



Best Practice,
Better Practitioners

JDocs ePortfolio

User guidance notes

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Introduction

The aim of JDocs to:

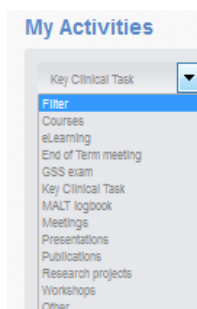
- support self-directed learning where junior doctors take the initiative in
 - diagnosing their **learning** needs
 - formulating **learning** goals
 - identifying human and material resources for **learning**
 - choosing and implementing appropriate **learning** strategies, and evaluating

JDocs is **NOT** supervised and the level of engagement is determined by the doctor. It is anticipated that doctors will approach their supervisor and/or educational support officer for additional guidance and support where required.

Building your Professional Profile

The ePortfolio will enable you to track and monitor your progress against the JDocs Framework and support you to progressively assemble evidence of your Achievements, Workbased assessment and Experiences to build your professional profile. Your professional profile can be extracted in an editable report format that can support an application to advanced speciality training, including Surgical Education and Training.

To build your Professional Profile report (see example on page 19), a number of JDocs Activities have been pre-populated as **My Activities**.



All Activities are tagged. When an **Activity** is completed it is tagged as either **Workbased assessment**, **Experience** or **Achievement**

Tag	Completed JDocs activities
My Achievements	<ul style="list-style-type: none"> • eLearning modules • GSSE exam • Educational course or events • Other exams/tests
My Workbased assessment	<ul style="list-style-type: none"> • MALT log book report (key clinical task) • Key clinical tasks • End of term meeting report
My Experiences	<ul style="list-style-type: none"> • End of term meeting • MALT log book/report • Meetings • Presentations • Publications • Research papers
My Achievements or My Workbased assessment or My experience or Other	<ul style="list-style-type: none"> • Create your own activities and tag as appropriate (see page 19)

How to use the ePortfolio:

- (a) Use the ePortfolio to document what you already know/can do to identify any areas for improvement or gain.

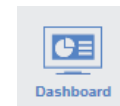


- (b) Engage with self-directed resources and tools to support your educational and professional development

	MALT	GSSE support	eLearning	Library
Step 4: Self-directed learning	<ul style="list-style-type: none"> •JDoc Logbook: record surgical procedures and experiences 	<ul style="list-style-type: none"> •Guidance and study tips •Access to MCQ bank 	<ul style="list-style-type: none"> •Modules developed to support junior doctors 	<ul style="list-style-type: none"> •Online College library resources

1

The Dashboard

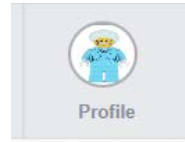



The Dashboard provides an overview of your engagement with JDocs resources and tools.

The screenshot shows the JDocs dashboard interface. At the top is a navigation bar with icons for Dashboard, Profile, Activities, Skills Audit, Resources, Assessments, Calendar, and Educational Events. The main content area is divided into several sections:

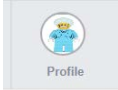


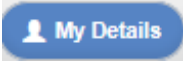
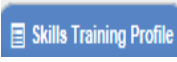

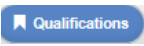

- Progress**: A section for tracking skills. It includes a "Skills Log" with tabs for PGY1, PGY2, PGY3, and PGY3+. The log shows progress bars for various categories: Collaboration & Teamwork, Communication, Health Advocacy, Judgement & Clinical Decision Making, Management & Leadership, Medical Expertise, Professionalism & Ethics, Scholarship & Teaching, and Technical Expertise. An "Edit Skills Log" button is at the bottom right.
- Key Clinical Tasks**: A circular progress indicator showing 2 out of 19 tasks completed, with a "View" button below it.
- My Logbook**: A section for tracking cases. It has sub-sections for "Draft" (0 cases) and "Completed" (0 cases). Buttons for "New Case" and "See all cases" are present.
- My RACS Events**: A message stating "You are not currently registered for any upcoming RACS Educational Events."
- Quick Links**: Three buttons for "RACS News", "eLearning", and "JDocs Junior Doctors".

