Trainee User Guide – e-Portfolio for Training July 2022
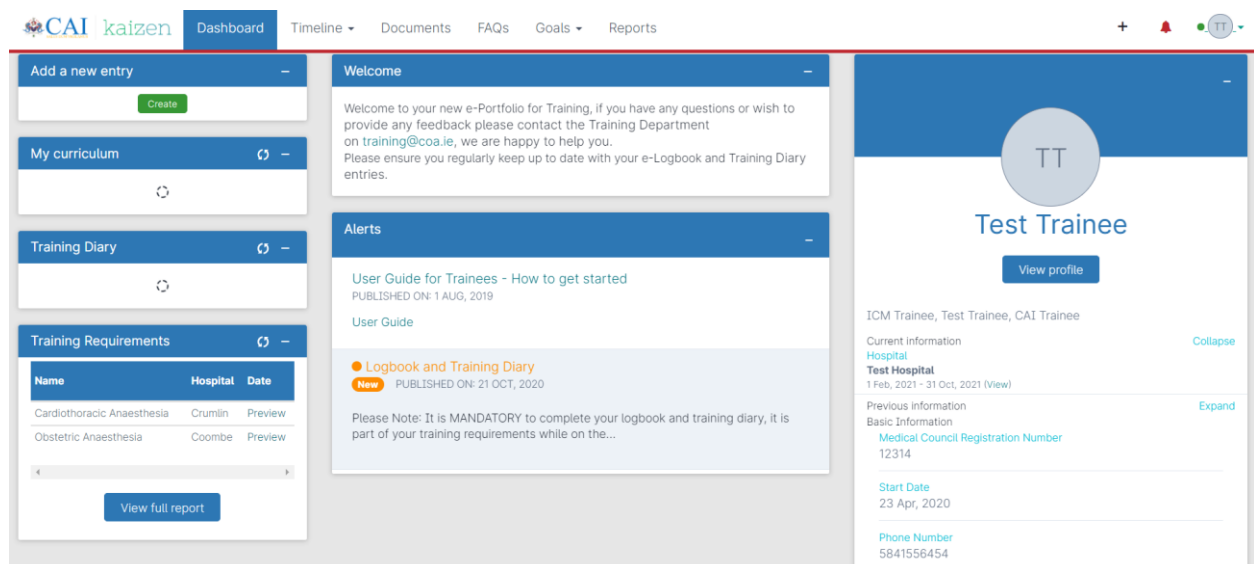
HOW TO GET STARTED:

Step 1 – Go to Kaizen https://kaizenep.com Click on College of Anaesthesiologists of Ireland and then add your *User Name*: "your College ID number" and *Password:* you will create it once you receive an email from Kaizen.

Step 2 – Individual Trainee Dashboard which outlines your training profile, where you can add an entry to your logbook and training diary and most of all keep track of your training progression. It also is where you can see any alerts or special notifications regarding your e-Portfolio and your training programme.

TOP BAR EXPLAINED:

Dashboard: This is your main page and provides you with an individual dashboard.

Timeline: This gives you 3 options to choose from, see below. In this section you can view all of your submitted logbook and training diary entries, view if they are submitted (colour Green) or in draft (colour Orange). You can amend and update your entries in this section. This is explained in more detail below. Options:

1. All (full outline of all your logbook and training diary entries)
2. Logbook entries (just an outline of your logbook entries)
3. Training Diary entries (just an outline of your training diary entries)

Documents: In this section, you can upload any documents that you wish to store in your e-Portfolio for Training. E.g., certificate of attendance.

FAQs: To help get you started and for any questions you might have on your new e-Portfolio. This section will be added to as we receive feedback from trainees on the new system.

Goals: As you submit your logbook entries this screen will populate with your progress in each of the curriculum sections.

Reports: In this section, you can run an overall report for both your logbook entries and training diary. We hope to expand this section in time.

+ Symbol: Shortcut to accessing your logbook and training diary.

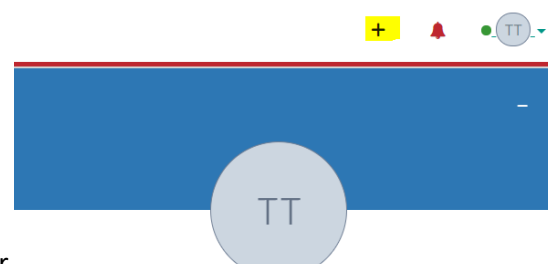Red bell symbol: Shortcut to all of your draft entries.

