ANZCA

FPM

Diving and Hyperbaric Medicine

ePortfolio user guide for supervisors of training

Contents

1. Introduction

This document is designed to assist diving and hyperbaric medicine (DHM) supervisors of training (SOTs) and clinical supervisors use the DHM 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.

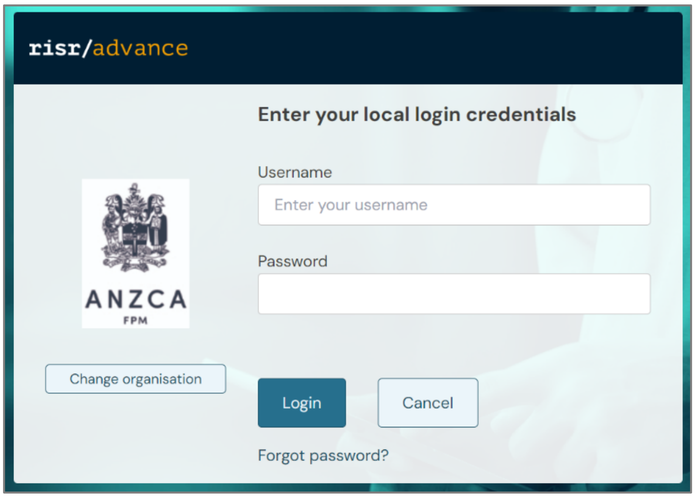
This document should be read in conjunction with the following documents:

- Regulation 36.
- The DHM Training Handbook.
- The DHM curriculum.

2. Accessing the system and the login process

2.1 First time access

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

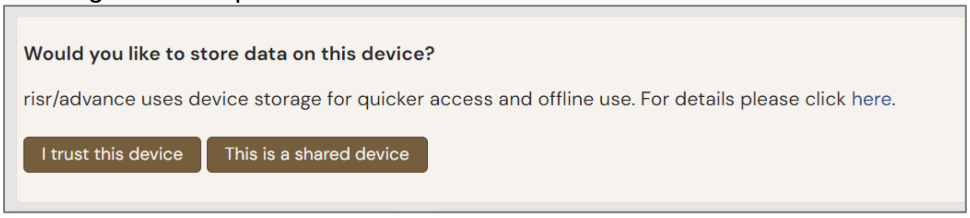
The ePortfolio can be accessed via DHM page on the ANZCA website or from the quick links drop down menu on the ANZCA homepage.

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’.

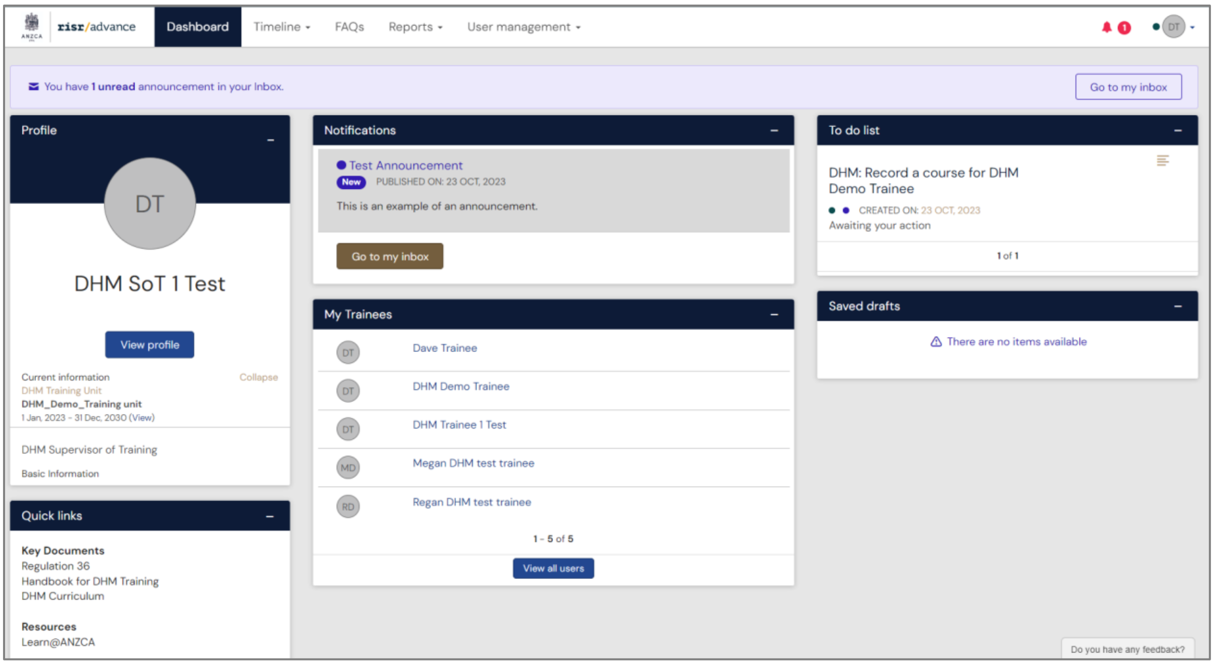
3. The dashboard and navigation bar

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

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

There are several activities that you can carry out from your dashboard. On this page you can:

- View your profile.
- View your ‘To do list’. This is a list of items waiting for you to action.
- View saved drafts.
- View your trainees (my connections).
- View notifications.
- View quick links.



3.1 View your Profile

You can view details of your profile by clicking on 'View Profile' under your name on the left-hand side of the dashboard.

You can then see:

- An audit log of changes made to your profile.
- Your email address.
- Your SOT appointment dates.

If you want to make a change to anything shown on your profile, please contact us at dhm@anzca.edu.au.