2 Profile



Why should I engage?	What outcome can I expect?
<ul style="list-style-type: none"> As a self-directed learner it is important to develop a professional profile that documents your valuable workplace learning, achievements, assessments and experiences and establish a culture of lifelong learning and reflection. Add your personal details, qualifications and history rotations to start building your profile. As you further engage with the ePortfolio you can add your own activities and upload other documentation. 	<ul style="list-style-type: none"> A personalised ePortfolio  <p>The ability to export your profile into a professional report. (The “Profile Export” function is not available as part of the pilot. See page 19 for example report)</p>

How to set up a profile

<p>1. Select</p> 	 <p>Select Edit</p>  <p>Complete details and upload your Photo</p> <p>Save</p>
<p>2. Select</p> 	<ul style="list-style-type: none"> Edit Contact details to input personal details and qualifications <p>Save</p>
<p>3. Select</p> 	<ul style="list-style-type: none"> Select Hospital Appointments  <ul style="list-style-type: none"> Add a hospital rotation <p>Save</p>
<p>4. Select</p> 	<ul style="list-style-type: none"> Edit to add your qualifications and any supporting certificates <p>Save</p>
<p>5. Select</p> 	<ul style="list-style-type: none"> Return to Dashboard

The Skills Log is based on the JDocs Framework where you can track your progress against the expected standards and outcomes of each of the core nine competencies across the early post graduate years. The learning outcomes describe the expected skills, knowledge and behaviours at defined PGY levels.



The Skills Log supports:

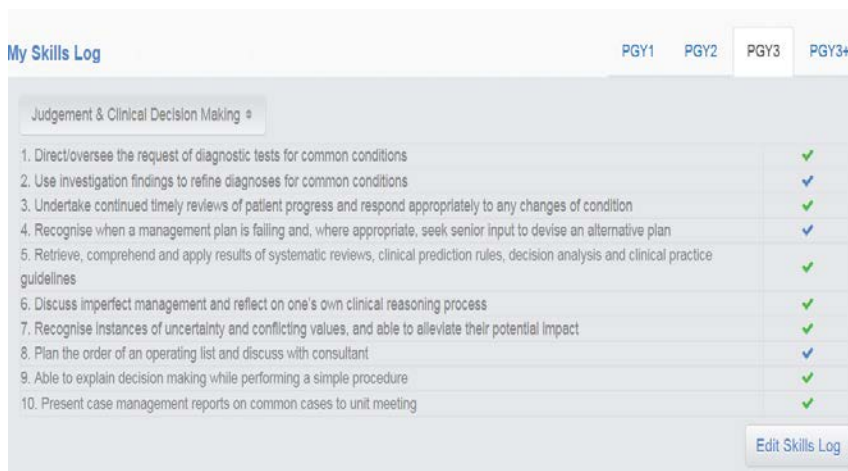
Self-Assessment


The skills log is useful to record (✓) your current level of skill, knowledge and performance to help identify any areas for improvement or gain and encourage you to seek further support and guidance and engage in self-directed learning activities.

Self-directed learning


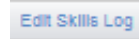

Self-directed learning **Activities** and assessment tools developed and/or identified to support the Framework have been mapped to the appropriate learning outcomes and PGY levels of the Skills Log. Your engagement and completion of these **Activities** will be recorded as a blue tick (✓) and will override the green self-assessment tick (✓). An activity could be an observed assessment of a key clinical task or other form of work based assessment.

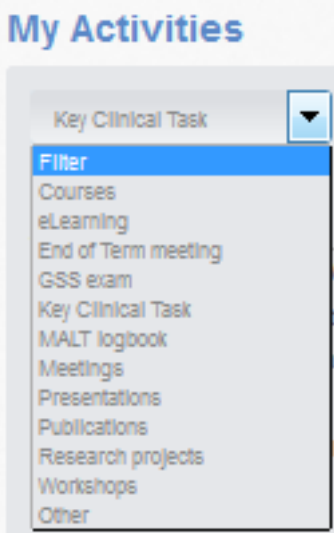

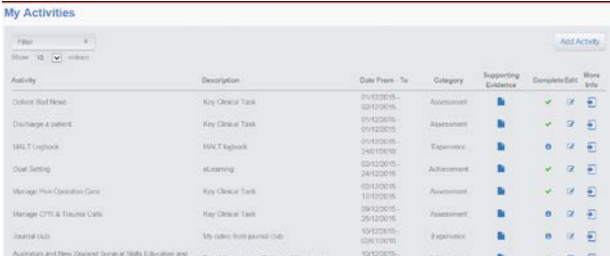
The following example shows where the doctor has undertaken a self-assessment against the learning outcomes of the Judgement and Clinical Decision Making competency (green tick ✓) at PGY3 and successfully completed relevant JDocs activities (blue tick ✓).