HOW TO ADD AN ENTRY:

Click "Create" on your dashboard or + in the top right of your dashboard this will bring you to several options:
1. Anaesthetic Logbook Entry/ICM Logbook Entry/Pain Logbook Entry 2. Training Diary Entry
3. Documents 4. Personal Information 5. Trainee Leave
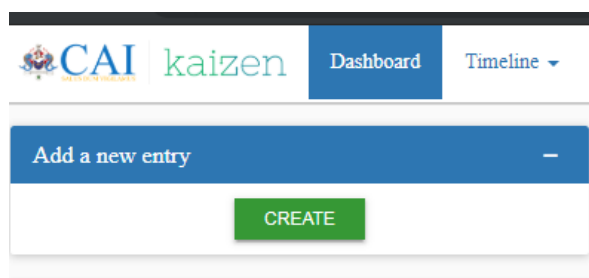
or

What would you like to create?

Logbook entries

Anaesthetic Logbook Entry
ICM Logbook Entry
Pain Medicine Logbook Entry

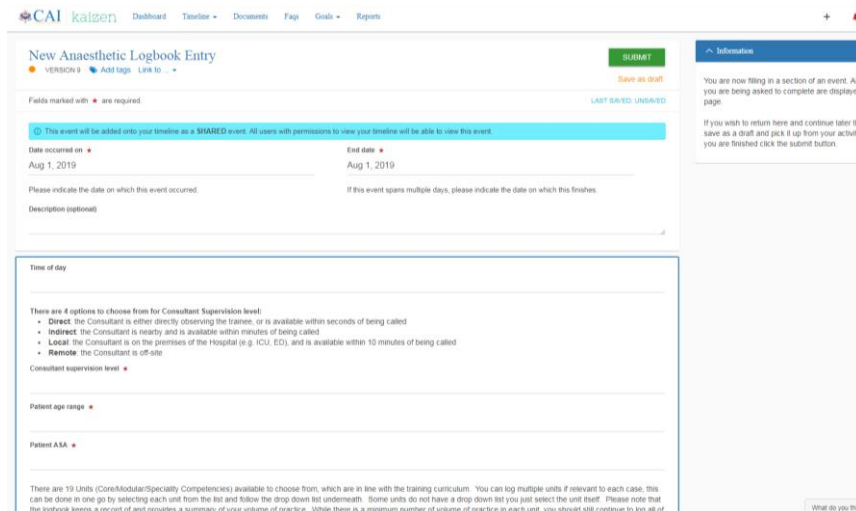**Training diary entries**

Training Diary Entry

Training Other

Document
Personal Information
Trainee Leave
Work Based Assessment

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1. Logbook – Click "Anaesthetic, ICM or Pain Logbook Entry" to add your cases.

