



ANZCA
FPM



**Australian College
of Rural & Remote
Medicine**



RACGP
Royal Australian College
of General Practitioners

ePortfolio Supervisor of Training User Guide
**Rural Generalist
Anaesthesia**

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1. Introduction

This document is a guide for supervisors using the online ePortfolio for the Rural Generalist Anaesthesia training program (RGA).

For more information on the program, please visit the [Rural Generalist Anaesthesia page](#) on the ANZCA website where you will find the link to access the ePortfolio, the following documents and support resources:

- Regulation 44 – Training in rural generalist anaesthesia leading to RGA qualification.
- Rural generalist anaesthesia handbook for training.
- Rural generalist anaesthesia training program curriculum.
- Rural generalist anaesthesia trainee toolkit.

2. Accessing the ePortfolio and the login process

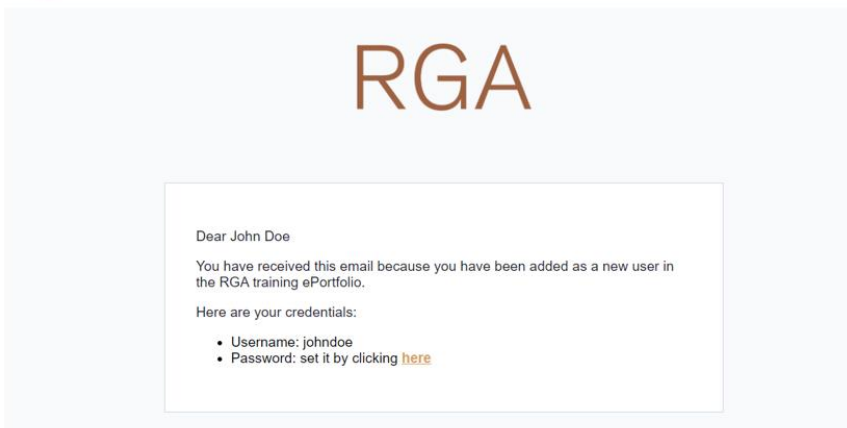
Once you have been nominated as an RGA supervisor with ANZCA and signed the supervisor of training agreement, we will set up your access to the training ePortfolio. You will then receive an email from ANZCA with a link to the ePortfolio, your user ID, and a temporary password to gain access to the ePortfolio.

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

Welcome to the RGA training ePortfolio

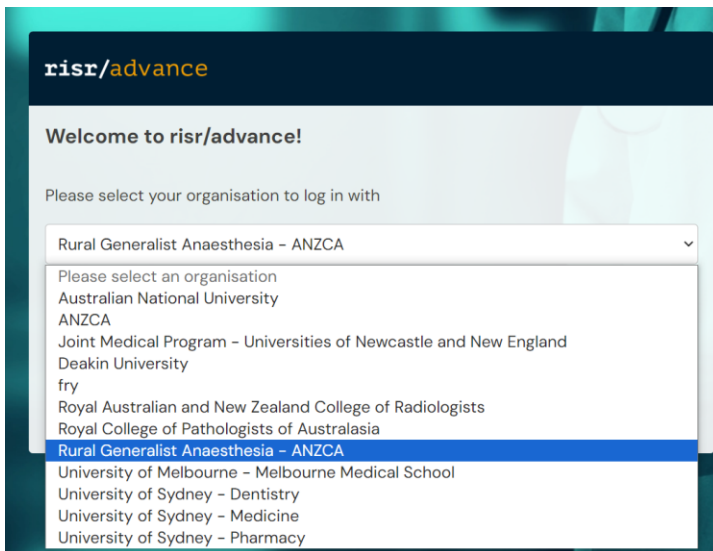


ANZCA <no-reply@anzca.edu.au>
To

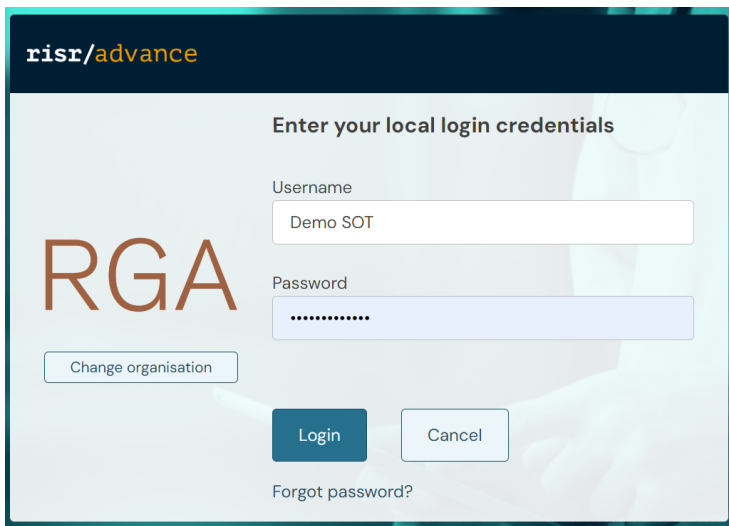


If you do not receive the email with your login credentials when expected, please check your junk or spam folder prior to contacting us.

