



The Royal Australian
and New Zealand
College of Radiologists®

Clinical Radiology ePortfolio User Manual

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Clinical Radiology Education and Training Committee

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Disclaimer: The information provided in this document is of a general nature only and is not intended as a substitute for medical or legal advice. It is designed to support, not replace, the relationship that exists between a patient and his/her doctor.

PREFACE

How to Use this Document

This document is a collection of How-To Guides with visual aids, descriptions on how to complete tasks and links to video guides where appropriate.

This How-To Guide is not designed to be consumed in a single sitting and is best used as a reference guide when completing ePortfolio tasks.

Sections of this document will be included within the ePortfolio itself and will link directly to the specific guide.

Purpose and Scope

This Clinical Radiology ePortfolio User Manual has been developed to assist Clinical Radiology trainees, Directors of Training and Clinical Supervisors of The Royal Australian and New Zealand College of Radiologists® using the ePortfolio System.

The ePortfolio User Manual will provide explanations of best practice for users to complete training requirements and feedback requirements in the ePortfolio system.

This User Manual is specific to the RANZCR Training Program and is not intended to provide advice for Fellows of the College in completing CPD Requirements.

This User Manual is also specific to the RANZCR Clinical Radiology Training Program. Radiation Oncology members are encouraged to review the Radiation Oncology ePortfolio User Manual.

Audience

The CR ePortfolio User Manual is designed to assist users participating in the Training Program and the RANZCR ePortfolio in completion of their day-to-day training tasks in the ePortfolio.

This User Manual has been developed primarily with Trainees, Directors of Training and Clinical Supervisors as the core audience of this document.

Network Training Directors and Education Support Officers will also find useful resources in this Manual.

Acknowledgement

The College is grateful for all those who have contributed their time and their invaluable input to developing the Clinical Radiology ePortfolio User Manual.

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Section One

INTRODUCTION

The background features a complex geometric pattern of overlapping triangles and polygons. The color palette consists of various shades of teal and light blue, with thin white lines connecting the vertices of the shapes to form a network-like structure. The overall effect is modern and abstract.

ABOUT THE COLLEGE

The Royal Australian and New Zealand College of Radiologists (RANZCR) is a not-for-profit professional organisation for clinical radiologists and radiation oncologists in Australia, New Zealand, and Singapore. RANZCR is a membership organisation led by clinicians who are elected by the membership, with oversight from a Board of Directors.

We are the leaders in medical imaging and cancer care. We enable the best practice of clinical radiology, radiation oncology and associated sub-specialty areas through engagement, education, and advocacy; and by supporting clinical excellence. Our Fellows play a critical role in the diagnosis and monitoring of disease, provide interventional treatments and targeted treatments for cancer.

Our evidence-based culture focuses on best practice outcomes for patients and equity of access to high quality care, underpinned by an attitude of compassion and empathy. As an organisation we are committed to diversity and inclusion, and to the training and professional development of our Fellows and Trainees throughout their career. We are dedicated to enhancing the health outcomes of Māori, Aboriginal and Torres Strait Islander peoples and to increasing their participation in the professions of clinical radiology and radiation oncology by ensuring our educational programs support best outcomes for them. This includes a commitment to cultural safety in our organisation, for staff and members.

Purpose

To enable the safe and appropriate use of clinical radiology and radiation oncology to optimise health outcomes for our patients and society.

Values

Our leadership values underpin all that we do and embody our focus on quality patient outcomes.

Integrity

We maintain the confidence and trust of our stakeholders through our honesty, transparency, and authenticity.

Accountability

We take responsibility for all our actions, behaviours, performance, commitments, and decisions.

Inclusivity

We foster an inclusive workplace and clinical environments for people in Australia and New Zealand.

Innovation

We constantly strive to reimagine excellence in everything we do.

Code of Ethics

- [RANZCR's Code of Ethics](#) defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.
- The College endorsed the joint statement regarding a [respectful culture in medicine](#). This aligns with the College's Code of Ethics and supports the principles which focus on promoting environments which are safe, inclusive and respectful and target eliminating unacceptable behaviours including bullying, harassment and racism.

HOW TO USE THE USER MANUAL

Training Program ePortfolio User Manual

The Clinical Radiology ePortfolio User Manual has been developed to ensure trainees, Directors of Training, Clinical Supervisors and Networks have a comprehensive resource with all relevant information on how to use the RANZCR ePortfolio, including links video guides on the RANZCR ePortfolio How To video library.

This resource has been divided into sections that cover all elements of training within the ePortfolio system. It is recommended that this User Manual, the Clinical Radiology Handbook and the Clinical Radiology Learning Outcomes documents be utilised throughout all stages of the Training Program. Each section has been designed so that it can be read independently.

For ease of reference, links have been provided to other relevant sections within the Handbook and to further information, which can also be found in the *Trainees* section of the College website at www.ranzcr.com/trainees.

User Manual Symbols

Throughout the Training Program Handbook, a range of symbols are used to represent the type of document or information; these are:



Reference to section in the Handbook or Learning Outcomes



Link to relevant policies or other related documents



ePortfolio information



Link to College website or electronic documents



Video guide link

Traffic Light icons indicate the number of stages in a particular assessment.

When a stage of an assessment is completed, the amber icon will turn green to signify the completion.

- A single traffic light icon indicates that there is only a single stage for this assessment
- Two traffic lights icon indicates there is two stages for this assessment
- Three traffic lights icon indicates there is three stages for this assessment
- Two four lights icon indicates there is four stages for this assessment

If you have any questions, please email ePortfolio@ranzcr.edu.au. For specific queries, please refer to the College Contacts for the most appropriate staff member.

DEFINITIONS

The ePortfolio System (ePortfolio) refers to the online system for managing a trainee's assessments and progression in the Clinical Radiology Training Program.

The product name is risr/advance (formerly known as Kaizen) however, to simplify language used by the College, the ePortfolio System or ePortfolio is the terminology used.

Trainee refers to a College member actively participating in the Clinical Radiology Training Program and is considered a student member under the RANZCR Articles of Association.
Also known as Registrar.

Director of Training (DoT) refers to the clinician/s appointed by the College, with overall responsibility for the structure and quality of training in a College-accredited training site in line with the College policies and specific arrangements within their training network. The Director of Training is also responsible for providing trainees with information and feedback on their progress.

Network Training Director (NTD) refers to the person responsible for providing the coordination of, and leadership to the Network, and is a central point of contact to the College and health jurisdictions regarding training delivery matters in that Network.

Clinical Supervisor (CS) refers to any consultant radiologist at a College-accredited training site that is involved in teaching, assessment and/or feedback.

College Staff (RANZCR Specialty Training) refers to the College ePortfolio account that trainees and DoTs may interact with in order to complete training requirements, as well as Progression or Interrupted Training events.

The RANZCR Specialty Training account is the account that staff will shadow-login as when making changes and updates to individual user's ePortfolio profiles.

FTE refers to Full Time Equivalent. If a trainee is listed as training at 1 FTE, they are considered to be training at 5 days per week at 40 hours per week accredited training time.

Assessment Events refers to individual assessments completed in the ePortfolio. Events are hosted and found in the Timeline section of the ePortfolio profile. Each completed assessment is an event which may link to a trainee's goal.

Training Requirements/Goals refers to the trainee's currently active Training Program Requirements. These Requirements are specific to each Phase of Training, and when a trainee progresses from one Phase to the next, their Phase specific goals (Monitoring and Review, TATS etc) will be closed by College Staff, and new goals specific to the new phase will be created.

These Training Requirements will be located on the Overview of Training Requirements page of the trainee's ePortfolio profile.

COLLEGE CONTACTS

Trainees and members can contact the College on:

Australia: +61 2 9268 9777

New Zealand: +64 4 472 6470

For specific queries, please refer below for College contact information.



A complete contact list of Specialty Training staff is available [here](#).

DEPARTMENT	DESCRIPTION	INFORMATION
College	General College enquiries	Australia: +61 2 9268 9777 New Zealand: +64 4 472 6470 ranzcr@ranzcr.edu.au
Training Program	Enquiries about training or the training program	+61 2 9268 9700 CRTraining@ranzcr.edu.au
Trainee Liaison Officer	Trainee guidance and support	+61 437 893 913 tlo@ranzcr.edu.au
Fellowship	Completion of training and admission to Fellowship	+61 2 9268 9700 fellowship@ranzcr.edu.au
ePortfolio	Technical Support	+61 2 9268 9700 eportfolio@ranzcr.edu.au
DoT and CS Support	DoT, CS, TND applications and support	+61 2 9268 9795 shawnney.sargeant@ranzcr.edu.au
Examinations	Enquiries about examinations	+61 2 9268 9700 CRexams@ranzcr.edu.au

Section Two ePORTFOLIO OVERVIEW,

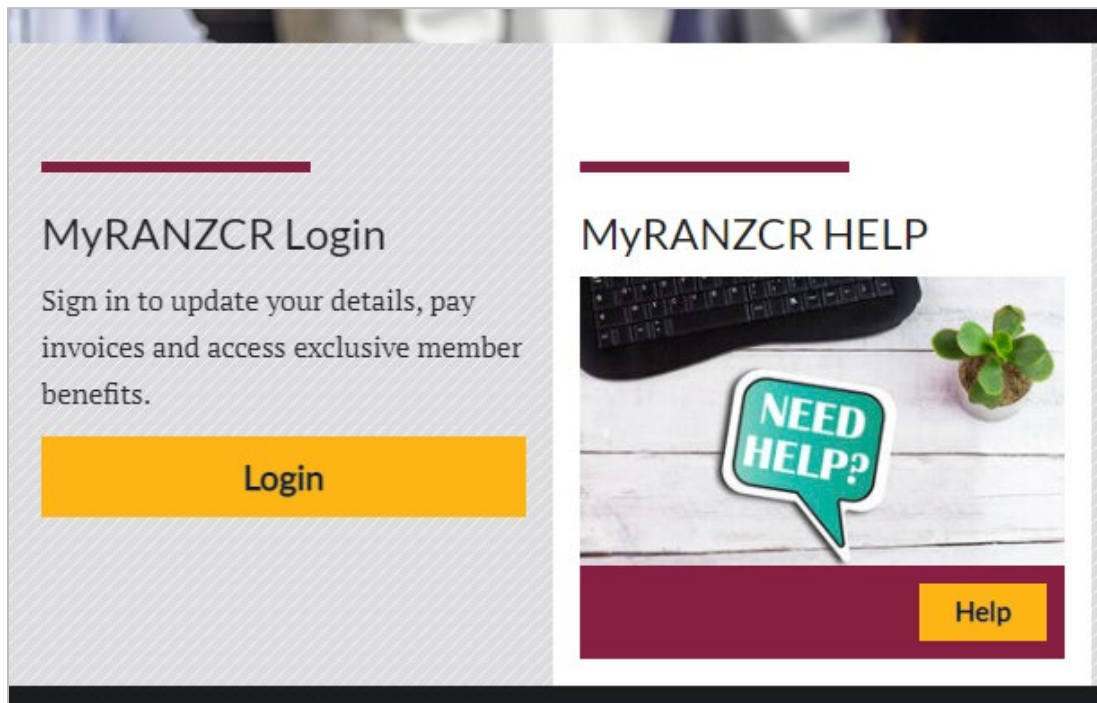


ePORTFOLIO OVERVIEW

Logging In to the ePortfolio

College Members must access the ePortfolio via the [MyRANZCR](#) portal.

1. To access the MyRANZCR from the RANZCR website: Go to www.ranzcr.com
2. On the top right corner, click the link "Member Login" OR Find the "Access the ePortfolio System" button in the Trainee Menu.
3. This will take you to the login page of the [MyRANZCR](#)
4. First time users will need to select and follow the "Forgot your password?" instructions
5. The login details are:
6. Email: the primary email address registered with the College
7. Password: created by user
8. Enter your email and password and click "Sign In"
9. Follow the instructions to authenticate your account. Two options are available
 - Send Code – 2FA which will send a 6-digit code to the users associated mobile number
 - Call Me – 2FA which will call the user and prompt them to press the pound (#) key
10. Complete the 2 Factor Authentication via the chosen method to be directed to the Home page of MyRANZCR.
11. On the Home page of MyRANZCR, select "RANZCR e-Portfolio"



Visit [MyRANZCR Help and Support](#) if you need any further assistance.

