ANZCA
FPM

Diving and Hyperbaric Medicine

ePortfolio user guide for trainees

Contents

1. Introduction

This document is designed to assist diving and hyperbaric medicine (DHM) trainees record and monitor their training via their training ePortfolio.

A separate guide has been developed for DHM supervisors who can view the ePortfolio of trainees who are currently working at the same unit. DHM clinical supervisors who are completing workplace-based assessments (WBA) for trainees will have access to the ePortfolio to record feedback.

The ePortfolio allows trainees to record all their training experiences, monitor their progression through the program and identify learning goals to inform their training. The ePortfolio is web-based and mobile responsive.

This document does not include the requirements, expectations, and content of the training program. You can find this information on the Advanced diploma in diving and hyperbaric medicine page on the ANZCA website. This content is outlined in these three key documents:

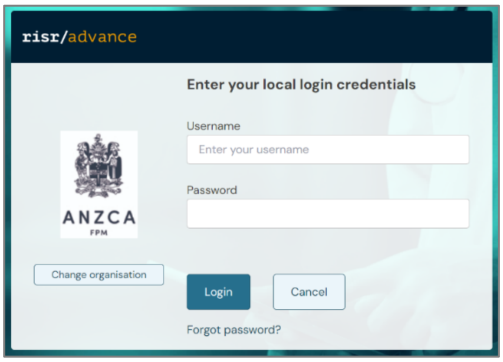
- Regulation 36.
- The Handbook for DHM Training.
- The DHM curriculum.

2. Accessing your ePortfolio

2.1 First time access

Once your application for training has been processed by ANZCA, your profile will be set up in the DHM training ePortfolio. You will receive an email from 'no-reply@anzca.edu.au' with a link to the ePortfolio, your user ID, and a temporary password.

Please select ANZCA from the drop-down list, enter the credentials included in the email and click login.



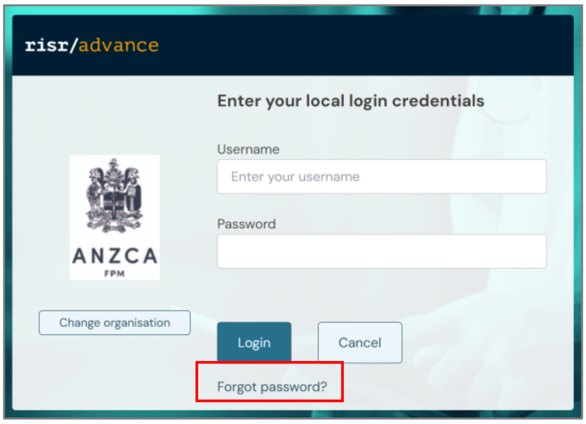
Please change your password the first time you successfully login. Once you have set a password and have logged in, we encourage you to bookmark the website.

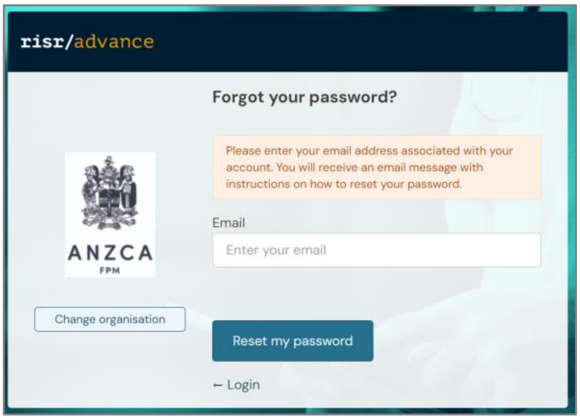
2.2 Returning users

You will find links to the ePortfolio from the DHM page of the ANZCA website or from the quick links drop down menu on the ANZCA homepage.

2.3 Forgot your password?

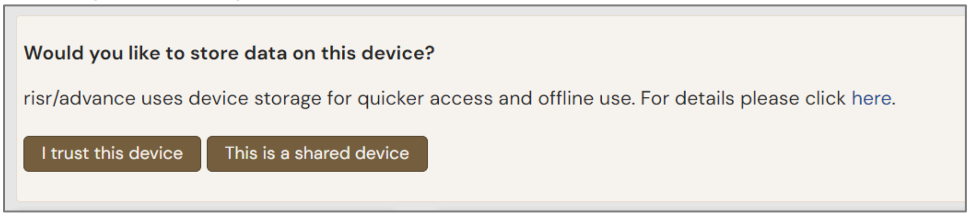
If you forget your password, click the ‘Forgot password?’ link on the login screen and follow the instructions to reset your password.





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:



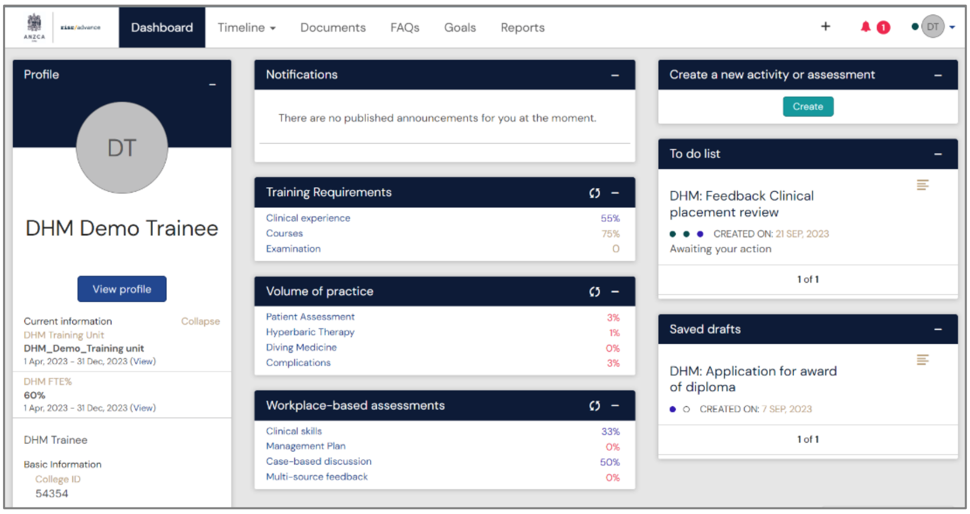
If it is a device you use regularly and is not shared or public, click ‘I trust this device’.

