

Clinical Learning Australia  
Training Guide  
for Prevocational Doctors



This training guide is intended for use by prevocational doctors undertaking their postgraduate year 1 or year 2 medical training. It covers the main functions and features of Clinical Learning Australia (CLA) that prevocational doctors need to know about to complete assessments and track their training progress.

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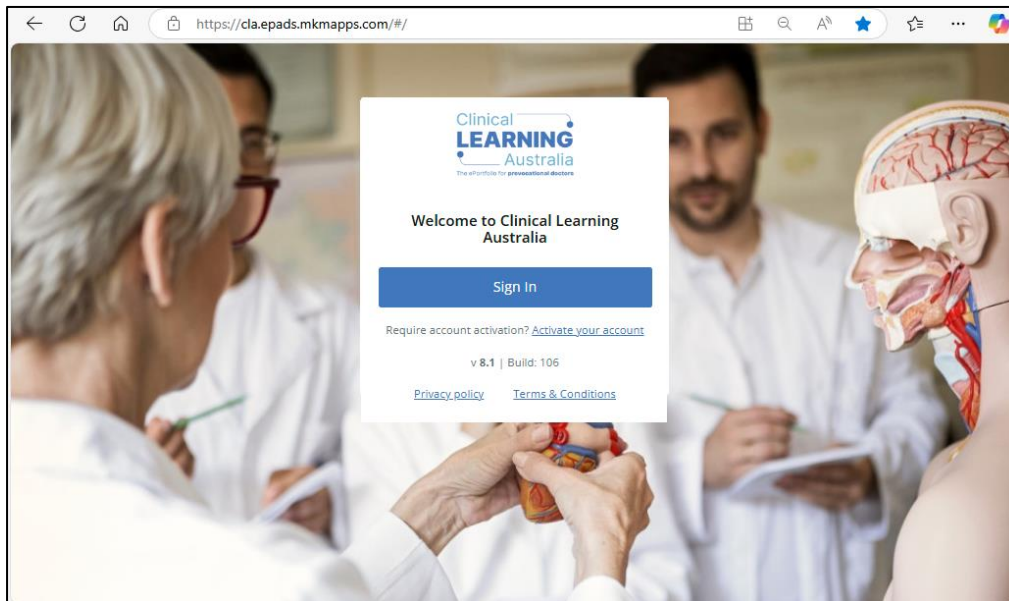
# 1 Navigating CLA

## 1.1 How to login

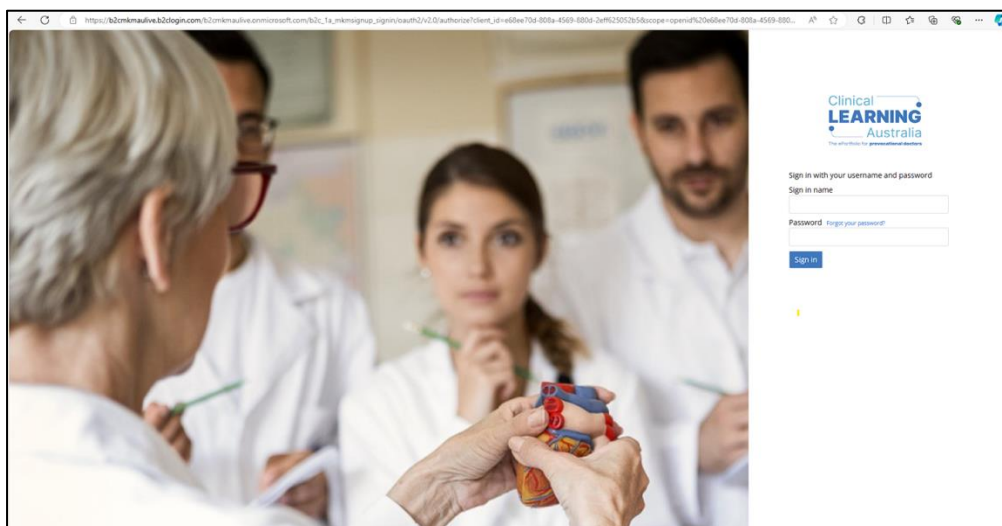
Navigate to the Clinical Learning Australia login page at:

<https://cla.epads.mkmaps.com>

Click the **Sign in** button.



Enter in your login credentials, and click **Sign in**.



Your **Sign in name** is your email address.

Alternatively, use the CLA Mobile app to login. See section 3 for information about the mobile app.

## 1.2 Forgotten password

If you have forgotten your password, you can reset your password on the login page.

Click on **Sign in** and then select **Forgot your password?** This will prompt you to enter your username/email and a verification code will be sent to your email.




Enter the verification code on the CLA verification screen and follow the prompts to reset your password. **Note.** You may need to check your Junk/Spam folder for the email.

To find out more information, please refer to the [How to reset your password](#) quick reference guide.

## 1.3 The side navigation toolbar

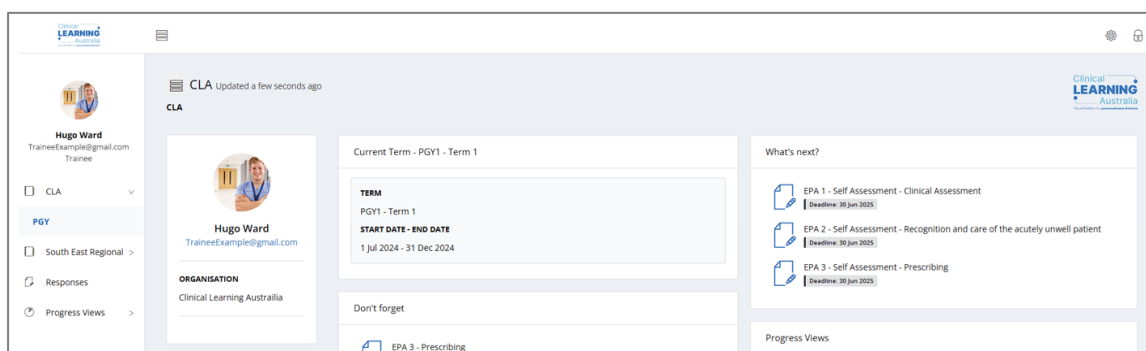
Moving between screens in CLA is done using the side navigation toolbar which is the vertical menu bar located on the left-side of the CLA screen.

The navigation toolbar can be expanded by clicking on the burger menu icon  at the top left of the screen in the white banner bar, or you can hover your mouse over the icons to see their full names. The options you see in the navigation toolbar will depend on your user role.

Prevocational doctors see their **clinical training group** (names may vary) with sub-option of **PGY**, **Responses**, and **Progress Views** with a sub-option of **Views**.

- Clinical Training Group > **PGY** is the Trainee Profile and Overview page for your PGY clinical year and is your home screen when you login to CLA. When you move from PGY1 to PGY2, or if you change employment hospitals, you may see two or PGY menu items – one per clinical year and Organisation. You are able to navigate between these.
- **Responses** displays a table listing all forms that have submitted in your ePortfolio by yourself or others; click on the row to view a read-only version of the form.

- **Progress Views > Views** shows how you are progressing towards the Outcome Statements. See Section 2.4 for more information.



Click on the CLA image in the top left of any screen to return to your home screen.

## 1.4 CLA Home screen

The first screen that prevocational doctors see is their **Trainee<sup>1</sup> Profile and Overview** page which is the front of their ePortfolio. This screen shows their current term, any upcoming forms that require completion based on a deadline (**Note:** Deadlines are only there as a guidance), any flagged responses, and progress against the Prevocational Outcome Statements. They can also access their Learning Plan and see an overview of their clinical year by clicking on the PGY block at the bottom of the page, if the full year has been loaded into CLA.

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<sup>1</sup> 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.

**Clinical Learning Australia (PGA) - Training Group** Updated a few seconds ago

**Clinical Learning Australia (PGA) - Trainee**

**Miranda Bailey**  
holly.fowler@clat3@myknowle...

**ORGANISATION**  
Goulburn Base Hospital

**TRAINEE NUMBER**  
303132

**COHORT**  
Clinical Learning Australia (PGA)

**Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the Home**

**TERM**  
Goulburn Base Hospital - Paediatrics/Hospital in the Home

**CONTACT**

**START DATE - END DATE**  
6 Jan 2025 - 28 Mar 2025

**What's next?**

- EPA 1 - Self Assessment - Clinical Assessment  
Deadline: 1 Jan 2025
- EPA 2 - Self Assessment - Recognition and care of the acutely unwell patient  
Deadline: 1 Jan 2025
- EPA 3 - Self Assessment - Prescribing  
Deadline: 1 Jan 2025

**Don't forget:**

- EPA 4 - Team Communication  
Deadline: 1 Jan 2025
- EPA 2 - Recognition and care of the acutely unwell patient  
Deadline: 1 Jan 2025
- EPA 3 - Prescribing  
Deadline: 1 Jan 2025

**Flagged Responses**

Beginning of Term Discussion - Clinical Learning Australia (PGA) - Training Group > PGY2 > Term 1 > START  
Joe Bloggs Approved Flagged this response on 10 Dec 2024 16:00.

**Progress Views**

Prevocational Outcome Statements

Reflection/Log EPA Term

**PGA2**  
1 Jan 2025 - 1 Jan 2026

Clicking in the **Current Term** box opens the full profile for the term. It has an Overview tab that has information about the term, including the Term Description that can be expanded and details of your Term Supervisor, if a specific one has been linked to you. It contains forms to be completed for the current term, as well as Logbooks and EPAs under their respective tabs.

**Term 3** Updated a few seconds ago

XX - Example Instance - PGY1 - 2025 > PGY1 > **Term 3**

**OVERVIEW** **START** **ASSESSMENTS** **LOGBOOK** **EPAs** **ASSESSMENT REVIEW PANEL**

**TERM**  
Bankstown-Lidcombe Hospital - Aged Care 1

**TERM PROGRESS - START: 30 JUN 2025, END: 21 SEP 2025**

**START**

Learning Goals (Optional)

Beginning of Term Discussion Deadline: 5 Jul 2025

**ASSESSMENTS**

The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review panel decisions about satisfactory completion of PGY1 (the point of general registration) or PGY2. Assessments are to be completed by the term supervisor and by the prevocational doctor (for self-assessment) at the mid-point in any term longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and end-of-term assessments with final sign off of the end-of-term assessment completed by the term supervisor.

Self Assessment

**TERM CONTENT**

<b>Jurisdiction</b>	NSW
<b>Program/Network/Health Service</b>	Network 2
<b>Location</b>	Bankstown-Lidcombe Hospital
<b>Specialty</b>	Physician
<b>Subspecialty</b>	Geriatric medicine

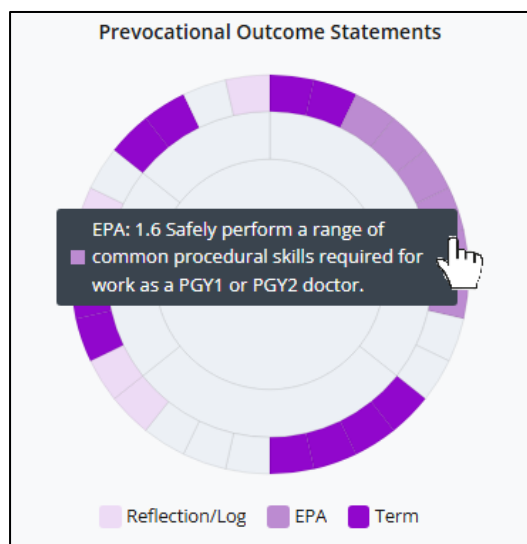
[View full term content](#)

**TERM SUPERVISOR DETAILS**

**Demo Supervisor**  
silvia.fazekas@amc.org.au

Alternatively, prevocational doctors can click on a form name in the **What's New?** and **Don't Forget** sections to open a new editable version of that form.

The **Prevocational Outcome Statements** section is an interactive visual representation of progress towards demonstrating evidence for each of the outcome statements in the [National Framework for Prevocational \(PGY1 and PGY2\) Medical Training](#). Hover over the segments in the visual to see the Statement each represents.



The shading of the segments shows if the statement was evidenced as part of a logbook entry, evidenced and validated as part of an approved EPA assessment, or fulfilled as part of the completion of a term. Click on the visual to drill into your progress in more detail – see Section 2.4 Progress Views.

Clicking on the PGY block at the bottom of the screen, you can access your Learning Plan for the full clinical year, if the full clinical year has been loaded into CLA (see note below). The Learning Plan lists each allocated term, and it is possible to drill into each term to see term overviews, descriptions and forms associated with that term.

**Note:** Terms for your full clinical year may be loaded into CLA all at once, or terms may be loaded into CLA progressively by site administrators over the course of the year just prior to the start of your upcoming terms. If the full year hasn't been loaded, CLA will only display your current term and any past terms.