CONNECTIONS IN THE ePORTFOLIO

In the ePortfolio, users are linked via “Relations”. A relation is a section of the user profile and can be found by viewing the user’s Profile. Relations form the basis of a trainee’s profile, and will dictate which users they are connected to, as well as timeframe requirements for completing certain assessments.

Trainees and Directors of Training are linked to each other via the “CR Current Site” relation. Directors of Training will have their Current Site automatically applied to their ePortfolio account by default.

Trainees must set their location to a particular Training Site to be connected to the Director of Training(s) at that Site.

To do this, the trainee must create a new Apply a Location – Current Site form and select the relevant site from the available list.

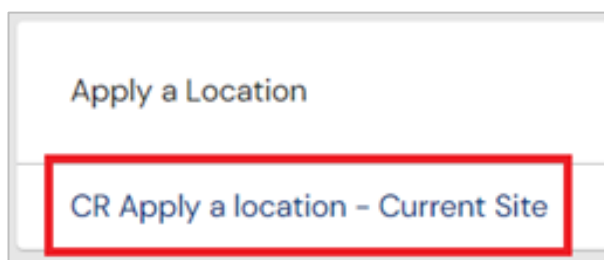
Trainees are able to search their site name in the search box, otherwise the list will be refined automatically to only display sites available in their current LAN (Local Area Network).

The Apply a Location – Current Site form serves a dual purpose in the ePortfolio system. The primary purpose is to connect trainees and Directors of Training to each other.

The secondary purpose of the Apply a Location – Current Site is to create a history of the trainee’s rotations away from their home site, as well as to record total time spent at the home or Commencement Site.

To create a new Apply a Location – Current site form, the trainee must click the green Create button on their Dashboard, inside the Create a New Activity or Assessment widget in the centre of their Trainee Dashboard.

Trainees must then select ‘CR Apply a location – Current Site’.



The trainee must then enter dates into the Date occurred on and the End date fields. This is an important step as this date range will form the timeframe that the trainee will be connected to the Site and by extension the DoT(s) at the Site.

Once the End date is in the past, the trainee’s connection to the Site will no longer be active.

ePORTFOLIO NAVIGATION

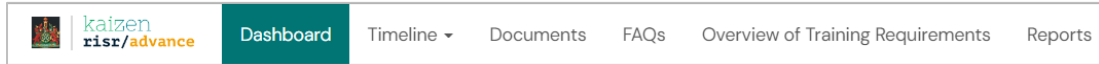


For trainee navigation in the ePortfolio, please view the [video guide](#).



For Director of Training navigation in the ePortfolio, please view the video guide.

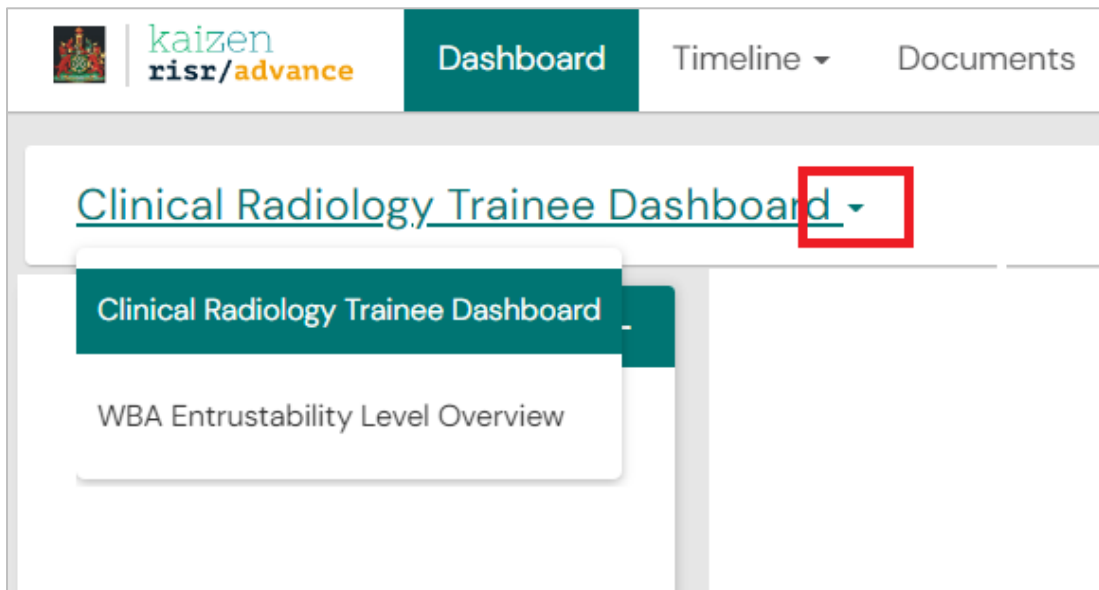
The ePortfolio Navigation menu at the top of the page allows users to navigate around their ePortfolio profile.



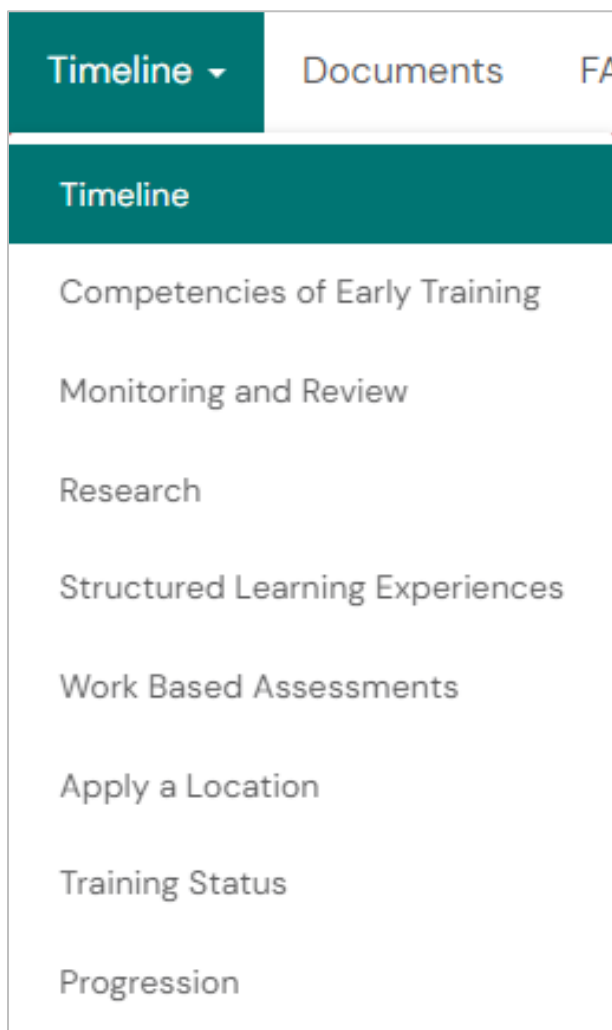
Dashboard

The Dashboard is the home page of the ePortfolio. This page shows the user their Profile information, as well as widgets that provide extra utility. For example, trainee dashboards contain a widget that displays their Training Program progress for their current Phase.

College Users will have multiple dashboards associated with their ePortfolio profile. In order to toggle between these, in the top left-hand side of the currently displayed Dashboard is the title of the active Dashboard. Click the down arrow next to the Dashboard title to show the options available and to toggle between them.



Timeline



The Timeline is where all Assessment Events are located. From the Timeline users are able to search for previously completed events such as Work-based Assessments, DoT Reviews and Structured Learning Experiences.

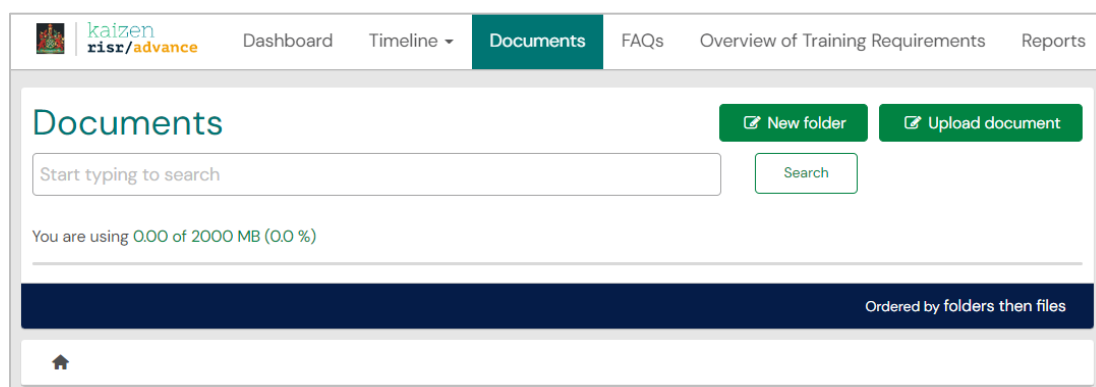
Users are able to filter which topic area of event they would like to view. By clicking the Timeline drop down and selecting the first option, Timeline, this will show an unfiltered view.

To view only Monitoring and Review events, from the same drop down select Monitoring and Review.

Documents

The Documents tab is the user's individual Document Library. Users can upload documents to this library, set the visibility of certain documents, as well as create an individualised folder structure that suits them.

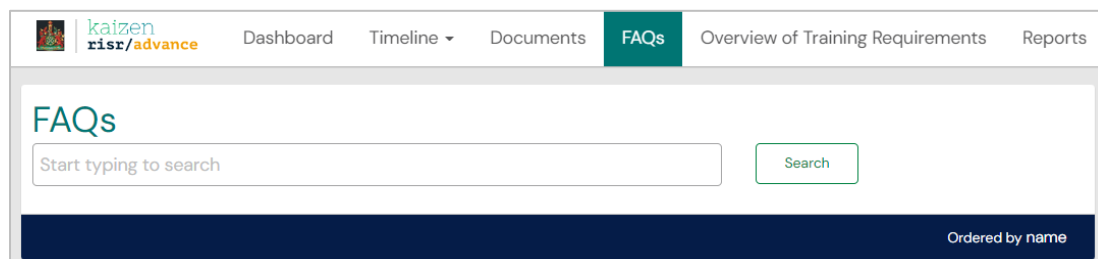
File attachments that are attached to assessment events in the ePortfolio will automatically be uploaded to the user's Documents page.



FAQs

The FAQ tab provides short-form and medium-form answers to many Frequently Asked Questions, as well as descriptions of commonly encountered situations.

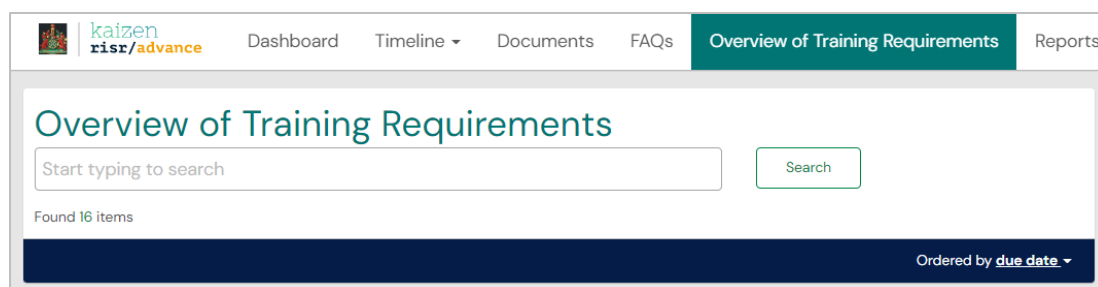
As all FAQs are shown on the same page it is best to utilise the search function to type in key words that may be present in the article.



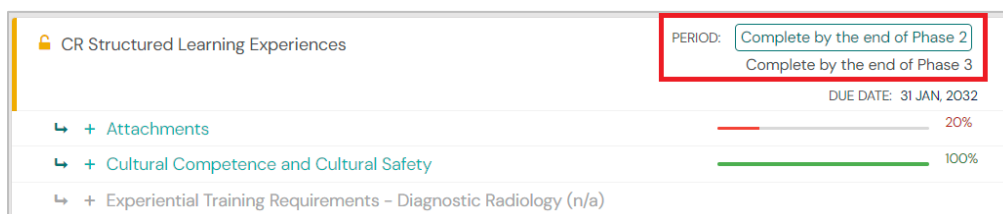
Overview of Training Requirements

The Overview of Training Requirements page is where the trainee's current progress towards their goals is recorded.

