Adjusting target and credit information in the TPS for partially completed modules

This guide is designed to help supervisors of training (SOTs) with the process of adding credit or adjusting target information in the training portfolio system (TPS) for trainees who have transitioned from the 2004 to the 2013 curriculum. This applies particularly to the allocation of credit for partially completed modules. The target and credit information relates to both volume of practice for cases and procedures and workplace-based assessment.

This guide does not cover the credit already provided to trainees during the transition process conducted by the College during late 2012/early 2013.

In late 2012, trainees who would be transitioning from the 2004 to the 2013 training program ('transitioning trainees') were asked to seek approval, or 'sign-off', of the clinical experience they had achieved toward the modules under the 2004 curriculum. If some trainees in your department have not yet undertaken this process, the process is outlined below.

If the trainees in your department have had the necessary forms completed, please proceed to step two.

If you have any questions about this process please contact the College via training@anzca.edu.au or by phone on +61 3 9510 6299.

Step one

Transitioning trainees who have partially completed modules three to eight are able to obtain some credit towards volume of practice and workplace-based assessments in the equivalent specialized study units in the 2013 curriculum. In order to determine the percentage credit, a module transition summary form must be completed and authorised by the relevant module supervisor. The module supervisors may refer to the guidelines for assessing percentage completion, for information on the skills and knowledge levels that correspond to the percentage completion. The form and guidelines can be downloaded here.

Where a trainee's experience in certain elements of a module is **greater** than would be indicated by the overall percentage credit given in the module transition form, they may approach their SOT with the evidence to support this. The SOT may then complete the specialised study unit (SSU) credit adjustment form which allows them to provide greater credit in individual areas where the trainee has had greater experience. The SSU credit adjustment form is available here.

Once the module transition summary form and, where applicable, the SSU credit adjustment form(s) have been completed, the trainee should present these to their SOT, who will be able to enter the target/credit information in the TPS using the steps outlined below.

These forms do not need to be submitted to the College, however the trainee may wish to retain them for their records.

Step two

How to enter credit for cases and procedures

You will need to complete this process for each transitioning trainee in your department. This will involve the following steps:

1. Review the module transition summary form for each trainee
2. Discuss this with the trainee and confirm that the percentage completion indicated on that form is an accurate reflection of their clinical experience in the module system under the 2004 curriculum
3. Where applicable, review and authorise SSU credit adjustment forms for trainees who have greater experience than that reflected in the percentage complete on the module transition summary form
4. Refer to the document *Table of applicable credits for specialised study units* to check off each field in the TPS that needs to be updated. This document sets out the credit amount for each volume of practice item, according to the percentage of completion indicated on the module transition summary form.

Log into the TPS and from your dashboard, select the relevant trainee's profile by clicking on the arrow to the right of their name.

College Id	First name	Last name	CPR	CUR	SSU	WBA	C&P	TIME	FLAGS
20001	Edan	Mcmillan	●	●	●	●	●	●	➤
20035	Ardys	Wynne-jones	●	●	●	●	●	●	➤

On the trainee's dashboard, scroll down to the cases and procedures summary and click on the 'Surgical cases and procedures' link.

Cases and procedures summary (details)

Accrual group	Minimum	Accruals
Medical conditions	345	36
Age	150	0
Surgical cases and procedures	588	0
Anaesthetic procedures (current training period)	24	16
Anaesthetic procedures (IT and BT)	21	5
Anaesthetic procedures (IT, BT and AT)	500	42

Scroll down to the relevant SSU and click on the arrow next to the procedure for which you need to enter or adjust credit information e.g. thoracotomy and /or thoracoscopy

●	Thoracic surgery	15	0	0	15	
●	Bronchoscopy	5	0	0	5	➤
●	Other thoracic surgery including sternotomy	0	0	0	0	➤
●	Thoracotomy and/ or thoracoscopy	10	0	0	10	➤

This will take you to the target screen for that particular case/procedure volume of practice requirement.

Depending on the percentage completion indicated on the module transition summary form, the **Credited** field should be updated accordingly. The **Base target** represents the volume of practice requirement set out in the curriculum. Therefore, any entry in the **Credited** field must take the **Base target** into account.

Thoracic surgery targets

Thoracotomy and/ or thoracoscopy target for Edan Mcmillan (20001)

Total target	10	Total accrued	5
Base target	10	Accrued	0 of 0
Additional target	0	Credited	5
Remaining	5		

Justification for target/credit change

Credit of 5 provided on 07/03/13 based on evidence supplied by trainee.

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Cancel   Submit

For example, if the module transition summary form indicates that the trainee has completed 50% of the Thoracic surgery module, they should be credited with 5 *Thoracotomy and/or thoracoscopy*. To do this, enter '5' in the **Credited** field, record the justification in the **Justification for target/credit change** and click on **Submit**.

Once the changes are submitted, you will notice that the 'Remaining' field will be proportionally adjusted. In the above example, the Remaining target is now '5'.

Please note that at the time of writing, there is an issue with the justification field that you will need to be aware of. While it is possible to enter text in this box and click on Submit, the entry will not be visible after this time. However, it will be stored in the database and can be viewed by TPS administrative staff at the Melbourne office. This will be addressed in the coming months, so that you will be able to view all entries made both now and in the future.

The changes made will now be reflected on the main surgical cases and procedures target screen.

●	**Thoracic surgery**	15	5	0	10	
●	Bronchoscopy	5	0	0	5	❯
●	Other thoracic surgery including sternotomy	0	0	0	0	❯
●	Thoracotomy and/ or thoracoscopy	10	5	0	5	❯

Target
This field shows the total target for the VOP requirement i.e. 10.

Accrued
This field shows that the trainee has accrued 5 thoracotomy/thoracoscopy cases.