3.2 View your trainees

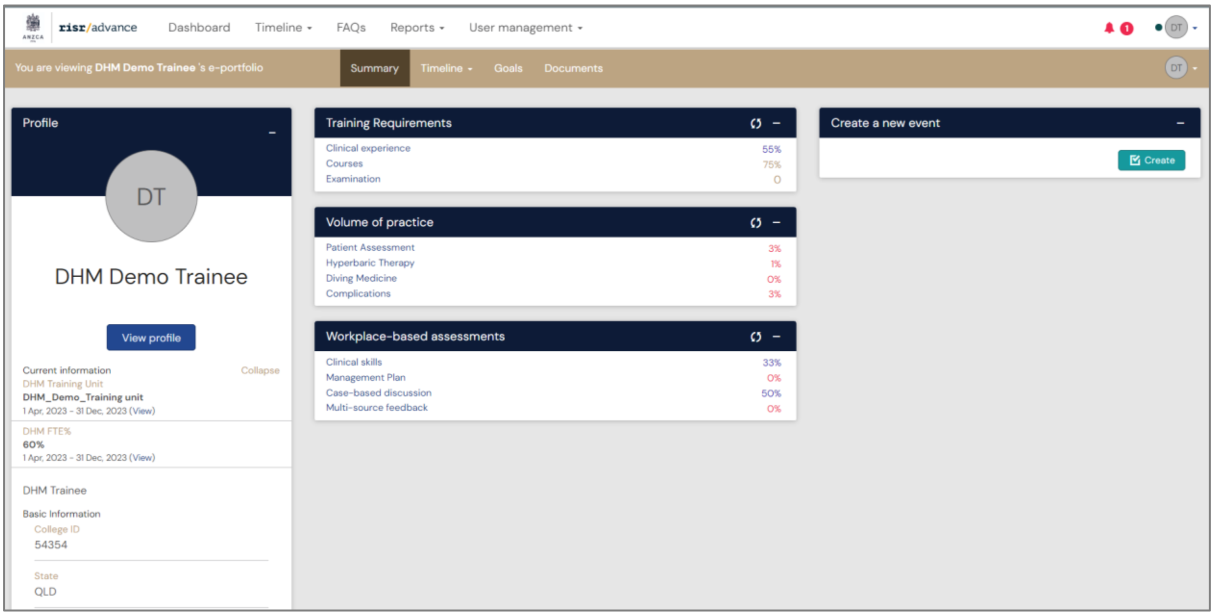
You can view a trainee's details by clicking on their name.

These are all the trainees currently placed in your training.

To view a trainee, click on the trainee's name. You will be directed to the trainee's summary page. From there you can view the trainee's:

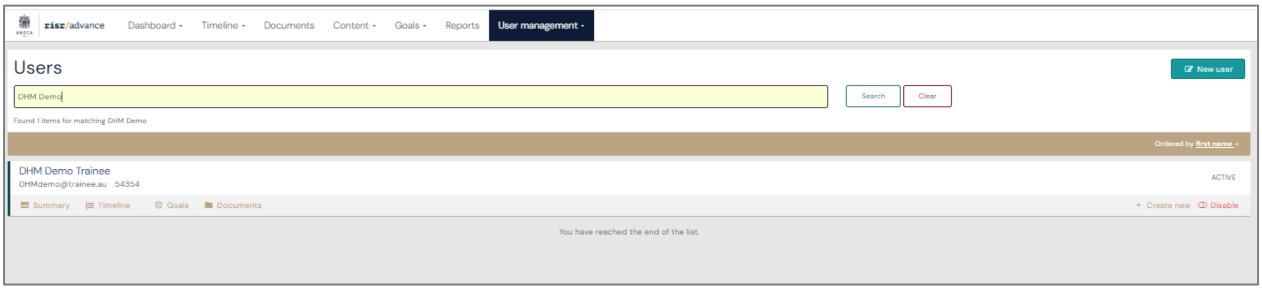
- Profile.
- Timeline.
- View progress towards their training requirements and goals.
- Documents.
- Create a new event or assessments for that trainee.

From there you can also see the trainee's navigation bar.



You can also access your trainee under ‘User management’ in the top navigation bar.

Select ‘Users’ to see a list of your trainees. If you have a number of trainees at your training site, you can use the search box to find a specific person and then access their portfolio by clicking on their name or ‘Summary’.



For more information on the trainee ePortfolio portal, please refer to the trainee user guide on our website.

3.3 View your 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.

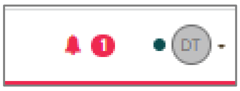
To see the full details, click on the text inside the box or click on the 'Go to my inbox' button on the right of the blue banner.

3.4 View your To do list

Trainees need to initiate all the activities and assessments in the ePortfolio. The clinical placement 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.



3.5 Navigation bar

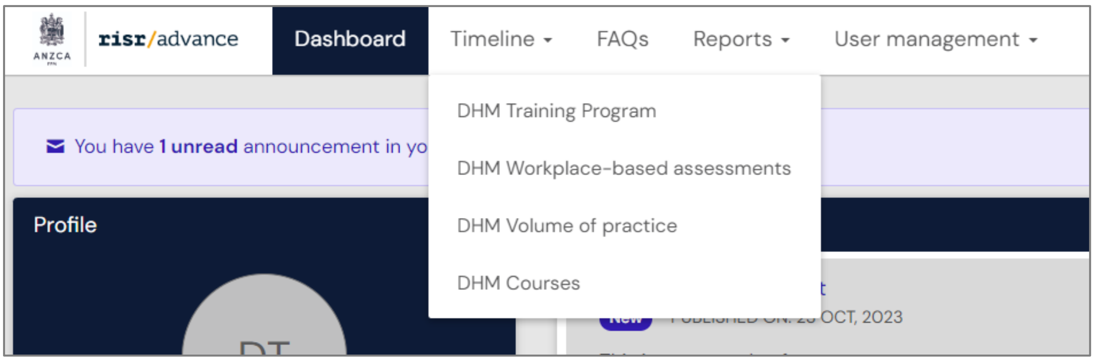
From the top navigation bar, you can navigate to the:

- **Dashboard**: your homepage in the ePortfolio.
- **Timeline:** the list of activities and assessments you have completed or are awaiting your action.
- **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.

If you have any announcements, you will see a purple bar at the top of your dashboard. You can also see the message in your inbox on the dashboard.

You can click on the description in the inbox to see the full details or click on the button on the right of the red banner.

