

Guide for ANZCA workplace-based assessors

The TPS can be accessed via <https://tps.anzca.edu.au>

You will need your username and password to login to the TPS. Your username is the five-digit College ID number that was assigned to you when you first registered with the College. Your password will be your five-digit College ID number.

1. From your dashboard, select which assessment you wish to pre-fill.

Workplace-based assessments

[Add mini-CEX](#)
[Add DOPS](#)
[Add Cbd](#)

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Date	First name	Last name	WBA type	Assessment	Repeat?	Status	Training period/SSU	Competency	
16/12/2014		Trainee 1 - TPS Demo	DOPS			Pre-filled	BT	Arterial Cannulation	▶

2. On the next screen select the trainee who will be performing the assessable activity.

Select trainee

• Please select a trainee to continue.

Show entries

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College Id	First name	Last name	Training Period	Independent	Current placement	Start date	End date	
46400		Trainee 1 - TPS Demo	BT		TPS Demo Hospital	1/12/2013	1/2/2015	▶
46401		Trainee 2 - TPS Demo	BT		TPS Demo Hospital	1/1/2013	31/1/2015	▶

3. Select if the assessment is for a specialised study unit and if not, the relevant training period. If you are unsure, check with the trainee.

Workplace-based assessments

WBA details

Assessor: ANZCA Rep 1 - TPS Demo

Date of assessment:

Trainee:

WBA type: DOPS

Is this for a SSU? Yes No

Training period:

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If you have any questions about the workplace-based assessment process or this guide or require further assistance, contact the College via training@anzca.edu.au

- On the next screen you can complete some basic details before the assessment commences.

The lower half of the form (from the 'Assessment' section onwards) needs to be completed during or after the assessable procedure.

To **complete the assessment** refer to step number seven below.

Procedure details

Procedure

100 CHARACTERS REMAINING

Details

200 CHARACTERS REMAINING

Conducted On a patient During simulation exercise

Times previously completed

Ultrasound used Yes No

Degree of difficulty Low Moderate High

Time pressure Elective Critical

To **save the assessment** click on 'Save and finish later' and it will display on your WBA Assessor dashboard or 'Home' screen, with a status of 'In Progress'

- To re-open an in-progress WBA from the dashboard, click on the black arrow to the right of the assessment and click on 'Complete this DOPS' to put the form into edit mode.

Workplace-based assessments

Add mini-CEX Add DOPS Add Cbd

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Date	First name	Last name	WBA type	Assessment	Repeat?	Status	Training period/SSU	Competency
15/12/2014		Trainee 1 - TPS Demo	DOPS			In Progress	BT	Central Venous Cannulation with the use of ultrasound guidance

- Complete the remainder of the form including the feedback and global assessment sections.

The first part of the assessment is the nine-point rating scale.

Clickable information icons explain the definition for each area of assessment.

Assessment

	Significant input required from assessor	Some guidance provided from assessor	Able to manage independently	Unable to Assess
Clinical knowledge	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Consent	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Preparation	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Vigilance	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Infection control	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Technical ability	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Patient interaction	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Insight	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Documentation / post procedure management	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>
Team interaction	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/>

- When you have finished the assessment click on 'Complete' and it will go into the status of 'Awaiting trainee response'.

At this stage the assessment will still display on your dashboard, however you will not have access to edit the form.

After the trainee has responded to the assessment this completes the process.

If you have any questions about the workplace-based assessment process or this guide or require further assistance, contact the College via training@anzca.edu.au