Once you have your login credentials, we recommended you bookmark the login page or the [RGA page on the ANZCA website](#) to easily access the ePortfolio. When the ePortfolio opens, you will be asked to select the organisation to log in with. Please select 'Rural Generalist Anaesthesia-ANZCA' from the drop-down list.



Next, you will be asked to enter your username and password. Your username will be your ANZCA ID. Once these details are entered you can click the 'Login' button and the ePortfolio will open to your dashboard.

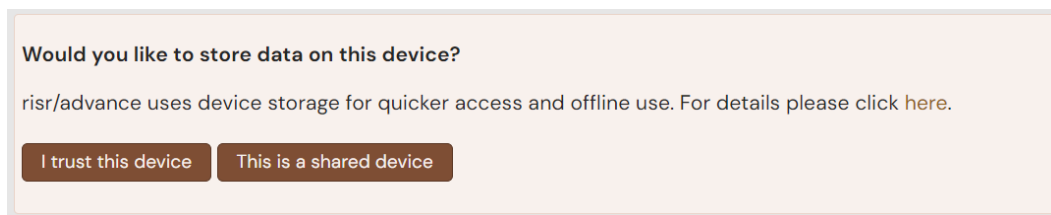


Forgot your password?

If you forget your password, click the 'Forgot password?' link on the login screen and follow the instructions to reset your password.

Would you like to share data on this device?

Each time you log into your dashboard (on the same device), you will see the following message at the top of the screen:



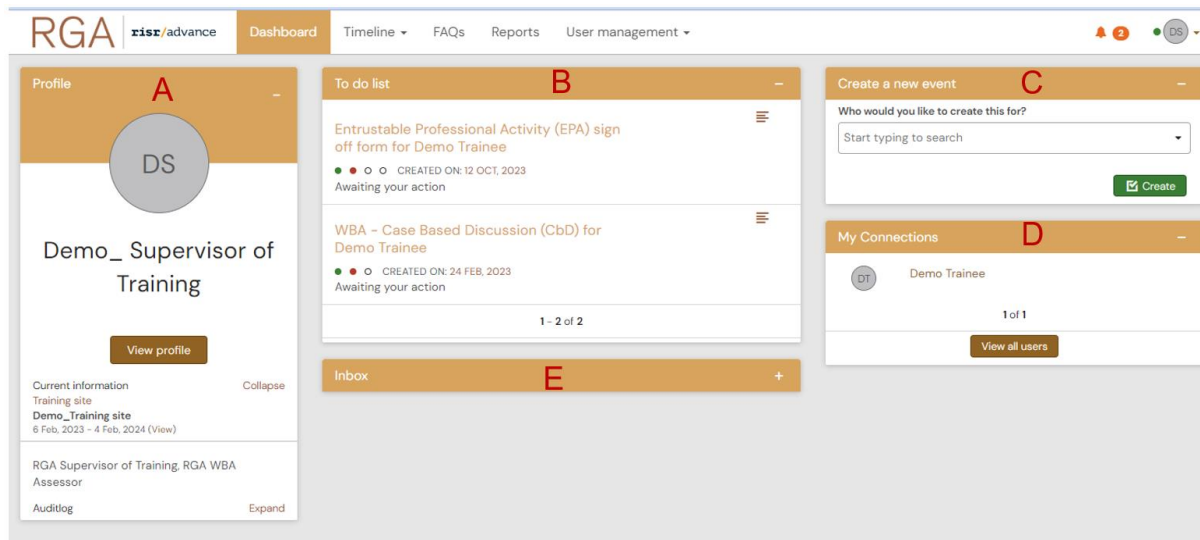
If it is a device you use regularly and is not shared or public, click 'I trust this device'.

3. The dashboard and navigation bar

When you log in to the ePortfolio, you will be taken to your dashboard. The dashboard shows an overview of what is relevant to your role/s.

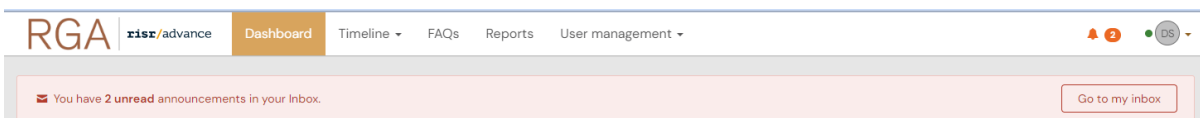
There are several activities that you can carry out from your dashboard. On this page you can:

- A. View your profile.
- B. View your 'To do list'. This is a list of items waiting for you to action.
- C. Create a new event or assessment.
- D. View your trainees (my connections).
- E. View announcements in your inbox.



From the top navigation bar, you can navigate to:

- Your timeline.
- Documents.
- FAQs.
- Reports.



If you have any announcements, you will see a red bar at the top of your dashboard. You can also see the message in your inbox on the dashboard.

You can click on the description in the inbox to see the full details or click on the button on the right of the red banner.

