

Clinical Learning Australia

Training Guide

for Term and Clinical Supervisors, Assessors,  
Director of Clinical Training (DCT) and Executive  
Directors of Medical Services (EDMS)



This training guide is intended for use by Term and Clinical Supervisors, Directors of Clinical Training and/or Executive Directors of Medical Services who have responsibility for prevocational medical education (PGY1 and PGY2). It covers the main functions and features of Clinical Learning Australia (CLA) that these users need to know about.

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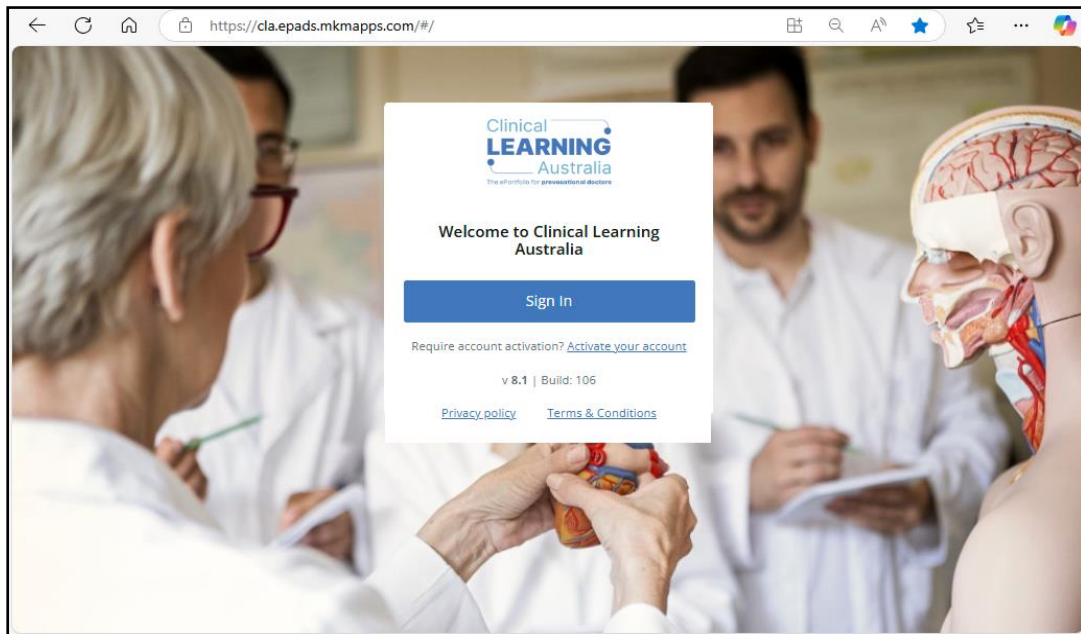
# 1 Navigating CLA

## 1.1 How to login

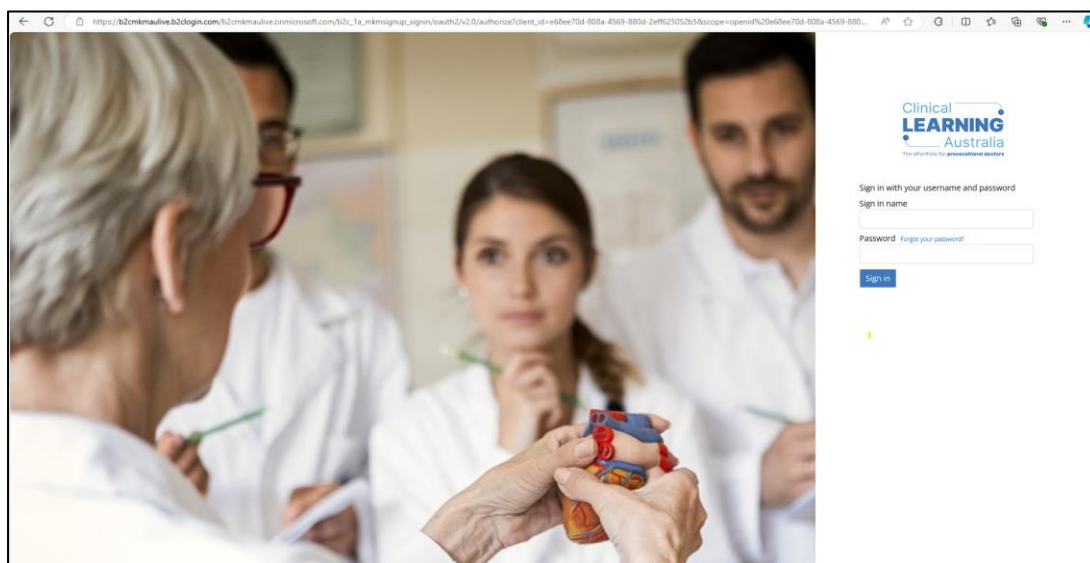
Navigate to the Clinical Learning Australia login page at:

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

Click the **Sign in** button.



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



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

## 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 will send you a verification code 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.

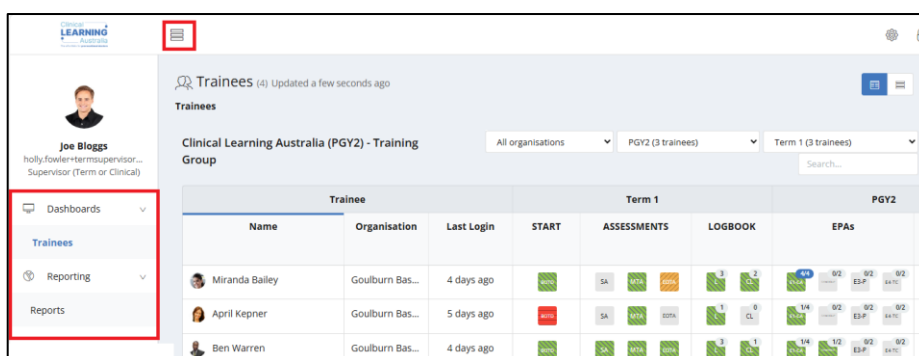
The navigation toolbar can be expanded by clicking on the burger menu icon  at the top left of the screen in the white banner bar, or you can hover your mouse over the icons to see their full names. The options you see in the navigation toolbar will depend on your user role.

### ***Term and Clinical Supervisors***

Term and Clinical Supervisors see:

- **Dashboards > Trainees** See Section 2.1 for more information.
- **Reporting > Reports** Where you can access and run reports available in the system. See Section 4 for more information.

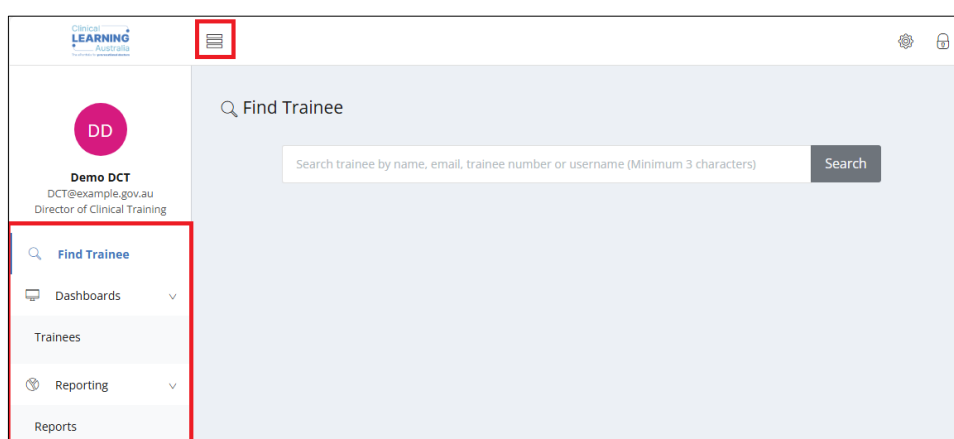




## Directors of Clinical Training (DCT) and Executive Directors of Medical Services (EDMS)

DCTs and EDMS' see:

- **Find Trainee** Where you can search for individual prevocational doctors that you have been allocated to and access their ePortfolio.
- **Dashboards > Trainees** See Section 2.1 for more information.
- **Reporting > Reports** Where you can access and run reports available in the system. See Section 4 for more information.



## 1.4 CLA home screen

The home screen or landing page that users see when logging into CLA varies by role.

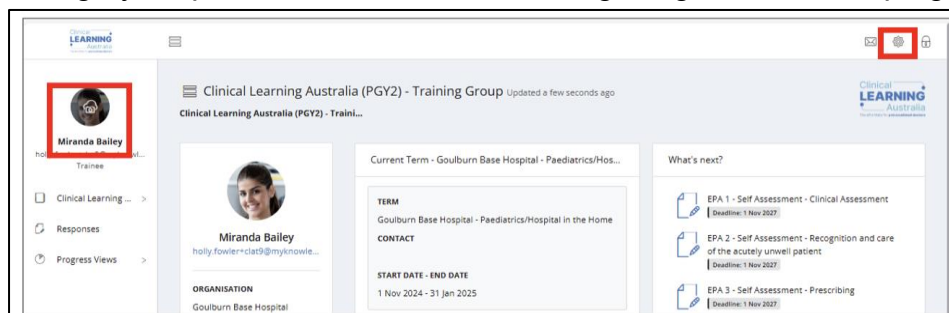
The Term and Clinical Supervisor home page is the **Trainee Dashboard** whereas the DCT and EDMS home screen is the **Find Trainee** search page.

To return to your home screen if you have navigated away from this, click on the CLA image in the top left of any screen.

## 1.5 Managing your profile

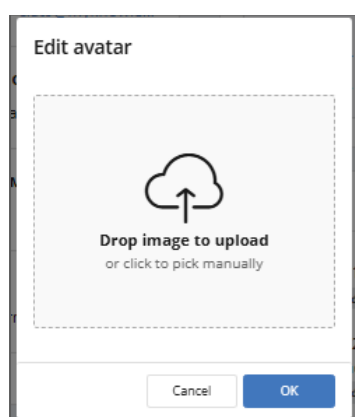
Users can manage their profiles in CLA, including adding/changing a profile picture, adding a contact phone number and changing their password.

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 trainees, and is not used for any system generated messages/calls. A phone number can be a mobile or landline number.

Profile

First Name \*  
Miranda

Last Name \*  
Bailey

Email \*  
holly.fowler+clat9@myknowledgem

Phone  
XXXX XXXX

Jurisdiction

Hospital and Health Service

Facility

Save Profile

Change Password

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

Clinical  
**LEARNING**  
Australia  
The ePortfolio for prevocational doctors

Please provide the following details.

Old Password

New Password

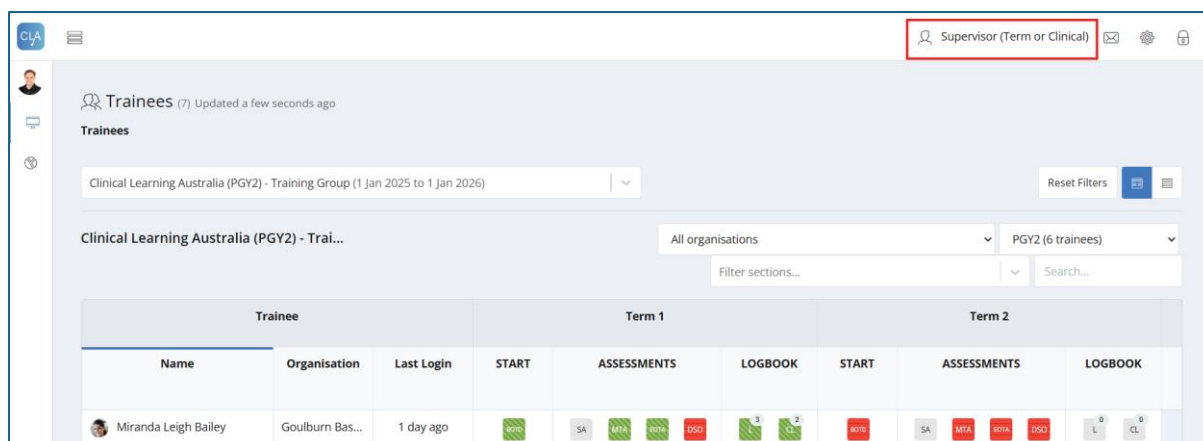
Confirm New Password

Continue Cancel

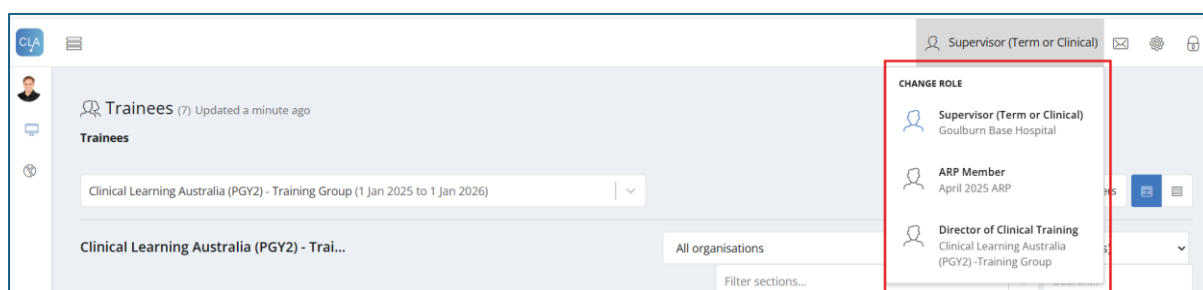
## 1.6 Navigating between roles where you have multiple roles

For a number of users in CLA, there may be the requirement for them to have both a DCT/EDMS role so that they can oversee the entire cohort(s) of prevocational doctors at their sites, as well as a Supervisor role so that they can directly supervise a subset of trainees, e.g. for relief terms. You may also have a role as part of the ARP group, as a member or a lead.

Users can be set up with multiple roles in CLA. Where you have been set up with multiple roles, the name of the role that you are currently accessing the system with will display in the top right corner of the CLA screen.



To switch between roles, click on the role in the top right corner to see the other role(s) and select the role to toggle to.



When you switch between roles, you will have the view and the access privileges that come with that role. That is, in a Supervisor role, you will be able to complete assessment forms for trainees but will not be able to complete the DCT Sign-off form. If you are a member of the ARP and switch to the ARP role, you will not be able to complete any forms but can undertake ARP related functions.

## 1.7 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 Using CLA

### 2.1 Trainee dashboard

The **Trainee<sup>1</sup> Dashboard** shows Supervisors, DCTs and EDMS' the prevocational doctors that they are assigned to, separated into relevant PGY groups.

Term and Clinical Supervisors can only see prevocational doctors that they have been assigned to through the term allocations process. Supervisors only see trainees on their dashboards during the term for which they are allocated to the prevocational doctors, plus a 14-day grace before the start of the term and at the end of the term – this is to allow for handover from the previous supervisors before the term starts and to complete any remaining outstanding forms at the end of a term. Fourteen days after the end date of a term, the prevocational doctors from the past term will automatically be removed from the supervisor's Dashboard.

DCTs and EDMS' see all prevocational doctors that are included in the PGY cohort group(s) that are linked to the same Organisation as themselves and/or to which they have been added i.e. they will see all PGY1 and PGY2 prevocational trainees that are linked to their Organisation, or if they have been added to a PGY Cohort Group, for the duration of the clinical year, even if the trainees are seconded to another site for a term. DCTs and EDMS' can also change their view on the Dashboard to all prevocational doctors currently on rotation at their organisation – this includes trainees from other organisation doing a secondment term at your site.

If you do not see prevocational doctors that you are supervising/overseeing in your dashboard, speak to your local Medical Education Unit in the first instance to ensure you have been allocated to prevocational doctors for the current term if you are a supervisor, or have the correct settings in Groups if you are a DCT or EDMS.

The Dashboard shows the prevocational doctors, listed in alphabetical order by surname, the organisation they are assigned to, when they last logged into CLA and their form completions across the full clinical year.

**Note:** If you are overseeing PGY doctors in different clinical years, e.g. PGY 1 and 2's, or different clinical year types, e.g. 4-term and 5-term clinical years, you may see multiple dashboards and need to scroll down.

*Trainee dashboard example*

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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.

CLA

<

The Dashboard provides a quick indication of how prevocational doctors are progressing.

- Red icons indicate that a deadline has passed and that a specific form has not yet been completed.
- Green icons indicate that a form has been completed and submitted.
  - For Mid Term Assessments, green indicates that the trainee has been rated as 3 (Consistently met), 4 (Often exceeded), or 5 (Consistently exceeded) across all of the assessment domains.
  - For End of Term Assessments, green indicates that a global rating of **Satisfactory** has been selected.
  - For Assessment Review Panel (ARP) forms, green indicates that the prevocational doctor's terms/outcomes of assessment have been discussed, and they have been recommended as ready for registration.
- Grey icons mean that a form has not yet been completed and is not overdue.
- Amber icons indicate that a threshold has not been met. This is relevant for the Mid and End of Term Assessment and Assessment Review Panel (ARP) forms.
  - Mid Term Assessments will appear amber where any domain rating has been marked as a 1 (Rarely met) or a 2 (Inconsistently met)
  - End of Term Assessments will appear in amber where a global rating of **Conditional Pass** or **Unsatisfactory** has been selected.
  - ARPs will appear amber where the form has not been completed by the deadline, or either of the following two questions haven't been selected as Yes:
    - the prevocational doctor's terms/outcomes of assessment have been discussed
    - the prevocational doctor is recommended as ready for registration.