There is also a bell icon ( ) at the top right-hand side of your screen. By clicking on the bell icon, you will be able to view your 'To do list' and saved drafts. If this is black, you have no outstanding tasks. If this is orange, you have tasks to complete. The number to the right of the items tells you how many items there are on your to do list.



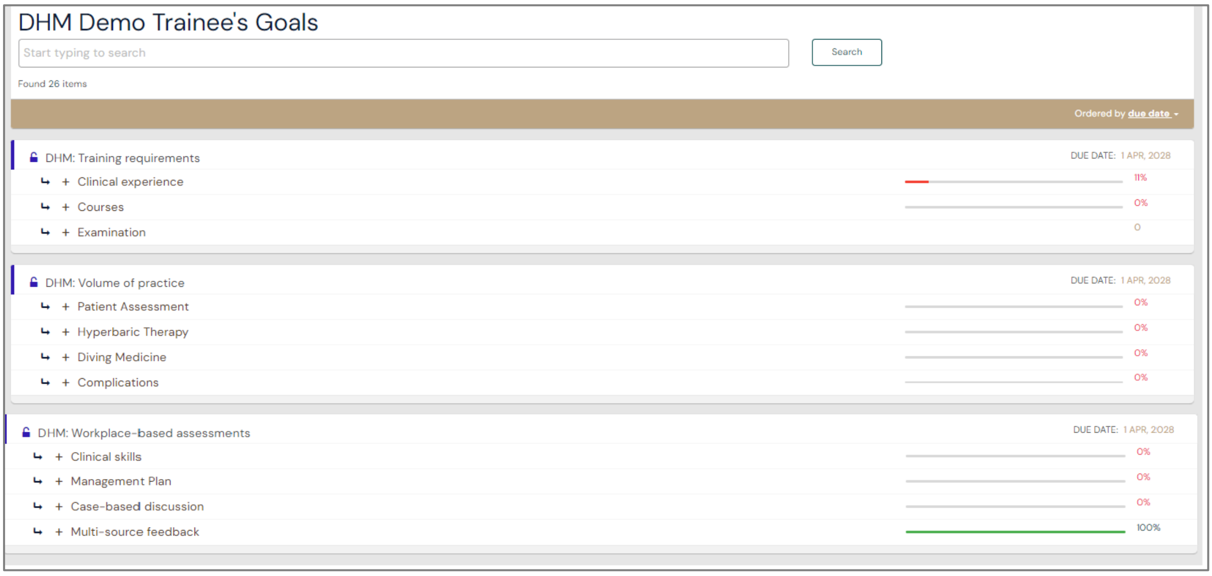
4. Tracking your trainee's progress

The goals help you track the trainee's progress through the training program. Trainees must complete all the goals before they are eligible for award of the diploma.

You can view the trainee's goals either from the trainee summary page or from selecting 'Goals' in the trainee's navigation bar.

4.1 From selecting 'Goals' in trainee's navigation bar

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.



Goals have been separated into the following three categories:

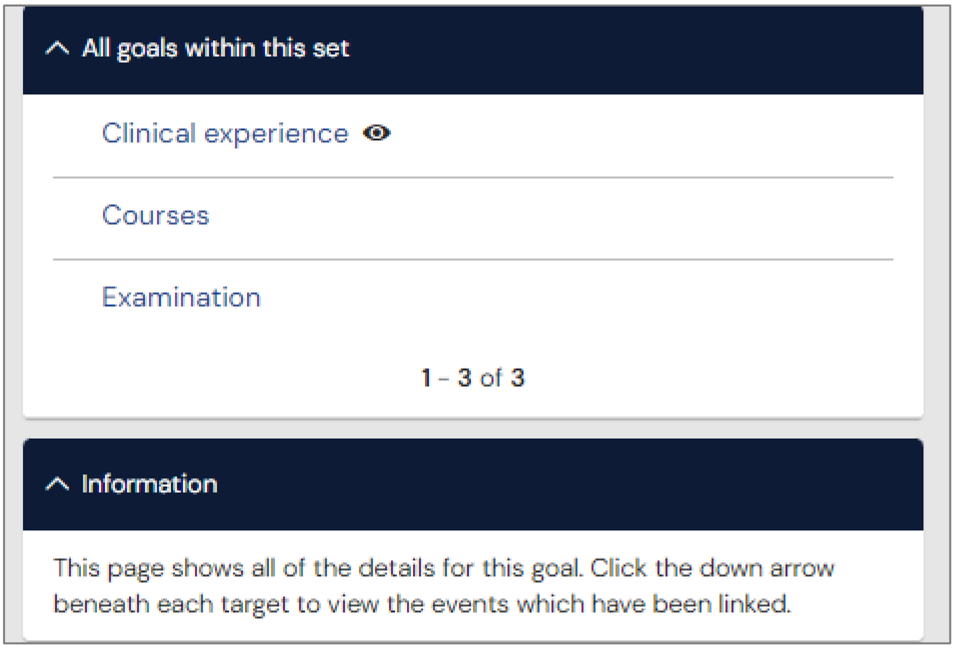
- DHM: Training requirements
  - Clinical experience
  - Courses
  - Examination
- DHM: Volume of practice
  - Patient assessment
  - Hyperbaric therapy
  - Diving medicine
  - Complications
- DHM: Workplace-based assessments
  - Clinical skills
  - Management plan
  - Case-based discussion
  - Multi-source feedback

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 status bar will show your progress towards the target. Each colour means:

- Red – 0-32%.
- Amber – 33-65%.
- Blue – 66-99%.
- Green – 100%.

You can see more information about a goal by clicking on the name.

4.2 From the trainee’s summary page

On the summary page, you will see three widgets with the trainee’s training program requirements.