There is also a bell icon (🔔) at the top right-hand side of your screen. By clicking on the bell icon, you will be able to view your 'To do list' and saved drafts. If this is black, you have no outstanding tasks. If this is orange, you have tasks to complete. The number to the right of the items tells you how many items there are on your to do list.

3.1 View profile

You can view details of your profile by clicking on 'View Profile' under your name on the left-hand side of the dashboard.

You can then see:

- An audit log of changes made to your profile.
- Your email address.
- Your SOT appointment dates.

If you want to make a change to anything shown on your profile, please contact us at rga@anzca.edu.au.

3.2 Viewing your trainees.

On the dashboard you will find a list of trainees under the 'My connections' widget. These are all the trainees currently placed in your training.

To view a trainee, click on the trainee's name. You will be directed to the trainee's summary page. From there you can view the trainee's:

- Profile.
- Timeline.
- View progress towards their training requirements and goals.
- Documents.
- Create a new event or assessments for that trainee.

From there you can also see the trainee's navigation bar.

The screenshot shows the RGA trainee e-portfolio summary page for a trainee named 'Demo Trainee'. The page is divided into several sections:

- Profile:** Includes a circular profile picture with the initials 'DT', the name 'Demo Trainee', and a 'View profile' button.
- Basic Information:** Lists 'College ID 12388', 'RGA Trainee', 'Current information' (with a 'Collapse' link), 'Training site Demo_Training site' (with dates '1 Nov, 2022 - 31 Dec, 2023 (View)'), and 'FTE % 100%' (with dates '1 Nov, 2022 - 31 Dec, 2023 (View)').
- Training Program Requirements:** A table showing progress on various requirements:

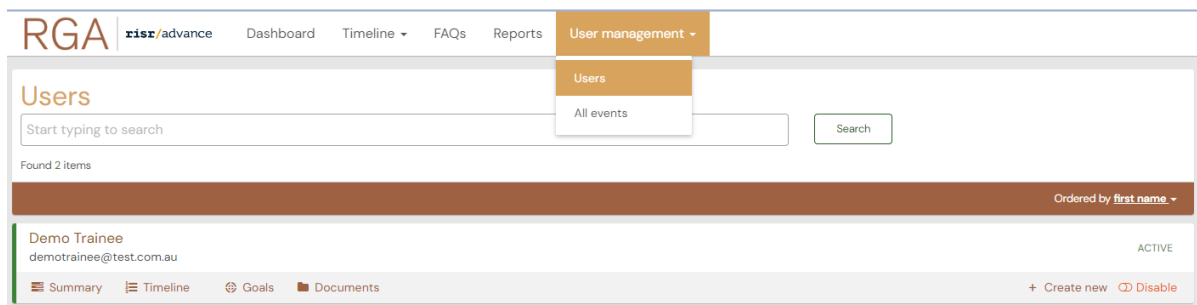
Requirement	Count	Progress %
Progress review and planning meetings	3	26%
Training time	6	50%
Workplace based assessments	6	14%
Examinations	6	100%
Entrustable professional activities (EPA) sign offs	6	14%
Multi-source feedback (MsF)	6	100%
- Training Time:** A table showing time spent on different activities:

Activity	Time	Progress %
Clinical Anaesthesia	12	26%
Leave (max 8 weeks)	1.55	0.3
Total Time (Clinical Anaesthesia + Leave)	13.55	0.3
Experience outside of main training site (max 4 weeks)	0.3	0.3
- EPAs:** A table showing progress on various Entrustable Professional Activities:

EPA	Progress %
EPA 1 - Assess Patients for Surgery	100%
EPA 2 - Provide obstetric analgesia	0%
EPA 3 - Provide general anaesthesia to stable ASA 1 and 2 patients	29%
EPA 4 - Provide perioperative pain relief for patients	0%
EPA 5 - Anaesthetise or sedate adult patients in the rural and remote context, including emergencies	0%
EPA 6 - Anaesthetise children 5 years and over in the rural and remote context, including emergencies	29%
EPA 7 - Provide obstetric analgesia and anaesthesia	7%
- Create a new event:** A button labeled 'Create'.

You can also access your trainee under 'User management' in the top navigation bar.

Select 'Users' to see a list of your trainees. If you have a number of trainees at your training site, you can use the search box to find a specific person and then access their portfolio by clicking on their name or 'Summary'.



For more information on the trainee ePortfolio portal, please refer to the trainee user guide on our website.

4. Tracking your trainee's progress

The goals help you track the trainee's progress through the training program. Trainees must complete all the goals before they are eligible for award of the RGA qualification.

You can view the trainee's goals either from the trainee summary page or from selecting 'Goals' in the trainee's navigation bar.

From the trainee's summary page

On the summary page, you will see three widgets with the trainee's training program requirements.

This 'Training Requirements' widget displays a summary of the status of the trainee's overall training requirements.

Training Requirements	Progress
Progress review and planning meetings	0
Training time	7%
Workplace based assessments	3
Examinations	0%
Entrustable professional activities (EPA) sign offs	29%
Multi-source feedback (MsF)	0%

The 'Time' widget shows a summary of the trainee's collated clinical experience and leave.