- The numbers in the top corner of a form indicate the number of forms that have been completed, e.g. logbook entries. For the EPAs, the number will also include how many of that type are required as the denominator.

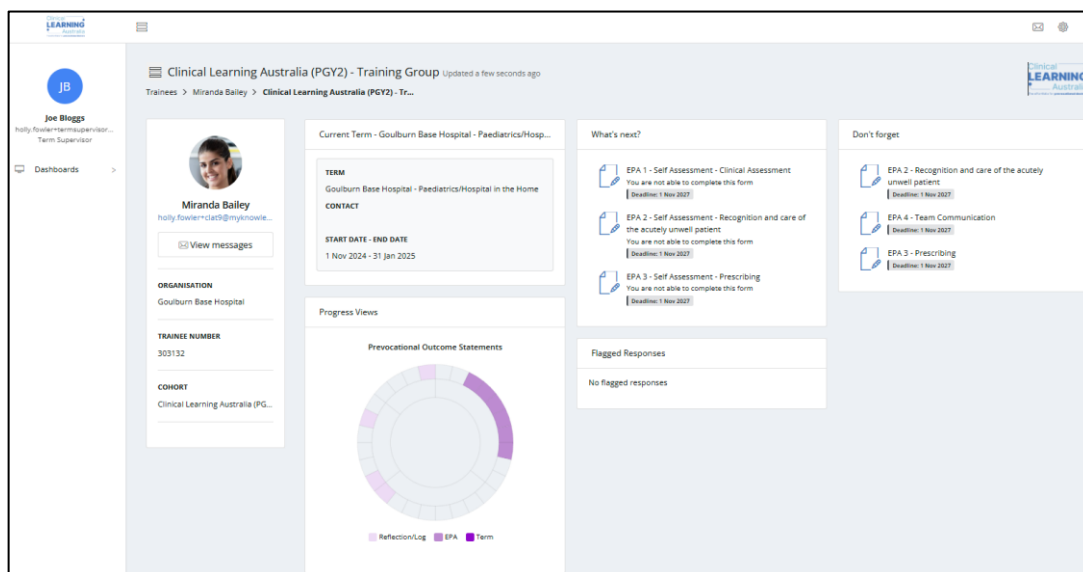
Amber icons for the Mid and End of Term Assessment and Assessment Review Panel forms are intended to flag to Directors of Clinical Training and other managers of training any prevocational doctors that may require additional attention.

Hovering over any of the icons shows you information about the status of that assessment. For instance, when it was due or when an assessment was last completed.

Clicking on any of the icons will open the form in Preview mode and allow you to view blank or completed forms. Where the selected form is available for your role to complete, a **Complete new** button will be visible to the right of the form name. See Section 3 for more information about Forms.

Click on a prevocational doctor's name in the dashboard to open their **Trainee Profile and Overview** page. Here you can review their ePortfolio and progress individually and complete forms as required for your role.

### *Trainee profile and overview page example*



### **2.1.1 Dashboard controls**

The Dashboard shows the full clinical year, either 4 or 5 terms, EPAs and ARPs in separate sections. Supervisors and DCTs/EDMS' can see the status of forms completed during previous terms and can view completed forms by clicking on the icons. Use the scroll bar at the bottom of the trainee table to scroll to the right to see later terms, EPAs and ARP forms.

Trainees (7) Updated a few seconds ago

Clinical Learning Australia (PGY2) - Training Group (1 Jan 2025 to 1 Jan 2026)

All organisations PGY2 (6 trainees) Filter sections... Search...

Trainee	Name	Organisation	Last Login	Term 1			Term 2			Term 3			Term 4
				START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	
Miranda Leigh Bailey	Goulburn Bas...	1 day ago	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS
Gabriel Basso	Aboriginal Co...	---	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS
Monica Beltran	Bairnsdale Re...	21 days ago	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS
April Kepner	Goulburn Bas...	3 days ago	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS
Ben Warren	Goulburn Bas...	1 day ago	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS

Previous Page 1 of 2 5 rows Next

Current/Most recent section | Not completed Threshold not met Completed Past deadline

**Filtering to specific terms:** To view only the current term, or specific terms, click on **Filter section** and select the term(s) you wish to see.

Trainees (7) Updated a minute ago

Clinical Learning Australia (PGY2) - Training Group (1 Jan 2025 to 1 Jan 2026)

All organisations PGY2 (6 trainees) Filter sections... Search...

Trainee	Name	Organisation	Last Login	Term 1			Term 2			Term 3			Term 4
				START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	
Miranda Leigh Bailey	Goulburn Bas...	1 day ago	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS
Gabriel Basso	Aboriginal Co...	---	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS	LOGBOOK	START	ASSESSMENTS

You can select one or multiple terms.

Term 1 x

Term 2

Term 3

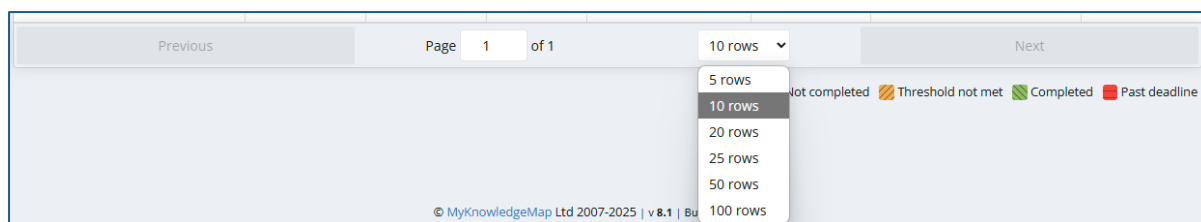
Term 4

**Viewing the list of prevocational doctors:** The dashboard shows 10 prevocational doctors by default or reduces to five if displaying multiple dashboards. Move to the next page of prevocational doctors using **Previous** and **Next** buttons at the bottom of the dashboard or type in the page number you want to go to.

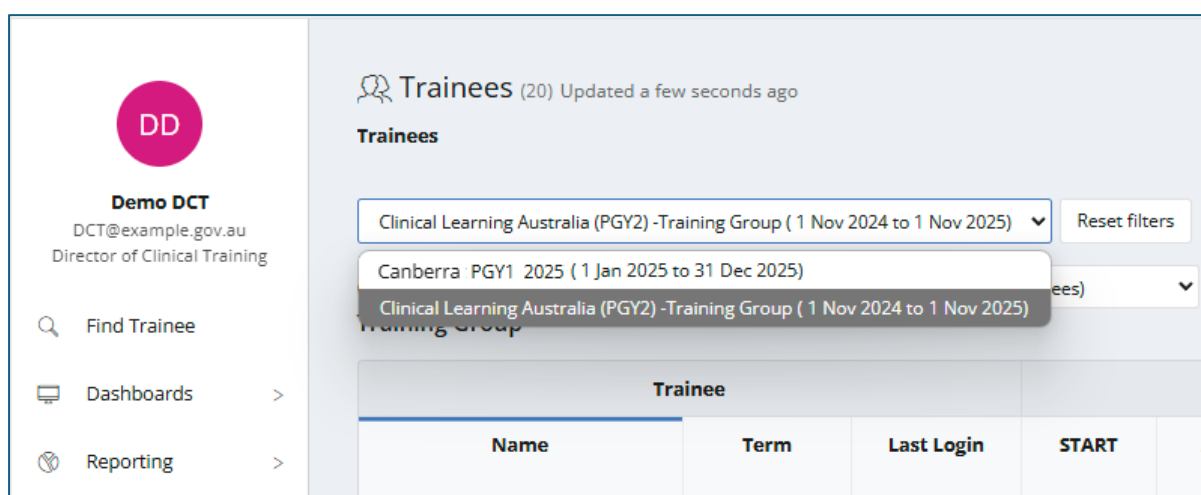
Previous Page 1 of 4 5 rows Next

To increase the number of results you see, click on the **(X) rows** dropdown box at the bottom of the dashboard and select from the options.





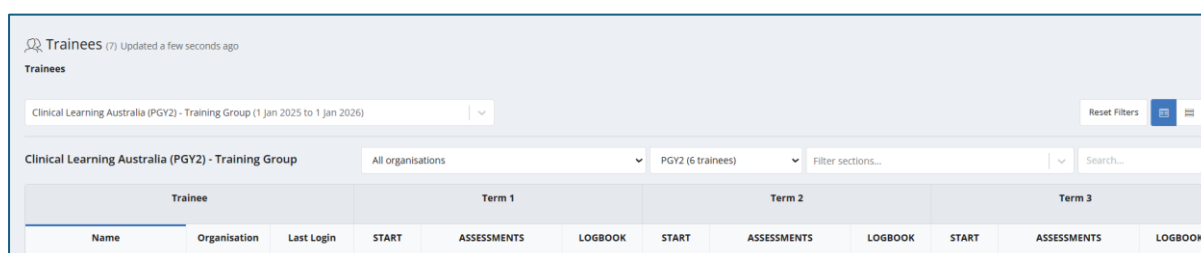
**Viewing different PGY Groups:** Users can change which PGY groups they are looking at by using the dropdowns at the top of the dashboards. For instance, a DCT user that has been assigned to multiple PGY cohort groups can click on the dropdown to change the group being viewed.



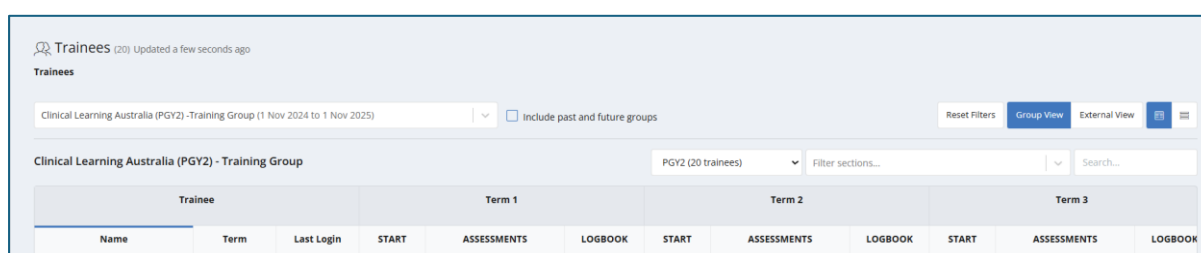
**Filtering returned results:** To **filter** the current group, use the additional dropdown options located on the right-hand side of the dashboard - these will vary if you are a Supervisor vs. a DCT/EDMS.

Use the Search field on the far right to filter by prevocational doctor's name or term.

### Supervisor view

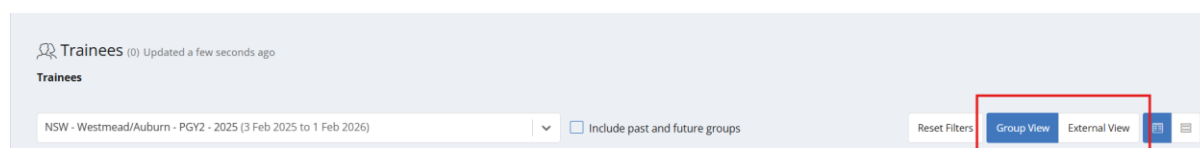


### DCT/EDMS view

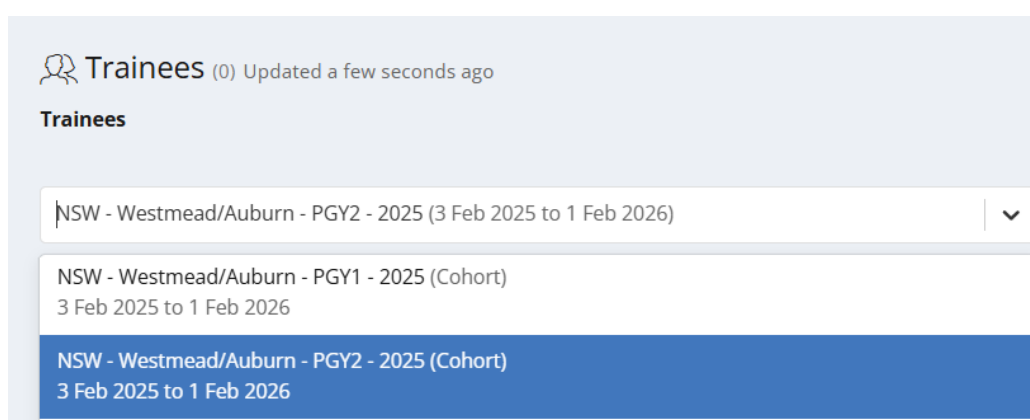


## Group View vs External View – DCT/EDMS' only:

When viewing the Dashboard, DCTs and EDMS' have two options for how to view trainees – Group View and External View.



The default Dashboard view is the **Group View**. In this view, you will see all prevocational doctors in the Groups that you have access to, either by having been added to the Groups or Groups linked to your Organisation. This will show you your prevocational doctors, even if they have rotated to a secondment site for a term.



The **External View** shows you all prevocational doctors that are currently undertaking a term at your site. This will include the prevocational doctors linked to your site, as well as trainees on secondment from other sites for a term. They will appear in separate Dashboards identifying the organisation they originated from.

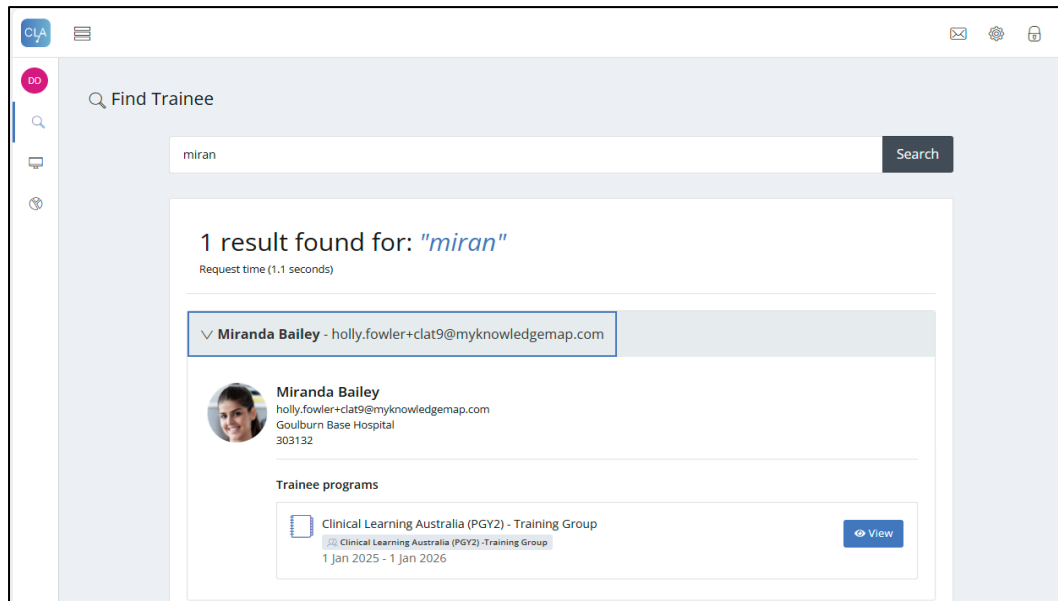
The External View is particularly useful for DCTs at secondment hospitals as this enables you to view prevocational doctors at your site and can oversee and support their progress during the term.

## 2.2 Find trainee

The Find Trainee screen is available to DCTs and EDMS' to search for individual prevocational doctors within the groups that they are allocated to and access their ePortfolio.

Enter at least 3 characters of the prevocational doctor's name, email or Ahpra number into the Search field and click **Search**.

Click in the chevron next to the name of the prevocational doctor you are looking for to expand the box. Click on **View** to see their **Trainee Profile and Overview**.



## 2.3 ePortfolio – Trainee Overview and Profile

The **Trainee Overview and Profile** page is the front page of a prevocational doctor's **ePortfolio**. It shows details about the prevocational doctor on the left as well as 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 their progress against the Prevocational Outcome Statements. It also provides access to see their Learning Plan and overview of their full clinical year by clicking on the PGY block at the bottom of the page.

**Clinical Learning Australia (PGY2) - Training Group** Updated a few seconds ago

Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Tr...

**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

**Don't forget**

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

**Flagged Responses**

- Beginning of Term Discussion - Clinical Learning Australia (PGY2) - Training Group > PGY2 > Term 1 > START (Demo DCT Flagged this response on 6 Feb 2025 14:19)

**What's next?**

- EPA 3 - Self Assessment - Prescribing (You are not able to complete this form) (Deadline: 1 Jan 2026)
- EPA 4 - Self Assessment - Team Communication (You are not able to complete this form) (Deadline: 1 Jan 2026)
- End of Term Assessment - DCT Sign Off (Deadline: 28 Mar 2025)

**Progress Views**

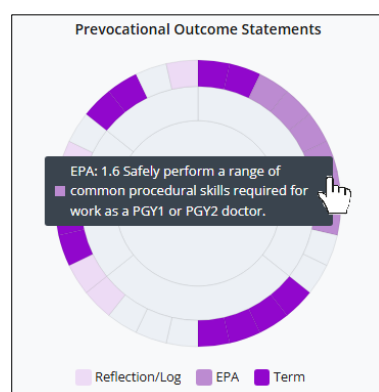
**Prevocational Outcome Statements**

Reflection/Log EPA Term

**PGY2**  
1 Jan 2025 - 1 Jan 2026

Clicking in the **Current Term** box opens the full profile of forms to be completed for the current term, as well as Logbooks and EPAs. Alternatively, Supervisors can click on any forms showing in the **What's next?** 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 the progress

of the prevocational doctor in more detail – see Section 3.4 Progress Views for more information.