This is where you fill in each section of the form, paying particular attention to all of the mandatory fields. Once you have completed the form you can click "Submit" or "Save as Draft".
Please note: there are a number of features on this page that are part of the system but have no relevance for the SAT programme.
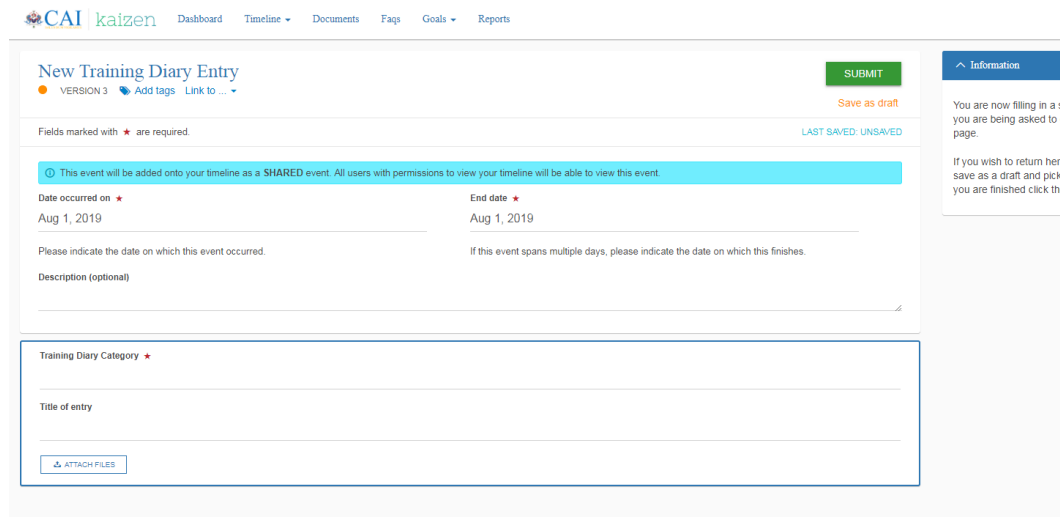
- *End Date:* This filed does not need to be completed
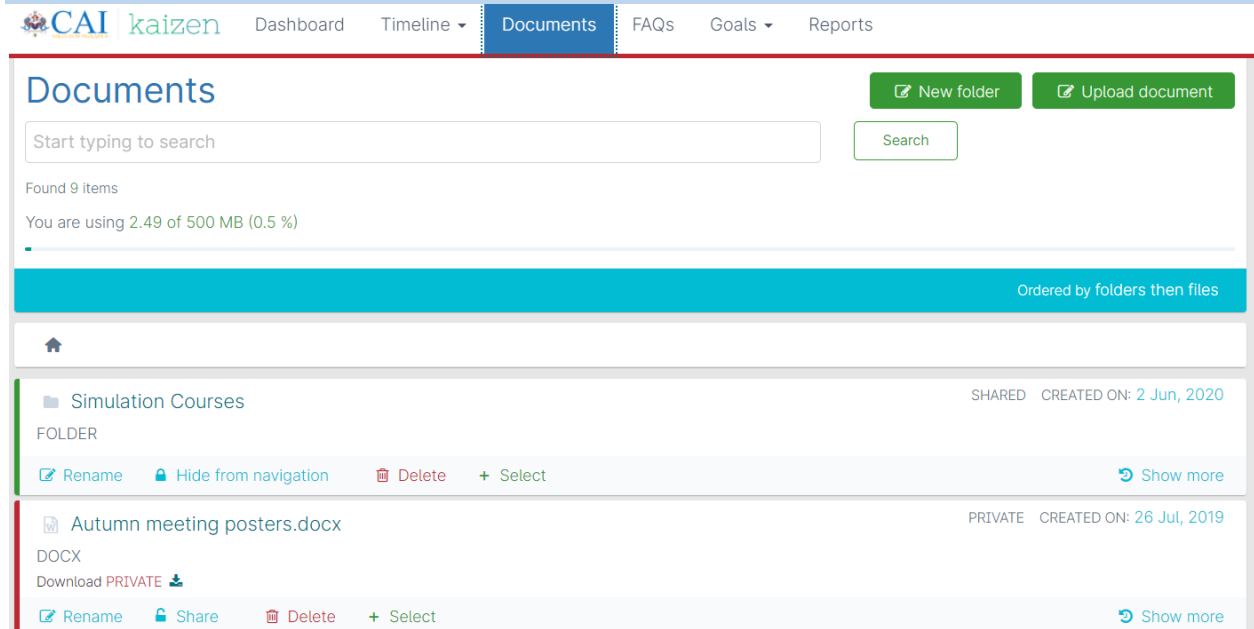- *Add Tag:* Will be phased out
- *Links:* Not currently live

2. Training Diary – Click "Training Diary" to add educational activities such as personal learning, internal and external learning events, and research activities to your e-Portfolio for training and you can upload any certificates of attendance or relevant documents to your entry.

Please note that you are also required to record your additional protected training time and there is a place on this form for you to do this. Click "Training Diary Category" and choose "Additional Protected Training Time".
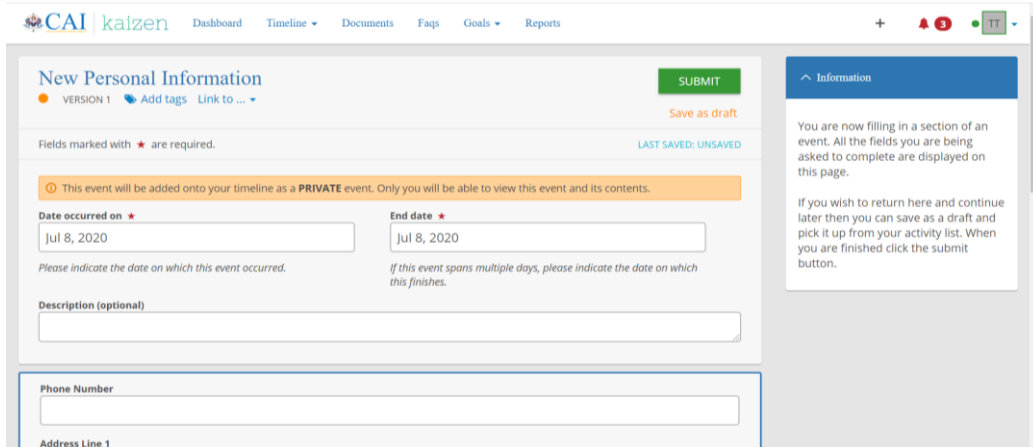

