

Clinical Learning Australia

Training Guide



QUICK REFERENCE GUIDE

USING THE SUBMISSIONS INSIGHTS DASHBOARD

This quick reference guide provides an overview of how to use the **Submissions Insights Dashboard** in Clinical Learning Australia. This Quick Reference Guide is relevant to all users.

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1 What is the Submissions Insights dashboard?

The Submissions Insight Dashboard is a way for Administrators, Medical Education Officers, Directors of Clinical Training, Executive Director of Medical Services and Trainees to have oversight of performance against the following:

- EPAs
- Assessment domains
- End of Term Assessment outcomes

2 What can I see on the Submissions Insights dashboard?

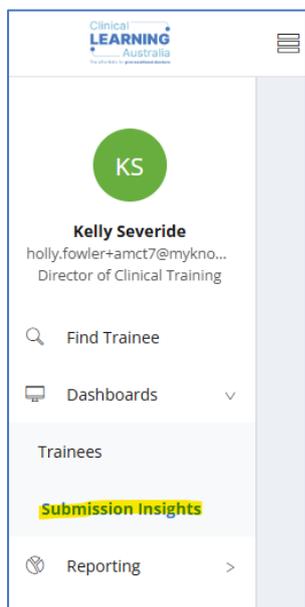
What you can see in the Submissions Insights dashboard will depend on your role, organisational level and group association(s).

- **State Administrators** can see aggregated data at the state level.
- **Medical Education Unit Administrators and Medical Education Officers** can see aggregated data for their organisation and any organisations below this in the organisational hierarchy. They can also filter to see data specific to each program, term and individual Trainees¹.
- **Directors of Clinical Training and Executive Directors of Medical Services** can see aggregated data for their organisation and any organisations below this in the organisational hierarchy. They can also filter to see data specific to each program, term and individual Trainees.
- **Trainees** will only see their own data.

¹ Note that the CLA system uses the term 'Trainee' for a Prevocational Doctor. In all CLA training materials the terms 'Trainee' and 'Prevocational Doctor' mean the same thing and refer to the same role.

3 Where can I find the submissions insight dashboard?

The submissions insight dashboard is found under the **dashboards** area of the left-hand menu.



4 How do I use the submissions insight dashboard?

The submissions insight dashboard will show you by default aggregated data relevant to the organisation or groups that you are associated with. Users can use the filters and navigation buttons on the left-hand side of the dashboard to drill through data sets depending on what they want to see.

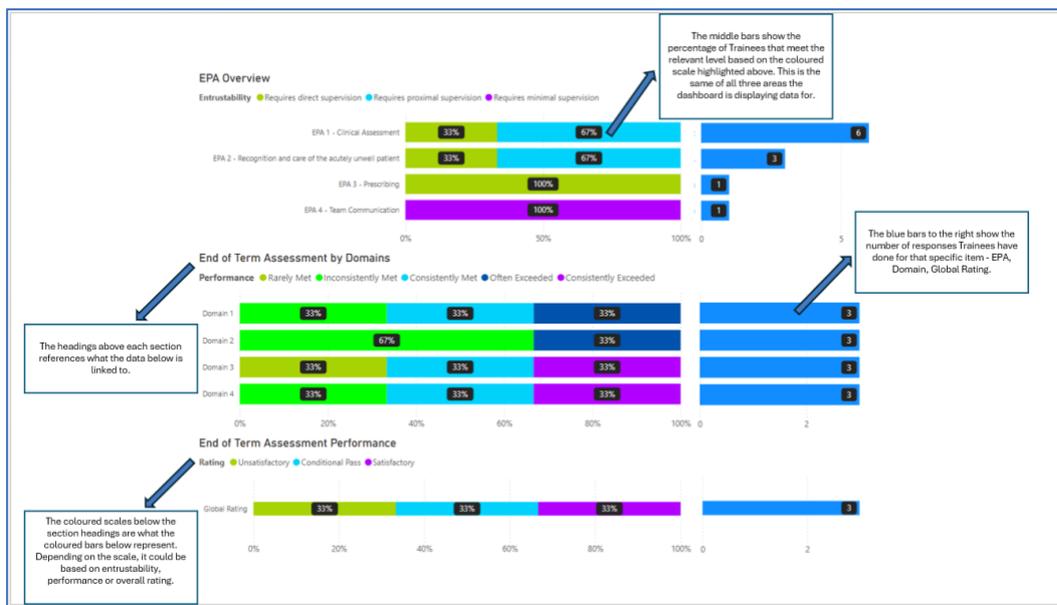


4.1 Navigation

Underneath the main dashboard there are three headings;

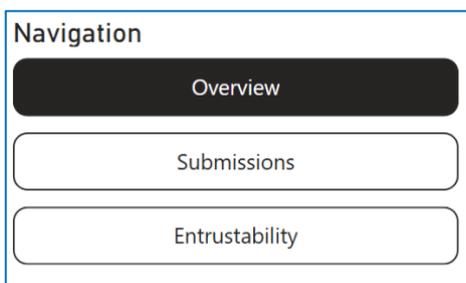
Overview shows a high-level overview of all relevant data displayed with the dashboard

- EPA Entrustability
- End of Term Assessment outcomes by Domain
- End of Term Assessment Performance (global rating).