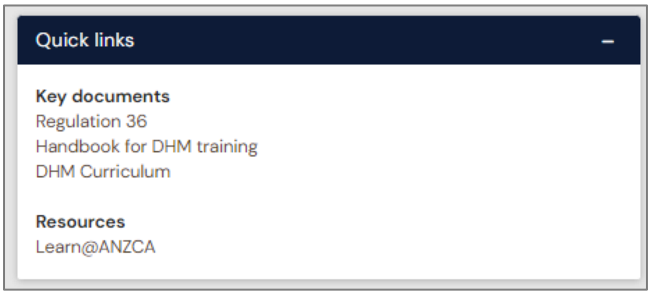
3. The dashboard and navigation bar

When you log in to the ePortfolio, you will be defaulted to your trainee dashboard. The dashboard shows an overview of your training requirements, progress towards goals and tasks to action.

There are several activities that you can carry out from your dashboard:

- View your profile and training placements.
- View and track progress towards your requirements. These goals can also be viewed and updated via the ‘Goals’ tab on the top toolbar.
- Create a new activity or assessment.
- View your ‘To do list.’ This is a list of items waiting for you to action.
- View ‘Saved drafts’.
- View Notifications.
- View Quick links





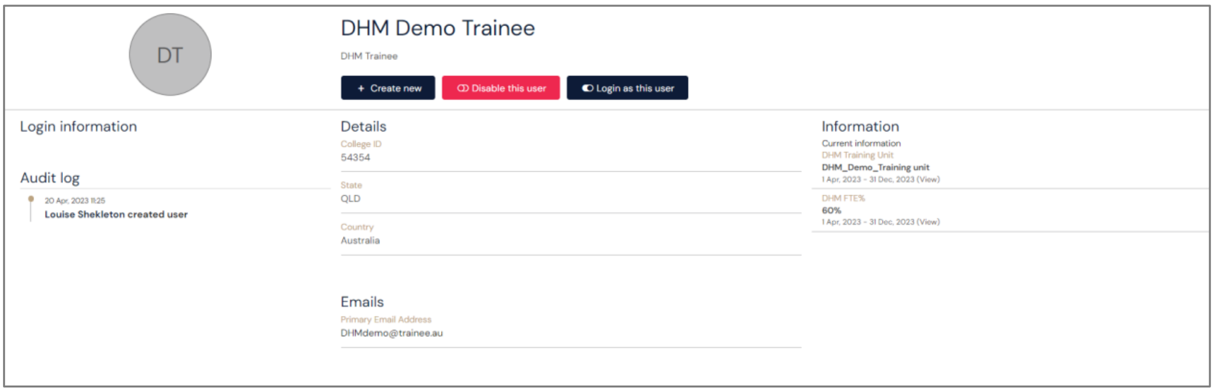
3.1 Your profile

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

You can then see:

- Your college ID.
- Your email address.
- Current training site.
- Your FTE.
- An audit log of changes made to your profile.

If any of your profile details change, please email us at dhm@anzca.edu.au.



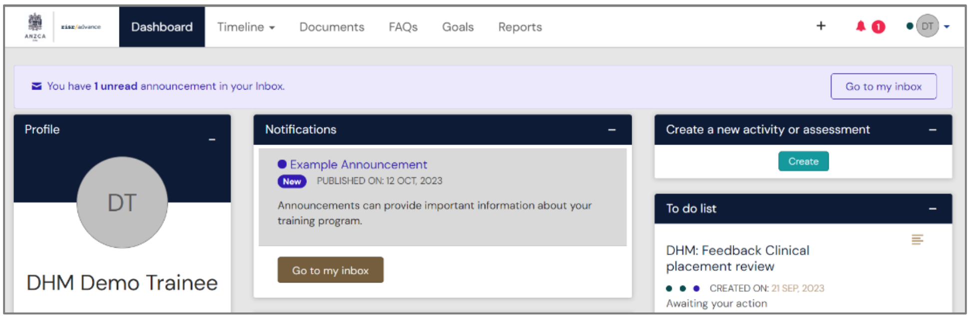
If you want to change the percentage of time you are working, you can apply for part time training by completing a ‘DHM: Training request form’.

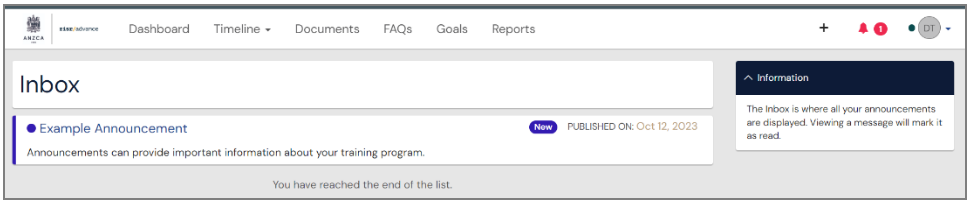
3.2 Notifications

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.



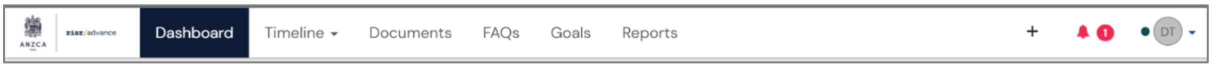


3.3 To do list

When there is an activity for you to complete in the ePortfolio, it will appear in your To do list. Many of the activities you add to your ePortfolio will include an opportunity for you to add your personal reflection after the supervisor has provided their feedback. To complete the activity or assessment you will need to open the item, click ‘Fill in’ from the upper righthand side of the screen, enter your comments and click submit to finalise the activity or assessment.

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 your training program requirements.