Clicking on the **PGY block** at the bottom of the screen, authorised CLA users can access the prevocational doctor's 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 the 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 upcoming terms. If the full year hasn't been loaded, CLA will only display the current term and any past terms.

Any forms not completed by prevocational doctors by the end of term will no longer be accessible to them to complete, unless a grace period has been set against the term to allow more time for forms to be completed. 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 state/territory.

**Note (Term and Clinical Supervisors Only):** By default, all Term and Clinical Supervisors have 14 days following the end of a term to complete any outstanding forms.

## 3 Forms

### 3.1 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). The existence of an Improving Performance Action Plan (IPAP) can also be captured in CLA however the IPAP itself is not part of CLA.

Prevocational 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.

DCTs and EDMS' use CLA to review forms completed by other users and to complete the End of Term Assessment – DCT Sign Off form.

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 progress to date for form completion as well as Terms Content and a Term Description on the right-hand side. Tabs across the top separate the forms into their types.

Term 1 Updated 8 minutes ago

Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Train... > PGY2 > Term 1

OVERVIEW START ASSESSMENTS LOGBOOK EPAs ASSESSMENT REVIEW PANEL

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

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

**CONTACT**

TERM PROGRESS - START: 1 NOV 2024, END: 31 JAN 2025

**START**

Learning Goals (Optional)

Beginning of Term Discussion **Completed**

**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

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 prevocational doctors or Supervisors that forms are nearing their submission date or passed the due date.

### **3.1.1 Completing forms using the CLA Mobile App for prevocational doctors**

An app has been developed for prevocational doctors to complete assessment forms in the clinical setting. Whilst this app is not available to Supervisors or other users of CLA, Supervisors and other Assessors may use a prevocational doctor's device to complete some forms via their downloaded app.

CLA can also be accessed on mobile devices for all user accounts using the web version by typing in the URL <https://cla.epads.mkmapps.com> in your preferred web browser. CLA will adjust the display to the size of the device being used.

### **3.1.2 Form permissions**

Different roles in CLA have different permissions and form completion restrictions. For instance, self-assessments and logbook entries can only be completed by prevocational doctors, whereas End of Term assessments can only be completed by Term or Clinical Supervisors, DCTs or EDMS', not prevocational doctors. In situations where an End of Term Assessment has been completed by a Clinical Supervisor, this should be signed off by a Term Supervisor and/or DCT or EDMS.

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 or 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 form is 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	Available to	Action
Self Assessment			Complete new
Mid Term Assessment	Completed	Director of Clinical Training Executive Director of Medical Services Term Supervisor Clinical Supervisor	Email (1) Complete new
End of Term Assessment	Completed	Available to other roles	

## 3.2 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) **Trainee Dashboard** – Click on the form icon on the Trainee dashboard for the specific prevocational doctor to open their form. You may need to scroll up slightly when the form opens to see the 'Complete New' button.

Trainee			Term 1			PGY2		
Name	Organisation	Last Login	START	ASSESSMENTS	LOGBOOK	EPAs	ASSESSMENT REVIEW PANEL	
Miranda Bailey	Goulburn Bas...	3 days ago	SA	MTA	EDTA	4/4	0/2	0/2

- 2) **Trainee Profile and Overview page** – Navigate to this page by clicking on the prevocational doctor's name on the Trainee Dashboard or if using Find Trainee, click View when you have found the correct person.

Once on the Trainee Profile and Overview page, use:

- a) **Burger Icon** – Click the secondary burger icon in the grey shaded portion of the screen to view the ePortfolio. This opens as a side menu listing all available forms within each term. **Note:** here you will see all forms for all of the terms.

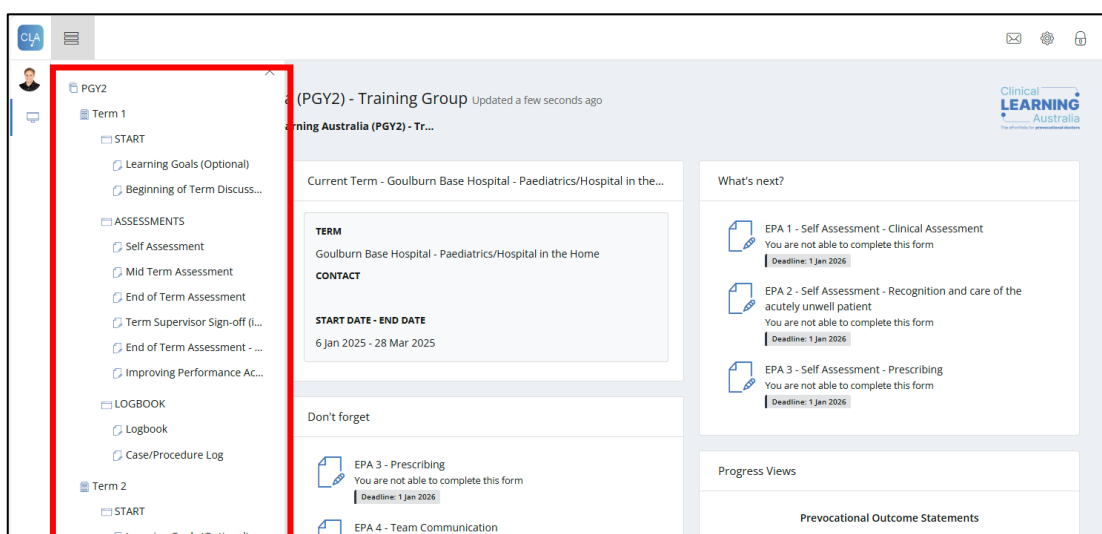
Clinical Learning Australia (PGY2) - Training Group Updated a few seconds ago

Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Tr...

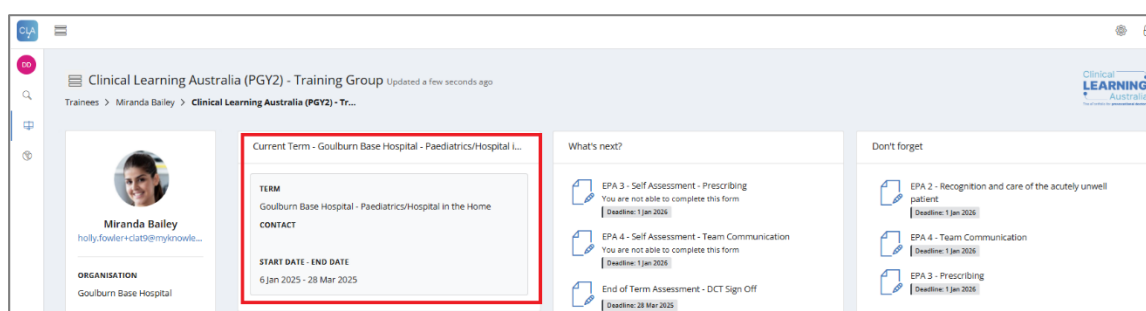
Current Term - Goulburn Base Hospital - Paediatrics/Hospital in the... What's next?



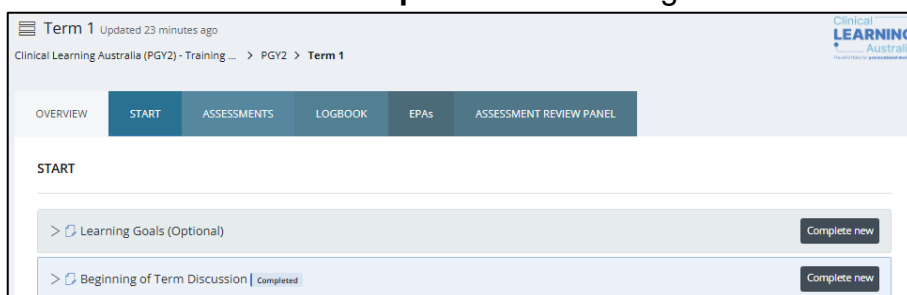
In the ePortfolio forms menu, select the form you want to complete. **Note:** You will need to scroll down the menu to find each set of term forms.



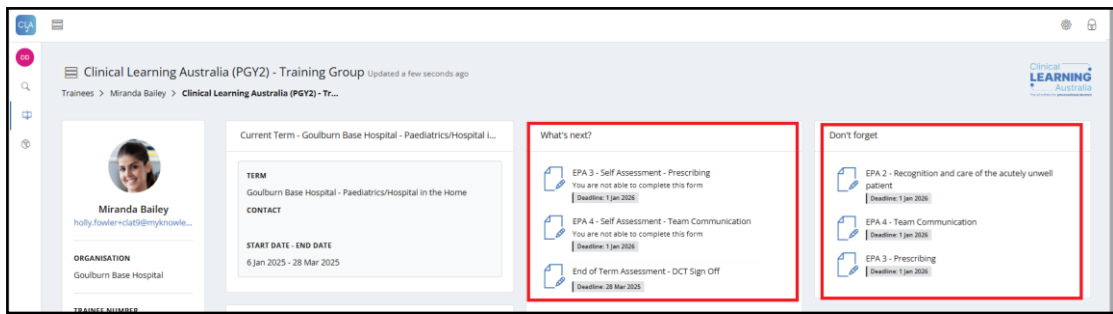
b) **Current Term** – Click in the 'Current term' box to open the Trainee Profile and Overview containing forms for the current term.



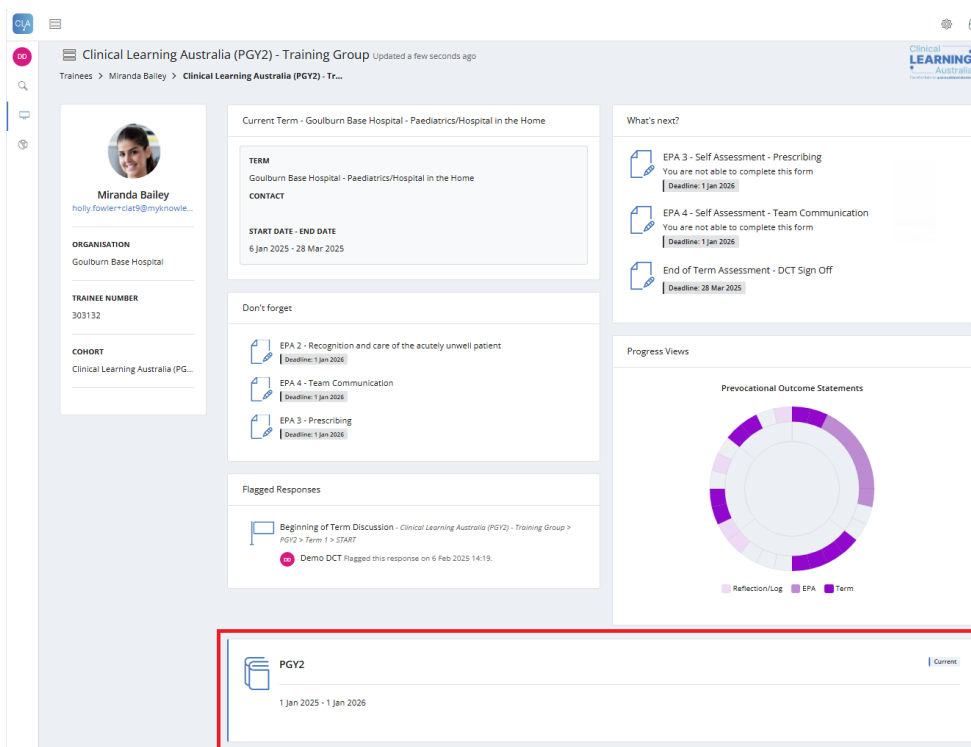
Locate the form by using either the Overview or specific tabs available within the current term. Click **Complete new** to the right of the form title.





c) **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.



d) **PGY Block** – Click on the PGY block at the bottom of the Trainee Profile and Overview page to see all of 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.



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.

### 3.2.1 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, go to the Current Term page, select the tab respective the forms you want to view (e.g. Start, Assessment, Logbook or EPAs) and click on the name of the form.

A blank read only version of the form will display below the name of the form you have selected. To complete a form, click on **Complete new** or navigate to a draft to continue editing.



Mid Term Assessment

To be completed by the term supervisor at the mid-point in any term longer than five weeks.  
Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.

**Sources of information used to complete this form**

**Consultation with/feedback from:**

- ☐ Nursing staff
- ☐ Registrars
- ☐ Allied health professionals
- ☐ Other specialists
- ☐ Other
- ☐ Assessments of EPAs conducted throughout the term (as data points and as a point of discussion)
- ☐ PGY1 / PGY2 record of learning (progress against outcome statements to date)

**Relevant documents**

The AMC Assessment Requirements (Training and Assessment Requirements Section 3) will assist in completing this form. The form aligns with the Australian Medical Council and Medical Board of Australia's Prevocational Outcome statements (Training and Assessment Requirements Section 2A) and the National Standards and Requirements for Prevocational (PGY1 and PGY2) Training Programs and terms.

**Domain 1: Clinical Practice**

The prevocational doctor as practitioner

### 3.2.2 Viewing submitted forms

After forms have been submitted, they can be viewed either from the Trainee Dashboard by clicking on the form icon, or from the prevocational doctor's Current Term page on their respective tabs. Depending on the form, you may see different tags against completed forms.

A 'Completed' label will appear to the right of the form name for submitted forms.

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 \(Optional\)](#) Available to other roles Currently unavailable

✓ [Beginning of Term Discussion](#) Deadline: 8 Feb 2025 Available to other roles

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.

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

LOGBOOK

✓ [Logbook](#) 1 Trainee draft Available to other roles

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

Term 1 Updated 12 minutes ago  
Clinical Learning Australia (PGY2) - Training ... > PGY2 > Term 1

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

START

> [Learning Goals \(Optional\)](#) Complete new

✓ [Beginning of Term Discussion](#) Completed Complete new

Completed by Miranda Bailey on 3 Dec 2024 15:31

Beginning of Term Discussion

The prevocational doctor should use this form to record the conversation they have with their term supervisor.

Date the discussion took place

3 Dec 2024

Introduction

For Logbooks, Case/Procedure Logs and EPAs, a summary table of the responses is shown when you click on the form name. Where there may be 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 in full 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 now

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	text	Adult	text	The patients... Please note: ...	Low	Requires dir...	Yes	text	text	text
3 Dec 2024 23:45	Nurse/ nurse...	Nurse/ nurse...	7. develop pr...	TEXT	TEXT		Adult	TEXT	The patients... Please note: ...	Medium	Requires pro...	Yes	TEXT	TEXT	TEXT
3 Dec 2024 23:36	Nurse/ nurse...	Registrar	4. obtain a hi...	TEXT	TEXT	TEXT	Adult	TEXT	The patients... Please note: ...	Medium	Requires pro...	Yes	TEXT	TEXT	TEXT
3 Dec 2024 16:01	Registrar	Registrar, Pa...	4. obtain a hi...	kjhghj gh	asf asf	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 3.3.10
- **Flag** forms – see section 3.3.11
- **Print** or **download** forms – see section 3.3.12
- **Map outcome statements** to forms – see section 3.3.13

### 3.3 Completing forms

To begin completing forms, open a new form using one of the methods described in section 3.2 Navigating Forms.

**Important:**

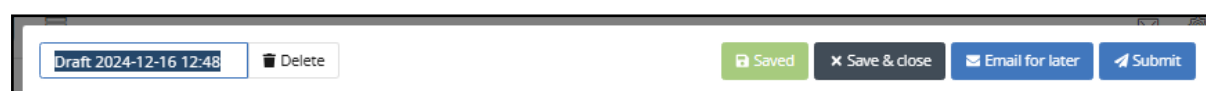
**Do NOT include personal or identifying information in forms.** If included by PGY doctors, Supervisors or other users, the responses may be edited by an Administrator to remove.

Inside each form there will be several question types.

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 radio buttons), or multiple selections (shown by square check boxes).
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 or 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 radio 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.
File Upload (Logbook only)	This allows prevocational doctors 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.

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 3.3.1 for more information about editing draft forms.
- **Email for later:** This is used to email Mid Term Assessment or EPA forms to a Supervisor or Assessor. This is not available for all forms, only those that have the white **Email** box next to the **Complete new** button. Forms sent via this workflow are not classed as fully complete in the prevocational doctor's portfolio until the person it was sent to completes and submits the form. See section 3.3.3 for more information about emailing forms.
- **Submit:** Use this to submit the form when you have finished entering information. See section 3.3.2 for more information about submitting forms.

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

The screenshot displays the 'EPA 1 - Clinical Assessment' form. At the top, there is a header bar with a draft timestamp 'Draft 2024-12-16 12:48' and a 'Delete' button. To the right of the header are buttons for 'Saved', 'Save & close', 'Email for later', and 'Submit'. The main content area is titled 'EPA 1 - Clinical Assessment' and contains a blue informational box with a link to 'section 2B - EPAs of the National Framework for Prevocational Medical Training'. Below this box is an 'Assessor' dropdown menu with 'Select option' as the current selection. Further down is a section titled 'Consultation with/input from:' which includes several checkboxes: 'Specialist or equivalent (term supervisor)', 'Specialist or equivalent (other)', 'Registrar', 'Nurse/ nurse practitioner', 'Allied Health', and 'Pharmacist'. On the right side of the form, there is a tab labeled 'Prevocational Outcome Statements'.