Time	Value
Clinical Anaesthesia	3.52
Leave (max 8 weeks)	0.905
Total Time (Clinical Anaesthesia + Leave)	9%
Experience outside of main training site (max 4 weeks)	0.64

The entrustable professional activities (EPA) section of the dashboard can be used to view the requirements and progress towards each EPA.

The percentages are generated in the ePortfolio, based on completed assessments and activities that have been linked to the EPA.

EPA	
EPA 1 - Assess Patients for Surgery	100%
EPA 2 - Provide obstetric analgesia	0%
EPA 3 - Provide general anaesthesia to stable ASA 1 and 2 patients	29%
EPA 4 - Provide perioperative pain relief for patients	0%
EPA 5 - Anaesthetise or sedate adult patients in the rural and remote context, including emergencies	17%
EPA 6 - Anaesthetise children 5 years and over in the rural and remote context, including emergencies	0%
EPA 7 - Provide obstetric analgesia and anaesthesia	0%

From each goal widget, you can click on any of the goals to expand on the requirements to meet that goal. This will show you a summary of the goal.

In the example below, the total time requirement is 52 weeks of training time. You can see the numbers of weeks accruing towards the 52 week requirement. From there you may also click on 'Show more' to see what recorded events are linked to that target. You may then link other events that are relevant to this target or create a new event.

Training time Show audit log

Created as part of Training program requirements
Due date: 31 Dec, 2023

Goal description:

RGA trainees must complete a minimum of 52 weeks full time equivalent (FTE) training time in an ANZCA accredited unit in clinical anaesthesia, which may include up to 8 weeks FTE leave. Time spent outside of clinical anaesthesia will not count towards the minimum duration.

Event targets

The following targets have been set for this goal. Please link events that you think best satisfy the aim of this goal.

Total Time (Clinical Anaesthesia + Leave)
3.1 of 52 How are events linked? Link event to this target

Links matching this target

- Record Time CREATED ON: 30 JAN, 2023
Week ending: 21 Nov, 2022
Unlink this event Show audit log Preview
- Record Time CREATED ON: 30 JAN, 2023
Week ending: 14 Nov, 2022
Unlink this event This event is linked to 3 other targets Show audit log Preview
- Record Time CREATED ON: 30 JAN, 2023
Week ending: 7 Nov, 2022
Unlink this event This event is linked to 2 other targets Show audit log Preview


All goals within this set

- Progress review and planning meetings
- Training time **Selected**
- Workplace based assessments
- Examinations
- Entrustable professional activities (EPA) sign offs
- Multi-source feedback (MsF)

1 - 6 of 6

Information

This page shows all of the details for this goal.

From this page, you may want to have a look at another goal within that goal-set. You can use the right-hand menu to select another goal. The goal you are currently viewing will have  next to it.

From the goals in the trainee's navigation bar

You can also view your training requirements by selecting 'Goals' in the top navigation bar.

RGA | ziss/advance | Dashboard | Timeline | FAQs | Reports | User management

You are viewing Demo Trainee's e-portfolio | Summary | Timeline | **Goals** | Documents

From here, you can see all your requirements in one page. You will also be able to use the search bar at the top or the advance search function on the right side of the screen to find a particular requirement.

In the goal-set, you can click on the '+' or '-' to show/hide the breakdown of the goal.

Entrustable Professional Activity		DUE DATE: 31 DEC, 2023
<ul style="list-style-type: none"> ➔ EPA 1 - Assess Patients for Surgery 67% <ul style="list-style-type: none"> ➔ Patient Consultation Observation – preoperative assessment ASA1 or 2 patients 1 / 1 ➔ Case base Discussion – anaesthesia management plan for patients with comorbidities who require low risk elective surgery 3 / 1 ➔ Sign-off 0 / 1 ➔ + EPA 2 - Provide obstetric analgesia 0% ➔ + EPA 3 - Provide general anaesthesia to stable ASA 1 and 2 patients 14% ➔ + EPA 4 - Provide perioperative pain relief for patients 0% ➔ + EPA 5 - Anaesthetise or sedate adult patients in the rural and remote context, including emergencies 0% ➔ + EPA 6 - Anaesthetise children 5 years and over in the rural and remote context, including emergencies 0% ➔ + EPA 7 - Provide obstetric analgesia and anaesthesia 0% 		

The status bar will show your progress towards the target. Each colour means:

- Red – 0-32%.
- Amber – 33-65%.
- Blue – 66-99%.
- Green – 100%.

You can see more information about a goal by clicking on the name.

5. Understanding the timeline

5.1 Timeline

Your 'Timeline' is a record of all forms, assessments, and documents attached to your profile.

There are several categories of events that can be accessed from the dropdown from the top navigation bar under 'Timeline'. For example, if you wanted to see all the training plans you have confirmed for trainees, you would select 'Progress reviews and plan meetings'. Alternatively, you will see all events when you select 'Timeline'.

