ePortfolio Trainee user guide

Rural Generalist Anaesthesia

Contents

1. Introduction

This document is a guide for trainees 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 registered as an RGA trainee with ANZCA, 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.
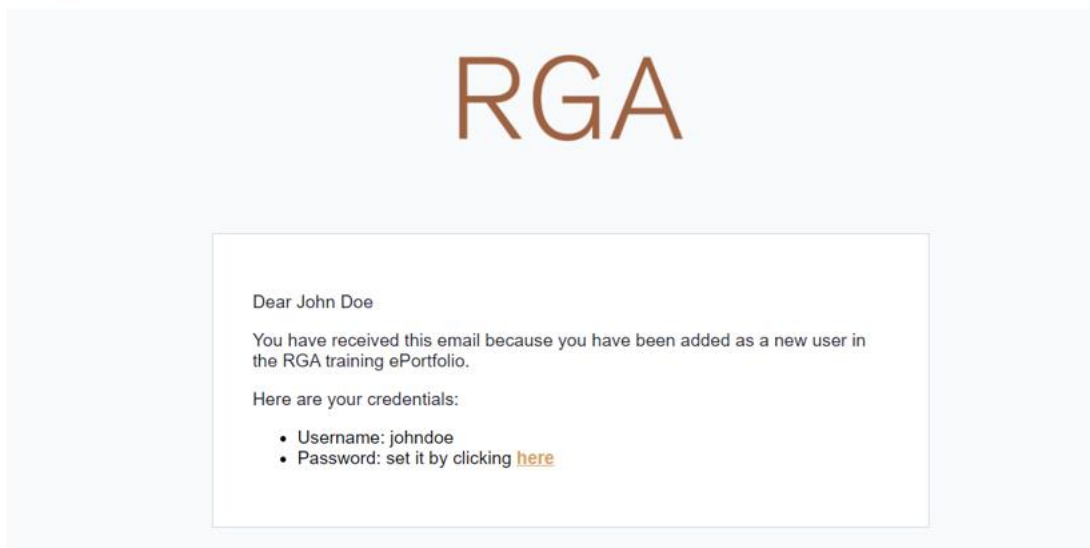
You should change your password the first time that you successfully log in.

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, it is 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 RGA from the drop-down list.
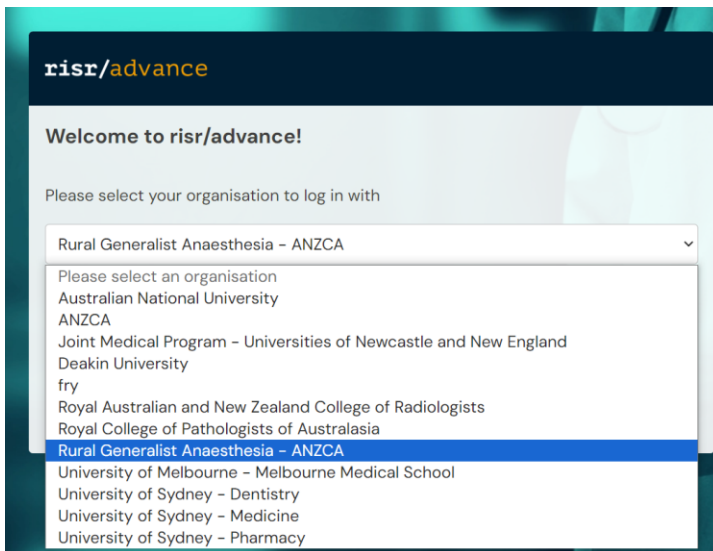
Next, you'll be asked to enter your username and password. Once these details are entered you can click the 'Login' button and the ePortfolio will open to your dashboard.
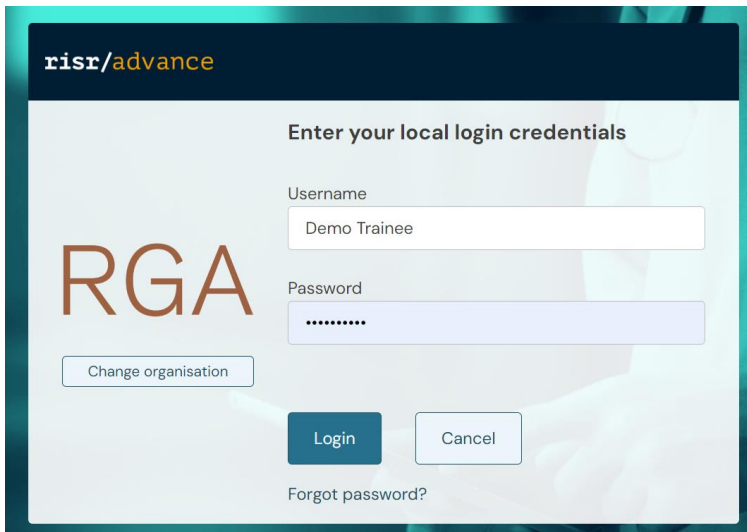
Forgot your password?