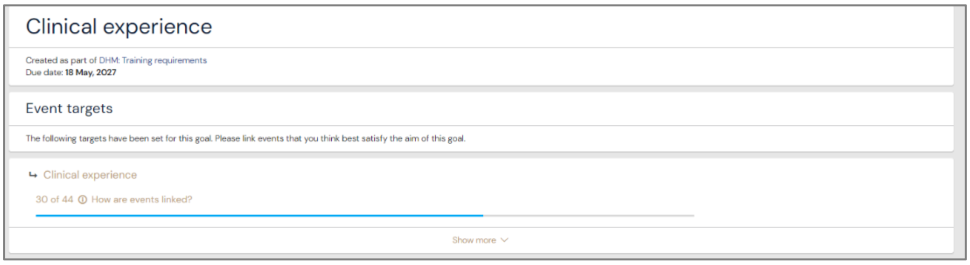
This ‘Training Requirements’ widget displays a summary of the status of the trainee’s overall training requirements.

The Volume of practice section of the dashboard can be used to view the requirements and progress towards each VOP.

The percentages are generated in the ePortfolio, based on completed assessments and activities that have been linked to the VOP

The workplace-based assessments section of the dashboard can be used to view the requirements and progress towards WBA

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.

5. Understanding the timeline

5.1 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:

- DHM Training Program
- DHM Workplace-based assessments
- DHM Volume of Practice
- DHM Courses
- Procedures Endorsement Program (applicable to those also completing this program).

From the timeline, you can:

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

5.2 Status of events in timeline

In the timelines, the line on the left side of the event indicates the status of the event:

- A green line indicates the assessment has been completed.
- A red line indicates the assessment is either in draft or in progress

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

- Green – completed.
- Red – waiting to be completed.
- White – to be completed in the future.
- Grey – not required.

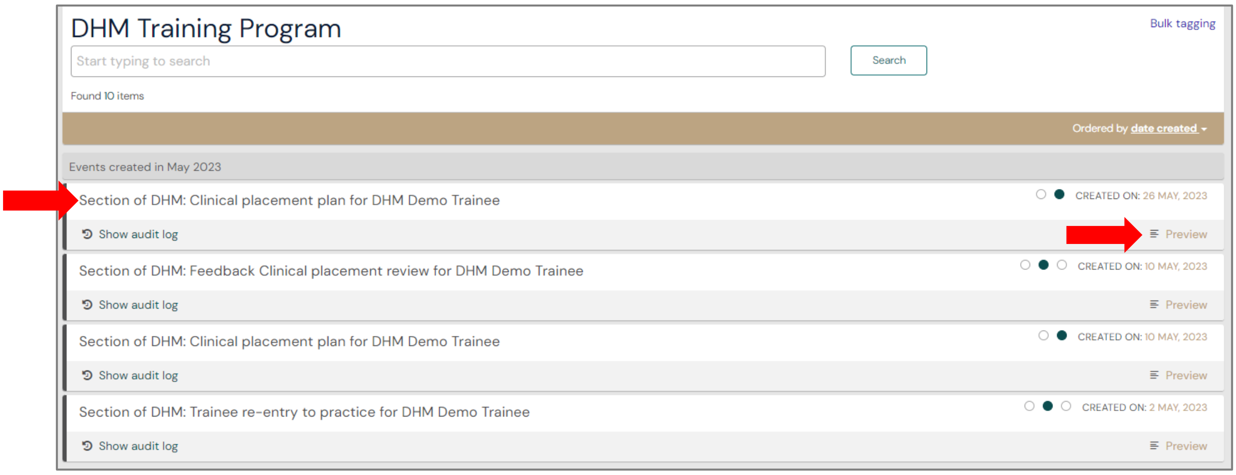
Hover your mouse over a radio button for more information. If the activity/assessment is not completed the status is also written beneath the radio buttons.

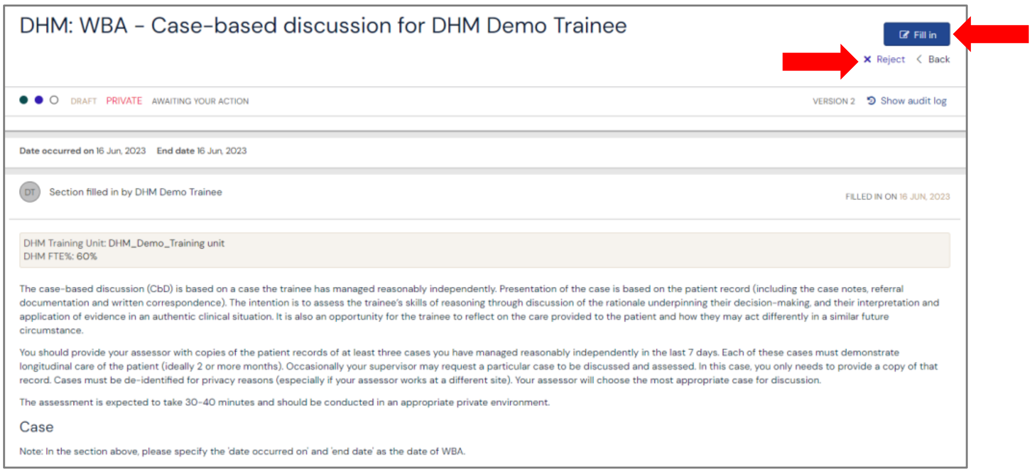
Please note, this shows a record of your actions towards an event. If a trainee filled a section of the event after you to complete the event, the event will not show as completed within your timeline. You can view your trainee’s timeline to see if it has been completed.

5.3 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’.





5.4. Completing an activity or assessment

There are multiple ways to complete an event in the ePortfolio. For each option, complete the remaining fields in the event form and click ‘Submit’. All sections marked * must be completed. If the status of the event is completed, the event will automatically link towards the relevant goal. The event will disappear from your ‘To do list’.