3.4 Navigation bar



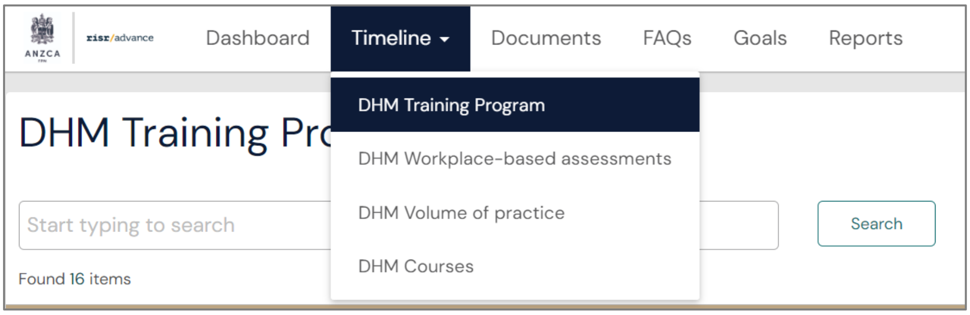
From the top navigation bar, you can navigate to:

- **Dashboard**: your homepage in the ePortfolio.
- **Timeline:** record of all activities entered in your ePortfolio.
- **Documents**: this includes the documents you've uploaded into your ePortfolio such as your clinical case study and course certificates of participation.
- **FAQs:** frequently asked questions.
- **Goals:** this area allows you to track your progress against the requirements of the training program. The goals can also be accessed via the dashboard.
- **Reports**: a suite of reports are available for you here. Many of the reports are exportable as a CSV file.

4. Understanding your Timeline

Your 'Timeline' lists all your training experiences and assessments. Activities in your timeline have been grouped into the following categories:

- DHM Training program
- DHM Workplace-based assessment
- DHM Volume of practice
- DHM Courses



From the timeline, you can:

- View the status of an activity/assessment.
- Open the activity/assessment to review the content.
- Create and complete activity/assessment.
- Send reminders to those who need to complete an activity/assessment.

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.

Once the activity or assessment is complete, it will accrue towards your training program goals.

4.1 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 activity/assessment.

4.2 Sending reminders

If you're waiting for a response, you can send your supervisor/assessors a reminder from your timeline. Simply click on the 'Remind' button.

There is also the option of retracting an assessment if applicable.

4.3 Migrated activities

For trainees who started 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.

5. Understanding your goals

The goals help you track your progress through the training program. You must complete all the goals before you will be eligible for award of the diploma.

You can view your individual goals either from your dashboard or from selecting 'Goals' in the top navigation bar.

There are three sets of goals:

- Training requirements
- Workplace-based assessments
- Volume of practice

5.1 From your dashboard

On the dashboard, you will have three widgets with all your training program requirements.

This ‘Training requirements’ widget displays a summary of the status of your clinical experience, courses and examinations.

Training Requirements	
Clinical experience	43%
Courses	75%
Examination	1

The ‘Volume of practice’ widget shows a summary of the cases and procedures completed by the trainee.

Volume of practice	
Patient Assessment	3%
Hyperbaric Therapy	3%
Diving Medicine	8%
Complications	0%

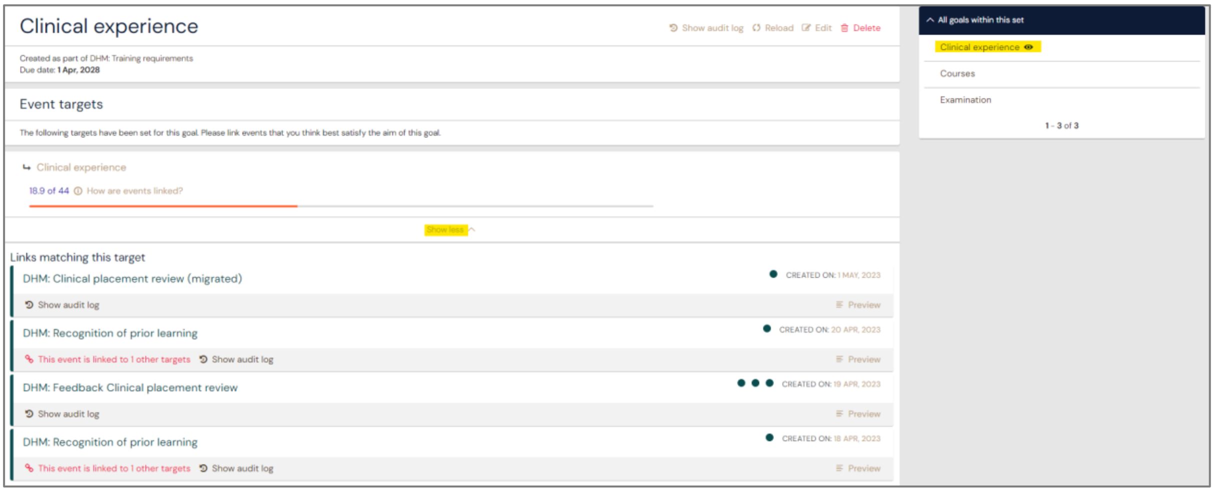
The ‘Workplace-based assessment’ widget can be used to see all the WBAs completed by the trainee against what the requirement is.

Workplace-based assessments	
Clinical skills	100%
Management Plan	50%
Case-based discussion	50%
Multi-source feedback	100%

**The percentages are generated in the ePortfolio based on completed assessments out of the required number to be completed.*

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.

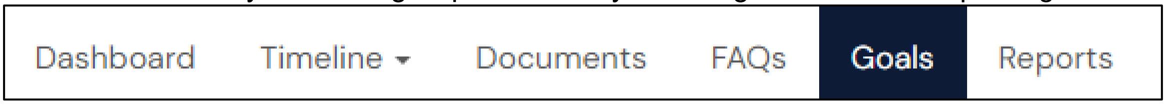
In the example below, the total time requirement is 44 weeks of clinical experience. You can see the numbers of weeks accruing towards the 44 week requirements. From there you may also click on ‘Show more’ to see what recorded events are linked to that target. You may then link other events that are 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.

5.2 From the goals in the 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:

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

While the goals section is here to help monitor training program requirements it is important to be familiar with the handbook which outlines all the training program requirements.

