FPM
ANZCA

Faculty of Pain Medicine

ePortfolio user guide for trainees

December 2023

Contents

FPM
Faculty of Pain Medicine
ANZCA

1. Introduction

This document is designed to assist FPM trainees record and monitor their training via their training ePortfolio.

A separate guide has been developed for supervisors in the FPM training program who can view the ePortfolio of trainees who are currently working at the same unit. FPM fellows who are completing workplace-based feedback (WBF) for trainees will have access to the ePortfolio to record feedback.

The ePortfolio allows trainees to record all their training experiences, monitor their progression through the program and identify learning goals to inform their training. The ePortfolio is web-based and mobile responsive.

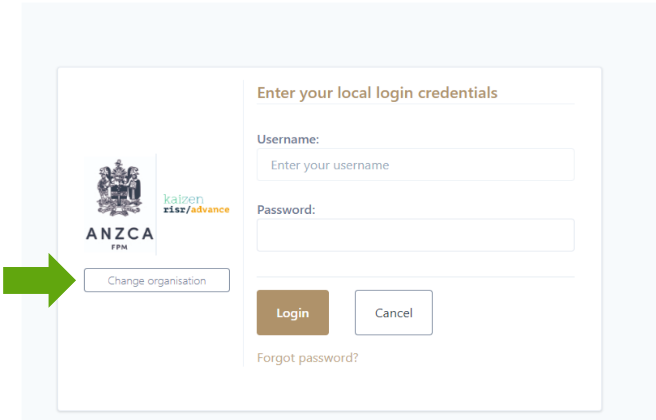
This document does not include the requirements, expectations, and content of the training program. You can find this information on the pain medicine training program page on the ANZCA website. This content is outlined in these three key documents:

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

2. Accessing your ePortfolio

2.1 New users:

Once your application for training has been processed by the faculty, your profile will be set up in the web-based FPM training ePortfolio. 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:

You can access the ePortfolio 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 provides a summary of your training progress against the training requirements and tasks to action.

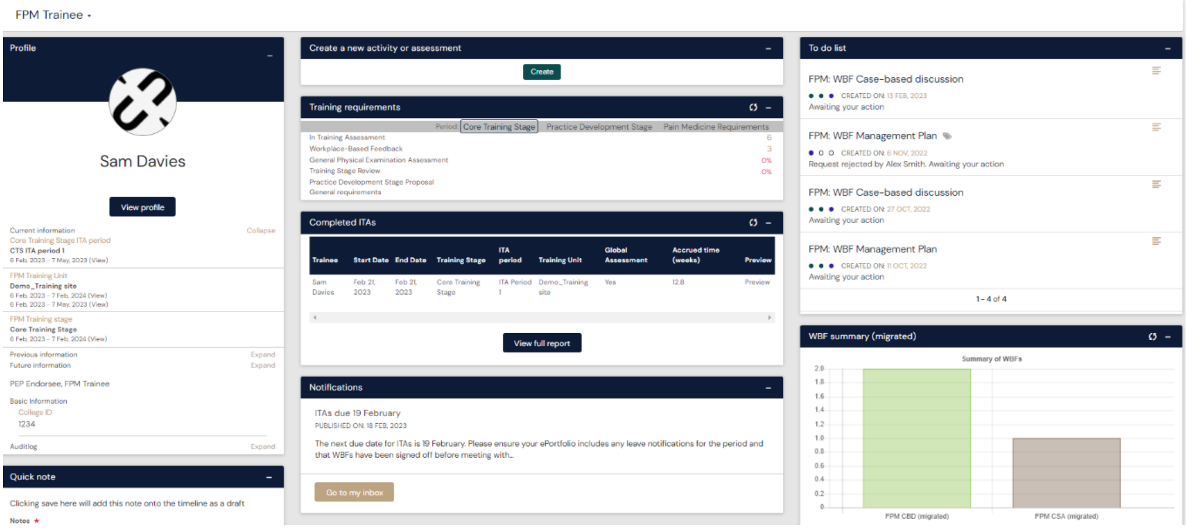
There are several activities that you can carry out from your dashboard:

- View your profile and training placements.
- Create a new activity or assessment.
- View and track progress towards your requirements. These goals can also be viewed and updated via the ‘Goals’ tab on the top toolbar.
- View your ‘To do list.’ This is a list of items waiting for you to action.
- View announcements.