Most goals are Phase specific, such as Monitoring and Review, Examinations and Trainee Assessment of Training Site (TATS), while others such as Work-based Assessments and Structured Learning Experiences are persistent, as progress towards these can span all phases.

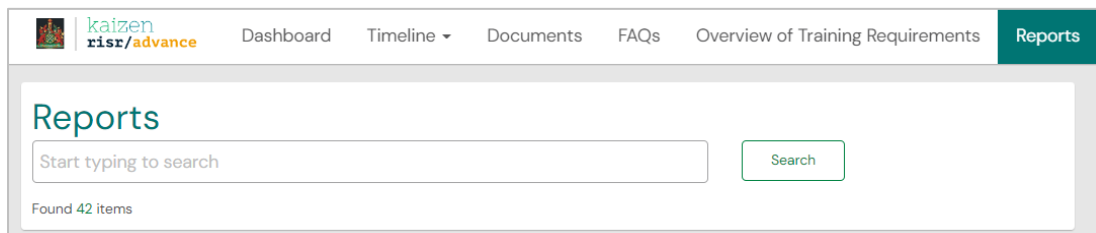


For goals that span multiple phases, by default the requirements that are due will be shown under the "Complete by the end of Phase (x)" and all other goals will be greyed out with (n/a) shown.



Reports

The Reports page is where reports that are useful and available to the user can be run. Reports that are found in the Director of Training Review can also be run by trainees in the Reports page.



ePORTFOLIO DASHBOARDS

Trainee Dashboards

Trainees have two main Dashboards in the ePortfolio, the Clinical Radiology Trainee Dashboard and the WBA Entrustability Level Overview dashboard.

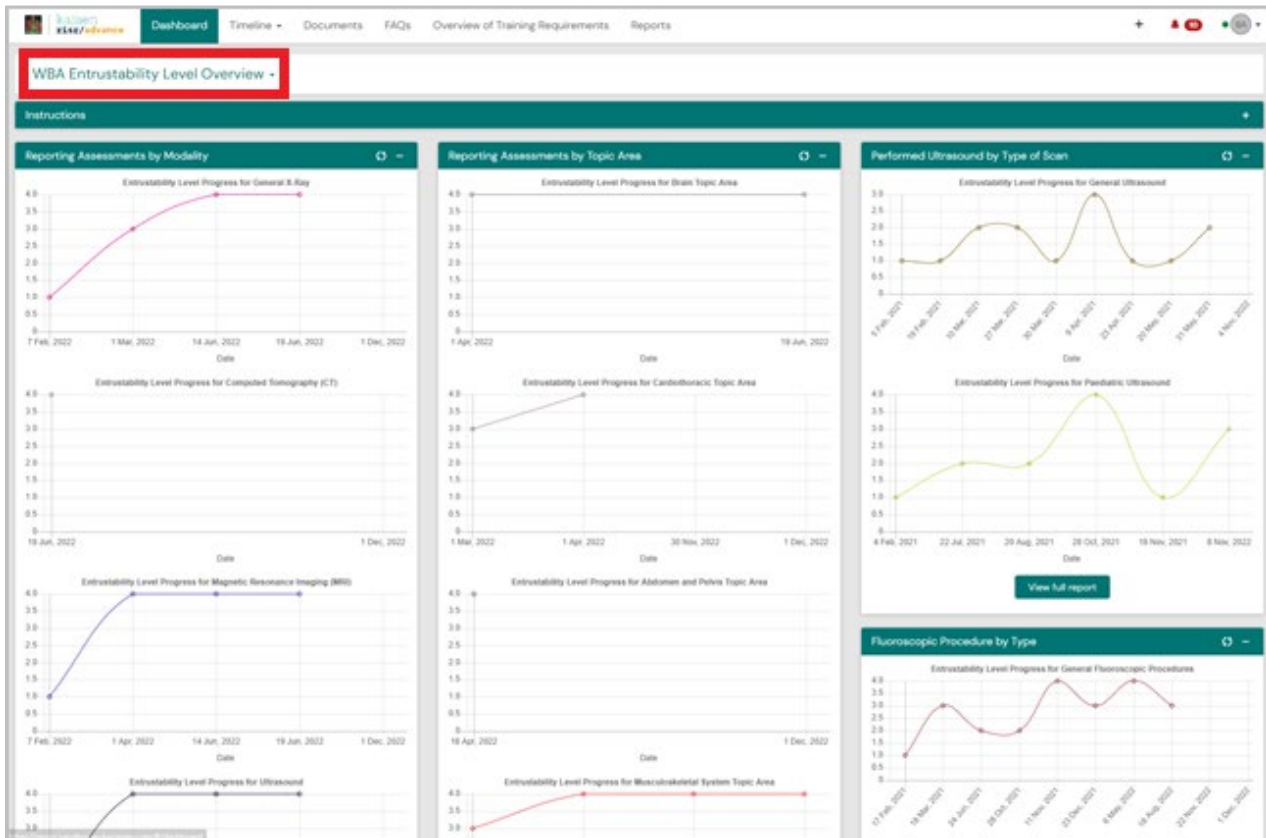
The Trainee Dashboard is the main Dashboard which allows trainees to review their training progress as well as create new Assessments.

The screenshot displays the 'Clinical Radiology Trainee Dashboard' interface. The top navigation bar includes 'ria:z/advance', 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Overview of Training Requirements', and 'Reports'. The main content area is divided into several sections:

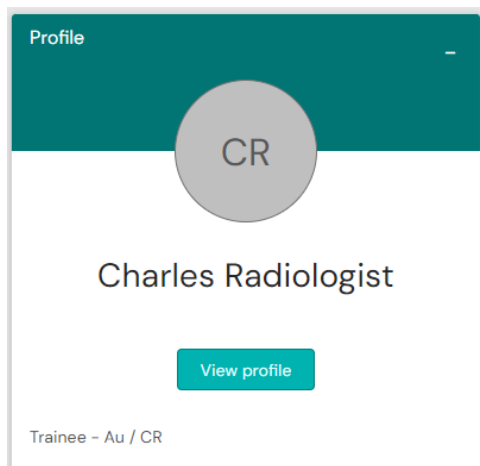
- Profile:** Shows the user's name 'Charles Radiologist' and a 'View profile' button.
- Location Information:** Displays current information such as 'CR Current Site: Repulse Hospital' and previous information.
- Phase Information:** Shows the current training phase (Phase 1) and lists various activities with their completion percentages (0%).
- Training Time Information:** Provides details on the training status, including 'Full Time' and 'FTE Value: 1'.
- RANDOR ePortfolio:** Features the logo of The Royal Australian and New Zealand College of Radiologists.
- Create New Activity or Assessment:** A prominent green button for creating new entries.
- Saved Drafts & To Do List:** Lists activities like 'CR Work-based Assessment - Fluoroscopic Procedures' and 'CR Apply a location - Current Site'.
- Training Program Requirements:** A detailed table listing requirements such as 'Consolidation of Early Training Key Conditions', 'Reporting Assessment', and 'Phase 1 Examinations', each with a completion percentage.
- Open Clinical Supervisor Feedback Forms:** A table with columns for 'Event Type', 'Due Date', 'State', and 'Link to CSF Form'. A 'View full report' button is located below.
- Inbox:** A section for announcements, currently showing 'There are no published announcements for you at the moment.'
- Training Program Handbook and Learning Outcomes:** Provides links to access the handbook and learning outcomes.
- ePortfolio User Guides and FAQs:** Offers resources for navigating the system.
- Additional Resources:** Lists various tools and documents available to the user.
- Contact Us:** Provides contact information for the Training Program, including a phone number (+61 2 9268 9700) and email (CRtraining@ranzcr.edu.au).
- Trainee Liaison Officer (TLO):** A section for identifying the user's liaison officer.

The WBA Entrustability Level Overview dashboard shows trainees their Entrustability over time for each of the Work-Based Assessments.

To toggle between these two dashboards, click the Clinical Radiology Trainee Dashboard title at the top left of the page, and choose which dashboard to display.



Profile



The Profile Dashboard Widget displays to the trainee their ePortfolio role of Trainee, Au / CR or NZ / CR, as well as a link to the View Profile area of the profile.

By clicking on 'View profile', more profile information can be accessed, including mobile phone, member number, email address, prefix and more detailed profile relations.

It is the trainee's responsibility to ensure all details, including phone number and email address are up to date.

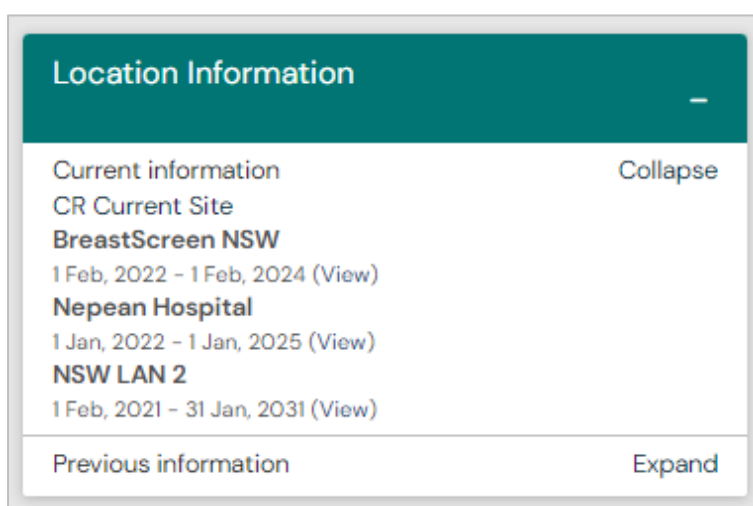
Location Information

The Location Information widget displays the trainee's currently active CR Current Site relations.

This widget allows the trainee to easily review their currently active Current Site, which links them to the Directors of Training at that site. The date ranges of these connections are also available, which are the dates that the trainee themselves input into the CR Apply a Location – Current Site form that they previously created to link themselves to the Site.

By default, trainees will have a LAN (Local Area Network) relation which is present on their profile upon creation of the profile. This lists the LAN that trainees are able to select from when selecting a new Current Site to create.

The dates of the LAN connection will show from the date the trainee began training, to the total maximum time they can spend in the training program, which is 10 years.



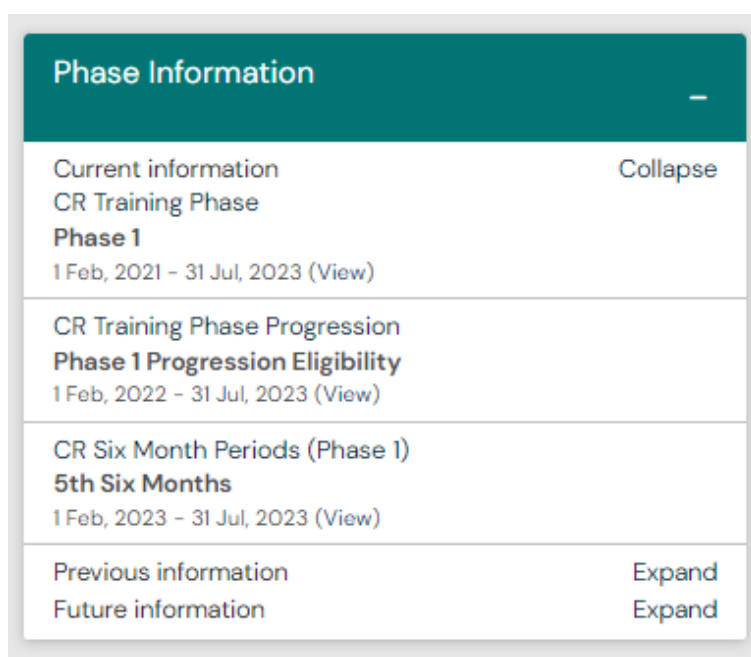
Phase Information

The Phase Information Dashboard Widget displays the trainee's Current Phase current Six-Month Period and Phase Progression Eligibility.

