

Clinical Learning Australia
Training Guide



QUICK REFERENCE GUIDE FOR
CLA ADMINISTRATORS

MANAGING TERMS

This quick reference guide describes how to manage Terms in Clinical Learning Australia (CLA). This guide will explain the process to follow to add Supervisors to Terms and manage other updates.

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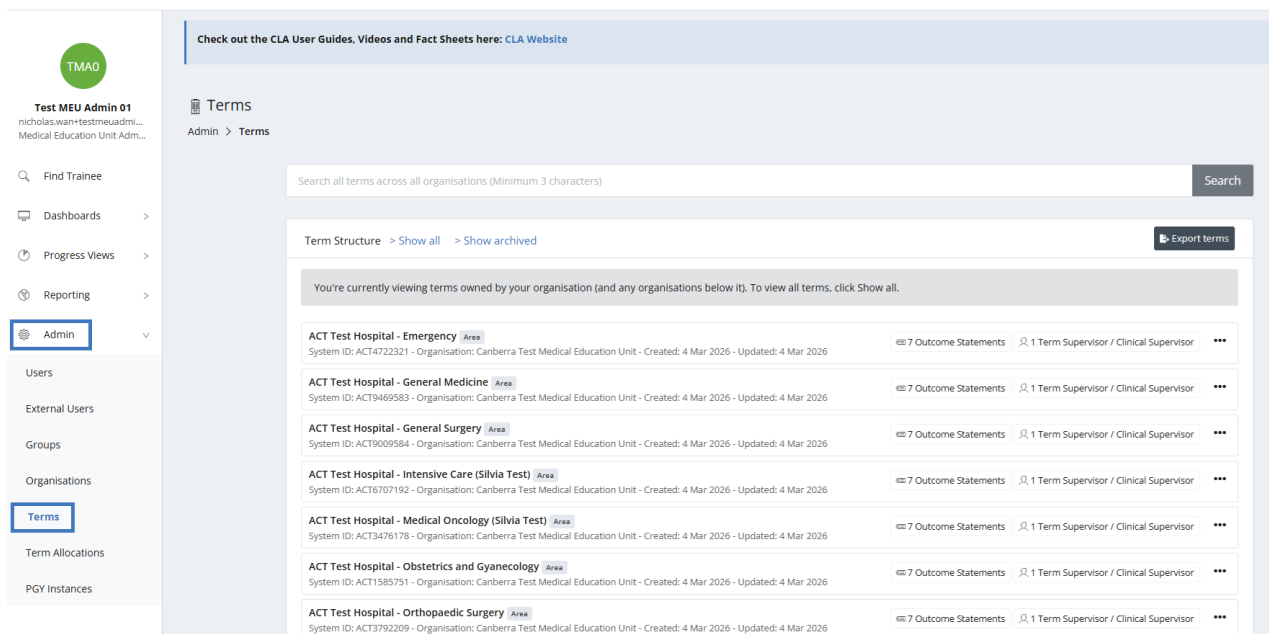
1 What is a Term?

A term describes the learning experiences and outcomes that a trainee will have the opportunity to participate in or demonstrate in a particular term. It also identifies the speciality, subspecialty and clinical exposure classifications for the term and the prevocational outcomes statement that a trainee will have the opportunity to demonstrate. Terms can also include details of CLA supervisor users for that term. Where supervisors are added to a Term as described below, these supervisors are automatically linked to any trainees assigned to that term when term allocations are created.

2 Where do I find Terms?

State Administrators and MEU Administrators can view Terms via the Admin menu in CLA.

- Navigate to the ‘cog’ icon in the left-hand menu and click **Terms**



Trainees, Supervisors and DCT/EDMS roles will see Terms and their descriptions within each Trainee’s ePortfolio for each term that the Trainee is allocated to.

- Click into the Trainee’s ePortfolio for a particular term
- On the right-hand side under ‘Term Content’ click ‘View full term content’

Where a supervisor has been nominated as the ‘Term Supervisor’ for a particular term or trainee, this is also shown in this section.

TERM PLAN

Term	Start	End
Concord Repatriation General Hospital - Anatomical Pathology	1 Mar 2026	16 May 2026
Goulburn Base Hospital - Paediatrics/Hospital in the Home	1 Jan 2026	4 May 2026

TERM ADDITIONAL DETAILS

Jurisdiction	NSW
Program/Network/Health Service	Network 3
Location	Concord Hospital
Specialty	Pathology
Subspecialty	Anatomical pathology (including cytopathology)

TERM SUPERVISORS / CLINICAL SUPERVISORS

- Grant Ham** Clinical Supervisor
tom.vanc11@myknowledgegap.com
- Miranda Hart** Term Supervisor
holly.fowler+cla-uat-ts1@myknowledgegap.com

3 Who can edit Terms?

Terms are 'owned' by an organisation in CLA. Only administrator users assigned to the owning organisation can edit Terms. Administrators can view the owning organisation in the Terms screen via Admin menu.