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

FPM

Faculty of Pain Medicine
ANZCA



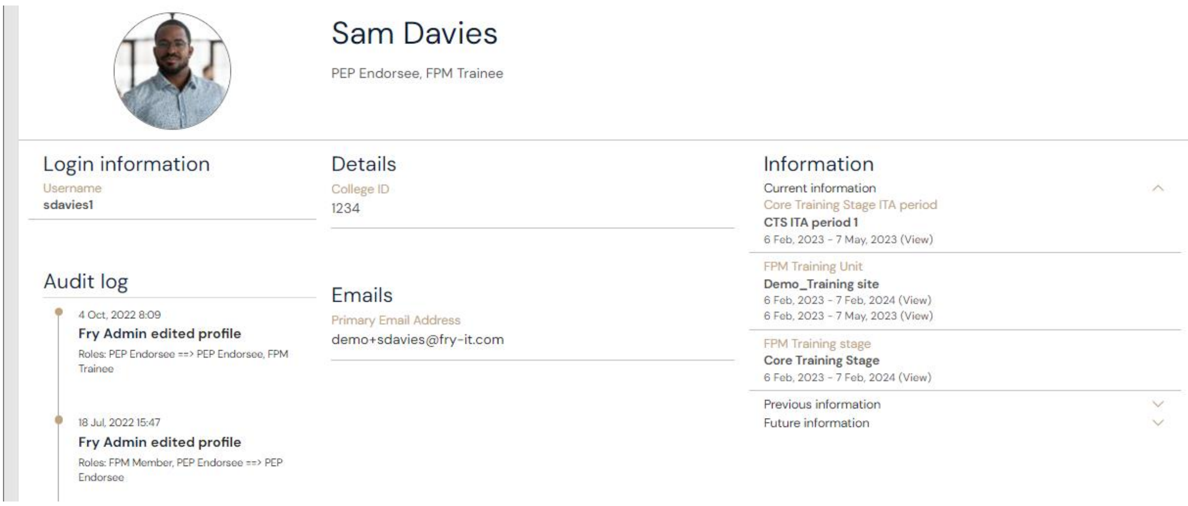
3.1 Your profile

You can view details of your profile by clicking on ‘View profile’ under your name at the left-hand side of the dashboard. The profile includes:

- Your personal details: username, college ID and email address.
- Training stage and placement details. To see the details of these placements which have been entered by faculty staff, select the ‘View’ hyperlink.
- An audit log of changes made to your profile.

By clicking the icon next to ‘Previous information’ and ‘Future information’ you will see your previous and future in-training assessment (ITA) periods.

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

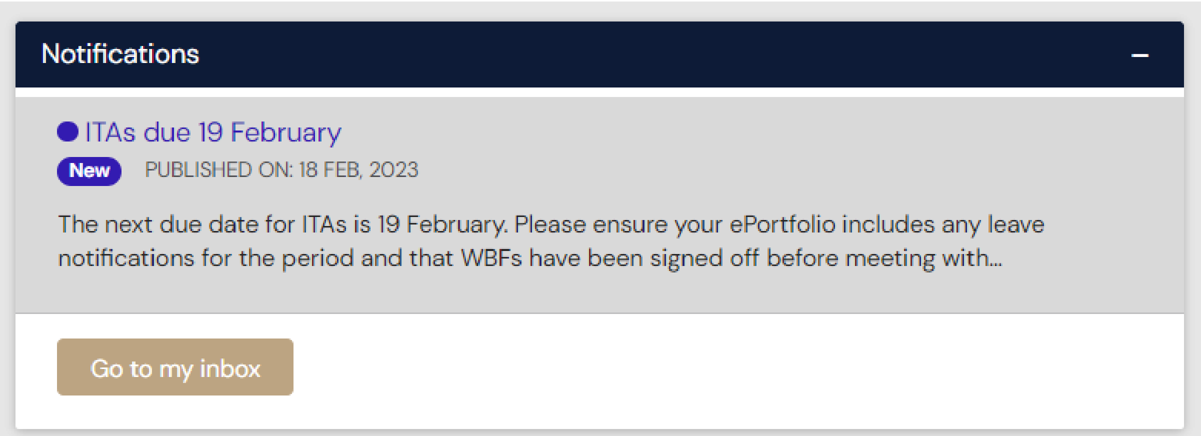


3.2 Notifications

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.

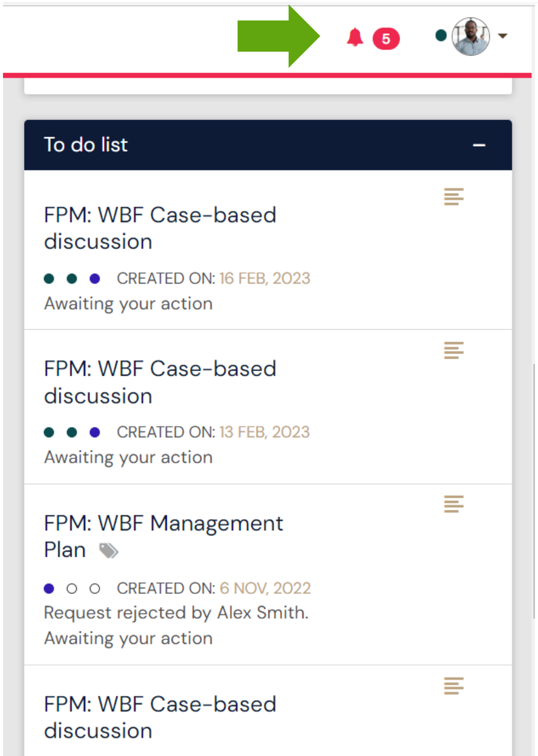
To see the full details, click on the text inside the box or click on the 'Go to my inbox' button on the right of the blue banner.