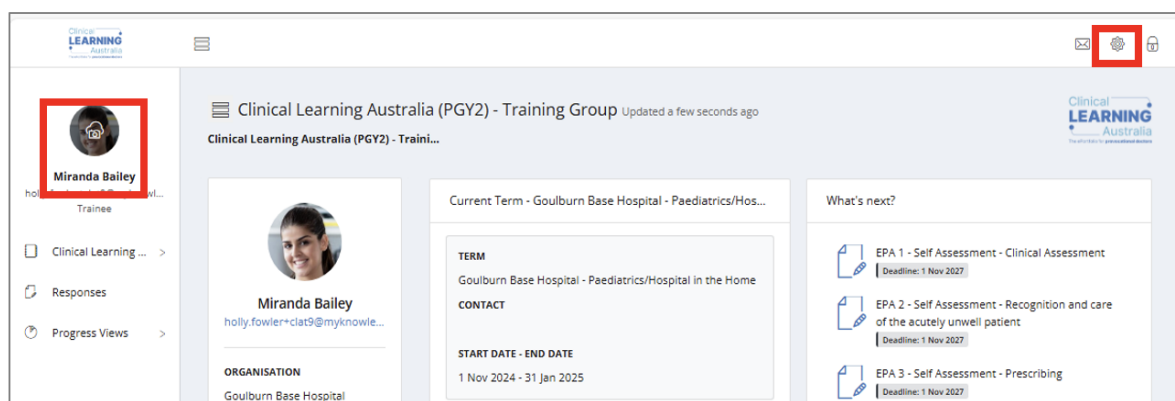
If you have not completed forms by the end of a term, these will no longer be visible to you in the Current Term screen. You will not be able to complete any forms after the end of a term unless a Grace period has been allowed by the organisation you are working at. The decision on if a grace period is set and for how long is decided locally, so please contact your local MEU Administrator to find out the details for your hospital/health service.

If a grace period is in place, forms for past terms can be accessed using the PGY block and completed. Alternatively, you can view all forms for your clinical year from your home page using the secondary 'burger' icon which lists all forms for all terms as described in section 2.2 Navigating to forms.

## 1.5 Managing your profile

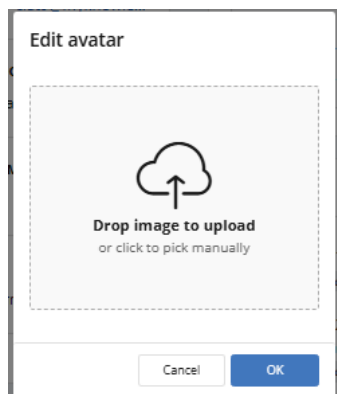
Users can manage their profiles in CLA, including adding/changing your profile picture, adding a contact phone number and changing your password.

To add or update your profile picture, click on the circle or image at the top left of the Navigation Bar to open the **Edit avatar** window. To add a contact phone number or to change your password, click on the Settings cog icon at the top right of the screen.



In the Edit Avatar window, drop an image in the window or click on the window to navigate to an image to upload and click **OK**.


**Note:** You may need to refresh your page to see the profile picture appear.



To enter your contact phone number, enter this into the Phone field and select **Save Profile**.

**Note:** your contact phone number is optional and is only used as a reference for your local Medical Education Unit (MEU) / Junior Medical Officer (JMO) Management team should they want to contact you. It is not visible to other users, including supervisors or DCTs, and is not used for any system generated messages/calls. A phone number can be a mobile or landline number.



 Profile

---

First Name \*

Last Name \*

Email \*

Phone


Jurisdiction

Hospital and Health Service

Facility

---

To change your password, select **Change Password** and follow the prompts. Click **Continue** to save your new password.



Please provide the following details.

Old Password

New Password

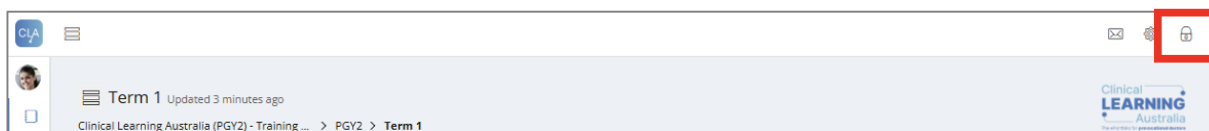
Confirm New Password

## 1.6 Logging out of CLA

It is recommended that users log out of CLA, particularly if using a public or shared computer.

To log out of CLA when you have finished your session, click on the lock icon in the top right-side corner of the screen.

**Note:** The system will automatically log you out after 30 minutes of inactivity.



## 2 Forms

### 2.1 Overview of forms

CLA has been designed in accordance with the [National Framework for Prevocational \(PGY1 and PGY2\) Medical Training](#).

The forms in CLA capture learning goals, beginning of term discussions, mid and end of term assessments, logbook entries and case/procedure logs, and Entrustable Professional Activities' (EPAs) (including self-assessments).

PGY1 and PGY 2 doctors use CLA over the course of each term and throughout the clinical year to complete self-assessments and log training activities that they undertake.

Term Supervisors, Clinical Supervisors, DCTs, EDMS', and/or Guest Assessors use CLA to assess the progress of their assigned prevocational doctors in meeting the requirements of the National Framework by completing mid and end of term assessments and EPAs.

Clicking on **Current Term** in the **Trainee Profile and Overview** page opens to the Current Term landing page. The Current Term landing page provides an overview of the term, including of progress to date for form completion as well as Term Content and a Term Description on the right-hand side. Tabs across the top separate the forms into their types.

TERM	START	ASSESSMENTS
<b>TERM</b> Goulburn Base Hospital - Paediatrics/Hospital in the Home	<b>TERM PROGRESS</b> - START: 1 NOV 2024, END: 31 JAN 2025 <b>START</b> Learning Goals (Optional) Beginning of Term Discussion   Completed	<b>ASSESSMENTS</b> The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review panel decisions about satisfactory completion of PGY1 (the point of general registration) or PGY2. Assessments are to be completed by the term supervisor and by the prevocational doctor (for self-assessment) at the mid-point in any term longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and end-of-term assessments with final sign off of the end-of term assessment completed by the term supervisor. Self Assessment Mid Term Assessment   Completed

TERM CONTENT	
Term Name	Paediatrics / HITH
Term Specialty	Paediatrics
Term Supervisor Name	Dr Joe Bloggs
Term Supervisor Email	joe.bloggs@example.com
Classification of clinical experience in term	<ul style="list-style-type: none"><li>Chronic illness patient care</li><li>Acute critical illness patient care</li></ul>
Is this a service term?	No
Term accredited for	PGY2
Accreditation Status	Accredited
Term Description	<b>Commencing the term</b>

Forms can be commenced and saved as drafts for later completion, emailed to others for completion as required, and be linked to Prevocational Outcome Statements.

**Note.** CLA does not send push notification emails to remind users that forms are nearing their submission date or passed the due date.

Forms can be completed on the Mobile App – see section 3 for more information.

### 2.1.1 Form permissions

Different roles in CLA have different permissions and form completion restrictions. For instance, self-assessments and logbook entries can only be initiated and completed by prevocational doctors, whereas End of Term assessments can only be initiated by Term or Clinical Supervisors linked to a trainees term allocation and signed off by Term Supervisors.

Some forms require both the prevocational doctor and a supervisor, or other assessor, to complete portions of the form, e.g. EPAs. The prevocational doctor can complete their portion(s) and use the email function in the system to send the form to their supervisor for them to complete their portion(s).

**Note:** Only Mid Term Assessment forms and EPAs can be emailed, either entirely blank or partially completed to an assessor to complete and submit. Alternatively, the system has been designed in such a way that these entire forms can be completed on a prevocational doctor's login, for instance using the app installed on their mobile device to complete an EPA in the clinical setting, and the supervisor and/or assessor's name and email are entered in the form as part of the sign-off process. The forms are emailed to those individuals for their records and validation of participation.

**Important:** The End of Term Assessments cannot be initiated by a prevocational doctor, nor can they be emailed to a supervisor to complete. The End of Term Assessment can only be initiated by a supervisor linked to the prevocational doctor logging into CLA, viewing the doctor on their Dashboard, and initiating the form from their supervisor login.

Where a 'Guest Assessor' completes a mid term assessment of EPA form, an email is sent to the Administrator(s) for that organisation to ensure that individual is a valid assessor. Any responses completed by an unverified guest assessor will be flagged as 'Unapproved' until an Administrator has approved the guest assessor.

Where a form is not available to a role, a yellow label will appear to the right of the form name stating 'Available to other roles'. Hover over the label to see which roles this is forms available to.

**ASSESSMENTS**

The purpose of these assessments is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review panel decisions about satisfactory completion of PGY1 (the point of general registration) or PGY2. Assessments are to be completed by the term supervisor and by the prevocational doctor (for self-assessment) at the mid-point in any term longer than five weeks and at the end of the term. Other clinical supervisors, including registrars may conduct or contribute to the mid-term and end-of-term assessments with final sign off of the end-of term assessment completed by the term supervisor.

Assessment Type	Status	Actions
Self Assessment		Complete new
Mid Term Assessment	Completed	Email (1) Complete new
End of Term Assessment	Completed	Available to other roles

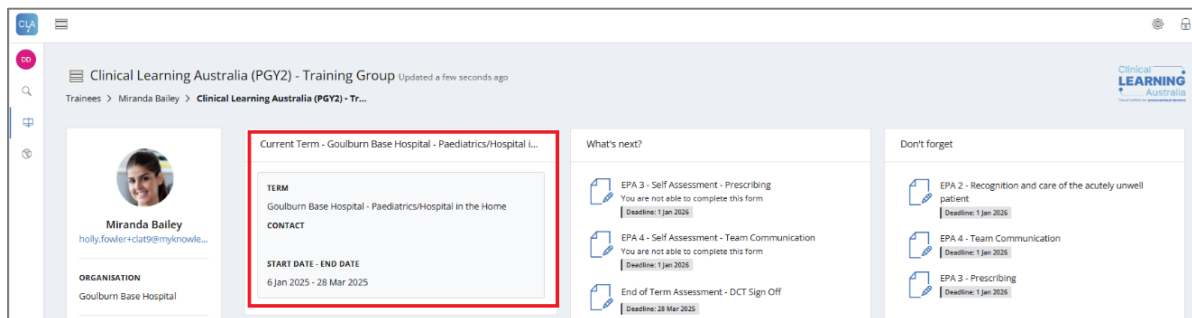
## 2.2 Navigating to forms

To complete a form, you need to navigate to the form you want to complete. This can be done in several ways:

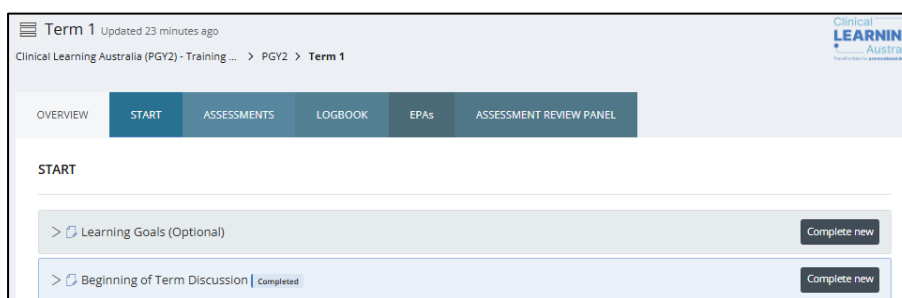
- 1) **Burger Icon** - Click the secondary burger icon on your Trainee Profile and Overview page to view your ePortfolio. This opens a side menu listing all available forms within each term and then select the one you want to complete. **Note:** here you will see all for forms for all of the terms.

In the ePortfolio forms menu, select the form you want to complete. **Note:** You will need to scroll down the menu to find each set of term forms.

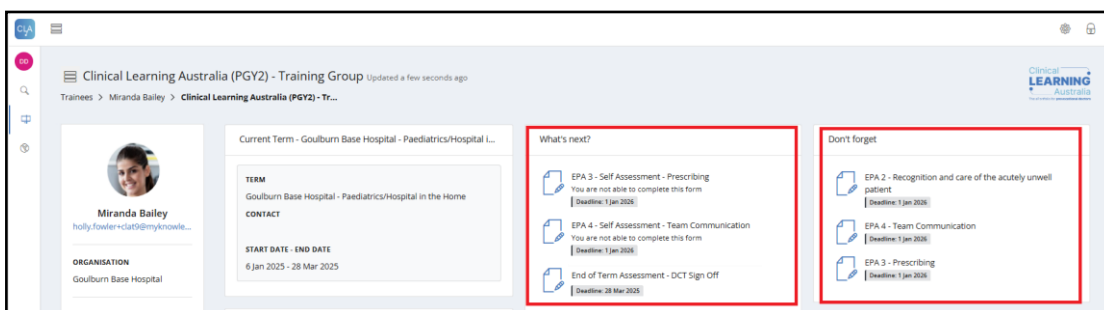
2) **Current Term** – Click in the 'Current term' box in the centre of the Trainee Profile and Overview page.



Locate the form by using either the Overview or specific tabs available within the current term. Click **Complete new** to the right of the form title.



3) **What's Next / Don't Forget** - If the form you want to complete is showing in the 'What's next?' or 'Don't Forget' boxes, you can select the form here to complete it.



4) **PGY block** – Click on the PGY block at the bottom of your Trainee Profile and Overview page to see your term allocations and Learning Plan for the full clinical year. If the full year hasn't been loaded into CLA, you'll only see the current and past terms.

**Clinical Learning Australia (PGA) - Training Group** Updated a few seconds ago

**Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the Home**

**TERM**  
Goulburn Base Hospital - Paediatrics/Hospital in the Home

**CONTACT**

**START DATE - END DATE**  
6 Jan 2025 - 28 Mar 2025

**What's next?**

- EPA 1 - Self Assessment - Clinical Assessment | Deadline: 1 Jan 2026
- EPA 2 - Self Assessment - Recognition and care of the acutely unwell patient | Deadline: 1 Jan 2026
- EPA 3 - Self Assessment - Prescribing | Deadline: 1 Jan 2026

**Don't forget**

- EPA 4 - Team Communication | Deadline: 1 Jan 2026
- EPA 2 - Recognition and care of the acutely unwell patient | Deadline: 1 Jan 2026
- EPA 3 - Prescribing | Deadline: 1 Jan 2026

**Flagged Responses**

Beginning of Term Discussion - Clinical Learning Australia (PGA) - Training Group > PGA2 > Term 1 > START  
Joe Bloggs | Approved | Flagged this response on 10 Dec 2024 16:00.

