

User Guide for Supervisors & Co-Supervisors



Username and Password

In Kaizen, each user is uniquely identified with a username and password. You will receive a welcome email with your username and instructions on how to set your password.

1 Log In

Your welcome to Kaizen email includes a link to the Kaizen site and your login information.

Here's how to log in for the first time

1. Check your email for your login information.
2. Click the link provided in the email: <https://au.kaizenep.com>
3. Select **ANZCA** organization to log in with.
4. The site prompts you to enter your **username** and **password**:

Welcome to Kaizen!

Please select your organisation to log in with

ANZCA

Login

Kaizen is our e-Portfolio solution, used for Workplace Based Assessments, Annual Reviews, PDP and Multi Source Feedback.

Enter your local login credentials

ANZCA FPM

Change organisation

Username:
Enter your username

Password:

Login Cancel

Forgot password?



You will be redirected to the **Dashboard** page when clicking the **Login** button.

Note that you will need to pre-select the organisation again only if you change the browser or device you are using.

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Dashboard Home Page

We encourage you to bookmark Kaizen on the devices you will use the program on.

2 Navigation

At the top of each page is the navigation toolbar.

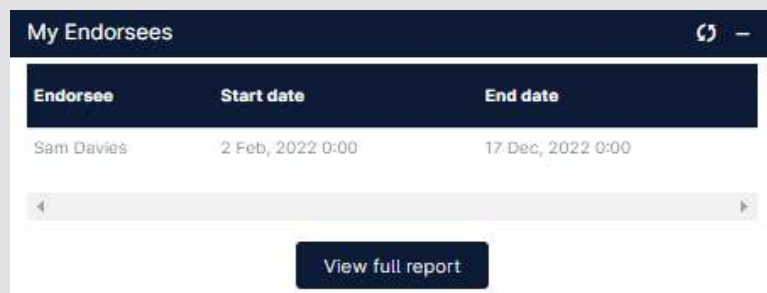
1. Landing page showing an overview of your activities.
2. Record of all activities you entered into your portfolio, all documents and forms you upload.
3. Documents you have uploaded into your portfolio.
4. Collection of standard reports you can view, generate and export.
5. List of your endorsee and access to their portfolio.
6. Tasks awaiting your action. A red badge with a number inside next to the bell icon will indicate the number of invitations awaiting your response. The '+' allows the creation of an event (i.e., initiate a DOPS).

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3 My Endorsee List

To see the list of endorsees you are assigned to go to the Dashboard. On the left-hand corner, you will see the My Endorsees table

Click on the **View full** report to see the full list. You can then generate, export the reports and download it as PDF.



Endorsee	Start date	End date
Sam Davies	2 Feb, 2022 0:00	17 Dec, 2022 0:00

View full report

Here is how you view your endorsee's profile

- On your **Dashboard**, locate the **Endorsee Profiles** table. Click the **View all users**. Type the name in the search box or select from the list.
- On the navigation menu, select **User management**. Type the name in the search box or select from the list.

The name are hyperlinks. Click on the name link to view the endorsee's profile and a summary of progress (case logged, DOPS, previously endorsed procedures).

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4 Review of logbook entries

Procedures Endorsement Program: Logbook for Sam Davies

Submit Save as draft

Fields marked with * are required. LAST SAVED: UNSAVED

Date occurred on 10 Jun, 2022 End date 10 Jun, 2022 Description (optional) Frisby case

Section filled in by Sam Davies FILLED IN ON 10 JUN, 2022

Logbook Review

Level of supervision

Degree of difficulty

Feedback

Attach files



When endorsees record a case you supervised, they will record the details in Kaizen. When they submit the information, an email will be sent to you to provide feedback. You can log in via the link in the email or follow the steps below.

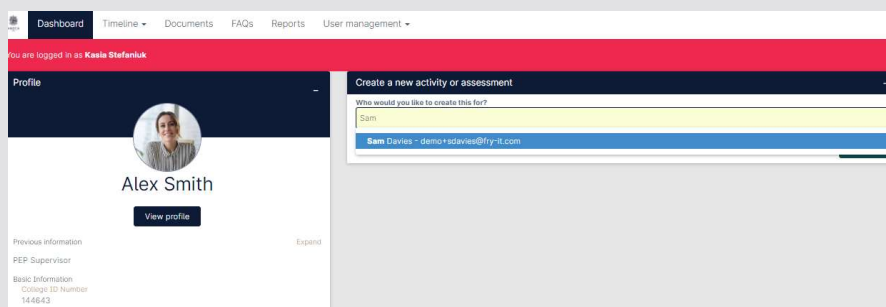
1. Log in to your Kaizen account. This will take you to the Dashboard page.
2. Go to **To Do**. This will list all your outstanding action. Alternatively, you can also access logbook entries via the endorsee's profile > timeline.
3. Locate the **Procedures Endorsement Program: Logbook** for your endorsee and click on it. This will open the logbook detail page.
4. Click the **Fill in** button.
5. Scroll down to the **Logbook Review** section to add your feedback.
6. Click the **Submit** button when your feedback is ready or **Save as Draft** to save and complete it later.

Once you submit your feedback, this record will be displayed under the **Timeline** tab.

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5 Initiate the Direct Observation of Procedural skills (DOPS)



1. Go to the **Dashboard** page once logged in to your Kaizen account.
2. Type in the name of the endorsee in the search box in **the Create a new activity or assessment**.
3. Click on the endorsee name from the search list.
4. Click the **Create** button.
5. Click on the Procedures Endorsement Program: Direct Observation of Procedural Skills (DOPS) link.
6. Complete the form.
7. Click the **Submit button** when ready or **Save as Draft** to save and complete it later.

Once you submit the forms, this record will be displayed under the **Timeline** tab.

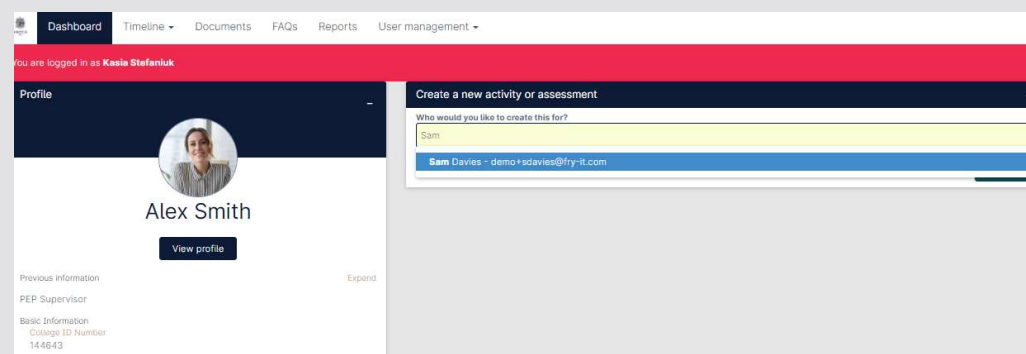
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6 Confirmation of competence

1. Go to the **Dashboard** page once logged in to your Kaizen account.
2. Type in the name of the endorsee in the search box in the **Create a new activity or assessment**.
3. Click on the endorsee name from the search list.
4. Click the **Create** button.
5. Click on the Confirmation of competence link.
6. Complete the form.
7. Click the **Submit** button when ready or **Save as Draft** to save and complete it later.

Once you submit the forms, this record will be displayed under the **Timeline** tab.



Saving & continuing later

Saved drafts are available to action via your timeline, also via the 'To do list' in the top right-hand corner, and via the dashboard.

For assistance with using Kaizen please contact fpm@anzca.edu.au