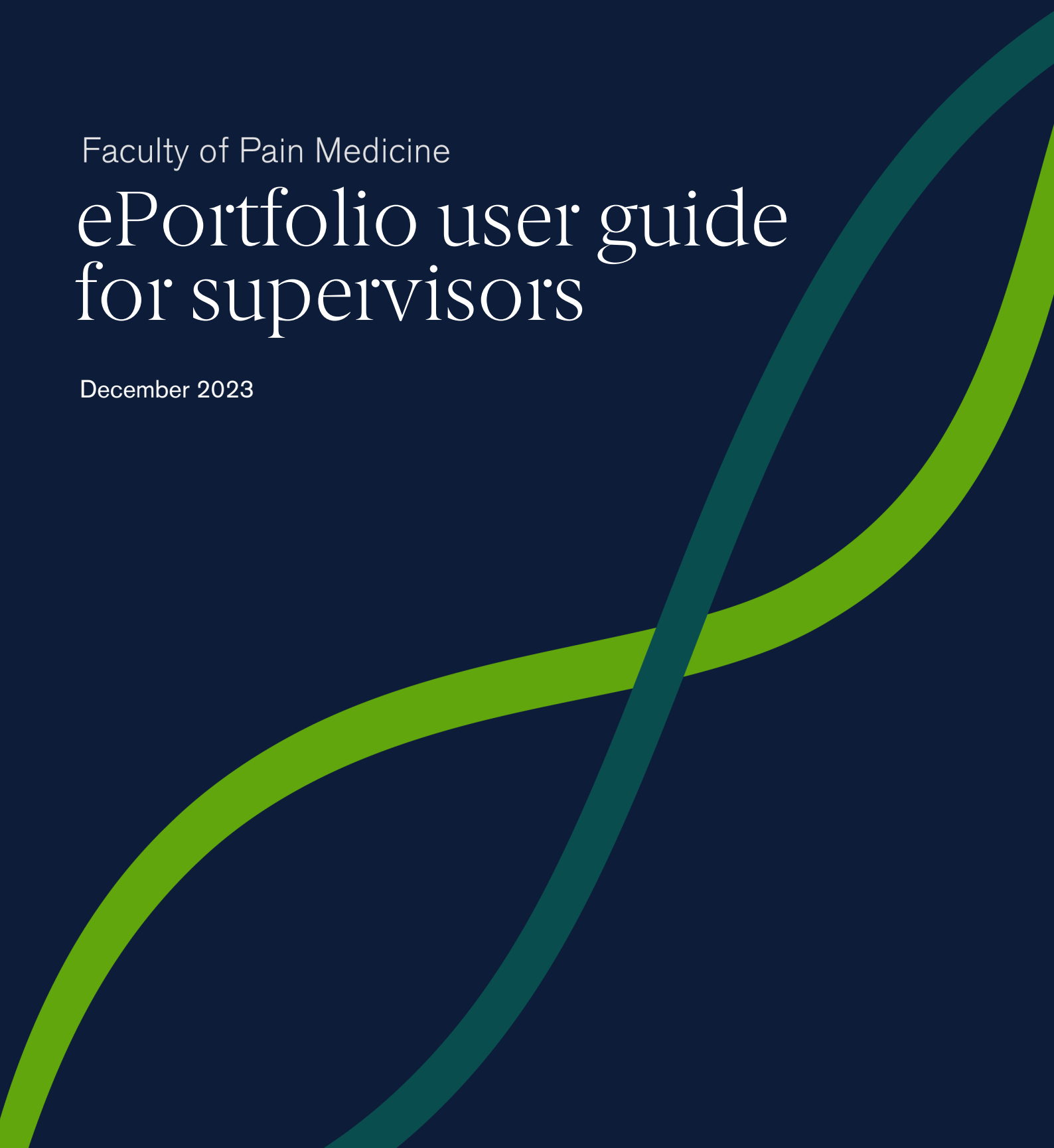


Faculty of Pain Medicine

ePortfolio user guide for supervisors

December 2023



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1. Introduction

This document is designed to assist FPM supervisors of training, practice development stage supervisors and place supervisor use the FPM training ePortfolio.

The ePortfolio allows trainees to record all their training experiences, monitor their progression through the program and identify learning goals to inform their training. A separate guide has been developed for trainees.