- Click on the 'cog' icon in the left-hand menu and click **Terms**

Terms

Admin > Terms

Search all terms across all organisations (Minimum 3 characters)

Term Structure > Show all > Show archived

You're currently viewing terms owned by your organisation (and any organisations below it). To view all terms, click Show all.

ACT Test Hospital - Emergency Area System ID: ACT4722321 - Organisation: Canberra Test Medical Education Unit - Created: 4 Mar 2026 - Updated: 4 Mar 2026	7 Outcome Statements	1 Term Supervisor / Clinical Supervisor	...
ACT Test Hospital - General Medicine Area System ID: ACT9469583 - Organisation: Canberra Test Medical Education Unit - Created: 4 Mar 2026 - Updated: 4 Mar 2026	7 Outcome Statements	1 Term Supervisor / Clinical Supervisor	...
ACT Test Hospital - General Surgery Area System ID: ACT9009584 - Organisation: Canberra Test Medical Education Unit - Created: 4 Mar 2026 - Updated: 4 Mar 2026	7 Outcome Statements	1 Term Supervisor / Clinical Supervisor	...
ACT Test Hospital - Intensive Care (Silvia Test) Area System ID: ACT6707192 - Organisation: Canberra Test Medical Education Unit - Created: 4 Mar 2026 - Updated: 4 Mar 2026	7 Outcome Statements	1 Term Supervisor / Clinical Supervisor	...
ACT Test Hospital - Medical Oncology (Silvia Test) Area System ID: ACT3476178 - Organisation: Canberra Test Medical Education Unit - Created: 4 Mar 2026 - Updated: 4 Mar 2026	7 Outcome Statements	1 Term Supervisor / Clinical Supervisor	...
ACT Test Hospital - Obstetrics and Gynaecology Area System ID: ACT1585751 - Organisation: Canberra Test Medical Education Unit - Created: 4 Mar 2026 - Updated: 4 Mar 2026	7 Outcome Statements	1 Term Supervisor / Clinical Supervisor	...
ACT Test Hospital - Orthopaedic Surgery Area System ID: ACT3792209 - Organisation: Canberra Test Medical Education Unit - Created: 4 Mar 2026 - Updated: 4 Mar 2026	7 Outcome Statements	1 Term Supervisor / Clinical Supervisor	...

Underneath the name of each term, you will see an 'Organisation' label. This identifies which organisation in CLA owns the term and is therefore able to edit a term.

4 Editing terms

To edit a Term, an administrator user from the owning organisation can:

- Search for your term(s) using the Search box at the top of the page.

- Click on the three dots to the right-hand side of the term you wish to edit
- Click **View/Edit**

The screenshot displays the 'Terms' management page in the TMAO system. The left sidebar contains navigation options like 'Find Trainee', 'Dashboards', 'Progress Views', 'Reporting', 'Admin', 'Users', 'External Users', 'Groups', 'Organisations', 'Terms', 'Term Allocations', and 'PGY Instances'. The main content area shows a search bar and a list of terms. The 'View/Edit' button is highlighted for the 'ACT Test Hospital - General Medicine' term.

Term Name	System ID	Organisation	Created	Updated	Outcome Statements	Supervisors	Actions
ACT Test Hospital - Emergency	ACT4722321	Canberra Test Medical Education Unit	4 Mar 2026	4 Mar 2026	7	1 Term Supervisor / Clinical Supervisor	View/Edit, Export
ACT Test Hospital - General Medicine	ACT9469583	Canberra Test Medical Education Unit	4 Mar 2026	4 Mar 2026	7	1 Term Supervisor / Clinical Supervisor	View/Edit, Export
ACT Test Hospital - General Surgery	ACT9009584	Canberra Test Medical Education Unit	4 Mar 2026	4 Mar 2026	7	1 Term Supervisor / Clinical Supervisor	View/Edit, Export
ACT Test Hospital - Intensive Care (Silvia Test)	ACT6707192	Canberra Test Medical Education Unit	4 Mar 2026	4 Mar 2026	7	1 Term Supervisor / Clinical Supervisor	View/Edit, Export
ACT Test Hospital - Medical Oncology (Silvia Test)	ACT3476178	Canberra Test Medical Education Unit	4 Mar 2026	4 Mar 2026	7	1 Term Supervisor / Clinical Supervisor	View/Edit, Export
ACT Test Hospital - Obstetrics and Gynaecology	ACT1585751	Canberra Test Medical Education Unit	4 Mar 2026	4 Mar 2026	7	1 Term Supervisor / Clinical Supervisor	View/Edit, Export
ACT Test Hospital - Orthopaedic Surgery	ACT3792209	Canberra Test Medical Education Unit	4 Mar 2026	4 Mar 2026	7	1 Term Supervisor / Clinical Supervisor	View/Edit, Export