3. Documents – Click "documents" to add any documents you wish to keep in your e-Portfolio. To create a folder, click on "New Folder". If you then wish to add to this folder make sure you click into the folder before you select upload document.
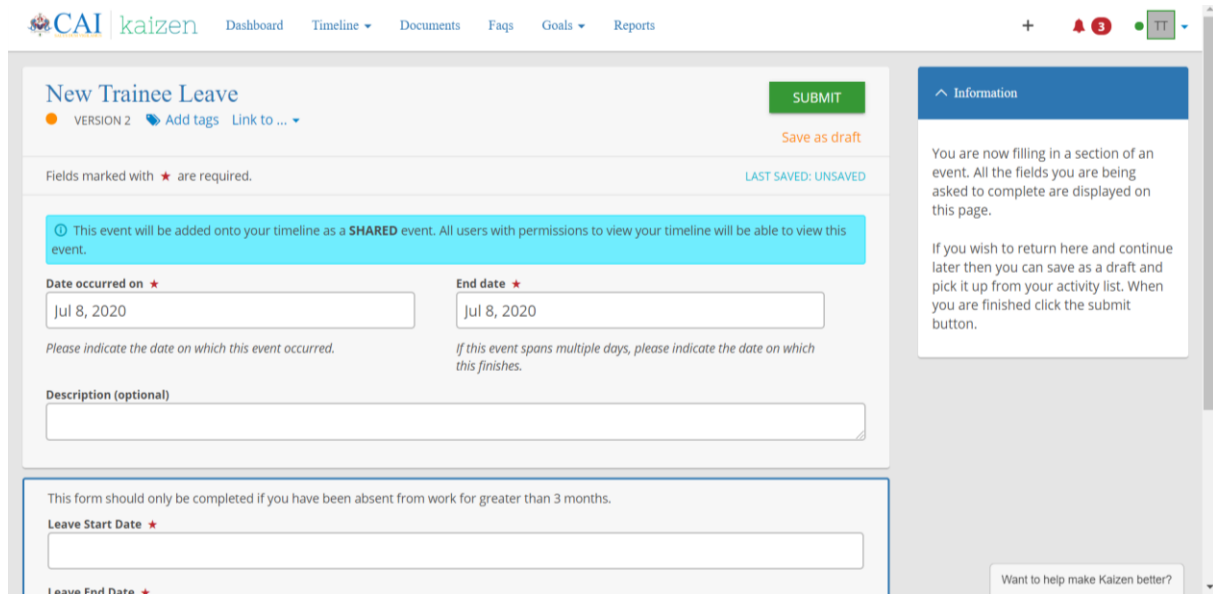
4. **Personal Information** – Click "personal information" to change any personal details in your e-Portfolio.

5. **Trainee Leave** – Click "Trainee Leave" to record an extended leave of absence, for example due to illness.

6.   Completing Workplace Based Assessments - The Trainee fills out all relevant sections of the form. At the bottom of the form, they input the name of the Tutor or Trainer who supervised the assessment.

Section 1

Select Hospital ★

[▼]

Year of Training ★

[▼]

Observer's Name ★

[   ]

Observers IMC Number

[   ]

Type of Work Based Assessment ★

[▼]

Link to Curriculum. https://www.anaesthesia.ie/curriculum/?page=1

Expected Standard Assessed (See Curriculum)

[   ]

Example. PA_C_1. PA - (Unit) Peri-Operative Assessment. C - Core Competency. 1 - Standard. GA_M_1. GA - (Unit) General Anaesthesia. M - Module. 16 - Standard. PM_S_15. PM - (Unit)Pain Medicine. S - Speciality module. 15 - Standard.