As a supervisor you will have access to the training records of trainees who you are supervising.

The ePortfolio is web-based and mobile responsive.

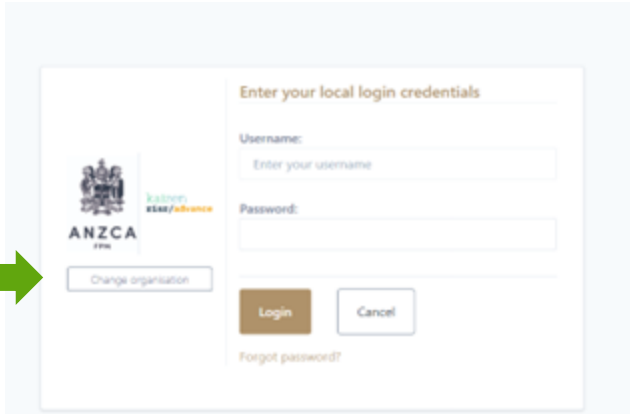
This document should be read in conjunction with the [following documents](#):

- By-law 4, FPM training program.
- The *FPM Training Handbook*.
- The FPM curriculum.

2. Accessing the system and the login process

2.1 New users

You will receive an email from 'no-reply@anzca.edu.au' with a link to the system, your user ID, and a temporary password to gain access to the system.



Please select ANZCA from the drop-down list, enter the credentials included in the email and click 'Login'.

Please change your password the first time you successfully login. Once you have set a password and have logged in, we encourage you to bookmark the website.

2.2 Returning users

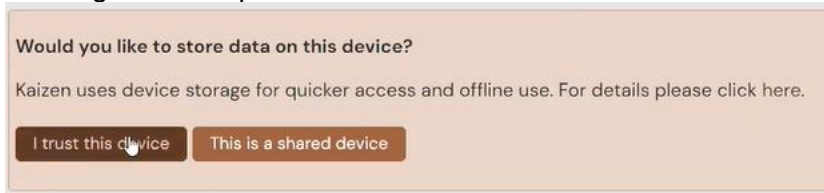
The ePortfolio can be accessed via the link to the ePortfolio from the [pain medicine training program](#) page on the ANZCA website or from the quick links drop down menu on the ANZCA homepage.

2.3 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.

2.4 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:

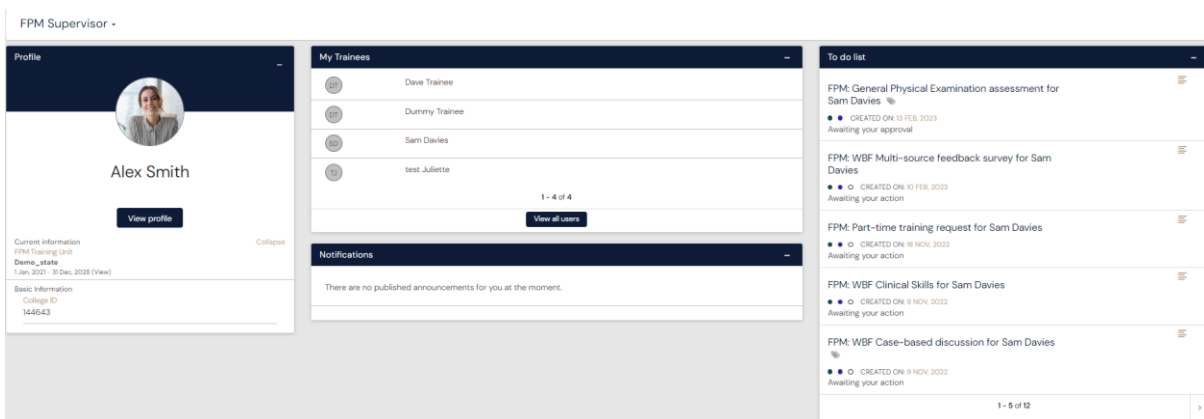


If it is a device you use regularly and is not shared or public, click 'I trust this device'.