The CR Training Phase relation shows the date that the trainee began training in their current Phase. For trainees in Phase 1 this will be the date that they began training, and for trainees in Phase 2 and 3 this will show the date that they applied to progress into the phase. The end date of the Training Phase relation will show the date that shows the maximum amount of time they can spend in their current Phase.

The CR Training Phase Progression relation shows the range of time that the trainee is eligible to progress into their next Phase.

The CR Six-Month Periods relation shows the current six-month range of time that DoT Reviews and Reporting Assessments link to.



The screenshot shows a dashboard widget titled "Phase Information" with a teal header. It contains four sections:

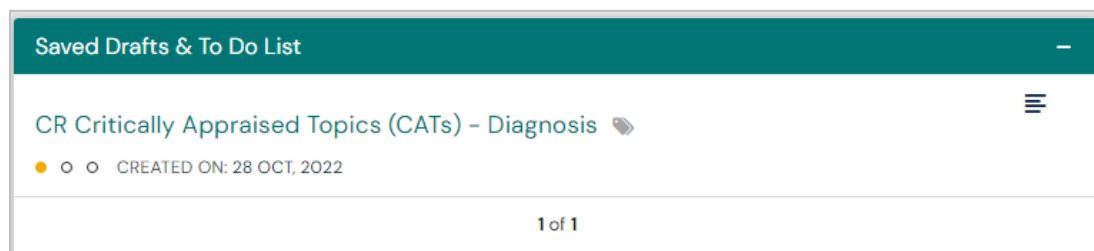
Current information CR Training Phase Phase 1 1 Feb, 2021 - 31 Jul, 2023 (View)	Collapse
CR Training Phase Progression Phase 1 Progression Eligibility 1 Feb, 2022 - 31 Jul, 2023 (View)	
CR Six Month Periods (Phase 1) 5th Six Months 1 Feb, 2023 - 31 Jul, 2023 (View)	
Previous information Future information	Expand Expand

Saved Drafts and To Do List






When the trainee creates a new activity or assessment, it can be saved as a draft before submission. All saved drafts remain in private mode, which means that a Director of Training for example, cannot access the draft.

To continue working on a draft, the trainee can click on the activity or assessment in the 'Saved Drafts and To Do List'. The draft can be saved multiple times and submitted when complete.

Items that require trainee action also appear on this list, such as appraisals and reviews which need trainee approval to finalise.



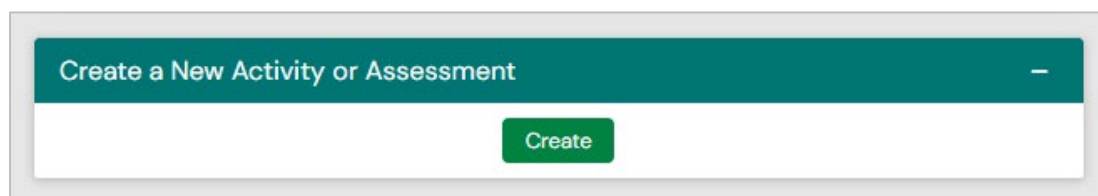
The screenshot shows a dashboard widget titled "Saved Drafts & To Do List" with a teal header. It contains one item:

CR Critically Appraised Topics (CATs) - Diagnosis 	
   CREATED ON: 28 OCT, 2022	
1 of 1	

Create a New Activity or Assessment

The 'Create' button in the middle of the dashboard is the mechanism by which trainees can change aspects of their profile, record all of their learning experiences and activities, and assessments. The menu provides a list of all activities that can be completed in the different phases of training.

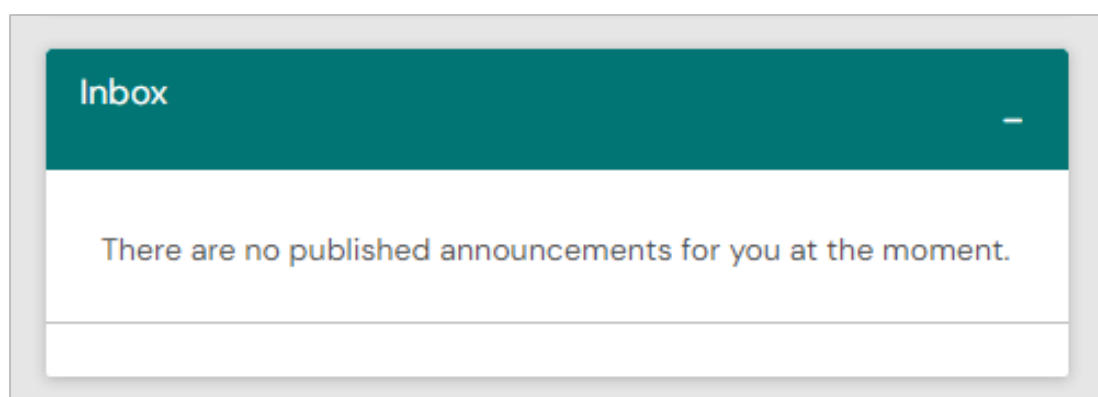
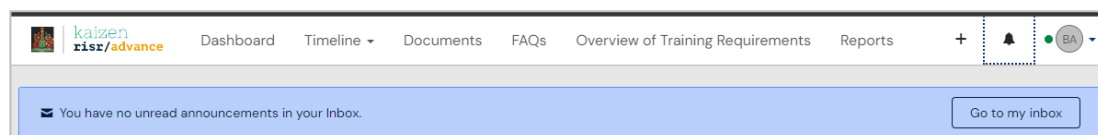
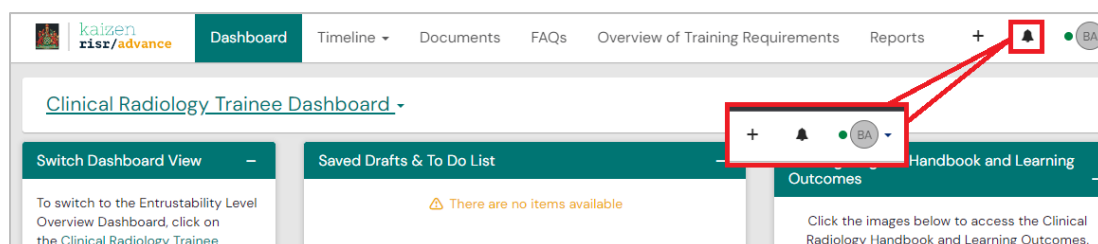
For more information and to view a video demonstration of how to create and submit all the various activities and assessments, refer to the [ePortfolio Resource](#) page on the College website.



Announcements/Inbox

The Inbox is where newly posted announcement will be found. The inbox can be found as a Dashboard widget, as well as by clicking the Bell Button at the top right of the page.

Click the Bell Button and then click "Go to my inbox" to view all published announcements.



Training Program Requirements

The dashboard shows the trainees progress toward achieving the training program requirements for the current phase as a percentage. From here, the trainee can click on any of the individual requirements for more detail on the activities or assessments (events) that contribute to the target.

The 'Overview of Training Requirements' on the top bar menu links to this dashboard summary and provides a list of progress with all requirements and the option to expand individual events for more information.

Training Program Requirements		🔄 -
Period: Complete within the first six months of Phase 1		Phase 1
Competencies of Early Training		100%
Key Conditions		
Period: Phase 1		
Multi-Source Feedback (MSF)		100%
Director of Training (DoT) Review		50%
Period: Phase 1		
Trainee Assessment of Training Site (TATS)		25%
Period: Phase 1		
Phase 1 Examinations		50%
Period: Complete by the end of Phase 2		Complete by the end of Phase 3
Attachments		19%
Cultural Competence and Cultural Safety		100%
Experiential Training Requirements - Diagnostic Radiology		
Period: Complete by the end of Phase 1		Complete by the end of Phase 2 Complete by the end of Phase 3
Project 1		100%
Project 2		
Basic Radiology Research Methods Course (Optional)		
Critically Appraised Topics (CATs)		
Period: Complete by the end of Phase 1		Complete by the end of Phase 2 Complete by the end of Phase 3
Reporting Assessments		19%
Performed Ultrasound Assessment		20%
Fluoroscopic Procedures Assessment		
Procedural Radiology Assessment		
Clinical Radiology / Multidisciplinary Meeting Assessment		

Clinical Supervisor Dashboard

The Clinical Radiology Clinical Supervisor Dashboard shown below allows Clinical Supervisors to review their outstanding tasks assigned to them by trainees for completion or approval.

In the below example the To Do list is highlighted in red. From this list CSs can click each link to view the trainee submitted Assessment and approve or reject the submission.

The CS is also able to access their full list of their To Do list by clicking the Bell icon in the top right of the page.

The screenshot shows the 'Clinical Radiology Clinical Supervisor Dashboard'. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Overview of CPD Requirements', 'Reports', and 'Users'. The main content area is divided into three columns. The left column displays the user profile for Oliver Queen, including their name, profile picture, and various details like 'CPD - Au / CR, Clinical Supervisor - CR', 'Member ID 33632', 'Prefix Dr', 'Program Clinical Radiology', 'Practice Location Australia', 'Branch NSW', 'Member Type Fellow', 'Status Full-time', and 'Mobile Phone 0410000000'. The middle column, titled 'Saved Drafts & To Do List', is highlighted with a red border and contains a list of tasks: 'CR Clinical Supervisor Feedback Form for Hal Jordan' (Created on 14 Feb 2023), 'CR Clinical Supervisor Feedback Form for Anna Strenger' (Created on 14 Feb 2023), 'CR Work-based Assessment - Reporting for Arthur Curry' (Created on 22 Nov 2022), 'CR Work-based Assessment - Procedural Radiology for Arthur Curry' (Created on 22 Nov 2022), and 'CR Work-based Assessment - Clinical Radiology/Multidisciplinary Meeting for Barry Allen' (Created on 22 Nov 2022). Below this list is a 'Create a New Activity or Assessment' section with options for 'MySelf' and 'Someone else'. The right column contains an 'Inbox' section with no announcements, a 'Training Program Handbook and Learning Outcomes' section with two image thumbnails, an 'ePortfolio User Guides and FAQs' section with a 'How-To Video Library', and a 'Contact Us' section with contact information for the Training Program and ePortfolio.

To toggle between the Clinical Radiology Clinical Supervisor Dashboard and the Clinical Radiology CPD Dashboard, click the Dashboard title, highlighted in blue above, and select the CPD Dashboard from the available list.

Director of Training Dashboard

CR DoTs will have a number of Dashboards available to them.

Clinical Radiology CPD Dashboard (overview video [here](#))

- Clinical Radiology Clinical Supervisor Dashboard
- Clinical Radiology Director of Training Dashboard.

The CR Clinical Supervisor Dashboard can generally be ignored by Directors of Training, as the DoT Dashboard contains more relevant widgets to assist with carrying out DoT duties.

The screenshot shows the 'Clinical Radiology Director of Training Dashboard' for user Bruce Wayne. The dashboard is divided into several sections:

- Switch Dashboard View:** Instructions on how to switch between the CPD Program Dashboard and the Clinical Radiology Director of Training Dashboard.
- User Profile:** Profile for Bruce Wayne (BW), including a 'View profile' button and details for his role as CR Director of Training and Clinical Supervisor.
- Saved Drafts & To Do List:** A list of tasks such as 'CR Clinical Supervisor Feedback Form for Barry Allen' and 'CR Work-based Assessment - Reporting for Barry Allen'.
- Create a New Activity or Assessment:** A section with buttons for 'MySelf' and 'Someone else'.
- Open CR Clinical Supervisor Feedback Forms:** A table with the following data:

Event Type	Date Created	Trainee	State	Event Link
CR Clinical Supervisor Feedback Form	14 Feb, 2023 14:55	Anna Strenger	Awaiting responses	Click Here
CR Clinical Supervisor Feedback Form	15 Feb, 2023 10:48	2	Awaiting responses	Click Here
CR Clinical Supervisor Feedback Form	14 Feb, 2023 14:41	Arthur Curry	Awaiting responses	Click Here
CR Clinical Supervisor Feedback Form	30 Jan, 2023 11:02	Barry Allen	Awaiting responses	Click Here
CR Clinical Supervisor Feedback Form	27 Mar, 2023 9:06	2	Awaiting responses	Click Here
CR Clinical Supervisor Feedback Form	14 Feb, 2023 14:56	Hai Jordan	Awaiting responses	Click Here

The table is highlighted with a red border. Other dashboard sections include 'Inbox', 'Training Program Handbook and Learning Outcomes', 'ePortfolio User Guides and FAQs', 'How-To Video Library', 'Additional Resources', and 'Contact Us'.