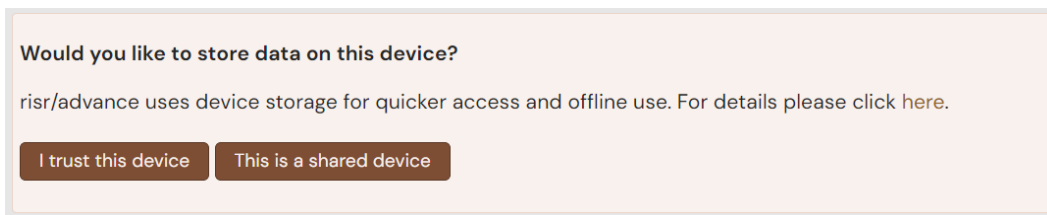If you forget your password, click the 'Forgot password?' link on the login screen and follow the instructions to reset your password.

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's 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 defaulted to your trainee dashboard. The dashboard shows an overview of your training requirements, progress towards goals and tasks to action.

There are several activities that you can carry out from your dashboard:

A. View your profile.
B. View and track progress towards your requirements. These goals can also be viewed and updated via the 'Goals' tab on the top toolbar.
C. Create a new event or assessment.
D. View your 'To do list'. This is a list of items waiting for you to action.
E. View announcements in your inbox.

From the top navigation bar, you can navigate to:

- Your timeline.
- Documents.
- FAQs.
- Goals.
- 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 red 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.

4. Your profile

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

You can then see:

- Your college ID.
- Your email address.
- Current training site.
- Your FTE.
- An audit log of changes made to your profile.

If any of your profile details change, please email us at rga@anzca.edu.au.

If you want to change the percentage of time you are working, you can indicate the FTE for one week within a 'Record time' log (see section 7.3) or can apply for part time training by completing a 'New DPA assessor request form' (see section 7.1).

5. Understanding your goals

The goals help you track your progress through the training program. You must complete all the goals before you will be eligible for award of the qualification.

You can view your individual goals either from your dashboard or from selecting 'Goals' in the top navigation bar.

From your dashboard

On the dashboard, you will have three widgets with all your training program requirements.

This 'Training program' widget displays a summary of the status of your overall training requirements.

The 'Time' widget shows a summary of your collated clinical experience and leave as captured in the weekly 'Record time' forms (see section 7.3).

Time	⟳ –
Clinical Anaethesia	3.52
Leave (max 8 weeks)	0.905
Total Time (Clinical Anaethesia + 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 (see section 7.5).

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

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 requirements. 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 (see section 7.1).

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 navigation bar

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

From here, you can see all your requirements in one page. You can also use the search bar at the top or the advance search function on the right side of the screen.

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

The status bar will show your progress towards the target:

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

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

6. Understanding your timeline

Your 'Timeline' is a record of all your training experiences, assessments and documents in one place.