**Progress Views**

**Prevocational Outcome Statements**

Reflection/Log CPA Term

**PGA2** | Current  
1 Jan 2025 - 1 Jan 2026

The current term in the Learning Plan on the right is denoted by a black circle with two arrows and completed terms have a blue tick. Click on the current term to open this and view forms. Alternatively, click on any of the term allocations on the left to see the term overviews and associated forms for any past or upcoming terms.

**PGA2** Updated a few seconds ago  
Clinical Learning Australia (PGA) - Training ... > PGA2

**Term 1** | Current  
6 Jan 2025 - 28 Mar 2025  
Goulburn Base Hospital - Paediatrics/Hospital in the Home  
Goulburn Base Hospital - Paediatrics/Hospital in the Home

**Term 2**  
31 Mar 2025 - 26 May 2025  
North Canberra Hospital - General Surgery  
North Canberra Hospital - General Surgery

**Term 3**  
27 May 2025 - 15 Jul 2025  
North Canberra Hospital - Orthopaedic Surgery  
North Canberra Hospital - Orthopaedic Surgery

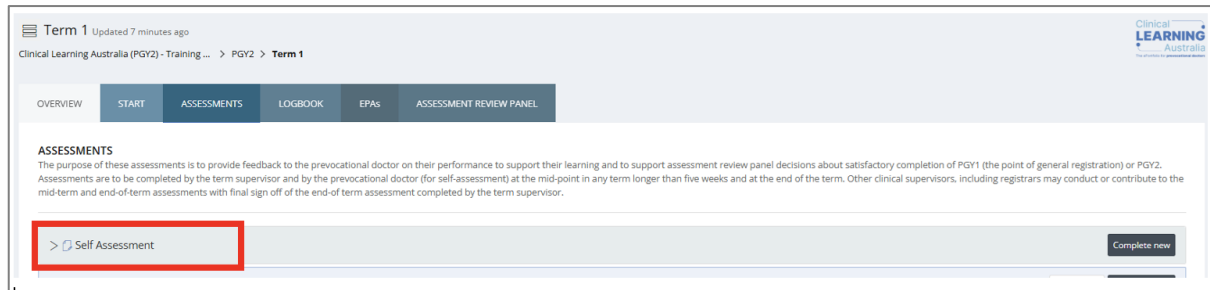
**Term 4**

**Learning Plan**

- 6 Jan 2025: Goulburn Base Hospital - Paediatrics/Hospital in the Home 6 Jan 2025 - 28 Mar 2025  
Goulburn Base Hospital - Paediatrics/Hospital in the Home  
View term content
- 31 Mar 2025: North Canberra Hospital - General Surgery 31 Mar 2025 - 26 May 2025  
North Canberra Hospital - General Surgery
- 27 May 2025: North Canberra Hospital - Orthopaedic Surgery 27 May 2025 - 15 Jul 2025  
North Canberra Hospital - Orthopaedic Surgery
- North Canberra Hospital - Psychiatrist in Bankia (Older Person Mental Health)

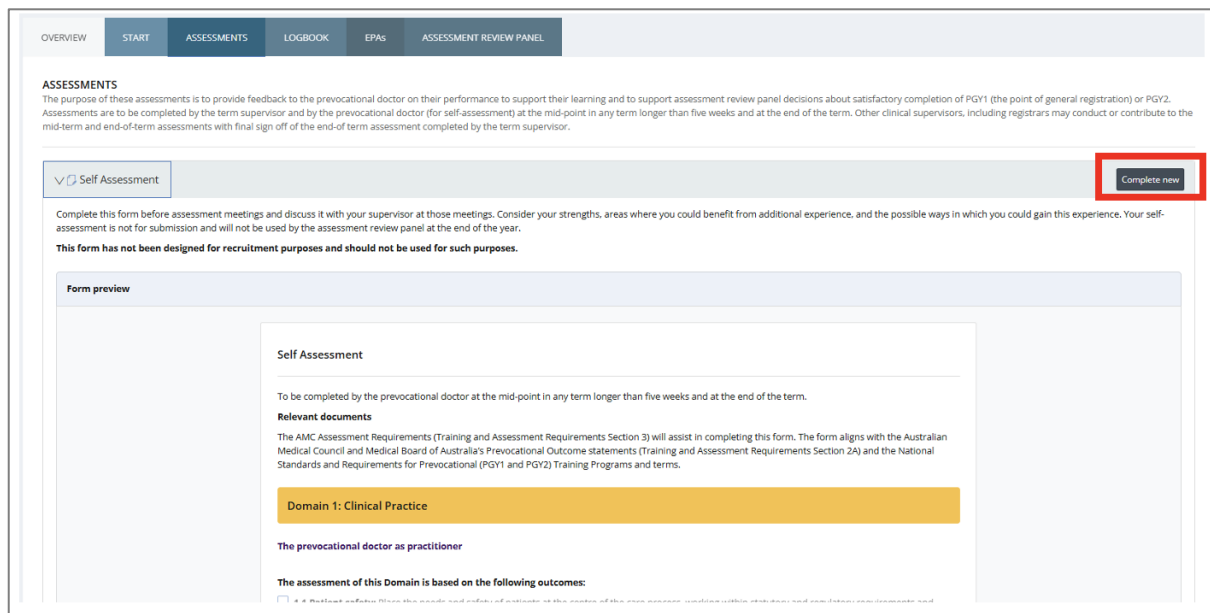
## 2.2.1 Previewing forms

Forms that have not previously been submitted can be previewed without opening a new editable version of the form. To preview a form, on the Current Term page, select the tab respective to the forms you want to view (e.g. Start, Assessment, Logbook or EPAs) and click on the name of the form.



The screenshot shows the 'Term 1' page with the 'ASSESSMENTS' tab selected. The 'Self Assessment' form is highlighted with a red box. A 'Complete new' button is visible on the right side of the form.

Clicking on a form name expands a blank read-only version of that form. To complete a form, click on **Complete new** or navigate to a draft to continue completing.



The screenshot shows the 'Self Assessment' form preview. The 'Complete new' button is highlighted with a red box. The form content includes instructions, relevant documents, and a section for 'Domain 1: Clinical Practice'.

## 2.2.2 Viewing submitted forms

After forms have been submitted, the completed forms can be viewed on the Current Term page on their respective tabs or in the Responses screen. Depending on the form, you may see different tags against completed forms.

A 'Completed' label may appear to the right of the form name.



OVERVIEW START ASSESSMENTS LOGBOOK EPAs ASSESSMENT REVIEW PANEL

START

> Learning Goals (Optional)

✓ Beginning of Term Discussion **Completed**

The number of responses may appear to the right of the form name.

OVERVIEW START ASSESSMENTS LOGBOOK EPAs ASSESSMENT REVIEW PANEL

START

> Learning Goals (Optional) **1 Response**

A target number of completions may display, depending on the form type. The target will be on the right, with the number of completions done on the left.

OVERVIEW START ASSESSMENTS LOGBOOK **EPAs** ASSESSMENT REVIEW PANEL

EPAs

> EPA 1 - Clinical Assessment **4/4 Completed**

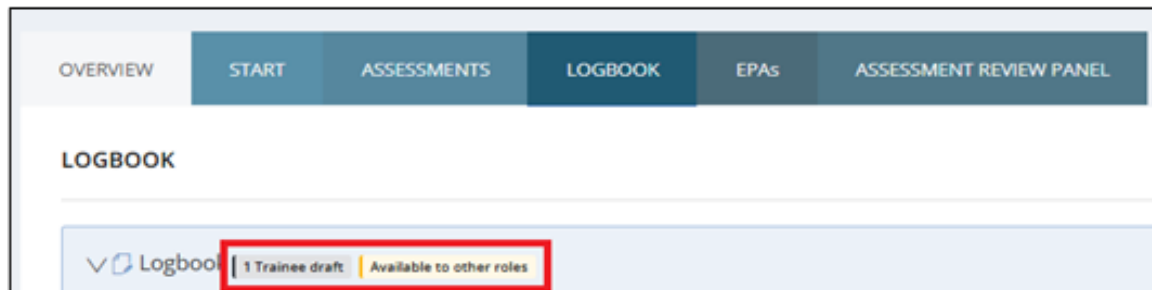
A label of Currently Unavailable indicates that the form is not in the date range for it to be completed – it may be for a previous term and is past the Grace period, or it may be for a future term that's not started yet. If you need to complete a form for a past term and it's unavailable, contact the MEU Administrators and they'll be able to reopen forms from past terms for you.

OVERVIEW START ASSESSMENTS LOGBOOK EPAs ASSESSMENT REVIEW PANEL

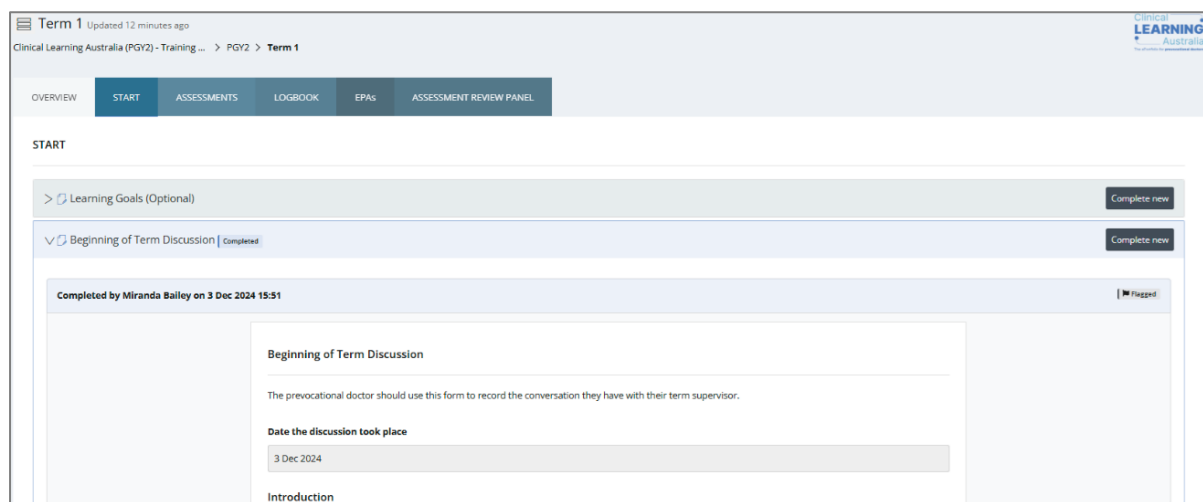
START

> Learning Goals (Optional) **Currently unavailable**

Forms may also have tags if there are unsubmitted drafts or if a form is not available to your role to complete. Where a form is not available for your role, hover over the tag to see the roles it is available to.



Click on the form name to open a read only version of the completed form.



For Logbooks, Case/Procedure Logs and EPAs, a summary table of the responses is shown when you click on the form name. Where there are questions with lots of text, you can hover over that question in the table to review the full text.

You can also review the completed forms below the table. Click on the completed form name below the summary table to expand the full form.

OVERVIEW START ASSESSMENTS LOGBOOK EPAS ASSESSMENT REVIEW PANEL

EPAS

✓ EPA 1 - Clinical Assessment 4/4 Completed Email (1) Complete new

Summary of assessment to date in this Part. Completed forms are provided underneath the summary

Date Completed	Assessor	Consultation with input from:	Case Details	Self-assessment	Based on this case, what will you do to develop your learning further?	Patient type:	Brief description:	Assessor's declaration	Complexity of the case(s) for the level of training:	Entrustability scale	What went well?	What could be done to improve?	Agreed learning goals arising from the experience
3 Dec 2024 23:54	Specialist or ...	Registrar	1. If clinical a...	text	text	Adult	text	The patient(s)...	Low	Requires dir...	Yes	text	text
3 Dec 2024 23:45	Nurse/ nurse...	Nurse/ nurse...	7. develop pr...	TEXT	TEXT	Adult	TEXT	The patient(s)...	Medium	Requires pro...	Yes	TEXT	TEXT
3 Dec 2024 23:36	Nurse/ nurse...	Registrar	4. obtain a hl...	TEXT	TEXT	Adult	TEXT	The patient(s)...	Medium	Requires pro...	Yes	TEXT	TEXT
3 Dec 2024 16:01	Registrar	Registrar, Pa...	4. obtain a hl...	kjhg hj gk	asf sdf	asf as f							

RESPONSES (4)

> Approved by Joe Bloggs (holly.fowler+termsupervisor1@myknowledgemap.com) on 3 Dec 2024 23:54

> Approved by Joe Bloggs (holly.fowler+termsupervisor1@myknowledgemap.com) on 3 Dec 2024 23:45

> Approved by Joe Bloggs (holly.fowler+termsupervisor1@myknowledgemap.com) on 3 Dec 2024 23:36

> Approved by Tom Holland (tom@tpholland.com) on 3 Dec 2024 16:01

**Note:** Forms cannot be edited by the submitting user after they have been submitted. If you need to have a form edited or deleted, contact your MEU Administrator and they will be able to either edit the form on your behalf, return the form to you in a draft state, or delete the form.