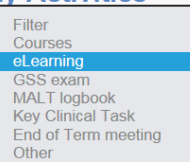
Why should I engage?	What outcome can I expect?
<ul style="list-style-type: none"> As a self-directed learner, identify what you already know to determine your skill, knowledge and performance gaps against the outcomes described across of the continuum of PGY1-3,3+ (✓) The PGY levels are described as a guide only and are not time based. For example as a PGY 1 you may feel confident in selecting outcomes described at PGY2 As a guide, by the end of PGY3,3+ most junior doctors will achieve 100% progress in the Skills Log and have uploaded supplementary evidence of work based performance, achievements and experiences to support their Professional Profile Follow hyperlinks within the Skills Log for additional information and guidance Seek support from your supervisor and/or education officer for additional guidance and support to further develop your skills and knowledge 	<ul style="list-style-type: none"> Your self-assessment against the Learning outcomes is recorded (green ticks✓) Your progress against each of the core nine competencies is displayed in the skills bar graph on the dashboard  If you have engaged with JDocs resources and tools to help plan and support your learning, successful completion of these will be recorded (blue ticks✓)

How do I use the Skills log for self-assessment?

1. Select  (Note the outcomes are defaulted to X)
2. Select your PGY level
3. Select a competency
4. Select 
5. Select relevant learning outcomes (✓) to identify what you feel you already know and can do - follow any relevant links for further guidance

6. Select Dashboard to check your progress on the Skills Log against relevant competency/PGY level
7. Plan your learning and seek additional support by engaging with self-directed learning activities

Why should I engage?	What outcome can I expect?
<p>A number of Activities have been identified and available as a pre-populated list. Evidence of completion and/or engagement with these activities is similar to requirements for application to surgical education and training</p>  <ul style="list-style-type: none"> An existing Activity can be recorded as complete (✓) with an option to upload supporting documentation and add a reflection Create your own Activities with option to upload documentation and add a reflection You can record all activities as complete, but to develop and export your professional profile, you are encouraged to upload supporting documentation 	<p>A completed Activity is recorded with a green tick (✓) and the document icon is displayed if any supporting documentation has been uploaded to support the Activity</p> <p>All completed activities are tagged as:</p> <ul style="list-style-type: none"> Achievements Work based assessment Experiences <p>Add Activity When you create your own Activities and upload any documentation, you will be given the option to tag the activity as an Achievement, WBA or Experience. These additional Activities will be included in your Professional Profile report</p>  <p>Edit Activities to:</p> <ul style="list-style-type: none"> Mark an activity as complete (✓) Upload additional documentation Add a personal reflection

How do I record Activities as complete?

<p>Select Activities tab</p>  <p>Select an Activity, e.g. eLearning, from filter list</p> <p>Locate activity title and select Edit</p> 	
--	---

Complete the **Activity** window with relevant details:

Activity

eLearning

Managing the Sick Patient

Activity Description:
eLearning

From Date: 17/12/2015 To Date: 17/12/2015

Add your Reflection

Completed Activity

Supporting Evidence

Name	Progress	Status	Actions
+ Add files...	Upload all	Cancel all	

and/or choose from:

Dropbox Google Drive OneDrive

Cancel Save

← Add today's date

← Option to add a reflection

← Mark Activity as complete

← Upload any supporting documentation (or at a later stage)

The **Activity** will be recorded as complete along with any supporting evidence

My Activities

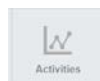
eLearning Add Activity

Show 10 entries

Activity	Description	Date From - To	Category	Supporting Evidence	Complete	Edit	More Info
Goal Setting	testing	03/12/2015 - 09/12/2015	Achievement		<input checked="" type="checkbox"/>		
Clinical Decision Making	eLearning	16/12/2015 - 16/12/2015	Achievement		<input checked="" type="checkbox"/>		
Managing the Sick Patient	eLearning	17/12/2015 - 17/12/2015	Achievement		<input checked="" type="checkbox"/>		

How do I add my own Activities?