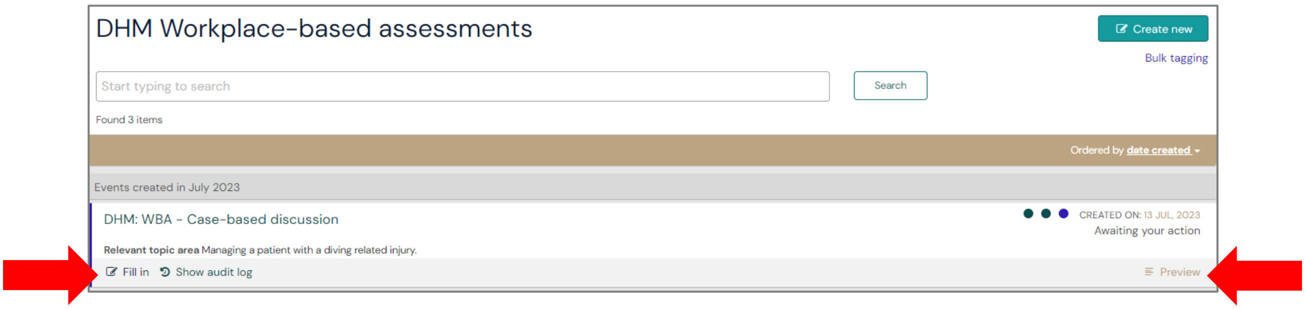
Using the ‘To do list’ on the dashboard

You can open the activity by clicking on the name of the event in the ‘To do list’. Click on ‘Fill in’ located in the top right corner, complete the remaining fields and click ‘Submit’.

From the timeline

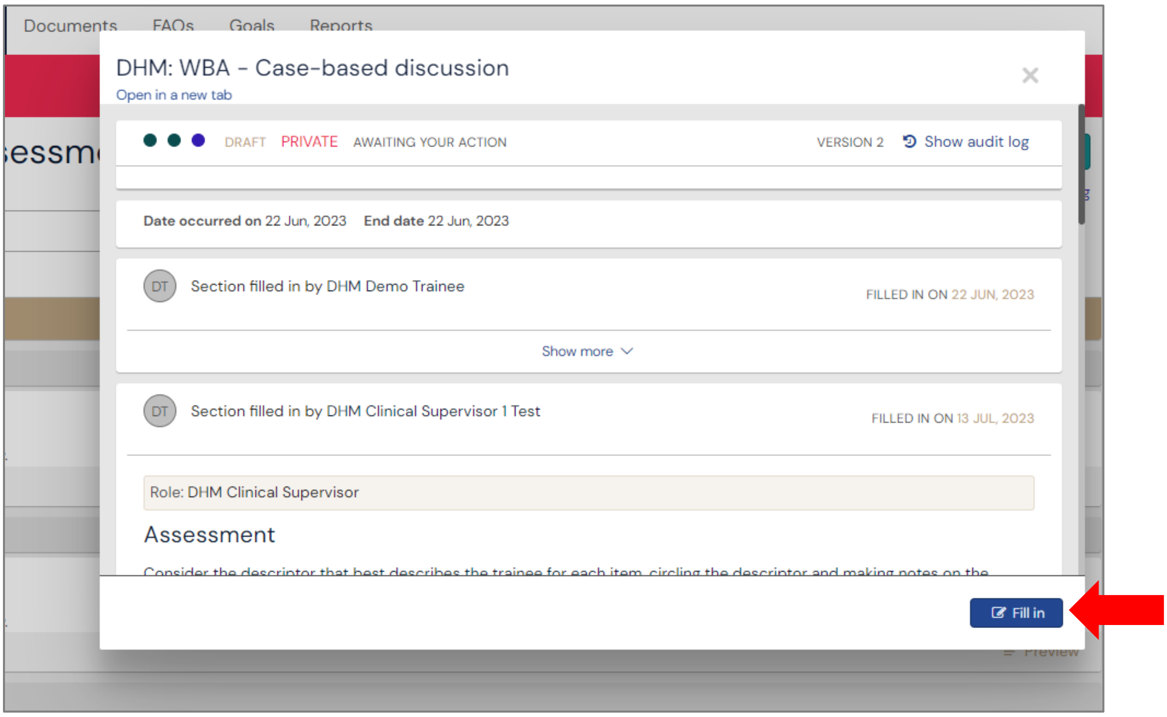
You can open the activity by clicking on the name of the event in the timeline. Click on ‘Fill in’ located in the top right corner, complete the remaining fields and click ‘Submit’.

Alternatively, you can click ‘Fill in’ directly from the event in the timeline without first clicking on the event name.



Using the preview button

On both the timeline and the ‘To do list,’ you can use the ‘Preview’ button to complete the event.



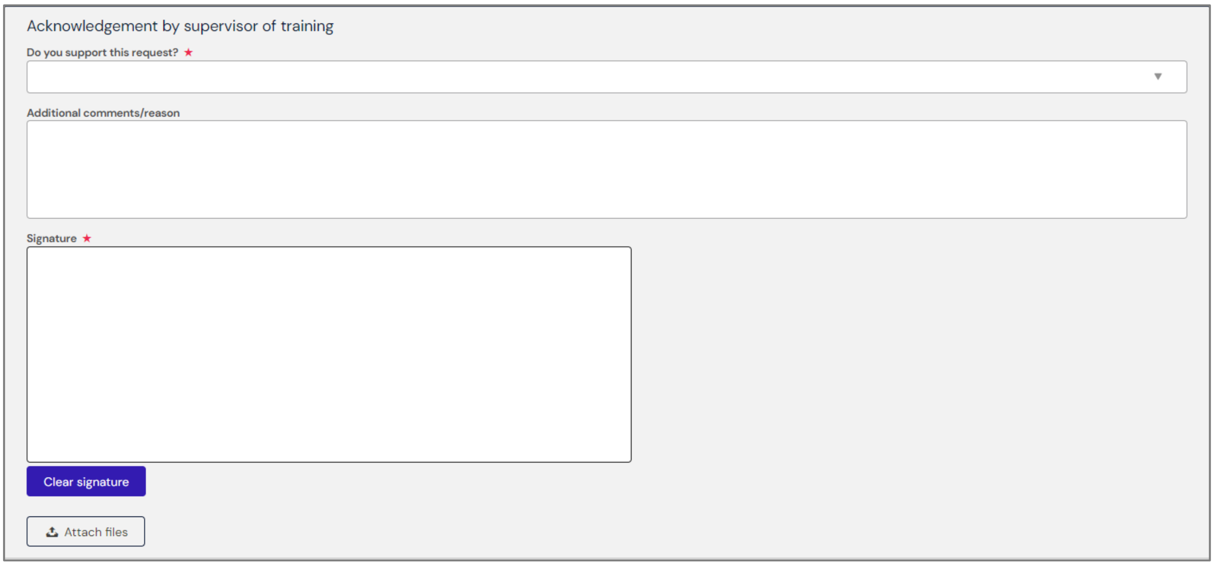
By clicking the preview button, this will open the event in a pop-up box. In the bottom right of the pop-up box, click 'Fill in' and complete the remaining fields.