3. The dashboard and navigation bar

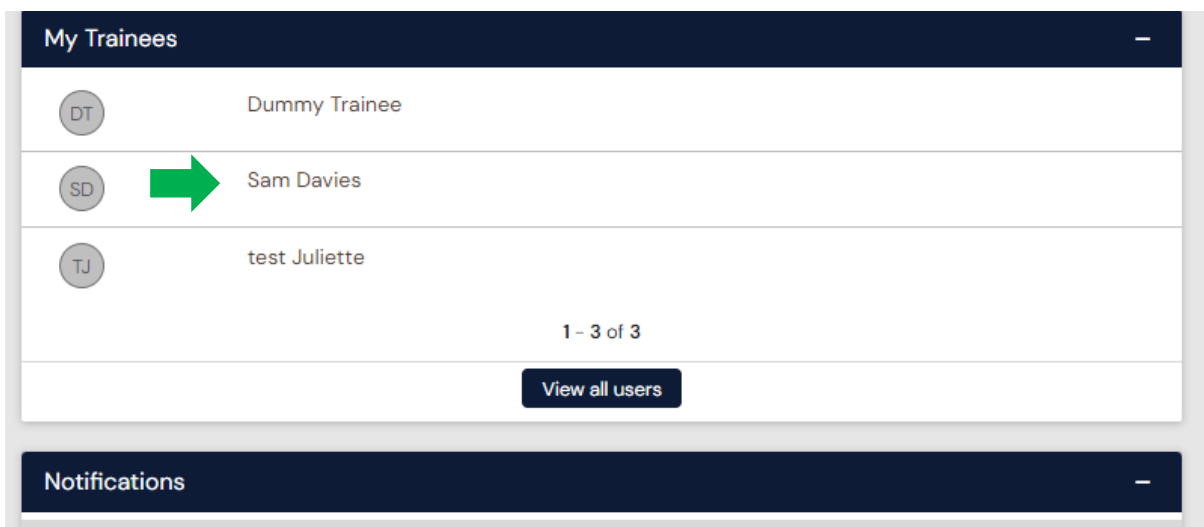
Your dashboard displays when you open the ePortfolio and lists your linked trainee, tasks to action and any notifications.

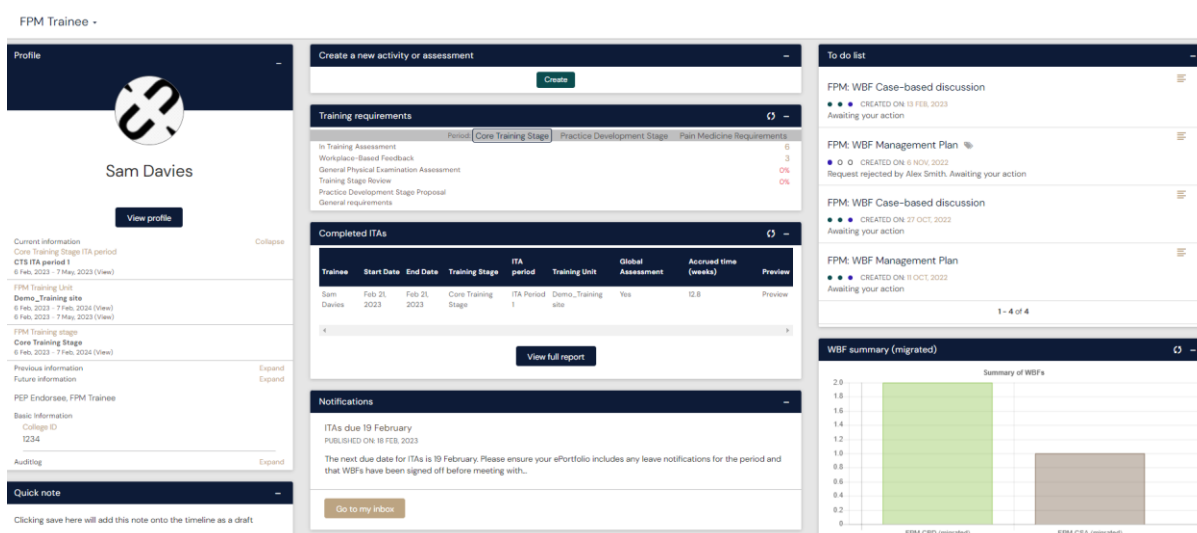
If you are also an accredited supervisor in the Procedures Endorsement Program (PEP), there is a drop-down option on the top left of your screen to switch between your ePortfolio views.



