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Faculty of Pain Medicine
ANZCA

Faculty of Pain Medicine Training Program

Training ePortfolio: Frequently asked questions

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How do I access the pain medicine training program?

If you are a new trainee, once your application has been processed by the faculty your profile will be set up in the Risr/Advance pain medicine training program. You will then receive an email from the faculty with the following:

- A link to the ePortfolio.
- Your user ID.
- A temporary password to gain access to the system.

Enter the credentials that you receive from the faculty and press login.

You should change your password the first time that you successfully login.

If you're an existing trainee, you'll have received the above email when the system launched. You can use the link on this email or follow the link from the website.

How can I change my password?

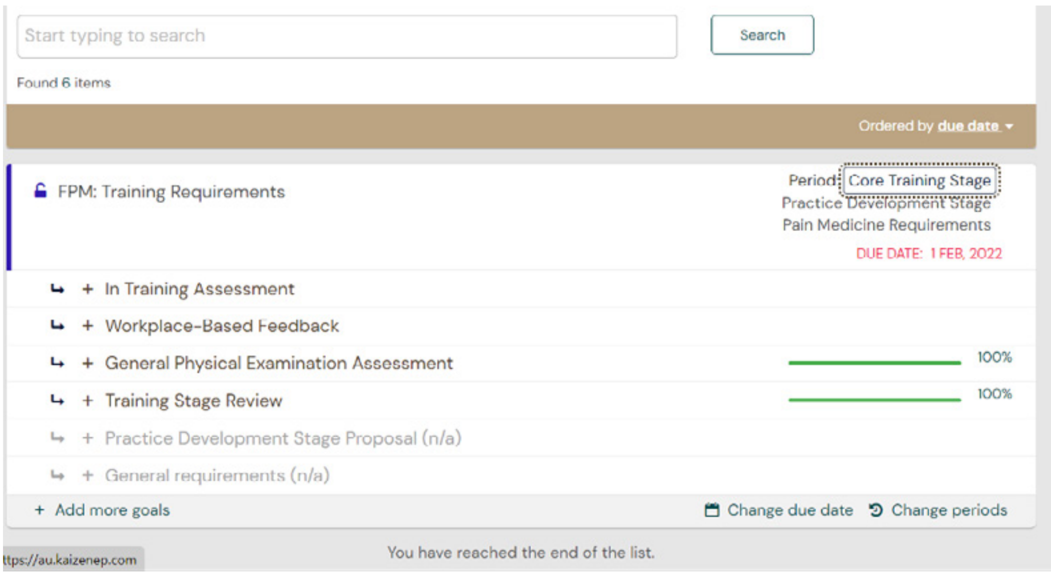
You can change your password by using the 'forgot password' feature on the login page.

Where will I see my completed records?

The training records of existing trainees have been migrated to the new ePortfolio.

You can find these details by clicking on the 'goals' tab on the menu at the top of your dashboard. You can navigate to the goals specific to a training period or to the overall goals under pain medicine requirements. By clicking on the '+' button next to the different activities it will expand the requirement for that activity.

As you enter activities into the ePortfolio these will also be added to the goals to assist you in managing your progression through the training program.



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How do I create a new activity or assessment?

There is a section on your dashboard called 'create a new activity or assessment'. If you click on 'create' you will be taken to a menu of all activities and assessments relevant to you.

Click on the activity or assessment that you want to create and the relevant one will open for you to complete.

When you have completed the form and attached any relevant documentation click on 'submit'.

Once you have done this the person/s you have nominated to complete the next section will be notified and this will also appear as an item on their to do list.

The event will also be listed on your 'timeline'.

How can I change an assessment or activity that I've created?

You can select 'Timeline' from the top menu bar, this will give you a list of all your events. From the right-hand radio buttons, you can see the status of the activity.

You may have any of the following options:

- Remind.
- Retract.
- Fill in.
- Delete.

If you can retract the activity, you may do so and then make changes to the event before resubmitting it.

How do I action my 'to do list'?

On the right-hand side of your screen there is a section called 'to do list'. All items that are awaiting your action will be listed here.

You can also access the to do list via the red bell on the top right-hand side of the dashboard.

You can preview the document by clicking on the horizontal lines at the right of the entry and then select 'fill in' from there or you can click on the event description, open it, and select 'fill in' and then 'submit'.

When you have completed the event and clicked on submit, the event will no longer be displayed on your to do list.

How can I change the details on my profile?

Any changes to your profile must be done by the FPM team.
Please send any change requests to fpm@anzca.edu.au.

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How can I edit my timeline?

The timeline is a record of all created activities and assessments and updates automatically. You can click on and view any partially or fully completed records/forms in the timeline but can't delete any records. If an activity or assessment form is not completed, you can click in the activity and 'fill in' to complete the required section of the form or access the form from your to-do list.

I have a question about the pain medicine training program – who do I contact?

Within the ePortfolio there is an FAQ section that will have instructions relating to some of the key activities.

If you have questions around the training program or technical questions around the ePortfolio, please contact the FPM team via fpm@anzca.edu.au or contact +61 3 8517 5337.