6. Creating and completing events

6.1 Create a new activity or assessment

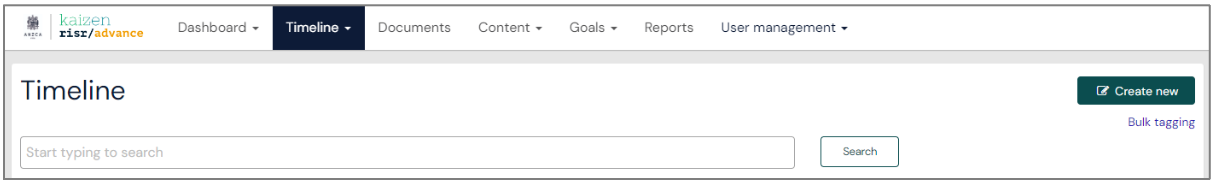
There are multiple ways to create a new assessment or activity.

The dashboard

Click ‘Create’ in the ‘New assessment or activity’ widget.

The timeline

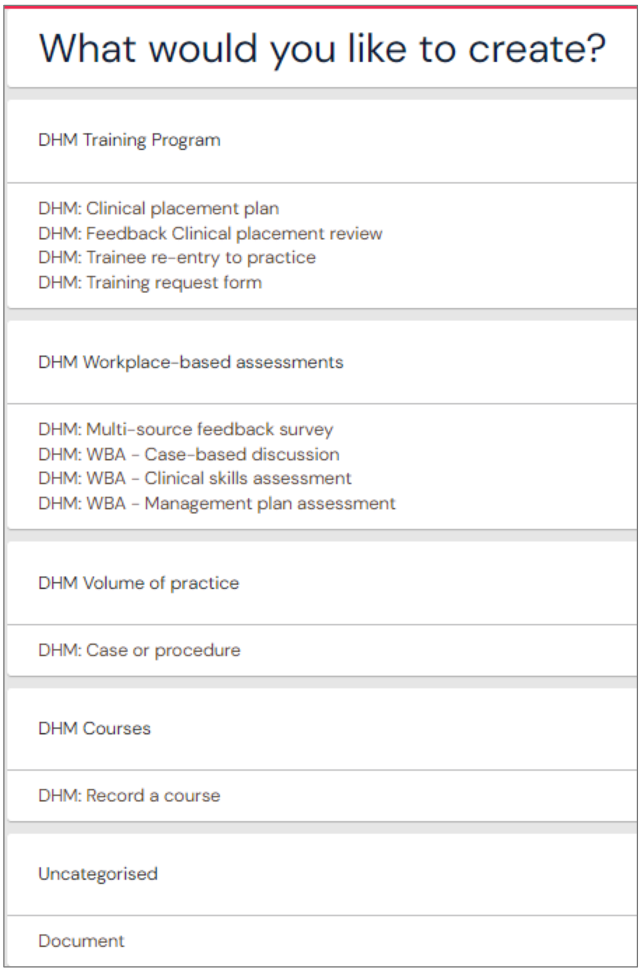
Click the green ‘Create new’ button.



The top navigation bar

Click on the ‘+’.

You will then have a list of event forms to select from. Select the form you wish to submit.



Once you have selected an activity/assessment you enter the details of that activity/assessment.

Important things to note:

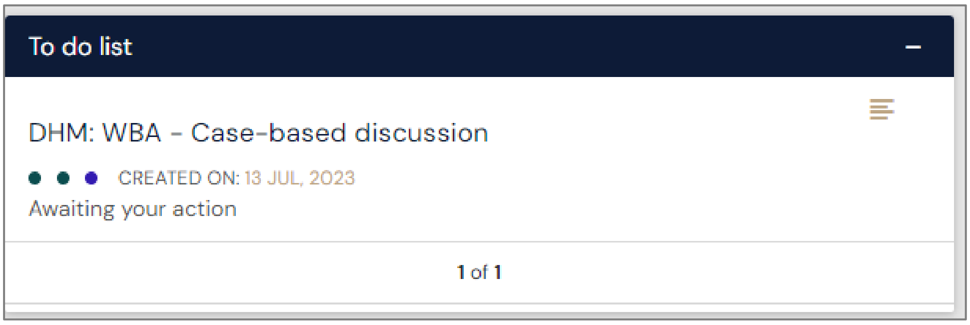
- All questions marked * must be completed. Fields without the * are optional.

- Forms that include a ‘Generate report’ button will require you to click the button to submit the activity. Once clicked, a report will be embedded summarising related activities.
- On all forms there is an ‘Attach files’ option. This comes standard with the ePortfolio and couldn’t be hidden during the build. Where this is a requirement to attach a document, text has been added to make this clear.
- When you have completed all the details of the activity/assessment you can submit the form. You also have the option to ‘Save as draft’ to finish later.
- Many forms have the option for the assessor to fill in the form on the same device. If you select ‘yes’ and the assessor completes the form on the same device, they will need to log into their own ePortfolio at a later stage to confirm the activity/assessment.

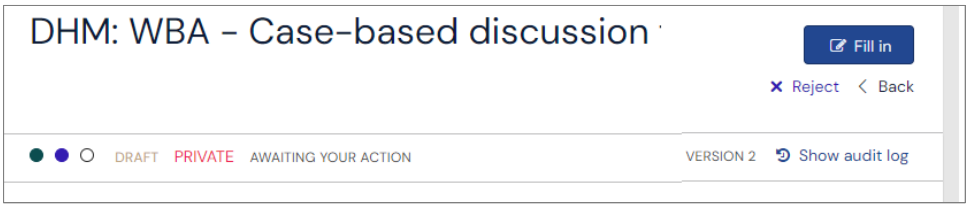
6.2 Completing an activity or assessment

There are multiple ways to complete a form in the ePortfolio.