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 and EPAs 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 the prevocational doctor's 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 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. Review the pre-mapped statements and untick as required. To add additional statements not pre-mapped to the term, 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

See section 3.3.13 for more information.

### 3.3.1 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.

The screenshot displays the 'ASSESSMENTS' section of the CLA system. It features a navigation bar with tabs: OVERVIEW, START, ASSESSMENTS (selected), LOGBOOK, EPAs, and ASSESSMENT REVIEW PANEL. Below the navigation bar, the 'ASSESSMENTS' section is titled, followed by a descriptive paragraph. A list of assessment types is shown, each with a 'Complete new' button. The 'End of Term Assessment' row is highlighted, and its dropdown menu is open, showing a draft: 'Draft 2025-01-24 17:03 - updated 24 Jan 2025 17:03'. The dropdown is highlighted with a red box.

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

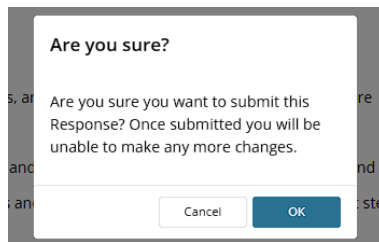
Continue to enter information into the form.

**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 desktop version of CLA are not visible in the mobile 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).

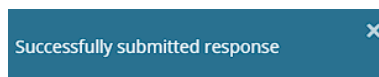
As examples, an End of Term Assessment started by one Supervisor cannot be finished by another and an EPA form commenced and saved as a draft using the CLA app on the prevocational doctor's tablet will not be visible in the web view but must be completed and submitted via the prevocational doctor's app to save in CLA.

### 3.3.2 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.



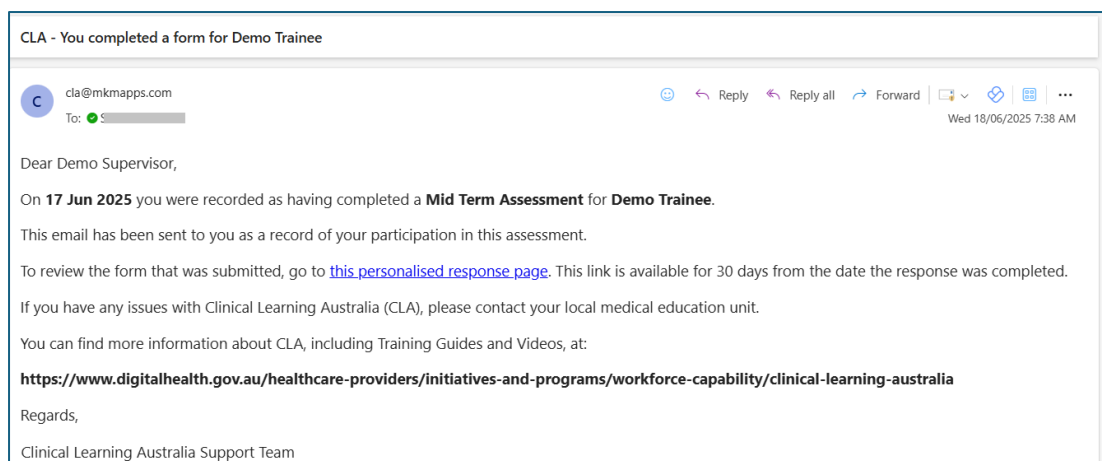
### 3.3.3 Submitting forms via the prevocational doctor's login

Mid Term Assessment forms and EPAs can be initiated in a prevocational doctor's CLA account and completed together with the 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 the prevocational doctor. You should use the same email address for signing off forms as you use to login to CLA so that the form can be correctly attributed to 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 you can review the submitted form.

If you receive an email related to assessments that you were not involved in, contact your MEU Administrator and/or raise this with your DCT for follow-up.

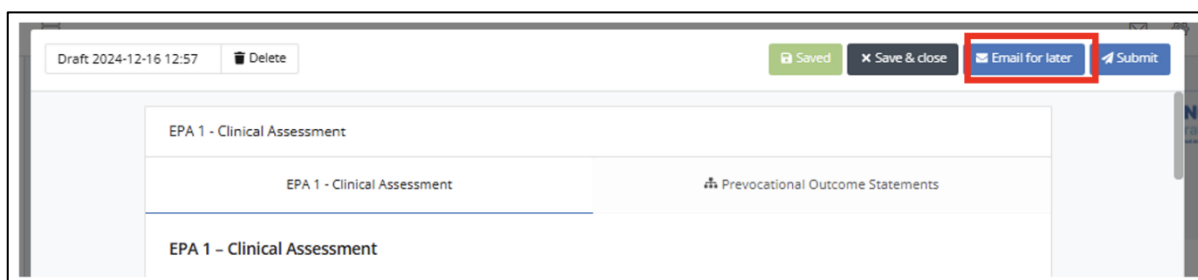
If you sign-off using an email address that is different to your CLA login, this will create a Guest Assessor account for that email and notify the MEU Admin team that a form has been submitted by a new unapproved assessor. You will still receive a confirmation email of having participated in the assessment to that alternate email address.

### 3.3.4 Emailing forms

Blank and partially completed mid term assessment and EPA forms can be emailed by prevocational doctors, Supervisors, DCTs and EDMS' to other users, such as 'Guest Assessors' to complete later. For example, a prevocational doctor can email a partially completed mid term assessment to a Supervisor to complete, or they can send an EPA to their Registrar.

The **Email for later** button is located in the top right corner of the forms that are in the process of being completed or using the **Email** button directly from the overview screen on the Assessment or EPA tabs will 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.

**Term 1** Updated a minute ago

Trainees > Miranda Bailey > Clinical Learning Australia (PGY2) - Train... > PGY2 > **Term 1**

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

**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 | Available to other roles
- > Mid Term Assessment | Deadline: 16 Feb 2025 | **Email (0)** | Complete new
- > End of Term Assessment | Deadline: 28 Mar 2025 | Complete new
- > Term Supervisor Sign-off (if assessment conducted by clinical supervisor) | Complete new
- > End of Term Assessment - DCT Sign Off | Deadline: 28 Mar 2025 | Available to other roles
- > Improving Performance Action Plan (IPAP) | Complete new

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

Type in the name and email address of the person you want to send the form to into the required fields.

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

Draft 2024-12-17 11:45 | Delete

**Email for later details** | Cancel

Email for later to

Please select...

If the person is not listed provide their details below

Name \*

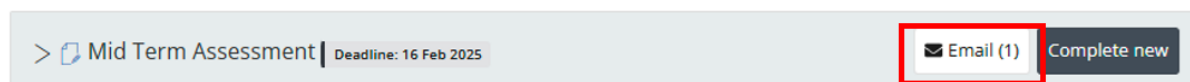
Email \*

Message (optional)

Saved | Save & close | Submit

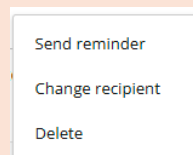
When using the **Email** function to send a blank mid term assessment or EPA, the system will note if the form has already been emailed to any Supervisors or Assessors and display a list at the bottom of the window.

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.



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.

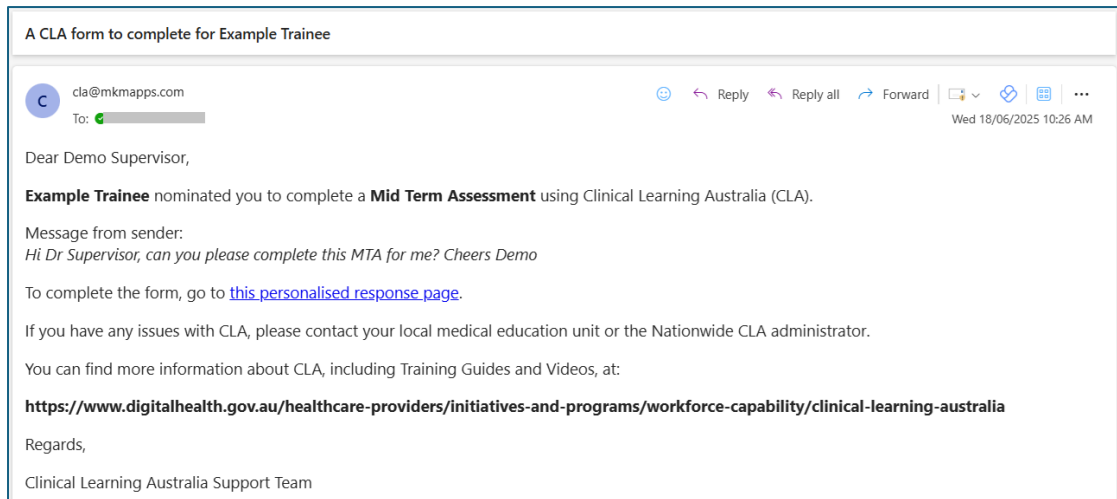


### 3.3.5 Completing an emailed form

If Supervisors, DCTs, or EDMS' have been emailed a form to complete, they will receive this in their primary email address saved in the system (i.e. your login name for existing CLA users). Guest Assessors will receive the email to the email address that was entered by the sender at the time emailing the form.

To complete a form that has been emailed:

- Open the email containing the CLA form
- Click on the 'personalised response page' link to open the form.



- The link will automatically open the assessment form. **Note:** It is good practice upon opening the form to check that you are completing it for the correct prevocational doctors. The name of the prevocational doctor is displayed at the top of the screen.
- Complete the form, clicking **Save changes** as you work through.

- When you have completed the form, click **Submit**.

If you cannot complete the form in one session, close the browser window to close the form. Make sure you **Save changes** before closing. To continue completing the form, reopen the form using the link in the email and continue filling in.

Once you submit the form, the link in your email will deactivate.

### 3.3.6 Completing an End of Term assessment

An end of term assessment must be initiated by a supervisors linked to the prevocational doctor for the current term or can be completed by a DCT.

Navigate to the End of Term Assessment from the Dashboard either by clicking on the icon or on the prevocational doctor's name and accessing via the Current Term.

Click **Complete new** to commence a new form.

The screenshot shows a dashboard with a top navigation bar containing tabs: OVERVIEW, START, ASSESSMENTS (selected), LOGBOOK, EPAs, and ASSESSMENT REVIEW PANEL. Below the navigation bar is the 'ASSESSMENTS' section. It contains a paragraph explaining the purpose of assessments. Below the text is a list of assessment items, each with a chevron icon, a title, a status, a deadline, and a 'Complete new' button. The 'End of Term Assessment' item is highlighted with a red box, and its 'Complete new' button is also highlighted with a red box.

Assessment Item	Status	Deadline	Available to other roles	Action
> Self Assessment	Completed		Available to other roles	
> Mid Term Assessment		Deadline: 26 May 2025		Email (1) Complete new
> End of Term Assessment		Deadline: 13 Jul 2025		Complete new
> Term Supervisor Sign-off (if assessment conducted by clinical supervisor)				Complete new
> DCT Sign Off		Deadline: 13 Jul 2025	Available to other roles	
> Improving Performance Action Plan (IPAP) - Open				Complete new
> Improving Performance Action Plan (IPAP) - Closed				Complete new

If the term has had Prevocational Outcome Statements pre-mapped to it, these will appear at the top of the form. Review these and deselect any that are not applicable. If needed, go to the Prevocational Outcome Statements tab and select any others not pre-mapped that are relevant.



Draft 2025-06-13 16:39 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

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

On the End of Term Assessments tab, complete the fields on the form, noting that domain ratings are mandatory. If you select a rating of 1 or 2, a mandatory text field will display. The Outcome Statements in the Domain sections are read-only. If you want to select those that are relevant, you must do so on the Prevocational Outcome Statements tab. The statements, when selected using this method, will link to the shading of the respective segments on the Progress Views wheel.

Draft 2025-06-13 16:39
Delete

Saved
Save & close
Submit

### Domain 4: Science and scholarship

The prevocational doctor as scientist and scholar.

Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided should be reviewed to support the assessment and feedback for this Domain. In filling out this assessment, take account of the evidence provided and the context in which the assessment is being made. Evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module.

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

**4.1 Knowledge:** Consolidate, expand and apply knowledge of the aetiology, pathology, clinical features, natural history and prognosis of common and important presentations in a variety of stages of life and settings.

**4.2 Evidence-informed practice:** Access, critically appraise and apply evidence from the medical and scientific literature to clinical and professional practice.

**4.3 Quality assurance:** Participate in quality assurance and quality improvement activities such as peer review of performance, clinical audit, risk management and incident reporting and reflective practice.

**4.4 Advancing Aboriginal and Torres Strait Islander Health:** Demonstrate a knowledge of evidence informed medicine and models of care that support and advance Aboriginal and Torres Strait Islander health.

#### Domain 4 rating overall

If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* Mandatory

#### Feedback on Domain 4

Please identify which outcome statements this feedback relates to.

Towards the bottom of the form, enter the Global Rating for the term.

Draft 2025-06-13 16:39 Delete Saved Save & close **Submit**

**Global rating**

Assign a global rating of progress towards completion of PGY1 or PGY2. In assigning this rating, consider the prevocational doctor's ability to practise safely, work with increasing levels of responsibility, apply existing knowledge and skills, and learn new knowledge and skills during the term.

☐ **Satisfactory** - The prevocational doctor has met or exceeded performance expectations for the level of training during the term.

☐ **Conditional pass** - Further information, assessment and/or remediation will be required before deciding that the prevocational doctor has met performance expectations for the level of training during the term.

☐ **Unsatisfactory** - The prevocational doctor has not met performance expectations for the level of training during the term.

\* Mandatory 1 Mark(s)

**Please provide feedback on the following:**

**Strengths**

Normal • **B** *I* U

0 Word(s)

**Areas for improvement**

Normal • **B** *I* U

0 Word(s)

Enter any additional comments and click **Submit**.

### 3.3.7 Term Supervisor signing-off End of Term assessment

Where an End of-term assessment form has been completed by a Clinical Supervisor who is not the nominated Term Supervisor, the Term Supervisor may be required to sign-off, depending on local business rules.

To sign-off as a Term Supervisor, navigate to the **Term Supervisor Sign-off** form for the specific prevocational doctor by either going to their Trainee Profile and Overview page and using either the burger icon method, or click on Current Term and go to the Assessments tab.

**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 | Completed | Available to other roles
- > Mid Term Assessment | Deadline: 26 May 2025 | Email (1) | Complete new
- > End of Term Assessment | Deadline: 13 Jul 2025 | Complete new
- > Term Supervisor Sign-off (if assessment conducted by clinical supervisor) | Complete new
- > DCT Sign Off | Deadline: 13 Jul 2025
- > Improving Performance Action Plan (IPAP) - Open | Complete new
- > Improving Performance Action Plan (IPAP) - Closed | Complete new

Click **Complete new**.

Enter your name, the date of review, tick the round radio button to confirm you have reviewed the End of Term Assessment and **Submit**.

You can also save as a draft and submit later.

Draft 2025-06-13 15:46 | Delete | Saved | Save & close | Submit

Term Supervisor Sign-off (if assessment conducted by clinical supervisor) - Completing for Demo Trainee

Term Supervisor Sign Off

Name \*

Date \*

I confirm that I have reviewed the End of Term Assessment as completed by the Clinical Supervisor \*

☐ Yes

### 3.3.8 DCT signing-off End of Term assessment

Where a DCT needs to sign off an End of Term assessment, navigate to the **DCT Sign-off** form for the specific prevocational doctor by either clicking on the DSO form icon on the Dashboard, going to their Trainee Profile and Overview page and using either the burger icon method, or click on Current Term and go to the Assessments tab.

The screenshot shows a web interface with a top navigation bar containing tabs: OVERVIEW, START, ASSESSMENTS (highlighted with a red box), LOGBOOK, EPAs, and ASSESSMENT REVIEW PANEL. Below the tabs, the 'ASSESSMENTS' section is titled 'ASSESSMENTS' and includes a descriptive paragraph. A list of assessment items follows:

- > Self Assessment | Completed | Available to other roles
- > Mid Term Assessment | Deadline: 26 May 2025 | Email (1) | Complete new
- > End of Term Assessment | Deadline: 13 Jul 2025 | Complete new
- > Term Supervisor Sign-off (if assessment conducted by clinical supervisor) | Complete new
- > DCT Sign Off | Deadline: 13 Jul 2025 | Complete new (highlighted with a red box)
- > Improving Performance Action Plan (IPAP) - Open | Complete new
- > Improving Performance Action Plan (IPAP) - Closed | Complete new

Click **Complete new**.

Enter your name, the date of review, enter any feedback if necessary and **Submit**. You can also save as a draft and submit later.

Draft 2025-06-13 15:43 Delete Saved Save & close Submit

DCT Sign Off - Completing for Miranda Leigh Bailey

End of Term Assessment - DCT Sign Off

Name \*

Date \*

Feedback

Normal ↓ **B** *I* U

0 Word(s)

### 3.3.9 Documenting an IPAP Open or Closed form

Supervisors, DCTs and EDMS' can document that an Improving Performance Action Plan (IPAP) exists for a prevocational doctor and/or has been closed. Note that the IPAP itself is not captured and stored in CLA.