Select Activities



Select Other

- Filter
- Courses
- eLearning
- GSS exam
- MALT logbook
- Key Clinical Task
- End of Term meeting
- Other

Select



Complete Activity window:

Activity

Other

Teaching notes

Experience

Activity Description:
Medical student teaching notes

From Date: 02/12/2015 To Date: 02/01/2016

Add your Reflection

Completed Activity

Supporting Evidence

Name	Progress	Status	Actions
managing sick patient KCT.docx			Remove

+ Add files... Upload all Cancel all

and/or choose from:
Dropbox Google Drive OneDrive

Cancel Clear **Save**

Select Other

Add title of Activity

Tag your Activity as either:

- Workbased assessment
- Experience
- Achievement
- Other

Select date

Mark as complete

Add any supporting documentation

Added **Activity** saved with supporting documentation

My Activities

Other

Show 10 entries

Add Activity

Activity	Description	Date From - To	Category	Supporting Evidence	Complete	Edit	More Info
Teaching notes	Medical student teaching notes	04/01/2016 - 04/01/2016	Experience				

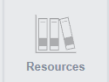
To delete an activity:

- Select **Edit**
- Select **Clear**
- Select **Save**

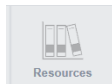


The following resources are available to support the JDocs Framework:

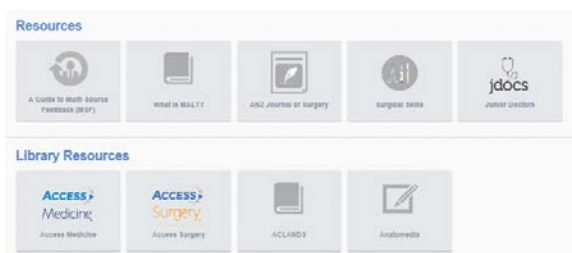
- eLearning modules
- Generic Surgical Sciences exam (GSSE) study tip resources
- GSSE MCQ practice bank
- Library and reference resources
- Surgical skills videos/essential surgical skills

Why should I engage?	What outcome can I expect?
<ul style="list-style-type: none"> • References and library resources Access a number of useful references and College on-line library resources for further development and support. <ul style="list-style-type: none"> • ACLANDS • Anatomedia • Access Medicine • Access Surgery • eLearning A number of eLearning modules have been developed with the support from surgeons that offer useful advice and guidance for junior doctors in the clinical workplace <ul style="list-style-type: none"> ○ Interaction with critical care ○ Managing perioperative risk - ○ Communication ○ Managing the sick Patient ○ Management of Acute Neurotrauma in Rural and Remote Locations ○ GGSE study tips ○ GSSE MCQ question bank • Resources for GSSE Aid your preparation for the GSS exam by accessing study tips and a MCQ question bank (Anatomy, Physiology and Pathology) 	<ul style="list-style-type: none"> • Keeping track of eLearning modules I have completed: <ul style="list-style-type: none"> ○ A tick ✓ will appear next to the module title under Resources  • Skills Log – keeping track of my progress <ul style="list-style-type: none"> ○ Upon completion of an eLearning module the relevant learning outcomes in the Skills log will be updated (✓) and the Skills Log bar graph will update accordingly • GSSE MCQ question bank <ul style="list-style-type: none"> ○ Feedback on your responses will be provided as you progress through the module
How do I access self-directed learning resources?	

1. Select



2. Select any tab under Resources and Library Resources (each will open in a new window)



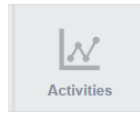
3. Select any eLearning module

How can I record successful completion of an eLearning module?

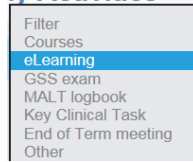
eLearning modules are recognised as **Activities** within the ePortfolio.