3.3 To do list

Many of the activities you add to your ePortfolio will include an opportunity for you to add your personal reflection after the supervisor/fellow has provided their feedback. While not all fields in the personal reflection must be filled out, to complete the activity or assessment you will need to open the item, click ‘Fill in’ from the upper righthand side of the screen, enter your comments and click submit to finalise the activity or assessment.

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 your training program requirements.



3.4 Navigation bar

From the top navigation bar, you can navigate to:

- **Dashboard**: your homepage in the ePortfolio.
- **Timeline:** record of all activities entered in your ePortfolio.
- **Documents**: this includes the documents you've uploaded into your ePortfolio such as your clinical case study and course certificates of participation.
- **FAQs:** frequently asked questions.
- **Goals:** this area allows you to track your progress against the requirements of the training program. The goals can also be accessed via the dashboard.
- **Reports**: a suite of reports are available for you here. Many of the reports are exportable as a CSV file.

4. Timeline

Your 'Timeline' lists all your training experiences and assessments. Activities in your 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.

FPM
Faculty of Pain Medicine
ANZCA

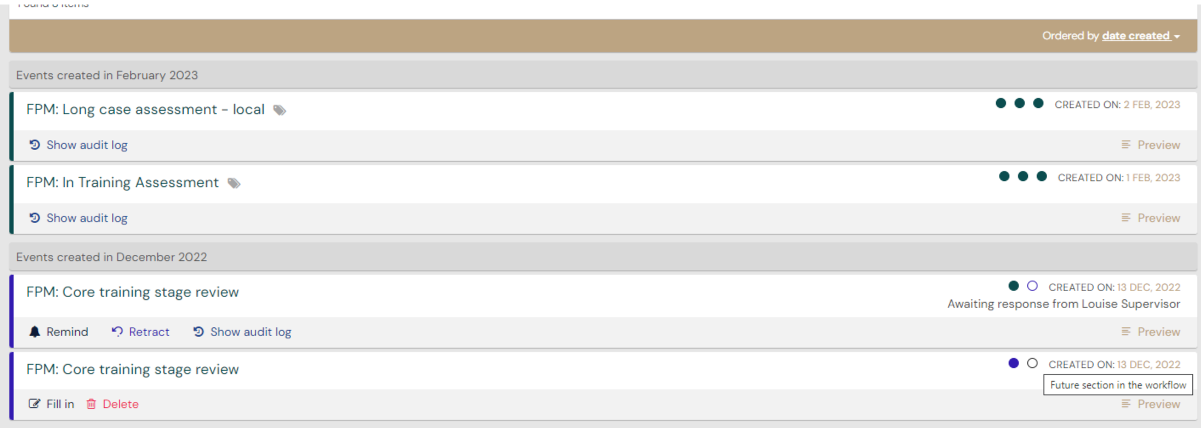
From the timeline, you can:

- View the status of an activity/assessment.
- Open the activity/assessment to review the content.
- Create and complete activity/assessment.
- Send reminders to those who need to 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.

Once the activity or assessment is complete, it will accrue towards your training program goals.



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 activity/assessment.

4.2 Sending reminders

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

There is also the option of retracting an assessment if applicable.

4.3 Migrated activities

For trainees who started 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.

FPM
Faculty of Pain Medicine
ANZCA

5. Documents

When you submit your clinical case study, the case study 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.

Your supervisor will access this to view your documents. If there is a document you would prefer they do not see, you can make the document private by clicking the 'Make private' button.

6. 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.

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.

7. Goals

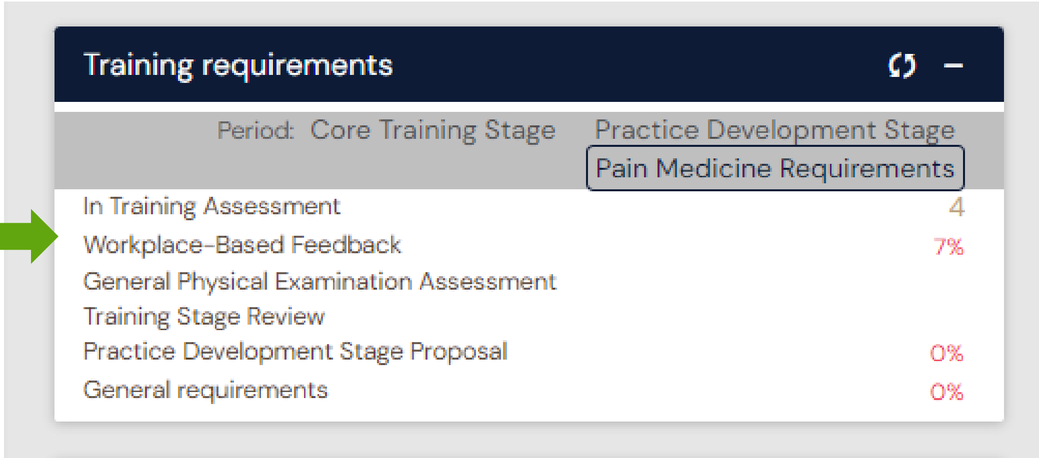
The goals can be accessed from the dashboard or the top navigation bar. There are three sets of goals:

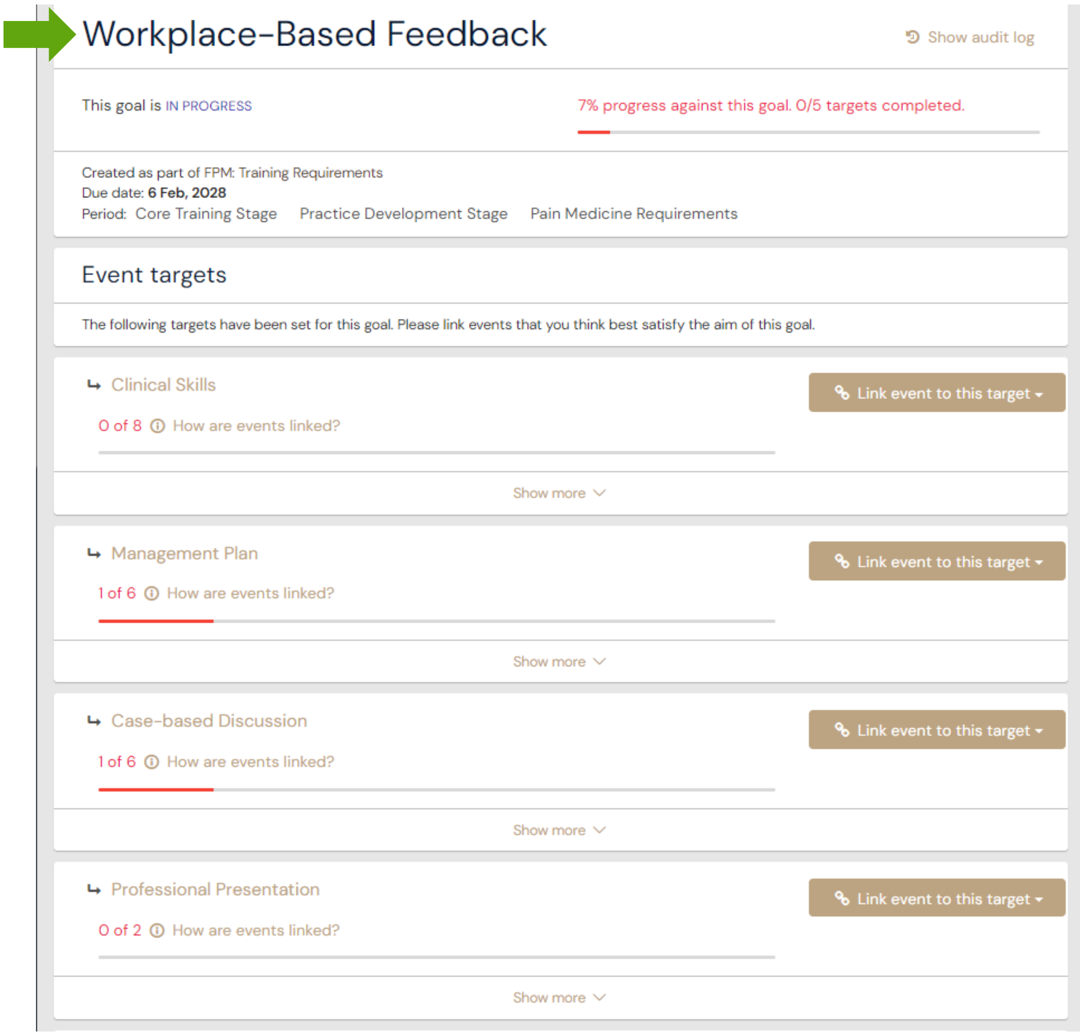
- Those that need to be completed during the core training stage.
- Those that need to be completed during the practice development stage.
- Requirements that need to be completed over the duration of the training program (pain medicine requirements).

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.