Using ‘To do list’ on the dashboard

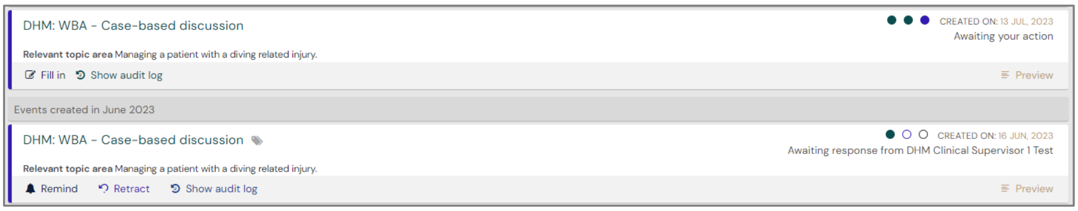


You can open the activity by clicking on the name of the form. This will open the form. In the top right corner, click on ‘Fill in’. Complete the remaining fields and click ‘Submit’. All sections marked * must be completed.



If the status of the form is completed, the form will automatically link towards the relevant goal. The form will also disappear from your ‘To do list’.

Alternatively, you can click ‘Fill in’ directly from the timeline.

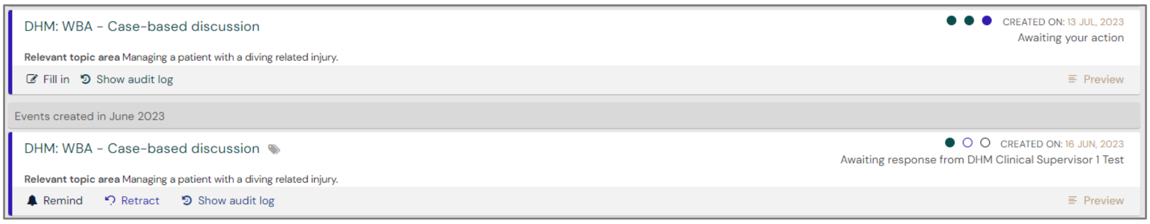


Complete the remaining fields and click 'Submit'. All sections marked * must be completed.

If the status of the form is completed, the form will automatically link towards the relevant goal.

<u>Using the preview button</u>

On both the timeline and 'To do list', you can use the 'Preview' button to complete the form.



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

<u>From the timeline</u>

You can open the activity by clicking on the name of the form. This will open the form. In the top right corner, click on 'Fill in'.

6.3 Completing workplace-based assessments

The workplace-based assessments include;

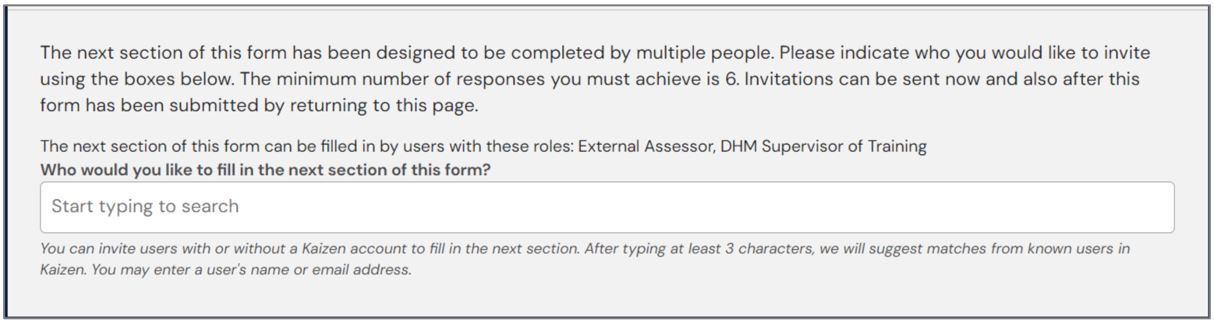
- Clinical skills
- Management plan
- Case-based discussion
- Multi-source feedback survey

These will all need to be initiated by the trainee, and then sent to your supervisor for their assessment.

6.4 Submitting your Multi-source feedback survey

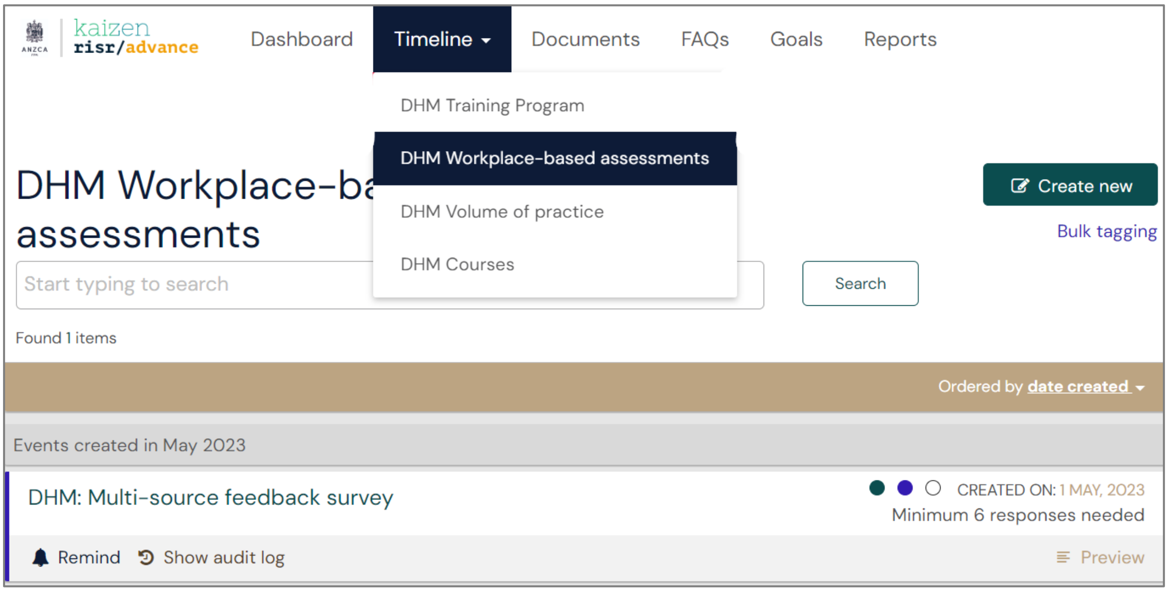
This survey requires you to evaluate your own performance across the roles in practice via a self-assessment form. Then you need to send the survey to multiple others and get a minimum of 6 responses.