3.1 View your trainees

You can view a trainee's details by clicking on their name.



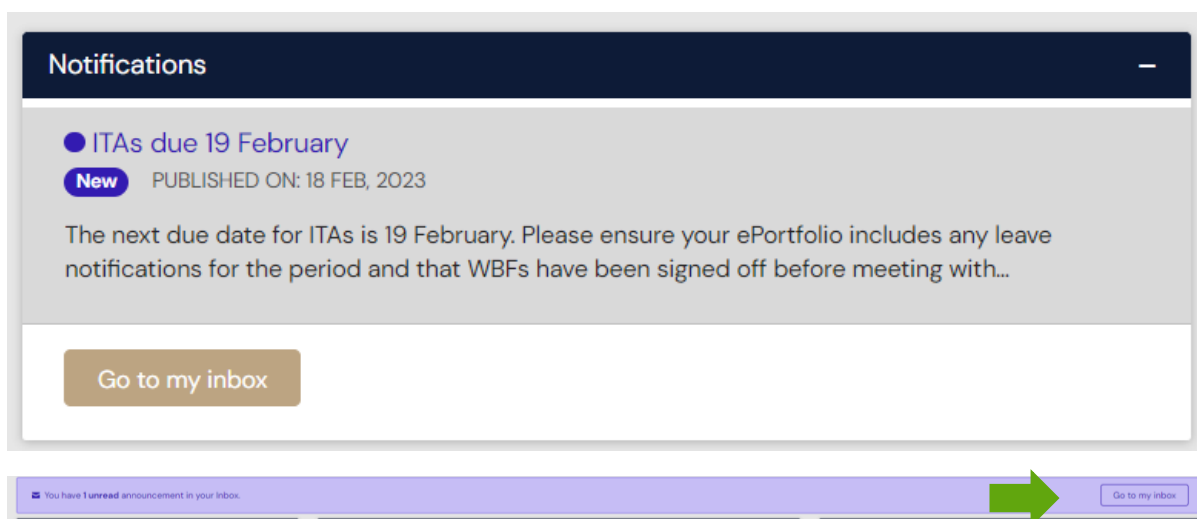


3.2 Notifications

Notifications will appear in a purple bar at the top of your dashboard and in the notifications area of the dashboard.

Notifications are used to remind trainees and supervisors of upcoming dates and activities.

To see the full details, click on the text inside the box or click on the 'Go to my inbox' button on the right of the blue banner.

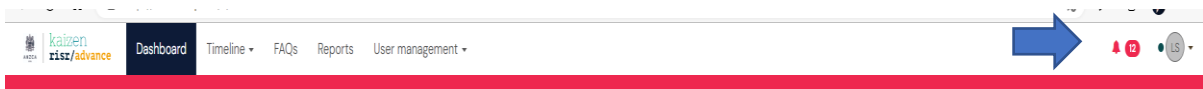


3.3 To do list

Trainees initiate most of the activities and assessments in the ePortfolio. The workplace-based feedback (WBF) and local long case allow trainees to select which fellows will complete these forms. Fellows can also start the workplace-based feedback process by 'creating an event' from their dashboard and selecting the trainee. The in-training assessment (ITA) and training stage reviews need to be completed by the nominated supervisor. This can be done at the same time and on the same device as the trainee or when the trainee submits the assessment, and it will display on your to do list.

If you fill in your section of the assessment on the same device as the trainee, the activity will be displayed on your to do list for you to confirm.

The to do list can be accessed from the dashboard or via the bell icon on the top banner. Once the activity or activity/assessment is completed it will accrue towards the trainee's training program requirements.



3.3 Navigation bar



From the top navigation bar, you can navigate to the:

- **Dashboard:** your homepage in the ePortfolio.
- **Timeline:** the list of activities and assessments you have completed or are awaiting your action.
- **Documents:** Any uploaded documents.
- **FAQs:** Frequently asked questions.
- **Reports:** a suite of reports are available for you here. Many of the reports are exportable as a CSV file.
- **User management:** Lists your current trainees.

4. Timeline

Your 'Timeline' lists all the assessments you have completed within the ePortfolio. If you are viewing the timeline of one of your trainees, then it will display the recorded activities and assessments for that trainee. Activities in the timeline have been grouped into the following categories:

- Procedures Endorsement Program (applicable to those also completing this program).
- FPM training program.
- FPM workplace-based feedback.
- FPM application forms.