The screenshot shows the RGA 'Timeline' page. At the top, there is a navigation bar with 'Timeline' selected. A dropdown menu is open, showing options: 'Timeline', 'Time records', 'Logbook', 'Progress reviews and plan meetings', 'Workplace based assessments', 'Entrustable Professional Activities', and 'Other'. The main content area displays a list of events, grouped by creation date. The first group is 'Events created in October 2023', featuring 'Entrustable Professional Activity (EPA) sign-off' and 'EPA EPA 2 - Provide epidural analgesia for patients in labour'. The second group is 'Events created in April 2023', including 'Add a relationship', 'Section of WBA - Direct Observation of Procedural Skills (DOPS) for Louise Trainee', and 'Section of Progress Review and Plan - Interim Progress Review for Louise Trainee'. The third group is 'Events created in February 2023', with 'Section of Progress Review and Plan - Interim Progress Review for Demo Trainee' and 'Progress Review and Plan - Interim Progress Review for Demo Trainee'. On the right side, there are panels for 'Bookmarked searches', 'Advanced search' (with fields for event type, state, date after, and date before), and 'Information'.

You will also be able to view a trainee's timeline which includes their training experiences, assessments and documents, under the trainee's navigation bar.

You can then use the search box at the top to filter the list to find specific events or event types.

The 'Advanced search' widget on the right side-column can also be used to search for events by type, date and/or state (draft or completed).

The screenshot displays the 'Demo Trainee's Timeline' interface. At the top, there is a navigation bar with 'RGAsisr/advance' and various menu items like 'Dashboard', 'Timeline', 'FAQs', 'Reports', and 'User management'. Below this, a sub-navigation bar shows 'You are viewing Demo Trainee's e-portfolio' and tabs for 'Summary', 'Timeline', 'Goals', and 'Documents'. The main content area is titled 'Demo Trainee's Timeline' and includes a search bar with the text 'Start typing to search' and a 'Search' button. Below the search bar, it says 'Found 36 items' and 'Ordered by date created'. A section titled 'Your to do list for this user' shows 5 events, each with a status indicator (red dot) and a 'Preview' button. The events are 'Progress Review and Plan — Interim Progress Review' with creation dates ranging from 30 JAN, 2023 to 27 FEB, 2023. Below this, there is a section for 'Events created in October 2023' featuring an event titled 'Entrustable Professional Activity (EPA) sign off form' with a status indicator (green dot) and a 'Preview' button. The event description includes 'You are currently working on a response to this event. Click here to fill in EPA EPA 2 - Provide epidural analgesia for patients in labour' and a 'Show audit log' button. At the bottom, there is a section for 'Events created in September 2023' with an event titled 'Case or procedure' and a status indicator (green dot). On the right side, there is an 'Advanced search' widget with filters for 'Event type', 'State', 'Date after' (d/m/yyyy), and 'Date before' (d/m/yyyy), along with an 'Apply' button. Below the search widget is an 'Information' section with a text box explaining that this is where all events for the user are displayed and that different categories of events can be accessed from the dropdown menu in the blue toolbar by clicking Timeline.

From the timeline, you can:

- View the status of an event.
- View the event.
- Create and complete events (see section 6).

5.2 Status of events in the timeline

In the timelines, the line on the left side of the event indicates the status of the event:

- A green line indicates the assessment has been completed.
- A red line indicates the assessment is either in draft or in progress.

The radio buttons on the right show further status details. The number of buttons indicates the number of steps required for completion and the colours reflect the completion status:

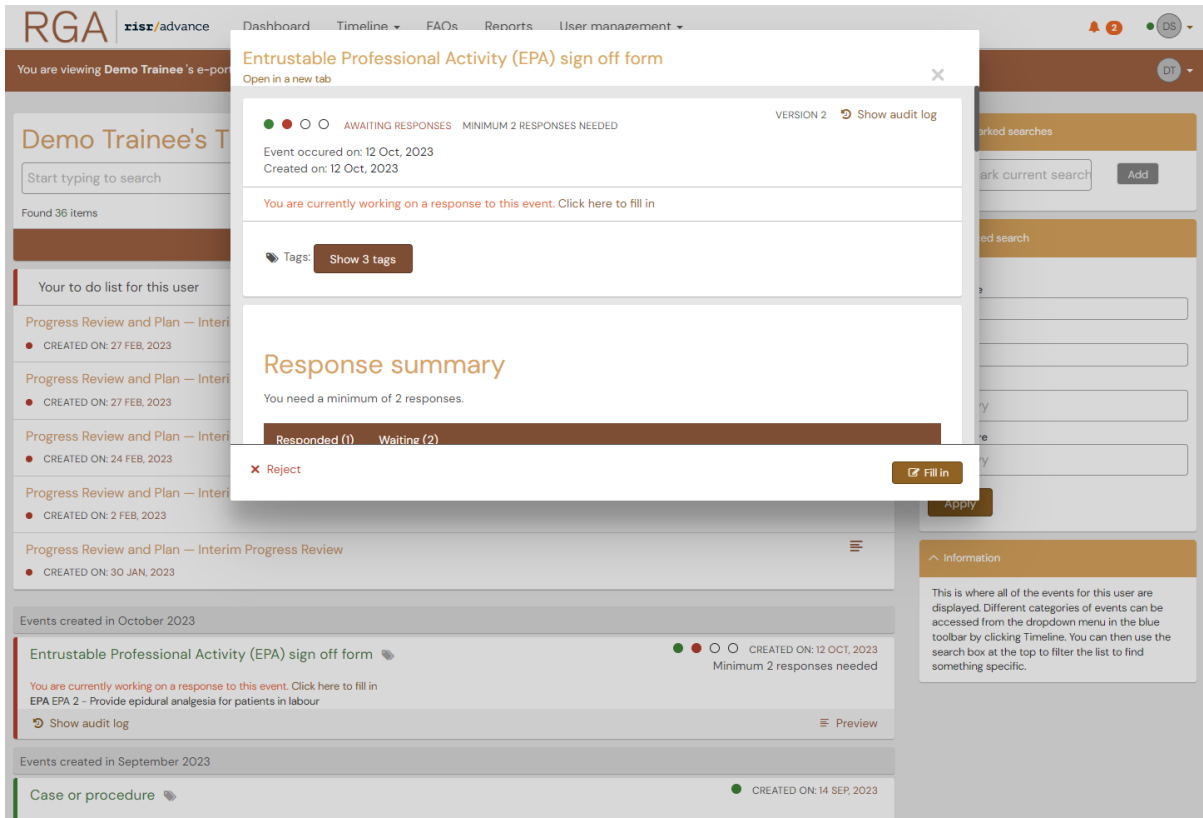
- Green – completed.
- Red – waiting to be completed.
- White – to be completed in the future.
- Grey – not required

Hover your mouse over a radio button for more information. If the event is not completed the status is also written beneath the radio buttons.

Please note, this shows a record of your actions towards an event. If a trainee filled a section of the event after you to complete the event, the event will not show as completed within your timeline. You can view your trainee's timeline to see if it has been completed.

5.3 Viewing events from the timeline

You can select any event in your timeline to see further details by clicking on the name. This will open the event. Alternatively, you can select preview in the bottom right of the event.

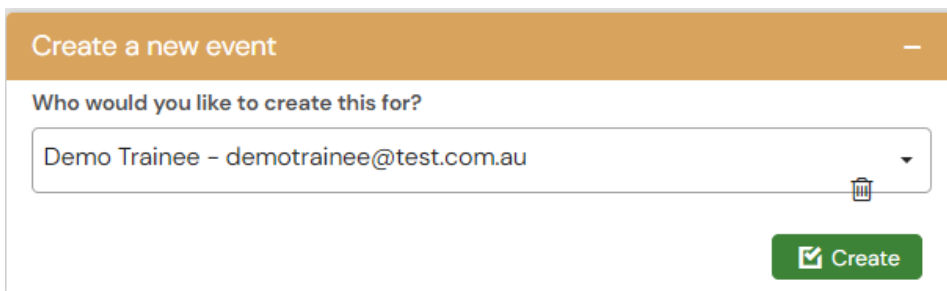


6. Creating and completing events


6.1 Create a new activity or assessment

You can create an event for any of your trainees.

On your dashboard, under the 'Create a new event' widget, type the name of the trainee you are wishing to create an event for, then click 'Create'.



You will then have a list of forms to select from. If the form is not there, the trainee will need to initiate that assessment.


[risr/advance](#)
[Dashboard](#)
[Timeline ▾](#)
[FAQs](#)
[Reports](#)
[User management ▾](#)

You are viewing **Demo Trainee**'s e-portfolio
 [Summary](#)
[Timeline ▾](#)
[Goals](#)
[Documents](#)

What would you like to create?

- Progress reviews and plan meetings
 - Progress Review and Plan – Interim Progress Review
- Workplace based assessments
 - WBA – Case Based Discussion (CbD)
 - WBA – Direct Observation of Procedural Skills (DOPS)
 - WBA – Mini Clinical Evaluation Exercise (Mini-CEX)
 - WBA – Patient Consultation Observation (PCO)

Once you have selected an event, you can enter the details of that event.

All sections marked * must be completed. Some events include a 'Generate report' button, which should be clicked to embed a report summarising related completed activities.

New Progress Review and Plan – Interim Progress Review for Demo Trainee

● VERSION 2

Fields marked with * are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto Demo Trainee's timeline as a **SHARED** event. Only users with permissions to view this event on their timeline will be able to view this event.

Date occurred on *
End date *

Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Review Report

[Generate report](#)

Please note any changes to the training plan or specific actions to be completed before to the next progress review and plan meeting.

Please select: *

[Attach files](#)

[Submit](#)
[Save as draft](#)

When you have completed all the details of the event you can submit the event. You also have the option to 'Save as draft' to finish later.

The event will automatically appear on your timeline and in the 'To do list' of the selected trainee.