Details of Case ★

[   ]

Consultant Feedback

Level of Proficiency ★

[▼]

Aspects of Good Performance ★

[   ]

Suggested Areas for Development ★

[   ]

Trainee Feedback

Learning Outcomes ★

[   ]

[📤 Attach files]

If the Tutor/Trainer wish to complete the form on the same device, they can select "Fill on the same device". This will give the Tutor/Trainer the option to fill in their comments and confirm whether the information submitted by the Trainee is accurate.

The next section of this form can be filled in by users with these roles: CAI System Admin, Pain Tutor, Test Tutor, Tutor, ICM Tutor, Trainer

Who would you like to fill in the next section of this form? ★

Start typing to search

You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address
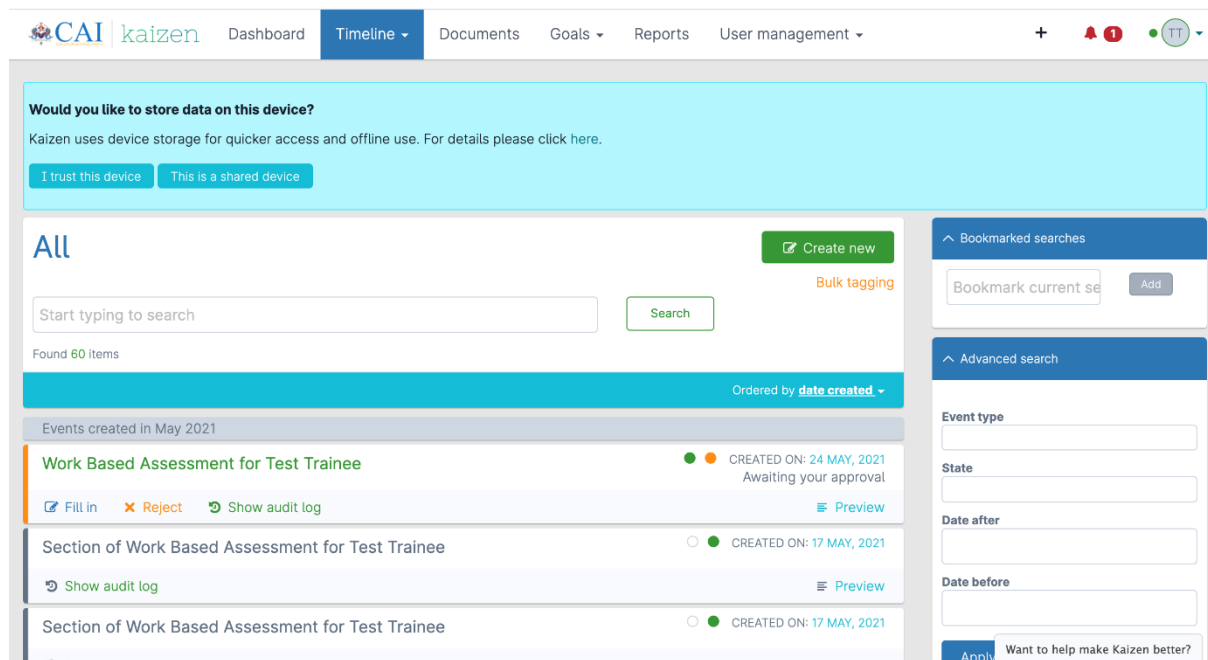
Fill in on the same device

No 🔘 Yes

Consultant Response

Comments

This is a accurate reflection of the feedback discussion ★

▼

🔺 Attach files

Once a Trainee submits the WBA Form, their Tutor/Trainer must approve it.

The Tutor/Trainer must log in to their own profile, go to their timeline where the WBA will appear in draft form (the colour orange will appear beside it to indicate that it is in draft form).

CAI kaizen   Dashboard   Timeline ▾   Documents   Goals ▾   Reports   User management ▾   +   🔔 1   ● TT ▾

Would you like to store data on this device?

Kaizen uses device storage for quicker access and offline use. For details please click here.

