

Mid and End of Term Assessments



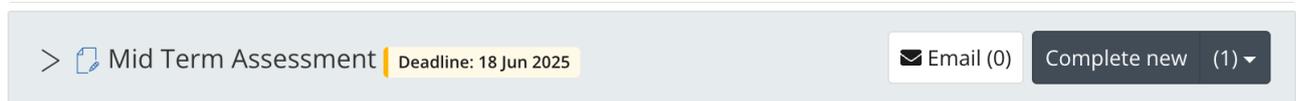
Mid Term Assessments

Who can complete a Mid Term Assessment in CLA?

Trainees, Supervisors (Term or Clinical), Directors of Clinical Training (DCT), Executive Directors of Medical Services (EDMS), Guest Assessors

Trainee

- A mid-term assessment can be initiated and submitted in a Trainee’s CLA account, either on the mobile app or via the web version). The supervisor with whom the mid-term assessment is being completed is required to include their position/role, name and email address in the form. An email is sent to the supervisor confirming that a mid-term assessment has been completed with them recorded as the assessor.
- A trainee can email a blank or partially completed mid-term assessment to a supervisor using the ‘Email’ or ‘Email for Later’ buttons and entering the name and email address of their supervisor. The nominated supervisor will receive an email with a link to the form requesting that they complete the assessment for the trainee. There are no restrictions on who a mid-term assessment can be emailed to. See the Guest Assessors Quick Reference Guide for more information on forms being completed by supervisors that do not have an account in CLA.



Supervisor (Term or Clinical), Director of Clinical Training

- A supervisor or DCT can complete a mid-term assessment in their CLA account by clicking on the mid-term assessment icon (MTA) for the relevant trainee on the trainee dashboard or by navigating to the relevant trainees ePortfolio by clicking on their name, navigating to the current term and clicking ‘Complete New’ for the Mid Term Assessment on the Assessments Tab.

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

Tracking Mid Term Assessment Completions via the Dashboard

The trainee dashboard provides visual indicators to help administrators, supervisors and DCTs track Mid Term Assessment completions. The MTA icon is used with the following colour codes:

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	L: 0, CL: 0
 Mary Testing	LGH - Orthop...	---	SA				L: 0, CL: 0

Prevocational Outcome Statements on the Mid Term Assessment

Prevocational outcome statements checked on the Mid Term Assessment DO NOT update the trainee's progress view (progress wheel).

On the mid-term assessment, supervisors can nominate which prevocational outcome statements have been demonstrated by ticking the boxes next to each relevant statement in each domain section.

Prevocational outcome statements on the mid-term assessment provide a reference as to progress at that point in time and are not a formal assessment of capability which occurs at the end of the term.

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

- 1.1 Patient safety:** 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 Communication:** Communicate sensitively and effectively with patients, their family/carers, and health professionals applying the principles of shared-decision making and informed consent.
- 1.3 Communication - Aboriginal and Torres Strait Islander patients:** Demonstrate effective culturally safe interpersonal skills, empathic communication, and respect, within an ethical framework, inclusive of Indigenous knowledges of well-being and health models to support Aboriginal and Torres Strait Islander patient care.

End of Term Assessments

Who can complete an End of Term Assessment in CLA?

Supervisors (Term or Clinical), Directors of Clinical Training (DCT), Executive Directors of Medical Services (EDMS)

- Unlike the mid-term assessment, an end of term assessment cannot be initiated in a trainee's account or emailed to an assessor.
- An end of term assessment must be completed in CLA by a supervisor (term or clinical) linked to a trainee's term allocation/rotation, a DCT or EDMS in their own CLA account. These users must login to CLA and navigate to the relevant trainee's end of term assessment either by clicking on the end of term assessment icon (EOTA) in the trainee dashboard or by navigating to the relevant trainee's ePortfolio by clicking on their name on the dashboard or using the 'Find Trainee' function (DCT/EDMS only) and selecting 'Complete New' for the End of Term Assessment on the Assessments Tab.

Trainee			Term 2					
Name	Term	Last Login	ASSESSMENTS		LOGBOOK			
 Ranjit Example	Sunshine Coa...	---	SA			DSO	0 L	0 CL
 Mary Testing	LGH - Orthop...	---	SA				0 L	0 CL
 Example Trainee	Sir Charles Ga...	---	SA			DSO	0 L	0 CL
 Demo Trainee	Mt Isa Base H...	0 days ago				DSO		0 CL

Tracking End of Term Assessment Completions via the Dashboard

The trainee dashboard provides visual indicators to help administrators, supervisors and DCTs track End of Term Assessment completions. The EOTA icon is used for with the following colour codes:

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, and the trainee has a global rating of 'Satisfactory'
AMBER	An End of Term Assessment has been completed, and the trainee has 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				1 1
Example Trainee	Sir Charles Ga...	---				0 0

Prevocational Outcome Statements on the End of Term Assessment

Prevocational outcome statements checked on the End of Term Assessment contribute to the trainee's progress view (progress wheel)

- Anyone completing an End of Term Assessment should check that prevocational outcomes statements are appropriately checked where they have been demonstrated by the trainee
- Click on the Prevocational Outcome Statements tab at the top right of the form and check (or uncheck) prevocational outcome statements as appropriate.
- Some prevocational outcome statements may be prechecked where your organisation has pre-mapped statements to terms. **It is important to check that the trainee has demonstrated that these and uncheck them if not.**

End of Term Assessment - Completing for Miranda Leigh Bailey

End of Term Assessment
 Prevocational Outcome Statements

- Outcome Statements that are checked when an end of term assessment is submitted will update the trainees progress view (progress wheel)
- If no outcome statements are checked on an end of term assessment, the trainees progress view (progress wheel) will not be updated
- Outcome statements can be added later if an supervisor forgets to include them when they submit the form. See the *CLA User Guide for Supervisors, Assessors and DCT/EDMS - Mapping outcome statements to forms* section for more information.



If you have any questions please contact the Nationwide Administrator.

You can find more information about CLA including support details on the [CLA website](#).