complete the remaining sections – assessors that have been emailed the form do not need to have a CLA account. They will receive a link to complete the form.

When completing an EPA form, assessors should follow the following steps:

1. Check that the content entered by the prevocational doctor is accurate and correct, including the Case Details. The assessor can change details entered by the prevocational doctor if required – this should be done in consultation with them
2. Complete the section with the heading 'Assessor to complete this section'
3. At the end of this section click 'Next Outcome Statements'

Next Outcome Statements

4. Review any prevocational outcome statements that the prevocational doctor has ticked and tick or untick as appropriate. Those ticked indicate that the prevocational outcome statement has been demonstrated by the trainee during this EPA.

Note: it is important to ensure that relevant prevocational outcome statements are ticked on EPA forms as these update the doctor's Progress View (progress wheel) which the Assessment Review Panel will consider to recommend progress to the next stage of training.

5. Navigate back to the main EPA form using the tab at the top

6. Enter your name and email address at the bottom of the form and click 'Submit'. This will submit the completed form into the prevocational doctors CLA ePortfolio and send you an email for your records.

Submit

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](#).