To document that an IPAP exists or has been resolved for a prevocational doctor, complete the **Improving Performance Action Plan – Open** or **– Closed** form by going to the Trainee Profile and Overview page and using either the burger icon method, or click on Current Term and go to the Assessments tab.

**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 | Completed | Available to other roles
- > Mid Term Assessment | Deadline: 26 May 2025 | Email (1) | Complete new
- > End of Term Assessment | Deadline: 13 Jul 2025 | Complete new
- > Term Supervisor Sign-off (if assessment conducted by clinical supervisor) | Complete new
- > DCT Sign Off | Deadline: 13 Jul 2025
- > Improving Performance Action Plan (IPAP) - Open | Complete new
- > Improving Performance Action Plan (IPAP) - Closed | Complete new

Click **Complete new**.

Select the **Yes** radio button to confirm that an IPAP has been created.

Draft 2025-06-13 15:55 | Delete | Saved | Save & close | Submit

Improving Performance Action Plan (IPAP) - Open - Completing for Demo Trainee

Improving Performance Action Plan (IPAP) - Open

I confirm that an IPAP has been created \*

☐ Yes

OR select **Yes** radio button to confirm that an IPAP has been closed.

Draft 2025-06-13 15:55 | Delete | Saved | Save & close | Submit

Improving Performance Action Plan (IPAP) - Closed - Completing for Demo Trainee

Improving Performance Action Plan (IPAP) - Closed

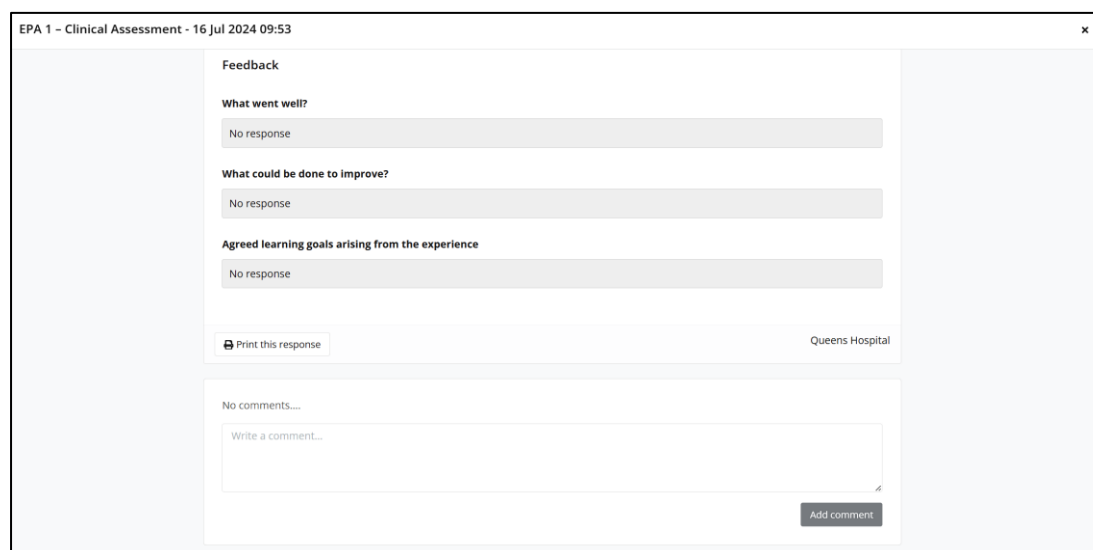
I confirm that the IPAP has been successfully completed and is now closed \*

☐ Yes

Click **Submit**.

### 3.3.10 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.



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.

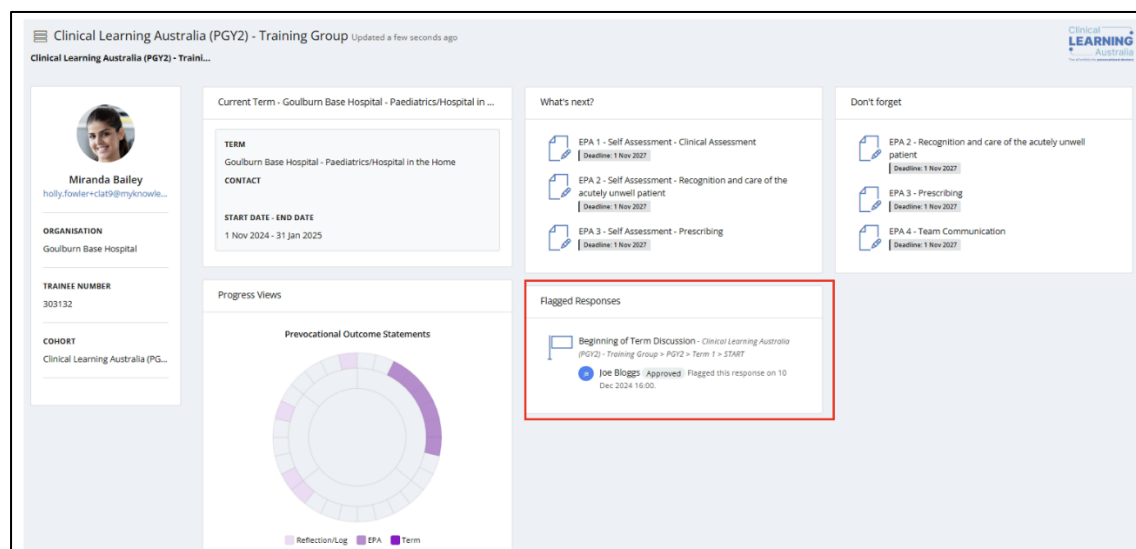
For more information on how to flag a response, please visit section 3.3.11 of this guide.

### 3.3.11 Flagging a form

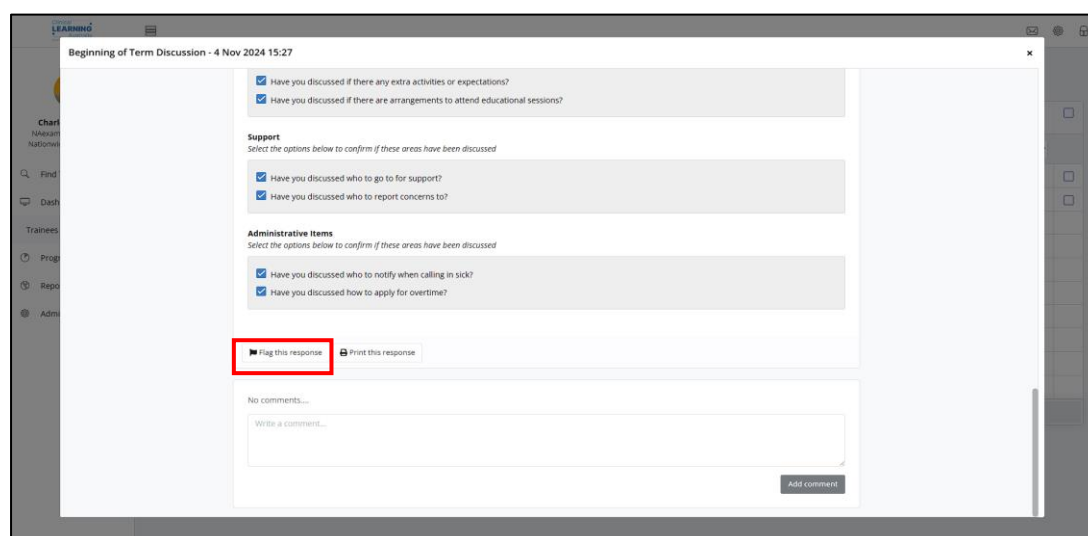
Forms can be flagged. This means when reviewing, users will observe this form has been flagged for attention.



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.

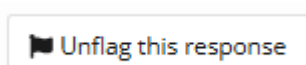


To flag a form, open the form you want to flag, scroll down to the end and click **Flag this response**.

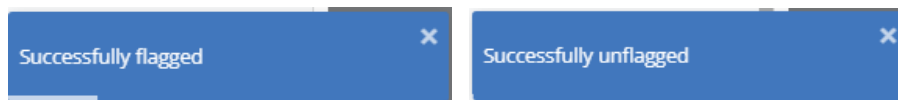


**Note:** It is recommended to leave a comment explaining why the form has been flagged.

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.



### 3.3.12 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.

### 3.3.13 Mapping outcome statements to forms

For End of Term Assessments, Logbook, Case/Procedure Log, and EPA entries, it is possible to map the responses to Prevocational Outcome Statements – these outcome statements will then become shaded on the Progress Views wheel.

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 3.2.2 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

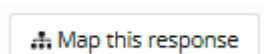
SELECTED OUTCOME STATEMENTS

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.

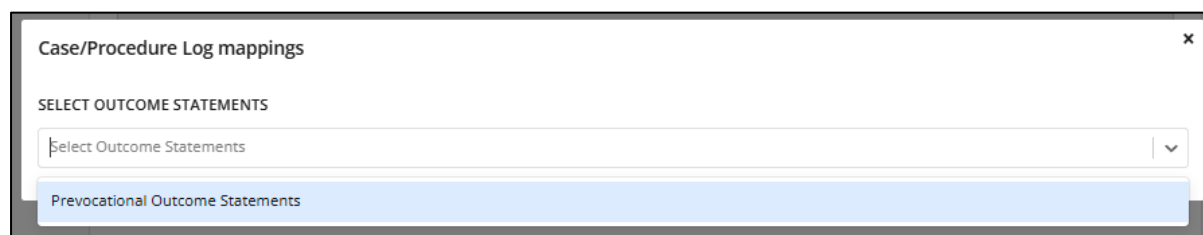
Complete the rest of the form and **Submit**.

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

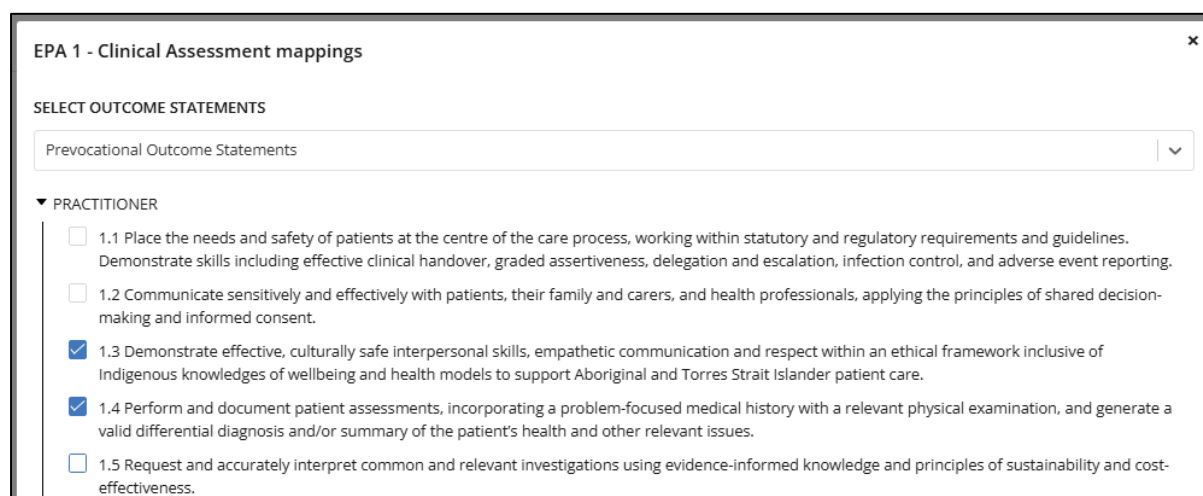
Navigate to the completed/submitted form, expand the form, scroll to the bottom of the form and click on **Map this response**.



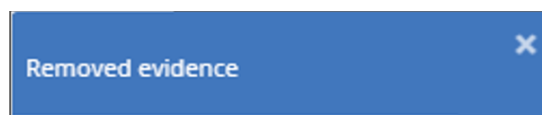
Clicking on **Map this response** opens a mappings window. In the Select Outcome Statements dropdown box, select Prevocational Outcome Statements.



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.

To manually grade/approve any evidence added after a form has been submitted, follow the steps below:

1. Go to the **Trainee Profile and Overview** page
2. Click on the Prevocational Outcome Statements **Progress View** wheel

Clinical Learning Australia (PGY2) - Training Group Updated a few seconds ago

Trainees > Ben Warren > Clinical Learning Australia (PGY2) - Tr...

**Ben Warren**  
holly.fowler+clat23@myknowl...

Manage responses

**ORGANISATION**  
Goulburn Base Hospital

**TRAINEE NUMBER**  
727374

**COHORT**  
Clinical Learning Australia (PG...

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

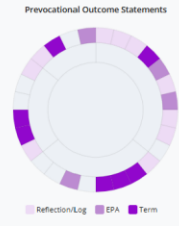
**TERM**  
Goulburn Base Hospital - Paediatrics/Hospital in the Home

**CONTACT**

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

**Progress Views**

**Prevocational Outcome Statements**



Reflection Log EPA Term

**What's next?**

- EPA 2 - Self Assessment - Recognition and care of the acutely unwell patient  
You are not able to complete this form  
Deadline: 1 Jan 2025
- EPA 3 - Self Assessment - Prescribing  
You are not able to complete this form  
Deadline: 1 Jan 2025
- EPA 4 - Self Assessment - Team Communication  
You are not able to complete this form  
Deadline: 1 Jan 2025

**Don't forget**

- EPA 2 - Recognition and care of the acutely unwell patient  
You are not able to complete this form  
Deadline: 1 Jan 2025
- EPA 4 - Team Communication  
You are not able to complete this form  
Deadline: 1 Jan 2025
- EPA 3 - Prescribing  
You are not able to complete this form  
Deadline: 1 Jan 2025

**Flagged Responses**

No flagged responses

3. Locate the Outcome Statement/s where the evidence has been mapped after submission. This is easily identified as the evidence icon will show a number and there will be no grade against that Outcome Statement.

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.

1 0 0 0

4. Select the Outcome Statement to display the evidence.
5. Hover over the piece of evidence you want to grade and select the pencil icon.

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.

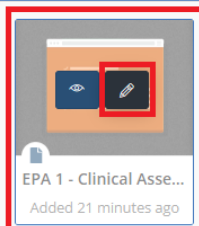
No description.

1 0 0 0

Evidences (1)

Comments (0)

Internal Comments (0)

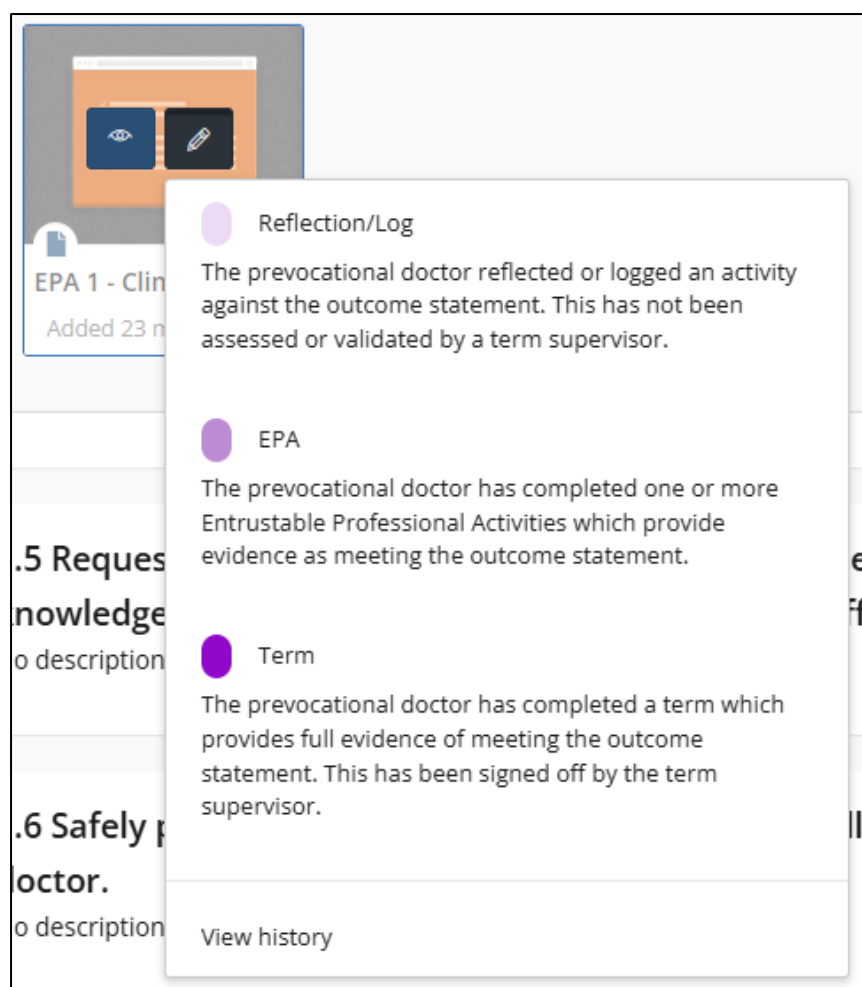


EPA 1 - Clinical Asse...

Added 21 minutes ago

Last updated: 4 February 2025

6. This will display the grading options for you to select. Ensure you select the one relevant to the evidence you're grading, e.g. For this EPA 1 piece of evidence, you would select the EPA grading option.