There are 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 your cases and procedures, you would select 'Logbook'. Alternatively, you will see all events when you select 'Timeline'.
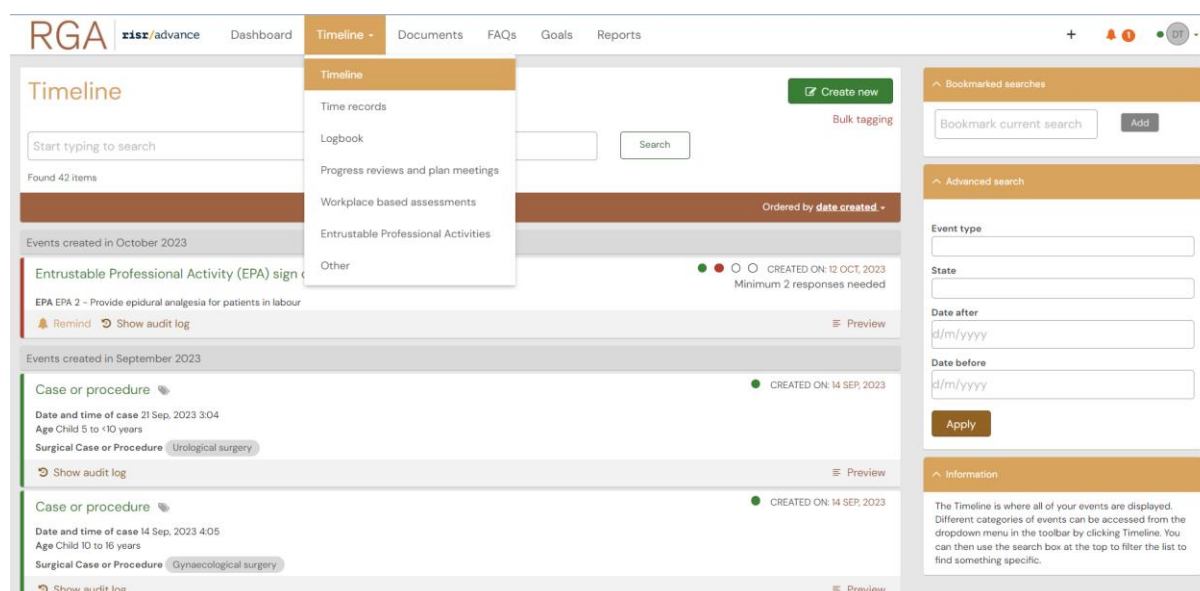
You can then use the search box at the top to filter the list to find specific events or event types.

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).

From the timeline, you can:

- View the status of an event.
- View the event.
- Create and complete events (see section 7.2).

6.1 Status of events in your timeline

From your timeline, you can view the status of the event. The line on the left side of the event indicates:

- 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 the status of the event. The number of buttons indicate the steps required for completion and the colours of the buttons mean:

- 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.

Once the status of the form is complete, it will automatically accrue towards your goals.

6.2 Viewing events from the timeline

You can select any event in your time record 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.

6.3 Sending reminders

If you are waiting for a response, you can send your supervisor/assessors a reminder from your timeline. Simply click on the 'Remind' button.

7. Creating and completing events
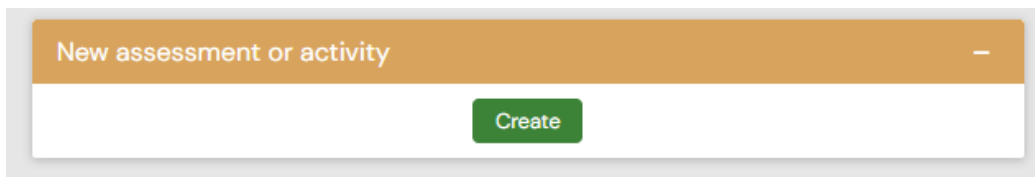
7.1 Create a new activity or assessment
There are multiple ways to create a new assessment or activity.

The dashboard
Click 'Create' in the 'New assessment or activity' widget.

The timeline
Click the green 'Create new' button.
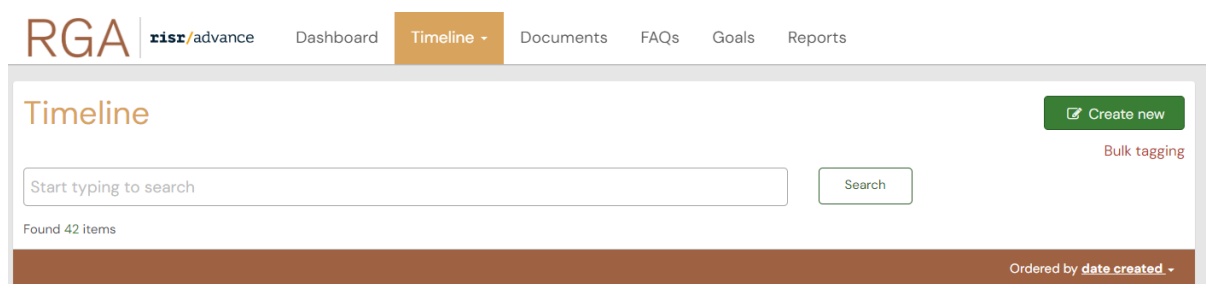
The top navigation bar
Click on the '+'.
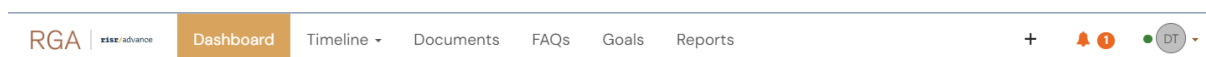
You will then have a list of event forms to select from. Select the form you wish to submit.