This will open the Term, and you will be able to edit the details of the term.

Please follow the process for your state/territory for updating terms. In some states/territories, changes are required to go through the relevant Prevocational Medical Council.

If you're wanting to update the term description you will select the 'Custom Properties' tab.

4.1 Adding Supervisors to a Term

Adding supervisors directly to a term is done via the '**Users**' tab within the editing window of a term.

1. Adding Supervisors here with the role of either '**Term Supervisor**' or '**Clinical Supervisor**' will provide these users with visibility of any trainees that are currently allocated to that term and it will also give them the ability to complete all forms available to their role without needing to be allocated directly to a trainee as a relationship within the term allocation.
 - a. This option is used where you may not want to specify that someone has a direct one on one relationship for trainees on that term and you just want the option for multiple people to have access to trainees currently on that term.
 - b. If you feel you want or need to specify someone as having a direct one on one relationship with a trainee e.g. Term Supervisor, you can also allocate them manually to trainees as required when importing trainee term allocations as done previously.

Follow the steps below to setup Term or Clinical Supervisors against a term:

- Locate the term you want to add supervisors to within the **Terms** area
- Select the three dots ‘...’ and click **‘View/Edit’**
- Click on the **‘Users’** tab
- Type the name of the supervisor/s you would like to add into the field and select the relevant user from those that appears below.

Note. You can only find and add supervisors linked to your organisation. If you need to add a supervisor linked to another organisation, contact the Nationwide Administrator to assist with this.
- You will be prompted to add a role, you will select either **‘Term Supervisor’** or **‘Clinical Supervisor’** dependent on who needs to undertake which role.
- Once you have added all relevant supervisors to the term, click **‘Update’**.

The screenshot shows a web interface for updating a term. The title is "Update Term - ACT Test Hospital - General Surgery". On the left, there are tabs for "Basic Info", "Custom Properties", and "Integration". The "Basic Info" tab is selected, showing fields for Organisation (Canberra Test Medical Education Unit), Type (Term), Name (ACT Test Hospital - General Surgery), Description (Term), Short Name, Global Identifier, Post Code, and External URL (https://example.com). On the right, there are tabs for "Users (1)" and "Outcome Statements (7)". The "Users (1)" tab is selected, showing a list of users. A user named "May Orpeth" is highlighted, and a dropdown menu is open for selecting a role. The dropdown menu lists the following roles: ARP Lead, ARP Member, Clinical Supervisor, Director of Clinical Training, Executive Director of Medical Services, Guest Assessor, and Medical Education Officer. At the bottom right, there are "Cancel" and "Update" buttons.

Update Term - ACT Test Hospital - General Surgery

Basic Info Custom Properties Integration

Organisation *

Type *

Name *

Description

Short Name


Global Identifier

Post Code

External URL

Users (1) Outcome Statements (7)

Add a new user...

 **May Orpeth** (Clinical Supervisor)
holly.fowler+cla-uat-cs2@myknowl... Clinical Supervisor ...

Default scope (All) Override scope for this user

Some users may not be shown here because access is restricted to your organisation hierarchy.

Note. The number next to the tabs on the right-hand side of the screen above represent the number of users (Term or Clinical Supervisors) (the first tab) already linked to the term or the number of outcome statements (second tab) already mapped to the term.

Where you have added supervisors to a term, it is recommended to also add their details to the Term Supervisor text fields of the term as these are visible to Trainees. Ensure the supervisors listed in these text fields are accurate.

You can find this field and other fields relevant to the term under the **'Custom Properties'** tab.