From the timeline, you can:

- View the status of an activity/assessment.
- Open the activity/assessment to review the content.
- Complete an activity/assessment.

The radio buttons on the right show the status of the activity/assessment. The number of buttons indicate the steps required for completion.

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

4.1 Viewing activity/assessment from the timeline

You can view any activity/assessment in your timeline by clicking on its title. Alternatively, you can select 'preview' in the bottom right of the event.

You can then complete the event by clicking on 'Fill in' or reject it by clicking on 'Reject'.

The screenshot displays the 'Timeline' view of Alex Smith's e-portfolio. The top navigation bar includes 'Summary', 'Timeline', 'Goals', and 'Documents'. The main content area is titled 'Events created in November 2022' and lists three activities:

- Section of FPM: WBF Clinical Skills for Sam Davies** (CREATED ON: 17 NOV, 2022) - Status: 1 of 3 steps completed. A green arrow points to the 'Preview' button.
- Section of FPM: WBF Management Plan for Sam Davies** (CREATED ON: 9 NOV, 2022) - Status: 1 of 3 steps completed. A green arrow points to the 'Preview' button.
- Section of FPM Part-time training request for Sam Davies** (CREATED ON: 7 NOV, 2022) - Status: 1 of 3 steps completed.

Below these is a section for 'Events created in October 2022' with one activity:

- Section of FPM: WBF Professional presentation for Sam Davies** (CREATED ON: 27 OCT, 2022) - Status: 1 of 3 steps completed.

The right sidebar features an 'Advanced search' section with input fields for 'Event type', 'State', 'Date after' (d/m/yyyy), and 'Date before' (d/m/yyyy), along with an 'Apply' button. Below it is an 'Information' section with the text: 'This is where all of the events for this user are displayed.'

FPM: WB Clinical Skills for Sam Davies

● ○ DRAFT PRIVATE AWAITING YOUR APPROVAL

VERSION 5 Show audit log

Tags Show 11 tags

Date occurred on 14 Dec, 2022 End date 14 Dec, 2022

Section filled in by Sam Davies FILLED IN ON 14 DEC, 2022

FPM Training Unit: ACT
 Training Type: Procedures Endorsement Program
 % of training time: 100%
 FPM Training stage: Core Training Stage

Case details

A clinical skills WB involves an assessor/supervisor observing a trainee while they conduct a health assessment of a patient with pain. The intention is to assess the trainee's skills in taking a sociopsychobiomedically informed history and performing a pain orientated physical examination in an authentic situation. The patient should be new to the trainee where the appropriate skills may be demonstrated as part of the normal clinical care for the patient. Trainees are encouraged to use the clinical skills as an opportunity to develop knowledge and skills.

Note: In the section above, please specify the 'date occurred on' and 'end date' as the date of WB.

Related Essential Topic Area

Pain related to cancer

Description of case

test

Information

You are viewing all of the details on the current event.

The status, description and tags are shown at the top followed by the completed section(s) beneath.

You can add a comment, document or tag at the bottom of this form.

4.2 Migrated activities

For trainees who started their training before February 2023, high-level data submitted to the faculty was migrated across to this ePortfolio. These activities and assessments are displayed in the timeline and can be identified as they have '(migrated)' as part of the title. Migrating these activities has allowed them to accrue towards the training program goals in this ePortfolio.

It is important to note that for the migration of workplace-based feedback we assumed that these were assessed at a global rating of four to allow them to count towards the goals. We understand that this is not an accurate representation but allows trainees who were already in the program to utilise the ePortfolio.

For migrated multisource feedback activities, we have used the end date of the in-training assessment (ITA) period as the 'date of feedback meeting'. We understand that this is not necessarily accurate.

5. Creating an activity or assessment

Activities or assessments can be created via the dashboard, from the '+' button in the top navigation bar or from the timeline. You can create this for the trainees that are associated with you.

- Creating an activity or assessment from the dashboard.

Create a new event

Who would you like to create this for?

Start typing to search

Create

Select the trainee by typing their name and click on Create to create any workplace-based assessment for the trainee.