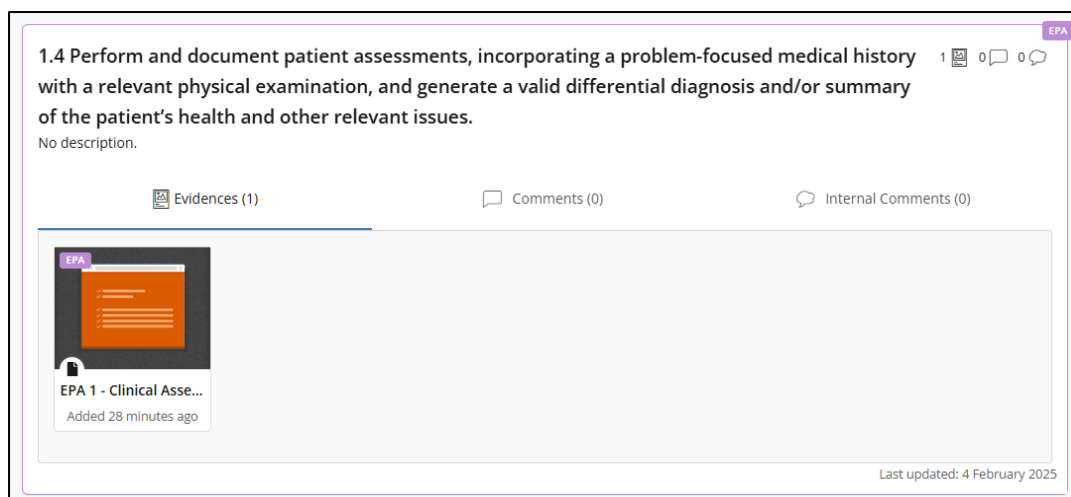


7. You can optionally then provide comments regarding the 'grade' you're giving that piece of evidence. If you don't wish to provide comments, select **OK** and that will then apply the grade to that evidence, as well as the overall Outcome Statement.

### Apply Grade EPA 1 - Clinical Assessment as EPA?

You can add an optional comment to support this grade.

CancelOK

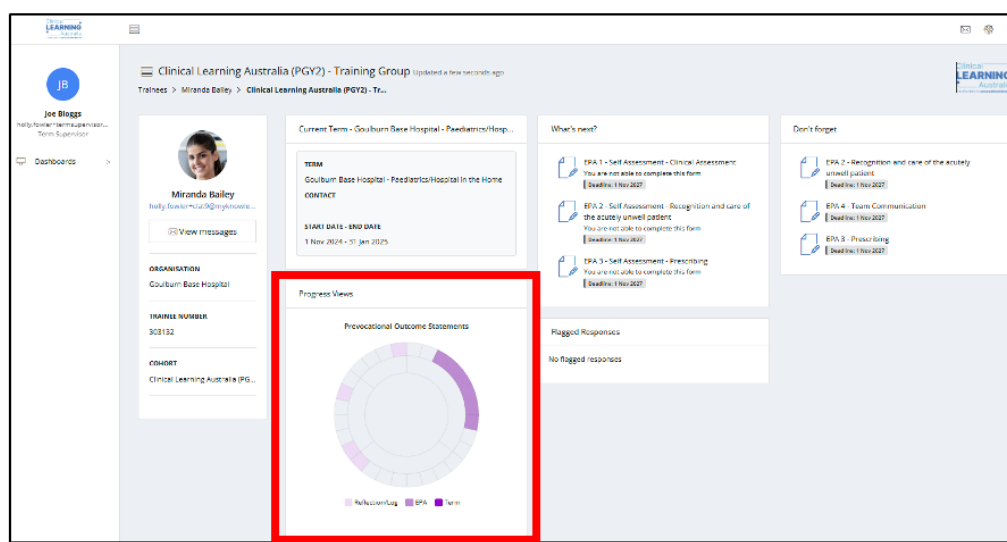


This will change the colour of the segment of the Progress Views wheel to align with Term, EPA or Reflection Log.

### 3.4 Progress Views

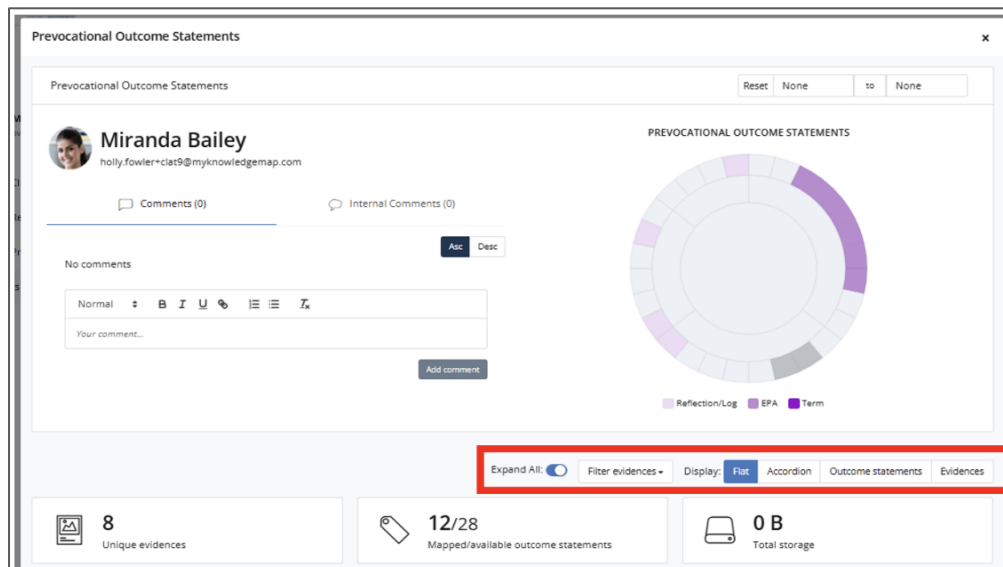
Using the **Progress Views** screen, it is possible to see in greater detail how individual prevocational doctors are progressing in documenting evidence against each of the Prevocational Outcome Statements.

Open Progress Views for a prevocational doctor by opening their **Trainee Profile and Overview**, either by clicking their name on the **Trainee Dashboard** or finding them in **Find Trainees** and clicking **View**, then click on the Prevocational Outcome Statements graphic in the **Progress Views** box.



The **Prevocational Outcome Statements** screen allows you to drill into the statements and evidence that has been 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 that 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) 0 0 0

No description.

---

**PRACTITIONER** (10) 0 0 0

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.** 0 0 0

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.** 0 0 0

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.** 2 0 0 **EPA**

No description.

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.** 2 0 0 **EPA**

No description.

Last updated: 3 December 2024

Click on any of the Statements to expand the view and see the evidence that has been attached. Hover over the evidence image and click on the eye button 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.** 2 0 0 **EPA**

No description.

Evidences (2)

Comments (0)

Internal Comments (0)

**EPA 1 - Clinical Assess...**

Added 2 months ago

**Logbook**

Added 2 months ago


Last updated: 3 December 2024

Where no evidence has been attached to a Statement, it will state No evidences.

## 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.

0  0  0 

No description.

 Evidences (0)

 Comments (0)

 Internal Comments (0)

No evidences.

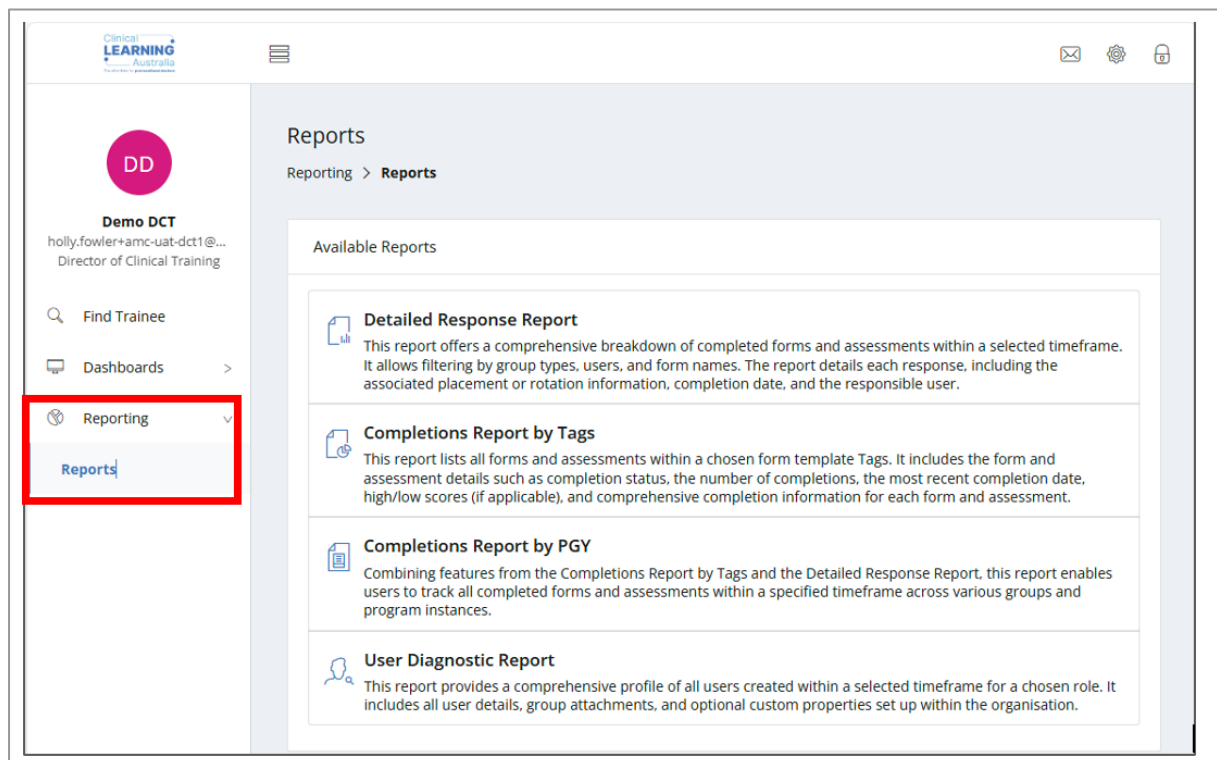
## 4 Reports

### 4.1 Reporting – Reports Overview

A set of reports are available to run in CLA which can be run across all groups available to you.

Below is a list of all available, standard reports that can be run.

To run reports, click on **Reporting** in the side navigation toolbar and select **Reports**.



#### 4.1.1 Report permissions

Different roles have varying permissions to view and run reports. Based on your role, you may not see all the reports.

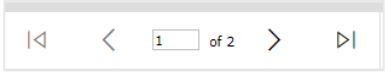

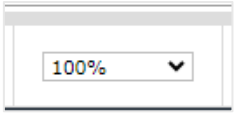
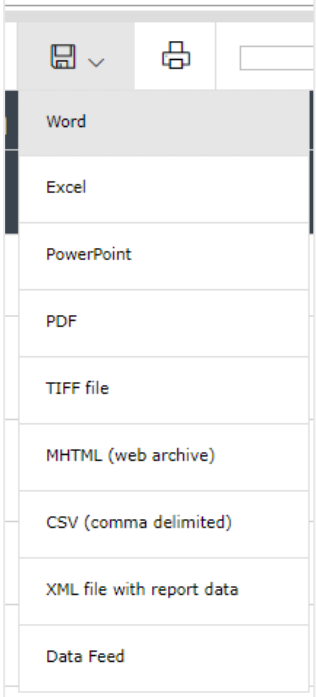

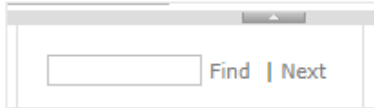
Report Name	Available to	
	Supervisors	DCTs & EDMS'
• Detailed Response Report	✓	✓
• Completions Report by Program	✓	✓
• Completions Report by Tags	✓	✓
• User Diagnostic Report		✓

### 4.1.2 Viewing reports

When the reports have been produced, they can be viewed and exported on the same screen. A number of functions are available to users.



Each of the functions is described in the table below.

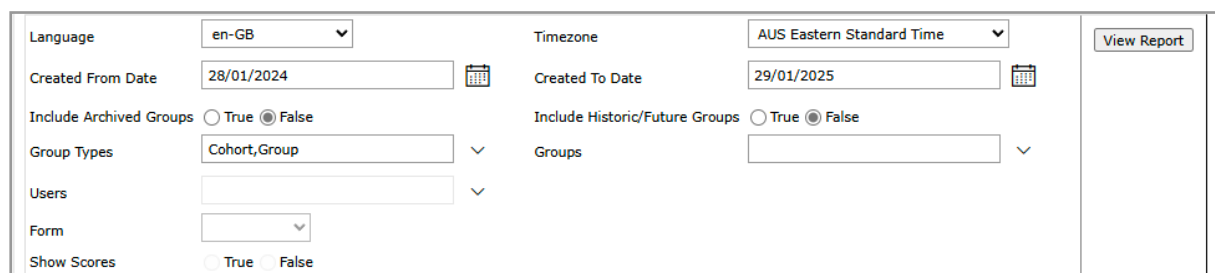
	<p>The reports will be viewable from page 1 and information about the specifications on the report will be viewable on the last page.</p> <p>Click the <b>arrows</b> to toggle between the pages.</p>
	<p>Click the <b>refresh</b> icon to refresh the results.</p>
	<p>Click the <b>zoom</b> drop down to change the zoom level.</p>
	<p>Click the <b>disc</b> icon to export results. A list of options is available in the drop-down menu.</p> <p>Excel is the most recommended format for exporting report data.</p>
	<p>Click the <b>print</b> icon to print the report.</p>
	<p>To search for a particular text, type in the desired text in the <b>find</b> search bar.</p>

## 4.2 Detailed Response Report

This report offers a comprehensive breakdown of completed forms and assessments within a selected timeframe. It allows filtering by group types, users, and form names. The report details each response, including the associated Term or rotation information, completion date, and the responsible user.

### *Setting up a Detailed Response Report*

- Select the **language – en-GB**
- Select the **created from date** and **created to date** to specify the timeframe.
- To **include archived groups**, select **true** otherwise select **false**. For example, you may want to report on previous groups that have finished.
- To **include historic/future groups**, select **true** otherwise select **false**.
- Select **group type**. There is the option to select multiple group types or select all.
- Select the **group**. There is the option to select multiple groups or select all. **Note:** As you will be only using the **Cohort** group type currently, you only need to select this group type.
- If you would like to view particular users, select the required **users**, or select all.
- Select the **form**. There is the option to select multiple forms or select all. **Note:** Only forms that have completed responses against them will appear, the parameters set will impact this list, e.g. if you put a date range where no EPA 1 forms were completed, this will not be seen as an option in the dropdown to report on.
- To include the **scores** associated with submitted forms select **true** otherwise select **false**. **Note:** Currently, scores are not being used in CLA, so this can be left false.



The screenshot shows a form for setting up a Detailed Response Report. It includes the following fields and options:

- Language:** en-GB (dropdown)
- Timezone:** AUS Eastern Standard Time (dropdown)
- View Report:** Button
- Created From Date:** 28/01/2024 (calendar icon)
- Created To Date:** 29/01/2025 (calendar icon)
- Include Archived Groups:** ☐ True ☒ False
- Include Historic/Future Groups:** ☐ True ☒ False
- Group Types:** Cohort, Group (dropdown)
- Groups:** (empty dropdown)
- Users:** (empty dropdown)
- Form:** (empty dropdown)
- Show Scores:** ☐ True ☒ False

- To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. Export the report if needed by clicking on the disc icon at the top of the report and selecting the Excel export format.

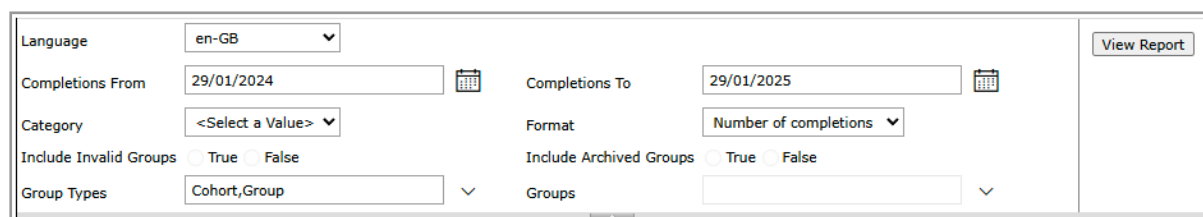
*If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.*

### 4.3 Completions Report by Tags

This report lists all forms and assessments within a chosen form template Tag. It includes the form and assessment details such as completion status, the number of completions, the most recent completion date, high/low scores (if applicable), and comprehensive completion information for each form and assessment.

#### Setting up a Completions Report by Tags

- Select the **language** – **en-GB**.
- Select the **completions from** date and **completions to** date to specify the timeframe.
- Select the **category** from the drop-down list.
- Select the **format** from the drop-down list.
- To **include invalid groups**, select **true** otherwise select **false**.
- To **include archived groups**, select **true** otherwise select **false**.
- Select the **group**. There is the option to select multiple groups or select all.  
**Note:** As you will be only using the **Cohort** group type currently, you only need to select this group type.