My Open CR Clinical Supervisor Feedback Forms Widget

On the Clinical Radiology Director of Training Dashboard is a widget that tracks and displays all of the CR Clinical Supervisor Feedback Forms that have been created for their trainees. By clicking the Click Here link in the widget, the DoT can navigate directly to the CSF event on the trainee's Timeline, review the responses, give feedback and close the event once the required minimum of 6 responses has been reached.

The columns of the widget display important information specific to each CSF.

The Date Created column displays the date that the CSF was created.

The Trainee column displays which trainee the CSF event was created for. If the trainee has multiple CSFs open on their profile, then this will show as a second line in the report.

Event Type	Date Created	Trainee	State	Event Link
CR Clinical Supervisor Feedback Form	14 Feb, 2023 14:55	Anna Strenger	Awaiting responses	Click Here
CR Clinical Supervisor Feedback Form	15 Feb, 2023 10:48		Awaiting responses	Click Here
		2		
CR Clinical Supervisor Feedback Form	14 Feb, 2023 14:41	Arthur Curry	Awaiting responses	Click Here
		1		
CR Clinical Supervisor Feedback Form	30 Jan, 2023 11:02	Barry Allen	Awaiting responses	Click Here
CR Clinical Supervisor Feedback Form	27 Mar, 2023 9:06		Awaiting responses	Click Here
		2		
CR Clinical Supervisor Feedback Form	14 Feb, 2023 14:56	Hal Jordan	Awaiting responses	Click Here
		1		

View full report

My Connections

The unique functionality of the Director of Training Dashboard is the My Connections widget. This widget shows at a glance how many trainees have a current active connection to the DoT's Site. As such, these trainees are able to have their ePortfolio profile viewed by the DoT, as well as allowing the DoT to create DoT Reviews for the trainee.

My Connections	
AS	Anna Strenger
AC	Arthur Curry
BA	Barry Allen
DP	Diana Prince
HJ	Hal Jordan
JJ	John Jones
LL	Lex Luthor
SA	System Account

1 - 8 of 8

[View all users](#)

To Do List

When a trainee initiates a Work-Based Assessment or activity and selects the Director of Training and submits the form, the form will appear on the DoTs 'Saved Drafts and To Do List'.

All saved drafts the DoT creates for trainees such as DoT Reviews and CSFs will be found here also.

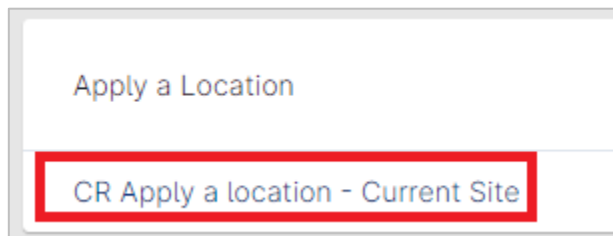
The screenshot shows the 'Clinical Radiology Director of Training Dashboard' interface. The top navigation bar includes 'kaizen', 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Overview of CPD Requirements', 'Reports', and 'User management'. The main content area is divided into several sections: 'Switch Dashboard View', 'Saved Drafts & To Do List' (highlighted with a red box and showing 'There are no items available'), 'Create a New Activity or Assessment' (with options for 'Myself' and 'Someone else'), and 'Inbox' (showing 'There are no published announcements for you at the moment.'). The user profile for Bruce Wayne (BW) is visible at the bottom left.

HOW TO SET AN ACTIVE CURRENT SITE



In the ePortfolio trainees are responsible for linking themselves to their current training Site. To do this, trainees must create a new Apply a Location – Current Site form. Please see the [video guide](#) on how to create a new CR Apply a Location – Current Site..

From the Trainee Dashboard, under the New Activity or Assessment click the green Create button.



Clicking the Create button will open the page containing all the forms that the trainee is able to create. Under the heading Apply a Location, select the CR Apply a Location – Current Site.

When the link has been selected and the New CR Apply a Location – Current Site form has been generated, the first sections of the form to be completed is the Dates section.

Date Occurred on and End date must reflect the duration of the rotation. For example, if the rotation is to last for 12 months, the Date Occurred on and the End date must reflect this duration.

This date range will dictate the time that the connection will be considered “active”.

To select the site, in the next section of the form will be a list of sites that can be selected. This list will be refined to only display the sites available in the trainee’s current LAN (Local Area Network).

Once the site has been selected and the date range has been set for the duration of the rotation, Click Submit to save, and apply the location to the profile.

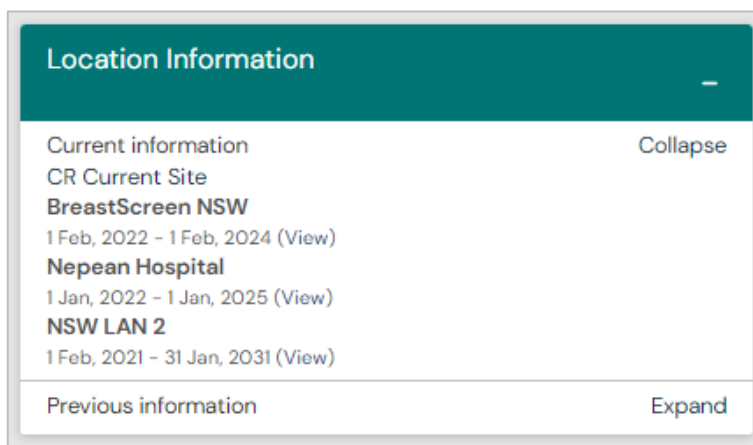
Site Connection

Once the Apply a Location – Current Site form is saved it will connect the trainee’s profile with all Directors of Training at that site. This connection will be active from the Date Occurred on until the End date. Once the End date passes the connection with the site DoTs will no longer be active.

Reviewing Previously Submitted Current Site Form

Once the Apply a Location – Current Site form has been successfully completed and applied to the trainee profile, trainees will be able to review their current active Current Site on their Dashboard.

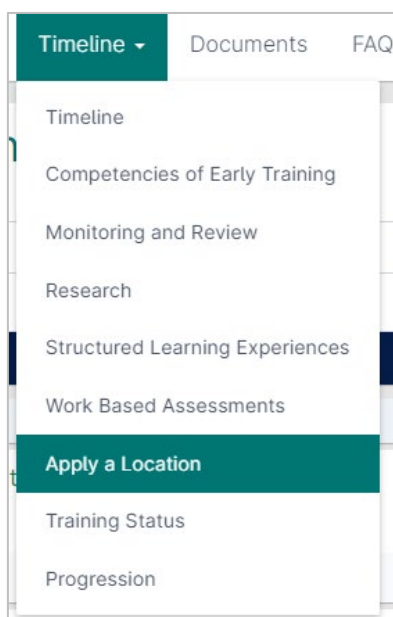
On the Clinical Radiology Trainee Dashboard is an embedded report titled Location Information. The site name listed under the Current Site section of the report is the site that is active.



The NSW LAN 2 entry next to Current Site in this report are events created by default on trainee profiles in order to refine the list of available sites to be chosen from when creating new Current Site forms.

Reviewing on the Timeline

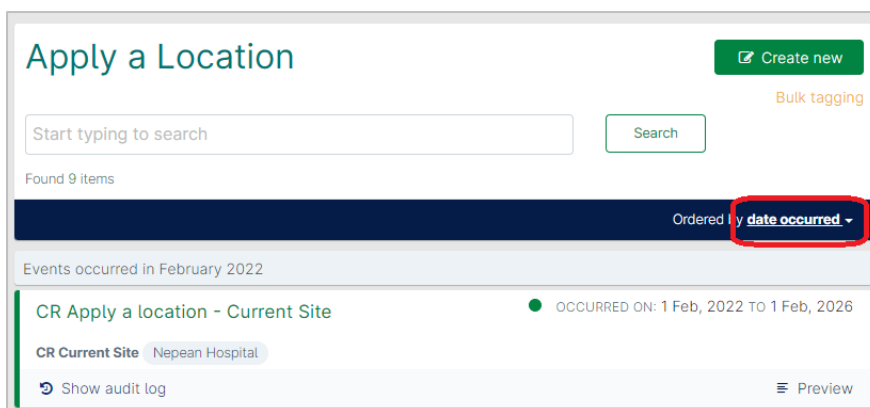
In order to review previously submitted Location information forms, these can be viewed on the Timeline.



From the Dashboard click Timeline > Apply a Location.

This will open the Timeline and now only show Location information.

Filtering by Date Occurred, the current active Current Site will be shown. In the below example the active Current Site is from 1 Feb 2022 – 1 Feb 2026.

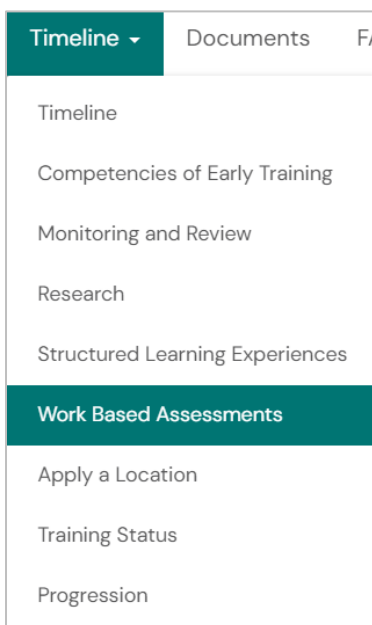


RETRACT OR REMIND AN ASSESSMENT FROM AN ASSESSOR

In the instance where a trainee assigns an assessment to the wrong assessor, or if the Assessor has not actioned a WBA, it is possible for the trainee to retract this assessment in order to reassign to the correct assessor.

Please note, if the primary assessor completes their section of the assessment, trainees will no longer be able to retract the assessment.

Section 1: The Timeline



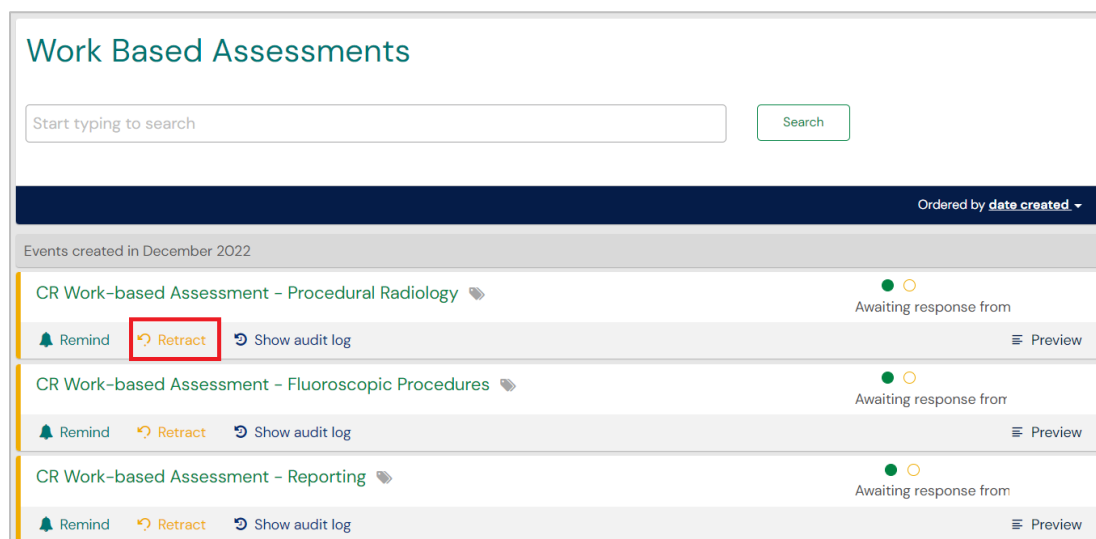
Trainee goes to their Timeline and locates the Assessment that must be reassigned.