Update Term - ACT Test Hospital - Emergency

Basic Info	Custom Properties	Integration
Jurisdiction		
ACT		
Program/Network/Health Service		
Canberra Health Services		
Location		
The Canberra Hospital		
Specialty		
Emergency medicine		
Subspecialty		
Please select...		
Specialty 2		
Please select...		
Subspecialty 2		
Please select...		
Term Supervisor Name		
Lucy Ingleton		
Term Supervisor Email		
holly.fowler+cla-uat-cs4@myknowledgemap.com		

Users (1)	Outcome Statements (7)
Add a new user...	
Lucy Ingleton holly.fowler+cla-uat-cs4@mykn... Supervisor (Term o... <input checked="" type="radio"/> Default scope (All) <input type="radio"/> Override scope for this user	

5 Exporting Term Information

You can export information about each term:

- Search for your term(s) using the Search box at the top of the page.
- Click on the three dots to the right-hand side of the term
- Click 'Export'

The screenshot shows the 'Term Structure' page with a list of terms. At the top right, there is an 'Export terms' button. Below the list, a dropdown menu is open for the 'ACT Test Hospital - General Medicine' term, showing 'View/Edit' and 'Export' options. The 'Export' option is highlighted with a blue border.

Term Name	System ID	Organisation	Created	Updated	Outcome Statements	Supervisors	Actions
ACT Test Hospital - Emergency	ACT4722321	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	View/Edit, Export
ACT Test Hospital - General Medicine	ACT9469583	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - General Surgery	ACT9009584	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - Intensive Care (Silvia Test)	ACT6707192	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - Medical Oncology (Silvia Test)	ACT3476178	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - Obstetrics and Gynecology	ACT1585751	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - Orthopaedic Surgery	ACT3792209	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...

This will export an excel spreadsheet of the information for the relevant term.

You are able to export data for all of the terms in CLA by clicking on the Export terms button above the list of terms.

The screenshot shows the 'Term Structure' page with the 'Export terms' button at the top right highlighted with a blue border. The list of terms is visible below, but the dropdown menu is not open.

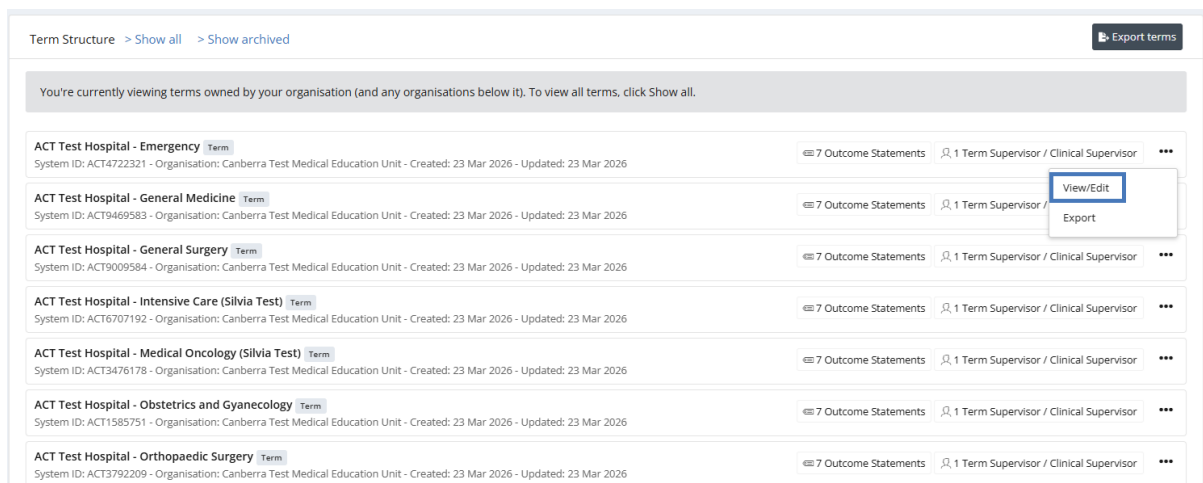
Term Name	System ID	Organisation	Created	Updated	Outcome Statements	Supervisors	Actions
ACT Test Hospital - Emergency	ACT4722321	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - General Medicine	ACT9469583	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - General Surgery	ACT9009584	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - Intensive Care (Silvia Test)	ACT6707192	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - Medical Oncology (Silvia Test)	ACT3476178	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - Obstetrics and Gynecology	ACT1585751	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...
ACT Test Hospital - Orthopaedic Surgery	ACT3792209	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	...

Using filtering in Excel to filter and find your terms to see their contents. Note that supervisors linked to a term are not included in the individual or bulk term exports.