The screenshot shows a form for setting up a 'Completions Report by Tags'. It includes the following fields and options:

- Language:** A dropdown menu set to 'en-GB'.
- Completions From:** A date input field set to '29/01/2024' with a calendar icon.
- Completions To:** A date input field set to '29/01/2025' with a calendar icon.
- Category:** A dropdown menu set to '<Select a Value>'.
- Format:** A dropdown menu set to 'Number of completions'.
- Include Invalid Groups:** Radio buttons for 'True' and 'False', with 'False' selected.
- Include Archived Groups:** Radio buttons for 'True' and 'False', with 'False' selected.
- Group Types:** A dropdown menu set to 'Cohort, Group'.
- Groups:** An empty input field with a dropdown arrow.
- View Report:** A button located on the right-hand side of the form.

- To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the disc icon at the top of the report and select the Excel export format.

*If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.*

### 4.4 Completions Report by Program

Combining features from the Completions Report by Tags and the Detailed Response Report, this report enables users to track all completed forms and assessments within a specified timeframe across various groups and PGY instances.

## Setting up a Completions Report by Program

- Select the **language** – **en-GB**.
- Select the **completions from** date and **completions to** date to specify the timeframe.
- To include invalid groups, select **true** otherwise select **false**.
- To include archived groups, select **true** otherwise select **false**.
- Select **group type**. There is the option to select multiple group types or select all.  
**Note:** As you will be only using the **Cohort** group type currently, you only need to select this group type.
- Select the **group**. There is the option to select multiple groups or select all.
- To **include invalid PGY instances** select **true** otherwise select **false**.
- To **include archived PGY instances** select **true** otherwise select **false**.
- Select the **PGY instance** from the drop-down list.
- Select the **report format** from the drop-down list.

Language	<input type="text" value="en-GB"/>			<a href="#">View Report</a>
Completions From	<input type="text" value="29/01/2024"/>		Completions To	<input type="text" value="29/01/2025"/>
Include Invalid Groups	<input type="radio"/> True <input checked="" type="radio"/> False		Include Archived Groups	<input type="radio"/> True <input checked="" type="radio"/> False
Group Types	<input type="text"/>		Groups	<input type="text"/>
Include Invalid ePAD Instances	<input type="radio"/> True <input checked="" type="radio"/> False		Include Archived ePAD Instances	<input type="radio"/> True <input checked="" type="radio"/> False
ePAD Instance	<input type="text"/>		Report Format	<input type="text" value="Number of Completions"/>

- To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the disc icon at the top of the report and select the Excel export format.

*If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.*

## 4.5 User Diagnostic Report

This report provides a comprehensive profile of all users created within a selected timeframe for a chosen role. It includes all user details, group attachments, and optional custom properties set up within the organisation.

**Note:** Term and Clinical Supervisors do not have access to this report.

## Setting up a User Diagnostic Report

- Select the **language** – **en-GB**.
- Select the **created from date** and **created to date** to specify the timeframe.
- Select **role**. There is the option to select multiple roles or select all.
- Select **format** from the drop-down list.
- To include deleted groups, select **true** otherwise select **false**.
- To **show organisation** select **true** otherwise select **false**.
- To show all custom properties select **true** otherwise select **false**.


Language

en-GB

▼


Created From Date

29/01/2024



Created To Date

29/01/2025



Roles

Term Supervisor (remove), State Ad

▼

Format

Row per user and group

▼

Include Deleted Groups

☐ True ☒ False

Show Organisation

☒ True ☐ False

Show all custom properties

☐ True ☒ False

View Report

- To run the report, click **View Report** on the right-hand side of the data options.

The report will be available to view in the screen below your search criteria. To export the report, click on the disc icon at the top of the report and select the Excel export format.

*If any changes are made to the report setup after running the report, the report will need to be run again by clicking view report to display the new changes.*



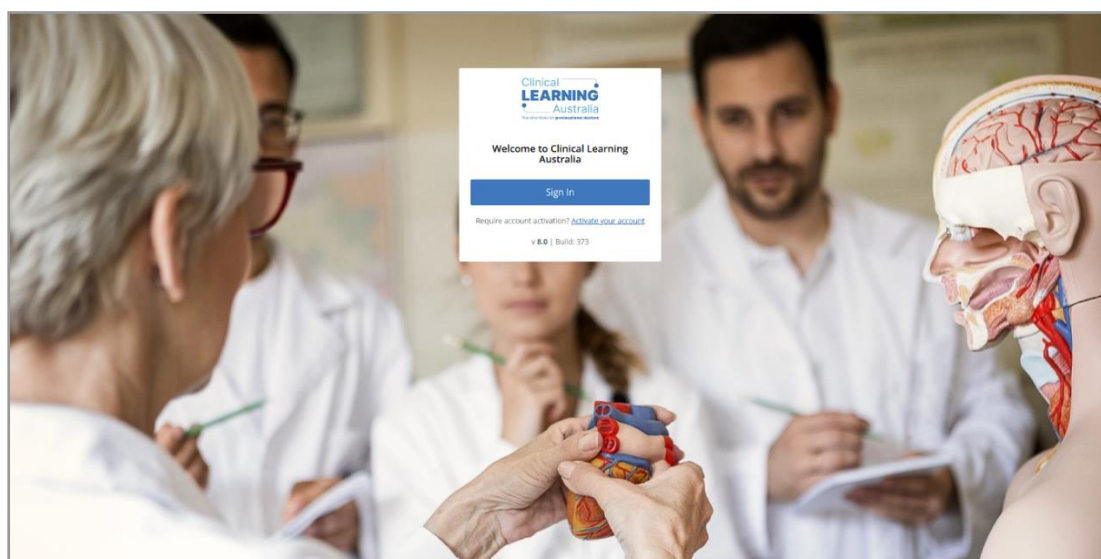
## 5 Scenario

### *Completing a Mid Term Assessment*

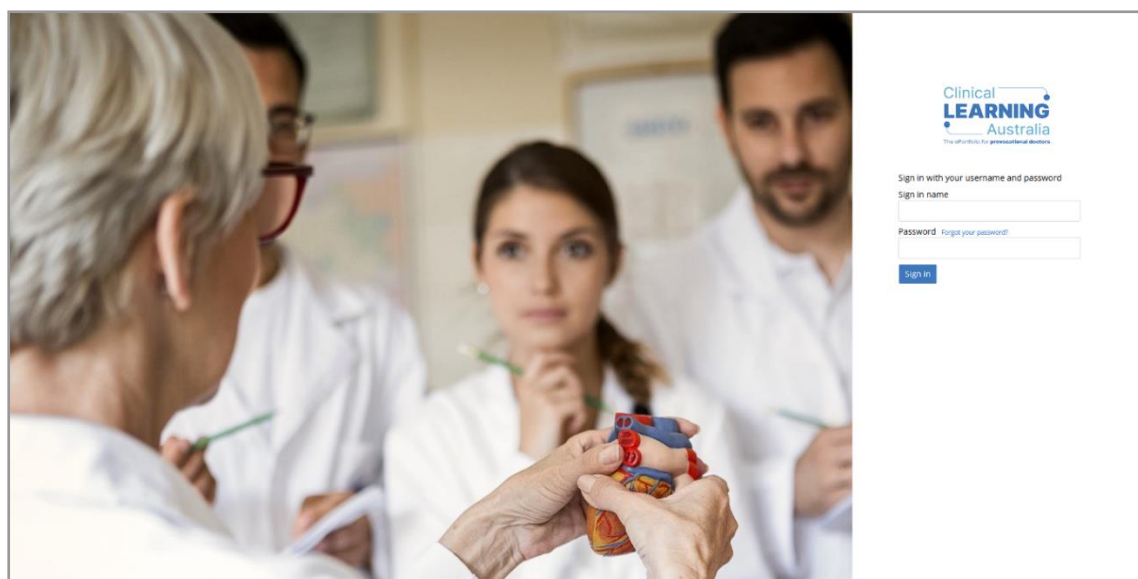
It is time to complete a mid-term assessment for Ellie, a PGY 1 prevocational doctor. The mid-term assessment is meant to be completed by a Clinical Supervisor or a Term Supervisor, however, this can be done either on their device/login, or they can complete this together on Ellie's login and the Supervisor signs off the assessment at the end.

Ellie and her Supervisor have decided to complete the assessment using Ellie's login.

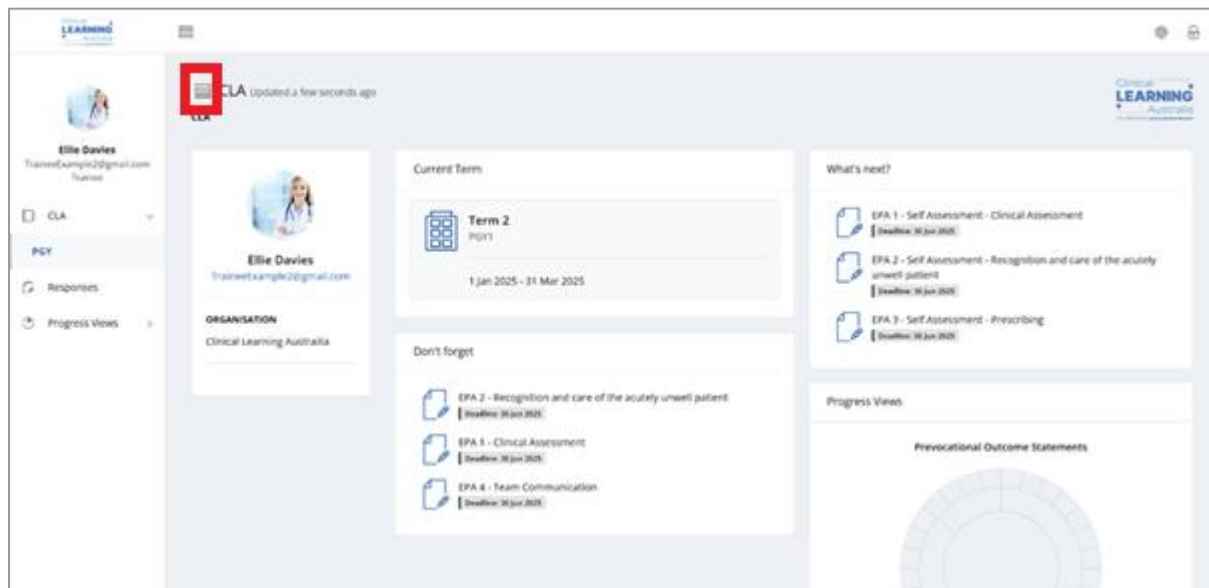
First Ellie goes to the CLA website, and puts in the URL - <https://cla.epads.mkmapps.com/> and clicks on **Sign in**.



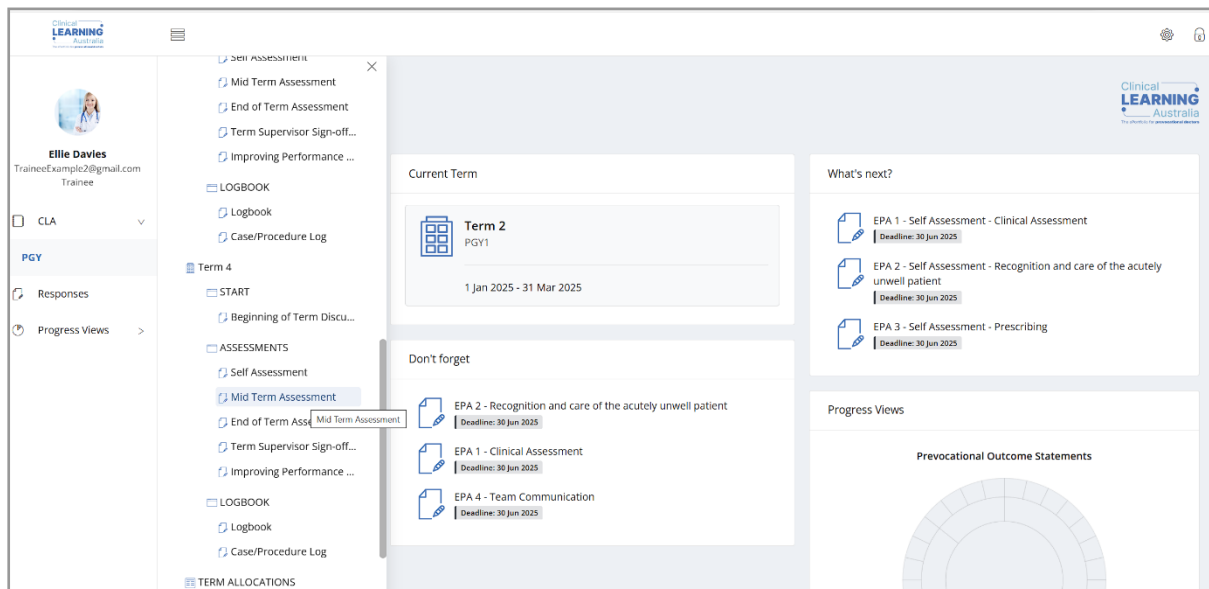
Ellie enters her email address and password before clicking the **Sign in** button.



Starting from the home page, Ellie opens the ePortfolio using the secondary burger icon to see the forms listing menu.



Ellie scrolls through the forms list until she finds the correct Mid Term Assessment (relevant to the current term she is on) that she and her Supervisor want to complete. She clicks on the form name to open.



Ellie can see a preview of the form and that a mid term assessment has not yet been completed for her. She selects **Complete new** which opens a new form for her and her Supervisor to complete.

**Clinical LEARNING**

**Ellie Davies**  
TraineeExample2@gmail.com  
Trainee

CLA

PGY

Responses

Progress Views

**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 **Complete new**

Mid Term Assessment | Deadline: 1 Oct 2024 **Complete new**

**Form preview**

**Mid Term Assessment**

To be completed by the term supervisor at the mid-point in any term longer than five weeks.  
Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.

**Sources of information used to complete this form**

**Consultation with/feedback from:**

- ☐ Nursing staff
- ☐ Registrars
- ☐ Allied health professionals

Ellie and her Supervisor can now see an editable version of the form. Although the form states that it is to be completed by a Term Supervisor, Ellie can be logged into CLA and work through completing her form along with her Supervisor using her login.

**Clinical LEARNING**

Draft 2024-11-14 10:15 **Delete** **Saved** **Save & close** **Email for later** **Submit**

**Mid Term Assessment**

**Mid Term Assessment**

To be completed by the term supervisor at the mid-point in any term longer than five weeks.  
Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.

**Sources of information used to complete this form**

**Consultation with/feedback from:**

- ☐ Nursing staff
- ☐ Registrars
- ☐ Allied health professionals
- ☐ Other specialists
- ☐ Other
- ☐ Assessments of EPAs conducted throughout the term (as data points and as a point of discussion)
- ☐ PGY1 / PGY2 record of learning (progress against outcome statements to date)

**Relevant documents**

The AMC Assessment Requirements (Training and Assessment Requirements Section 3) will assist in completing this form. The form aligns with the Australian Medical Council and Medical Board of Australia's Prevocational Outcome statements (Training and Assessment)

Registrars

Allied health professionals

Ellie renames the assessment in the text box at the top left of the window to Mid Term Assessment and the current date. This is not a necessary step, but Ellie has found it to be good practice. She clicks **Save changes** to make sure she does not risk losing her work.

Mid Term Assessment 14 [Delete]

Save changes Save & close Email for later Submit

Mid Term Assessment

To be completed by the term supervisor at the mid-point in any term longer than five weeks.  
Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.

Sources of information used to complete this form

Consultation with/feedback from:

- ☐ Nursing staff
- ☐ Registrars
- ☐ Allied health professionals
- ☐ Other specialists
- ☐ Other
- ☐ Assessments of **EPAs** conducted throughout the term (as data points and as a point of discussion)
- ☐ **PGY1 / PGY2** record of learning (progress against outcome statements to date)

Relevant documents

The AMC Assessment Requirements (Training and Assessment Requirements Section 3) will assist in completing this form. The form aligns with the Australian Medical Council and Medical Board of Australia's Prevocational Outcome statements (Training and Assessment)

Ellie and her Supervisor begin to scroll down through the form. They see that they need to tick who they consulted and what feedback sources have been used with as part of undertaking the Mid Term Assessment, for instance EPAs or PGY records of learning. They can click one or more roles as required and click on them again to remove them if they selected any in error.

They also note the information provided about relevant documents or requirements that will assist in completing the form.

Mid Term Assessment 14 [Delete]

Save changes Save & close Email for later Submit

Mid Term Assessment

To be completed by the term supervisor at the mid-point in any term longer than five weeks.  
Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment.

Sources of information used to complete this form

Consultation with/feedback from:

- ☐ Nursing staff
- ☒ Registrars
- ☐ Allied health professionals
- ☐ Other specialists
- ☐ Other
- ☐ Assessments of **EPAs** conducted throughout the term (as data points and as a point of discussion)
- ☒ **PGY1 / PGY2** record of learning (progress against outcome statements to date)

Relevant documents

The AMC Assessment Requirements (Training and Assessment Requirements Section 3) will assist in completing this form. The form aligns with the Australian Medical Council and Medical Board of Australia's Prevocational Outcome statements (Training and Assessment)

For each Domain, Ellie's Supervisor will need to select the Outcomes that the assessment is based on. They do this by clicking on the tick boxes to select the outcomes and clicking again to untick if they selected any in error.