I trust this device   This is a shared device

All   ✎ Create new   Bulk tagging
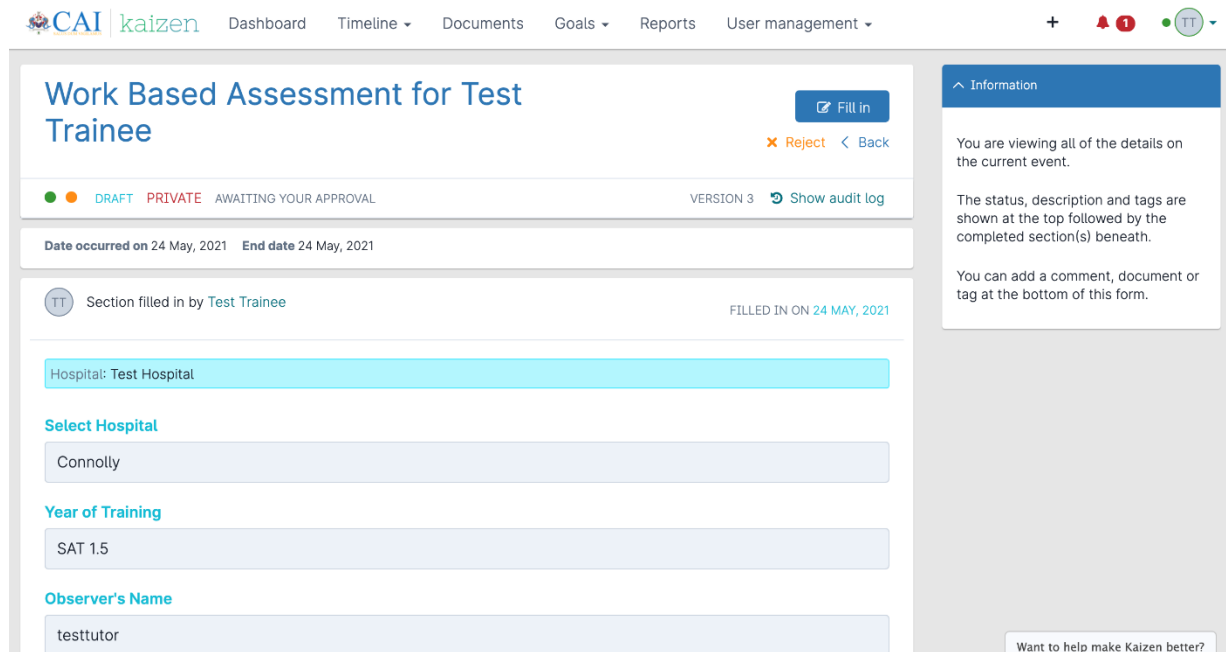
Start typing to search   Search

Found 60 items

Ordered by **date created** ▾

Events created in May 2021

Work Based Assessment for Test Trainee   ● ● CREATED ON: 24 MAY, 2021 Awaiting your approval