Record successful completion of your eLearning engagement as an **Achievement**:

1. Select **Activities** tab



2. Select eLearning from filter list



3. Locate eLearning module title and select Edit



4. Complete the **Activity** window as shown below

Activity ⊗

eLearning

Managing the Sick Patient

Activity Description:
eLearning

From Date: 17/12/2015 To Date: 17/12/2015 ← Add today's date

Add your Reflection ← Option to add a reflection

Completed Activity ← Mark Activity as complete

Supporting Evidence

Name	Progress	Status	Actions
+ Add files... 📁 Upload all 🗑️ Cancel all			
and/or choose from:			
📁 Dropbox 📁 Google Drive 📁 OneDrive			

← Add supporting documentation (certification of completion) if applicable

Cancel Save Save

The eLearning module will be recorded as complete

My Activities

eLearning Add Activity

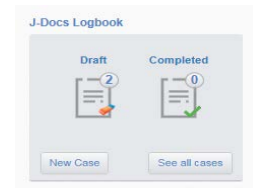
Show 10 entries

Activity	Description	Date From - To	Category	Supporting Evidence	Complete	Edit	More Info
Goal Setting	testing	03/12/2015 - 09/12/2015	Achievement		i	✎	➔
Clinical Decision Making	eLearning	16/12/2015 - 16/12/2015	Achievement		✓	✎	➔
Managing the Sick Patient	eLearning	17/12/2015 - 17/12/2015	Achievement		✓	✎	➔

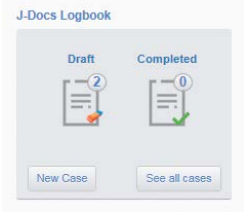
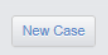
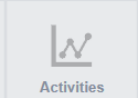
The following tools provide opportunities for assessment and feedback on your level of performance in the workplace.

MALT - Morbidity Audit and Logbook Tool (MALT)

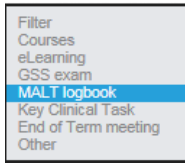
- Log cases and procedures, against different levels of supervision, complexity and magnitude
- Log Essential surgical skills (ESS) and constructs as described in the Technical Expertise competency (PGY1-3)



The MALT logbook is based on SNOMED procedures (International Systematised Nomenclature of Medicine clinical descriptors of medical illness, treatments and operations) and includes essential surgical skills constructs as described in the Technical Expertise Competency (PGY1-3).

Why should I engage?	What outcome can I expect?
<ul style="list-style-type: none"> • Use MALT to keep an electronic log of your surgical procedures and experiences and report on case history for self-audit purposes • Extract a report that can be signed off by a supervisor and uploaded to your ePortfolio as evidence of workbased assessment 	<p>Dashboard See all logged cases on the MALT Dashboard</p>  <p>Reporting Select See all Cases on dashboard Select Reports to extract an all logged procedures report</p>
How do I access MALT	
<ol style="list-style-type: none"> 1. Access the MALT guide available from the Subscriptions page of the JDocs website. Please follow the instructions in the MALT guide for guidance on using the JDocs MALT Logbook 2. Access your Logbook from the ePortfolio dashboard – select  	
How can I record successful completion my surgical procedures and experiences?	
<p>MALT reports are recognised as Activities as follows and tagged as either an Experience or Work based assessment:</p> <ul style="list-style-type: none"> ➤ MALT log Book. Upload your extracted procedures report(s) against this activity which will be recorded as an Experience ➤ Key clinical task - Perform Basic Procedures and Operations. This activity expects you to be competent with intermediate and many of the advanced essential surgical skills that are described in this task and achievable by end of PGY3, 3+. Upload your signed MALT report(s) to support assessment of this task <p>Record approved logged surgical procedures report and upload to your ePortfolio. You can choose to upload multiple reports against a date range or upload one report per activity</p> <ol style="list-style-type: none"> 1. Select  Activities tab 	

2. Select MALT log book



3. Select Edit



4. Complete the Activity window for Key Clinical task (Perform Basic procedures Operations) upload signed report(s) as evidence you meet the standards expected for this task OR upload as MALT report)

The screenshot shows the 'Activity' form with several annotations:

- Two dropdown menus at the top: 'Key Clinical Task' and 'Perform Basic Procedures/Operations'. An arrow points to the second dropdown with the text 'Select Key clinical Task OR MALT Logbook'.
- The 'Activity Description' field contains the text 'Another MALT logbook added'. An arrow points to this field with the text 'Option to add a reflection'.
- The 'From Date' and 'To Date' fields are set to '01/10/2015' and '31/10/2015' respectively. An arrow points to the 'To Date' field with the text 'Add a date'.
- The 'Completed Activity' radio button is selected. An arrow points to it with the text 'Mark Activity as complete'.
- The 'Supporting Evidence' section has buttons for '+ Add files...', 'Upload all', and 'Cancel all'. An arrow points to the 'Upload all' button with the text 'Add signed MALT report'.
- The 'Save' button at the bottom right is circled in red.