Recorded
This field shows that the trainee has not yet recorded any of the accrued case type, but has instead been credited with 5. In other words, they have recorded zero of this case type in the TPS.

Remaining
This field shows that the trainee has 5 of this case type left to record, having received full credit for this VOP requirement.

Please refer to the table below for definitions of the fields on each target screen for the surgical cases and procedures:

Field name	Description
Total target	This is the base target plus the additional target
Base target	This represents the requirement as stated in the curriculum
Additional target	This represents any increase in target set by the SOT
Total accrued	This represents the sum of the credited and accrued that count toward the total target. This field will not display any more than that which counts toward the total target
Accrued	This displays incrementally the number of this procedure type that will count toward the total target, as a subset of the number recorded by the trainee. For example, it will count upwards from 1 of 1 until the total target is met. Where the trainee records more than the target, it will display the target as a subset of the total procedures recorded by the trainee. For example, '10 of 12' where the target is 10 and the trainee has recorded 12. *If the trainee was provided with credit the count will start from that number before any additional procedures are recorded.*
Credited	This represents any credits applied by the SOT towards procedure targets.
Remaining	This is the number of procedures that the trainee has left to complete at any given time and represents the difference between the Total target and Total accrued.

How to enter credit for workplace-based assessment

If a trainee has completed some workplace-based assessment under the 2004 curriculum, they may be provided with some credit toward this, based on the percentage of completion indicated on the module transition summary form.

You will need to complete this process for each transitioning trainee in your department. This will involve the following steps:

1. Review the module transition summary form for each trainee
2. Discuss this with the trainee and confirm that the percentage completion indicated on that form is an accurate reflection of their clinical experience in the module system under the 2004 curriculum
3. Where applicable, review and authorise SSU credit adjustment forms for trainees who have greater experience than that reflected in the percentage complete on the module transition summary form
4. Refer to the document *Table of applicable credits for specialised study units* to check off each field in the TPS that needs to be updated. This document sets out the credit amount for each volume of practice item for WBA, according to the percentage of completion indicated on the module transition summary form.

Log into the TPS and from your dashboard, select the relevant trainee's profile by clicking on the arrow to the right of their name.

College Id	First name	Last name	CPR	CUR	SSU	WBA	C&P	TIME	FLAGS
20001	Edan	Mcmillan	🟢	🔴	🟢	🟢	🟢	🟢	>
20035	Ardys	Wynne-jones	🟢	🟠	🟢	🟢	🟢	🔴	>

Scroll down to the WBA summary for the specialised study units.

Click on 'details' and this will take you to a detailed summary of the required WBA for each of the specialised study units.

WBA specialised study units summary (details)

SSU type	Minimum	Accrued
General Surgical, Urological, Gynaecological and Endoscopic Procedures	4	0
Head and Neck, ENT, Dental Surgery and ECT	2	0
Intensive Care	1	0
Neurosurgery and Neuroradiology	3	0
Obstetric Anaesthesia and Analgesia	6	0
Orthopaedic Surgery	2	0
Paediatric Anaesthesia	6	0
Thoracic Surgery	2	0
Vascular Surgery and Interventional Radiology	2	0

Scroll down to the assessment for which you wish to enter the credit and click on the arrow to the right of the screen.

			2	0	0	2	
●	Thoracic Surgery						
●	mini-CEX	Provide anaesthesia for a patient having thoracic surgery	1	0	0	1	❯
●	DOPS	Securing the airway with a DLT, checking positioning and testing for lung isolation	1	0	0	1	❯

Depending on the percentage completion indicated on the module transition summary form, the **Credited** field should be updated accordingly. The **Base target** represents the volume of practice requirement set out in the curriculum. Therefore, any entry in the **Credited** field must take the **Base target** into account.

SSU targets

Securing the airway with a DLT, checking positioning and testing for lung isolation target for Edan Mcmillan (20001)

Total target	1	Total accrued	1
Base target	1	Accrued	0 of 0
Additional target	0	Credited	1
Remaining	0		
Justification for target/credit change		Credit entered on 07/03/13 as trainee completed 50% of Thoracic surgery module under 2004 curriculum.	

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For example, if the module transition summary form indicates that the trainee has completed 50% of the Thoracic surgery module, they should be credited with one *Securing the airway with a DLT, checking positioning and testing for lung isolation*. To do this, enter '1' in the **Credited** field, record the justification in the **Justification for target/credit change** and click on **Submit**.

Once the changes are submitted, you will notice that the **Remaining** field will be proportionally adjusted. In the above example, the **Remaining** target is now '0' as the **Base target** was only one.

Please note that at the time of writing, there is an issue with the justification field that you will need to be aware of. While it is possible to enter text in this box and click on Submit, the entry will not be visible after this time. However, it will be stored in the database and can be viewed by TPS administrative staff at the Melbourne office. This will be addressed in the coming months, so that you will be able to view all entries made both now and in the future.

Any credit adjustment will also display on the WBA targets screen.

			Target	Accrued	Recorded	Remaining	
🔴	**Thoracic Surgery**		2	1	0	1	
🔴	mini-CEX	Provide anaesthesia for a patient having thoracic surgery	1	0	0	1	❯
🟢	DOPS	Securing the airway with a DLT, checking positioning and testing for lung isolation	1	1	0	0	❯

Target
This field shows the total target for the WBA requirement i.e. one.

Accrued
This field shows that the trainee has accrued one DOPS for *Securing the airway with a DLT, checking positioning and testing for lung isolation*.

Recorded
This field shows that the trainee has not yet recorded any of the accrued WBA type, but has instead been credited with one. In other words, they have recorded zero of this WBA type in the TPS.

Remaining
This field shows that the trainee has 0 of this WBA type left to record, having received full credit for this requirement.