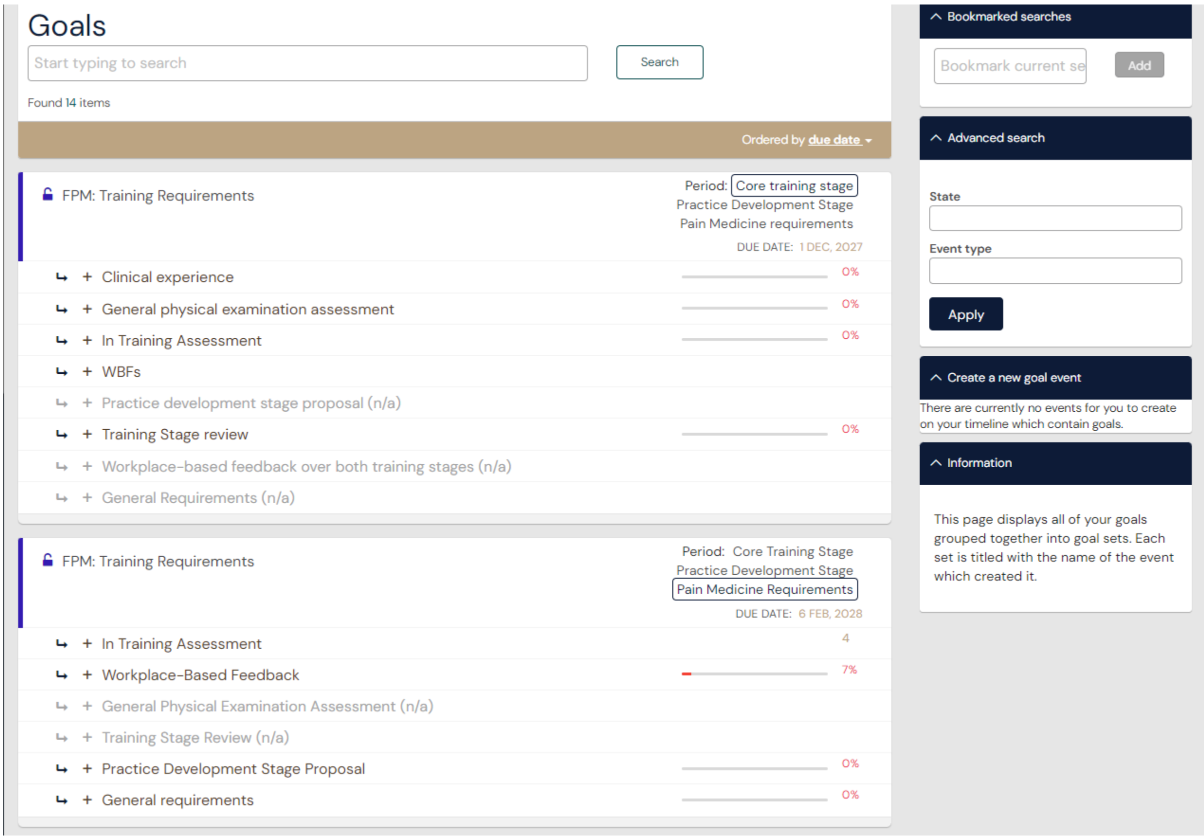
You can click on any of the goals to display the requirements to achieve that goal. This will show you a summary of the goal. In the example below, if you click 'Workplace-Based Feedback' under the pain medicine requirements tab you can see the numbers of WBF completed against each specific goal.

FPM
Faculty of Pain Medicine
ANZCA





When you access the goals from the navigation bar it displays all the goals on screen. The '+' or '-' buttons allow you to expand the details of specific goals. 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.



While the goals section is here to help monitor training program requirements it is important to be familiar with by-law 4 which outlines all the training program requirements.

8. Reports including your trainee profile

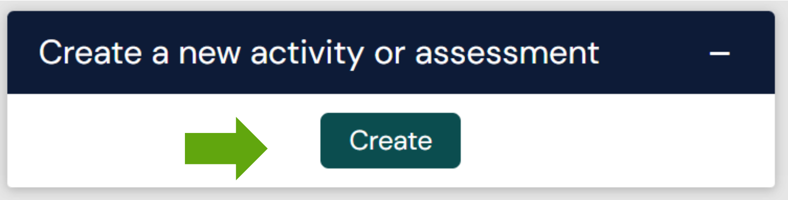
Reports can be generated to view a summary of your training activities. To generate a report, select ‘Reports’ from the top navigation bar and click on the name of the report. You can also search for a report in the search bar. Many of the reports can be download as a PDF or exported as a CSV file.

The FPM: Trainee Profile report can be found by typing ‘profile’ in the search bar. Your trainee profile report provides a summary of your training record in the one report.

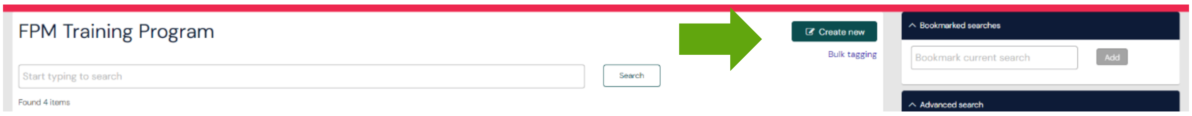
9. Creating an activity or assessment

Activities and assessments can be created via the dashboard, from the '+' button in the top navigation bar or from the timeline.

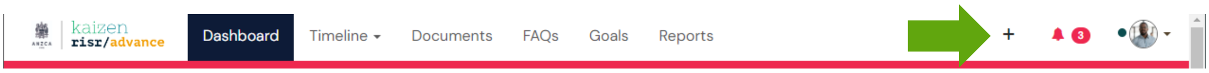
- Creating an activity or assessment from the dashboard.



