

Factsheet for Supervisors

How to complete a Mid Term Assessment



You can complete a mid-term assessment (MTA) form for a trainee by either:

- logging in to your CLA account and completing the mid-term assessment for the relevant trainee,
- accessing a link to a mid-term assessment that has been emailed to you by a trainee, or
- completing the mid-term assessment in the trainees account where you are with them and you enter your name and email address at the end of the form for validation

When completing a mid-term assessment in your CLA account:

1. Locate the trainee you wish to complete a mid-term assessment form on your dashboard
2. Click on the MTA icon on the dashboard to open the mid-term assessment form (scroll up slightly to see the complete new button if opening from the dashboard)

Trainee			Term 3			
Name	Term	Last Login	START	ASSESSMENTS		
Ranjit Example	Sunshine Coa...	---	BOED	SA	MTA	EOTA DSO
Mary Testing	LGH - Orthop...	---	BOED	SA	MTA	EOTA DSO
Example Trainee	Sir Charles Ga...	---	BOED	SA	MTA	EOTA DSO
Demo Trainee	Mt Isa Base H...	0 days ago	BOED	SA	MTA	EOTA DSO

3. Complete and submit the mid-term assessment form

Note: for mid-term assessments, prevocational outcome statements that are ticked do not update the trainees progress wheel. Only End of Term Assessment outcome statements count towards their progress.

Once complete, the MTA icon on your dashboard will be updated to show the current status (allow up to 2 hours for the update). The following colour coding applies to the mid-term assessment icon:

GREY	a Mid Term Assessment has not yet been completed and is not due
RED	a Mid Term Assessment has not been completed and is overdue
GREEN	a Mid Term Assessment has been completed, and all domains are rated 3 or above
AMBER	a Mid Term Assessment has been completed, and one or more domains has been rated as 1 (rarely met) or 2 (inconsistently met)

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

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](#).