After forms have been submitted, users can do the following:

- Add **Comments** to and **Reply** to comments on forms – see section 2.3.6
- **Flag** forms – see section 2.3.7
- **Print** or **download** forms – see section 2.3.8
- **Map outcome statements** to forms – see section 2.3.9

## 2.3 Completing forms

To begin completing forms, open a new form using one of the methods described in section 2.2 Navigating Forms.

### Important:

**Do NOT include personal or patient identifying information in forms.** If included by PGY doctors, Supervisors or other users, the responses may be edited by an Administrator to remove.

Inside each form there will be several question type interactions.

### Question Type

### Definition

Multiple Choice Checklist	This can be in the form of a drop-down box or listed view. It can also have mandatory interaction, as well as either needing one selection (shown by circle check boxes), or multiple selections (shown by square check boxes).
File Upload	This allows you to upload a file to the response. <b>Note:</b> Only one file can be uploaded per response, and there is a file upload limit of 8MB.
Text response	This supports Rich Text Formatting and can exceed the space allocated in the question if necessary. You can click the <b>Save changes</b> button in the top right corner as you type your answer and copy and paste from another document if you prefer.
Likert/Rubric Scale	This provides the option to grade opinions, attitudes, or behaviours. You can unclick radial buttons on a question if you mis-click. <b>Note:</b> If you select a score of 1 (Rarely met) or 2 (Inconsistently met) in the Likert scales, a mandatory 'Provide a justification' text will display.
Date/Time picker	This allows you to select a date and/or time. This can be current, or in the past.

Scroll through the forms and complete all relevant sections.

Forms have a number of functions across the top of the window:



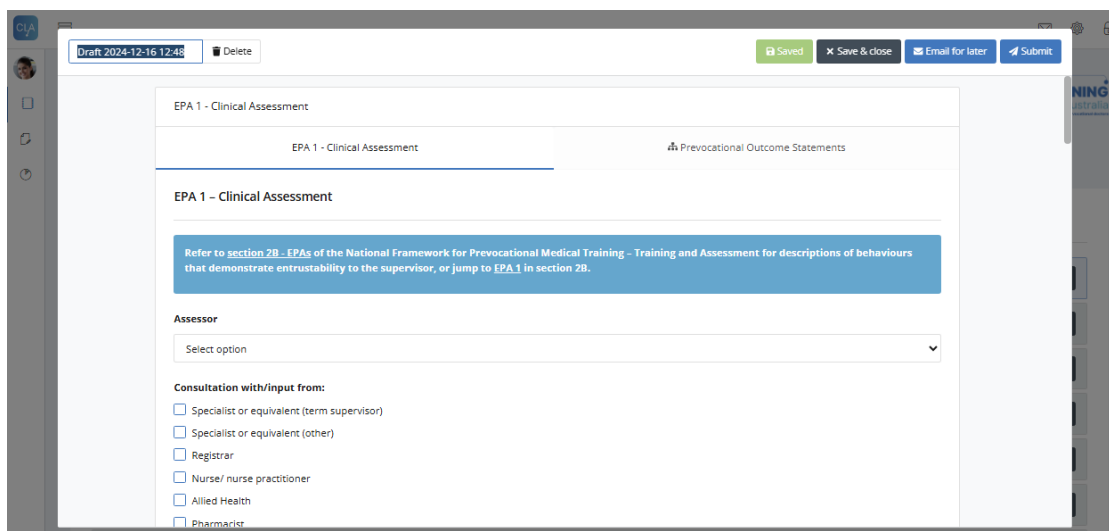
From left to right, the form functions are:

- **Rename a response draft:** Use this to give the response draft a different name. By default, the name of the form is 'Draft', followed by the date and time the response was started. To rename the form, click into the text box to the left of the Delete button and change the name. It is recommended to include a date and sufficient defining text to make it easy to identify the correct form in the future if you have multiple drafts. When reopening the draft, the last updated date will display to the right of the name you have given it.
- **Delete:** Use this to abandon the form. Delete will remove the form as a draft copy. This includes partially completed previously saved drafts as well as new forms. Deleting a form cannot be reversed.
- **Save changes:** Use this to save the current form as a draft and keep it open to continue entering information.

**Note.** Forms automatically save as you enter information, after 10 seconds of inactivity. When the auto-save completes, the **Save changes** button changes to **Saved** until you restart editing.

- **Save & close:** Use this to save the form as a draft and exit the form. See section 2.3.1 for more information about editing draft forms.
- **Email for later:** Use this to email Mid Term Assessment or EPA forms to a Supervisor or Assessor. This is not available for all forms, and End of Term Assessments cannot be emailed. Forms sent via this workflow are not classed as fully complete in your ePortfolio until the person you sent it to completes and submits the form. See section 2.3.4 for more information about emailing forms.
- **Submit:** Use this to submit the form when you have finished entering information. This saves the form in CLA as Complete – it does not send the form to a supervisor for co-sign. See section 2.3.2 for more information about submitting forms.

The screenshot below shows an EPA 1 – Clinical Assessment form.

The screenshot shows a web-based form titled "EPA 1 - Clinical Assessment". At the top, there is a header bar with a "Draft 2024-12-16 12:48" label, a "Delete" button, and three action buttons: "Saved" (green), "Save & close" (grey), and "Email for later" (blue). Below the header, the form has two tabs: "EPA 1 - Clinical Assessment" (active) and "Prevocational Outcome Statements". The main content area of the active tab contains a blue informational box with text referring to section 2B of the National Framework for Prevocational Medical Training. Below this box is a dropdown menu labeled "Assessor" with the text "Select option". At the bottom, there is a section titled "Consultation with/input from:" followed by a list of checkboxes for different roles: Specialist or equivalent (term supervisor), Specialist or equivalent (other), Registrar, Nurse/ nurse practitioner, Allied Health, and Pharmacist.

All EPAs have a shaded blue box at the top with hyperlinks out to relevant sections of the National Framework for Prevocational Medical Training to assist with the completion of the form (see image above). When you click these links, they will open in new tabs in your web browser.

**Important:** End of Term Assessments, EPAs, Logbook and Case/Procedure forms have a second tab with the **Prevocational Outcome Statements** available to tick as part of the completion of the form. Clicking the Prevocational Outcomes Statements tab next to the form allows for any relevant Prevocational Outcome Statements to be mapped as evidence against that particular form response. Outcome statements added in this way will contribute to the shading of the segments on the Progress Views wheel on your home page.

Draft 2025-06-13 14:54 [Delete] [Saved] [Save & close] [Submit]

End of Term Assessment - Completing for Miranda Leigh Bailey

End of Term Assessment

Prevocational Outcome Statements

**End of Term Assessment**

To be completed by the term supervisor at the end of the term.

Other clinical supervisors, including registrars may conduct or contribute to the assessment with final sign off of the end-of term assessment completed by the term supervisor.

**Note:** Where prevocational outcomes are shown at the top of this form, these are the prevocational outcomes that the term description identifies could be demonstrated during this term. If a Trainee has not met some or any of these outcome statements, or there are other outcome statements not identified above that have been demonstrated you can add or remove these via the prevocational outcome statements tab above.

Sources of information used to complete this form

**Position/Role**  
Please provide the position/role of the Assessor undertaking the End of Term Assessment

FOR YOUR INFORMATION (noting that trainees cannot initiate End of Term Assessments, but you may need to assist a supervisor): For End of Term Assessments specifically, where Prevocational Outcome Statements have been pre-mapped to a Term Description, these will display as ticked at the top of the form in addition to the second tab. Your supervisor should review the pre-mapped statements and untick as required. To add additional statements not pre-mapped to the term, they need to navigate to the second tab and select these.

Draft 2025-06-13 15:28 [Delete] [Saved] [Save & close] [Submit]

Outcome Statements outcome statements

- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 1.5 Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of sustainability and cost-effectiveness.

End of Term Assessment - Completing for Demo Trainee

End of Term Assessment

Prevocational Outcome Statements

End of Term Assessment

### 2.3.1 Editing previously saved forms

If you have previously partially completed a form using the **Save and close** function, you can continue to edit it by opening it from the relevant tab on the Current Term screen.

You will see in the right side of the row for the required form **(V)** beside the **Complete new** button. Click onto the **(V)** to see a dropdown box with the draft(s) available for that form and when they were last updated.

Click on the draft you want to open in the dropdown to open that form.

Continue to enter information into the form.

**Note:** Only drafts started in your account can be reopened to continue completing. Other users cannot see the contents of a draft form. Additionally, drafts completed on the web version of CLA are not visible in the mobile CLA app and vice versa. To view a draft you have previously initiated, you will need to view it in the version of CLA in which it was created (i.e. web or app).

As an example, a Logbook entry commenced and saved as a draft using the CLA mobile app on the your tablet will not be visible in the web view but must be completed and submitted via the app to save in CLA.

### 2.3.2 Submitting forms

When you have completed your form, click **Submit** in the top right corner to save your form as final. You will be asked to confirm that you are ready to submit the form.

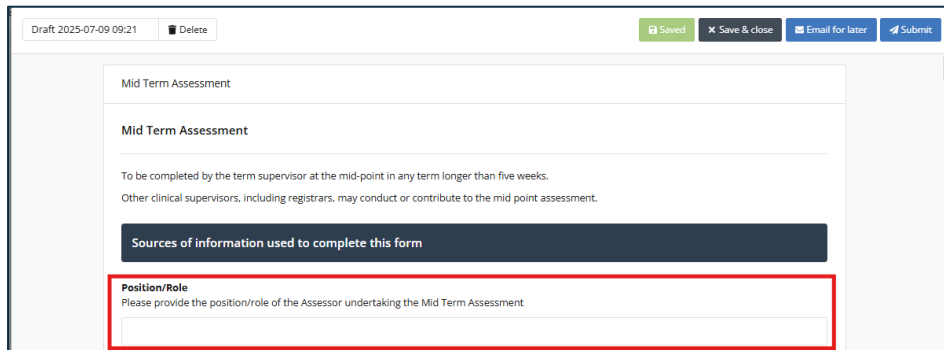
If you are sure, click **OK** and a small progress bar will pop up as the form is submitted.

Note: clicking Submit does not send the form to a supervisor for sign-off. If you want to send the form to a supervisor or other assessor to sign-off, use the Email for Later function.

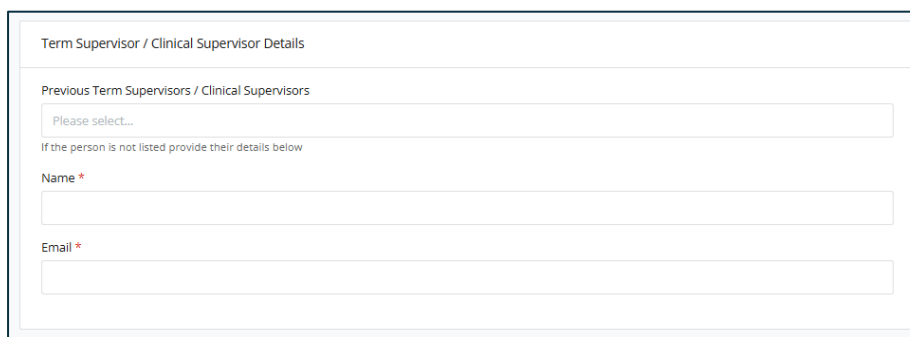
### 2.3.3 Submitting MTA and EPA forms via the trainee's login

Mid Term Assessment forms and EPAs can be initiated in a prevocational doctor's CLA account and completed together with your supervisor or assessor.

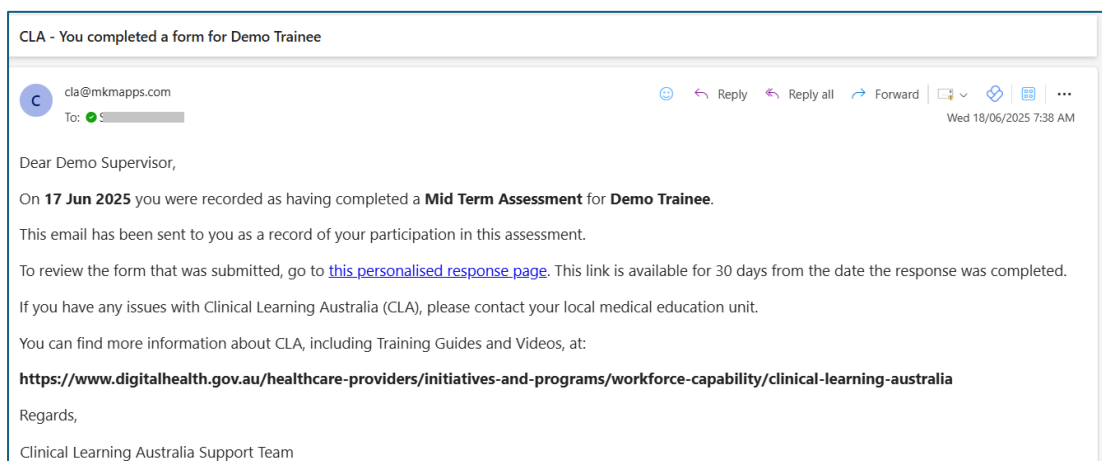
At the top of the forms, the assessor can enter in their position/role and any other information they want to include to identify themselves.



At the end of the forms, the assessor enters their name and email address as part of the sign off process to indicate that they completed the assessment with you.



Where a supervisors or assessors name has been entered into a mid term assessment or EPA as part of the sign-off process, an email is sent to that person's email as a confirmation and record of having participated in the assessment and completion of the form.