The workplace-based feedback forms can be started by either the trainee or the fellow or the supervisor. The assessment forms have a last step that allows the trainee to record their reflections.

What would you like to create?

Uncategorised

FPM: WBF Case-based discussion
FPM: WBF Clinical Skills
FPM: WBF Management Plan
FPM: WBF Professional presentation

Once you have selected an assessment you enter the details of that activity/assessment.

Important things to note:

- All questions marked * must be completed. Fields without the * are optional.
- Forms that include a 'Generate report' button will require you to click the button to submit the activity. Once clicked, a report will be embedded summarising related activities.
- On all forms there is an 'Attach files' option. This comes standard with the ePortfolio and couldn't be hidden during the build. Where this is a requirement to attach a document, text has been added to make this clear.
- When you have completed all the details of the activity/assessment you can submit the form. You also have the option to 'Save as draft' to finish later.
- Each form has a different process for reviewing and completing. Some forms require you to select one or more assessors before you can submit the form.
- Many forms have the option for the assessor to fill in the form on the same device. If you select 'yes' and the assessor completes the form on the same device, they will need to log into their own ePortfolio at a later stage to confirm the activity/assessment.

5.1 Finalising an activity or assessment

Once you submit the form it will then go into the workflow for that activity. You can monitor this via the timeline. Within the timeline you can see if the trainee has completed the activity and send a reminder if required.

6. Documents

Once a trainee has submitted their clinical case study, the case study document will appear in the documents section. We also encourage trainees to upload course and conference certificates of attendance.

To open a selected document, click on the download symbol underneath the document name.

7. FAQs

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

If you are missing a trainee from your list of trainees on the dashboard, then it may be that they have not yet completed the application for training process or the practice development stage (PDS) approval process.

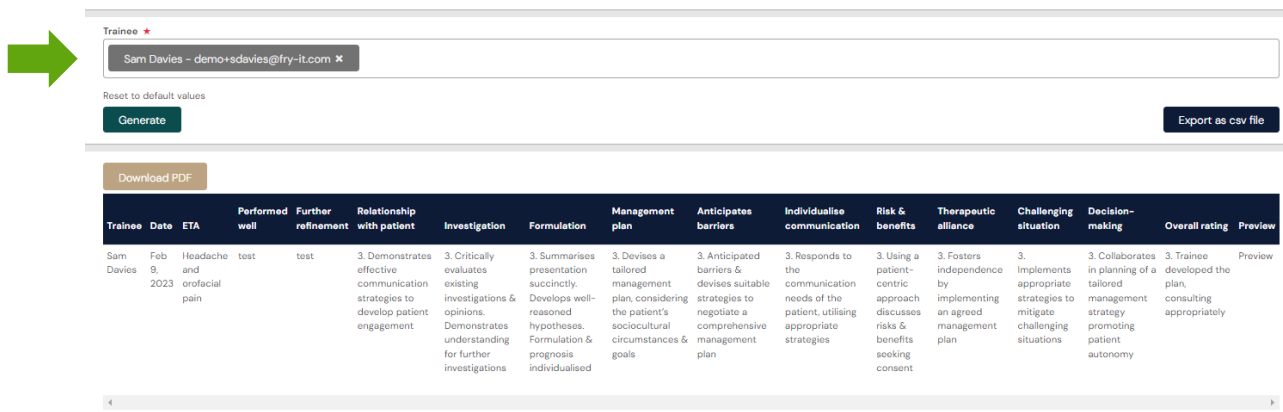
By-law 4, *FPM Training Program*, the *FPM Training Handbook*, the *FPM curriculum* and [the ANZCA website](#) are other sources of guidance around the training program. We also encourage you to contact us via fpm@anzca.edu.au.

8. Reports

Reports can be generated displaying data for all your trainees or filtered to a specific trainee. The 'FPM: Trainee Profile' is the key report that shows progression against the requirements of the training program.

To generate a report, select 'Reports' from the top navigation bar and click on the name of the report. Many of the reports can be download as a PDF or exported as a CSV file. To filter a report to a specific trainee, add their name to the 'Trainee' box and click the green 'Generate' button as shown in the screen shot below.