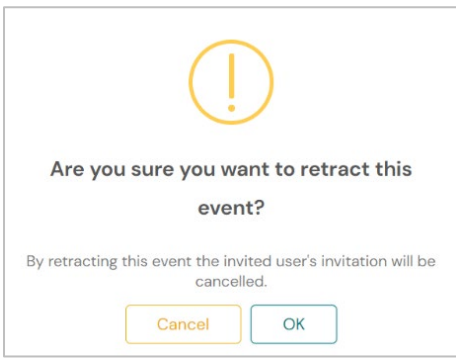
If the assessment to be retracted is a Work-based Assessment, select this option from the drop down.

Section 2: Retract the Assessment / Remind the Assessor

Trainee clicks Retract on the assessment event on the timeline.

The trainee can also click Remind which will send a new automated email to the previously elected Assessor.





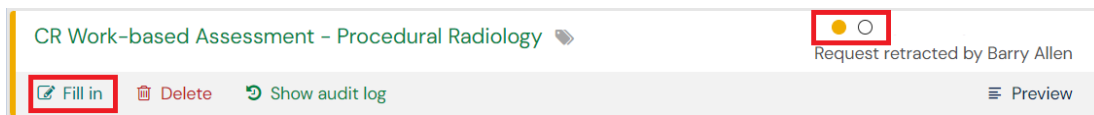
The trainee will then be presented with a pop up asking them to confirm that they want to retract the event.

Click OK.

Section 3: Reassigning the Assessment

This will then bring the event back into the draft state on the trainee's Timeline, represented by the first traffic light filled in amber, and the second traffic light clear.

To open the event and elect the new assessor, click Fill In.



The trainee will then need to amend the "Assessor completing this assessment" if the new assessor is not the one listed in this field.

A form titled "Assessor completing this assessment" with a large empty text input field below the title.

Next the trainee must re-assign the form to the new assessor.

A form with the text: "The next section of this form can be filled in by users with these roles: Clinical Supervisor - CR, Director of Training - CR, Network Training Director - CR". Below this is a text input field with the label "Who would you like to fill in the next section of this form? *". Below the input field, it says: "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". Below this is a toggle switch for "Fill in on the same device" with "No" selected. At the bottom, there is a blue bar that says: "By continuing, you will invite the following users to fill in the next section: clarkkent@test.com".

Once the assessor has been input the trainee clicks Submit to send the form to the new assessor.

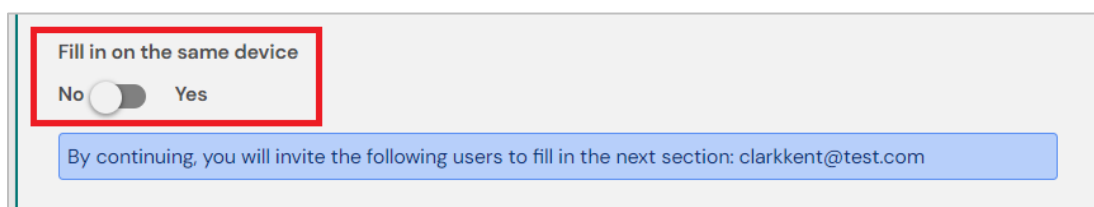


FILL IN ON THE SAME DEVICE

In the ePortfolio, trainees can elect certain assessments to be completed on their device by the elected assessor.

Section 1: Trainee

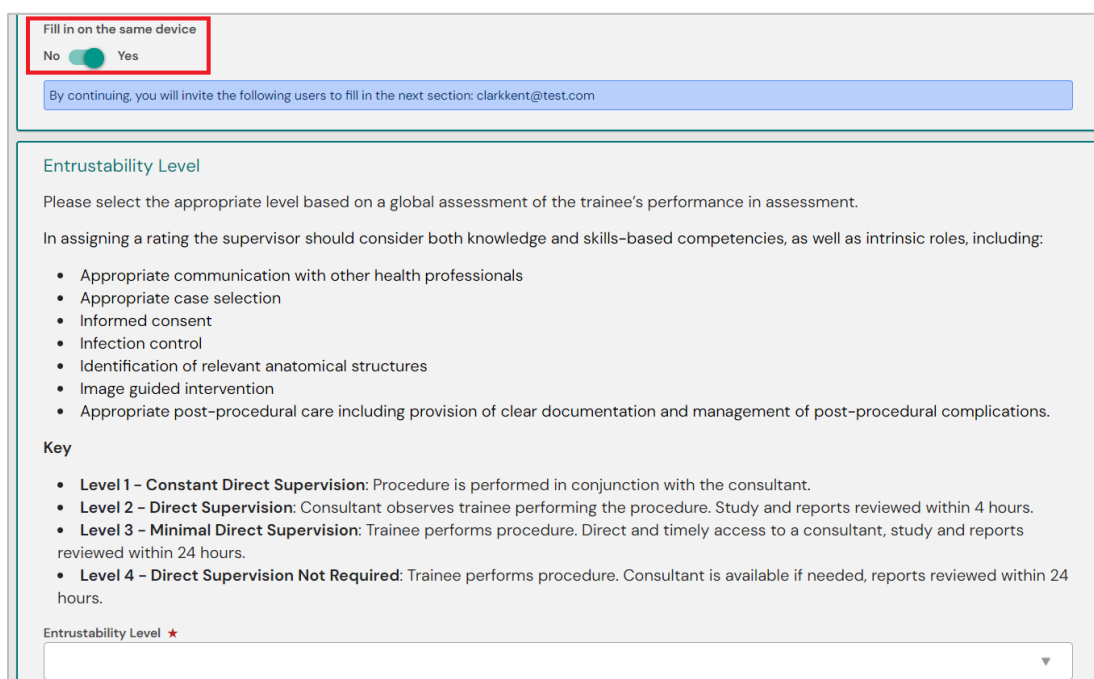
To enable the assessor section of the form on the trainee's device, the trainee clicks the Yes / No slider to show Yes. This will then generate the assessors section of the form.



Fill in on the same device

No Yes

By continuing, you will invite the following users to fill in the next section: clarkkent@test.com



Fill in on the same device

No Yes

By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Entrustability Level

Please select the appropriate level based on a global assessment of the trainee's performance in assessment.

In assigning a rating the supervisor should consider both knowledge and skills-based competencies, as well as intrinsic roles, including:

- Appropriate communication with other health professionals
- Appropriate case selection
- Informed consent
- Infection control
- Identification of relevant anatomical structures
- Image guided intervention
- Appropriate post-procedural care including provision of clear documentation and management of post-procedural complications.

Key

- **Level 1 – Constant Direct Supervision:** Procedure is performed in conjunction with the consultant.
- **Level 2 – Direct Supervision:** Consultant observes trainee performing the procedure. Study and reports reviewed within 4 hours.
- **Level 3 – Minimal Direct Supervision:** Trainee performs procedure. Direct and timely access to a consultant, study and reports reviewed within 24 hours.
- **Level 4 – Direct Supervision Not Required:** Trainee performs procedure. Consultant is available if needed, reports reviewed within 24 hours.

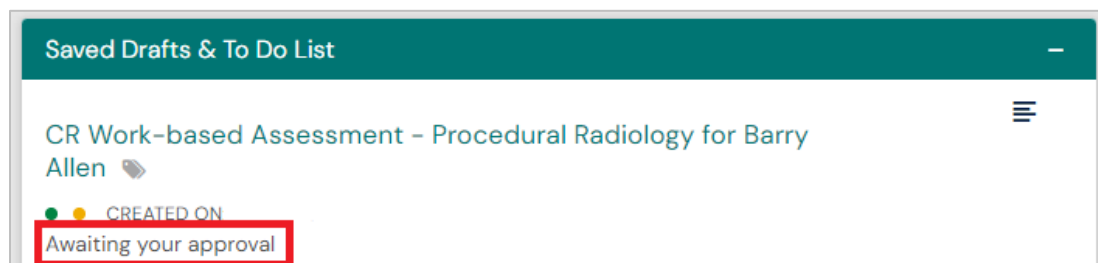
Entrustability Level ★

The trainee can now hand their device to their assessor to fill in their section on the form on the trainee's device.

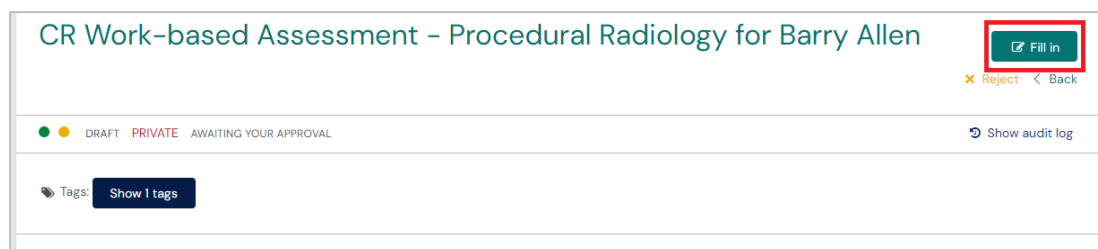
Section 2: Assessor

Once the assessor completes their section of the form and clicks Submit to save the form, they must still confirm the assessment on their ePortfolio profile Dashboard.

It will show on the Dashboard's To do list with the tag "Awaiting your approval" rather than "Awaiting your action".

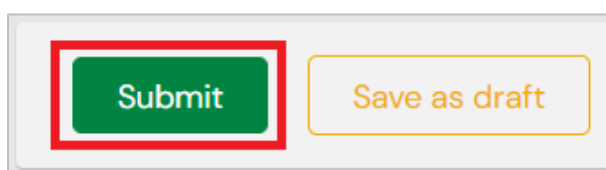


The Assessor must then click the link and then Fill In on the next page.



The Assessor can then review their inputs in the form, including their given Entrustability Level score as well and amend or add to the comments and feedback that they had originally input in the trainee's section of the form.

Once they have reviewed their section of the form, the Assessor can then click Submit. The assessment will now be complete on the trainee's ePortfolio profile.



Section Three

COMPETENCIES OF

EARLY TRAINING



RADIOGRAPHY ATTACHMENT ASSESSMENT

Trainees must complete 10 Radiography sessions in their first six-months of training in Phase 1.

Section 1: Trainee

Competencies of Early Training
CR Key Conditions Assessment
CR Radiography Attachment Assessment
CR Report Writing Module

To create a new Radiography Attachment, the trainee must click the Create button on the Trainee Dashboard and select **CR Radiography Attachment Assessment** from the list under the heading Competencies of Early Training.

Input the Date occurred on and the End date into the first sections of the form. This date range should include the span of time to complete the number of sessions.

Tip: The Date occurred on must be within the trainee's "1st Six Months" timeframe in order to link to the goal correctly.

CR Radiography Attachment Assessment

VERSION 11 Add tags Link to Overview of Training Requirements

LAST SAVED: TODAY AT 3:34 PM

Fields marked with * are required.

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on * 22/11/2022
Please indicate the date on which this event occurred.

End date * 22/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

In the Number of sessions completed section input the total number of sessions complete in the date range.

Once the date range has been set correctly and the number of sessions input, click Submit to save the form.

Instructions

It is expected that in the first 6 months of training, trainees spend one week/ten sessions rostered with the radiographer staff across a range of modalities (radiographs, CT, US, MRI, fluoroscopy, intervention).

Note: One session is a half-day of approximately four hours.

Number of sessions completed * 10

Comments and Feedback

Note: comments will be shown in the trainee's DoT Review.

File attachments are not mandatory for this assessment.

Attach files

Submit Save as draft

REPORT WRITING MODULE

Trainees must complete the **Report Writing Module** within their first six-months of training in Phase 1.

Section 1: Trainee

Competencies of Early Training
CR Key Conditions Assessment
CR Radiography Attachment Assessment
CR Report Writing Module

To create a new Report Writing Module event, the trainee must click the Create button on the Trainee Dashboard and select CR Report Writing Module from the list under the heading Competences of Early Training.

Input the Date occurred on and the End date into the first sections of the form.

New CR Report Writing Module
VERSION 13 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 23/11/2022
Please indicate the date on which this event occurred.

End date ★ 23/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Tip: The Date occurred on must be within the trainee’s “1st Six Months” timeframe relation in order to link to the goal correctly.

It is expected that trainees complete the RANZCR module **The Write Stuff: Effective Communication and the Clinical Radiology Report** in the first 6 months of training.

Confirm that you have completed the report writing module. ★

Please attach evidence of completion.