They start with Domain 1: Clinical Practice, and Ellie's Supervisor selects two statements.

The screenshot shows the 'Mid Term Assessment 1x' interface. At the top, there are buttons for 'Save changes', 'Save & close', 'Email for later', and 'Submit'. The main content area is titled 'Domain 1: Clinical Practice' and 'The prevocational doctor as practitioner'. Below this, it states 'The assessment of this Domain is based on the following outcomes:'. A list of outcomes follows, each with a checkbox:

- ☐ 1.1 Patient safety: Place the needs and safety of patients at the centre of the care process, working within statutory and regulatory requirements and guidelines. Demonstrate skills including effective clinical handover, graded assertiveness, delegation and escalation, infection control, and adverse event reporting.
- ☒ 1.2 Communication: Communicate sensitively and effectively with patients, their family/carers, and health professionals applying the principles of shared-decision making and informed consent.
- ☒ 1.3 Communication - Aboriginal and Torres Strait Islander patients: Demonstrate effective culturally safe interpersonal skills, empathic communication, and respect, within an ethical framework, inclusive of Indigenous knowledges of well-being and health models to support Aboriginal and Torres Strait Islander patient care.
- ☐ 1.4 Patient assessment: 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 patients' health and other relevant issues.
- ☐ 1.5 Investigations: Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of cost-effectiveness.
- ☐ 1.6 Procedures: Safely perform a range of common procedural skills required for work as a PGY1 or PGY2 doctor.
- ☐ 1.7 Patient management: Make evidence-informed management decisions and referrals using principles of shared decision-making with patients, carers and the health care team.
- ☐ 1.8 Prescribing: Prescribe therapies and other products including drugs, fluid, electrolytes, and blood products safely, effectively and economically.
- ☐ 1.9 Emergency care: Recognise, assess, communicate and escalate as required, and provide immediate management to deteriorating and critically unwell patients.

At the bottom, there are checkboxes for 'Registrars' and 'Allied health professionals'.

Continuing to work through the Mid Term Assessment, Ellie and her Supervisor scroll down to the overall rating section for the Domain they have been working through – Domain 1: Clinical Practice.

The screenshot shows the 'Mid Term Assessment 1x' interface. At the top, there are buttons for 'Save changes', 'Save & close', 'Email for later', and 'Submit'. The main content area is titled 'Domain 1 rating overall'. Below this, it states 'If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.'.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Below the table, there is a section titled 'Feedback on Domain 1' with the text 'Please identify which outcome statements this feedback relates to.' and a text area with a rich text editor toolbar. At the bottom right of the text area, it says '0 Word(s)'.

At the bottom, there is a section titled 'Domain 2: Professionalism and leadership' with checkboxes for 'Registrars' and 'Allied health professionals'.

Ellie's Supervisor selects a radio button aligning with their rating.

The Supervisor also notes in the comments which outcome statements the rating is in relation to and any other feedback. The Supervisor can use word formatting to make the text easier to read, e.g. bold headings or bullets.

Mid Term Assessment 14

Save changes Save & close Email for later Submit

filling out this assessment, take account of the evidence provided and the context in which the assessment is being made. Evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module.

**Domain 1 rating overall**

If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Feedback on Domain 1**

Please identify which outcome statements this feedback relates to.

Normal B I U

**1.2 Communication:** Communicate sensitively and effectively with patients, their family/carers, and health professionals applying the principles of shared-decision making and informed consent.

**1.3 Communication - Aboriginal and Torres Strait Islander patients:** Demonstrate effective culturally safe interpersonal skills, empathic communication, and respect, within an ethical framework, inclusive of Indigenous knowledges of well-being and health models to support Aboriginal and Torres Strait Islander patient care.

63 Words

**Domain 2: Professionalism and leadership**

1. Registrars  
2. Allied health professionals

Ellie and her Supervisor continue to scroll through the assessment repeating the above for the subsequent Domains. The Supervisor selects the outcomes that the assessment is based on, selects a rating and enters associated feedback.

Mid Term Assessment 14

Save changes Save & close Email for later Submit

**Domain 2: Professionalism and leadership**

The prevocational doctor as a professional and leader

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

- ☐ **2.1 Professionalism:** Demonstrate ethical behaviours and professional values including integrity, compassion, self-awareness, empathy, patient confidentiality and respect for all.
- ☐ **2.2 Self-management:** Identify factors and optimise personal wellbeing and professional practice, including responding to fatigue, and recognising and respecting one's own limitations to mitigate risks associated with professional practice.
- ☐ **2.3 Self-education:** Demonstrate lifelong learning behaviours and participate in, and contribute to, teaching and supervision and feedback.
- ☐ **2.4 Clinical responsibility:** Take increasing responsibility for patient care, while recognising the limits of their expertise and involving other professionals as needed to contribute to patient care.
- ☒ **2.5 Teamwork:** Respect the roles and expertise of healthcare professionals, learn and work collaboratively as a member of an inter-professional team.
- ☐ **2.6 Safe workplace culture:** Contribute to safe and supportive work environments, including being aware of professional standards and institutional policies and processes regarding bullying, harassment and discrimination for themselves and others.
- ☐ **2.7 Culturally safe practice for Aboriginal and Torres Strait Islander patients:** Critically evaluate cultural and clinical competencies to improve culturally safe practice and create culturally safe environments for Indigenous communities. Incorporate into the learning plan strategies to address any identified gaps in knowledge, skills, or behaviours that impact Aboriginal and Torres Strait Islander patient care.
- ☐ **2.8 Time management:** Effectively manage time and workload demands, be punctual, and show ability to prioritise workload to manage patient outcomes and health service functions.

Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where

1. Registrars  
2. Allied health professionals

Mid Term Assessment 1x Delete Save changes Save & close Email for later Submit

**2.4 time management:** Effectively manage time and workload demands, be punctual, and show ability to prioritise workload to manage patient outcomes and health service functions.

Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided should be reviewed to support the assessment and feedback for this Domain. In filling out this assessment, take account of the evidence provided and the context in which the assessment is being made. Evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module.

**Domain 2 rating overall**  
If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Feedback on Domain 2**  
Please identify which outcome statements this feedback relates to.

Normal B I U ☰ ☷ ☰ ☷

**2.5 Teamwork:** Respect the roles and expertise of healthcare professionals, learn and work collaboratively as a member of an inter-professional team.

21 Words

Registrars  
Allied health professionals

This is repeated for Domain 3: Health and Safety

Mid Term Assessment 1x Delete Save changes Save & close Email for later Submit

**Domain 3: Health and society**

**The prevocational doctor as a health advocate**

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

- ☐ **3.1 Population health:** Incorporate disease prevention, appropriate and relevant health promotion and health surveillance into interactions with individual patients. Including screening for common diseases, chronic conditions, and discuss healthcare behaviours with patients.
- ☐ **3.2 Whole of person care:** Apply whole of person care principles to clinical practice, including consideration of a patient's physical, emotional, social, economic, cultural and spiritual needs and their geographical location. Acknowledging that these factors can influence a patient's description of symptoms, presentation of illness, healthcare behaviours and access to health services or resources.
- ☐ **3.3 Cultural safety for all communities:** Demonstrate culturally safe practice with ongoing critical reflection of health practitioner knowledge, skills, attitudes, practicing behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism and discrimination.
- ☐ **3.4 Understanding biases:** Demonstrate knowledge of the systemic and clinician biases in the health system that impact on the service delivery for Aboriginal and Torres Strait Islander peoples. This includes understanding current evidence on systemic racism as a determinant of health and how racism maintains health inequity.
- ☐ **3.5 Understanding impacts of colonisation and racism:** Demonstrate knowledge of the ongoing impact of colonisation, intergenerational trauma and racism on the health and wellbeing of Aboriginal and Torres Strait Islander peoples.
- ☐ **3.6 Integrated healthcare:** Partner with the patient in their healthcare journey, recognising the importance of interaction with and connection to the broader healthcare system. Where relevant, this should include communicating with caregivers and other health professionals.

Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided should be reviewed to support the assessment and feedback for this Domain. In

Registrars  
Allied health professionals



Ellie's Supervisor enters a rating and comments.

Mid Term Assessment 14 Delete Save changes Save & close Email for later Submit

professionals.

Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided should be reviewed to support the assessment and feedback for this Domain. In filling out this assessment, take account of the evidence provided and the context in which the assessment is being made. Evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module.

**Domain 3 rating overall**  
If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Feedback on Domain 3**  
Please identify which outcome statements this feedback relates to.

Normal **B I U**

**3.2 Whole of person care:** Apply whole of person care principles to clinical practice, including consideration of a patient's physical, emotional, social, economic, cultural and spiritual needs and their geographical location. Acknowledging that these factors can influence a patient's description of symptoms, presentation of illness, healthcare behaviours and access to health services or resources]

54 Words

☐ Registrars  
☐ Allied health professionals

They proceed to Domain 4: Science and scholarship and repeat.

Mid Term Assessment 14 Delete Saved Save & close Email for later Submit

**Domain 4: Science and scholarship**

The prevocational doctor as scientist and scholar.

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

- ☐ **4.1 Knowledge:** Consolidate, expand and apply knowledge of the aetiology, pathology, clinical features, natural history and prognosis of common and important presentations in a variety of stages of life and settings.
- ☐ **4.2 Evidence-informed practice:** Access, critically appraise and apply evidence from the medical and scientific literature to clinical and professional practice.
- ☐ **4.3 Quality assurance:** Participate in quality assurance and quality improvement activities such as peer review of performance, clinical audit, risk management and incident reporting and reflective practice.
- ☐ **4.4 Advancing Aboriginal and Torres Strait Islander Health:** Demonstrate a knowledge of evidence informed medicine and models of care that support and advance Aboriginal and Torres Strait Islander health.

Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided should be reviewed to support the assessment and feedback for this Domain. In filling out this assessment, take account of the evidence provided and the context in which the assessment is being made. Evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module.

**Domain 4 rating overall**  
If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

☐ Registrars  
☐ Allied health professionals



Ellie's Supervisor accidentally selects a 2 – 'Inconsistently met' Likert score for this domain. When this is selected, a new section appears with the heading 'Provide a justification for Rating' and a mandatory text box. This section appears when a rating of 1 – Rarely met or 2 – Inconsistently met is selected.

Mid Term Assessment 1c [Delete] [Save changes] [Save & close] [Email for later] [Submit]

**4.4 Quality assurance:** Participate in quality assurance and quality improvement activities such as peer review or performance, clinical audit, risk management and incident reporting and reflective practice.

**4.4 Advancing Aboriginal and Torres Strait Islander Health:** Demonstrate a knowledge of evidence informed medicine and models of care that support and advance Aboriginal and Torres Strait Islander health.

Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided should be reviewed to support the assessment and feedback for this Domain. In filling out this assessment, take account of the evidence provided and the context in which the assessment is being made. Evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module.

**Domain 4 rating overall**  
If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide a justification for:  
Rating:  
Selected as:  
2  
Inconsistently met

Feedback is provided here.

**Feedback on Domain 4**  
Please identify which outcome statements this feedback relates to.

Normal [B] [I] [U] [Link] [List] [Text]

**4.3 Evidence-informed practice:** Access, critically appraise and apply evidence from the medical and scientific literature to clinical and professional practice.

20 Words

Ellie's Supervisor realises that they made an error selecting the rating and changes their rating. The new section that was showing a moment ago now hides away again.

Mid Term Assessment 1c [Delete] [Save changes] [Save & close] [Email for later] [Submit]

Achievement of outcomes can be assessed by direct observation or through evidence entered in the e-portfolio record of learning. Where an outcome has not been observed, evidence provided should be reviewed to support the assessment and feedback for this Domain. In filling out this assessment, take account of the evidence provided and the context in which the assessment is being made. Evidence may include but is not limited to, attending a relevant educational course, workshop or conference, or completion of an online training module.

**Domain 4 rating overall**  
If a rating of 1 or 2 is selected, please specify which outcomes were inconsistently or rarely met.

	1 Rarely met	2 Inconsistently met	3 Consistently met	4 Often exceeded	5 Consistently exceeded
Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Feedback on Domain 4**  
Please identify which outcome statements this feedback relates to.

Normal [B] [I] [U] [Link] [List] [Text]

**4.2 Evidence-informed practice:** Access, critically appraise and apply evidence from the medical and scientific literature to clinical and professional practice.

20 Words

1. Registrars  
[ ] Allied health professionals

Once the Domain sections are completed, Ellie's Supervisor enters feedback about Ellie's strengths and areas for improvement. They click **Save changes**.

The screenshot shows a web interface for a 'Mid Term Assessment 14'. At the top, there are buttons for 'Save changes', 'Save & close', 'Email for later', and 'Submit'. Below the header, a dark blue box prompts the user to 'Please provide feedback on the following:'. The form is divided into two main sections: 'Strengths' and 'Areas for improvement'. Each section has a rich text editor with a toolbar (Normal, Bold, Italic, Underline, Link, Unlink, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo). The 'Strengths' section contains the text: 'Shows a strong ability to conduct a thorough and organized clinical assessment, covering history, physical examination, differential diagnosis, and management. By following a structured framework, key aspects of the patient's presentation were systematically addressed, ensuring nothing critical was missed. This methodical approach is essential for identifying red flags and prioritizing diagnoses in acute settings, which is especially important for patient safety and timely intervention.' The 'Areas for improvement' section contains the text: 'While the clinical assessment was thorough, it could benefit from greater efficiency, especially in time-sensitive situations like suspected Acute Coronary Syndrome (ACS). Streamlining the history-taking process and focusing on the most relevant information would allow for faster decision-making. Practicing rapid history-taking in simulated acute scenarios and refining questioning techniques could help improve speed without compromising the quality of the assessment.' Both sections show word counts: 65 Words(s) for Strengths and 60 Words(s) for Areas for improvement.

At the end of the form, Ellie's Supervisor enters in her name in the search field. If she cannot find her name, she will manually enter her name and email address in the fields below.

The screenshot shows the bottom portion of the 'Mid Term Assessment 14' form. At the top, the same buttons from the previous screenshot are visible. Below them is a section titled 'Additional support' with a word count of 0 Word(s). This section contains two paragraphs of text: 'Please contact the Medical Education Unit (MEU) or Director of Clinical Training (DCT), when a prevocational doctor requires additional support to meet the required standard.' and 'If you disagree with any points raised in your mid term assessment you should respond to your Director of Clinical in Training within 14 days of the assessment being completed.' Below this is a section titled 'Term Supervisor / Clinical Supervisor Details'. It contains a sub-section 'Existing Term Supervisors / Clinical Supervisors' with a search bar. Below the search bar, it says 'If the person is not listed provide their details below'. There are two required fields: 'Name \*' with the value 'Test Assessor' and 'Email \*' with the value 'testassessor@gmail.com'.

Ellie clicks **Submit** from the top right corner of the form. The computer asks if she is sure, as she and her Supervisor won't be able to make any more changes. She clicks on **OK** and the form is submitted as complete

The screenshot shows a web form titled "Mid Term Assessment 14." in the top left corner. In the top right corner, there are four buttons: "Saved", "Save & close", "Email for later", and "Submit". The form content includes a section for "Additional support" with instructions to contact the Medical Education Unit (MEU) or Director of Clinical Training (DCT) if additional support is needed, and a note about responding to any points raised within 14 days. Below this is a section for "Term Supervisor / Clinical Supervisor Details" with a search bar and a note that if the person is not listed, details should be provided. There are input fields for "Name \*" (containing "Test Assessor") and "Email \*" (containing "testassessor@gmail.com"). A modal dialog box is centered on the screen with the title "Are you sure?" and the text "Are you sure you want to submit this Response? Once submitted you will be unable to make any more changes." It has "Cancel" and "OK" buttons.

This sends her supervisor an email confirming that they have been recorded as having participated in this Mid Term Assessment.

Ellie and her Supervisor can see that Ellie now has a response under Mid Term Assessment, and clicking on the chevron icon will show the completed form.

The screenshot shows a user dashboard for "Ellie Davies" (TraineeExample2@gmail.com, Trainee). The left sidebar has a "PGY" section with "Responses" and "Progress Views". The main area is titled "ASSESSMENTS" and explains the purpose of the assessments. It lists two assessment types: "Self Assessment" (with a "Complete new" button) and "Mid Term Assessment" (marked as "Completed" with a chevron icon and an "Email (0)" button). Below the "Mid Term Assessment" entry, it says "Approved by Test Assessor (testassessor@gmail.com) on 14 Nov 2024 10:22". A box shows the approval message: "Test Assessor (testassessor@gmail.com) approved this response on 14 Nov 2024 10:22". Another box titled "Mid Term Assessment" contains instructions: "To be completed by the term supervisor at the mid-point in any term longer than five weeks. Other clinical supervisors, including registrars, may conduct or contribute to the mid point assessment." Below this is a dark button labeled "Sources of information used to complete this form". At the bottom, there is a section for "Consultation with/feedback from:".

Ellie scrolls to the bottom of the completed form and enters a comment. When she has finished typing, she clicks **Add comment**.

The comment is added to the end of the form.

She also opts to flag the response so that other authorised users, including Supervisors and DCTs that navigate to her Trainee Profile and Overview are notified that this form has a comment. She clicks on **Flag this response**.

When finished using CLA, Ellie clicks on the lock icon in the top right to log out.

## 6 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](#).