You can send the survey to people using their email address, or if they have an account on the ePortfolio by selecting their name.

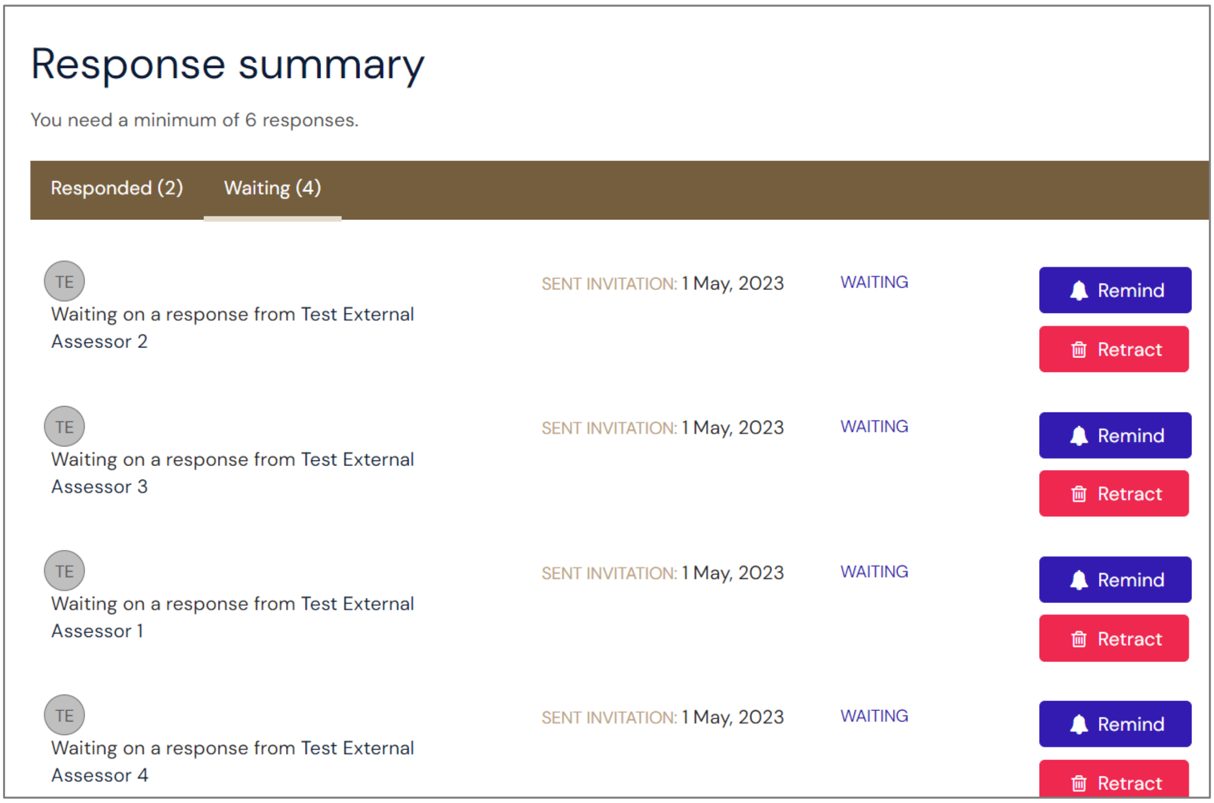


Once you have received 6 responses you can submit that section so the responses will be sent to your supervisor of training for review.

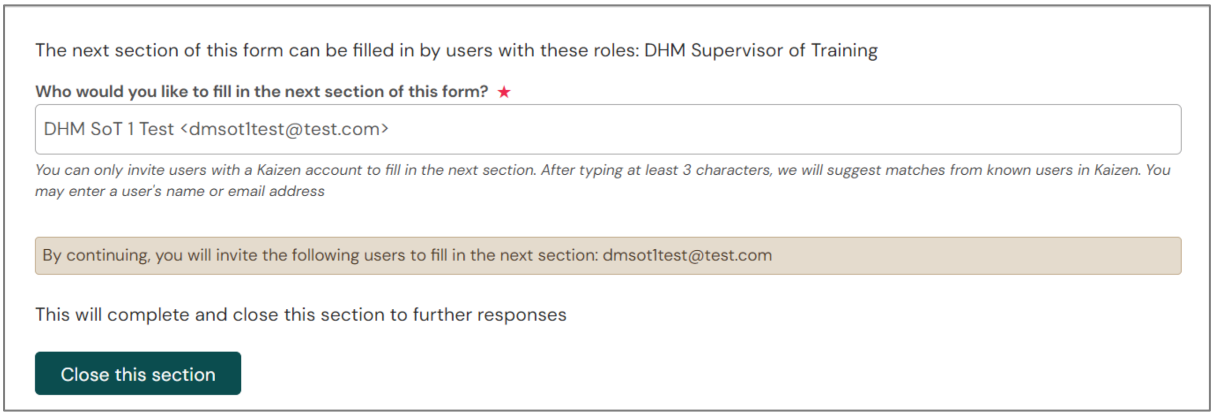
To check if you have received enough responses click on your timeline > ‘DHM Workplace-based assessments’



From here you can see who you have send the survey to, who has responded and who you are still waiting on to respond. You can remind or retract also.