✎ Fill in   ✖ Reject   ↺ Show audit log   ≡ Preview

Section of Work Based Assessment for Test Trainee   ○ ● CREATED ON: 17 MAY, 2021

↺ Show audit log   ≡ Preview

Section of Work Based Assessment for Test Trainee   ○ ● CREATED ON: 17 MAY, 2021

↺ Show audit log   ≡ Preview

Bookmarked searches

Bookmark current se   Add

Advanced search

Event type

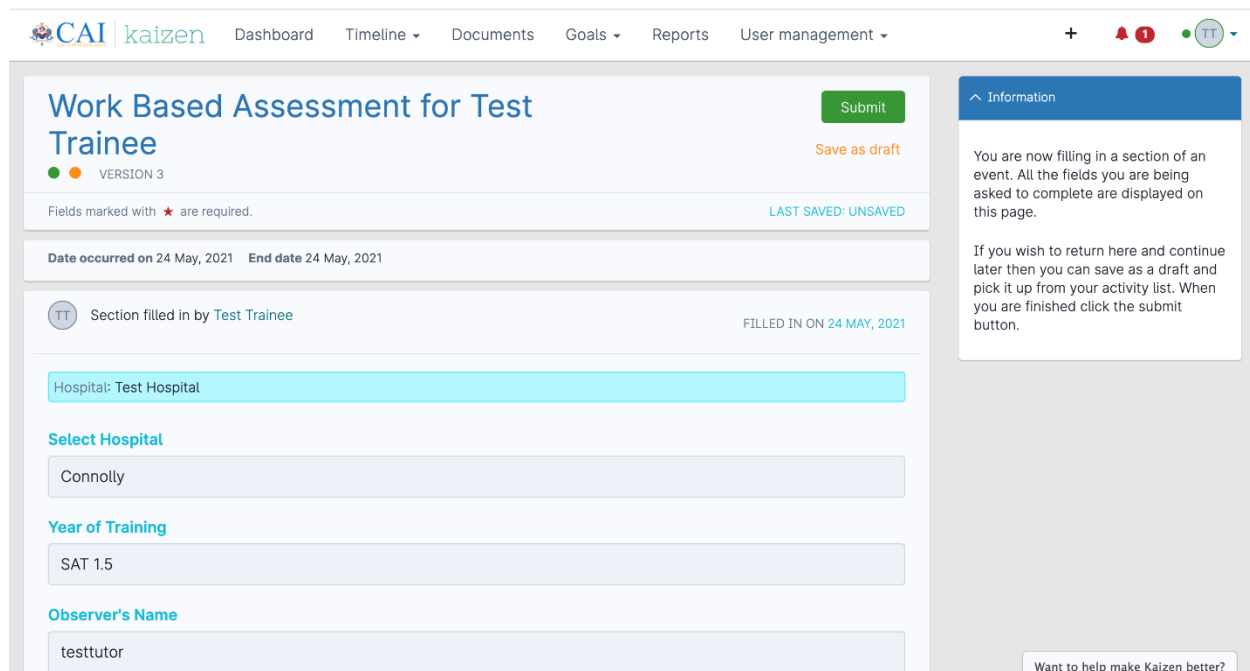**State**

Date after

Date before

Apply   Want to help make Kaizen better?

The Tutor/Trainer must then select the draft WBA, select "Fill in" in the top right corner. They can then review the form and make/edit their comments on the assessment.

To finalise the WBA, the Tutor/Trainer then selects "Submit" on the top right hand corner, and the WBA is completed.

Further Information on WBA's

Each module in the curriculum outlines which kind of WBA can be completed. Please see below entry on the Peri-operative Management Module for example. You can see here which kind of Workplace Based Assessment should be completed for each expected standard which is being assessed.

Peri-operative Management

Description:

At the end of training, the trainee will be able to provide perioperative care for patients with significant co-morbidities, including pre-operative assessment and risk stratification, preparation and optimisation prior to surgery, and plan for early postoperative care to minimise potential harmful consequences of surgery.

Legend for Competency Table

	Domain	KSA	Expected Standards	Assessment
			HISTORY TAKING	
PA_C_1	2,3	A	Communicates in a satisfactory manner with the patient	Mini-CEX
PA_C_2	2	S	Obtains a relevant history Recognises the importance of different elements of history Recognises that patients do not always present history in a structured fashion Knows the likely causes and risk factors for conditions relevant to mode of presentation Recognises that the patient's concerns and the history should inform examination, investigation and management	Mini-CEX
PA_C_3	2,3	S	Demonstrates satisfactory proficiency in obtaining a history specifically relevant to the planned anaesthesia and surgery including: A history of the presenting complaint for surgery A systematic comprehensive relevant medical history	IAC
PA_C_4	6	K	Gives examples of how common co-existing diseases affect anaesthetic management and perioperative risk	MCAI
			Understands the severity and stability of the disease, and outlines	

For further information on WBAs, please visit the CAI Hub and our e-Curriculum.