FPM: Management Plan WBF



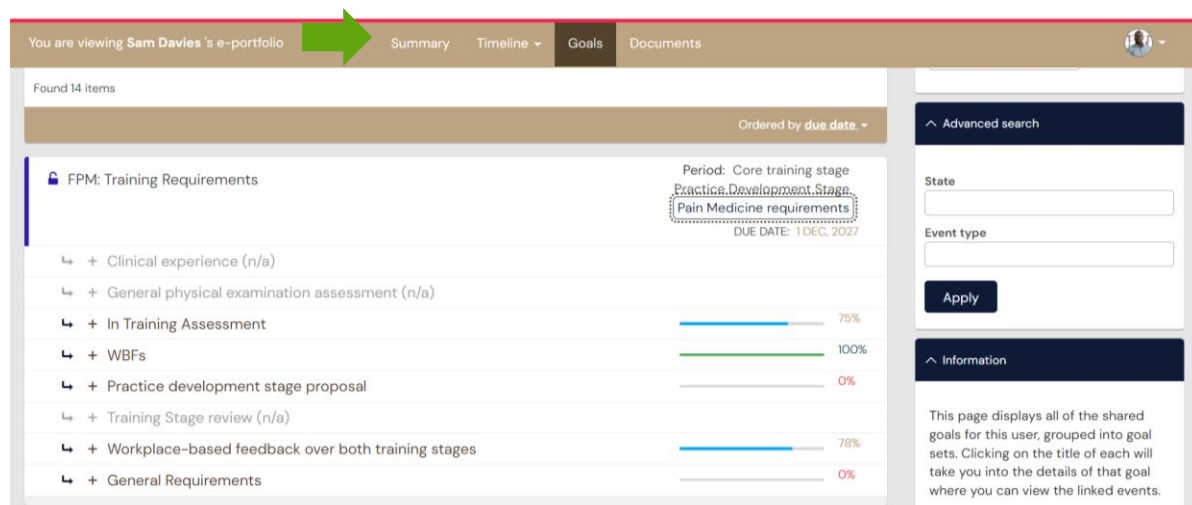
Trainee	Date	ETA	Performed well	Further refinement	Relationship with patient	Investigation	Formulation	Management plan	Anticipates barriers	Individualise communication	Risk & benefits	Therapeutic alliance	Challenging situation	Decision-making	Overall rating	Preview
Sam Davies	Feb 9, 2023	Headache and orofacial pain	test	test	3. Demonstrates effective communication strategies to develop patient engagement	3. Critically evaluates existing investigations & opinions. Demonstrates understanding for further investigations	3. Summarises presentation succinctly. Develops well-reasoned hypotheses. Formulation & prognosis individualised	3. Devises a tailored management plan, considering the patient's sociocultural circumstances & goals	3. Anticipated barriers & devises suitable strategies to negotiate a comprehensive management plan	3. Responds to the communication needs of the patient, utilising appropriate strategies	3. Using a patient-centric approach discusses risks & benefits seeking consent	3. Fosters independence by implementing an agreed management plan	3. Implements appropriate strategies to mitigate challenging situations	3. Collaborates in planning of a tailored management strategy promoting patient autonomy	3. Trainee developed the plan, consulting appropriately	Preview

9. User management

The user management option lists the trainees which you have the permissions to view. By clicking on the trainee's name, you will be directed to the trainee's dashboard.

10. Trainee goals

You can review progress against the goals for your trainees by clicking through to their ePortfolio via the list of your trainees on your dashboard. Then select the 'Goals' option from the gold navigation bar.



You are viewing Sam Davies's e-portfolio

Summary | Timeline | **Goals** | Documents

Found 14 items

Ordered by due date

Period: Core training stage
Practice Development Stage
Pain Medicine requirements
DUE DATE: 1 DEC, 2027

+ Clinical experience (n/a)		
+ General physical examination assessment (n/a)		
+ In Training Assessment	<div style="width: 75%;"></div>	75%
+ WBFs	<div style="width: 100%;"></div>	100%
+ Practice development stage proposal	<div style="width: 0%;"></div>	0%
+ Training Stage review (n/a)		
+ Workplace-based feedback over both training stages	<div style="width: 75%;"></div>	75%
+ General Requirements	<div style="width: 0%;"></div>	0%

Advanced search

State

Event type

Apply

Information

This page displays all of the shared goals for this user, grouped into goal sets. Clicking on the title of each will take you into the details of that goal where you can view the linked events.