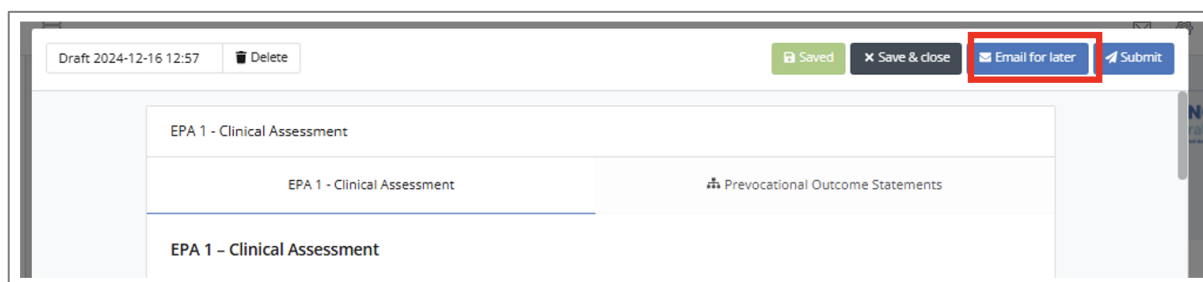
The email contains a link to the completed form which is active for 30 days so that they can review the submitted form.

If an assessor signs-off using an email address that does not exist in CLA, e.g. a pharmacist, this will create a Guest Assessor account for that email and notify the MEU Admin team that a form has been submitted by a new unapproved assessor. That assessor will still receive a confirmation email of having participated in the assessment.

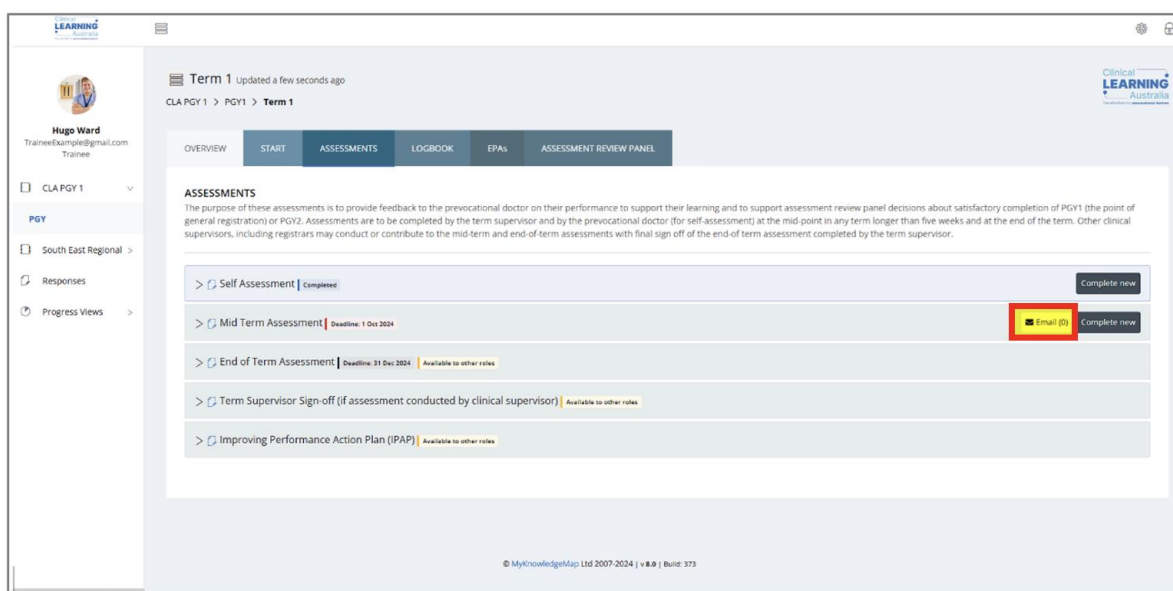
### 2.3.4 Emailing forms

You can email a blank or partially completed mid term assessment or EPA form to an assessor to complete later. The **Email for later** button is located in the top right corner of the form that you are in the process of completing, or you can select **Email** directly from the Overview screen on the Assessment or EPA tabs to email a blank copy of the form to an assessor for them to complete.

Example: **Email for later** when in the process of completing a form.



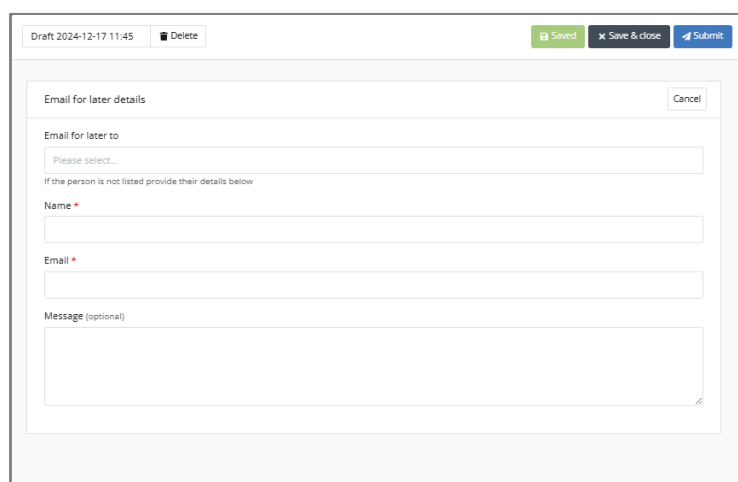
Example: **Email** button to send a blank form.



Using either email function sends an email to the relevant Supervisor or Assessor with a URL link to the form for completion.

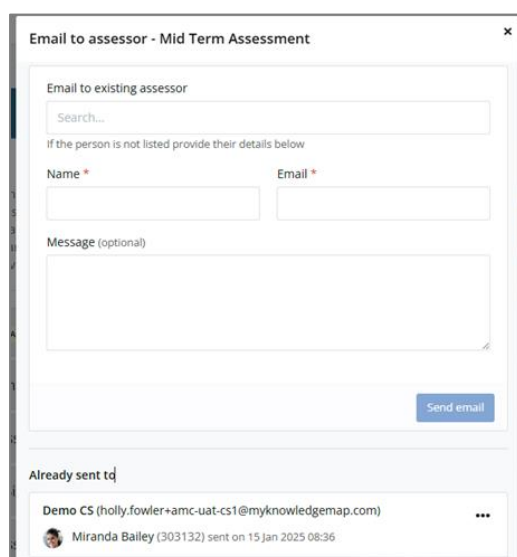
If the person you are sending the form to has completed a form for you in the past, their name and email will auto-populate as you begin typing either of these. If the person has not completed a form for you previously, type their name and email address into the required fields.

It is optional to add a short message to the email.



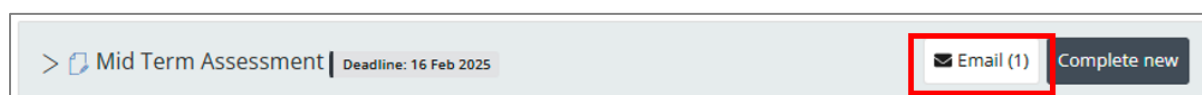
This screenshot shows a web form titled "Email for later details". At the top, there are buttons for "Saved", "Save & close", and "Submit". The form includes a "Cancel" button in the top right corner. Below the title, there is a section for "Email for later to" with a dropdown menu labeled "Please select...". A note states: "If the person is not listed provide their details below". There are two required fields, "Name \*" and "Email \*", each with a text input box. Below these is an optional "Message (optional)" field with a larger text area. A "Send email" button is located at the bottom right of the form.

When using the **Email** function to send a blank mid term assessment or EPA, the system will note if the form has already been emailed to any Supervisors or Assessors and display a list at the bottom of the window.



This screenshot shows a web form titled "Email to assessor - Mid Term Assessment". It features a search bar labeled "Search..." and a note: "If the person is not listed provide their details below". There are two required fields, "Name \*" and "Email \*", each with a text input box. Below these is an optional "Message (optional)" field with a larger text area. A "Send email" button is located at the bottom right of the form. At the bottom of the window, there is a section titled "Already sent to" which lists previously sent forms. The list includes "Demo CS (holly.fowler+amc-uat-cs1@myknowledgemap.com)" and "Miranda Bailey (303132) sent on 15 Jan 2025 08:36".

You can view which forms you have sent using **Email** or **Email for later** on the Term Overview screen in the Assessments and EPAs tabs by looking at the **Email (V)** button to the right of the forms. The **(V)** denotes the number of people the form has been emailed to.



This screenshot shows a row in a table on the Term Overview screen. The row is for a "Mid Term Assessment" with a "Deadline: 16 Feb 2025". To the right of the row, there is a button labeled "Email (1)" which is highlighted with a red box. Next to it is a button labeled "Complete new".

Additional actions are available if you click the 3-dots to the right of an email recipient:

- Reminder emails can be sent every 24 hours.
- You can edit the recipient if you have made a mistake with the email address or need to send it to someone else. This deactivates the URL for the incorrect recipient.
- You can delete the email if it is no longer needed.


Send reminder  
Change recipient  
Delete

### 2.3.5 Attaching a file to a Logbook

It is possible to upload files into Logbook entries. Only one file may be attached per response. This can be an image or file from your computer or mobile device.

Either drag and drop the file to upload into the Attachment section or click in the grey area and follow the prompts to upload a file.

**Attachment**  
*Note. Only one file can be attached*

  
**Drop image or file to upload**  
or click to pick manually

The maximum file size limit is 8MB.

### 2.3.6 Providing comments on a form

At the bottom of each submitted response, there is the opportunity to add comments. These can be from anyone who has access to complete that form, including prevocational doctors, supervisors and admins. It is also possible to reply to comments entered against forms and retract comments.

EPA 1 – Clinical Assessment - 16 Jul 2024 09:53

**Feedback**

**What went well?**


No response

**What could be done to improve?**

No response


**Agreed learning goals arising from the experience**

No response

 Print this response Queens Hospital

No comments....

Write a comment...



Add comment

To add a comment:

- Open submitted form in the preview format by clicking on the form name
- Scroll to the end of the form to locate the Comments box
- Type in the comment
- Click **Add comment**

To reply to comments:

- Find the comment using the steps above and click **Reply** function
- Type a comment
- Click **Send Reply**

Comments added will be visible to other users that have access to that form. Comments cannot be edited, but they can be retracted by the user who put the comment in if required. If a comment needs to be retracted that was entered by another user, contact your MEU administrator to remove.

**Note.** Adding a comment will **not** notify users, therefore it is highly recommended to also 'flag' the response to bring the changes to the user's attention.

For more information on how to flag a response, please visit section 2.3.7 of this guide.

### 2.3.7 Flagging a form

Forms can be flagged. This means when reviewing, users will observe this form has been flagged for attention.

The flagged forms will appear on the prevocational doctor's homepage in the **Flagged response** section. Click on the form in the Flagged Responses section to open the form.

The screenshot displays the Clinical Learning Australia (PGY2) - Training Group homepage. The page is organized into several sections:

- User Profile:** Miranda Bailey, holly.fowler+clat9@myknowle...  
ORGANISATION: Goulburn Base Hospital  
TRAINEE NUMBER: 303132  
COHORT: Clinical Learning Australia (PG...)
- Current Term:** Goulburn Base Hospital - Paediatrics/Hospital in ...  
TERM: Goulburn Base Hospital - Paediatrics/Hospital in the Home  
CONTACT: [Redacted]  
START DATE - END DATE: 1 Nov 2024 - 31 Jan 2025
- What's next?**
  - EPA 1 - Self Assessment - Clinical Assessment [Deadline: 1 Nov 2027]
  - EPA 2 - Self Assessment - Recognition and care of the acutely unwell patient [Deadline: 1 Nov 2027]
  - EPA 3 - Self Assessment - Prescribing [Deadline: 1 Nov 2027]
- Don't forget**
  - EPA 2 - Recognition and care of the acutely unwell patient [Deadline: 1 Nov 2027]
  - EPA 3 - Prescribing [Deadline: 1 Nov 2027]
  - EPA 4 - Team Communication [Deadline: 1 Nov 2027]
- Progress Views:** Prevocational Outcome Statements (Donut chart showing Reflection/Log, EPA, and Term progress).
- Flagged Responses:** (Highlighted with a red box)
  - Beginning of Term Discussion - Clinical Learning Australia (PGY2) - Training Group > PGY2 > Term 1 > START  
Joe Bloggs (Approved) Flagged this response on 10 Dec 2024 16:00.

To flag a form, on the form scroll down to the end and click **Flag this response**.

Beginning of Term Discussion - 4 Nov 2024 15:27

☒ Have you discussed if there are any extra activities or expectations?

☒ Have you discussed if there are arrangements to attend educational sessions?

**Support**  
Select the options below to confirm if these areas have been discussed

☒ Have you discussed who to go to for support?

☒ Have you discussed who to report concerns to?

**Administrative Items**  
Select the options below to confirm if these areas have been discussed

☒ Have you discussed who to notify when calling in sick?

☒ Have you discussed how to apply for overtime?

☒ Flag this response

No comments...

Write a comment...

**Note:** It is recommended to leave a comment explaining why the form has been flagged.

To unflag a form, repeat the steps above, open the form, scroll to the bottom and select **Unflag this response**. This removes the form from the Flagged Responses section of the Trainee Profile and Overview page.

As you flag and unflag forms, a notification message will appear on the right side of the screen indicating that you have successfully flagged or unflagged a form.



### 2.3.8 Printing/Downloading a form

Forms can be printed or downloaded by saving as PDF.

To print or download a form, locate the form response, scroll down to the end and click **Print this response**.

**Note:** Form responses can only be printed or downloaded individually.

### 2.3.9 Mapping outcome statements to forms

For End of Term Assessments (supervisors only), Logbook, Case/Procedure Log, and EPA entries, it is possible to map the forms to Prevocational Outcome Statements.