- Creating an activity or assessment from the timeline.

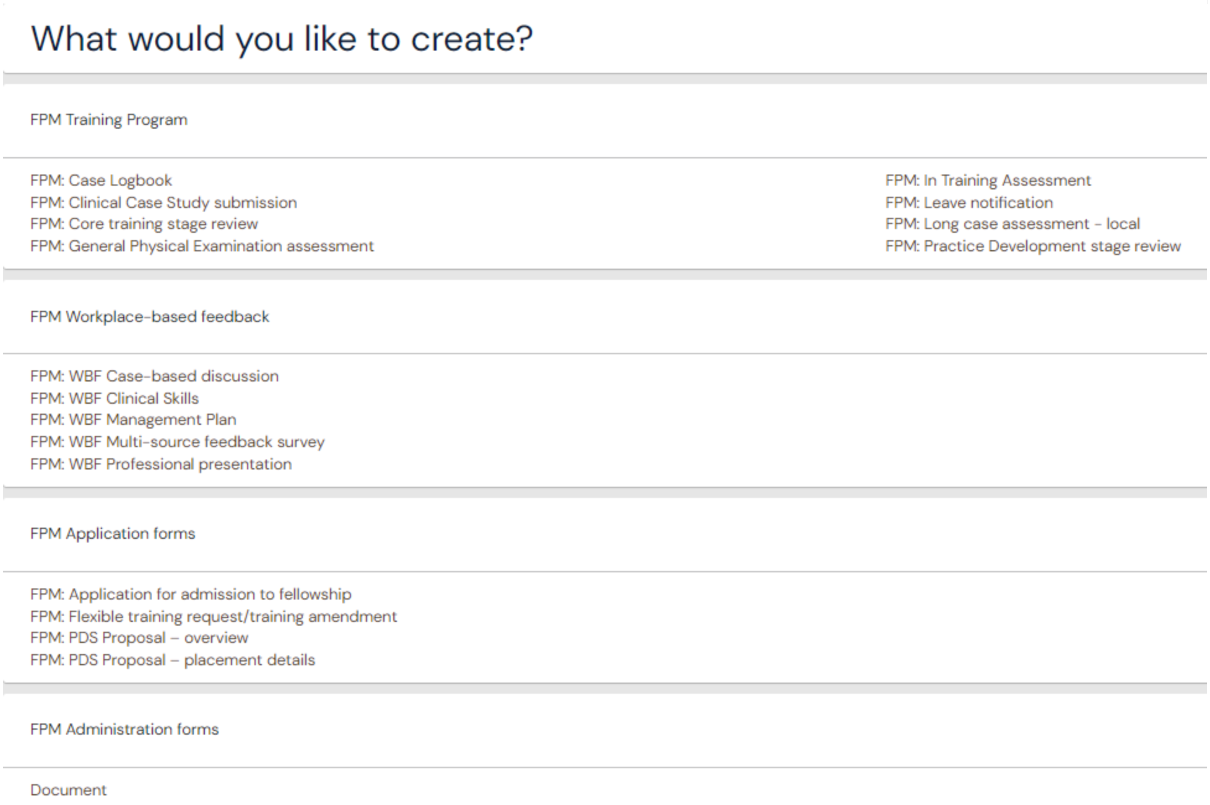


- Creating an activity or assessment from the navigation bar.



Select the activity or assessment you wish to create from the list. All activities and assessments are started by the trainee.

The case logbook and leave notification forms are completed entirely by the trainee. All the other forms need to go to a supervisor, fellow or reviewer to complete. The workplace-based feedback forms can be started by either the trainee or the fellow. The assessment forms have a last step that allows the trainee to record their reflections.



Once you have selected an activity/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.

FPM
Faculty of Pain Medicine
ANZCA

9.1 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 assessor has completed the activity and send a reminder if required.

For activities and assessments that include trainee reflection as part of the process, these will appear on your 'To do list' for completion.