5.4.1 Training request form

This form will be initiated by the trainee if they want to request an exception to the regulation or a change to their FTE.

They should upload the required documentation and then submit it to you as their supervisor to review and approve.

You need to click 'Fill in' on the form, and then the below needs to be populated.

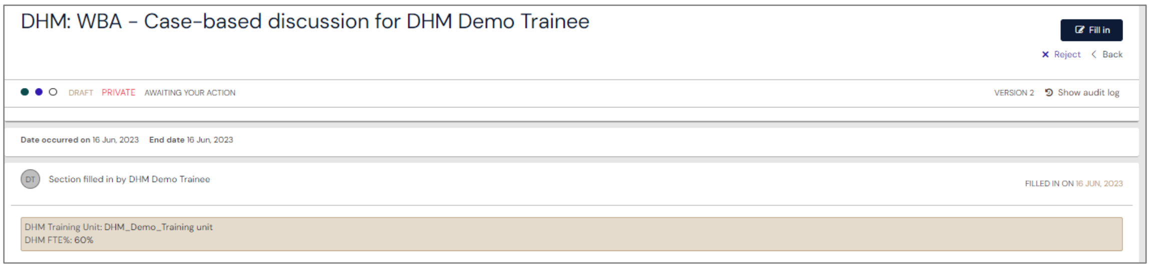


When you click 'Submit' this will then be sent to the DHM Training team to review and action.

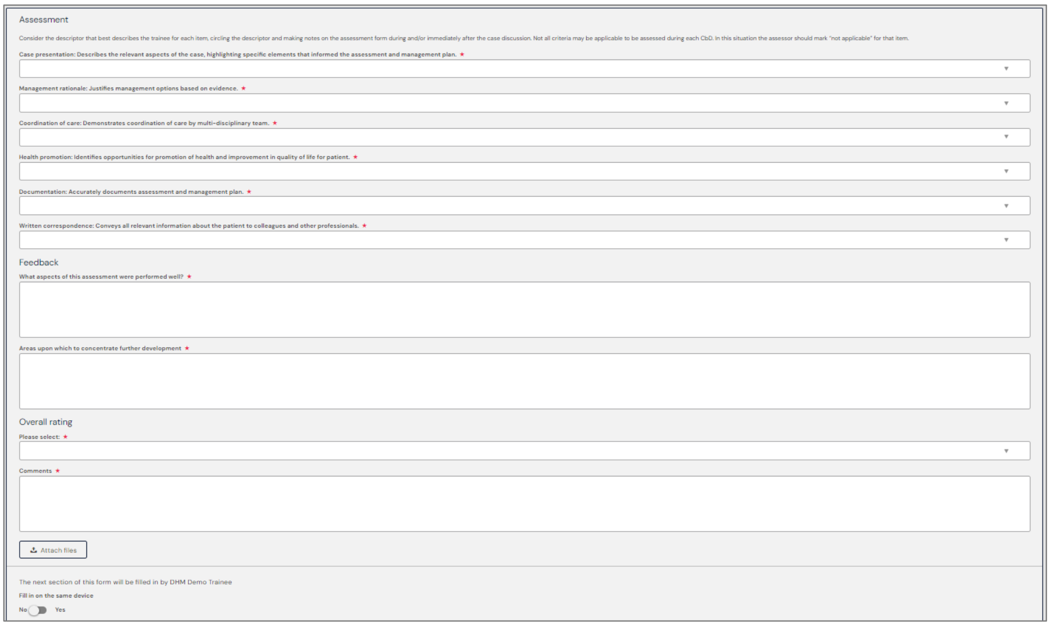
5.4.2 Workplace-based assessments

Once trainee, submits there WBAs and assigned it to you. You can see that in your to-do list:

You can fill in or reject it, by clicking on Fill in /reject button from its detailed page. If you reject a form, the trainee will be able to make changes and submit the form again.



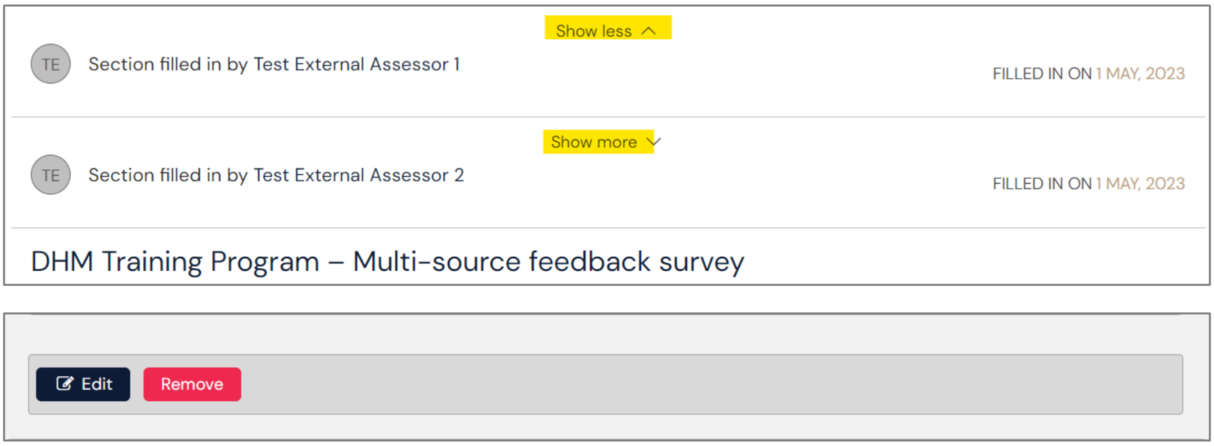
Once you have discussed these responses with the trainee and submitted your feedback then you can submit your section.



