

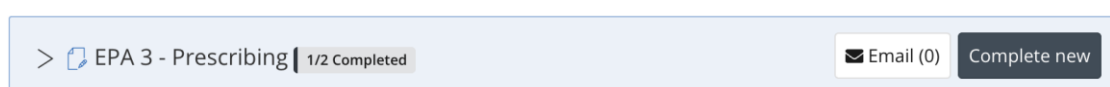
Factsheet for Prevocational Doctors

How to complete an EPA in CLA



Prevocational doctors initiate EPAs in their own account, either on the CLA mobile app or via the [web version](#).

1. From your CLA homepage, navigate to your current term
2. Locate the EPAs tab and find the EPA you wish to complete in the list of forms available
3. Select the 'Complete New' button on the right hand side of the screen



4. Complete the first section of the form noting details of the assessor completing the EPA with you, brief details of the case (excluding any patient identifiable information) and your self-assessment
5. Return to the top of the screen and click on the 'Prevocational Outcome Statements' tab



6. Tick any prevocational outcome statements you believe have been demonstrated in this EPA
7. Navigate back to the main form
8. You can now either:
 - a. Give your device to your assessor to complete the second part of the form from 'Assessor to complete this section'; or
 - b. Email the form to your assessor to complete on their own device using the 'Email for Later' button at the top right of the screen. Assessors do not need to have a CLA account to complete EPAs.
9. Once your assessor has completed their section of the form and confirmed which prevocational outcome statements have been demonstrated, they will click 'Submit' to enter the form into your CLA ePortfolio. This will update the progress wheel shown on your homepage.

If being completed on your device, the assessor is required to enter their name and email address at the end of the form as part of the confirmation process. Note: this sends an email to

the assessor as a record of their participation. If the assessor does not exist in CLA, Admins at the site will receive an email to verify that they are an authorised assessor and approve their account. 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](#).