When you have received 6 responses this section will appear at the bottom of the form

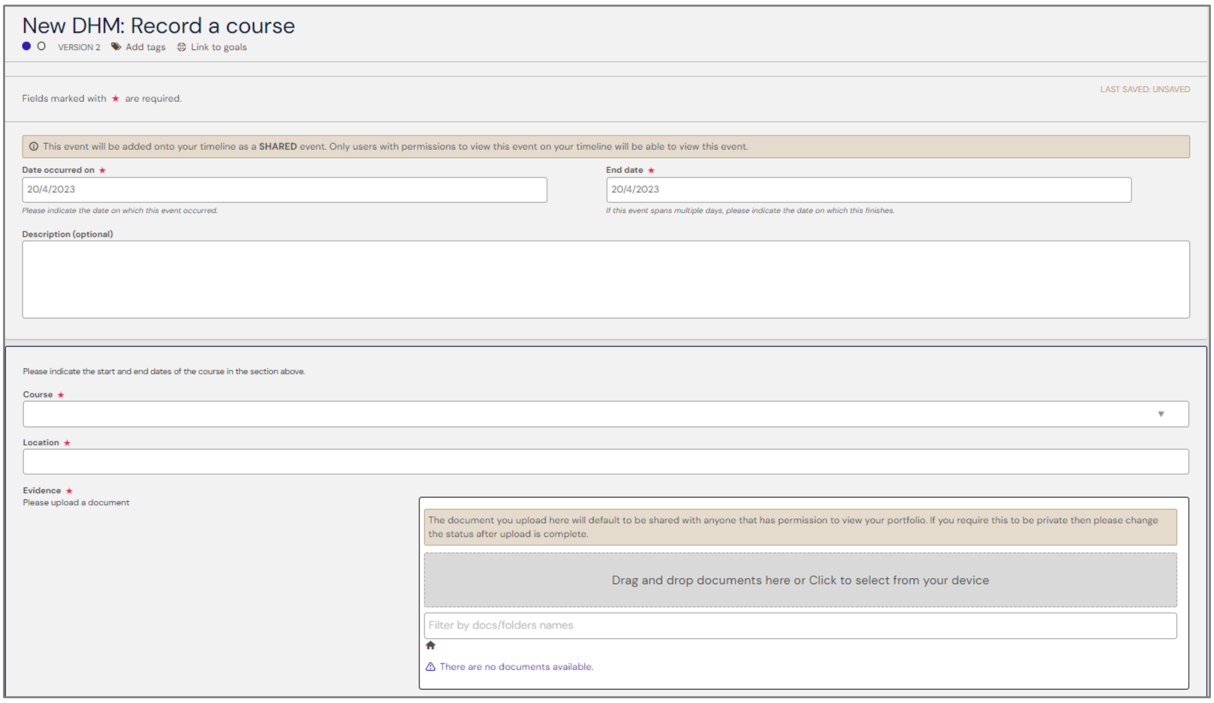


You need to send this to your supervisor of training and ‘Close this section’.

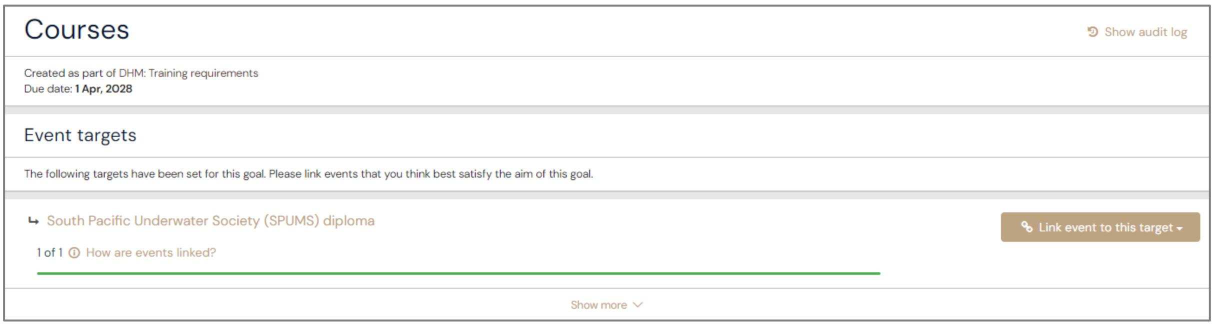
6.5 Recording courses

To record any of the formal courses that you have completed on the ePortfolio you need to add the ‘Record a course’ event to your timeline.

You must upload the evidence and send to your supervisor to confirm.



When it has been confirmed you should see the progress updates in your goal.

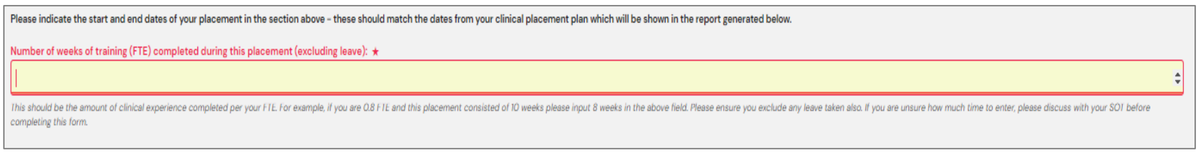


6.6 Completing clinical placement reviews

Clinical placement reviews (CPRs) provide trainees with regular review and feedback from their DHM SOT about their performance in the training program.

The feedback CPR should be completed at end of each placement or every 26 weeks for longer placements. Training time will only be approved upon confirmation of the feedback CPR.

You need to enter the number of weeks training completed as per your FTE.



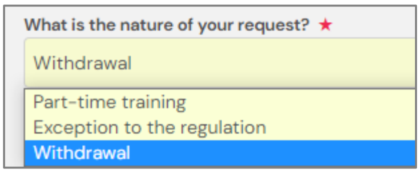
After finishing section 1 in CPR, this will be sent to your SOT for their assessment and feedback.

Once you have reviewed the feedback and signed the form, it may be closed and will count toward your goal.

6.7 Training request forms

If you want to request an exception to the regulation, to change your FTE or withdraw from the training program you need to create the ‘DHM: Training request form’.

You then select the nature of your request and provide all the required information and documentation.



Both the part-time training and exception to the regulation request need to be sent to your supervisor.