6.2 Completing an activity or assessment

There are multiple ways to complete an event in the ePortfolio. For each option, complete the remaining fields in the event form and click 'Submit'. All sections marked * must be completed. If the status of the event is completed, the event will automatically link towards the relevant goal. The event will disappear from your 'To do list'.

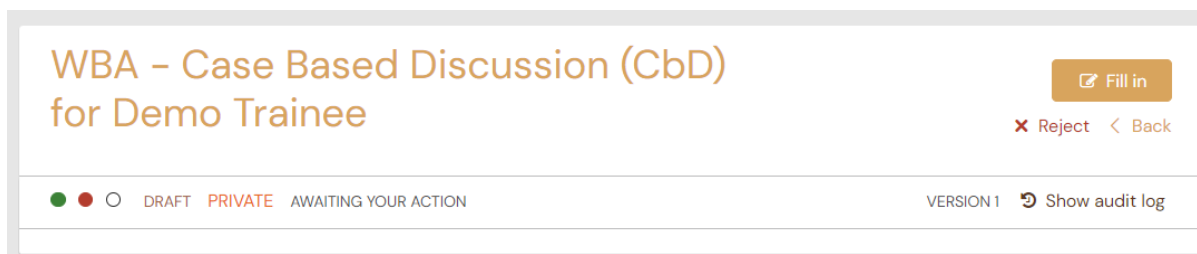
Using the 'To do list' on the dashboard



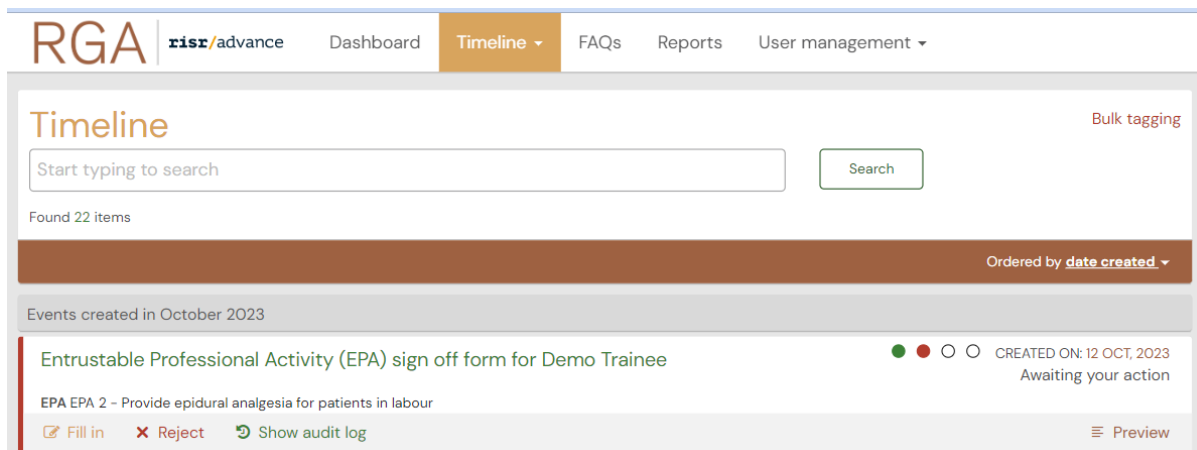
You can open the activity by clicking on the name of the event in the 'To do list'. Click on 'Fill in' located in the top right corner, complete the remaining fields and click 'Submit'.

From the timeline

You can open the activity by clicking on the name of the event in the timeline. Click on 'Fill in' located in the top right corner, complete the remaining fields and click 'Submit'.