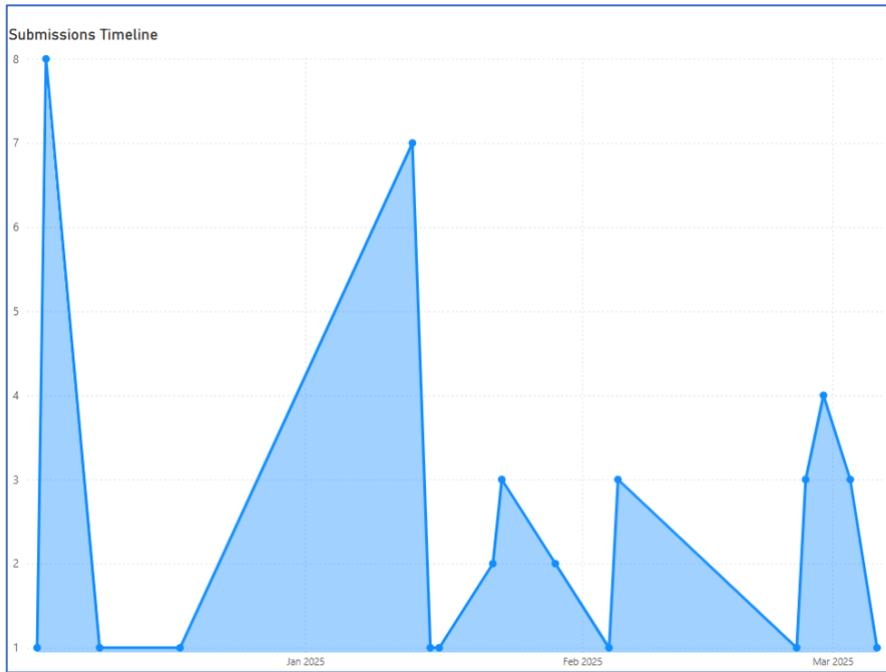


There are three different dashboard views that users can look at.

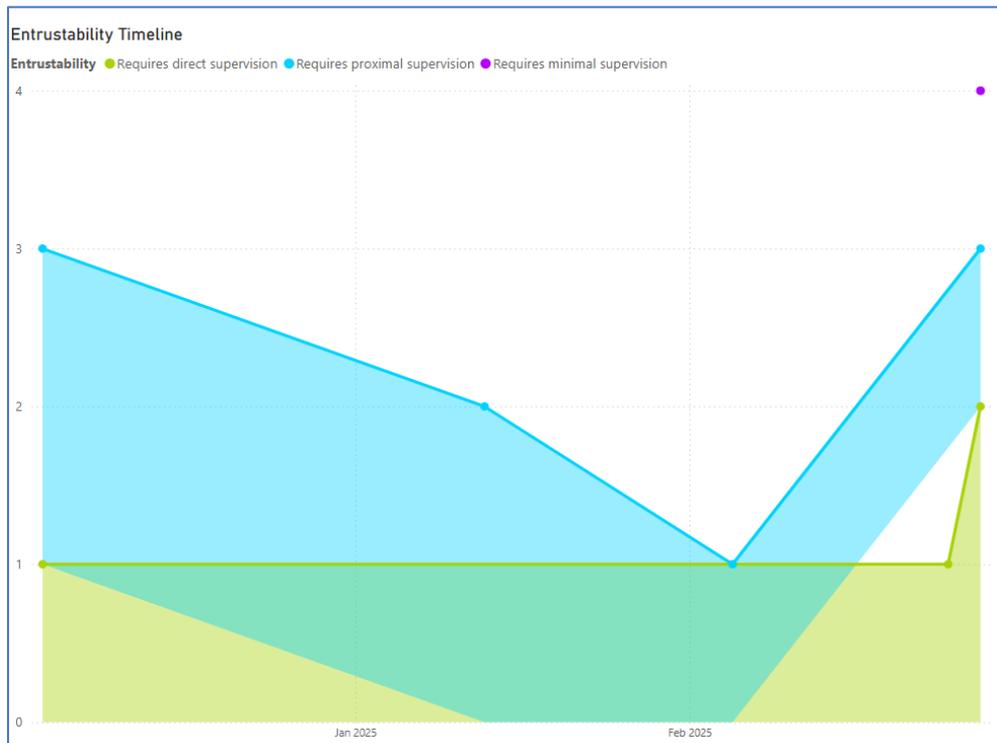
- Overview
- Submissions
- Entrustability



Submissions shows a spider graph for the number of submissions over a particular date range.



Entrustability shows a spider graph for the difference in levels of EPA entrustability over a particular date range.



4.2 Filters

Users can use the following filters to drill into data:

- **Program** allows the user to filter by PGY instance/cohort (available to DCT/EDMS roles, MEU Administrators and Medical Education Officers)
- **Trainee** allows the users to filter the data for one or more specific Trainees (available to DCT/EDMS roles, MEU Administrators and Medical Education Officers)
- **Term Name** allows the user to view the data for a particular term (available to DCT/EDMS roles, MEU Administrators and Medical Education Officers)
- **EPA Complexity** allows the user to filter the data by EPA type (available to all users)
- **Date** allows the user to filter the data by a particular date range (available to all users).

The image shows a vertical stack of five filter controls. Each control has a label and a selection area. The first four are dropdown menus, and the last is a date range selector.

- Program:** Label "Program", dropdown menu showing "All" with a downward arrow.
- Trainee:** Label "Trainee", dropdown menu showing "All" with a downward arrow.
- Term Name:** Label "Term Name", dropdown menu showing "All" with a downward arrow.
- EPA Complexity:** Label "EPA Complexity", dropdown menu showing "All" with a downward arrow.
- Date:** Label "Date", two date input fields: "02/12/2024" and "03/03/2025", each with a calendar icon. Below the fields is a horizontal line with circular endpoints, representing a date range.

All filter fields have the option to search by typing what data you want to find. For the first four filters you can select all or some data options within these filters.