5.4.3 Multi-source feedback survey

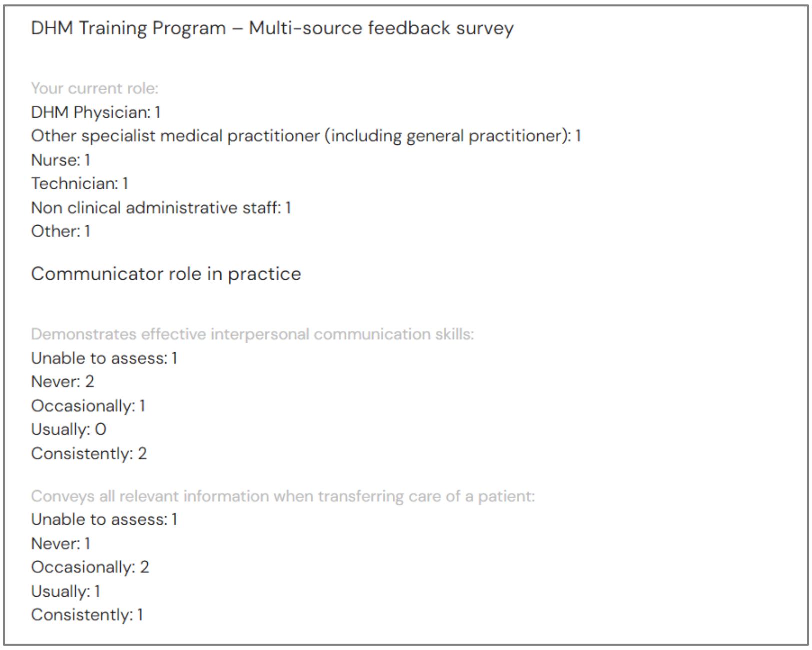
Once a trainee has received a minimum of 6 responses to their multi-source feedback survey, they will send it to you for review.

You can see the trainee's self-assessment and all the individual responses (these responses can be minimised or maximised as you go through them). You can edit or remove any responses if you think this is required.



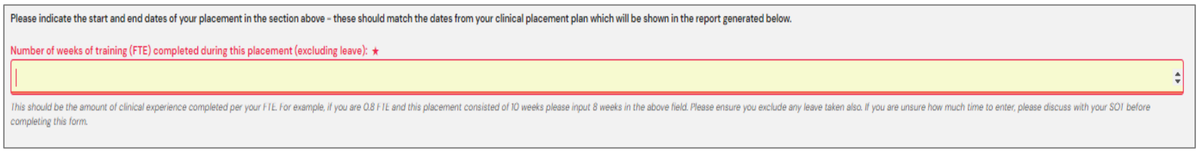
Once you have discussed these responses with the trainee and submitted your feedback then you can submit your section.

If needed, you can view the trainee's MSF via the 'DHM Workplace-based assessments' category on their timeline. When you click on the event it will show you a consolidated version of all responses in a report which looks like the screenshot below.



5.4.4 Clinical placement reviews

Clinical placement reviews (CPRs) should be completed at end of each placement or every 26 weeks for longer placements. Trainees complete the form and include their training time as per their FTE.



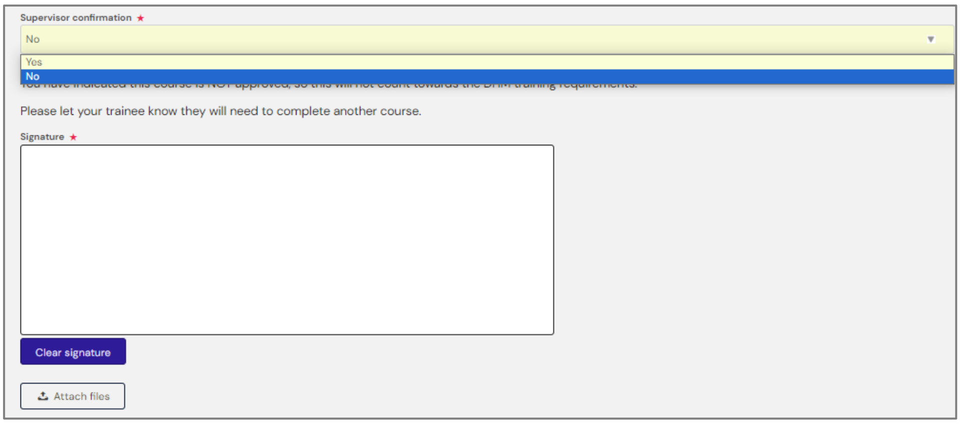
The form will then be sent to you for to include an assessment of progress and feedback, which should also be discussed in person with the trainees.

Trainees review the feedback and sign the form, at which point it counts toward their goal.

5.4.5 DHM: Record a course

Trainees will record any of the completed courses in the ePortfolio and include evidence and send for you to review and to confirm.

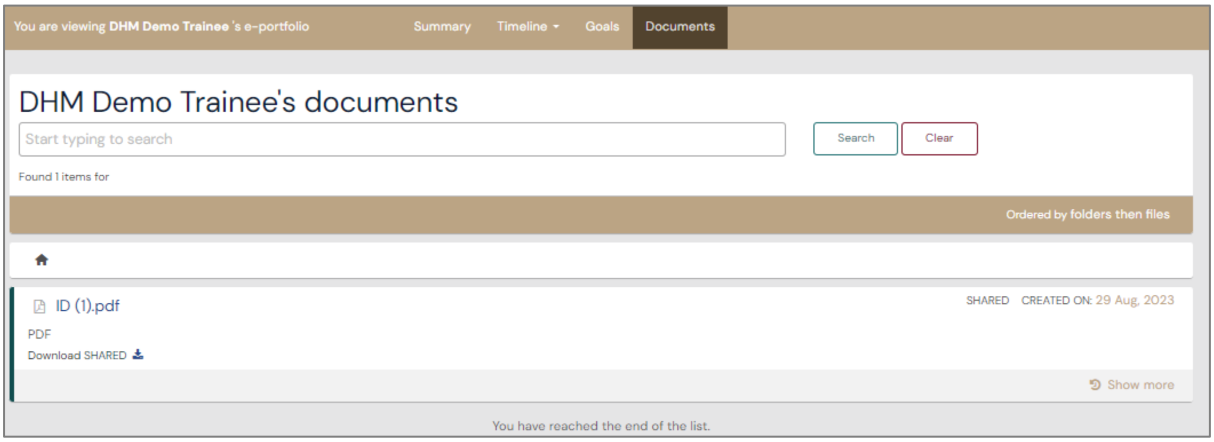
If you select 'No' and do not confirm the course, it will not count towards the requirements and the trainee will need to complete another course or resubmit the course with accurate evidence.