The MALT report is recorded as complete with supporting documentation. Example shows report uploaded against the **Activity** MALT Log book. You can add further MALT reports by selecting **Add Activity**

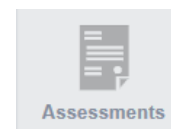
The screenshot shows the 'My Activities' table with the following data:

Activity	Description	Date From - To	Category	Supporting Evidence	Complete	Edit	More Info
MALT Logbook	MALT report	01/10/2015 - 31/10/2015	Experience				
MALT Logbook	MALT logbook. Report from MALT is attached.	29/10/2015 - 27/11/2015	Experience				

An arrow points to the 'Add Activity' button in the top right corner of the table.

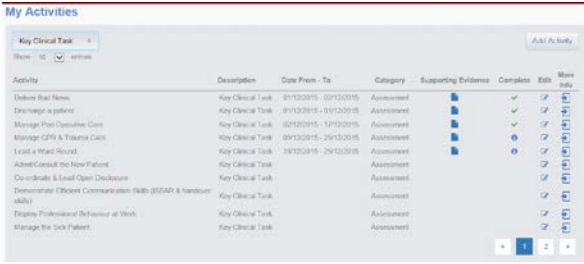
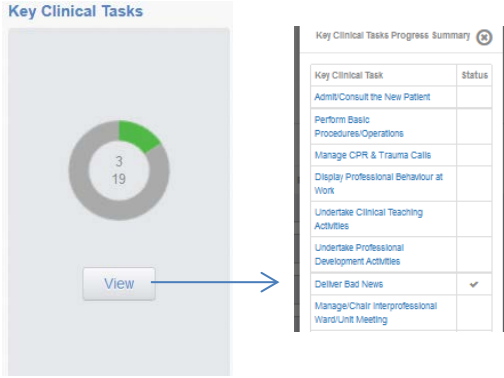
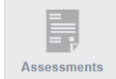

Key Clinical tasks

To complement the JDocs Framework, a number of key clinical tasks have been developed that represent the daily professional activities undertaken by the junior doctor, where level of performance can be observed and feedback provided. Proficiency in each task (performed well) should be achievable by the end of PGY3. The tasks are multi-competency constructs around real clinical work and are applicable to many procedural careers.



Assessment of a key clinical task can be captured in a number of ways with evidence of achievement captured within the ePortfolio.

All the key clinical tasks map to the learning outcomes in the Skills Log at PGY 3, 3+.

Why should I engage?	What outcome can I expect?
<p>JDocs does not favour any one type of assessment. Regular feedback/assessment is recommended as there will be a variety of ways and clinical situations in which your level of performance in the workplace can be measured, for example:</p> <p>Direct observation</p> <ul style="list-style-type: none"> Key clinical tasks DOPS MiniCEX <p>Multisource feedback</p> <ul style="list-style-type: none"> Multi-source feedback tool (MSF) – (Hospitals will have different approaches to this area of work-based assessment; check with your supervisor) <p>Summative work-based assessments</p> <ul style="list-style-type: none"> Progress reports from each rotation. Mid-year and end-of-year term assessments Referee reports/references <p>Opportunities for further clinical and professional development have also been described as Experiences which reference useful resources to support you</p> <p>Guidelines for assessment and feedback are available to download and can be signed by your supervisor as evidence you can perform a task well. Alternatively other forms of assessment can be used as evidence to support a key clinical task. Discuss with your supervisor and/or EO</p>	<p>Completed Key clinical tasks</p> <ul style="list-style-type: none"> Select Activities to view list of all completed key clinical tasks and supporting documents  <p>Tracking your progress</p> <ul style="list-style-type: none"> Completed key clinical tasks from the Dashboard  <ul style="list-style-type: none"> Skills Log (When a key clinical task marked as complete, the relevant learning outcomes will be recorded as ✓ in the Skills log at PGY3, 3+)
How do I access Key clinical tasks and upload evidence of work-based assessment	
<ul style="list-style-type: none"> Select Assessments view list of key clinical tasks  <ul style="list-style-type: none"> Select Key clinical tasks 	<p>you will now be taken to the JDocs website</p>