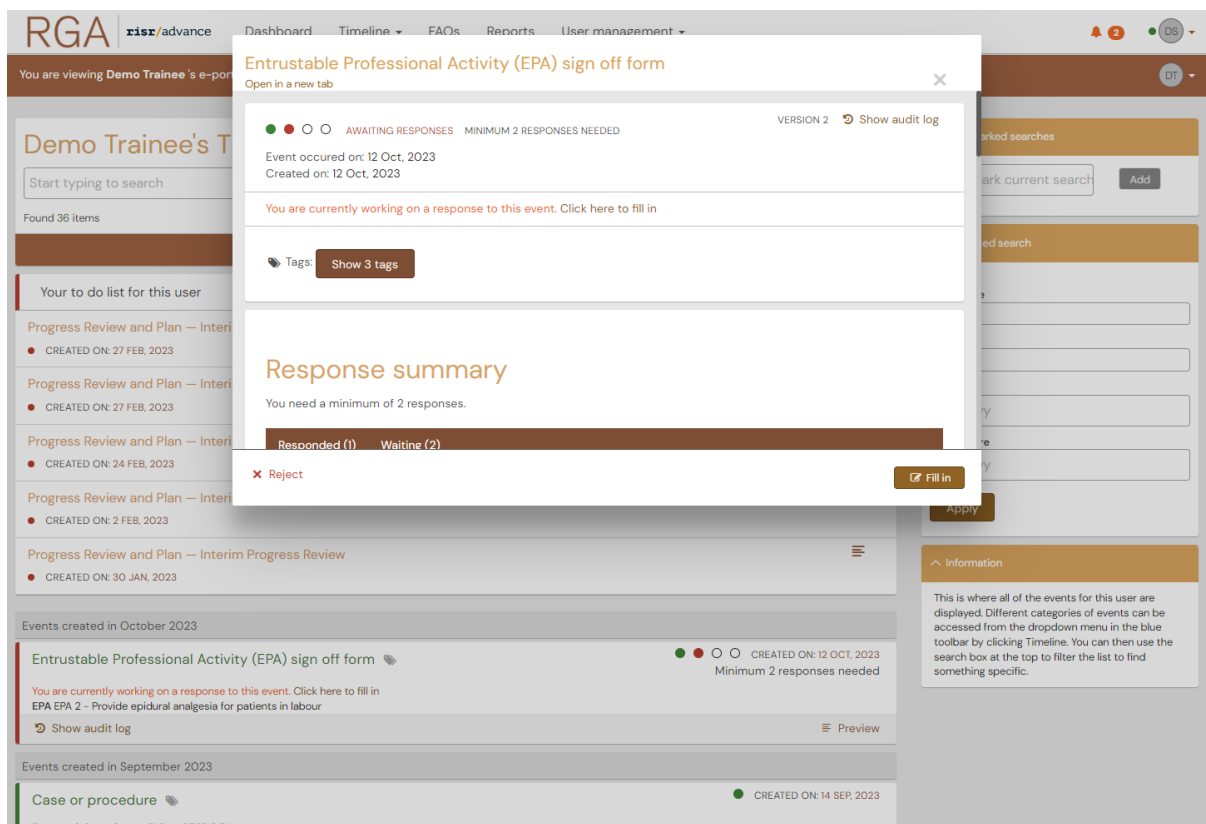


Alternatively, you can click 'Fill in' directly from the event in the timeline without first clicking on the event name.



Using the preview button

On both the timeline and the 'To do list,' you can use the 'Preview' button to complete the event.



By clicking the preview button, this will open the event in a pop-up box. In the bottom right of the pop-up box, click 'Fill in' and complete the remaining fields.

7. Documents

In this section you can add documents or view documents that have been uploaded in the ePortfolio, including those uploaded and attached as part of an assessment or activity event. You can also view the document libraries for your trainees.

You can create multiple folders for personal files or upload individual documents not associated with a training event.

Open a selected document by clicking on the download symbol underneath the document name.

8. Frequently asked questions

You will find frequently asked questions (FAQs) under 'FAQs' in the top navigation bar. You can use the search bar to find specific answers relating to the ePortfolio.

For FAQs about the course content and regulations, please visit the [ANZCA website](#).

9. Reports

You will be able to generate several reports from the ePortfolio to help you monitor trainees' progress. Reports are useful to see a summary of activities, such as a summary of completed WBAs or logbook entries. To generate an online report, select 'Reports' from the top navigation bar. Click on the name of the report. You have the option to either download the report as a PDF or to export as a CSV file.

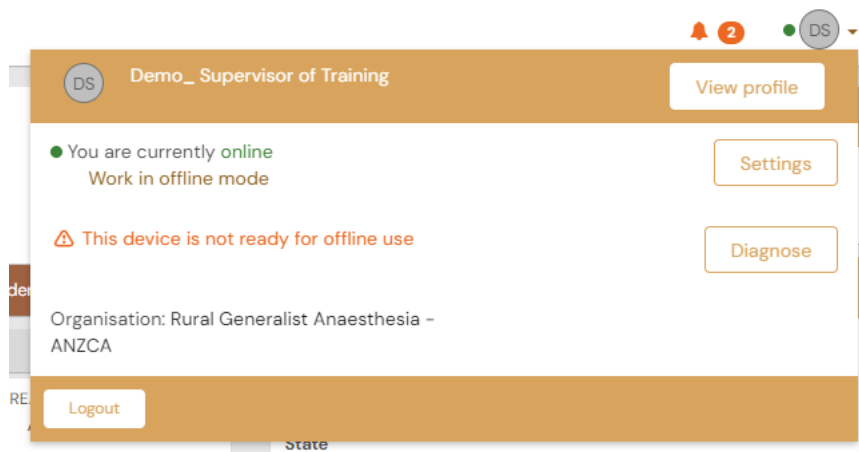
10. Offline mode

The first time you login on a device, you will be asked whether you would like to store data on the device to be able to work offline. If you trust this device, select 'I trust the device' so the ePortfolio will download and store data onto the device. This must be selected to use the offline mode.

You will also need to set up a pin before enabling offline mode for the first time.

To enable offline mode, click on your initials in the top right corner. Click on 'Work in offline mode'.

If you see the notification 'This device is not ready for offline use', click on 'Diagnose' to check if your device can use the offline mode.



When you are working online the status is green. When you are working offline the status becomes red.

Any events you submit while working offline will upload to the ePortfolio once network connection is re-established. The number of items waiting to upload will be shown next to the current connection status.

11. Troubleshooting

If you require any assistance, please contact us at rga@anzca.edu.au.