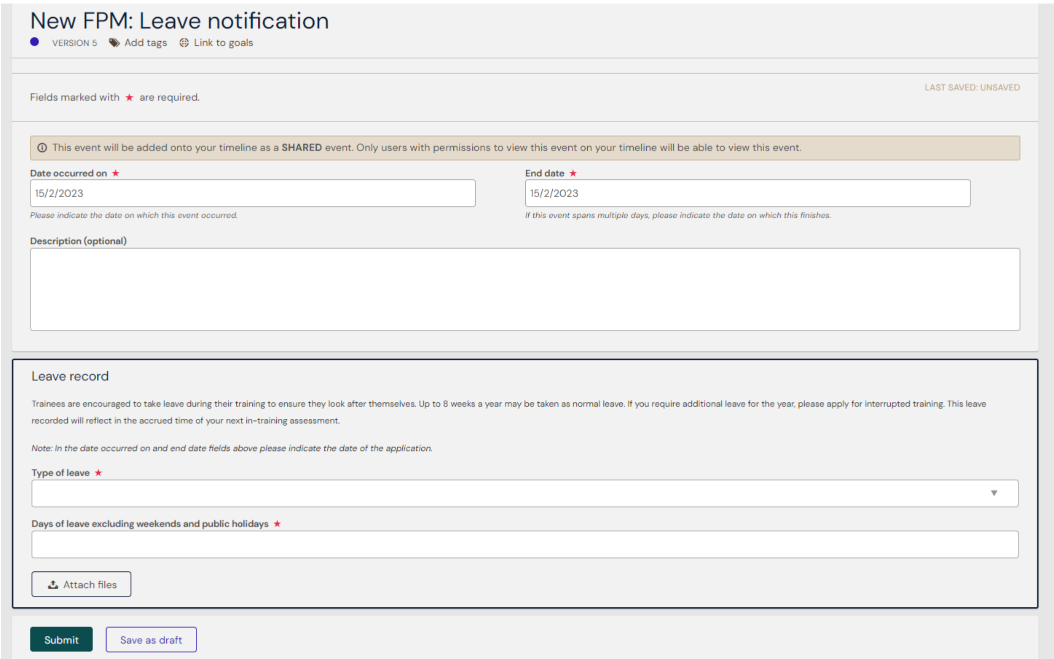
10. Recording and monitoring training time

The faculty staff will add your training stage and in-training assessment (ITA) placements to your profile on the dashboard when you apply for training and when your PDS proposal is approved. These records include the duration of each ITA placement (3 months) and whether you are working part time.

10.1 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.

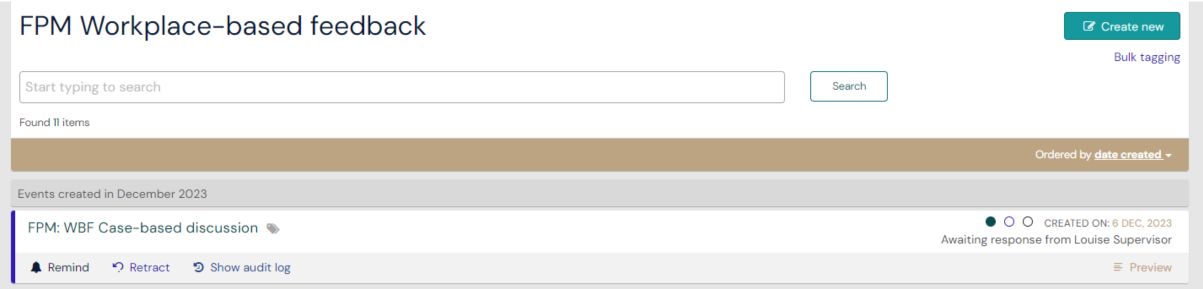
To record leave, create the activity 'Leave notification' and fill in the required fields. This activity does not go to your supervisor to confirm at the time but is approved during the ITA process.



10.2 Approval of time during the ITA process

Prior to commencing an in-training assessment (ITA), please check that:

- All the workplace-based feedback (WBF) you undertook during the ITA period has been completed. You may need to remind some assessors via the button on the timeline to complete the assessment.

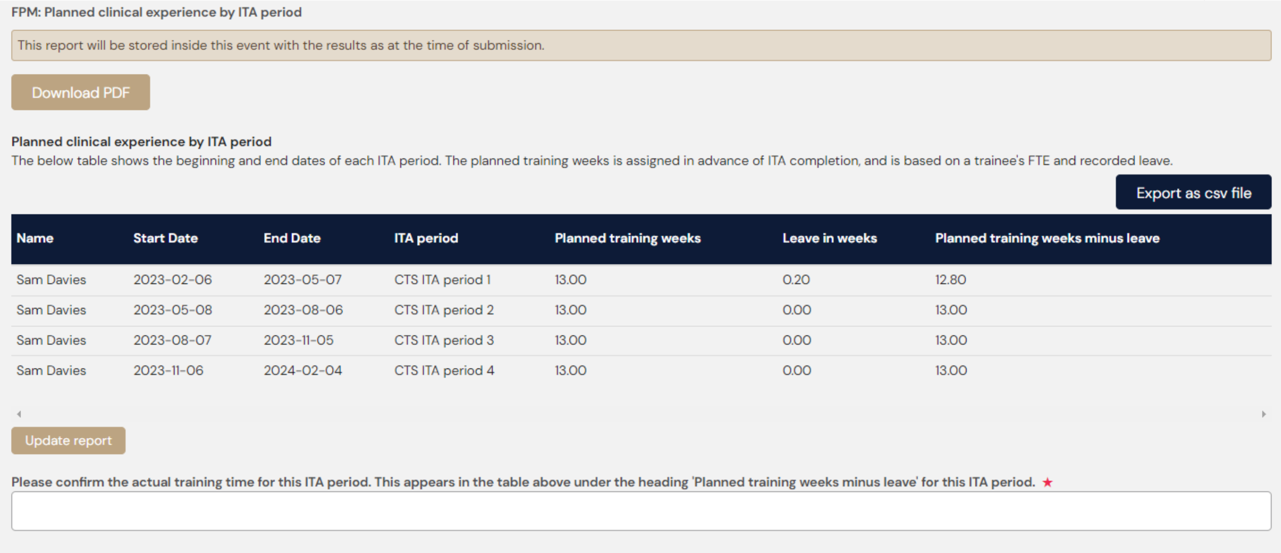


- Any leave you had during the ITA period has been recorded via the 'leave notification' activity.
- The beginning and end date for the ITA can be found from your profile on the dashboard.