This can be done in two ways:

- 1) While completing the form, before clicking on Submit.
- 2) Or, after the form has been submitted, if you either forgot to map at the time of completion or after further thought (post submitting a response), you can map Outcome Statements to a completed form.

Please refer to the steps in section 2.2.2 [Viewing submitted forms](#) for more information about accessing completed forms.

#### **Mapping Outcome Statements while completing a form:**

When you have opened a form, navigate to the Prevocational Outcome Statements tab at the top of the form page.

Logbook

Logbook

Prevocational Outcome Statements

CHOOSE OUTCOME STATEMENTS

▼ PRACTITIONER

- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 1.5 Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of sustainability and cost-effectiveness.
- ☐ 1.6 Safely perform a range of common procedural skills required for work as a PGY1 or PGY2 doctor.
- ☐ 1.7 Make evidence-informed management decisions and referrals using principles of shared decision-making with patients, carers and the health care team.
- ☐ 1.8 Prescribe therapies and other products including drugs, fluids, electrolytes, and blood products safely, effectively and economically.
- ☐ 1.9 Recognise, assess, communicate and escalate as required, and provide immediate management to deteriorating and critically unwell patients.
- ☐ 1.10 Appropriately use and adapt to dynamic systems and technology to facilitate practice, including for documentation, communication, information management and supporting decision-making.

SELECTED OUTCOME STATEMENTS

No outcome statements selected

Select any outcome statements that the prevocational doctor has evidenced as part of the form response.

Tick or untick outcome statements in the Choose Outcome Statements section on the left to populate the Selected Outcome Statements section on the right.

Draft 2025-06-13 15:31 Delete Save changes Save & close Email for later Submit

EPA 1 - Clinical Assessment - Completing for Demo Trainee

EPA 1 - Clinical Assessment

Prevocational Outcome Statements

CHOOSE OUTCOME STATEMENTS

▼ PRACTITIONER

- ☒ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.


SELECTED OUTCOME STATEMENTS

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.

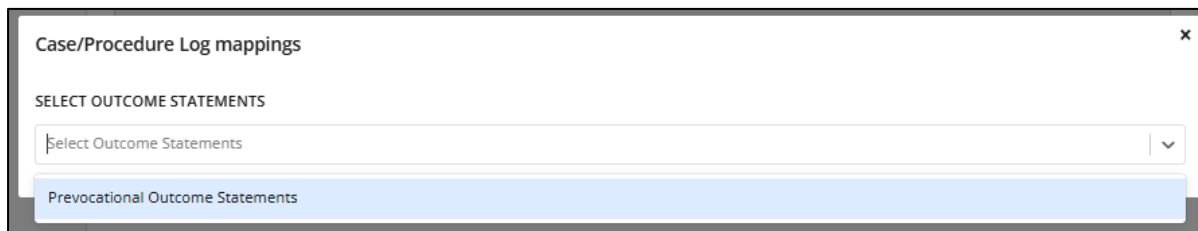
Complete the rest of the form and **Submit**.

## Mapping Outcome Statements after a form has been submitted:

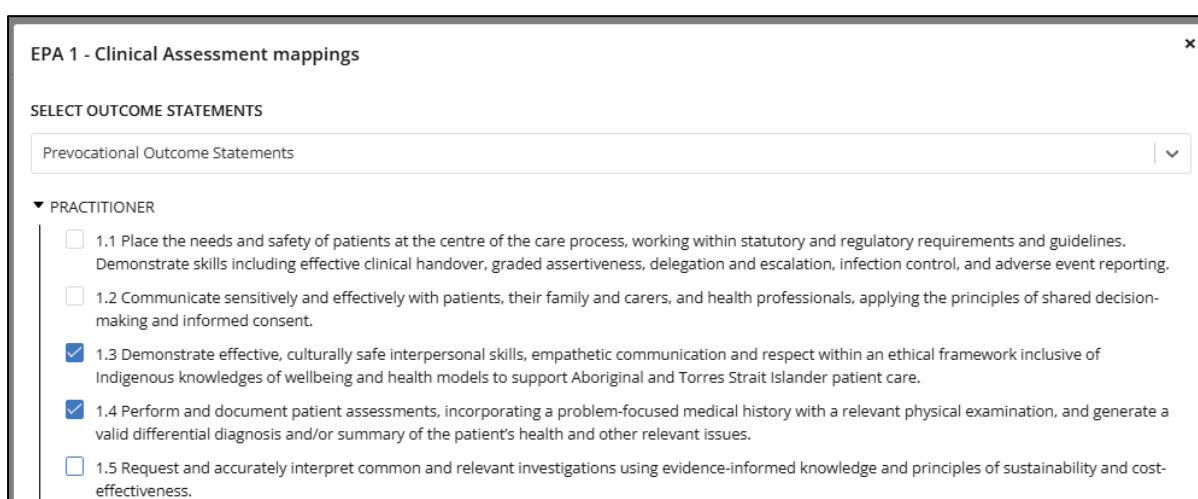
Navigate to the completed/submitted form, expand the form, scroll to the bottom of the form and click on **Map this response**.

 Map this response

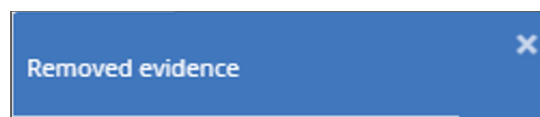
Clicking on **Map this response** opens a mappings window. In the Select Outcome Statements dropdown box, select Prevocational Outcome Statements.



Tick or untick the Prevocational Outcome Statements as needed.



As changes are made, a notification message will appear on the right side of the screen indicating that evidence has been added if you ticked a box or evidence has been removed if you unticked a box.



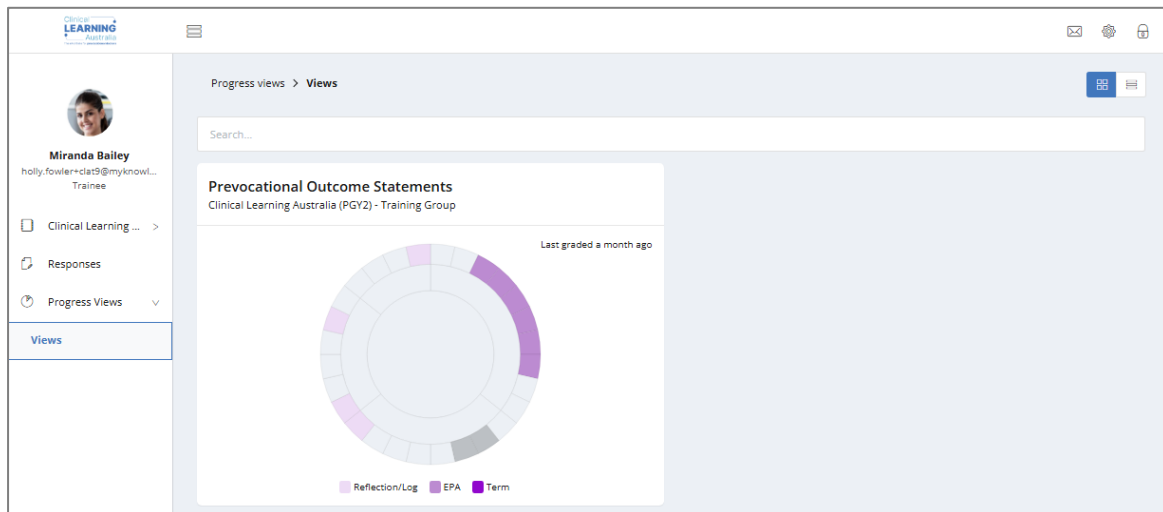
**Note:** Where Outcome Statements are added to a response after the form has been submitted, these appear in the Progress Views wheel as grey and need to be manually graded/approved by an administrator, supervisor or DCT to confirm if the prevocational outcomes linked to a piece of evidence (e.g. an assessment or EPA) have been demonstrated.



## 2.4 Progress Views

Using the **Progress Views** screen, prevocational doctors can see in greater detail their progress in documenting evidence against each of the Prevocational Outcome Statements.

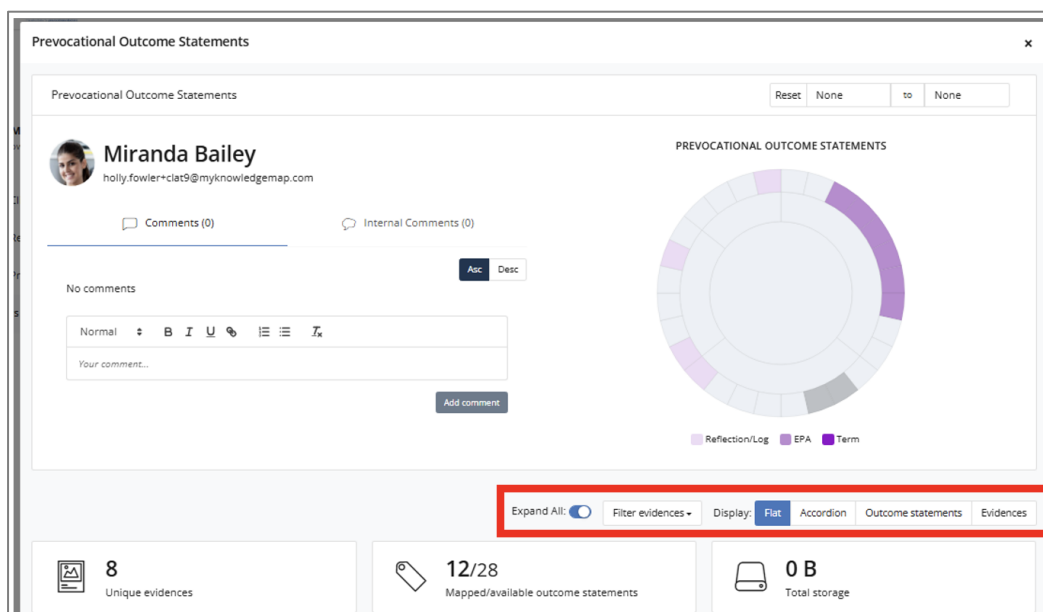
Open the Progress Views screen from the left-side Navigation Bar and click on the Prevocational Outcome Statements heading.



Alternatively, click on the Prevocational Outcome Statements visual on your Trainee Profile and Overview screen (home screen when you open CLA).

The **Prevocational Outcome Statements** screen allows you to drill into the statements and evidence that you have provided against each.

You can expand or collapse all the statements, filter evidence, and change the display to suit how you want to view this. Based on the display selected, additional filtering options may become available.



Depending on the filters and display selected, the Prevocational Outcome Statements will be displayed in the lower portion of the screen.

For each Statement, it will show if any evidence has been linked to it, via EPAs, Reflections/Logbooks or End of Term Assessment, and if there are any comments associated with that evidence or Outcome Statement. The example below shows two pieces of evidence have been linked to Statements 1.3 and 1.4 versus none for 1.1 and 1.2. If the Statement was evidenced as part of an EPA, EPA will display in the top right corner of the Statement.

Expand All: ☐ Filter evidences ▾ Display: Flat Accordion Outcome statements Evidences

8 Unique evidences

12/28 Mapped/available outcome statements

0 B Total storage

Prevocational Outcome Statements (4)

No description.

PRACTITIONER (10)

No description.

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.

No description.

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.

No description.

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.

No description.

2 EPA

Last updated: 3 December 2024

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.

No description.

2 EPA

Last updated: 3 December 2024

Click on any of the Statements to expand the view and see the evidence that has been attached. Click on the image to see a read-only version of the form.

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.

No description.

2 0 0

EPA

Evidences (2)

Comments (0)

Internal Comments (0)

EPA 1 - Clinical Assessme...

Added a month ago

Logbook

Added a month ago

2 evidences added

Browse evidences

Last updated: 3 December 2024

Where no evidence has been attached, click on **Browse evidence** to see any completed EPAs, Reflection/Logbook or End of Term Assessment entries.

PRACTITIONER (10)

No description.

0 0 0

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.

No description.

0 0 0

Evidences (0)

Comments (0)

Internal Comments (0)

Add evidence to support '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.'


Browse evidences

To add evidence to a Statement using an already completed EPA or Logbook entry, click on **Browse evidence** to see the completed and available forms.

**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.**

No description.

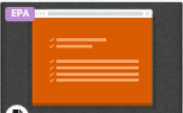
Evidences (0)      Comments (0)      Internal Comments (0)



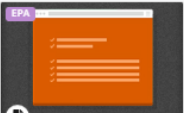
Add evidence to support '1.1 Place the needs and safety of patients at the centre of the care process, working within statutory and regulatory requirements and guidelines. Demonstrate skills including effective clinical handover, graded assertiveness, delegation and escalation, infection control, and adverse event reporting.'

[Browse evidences](#)


Search evidences...    Type: All    Sort by: Date created    Asc Desc    [Grid Icon] [List Icon]



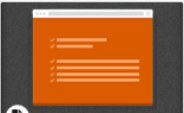
EPA 1 - Clinical Assessme...  
Added a month ago




EPA 1 - Clinical Assessme...  
Added a month ago



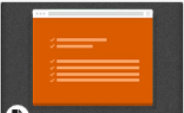
Logbook  
Added a month ago




Logbook  
Added a month ago




Reflection/Log  
Added a month ago



Case/Procedure Log  
Added a month ago

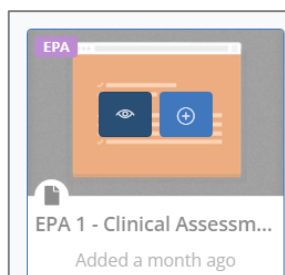


Case/Procedure Log  
Added a month ago



EPA 1 - Clinical Assessme...  
Added 2 days ago

Hover over the available forms and click on the eye icon to view the form or the + icon to add this.