Link to the CAI Hub: https://www.thecaihub.com/
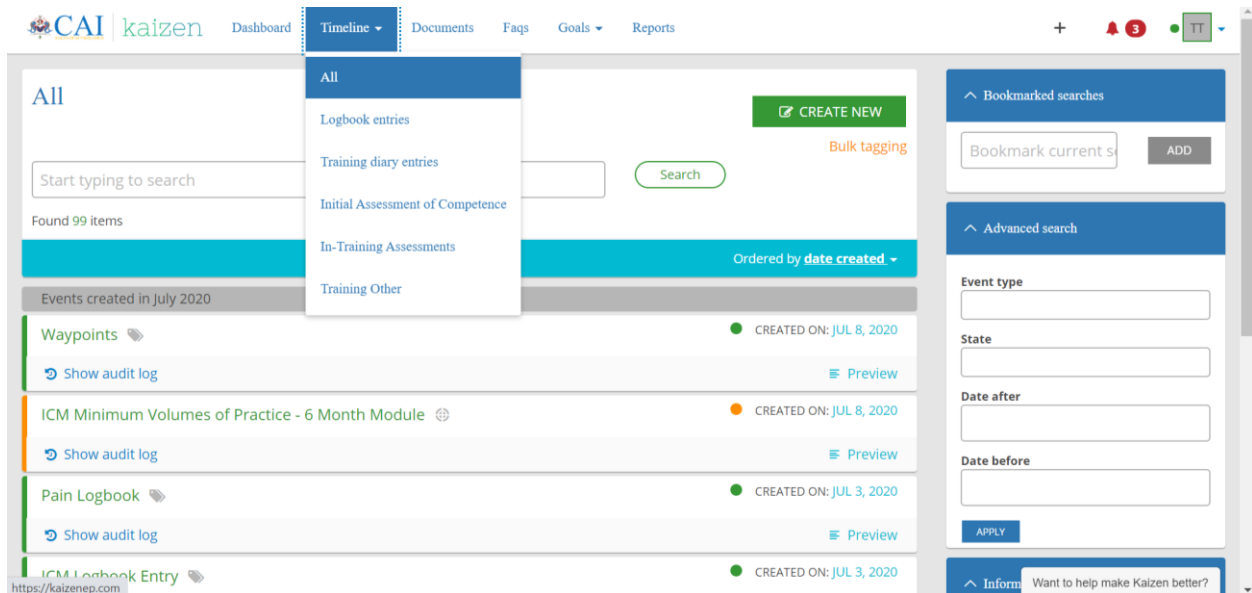
Link to the e-Curriculum: https://www.anaesthesia.ie/curriculum/?page=1

Please be advised that should a Trainer wish to assess WBAs, they can send an email to Training@coa.ie and we will then grant their Kaizen profile access to the WBAs.

TIMELINE IN MORE DETAIL:

5 Options to choose from:

1. <u>All</u> - this will give you a list of everything you have created in your e-Portfolio. Items in colour "Green" are submitted and items in colour "Orange" are in draft. If you have, multiple entries to add you can stay on this screen and click "Create New". Once you submit the form it will bring you back to this screen and you can create new forms as many times as you like.
2. <u>Logbook Entries</u> – this will give you a list of all of your logbook entries.
3. <u>Training Diary Entries</u> – this will give you a list of all your training diary entries.
4. <u>Initial Assessment of Competence</u> – this will give you a record of your IAC
5. <u>In Training Assessments</u> – this will give you an over view of your ITAs
6. <u>Training Other</u> – this will give you an over view of any additional documents you have added to your e-Portfolio
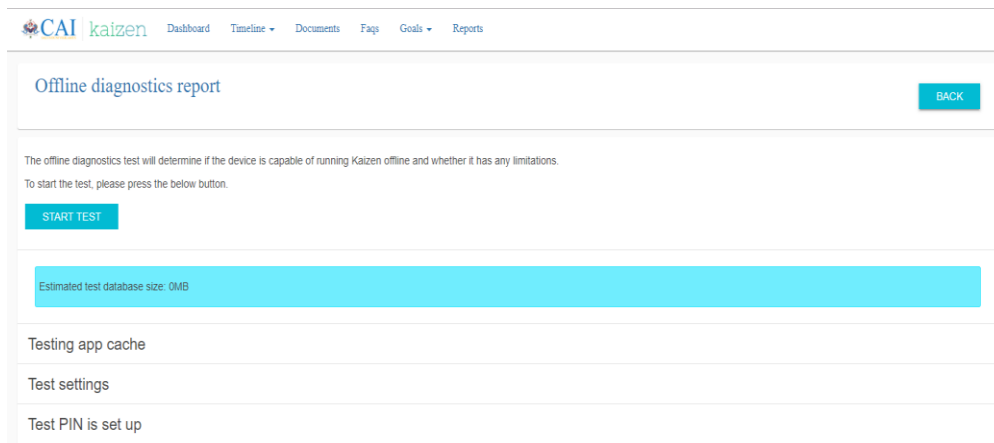
HOW TO CREATE ENTRIES OFFLINE:

This is a once off process to set up a device for offline use. This setting should only be used on personal devices.

1. Click on your initials on the top right hand corner of the page. Click on Diagnose.

2. Click on "start test".

3. Once this has finished. You will need to set an offline PIN number. Click "SET". When logging in offline you will only need to use this PIN number.

Support:

For any queries relating to your e-Portfolio for Training please contact:

The Training Department on: Training@coa.ie

We would also value your feedback on the e-Portfolio for Training so please contact us.