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

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

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

Each form has a different process for reviewing and completing. Some forms require you to select one or more supervisors/assessors before you can submit the form.

You must enter the name or email address of your supervisor of training or WBA assessor before you press submit.

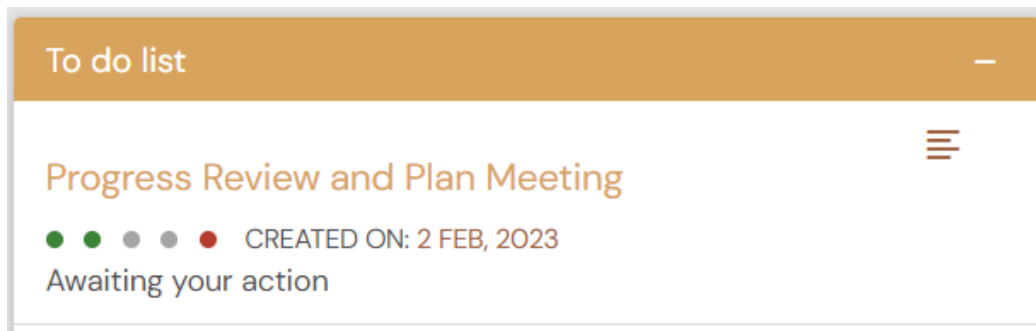The form will automatically appear on your timeline.

7.2 Completing an activity or assessment

There are multiple ways to complete a form in the ePortfolio.

Using 'To do list' on the dashboard

You can open the activity by clicking on the name of the form. This will open the form. In the top right corner, click on 'Fill in'. Complete the remaining fields and click 'Submit'. All sections marked * must be completed.
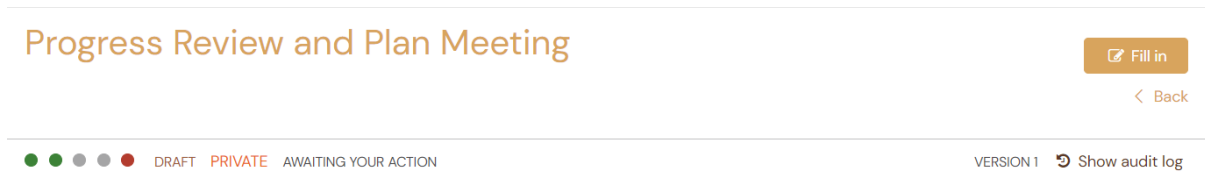
If the status of the form is completed, the form will automatically link towards the relevant goal. The form will also disappear from your 'To do list'.

From the timeline

You can open the activity by clicking on the name of the form. This will open the form. In the top right corner, click on 'Fill in'.

Alternatively, you can click 'Fill in' directly from the timeline

Complete the remaining fields and click 'Submit'. All sections marked * must be completed.

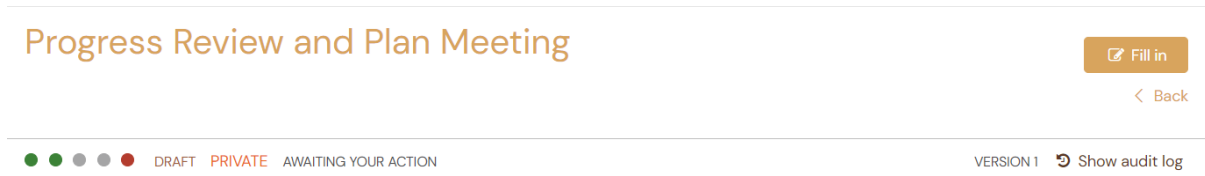If the status of the form is completed, the form will automatically link towards the relevant goal.

Using the preview button

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

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

7.3 Recording your time

Unlike other forms, your weekly time record will automatically be created and will appear in your 'Timeline' and 'To do list' for completion. Use the steps above in section 7.2 'Completing an activity or assessment' to complete the forms.

Important things to know about recording time:

- Each week will have the training period pre-defined – please check the dates to ensure you are entering details for the correct time-period.
- Time records cannot be submitted in advance.
- Time worked and leave (including sick leave) must add up to 100%. Leave is defined as any time not spent in clinical anaesthesia.
- If you have worked less than your full rostered week, you will be asked what proportion of the week you were on leave.
- You may save a record as a draft, during which time it will remain on your 'To do list' and you can edit or update any of your entries.