Follow the same process as above to add evidence to Statements where evidence exists to add additional evidence.

To remove evidence that you have added in error, hover over the evidence and select the red X icon.

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.

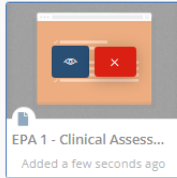
No description.

1 0 0

Evidences (1)

Comments (0)

Internal Comments (0)



EPA 1 - Clinical Assess...

Added a few seconds ago

1 evidences added

[Browse evidences](#)

Search evidences...

Type: All

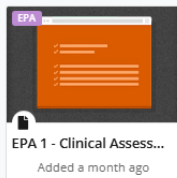
Sort by: Date created

Asc

Desc

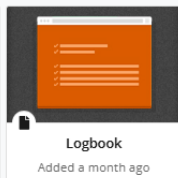
Grid

Table



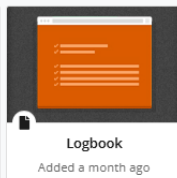
EPA 1 - Clinical Assess...

Added a month ago



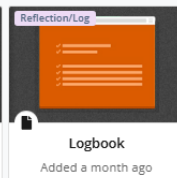
Logbook

Added a month ago



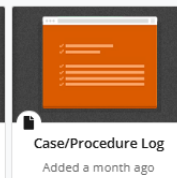
Logbook

Added a month ago



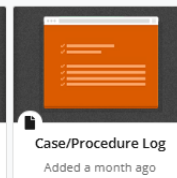
Logbook

Added a month ago



Case/Procedure Log

Added a month ago



Case/Procedure Log

Added a month ago



EPA 1 - Clinical Assess...

## 3 Using the Mobile App

A mobile app is available for CLA for use by prevocational doctors. The mobile app can be used to complete assessment forms, for instance EPAs, in real time in a clinical setting with any Supervisor/Assessor.

Although the mobile app is only able to be logged into by prevocational doctors, they may allow Supervisors/Assessors to complete their respective sections of forms using the prevocational doctor's mobile app and then sign off with their name and email. An email is sent to the Supervisor/Assessor for validation.

The mobile app supports the use of voice-to-text dictation tools to complete text fields in forms.

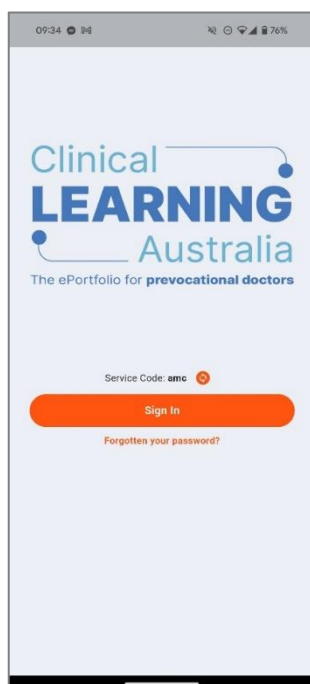
The mobile app can be set to continually sync to CLA, or to not send data unless the device is connected to Wi-Fi. Forms and Assessments can be completed in the mobile app in offline format and then need to be manually synced to the online CLA when Wi-Fi is available.

### 3.1 How to login to the mobile app

Download the mobile app by searching for 'Clinical Learning Australia' developed by MyKnowledgeMap in the app store for your device and select **Install**.



Once installed, open the app and click on the **Sign In** button.

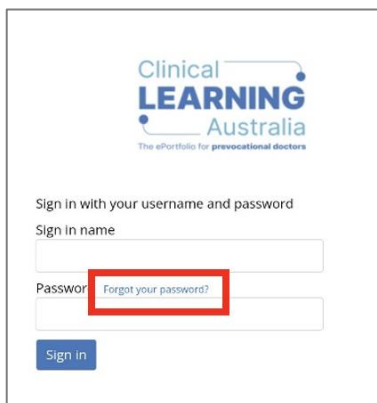


Enter in your login credentials and press **Sign in**.

The image shows the login screen for Clinical Learning Australia. At the top is the logo with the text 'Clinical LEARNING Australia' and 'The ePortfolio for prevocational doctors' below it. Below the logo, it says 'Sign in with your username and password'. There are two input fields: 'Sign in name' and 'Password'. To the right of the password field is a link that says 'Forgot your password?'. At the bottom left is a blue button labeled 'Sign in'.

## 3.2 Forgotten password

If you have forgotten your password, select **Forgot your password?** from the login screen.

This image is identical to the previous one, showing the login screen. However, a red rectangular box highlights the 'Forgot your password?' link next to the password input field.

Enter your email address and click **Send verification code**.

The image shows the verification screen. At the top is the same logo. Below it, it says 'Please provide the following details.' and 'Verification is necessary. Please click Send button.' There is an 'Email Address' label above an input field. Below the input field are three buttons: 'Send verification code', 'Continue', and 'Cancel'.

You will receive a verification code to the email address you provided.

Follow the prompts to enter your verification code and change your password.

Use the new password to login to the app and web version of CLA.

## 3.3 The Navigation Bar

On the mobile app, users can navigate using the bar on the bottom of the screen. There are three sections: **Home**, **In Progress**, and **Settings**.

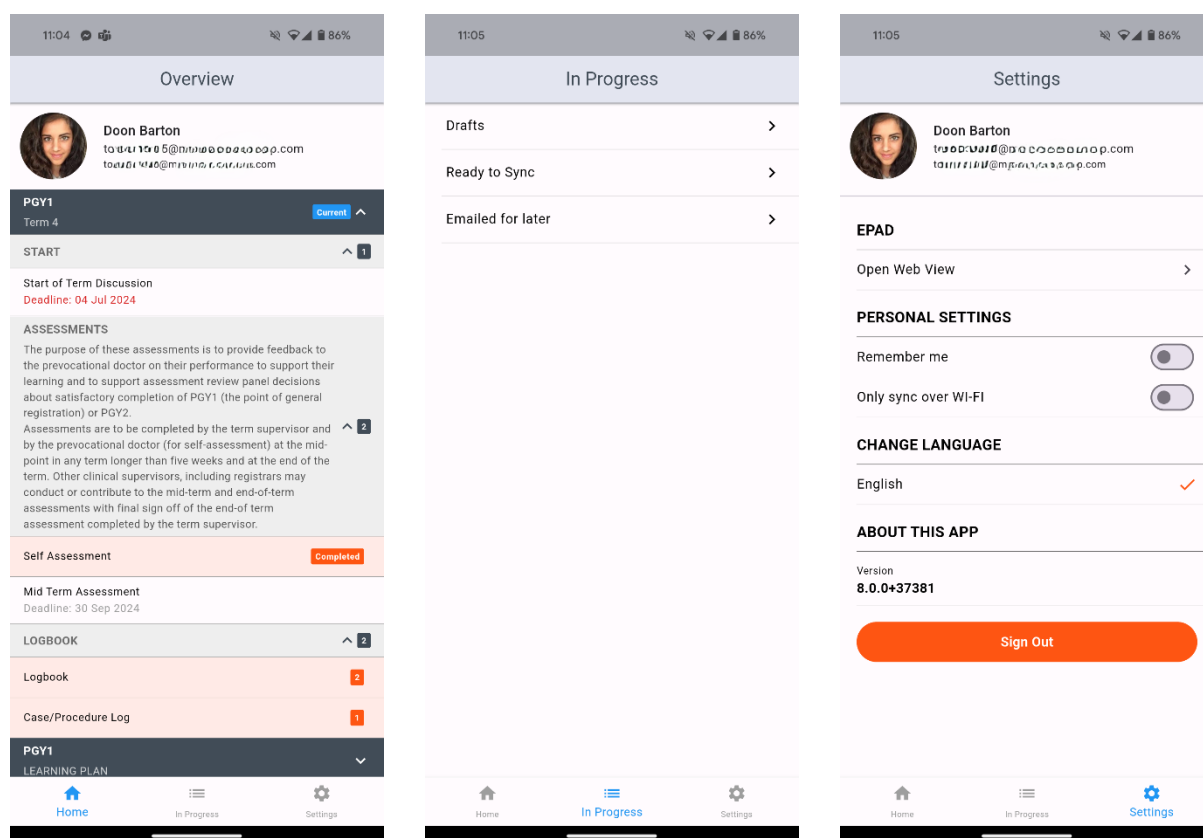
**Home** shows you your learning portfolio and allows you to start assessments.

**In Progress** shows you the following options:

- See a list of **Drafts** you have saved to your device. (**Note:** Drafts started in the app won't be seen in the web browser version of the site)
- **Ready to Sync** shows any Assessments that have not yet been sent to the browser version of the site. You can manually sync those with a mobile data or Wi-Fi connection (depending on the settings selected within the app).
- **Email for Later** shows any forms that have been sent out to someone else to complete.

**Settings** allows you to:

- Change your view to the **Web View**. (**Note:** This will require connection to mobile data or Wi-Fi)
- Enable **Remember me** if you want to remain signed into the app. It is recommended that this is enabled to ensure you can work offline where there is no data connection.
- **Only Sync over Wi-Fi** if you don't want to use your mobile data allowance to sync the app.
- **Sign out**, which should be used on any devices that might be shared between users.





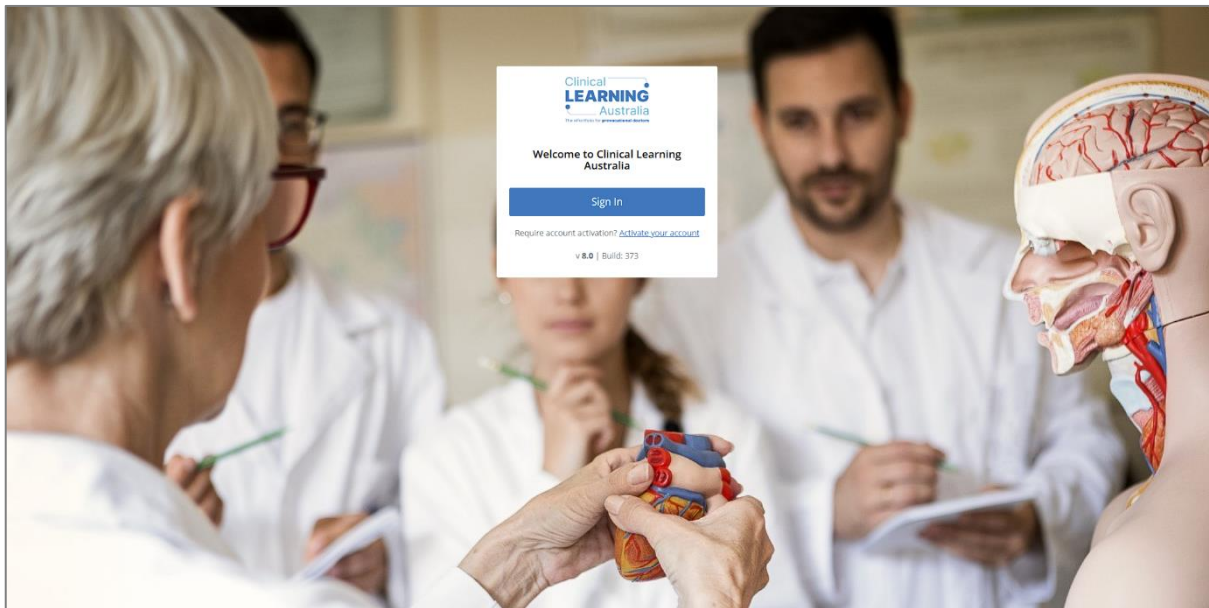
Forms that are submitted in the mobile app will only appear in CLA when a sync has been completed.

It is your responsibility to ensure that this takes place, and to raise any issues in doing so with your Medical Education Unit.

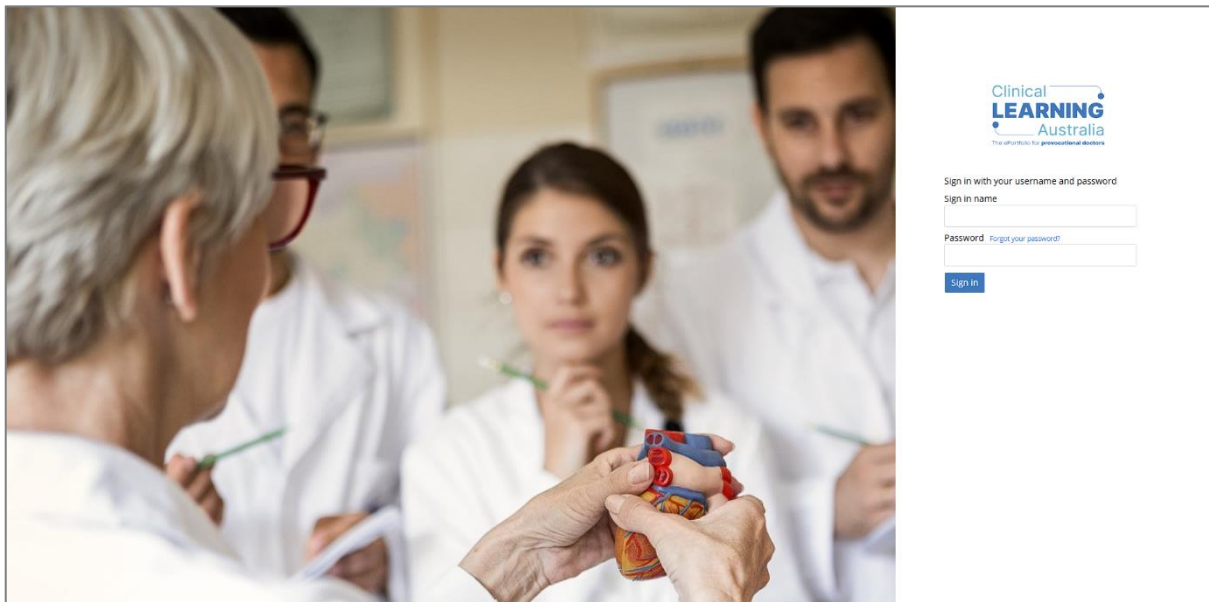
## 4 Scenario

### 4.1 Completing an EPA – Self Assessment

Hugo, a PGY1 doctor, wants to complete an EPA 1 – Self Assessment – Clinical Assessment form. He first goes to the CLA website, and puts in the URL - <https://cla.epads.mkmapps.com> and clicks on **Sign in**.