Goals have been separated into the following three categories:

- Those that need to be completed during the core training stage.

- Those that need to be completed during the practice development stage.
- Requirements that need to be completed over the duration of the training program (pain medicine requirements).

There are some system limitations that mean that some training program requirements can't be measured in the goals area. Where this is the case, questions have been built into the progression forms (ITA and training stage reviews) to ensure these requirements have been met. An example of this is to ensure multiple assessors marked the WBF tools at a rating of four.

You can click on any of the goals to display the requirements to achieve that goal. This will show you a summary of the goal.

The percentages are generated in the ePortfolio, based on completed assessments and activities.

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.

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.

The screenshot shows a goal widget titled 'In Training Assessment'. The status is 'IN PROGRESS' with '0% progress against this goal. 0/1 target completed.' Below this, it says 'Created as part of FPM: Training Requirements' with a due date of '1 Dec, 2027'. The period is 'Core training stage' for 'Practice Development Stage' and 'Pain Medicine requirements'. A right-hand menu lists various goals, with 'In Training Assessment' selected and marked with an eye icon. A green arrow points to this menu item.

11. Recording and monitoring training time

The faculty staff will add the training stage and in-training assessment (ITA) placements to a trainee's profile on the dashboard when they apply for training and when their PDS proposal is approved. These records include the duration of each ITA placement and whether they are working part time.

11.1 Recording leave

The expectation is that over a year, a trainee will take up to eight weeks leave including annual leave, personal leave and study leave. This needs to be recorded in the system before an ITA is completed for that period.

To record leave, trainees create the activity 'Leave notification' and fill in the required fields. This activity does not go to you as a supervisor to confirm as time is approved during the ITA process.

11.2 Approval of time during the ITA process

Prior to commencing an ITA, trainees need to check that:

- All the WBF undertaken during the ITA period have been completed. As supervisor it would be helpful for you to encourage other consultants to confirm any WBF forms via the ePortfolio that they have completed with trainees.
- Any leave they had during the ITA period has been recorded via the 'leave notification' activity.

The ITA form requires two reports to be generated that display the time and activity records for that ITA period.

- The embedded time report displays 'Planned training weeks' that were entered by faculty staff for each ITA period reflecting part time training, the 'Leave in weeks' added by the trainee and the expected 'Planned training weeks minus leave'. The trainee needs to review these records and if incorrect, should record their leave for the ITA period before submitting this assessment.
- The report is followed by a question asking the trainee to confirm the actual training time for the ITA period. If the trainee has entered leave for the period, then the actual time should appear in the table under the heading 'Planned training weeks minus leave' for the relevant ITA period.
- In the example below, the trainee is completing CTS ITA period 1 and has recorded one day of leave. The actual time that needs to be typed into the question below the table is 12.8.

FPM: Planned clinical experience by ITA period

This report will be stored inside this event with the results as at the time of submission.

[Download PDF](#)

Planned clinical experience by ITA period
The below table shows the beginning and end dates of each ITA period. The planned training weeks is assigned in advance of ITA completion, and is based on a trainee's FTE and recorded leave.

[Export as csv file](#)

Name	Start Date	End Date	ITA period	Planned training weeks	Leave in weeks	Planned training weeks minus leave
Sam Davies	2023-02-06	2023-05-07	CTS ITA period 1	13.00	0.20	12.80
Sam Davies	2023-05-08	2023-08-06	CTS ITA period 2	13.00	0.00	13.00
Sam Davies	2023-08-07	2023-11-05	CTS ITA period 3	13.00	0.00	13.00
Sam Davies	2023-11-06	2024-02-04	CTS ITA period 4	13.00	0.00	13.00

[Update report](#)

Please confirm the actual training time for this ITA period. This appears in the table above under the heading 'Planned training weeks minus leave' for this ITA period. ★

12. 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 and then click on 'Work in offline mode'.

LS Louise Supervisor View profile

● You are currently online
Work in offline mode Settings

⚠ This device is not ready for offline use Diagnose

Organisation: ANZCA

Logout

If your device is not ready to use for offline, 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 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.

13. Troubleshooting and feedback

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

We also encourage you to submit feedback on the ePortfolio via fpm@anzca.edu.au to enable us to continually improve the functionality.