Attach files

Trainees must complete the RANZCR Module “**The Write Stuff: Effective Communication and the Clinical Radiology Report**” in the first six months of training.

The module is located in the MyRANZCR member portal via the [Learning Modules](#) button.

Upon completing the learning module, save a copy of the certificate of completion.

In the ePortfolio in the field for “Confirm that you have completed the report writing module” select Yes. Then click Attach Files. This will open the file browser.

It is expected that trainees complete the RANZCR module **The Write Stuff: Effective Communication and the Clinical Radiology Report** in the first 6 months of training.

Confirm that you have completed the report writing module. ★

Please attach evidence of completion.

Hide file browser

The document you upload here will default to be shared with anyone that has permission to view your portfolio. If you require this to be private then please change the status after upload is complete.

Drag and drop documents here or Click to select from your device

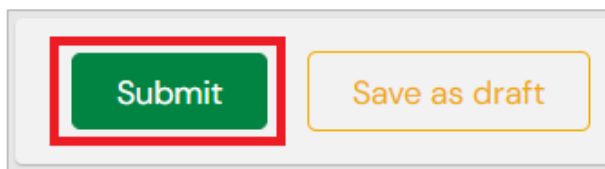
Filter by docs/folders names

Either drag and drop the file from a File Explorer on the computer, otherwise click the grey section of the form and select the certificate to attach it to the form.

It is a mandatory requirement that the certificate of completion of the module be attached to the form.

This assessment does not require DoT sign off to be completed. Once the Trainee has submitted the required evidence, the assessment will be marked as completed.

Once complete the document has successfully attached to the form, click Submit.



When the form has saved, navigate to the Overview of Training Requirements page to confirm completion. Once complete the Report Writing Module goal will appear like so:

CR Competencies of Early Training Period: Complete within the first six months of Phase 1
Phase 1

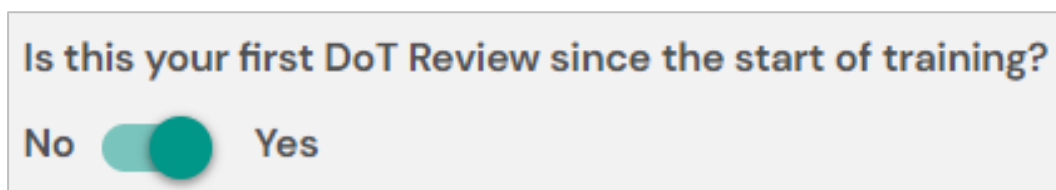
Competencies of Early Training 100%

Report Writing Module 1/1

INCIDENT REPORTING AND MRI SAFETY

The **Incident Reporting** and **MRI Safety** requirements do not have associated forms to signify completion in the ePortfolio. Instead, the Phase 1 Director of Training Review contains sections specific to Competencies of Early Training if the review being performed is the Phase 1 DoT Review.

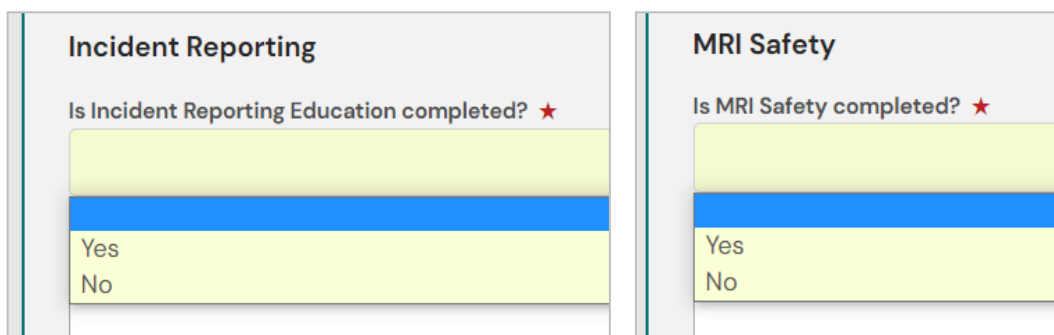
In this Review, the Director of Training be prompted to ask the trainee “Is this your first DoT Review since the start of training?”



Is this your first DoT Review since the start of training?

No Yes

If Yes is selected, the Competencies of Early Training section of the Review will be shown. To complete the Incident Reporting requirement the DoT must confirm “Is Incident Reporting Education completed?” As well as “Is MRI Safety completed?”



Incident Reporting

Is Incident Reporting Education completed? ★

Yes

No

MRI Safety

Is MRI Safety completed? ★

Yes

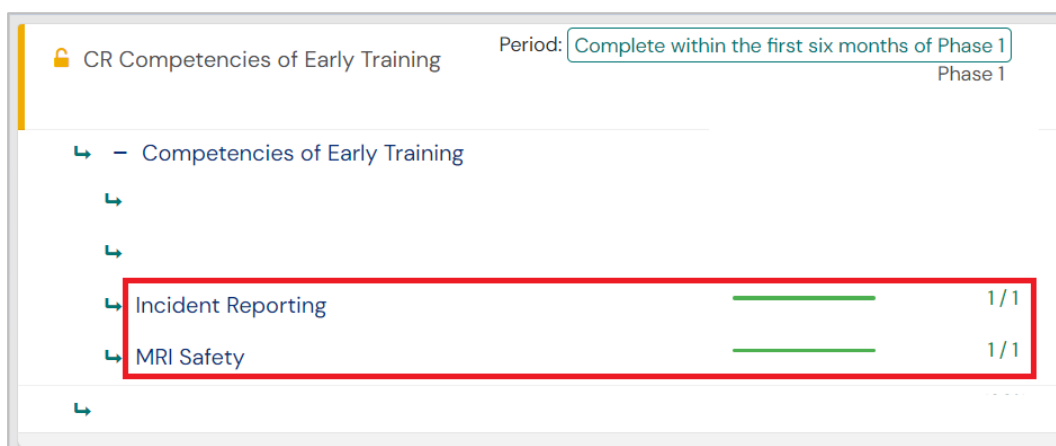
No

In addition to this section of the DoT Review, the Phase 1 DoT Review that affirms completion of the Incident Reporting and the MRI Safety sections must also be correctly linked to the trainee’s “1st Six Months” ePortfolio relation.

This means that the Date Occurred on and the End Date of the Review must align correctly. If the trainee’s 1st Six Month relation began training on 7 Feb 2022, then 7 Feb 2022 must be the date input for the 1st DoT Review.

This is required in order for the DoT Review to link to the correct goal.

Once complete and all events are linked correctly the Competencies of Early Training will appear like so:



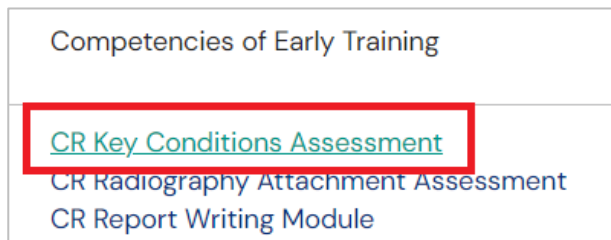
CR Competencies of Early Training Period: Complete within the first six months of Phase 1
Phase 1

- Competencies of Early Training
 - Incident Reporting 1/1
 - MRI Safety 1/1

KEY CONDITIONS ASSESSMENT

Trainees must complete a CR Key Conditions Assessment and be assessed with an Entrustability Level score of 3 by the end of 12 Months of training.

Section 1: Trainee

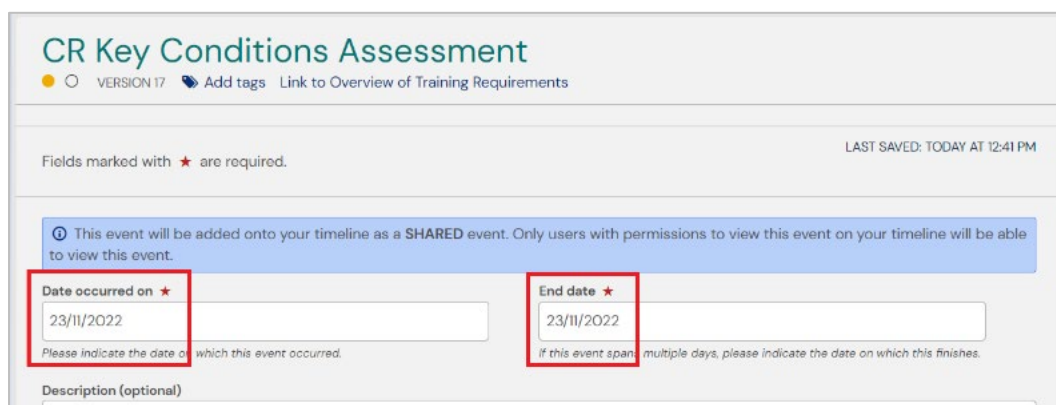


Competencies of Early Training

- CR Key Conditions Assessment**
- CR Radiography Attachment Assessment
- CR Report Writing Module

To create a new Key Conditions Assessment, the trainee must click the Create button on the Trainee Dashboard and select **CR Key Conditions Assessment** from the list under the heading Competencies of Early Training.

Input the Date occurred on and the End date into the first sections of the form. This date should reflect the date of that the Key Conditions Assessment was completed.



CR Key Conditions Assessment

VERSION 17 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: TODAY AT 12:41 PM

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 23/11/2022
Please indicate the date on which this event occurred.

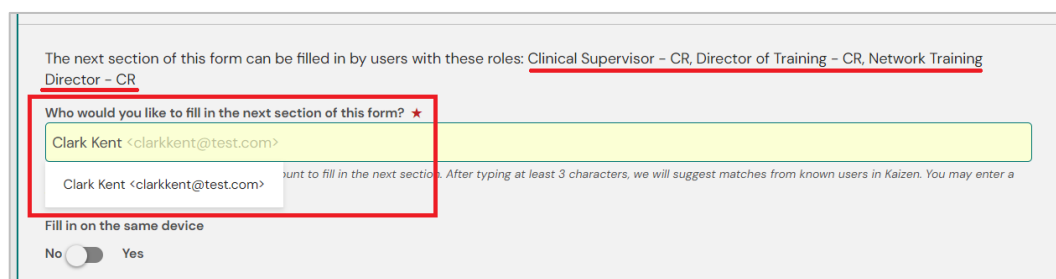
End date ★ 23/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Tip: The Date occurred on must be within the trainee's "Phase 1" timeframe relation in order to link to the goal correctly.

The trainee must then assign the Key Conditions Assessment to their elected reviewer. To do this the trainee must input the assessors first and last name, or the email address associated with their ePortfolio account.

If an account is found with the information input into this section of the form, the field will auto-fill with the user's information. To select the user click the name from the list of the assessor performing the assessment.



The next section of this form can be filled in by users with these roles: Clinical Supervisor - CR, Director of Training - CR, Network Training Director - CR

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

Clark Kent <clarkkent@test.com>

Clark Kent <clarkkent@test.com> (suggested match)

Fill in on the same device

No Yes

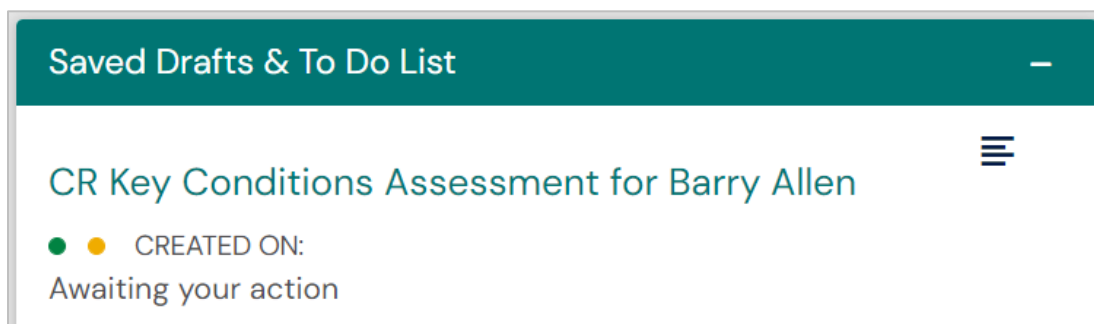
Once the assessor has been selected, click Submit.



