Supervisor of training user guide

Diploma of Rural Generalist Anaesthesia
Contents
1. Introduction .......................................................................................................................................................... 3
2. Accessing the ePortfolio and the login process ............................................................................................. 3
   Forgot your password? .................................................................................................................................... 4
   Would you like to share data on this device?..................................................................................................... 4
3. The dashboard and navigation bar .................................................................................................................. 4
   3.1 View profile ............................................................................................................................................... 5
   3.2 Viewing your trainees .................................................................................................................................... 6
4. Tracking your trainee’s progress ......................................................................................................................... 7
   From the trainee’s summary page ...................................................................................................................... 7
   From the goals in the trainee’s navigation bar .................................................................................................. 8
5. Understanding the timeline ............................................................................................................................... 9
   5.1 Timeline ...................................................................................................................................................... 9
   5.2 Status of events in the timeline .................................................................................................................... 10
   5.3 Viewing events from the timeline ............................................................................................................... 10
6. Creating and completing events ....................................................................................................................... 11
   6.1 Create a new activity or assessment ............................................................................................................ 11
   6.2 Completing an activity or assessment ....................................................................................................... 13
       Using the ‘To do list’ on the dashboard ......................................................................................................... 13
       From the timeline .......................................................................................................................................... 13
       Using the preview button .............................................................................................................................. 14
7. Documents ....................................................................................................................................................... 14
8. Frequently asked questions ............................................................................................................................... 14
9. Reports .............................................................................................................................................................. 14
10. Offline mode .................................................................................................................................................... 15
11. Troubleshooting ............................................................................................................................................. 15
1. Introduction

This document is a guide for supervisors using the online ePortfolio for the Diploma of Rural Generalist Anaesthesia (DipRGA).

For more information on the program, please visit the [Diploma of Rural Generalist Anaesthesia page](#) on the ANZCA website where you will find the link to access the ePortfolio, the following documents and support resources:

- Regulation 44 – Training in rural generalist anaesthesia leading to DipRGA.
- Rural generalist anaesthesia handbook for training.
- Rural generalist anaesthesia training program curriculum.
- Rural generalist anaesthesia trainee toolkit.

2. Accessing the ePortfolio and the login process

Once you have been nominated as an RGA supervisor with ANZCA and signed the supervisor of training agreement, we will set up your access to the training ePortfolio. You will then receive an email from ANZCA with a link to the ePortfolio, your user ID, and a temporary password to gain access to the ePortfolio.

You should change your password the first time that you successfully log in.

If you do not receive the email with your login credentials when expected, please check your junk or spam folder prior to contacting us.

Once you have your login credentials, we recommended you bookmark the login page or the [DipRGA page on the ANZCA website](#) to easily access the ePortfolio. When the ePortfolio opens, you will be asked to select the organisation to log in with. Please select DipRGA from the drop-down list.
Next, you will be asked to enter your username and password. Your username will be your ANZCA ID. Once these details are entered you can click the ‘Login’ button and the ePortfolio will open to your dashboard.

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.

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
When you log in to the ePortfolio, you will be taken to your dashboard. The dashboard shows an overview of what is relevant to your role/s.
There are several activities that you can carry out from your dashboard. On this page you can:

A. View your profile.
B. View your ‘To do list’. This is a list of items waiting for you to action.
C. Create a new event or assessment.
D. View your trainees (my connections).
E. View announcements.

From the top navigation bar, you can navigate to:

- Your timeline.
- Documents.
- FAQs.
- Reports.

If you have any announcements, you will see a red 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.

### 3.1 View 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 drga@anzca.edu.au.
3.2 Viewing your trainees.
On the dashboard you will find a list of trainees under the ‘My connections’ widget. 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.

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.

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.

![Training Requirements Table]

The ‘Time’ widget shows a summary of the trainee’s collated clinical experience and leave.

![Time Table]

The entrustable professional activities (EPA) section of the dashboard can be used to view the requirements and progress towards each EPA.

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

![EPA Table]

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.

In the example below, the total time requirement is 52 weeks of training time. You can see the numbers of weeks accruing towards the 52 week requirement. From there you may also click on
‘Show more’ to see what recorded events are linked to that target. You may then link other events that are relevant to this target or create a new event.

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.

*From the goals in the trainee’s navigation bar*
You can also view your training requirements by selecting ‘Goals’ in the top navigation bar.

From here, you can see all your requirements in one page. 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.

In the goal-set, you can click on the ‘+’ or ‘-’ to show/hide the breakdown of the goal.

The status bar will show your progress towards the target. Each colour means:
You can see more information about a goal by clicking on the name.

5. Understanding the timeline

5.1 Timeline

Your ‘Timeline’ is a record of all forms, assessments, and documents attached to your profile.

There are several categories of events that can be accessed from the dropdown from the top navigation bar under ‘Timeline’. For example, if you wanted to see all the training plans you have confirmed for trainees, you would select ‘Progress reviews and plan meetings’. Alternatively, you will see all events when you select ‘Timeline’.

You will also be able to view a trainee’s timeline which includes their training experiences, assessments and documents, under the trainee’s navigation bar.

You can then use the search box at the top to filter the list to find specific events or event types.

The ‘Advanced search’ widget on the right side-column can also be used to search for events by type, date and/or state (draft or completed).
From the timeline, you can:

- View the status of an event.
- View the event.
- Create and complete events (see section 6).

5.2 Status of events in the 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 further status details. The number of buttons indicates the number of steps required for completion and the colours reflect the completion status:

- 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 event 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 events from the timeline

You can select any event in your timeline to see further details by clicking on the name. This will open the event. Alternatively, you can select preview in the bottom right of the event.
6. Creating and completing events

6.1 Create a new activity or assessment

You can create an event for any of your trainees.

On your dashboard, under the ‘Create a new event’ widget, type the name of the trainee you are wishing to create an event for, then click ‘Create’.

You will then have a list of forms to select from. If the form is not there, the trainee will need to initiate that assessment.
Once you have selected an event, you can enter the details of that event. All sections marked * must be completed. Some events include a ‘Generate report’ button, which should be clicked to embed a report summarising related completed activities.

When you have completed all the details of the event you can submit the event. You also have the option to ‘Save as draft’ to finish later.

The event will automatically appear on your timeline and in the ‘To do list’ of the selected trainee.
6.2 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.

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**7. Documents**

In this section you can add documents or view documents that have been uploaded in the ePortfolio, including those uploaded and attached as part of an assessment or activity event. You can also view the document libraries for your trainees.

You can create multiple folders for personal files or upload individual documents not associated with a training event.

Open a selected document by clicking on the download symbol underneath the document name.

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**8. Frequently asked questions**

You will find frequently asked questions (FAQs) under ‘FAQs’ in the top navigation bar. You can use the search bar to find specific answers relating to the ePortfolio.

For FAQs about the course content and regulations, please visit the [ANZCA website](#).

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**9. Reports**

You will be able to generate several reports from the ePortfolio to help you monitor trainees’ progress. Reports are useful to see a summary of activities, such as a summary of completed WBAs or logbook entries. To generate an online report, select ‘Reports’ from the top navigation bar. Click on the name of the report. You have the option to either download the report as a PDF or to export as a CSV file.
10. 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 you see the notification ‘This device is not ready for offline use’, click on ‘Diagnose’ to check if your device can use the offline mode.

![Offline mode interface](image)

When you are working online the status is green. When you are working offline the status becomes red.

Any events 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.

11. Troubleshooting

If you require any assistance, please contact us at drga@anzca.edu.au.