6 Mapping Outcome Statements

You can map prevocational outcome statements to a Term. Where outcome statements have been mapped to a term they will automatically be 'ticked' as having been demonstrated by the Trainee in their End of Term Assessment for that term. The supervisor completing the End of Term Assessment can untick any outcome statements that have not been demonstrated and include others should they wish to.

- Click on the three dots to the right-hand side of the term
- Click 'View/Edit'



The screenshot shows a web interface for 'Term Structure'. At the top, there are links for '> Show all' and '> Show archived', and an 'Export terms' button. Below this is a grey bar with the text: 'You're currently viewing terms owned by your organisation (and any organisations below it). To view all terms, click Show all.' The main content is a list of terms, each with a 'Term' label, system ID, organisation, creation and update dates, and three icons: '7 Outcome Statements', '1 Term Supervisor / Clinical Supervisor', and a three-dot menu. The 'ACT Test Hospital - General Medicine' term is selected, and its three-dot menu is open, showing 'View/Edit' and 'Export' options.

Term	System ID	Organisation	Created	Updated	Outcome Statements	Supervisors	Actions
ACT Test Hospital - Emergency	ACT4722321	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	View/Edit, Export
ACT Test Hospital - General Medicine	ACT9469583	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	View/Edit, Export
ACT Test Hospital - General Surgery	ACT9009584	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	
ACT Test Hospital - Intensive Care (Silvia Test)	ACT6707192	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	
ACT Test Hospital - Medical Oncology (Silvia Test)	ACT3476178	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	
ACT Test Hospital - Obstetrics and Gynaecology	ACT1585751	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	
ACT Test Hospital - Orthopaedic Surgery	ACT3792209	Canberra Test Medical Education Unit	23 Mar 2026	23 Mar 2026	7	1	

- Click on the third tab on the right-hand side titled 'Outcome Statements'

Update Term - ACT Test Hospital - Emergency

Basic Info	Custom Properties	Integration
<p>Organisation *</p> <p>Canberra Test Medical Education Unit</p>		
<p>Type *</p> <p>Term</p>		
<p>Name *</p> <p>ACT Test Hospital - Emergency</p>		
<p>Description</p> <p>Term</p>		
<p>Short Name</p>		
<p>Global Identifier</p>		
<p>Post Code</p>		
<p>External URL</p> <p>https://example.com</p>		

Users (0)	Outcome Statements (7)
	<p>Select a Outcome Statements</p>

- You will then be able to select the relevant Prevocational Outcome Statements to be mapped to the term from the dropdown, any already mapped will appear ticked.
- When you have finished click the **'Update'** button in the bottom right corner of the window.

Note. When you make changes to the mapped outcome statements, these will show through to currently allocated terms.

Update Term - ACT Test Hospital - Emergency

Basic Info	Custom Properties	Integration
Organisation * Canberra Test Medical Education Unit		
Type * Term		
Name * ACT Test Hospital - Emergency		
Description Term		
Short Name		
Global Identifier		
Post Code		
External URL https://example.com		

Users (0)	Outcome Statements (7)
	Version 2 - Prevocational Outcome Statements (7 selected)
	▼ PRACTITIONER
	<input checked="" type="checkbox"/> 1.1 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.
	<input checked="" type="checkbox"/> 1.2 Communicate sensitively and effectively with patients, their family and carers, and health professionals, applying the principles of shared decision-making and informed consent.
	<input type="checkbox"/> 1.3 Demonstrate effective, culturally safe interpersonal skills, empathetic communication and respect within an ethical framework inclusive of Indigenous knowledges of wellbeing and health models to support Aboriginal and Torres Strait Islander patient care.
	<input type="checkbox"/> 1.4 Perform and document patient assessments, incorporating a problem-focused medical history with a relevant physical examination, and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues.
	<input type="checkbox"/> 1.5 Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of sustainability and cost-effectiveness.
	<input type="checkbox"/> 1.6 Safely perform a range of common procedural skills required for work as a PGY1 or PGY2 doctor.
	<input type="checkbox"/> 1.7 Make evidence-informed management decisions and referrals using principles of shared decision-making with patients, carers and the health care team.
	<input type="checkbox"/> 1.8 Prescribe therapies and other products including drugs, fluids, electrolytes, and blood products safely, effectively and economically.
	<input type="checkbox"/> 1.9 Recognise, assess, communicate and escalate as required, and provide immediate management to

7 Support

- For local set up issues, contact your MEU Administrator.
- For system queries, refer to the [CLA website](#), user guides and support contacts.