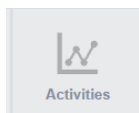
- Select a **Key clinical task, e.g. “Manage the sick patient”**
 - Note related competencies across PGY 1-3 that provide guidance on the expected standards of performance
- Access and download the Guidelines
- There will be a number of ways in which you can engage with the task:
 - Show the guidelines to your supervisor for feedback on your current level of performance against this task
 - Your supervisor may feel you are consistently performing this task well and agree to sign key clinical task document
 - You may well have forms of workplace assessment as evidence that you can perform this task well

How can I record successful completion of a key clinical task within my ePortfolio?

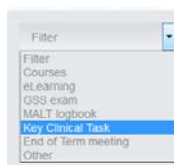
Key Clinical tasks are recognised as **Activities** within the ePortfolio and tagged as **Work based assessment**.

Record successful completion of the key clinical task “Managing a sick patient” as work based assessment:

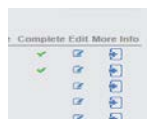
Select



1. Select **Key clinical tasks** from filter



2. Select relevant task and **Edit**



3. Complete the Activity window:

Select date

Option to add a reflection

Mark activity as complete

Add supporting documents for this task - may be multiple documents)

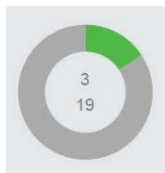
The following shows a Key Clinical task recorded as a completed **Activity** with supporting documentation (Select Activities tab)

Key Clinical Task Add Activity

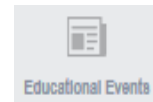
Show 10 entries

Activity	Description	Date From - To	Category	Supporting Evidence	Complete	Edit	More Info
Admit/Consult the New Patient	Key Clinical Task test	30/11/2015 - 30/11/2015	Assessment				
Lead a Ward Round	Key Clinical Task	01/12/2015 - 10/12/2015	Assessment				
Demonstrate Efficient Communication Skills (ISBAR & handover skills)	Key Clinical Task	02/12/2015 - 18/12/2015	Assessment				
Manage the Sick Patient	Key Clinical Task	02/12/2015 - 02/01/2016	Assessment				

Completion of this task will also be recorded on the Dashboard

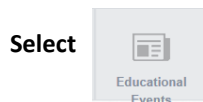


Discharge a patient	
Display Professional Behaviour at Work	
Lead a Ward Round	✓
Manage CPR & Trauma Calls	
Manage Peri-Operative Care	
Manage the Sick Patient	✓



Education providers are invited to have their courses and events accredited with the College. Educational events and courses are accredited by the College to ensure they meet with educational standards and criteria deemed suitable for the professional development of junior doctors.

Why should I engage?	What outcome can I expect?
<ul style="list-style-type: none"> Register for accredited educational events that have undergone rigorous quality assurance to ensure they are suitable to support the professional development of junior doctors Store evidence of your attendance or certification at an accredited course or event to your ePortfolio Record and store evidence of participation at other non-College courses/events that will help develop your professional profile 	<ul style="list-style-type: none"> If you have registered a paid for any College Educational Event your course registration and payment details will automatically be displayed on the dashboard <div data-bbox="694 551 1402 663" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>My RACS Events</p> <p>You are not currently registered for any upcoming RACS Educational Events.</p> </div> <ul style="list-style-type: none"> Successful achievement of a College event, course or exam will be recorded as complete in the ePortfolio against the relevant Activity
How do I access educational events	

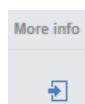


Select criteria and search

The screenshot shows a search interface with the following fields:

- SEARCH** and **CLEAR** buttons at the top.
- Keyword:** text input field.
- Session Date From:** date picker (15/12/2015).
- Session Date To:** date picker.
- State / Region:** dropdown menu (Select State / Region).
- Competency:** dropdown menu (Select Competency).
- Speciality:** dropdown menu (Select Speciality).
- Delivery Method:** dropdown menu (Select Delivery Method).
- Target Audience:** dropdown menu (JDocs).