Hugo enters his email address and password before clicking the **Sign in** button.



Starting from the home page, Hugo can see that the form he wants to complete is in the **What's next?** section and has a deadline of the 30<sup>th</sup> of June 2025. Hugo wants to confirm if he has already completed this form before, so he opens the Portfolio using the secondary burger icon.

Here he has a list of all the forms that have been assigned to him for completion. He scrolls down the list to find the EPAs section. Finding the correct form, EPA 1 – Self Assessment – Clinical Assessment, he clicks on this to enter the Portfolio.

Hugo can see a preview of the form and that he has not completed one of these before. He selects **Complete new** which opens a new form for him to complete.

**EPA 1 - Self Assessment - Clinical Assessment**

Refer to section 28 - EPAs of the National Framework for Prevocational Medical Training - Training and Assessment for descriptions of behaviours that demonstrate entrustability to the supervisor, or jump to EPA 1 in section 28.

**Title:** Conduct a clinical assessment of a patient incorporating history, examination, and formulation of a differential diagnosis and a management plan including appropriate investigations.

**Focus and context:** This EPA applies in admission, reviewing patient on request of particular concern, ward call tasks, ward round, lower acuity ED presentations, general practice consultations or outpatient clinical attendance.

*Perform this activity in multiple settings, including inpatient and ambulatory (or community) care settings or in emergency departments and in the care of different populations for example children, adults and elderly.*

**Description:** This activity requires the ability to, where appropriate or possible complete some or all of the following list. The prevocational doctor is to tick the task descriptions that are relevant to this assessment:

- ☐ 1. if clinical assessment requested by a team member, clarify the concern(s) with them
- ☐ 2. identify pertinent information in the patient record
- ☐ 3. obtain consent from the patient
- ☐ 4. obtain history
- ☐ 5. examine patient
- ☐ 6. consider and integrate information from patient record, clinical assessments, and relevant ward protocols/guidelines/ literature
- ☐ 7. develop provisional and differential diagnoses and/or problem lists
- ☐ 8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient

Hugo can click on the links in the blue box to open additional information about the National Framework for Prevocational Medical Training if he needs to. This will open a new tab on his browser for him to refer to whilst filling out the form.

**EPA 1 - Self Assessment - Clinical Assessment**

Refer to section 28 - EPAs of the National Framework for Prevocational Medical Training - Training and Assessment for descriptions of behaviours that demonstrate entrustability to the supervisor, or jump to EPA 1 in section 28.

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- ☐ 8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient

Hugo decides to rename his form for ease of reference. He goes to the top left corner of the form and clicks on the box and renames it Hugo Ward EPA1.

Draft 2024-11-14 08:47 Delete

EPA 1 - Self Assessment - Clinical Assessment

EPA 1 - Self Assessment - Clinical Assessment

Refer to section 28 - EPAs of the National Framework for Prevocational Medical Training - Training and Assessment for descriptions of behaviours that demonstrate entrustability to the supervisor, or jump to EPA 1 in section 28.

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- ☐ 6. consider and integrate information from patient record, clinical assessments, and relevant ward protocols/guidelines/ literature
- ☐ 7. develop provisional and differential diagnoses and/or problem lists
- ☐ 8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient
- ☐ 9. implement management plan, initiate or perform appropriate investigations and procedures, document assessment and next steps, including indications for follow up

8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient

Saved Save & close Submit

Hugo then goes to the top right corner of the form and selects **Save changes** so that his draft is saved on the web browser. The button changes to **Saved**, and Hugo can continue on with his form.

Hugo Ward EPA1 Delete

EPA 1 - Self Assessment - Clinical Assessment

EPA 1 - Self Assessment - Clinical Assessment

Refer to section 28 - EPAs of the National Framework for Prevocational Medical Training - Training and Assessment for descriptions of behaviours that demonstrate entrustability to the supervisor, or jump to EPA 1 in section 28.

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8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient

Saved Save & close Submit

Hugo scrolls down the form and sees that he needs to tick the task descriptions that are relevant to this assessment. He clicks on them one by one, knowing he can click to remove any of the tick boxes again if he selects in error.

Hugo Ward EPA1 Delete

Save changes Save & close Submit

**including appropriate investigations:**

**Focus and context:** This EPA applies in admission, reviewing patient on request of particular concern, ward call tasks, ward round, lower acuity ED presentations, general practice consultations or outpatient clinical attendance.

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- ☐ 8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient
- ☐ 9. implement management plan, initiate or perform appropriate investigations and procedures, document assessment and next steps, including indications for follow up

**Case Details**  
Brief description of issues of case:  
Short narrative text written by prevocational doctor - e.g. age, gender, diagnosis etc.

Normal **B I U**

© Word(s)

☐ 8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient

Hugo then starts to note the case details. He makes sure he follows the notes in italics where more guidance is given for the response needed making sure not to include any information that could personally identify a patient.

Hugo Ward EPA1 Delete

Saved Save & close Submit

☒ 7. develop provisional and differential diagnoses and/or problem lists

- ☒ 8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient
- ☒ 9. implement management plan, initiate or perform appropriate investigations and procedures, document assessment and next steps, including indications for follow up

**Case Details**  
Brief description of issues of case:  
Short narrative text written by prevocational doctor - e.g. age, gender, diagnosis etc.

Normal **B I U**

A 55-year-old male presents with sudden-onset central chest pain that radiates to his left arm, accompanied by shortness of breath and mild nausea. The pain started two hours prior and has persisted]

32 Word(s)

**Self-assessment**  
Reflection on performance of the task:  
How do you feel you went?: what went well and why?: what could you have done better and how?

Normal **B I U**

© Word(s)

**Based on this case, what will you do to develop your learning further?**

Normal **B I U**

☐ 8. produce a management plan, confirm with senior colleague as appropriate, and communicate with relevant team members and the patient

Hugo then moves on to the Self-assessment response. He knows he can write a longer response in the text box, and works through the question giving details of the task.

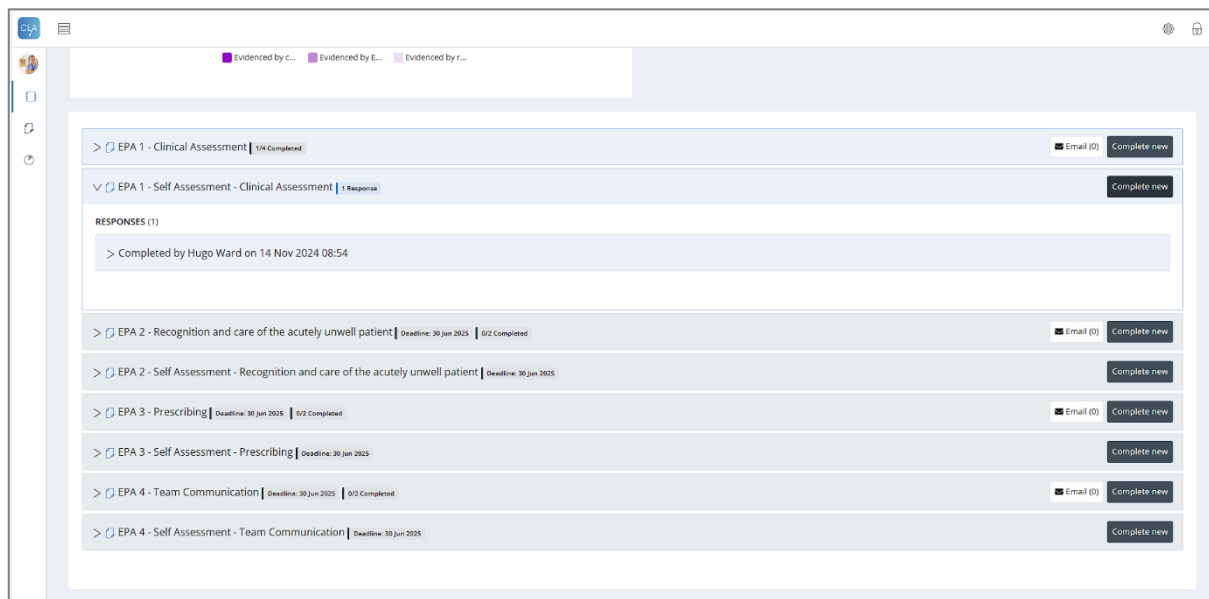




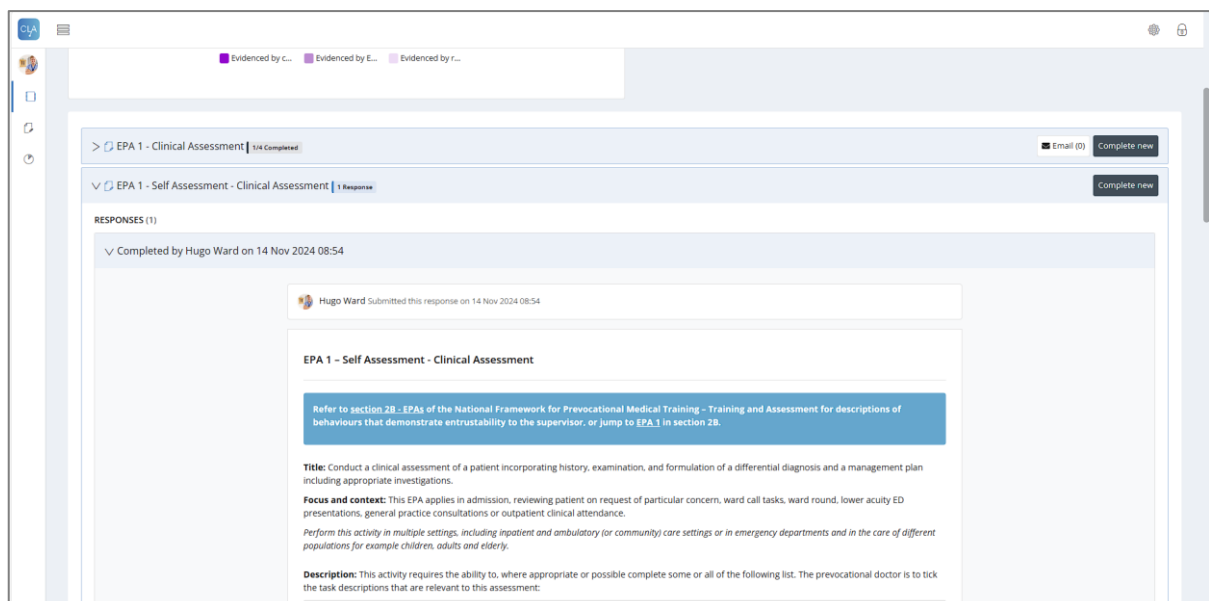




Hugo can see he now has a response under EPA 1 – Self Assessment – Clinical Assessment, and clicking on the chevron icon will show him his response.



Hugo checks over his response and scrolls to the bottom of the form.



He can print the response so that he has a physical copy. Hugo can also write a comment on the response for the supervisor to read. After Hugo finishes his ePortfolio updates, he logs out of CLA.

**Develop Rapid and Focused Clinical Assessment Skills**

- **Goal:** Improve efficiency in history-taking and physical examination, especially in acute presentations, to ensure timely and accurate identification of life-threatening conditions.
- **Action Steps:** Engage in simulated acute scenarios, practice with checklists for history-taking in high-acuity cases, and seek feedback from senior clinicians on improving speed and focus in assessments.
- **Timeline:** Aim to practice and refine these skills over the next 3 months.

**Enhance Diagnostic Reasoning and Differential Diagnosis Development**

- **Goal:** Broaden my approach to differential diagnosis, particularly for common acute presentations like chest pain, to reduce the risk of premature closure.
- **Action Steps:** Regularly review case-based learning resources, attend departmental case discussions, and practice constructing comprehensive differential lists, focusing on both common and serious conditions.
- **Timeline:** Incorporate differential diagnosis training as part of weekly study, with the goal of consistent improvement within 6 months.

[Print this response](#) PGY1 - Term 1

No comments...

[Add comment](#)

> EPA 2 - Recognition and care of the acutely unwell patient | Deadline: 30 Jun 2025 | 0/2 Completed [Email \(0\)](#) [Complete new](#)

> EPA 2 - Self Assessment - Recognition and care of the acutely unwell patient | Deadline: 30 Jun 2025 [Complete new](#)

## 5 Support

If you require any support, please contact your local Medical Education Unit in the first instance. You can find additional information including training videos on the [CLA website](#).