

# User guide for Endorsees



## Username and Password

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 email includes a link to the ePortfolio 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

Username:  
Enter your username

Password:

Change organisation

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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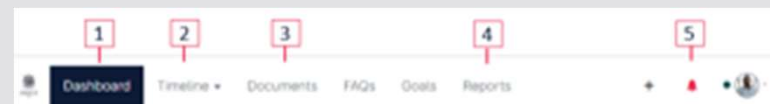
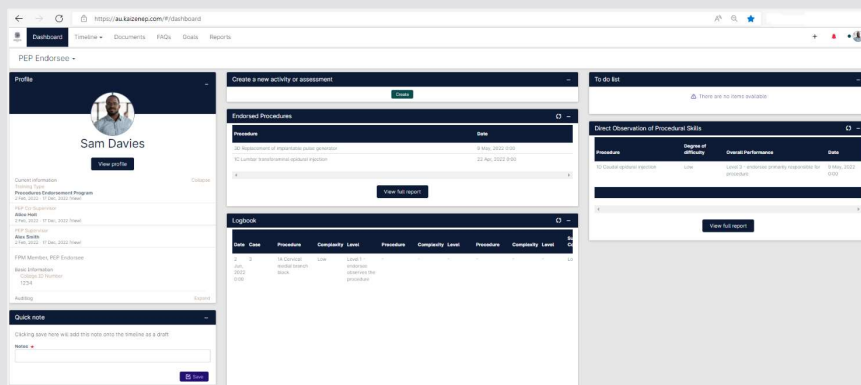


## Home Dashboard - H1 Masculine font style

We encourage you to bookmark the link to the ePortfolio 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. 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., log a case)

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### 3 Logging cases

The endorsee maintains a log of cases performed and rate their performance on each of them. Once the endorsee submits a log case, the assigned supervisor will review it and provide feedback via the ePortfolio.

1. Log in to your ePortfolio. This will take you to the Dashboard page.
2. Click on the **Create button** in the 'Create a new activity or assessment' section. Or click on the '+' button in top right corner.
3. Click on the **Procedure Endorsement Program: Logbook** link. This will open a new logbook entry page.
4. Enter information for the case. All required information is marked with the red star next to the field label.
5. Select the **'Fill in the same device'** if you are with your supervisor and want to let them enter their feedback directly on your device in person.
6. Click the **Submit** button once all required fields are complete or **Save as draft** to save entered information and continue later.

Once a case is submitted, the supervisor will be sent a notification to provide comments. The case record can be accessed from your Timeline. You can also see the logged case on your **Dashboard** in the section of **Logbook**. The record can be accessed in your **Timeline**.

Date	Case	Procedure	Complexity	Level	Procedure	Complexity	Level	Procedure	Complexity
10 Jun, 2022 0:00	1	2C Coeliac plexus block	Moderate	Level 3 - endorsee primarily responsible for procedure	-	-	-	-	-

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### 4 Completing Direct Observation of Procedural Skills (DOPS) forms

You will undertake the DOPS assessment in the ePortfolio. Your supervisor /co-supervisor will enter the case details along with their feedback and submit the record. Once they submit the DOPS, you will receive a notification that an assessment has been completed and to add your reflections.

Here's how to view the DOPS form and add your reflections:

1. From your **Dashboard**, navigate to the **To Do** list

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2. In the To Do list, find the **Direct Observation of Procedural skills (DOPS)** and click the link to view it

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3. Click the **Fill In** button to add your reflections.

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4. Click the **Submit** button once all required fields are complete or **Save as draft** to save entered information and continue later.

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Completed DOPS can also be found on your dashboard in the **Direct Observation of Procedural skills** summary table and can also be assessed via **Timeline**.



#### **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.

#### **Your supervisor/co-supervisor**

On your profile you will find the name of your supervisor/co-supervisor and the start and end date of the engagement for the Procedure Endorsement Program.

For assistance with using the ePortfolio please contact [fpm@anzca.edu.au](mailto:fpm@anzca.edu.au)