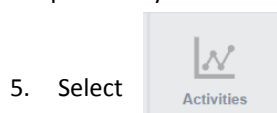
Browse through list of courses and select event.



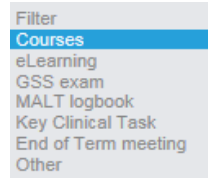
for further information about a particular course or event.

How can I record successful completion of a Course/Event?

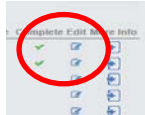
Record successful completion of an educational event as an Achievement and upload a supporting certificate. Successful completion of any College course/event or exam is automatically recorded as completed in your ePortfolio; however in the current release you will need to upload your certificate.



6. Select **Courses** from filter list or add own activity (**Other**)



7. Locate relevant course



8. Complete the Activity window as below

The 'Activity' form includes the following fields and controls:

- Courses:** A dropdown menu showing 'Courses' selected.
- Early Management of Severe Trauma (EMST):** A dropdown menu.
- Activity Description:** A text area containing 'Royal Australasian College of Surgeons'.
- From Date:** A date picker with the text 'Please select Date From' below it.
- To Date:** A date picker with the text 'Please select Date To' below it.
- Add your Reflection:** A large text area.
- Completed Activity:** A radio button.
- Supporting Evidence:** A section with buttons for '+ Add files...', 'Upload all', and 'Cancel all'. Below these are links for 'Dropbox', 'Google Drive', and 'OneDrive'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

Annotations with blue arrows point to:

- The 'To Date' field with the text 'Select a date'.
- The 'Add your Reflection' text area with the text 'Option to add a reflection'.
- The 'Completed Activity' radio button with the text 'Mark Activity as complete'.
- The '+ Add files...' button with the text 'Add documentation'.
- The 'Save' button, which is circled in red.

The following shows a completed course with supporting evidence

Activity	Description	Date From - To	Category	Supporting Evidence	Complete	Edit	More Info
Advanced Clinical Anatomy	Courses completed	01/05/2015 - 03/12/2015	Achievement				
Early Management of Severe Trauma (EMST)	Royal Australasian College of Surgeons	13/11/2015 - 15/11/2015	Achievement				
Advanced Clinical Anatomy for Health Professionals	Courses	01/12/2015 - 10/12/2015	Achievement				

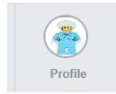


Extracting a Professional Profile



Professional Profile Report

Select Profile



Select



This report will display all completed activities grouped as Achievements, Workbased assessment and Experiences, together with links to any supporting documentation.

An example of the report is displayed on next page.



PROFESSIONAL PROFILE (Example)

FOR

Dr Sally Ann Harley

Work/Practice Address

St Vincent's Hospital
41 Victoria Parade,
Fitzroy VIC 3065
Work: 03 98887766
Email address: sally.harley@gmail.com

Personal address

10 Mill Lane
Fitzroy, VIC 3065
Australia
Mobile: 03 98887766

Qualifications:

Bachelor of Medicine with Honours
Deakin University
Graduation date: 19/02/2013



Other university qualifications





My rotations (Examples)

From	To	Hospital	Unit	State	Country	Position
26/1/2015	23/3/2015	St Vincent's	Emergency Medicine	Vic	Australia	PGY1
30/3/2015	08/06/2015	St Vincent's	Surgery	Vic	Australia	PGY1






My achievements (Examples)

Activity	Date	Attachment
Critical Literature Evaluation and Research (CLEAR)	18 th March 2015	
Generic Surgical Sciences Examination	12 th June 2015	
Hand Hygiene module	1 st July 2015	
Other courses and completed eLearning courses/modules		

My Work based assessments (Examples)

Activity	Date	Attachment
Signed key clinical tasks		
Signed MALT logbook reports		
DOPS, MiniCEX, CBD		
References/referee reports		

My experiences (Examples)

Activity	Date	Attachment
Clinical research		
Presentations		
Published articles		
Hospital roles		
Medical student teaching notes/presentations		

Other (Examples)

Activity	Date	Attachment
Journal club notes	20 th April 2015	