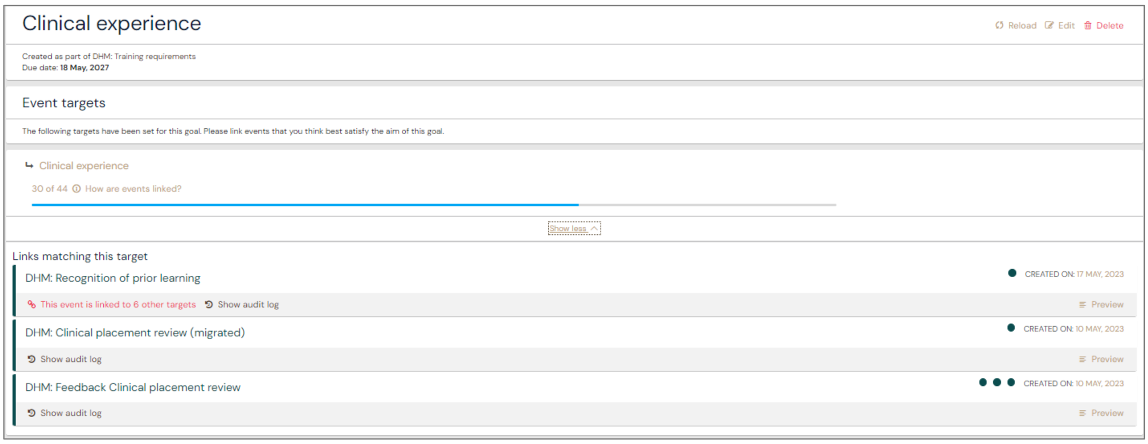
The withdrawal request should be sent straight to the DHM training team.

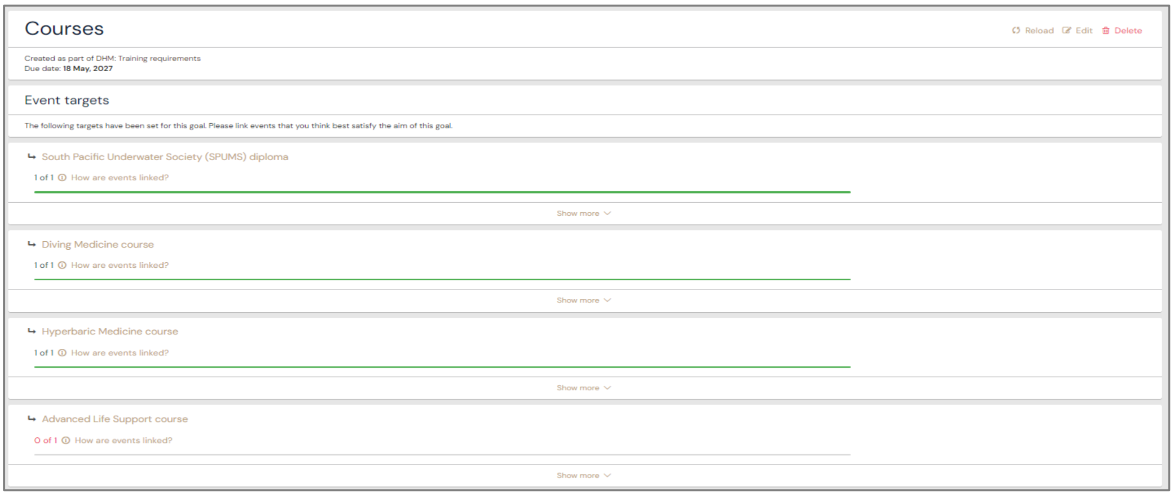
7. Recording and monitoring training time

As a DHM trainee, you can view what time you have recorded and what time has been approved, against what progress you have made towards the 44-week FTE requirement.

The “DHM: Training requirements” goal will show how many weeks (confirmed) training that the trainee has completed. This will be shown against the target of 44 weeks.

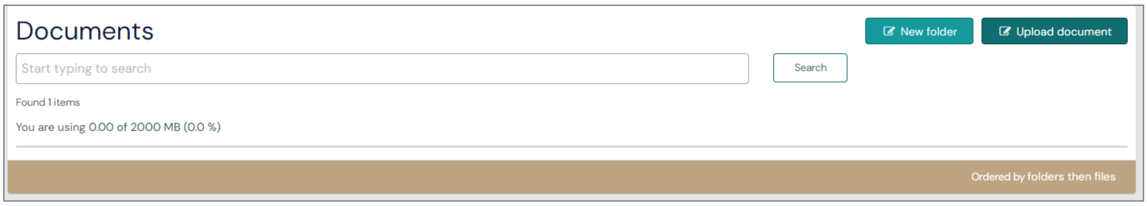
Clicking on each goal it will display its events targets and number of targets/weeks completed against each. Progress marked in green means you have achieved the target of goal. While red means you still need to achieve it,





8. Documents

- Documents can be added through the documents section or from within an event. From within an event, you can also link a document you had previously uploaded. Folders can be created to organise documents. We encourage trainees to upload course and conference certificates of attendance.



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

- Your supervisor will access this to view your documents. If there is any document you would prefer they do not see, you can make the document private by clicking the ‘Make private’ button.

9. FAQs

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

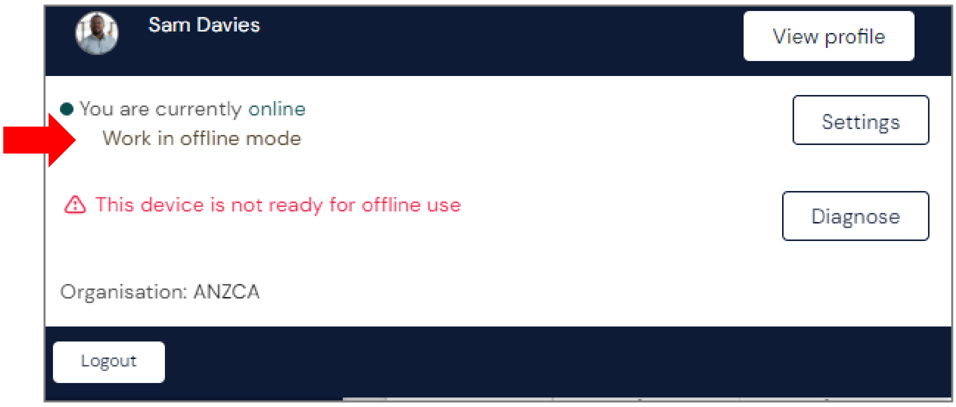
- Reports can be generated to view a summary of your training activities. To generate a report, select ‘Reports’ from the top navigation bar and click on the name of the report. Many of the reports can be download as a PDF or exported as a CSV file.
- Your trainee profile report provides a summary of your training record in the one report.

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. 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.