7.4 Completing the multi-source feedback (MsF) form

Use the above steps in section 7.1 to create a new assessment and select the 'Multi-source feedback (MsF) form' to initiate your MsF.

An MsF requires seven responses before it can be submitted to your supervisor of training.

Invitations to respond to an MsF form are not restricted by access to the ePortfolio – you can invite clinicians to respond by simply entering their email address in the required field and clicking the green 'Invite' button.

The MsF form will remain in your timeline (not in your to do list) until seven responses have been received. You will also be able to send reminder emails to those who have not yet responded.

Once the required seven responses are received, it can be sent to your supervisor. To send the completed MsF to your supervisor, add their details to the required field and click the green 'Close this section' button.

The MsF has now been closed and no further responses can be received and sent to the nominated supervisor for completion.

Once you have clicked on submit and the event has been submitted, you may not make any amendments to the form.

7.5 Signing off an entrustable professional activity (EPA)

Use the above steps in section 7.1 to create a new activity and select the 'Entrustable professional activities sign off form' to initiate your signoff. You will be required to generate reports. You may attach documents or add comments to these events at any time.

You must select two supervisors of training to complete your sign off. The details of each supervisor can be entered on the form and submitted for review. When both supervisors complete their review it will appear on your to do list as awaiting action.

Open the EPA, review the feedback and outcomes and click the 'Fill in' button to complete the trainee reflection section of the form.

If both supervisors of training did not give you the same outcome for the EPA, you can choose to send the EPA signoff to your State Support Officer for review. If you choose to do this, simply fill in the required fields on the form and submit.

7.6 Applying for Award of the RGA Qualification

Once you complete your all training requirements, you can apply for 'Award of the RGA Qualification' from ePortfolio.

Use the above steps in section 7.1 to create a new activity and select the 'Application of Award of the RGA Qualification'. The submitted application will be collected by RGA admin and will be sent for further review of DPA. Final outcome of the application will be recorded by RGA admin in ePortfolio with date of award qualification.

8. 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 form.

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.

Your supervisors of training will access this to view your documents. If there is any document you would prefer they don't see, you can make the document private by clicking the 'make private' button.

9. Frequently asked questions (FAQs)

You will find a number of frequently asked questions 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](#).

10. Reports

You will be able to generate a number of reports from the ePortfolio. 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.

11.　Offline mode

The first time you login on a device, you will be asked whether you would like to store data on the device in order 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'.
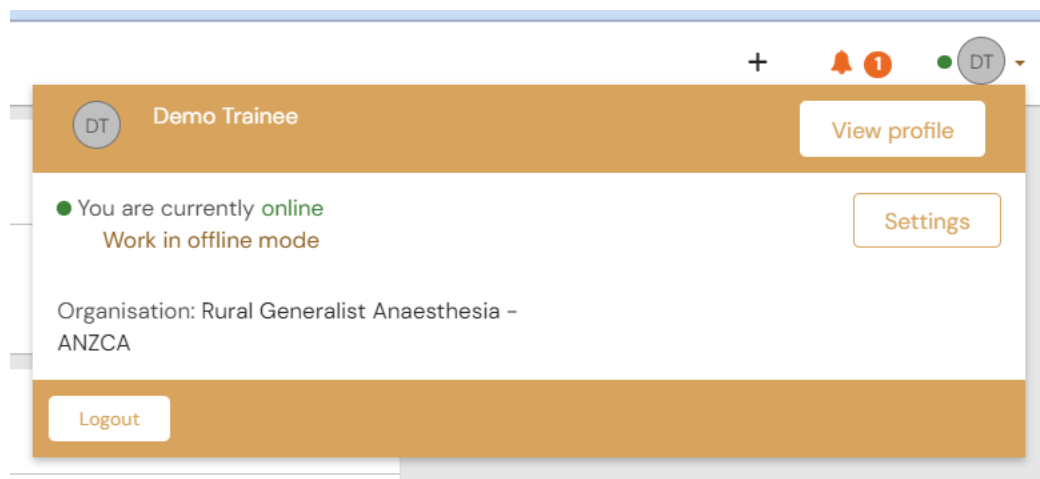
If your device is not ready to use for offline, click on diagnose to check if your device is capable of using the offline mode.

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

Any forms 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.

12.　Troubleshooting

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