6. Documents

Trainees need to upload course evidence, which will be seen here.

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



7. 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.

8. Recording and monitoring training time

ANZCA staff will add the training placements to a trainee's profile on the dashboard when they apply for training.

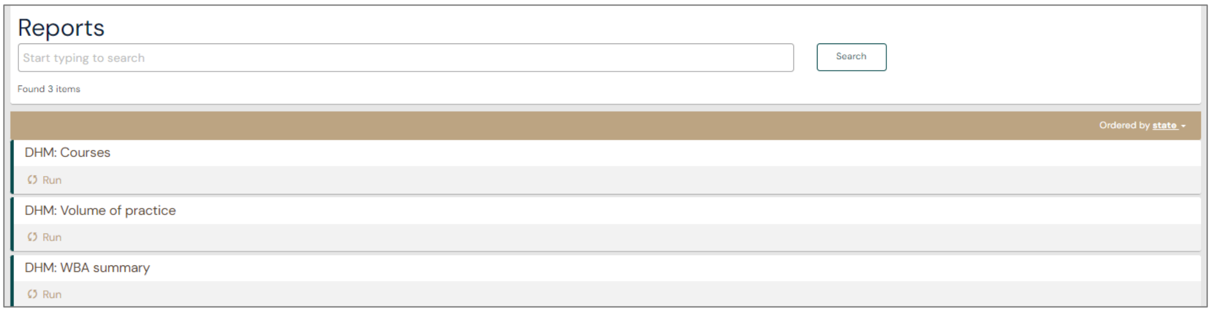
9. FAQs

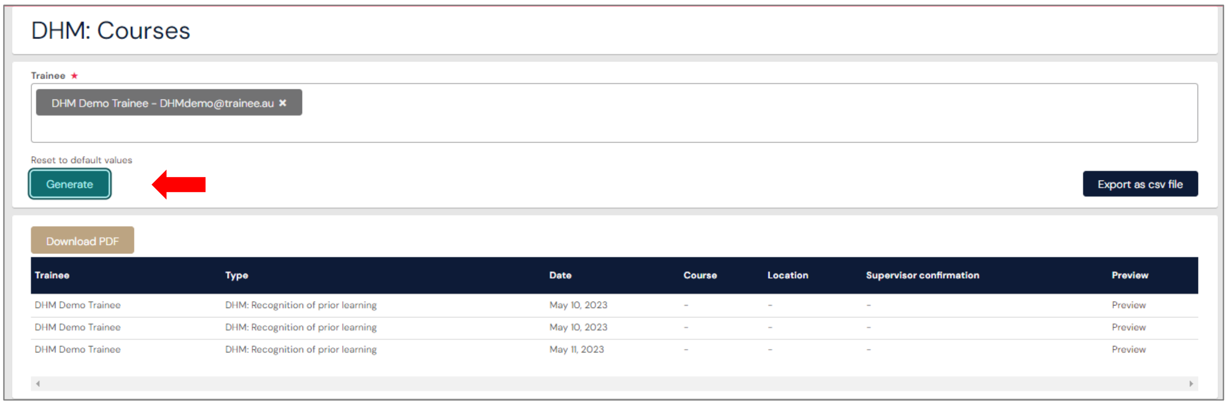
You will find several frequently asked questions under ‘FAQs’ in the top navigation bar. The FAQ list is universal across the ePortfolio You can search for ‘DHM’ within the search bar to find specific answers relating to the DHM ePortfolio.

Regulation 36, *DHM Training Program,* the *DHM Training Handbook*, the *DHM curriculum* and the ANZCA website are other sources of guidance around the training program. We also encourage you to contact us via dhm@anzca.edu.au.

10. Reports

Reports can be generated displaying data for all your trainees or filtered to a specific trainee. 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.



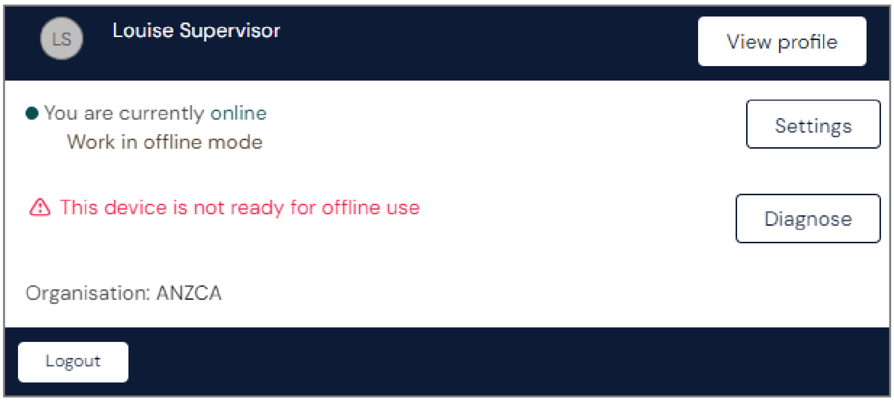


11. Offline mode

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 and then 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 dhm@anzca.edu.au.

We also encourage you to submit feedback via the ‘DHM ePortfolio feedback’ form within the ePortfolio to help us to continually improve the functionality.

13. Migrated activities

For trainees who started their training before November 2023, high-level data submitted to ANZCA has been 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’s important to note that for the migration of workplace-based feedback, a global rating of four was assigned to allow them to count towards the goals. We understand that this isn’t 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 ITA period as the ‘date of feedback meeting’. We understand that this is not necessarily accurate.