When you create an ITA you will need to generate a report that shows the expected time to be accrued during each ITA period.

- The embedded report button 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'. If this is not correct, please add in your leave for the ITA period before submitting this assessment.
- The report is followed by a question asking you to confirm the actual training time for the ITA period. If you have entered all your 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
Faculty of Pain Medicine
ANZCA



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. *

When completing an In-Training Assessment in the ePortfolio please ensure:

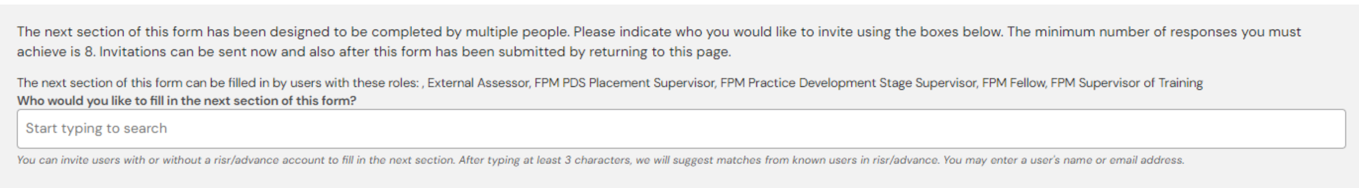
- That you fill out the start and end date of your ITA period, and make sure it matches the Assign ITA period dates outlined in your Placement Details section on your dashboard.
- That you have selected the right ITA number period.
- That you have entered in the correct number of weeks of training for the quarter (if part time training, ensure that the amount is correct for the FTE that you worked).

After submitting your In-Training Assessment form to your supervisor, please let them know to fill out their part of the form. You can check back to see if your supervisor has completed their part of the form by clicking on Timeline > FPM Training Program. If your ITA is still showing 'awaiting response' from your supervisor, then you will need to send them another reminder.

Once your supervisor has completed their part of the form, the ITA form will appear in your 'To Do List' for you to provide feedback. After you have provided your feedback, the completed ITA will appear on your dashboard.

10.3 Multi-source feedback

At least eight responses are required for a multi-source feedback form. These responses will be from staff that work with you at your unit. Please note, other FPM trainees are unable to fill out a response for you. As this form also goes out to external assessors (users that don't have an account in the system), you will need to copy and paste their email addresses in the below box:



The next section of this form has been designed to be completed by multiple people. Please indicate who you would like to invite using the boxes below. The minimum number of responses you must achieve is 8. Invitations can be sent now and also after this form has been submitted by returning to this page.

The next section of this form can be filled in by users with these roles: , External Assessor, FPM PDS Placement Supervisor, FPM Practice Development Stage Supervisor, FPM Fellow, FPM Supervisor of Training
Who would you like to fill in the next section of this form?

Start typing to search

You can invite users with or without a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address.

Please make sure to enter all the names as there won't be an opportunity to submit more names to the form after you hit 'submit'.

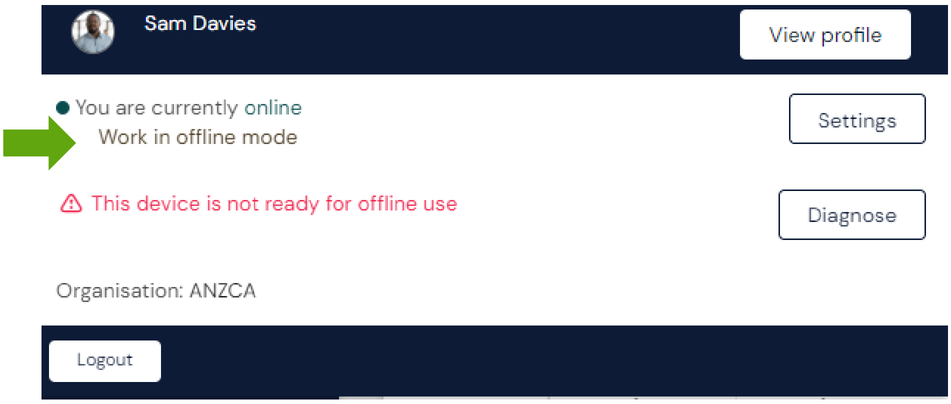
You can check who has responded to your multi-source feedback by clicking Timeline > FPM Workplace-based feedback and select your multi-source feedback form. For those who have responded, there will be the text 'RESPONDED' next to their name. To those that have not responded, you have the option to remind them by clicking the 'REMIND' button.

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 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 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.

12. 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.