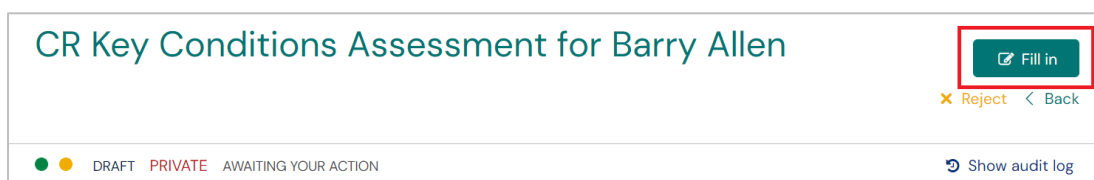
Submit Save as draft

● ● Section 2: Director of Training

The Assessor nominated in the trainee's section of the form will then find the Key Conditions assessment awaiting their action in their To Do List on their Dashboard.

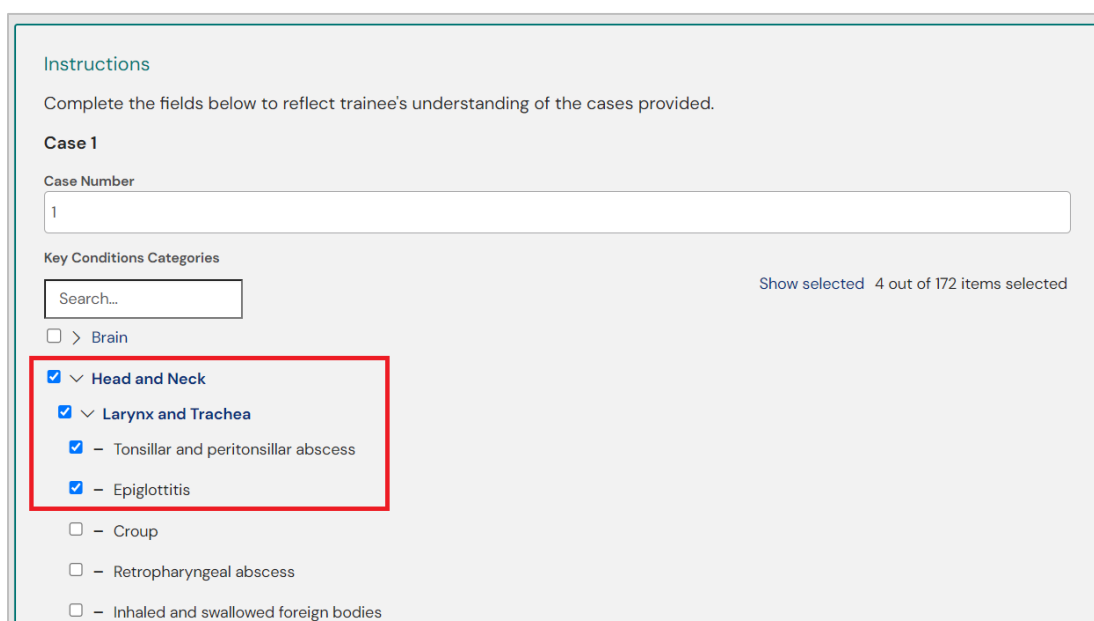


The second circle is now also filled amber, signifying the second and final stage of the form is in a draft state. To complete the assessment, the assessor must click the link and then click the Fill In button to open the form.



The Key Conditions form will contain 16 cases to be completed. For each case, the assessor must enter the case number, and then select the Category for that case. In the category section, either search for the correct category in the search bar or find it in the drop-down menus.

Each drop down has multiple selections that open to more options. Select all options relevant to the Case.



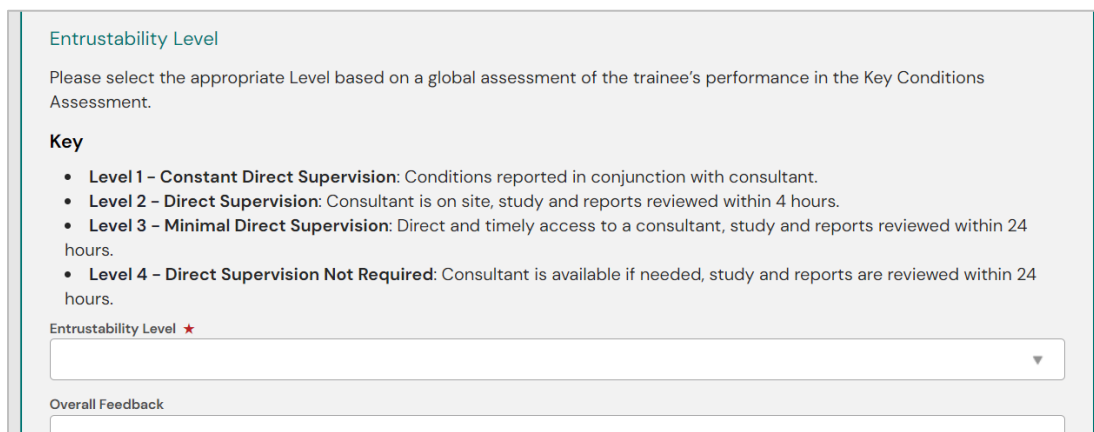
Once the selections have been made for the case the assessor must complete the Key Conditions Findings, Diagnosis and Management sections for the case.

To view and select from the available options for each field, click in the text box below each item. From the available list of ratings select the rating that is most accurate to the trainee's performance for that case.

Repeat for Cases 1-16.

Once all case details have been input into the Key Conditions form the assessor must provide an overall Entrustability Level score for the trainee's performance for the session.

The Overall Feedback section can be used to input feedback for the trainee's performance in the session.



The screenshot shows a form titled "Entrustability Level". Below the title, it says "Please select the appropriate Level based on a global assessment of the trainee's performance in the Key Conditions Assessment." Underneath is a "Key" section with four bullet points: "Level 1 - Constant Direct Supervision: Conditions reported in conjunction with consultant.", "Level 2 - Direct Supervision: Consultant is on site, study and reports reviewed within 4 hours.", "Level 3 - Minimal Direct Supervision: Direct and timely access to a consultant, study and reports reviewed within 24 hours.", and "Level 4 - Direct Supervision Not Required: Consultant is available if needed, study and reports are reviewed within 24 hours." Below the key is a dropdown menu labeled "Entrustability Level" with a red asterisk. At the bottom of the form is a text input field labeled "Overall Feedback".

If the trainee does not attain an Entrustability Level of 3 before their first 12 months they will need to be managed under the Remediation in Training (Clinical Radiology) Policy.

Once all sections of the form have been completed, the assessor clicks Submit.



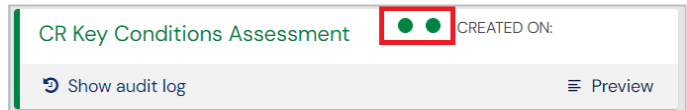
The image shows two buttons side-by-side. The first button is green with the word "Submit" in white text and is highlighted with a red rectangular border. The second button is white with a yellow border and the text "Save as draft" in yellow.



Once the Key Conditions Assessment has been complete it will be available on the trainee's Timeline.

To view the Key Conditions on the Timeline, the trainee must click timeline and select Competencies of Early Training.

This will bring up all completed Competencies of Early Training events.

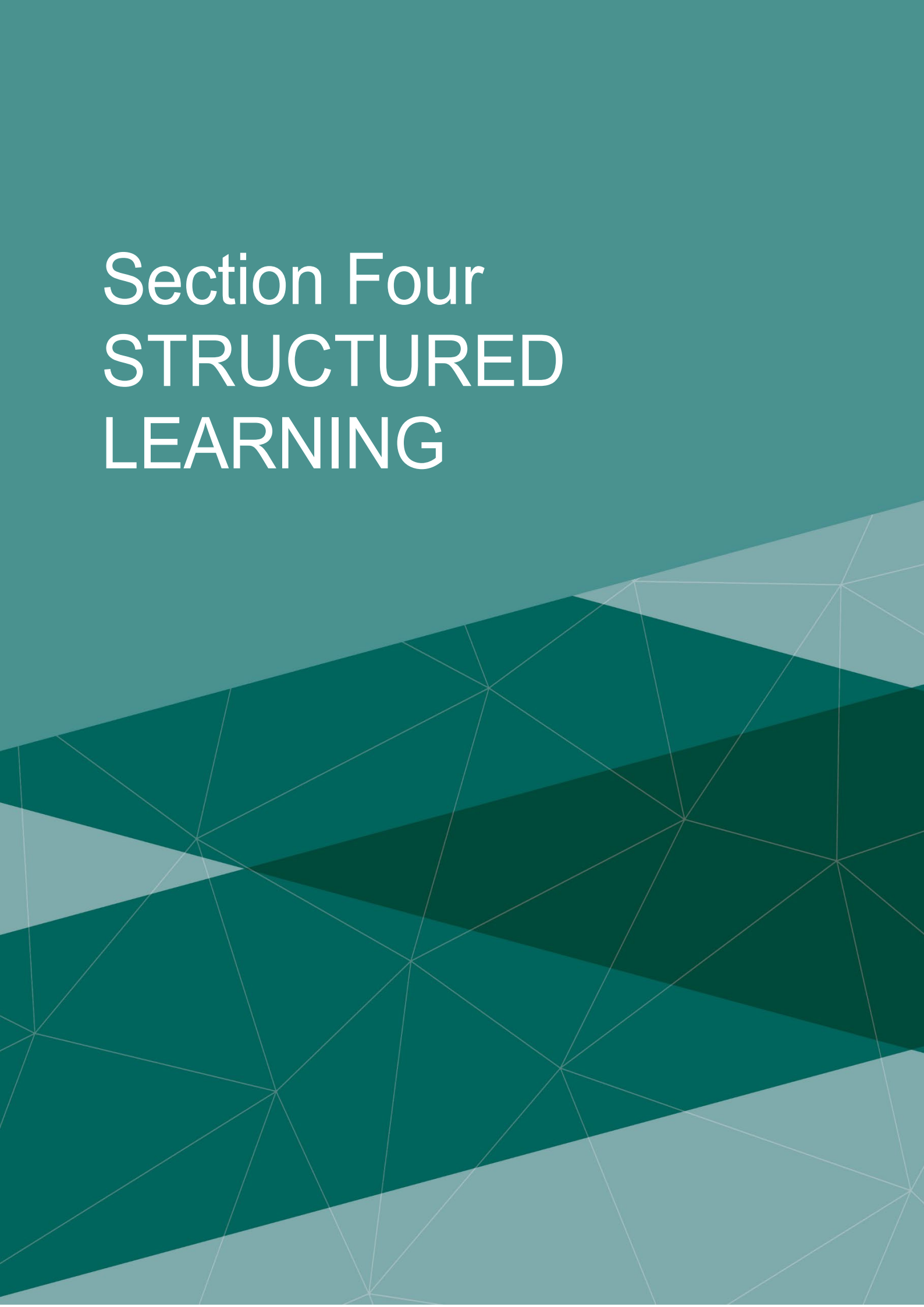


The completed Key Conditions assessment will be listed as above and when complete both traffic light circles will be full green circles.

Section Four

STRUCTURED

LEARNING



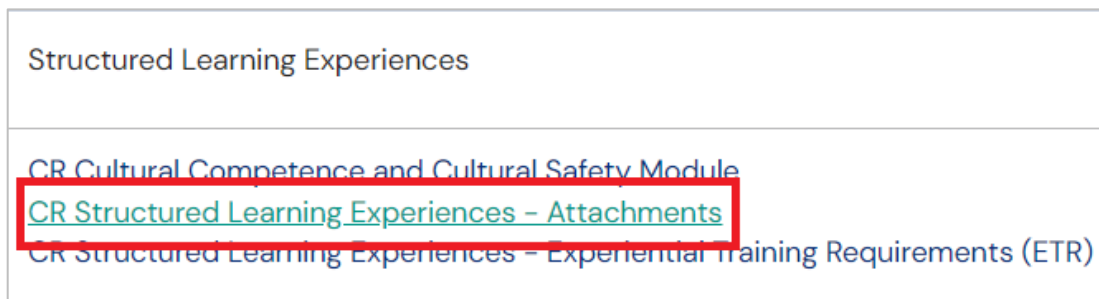
ATTACHMENTS

It is expected that by the end of Phase 2, all trainees will complete the following attachments:

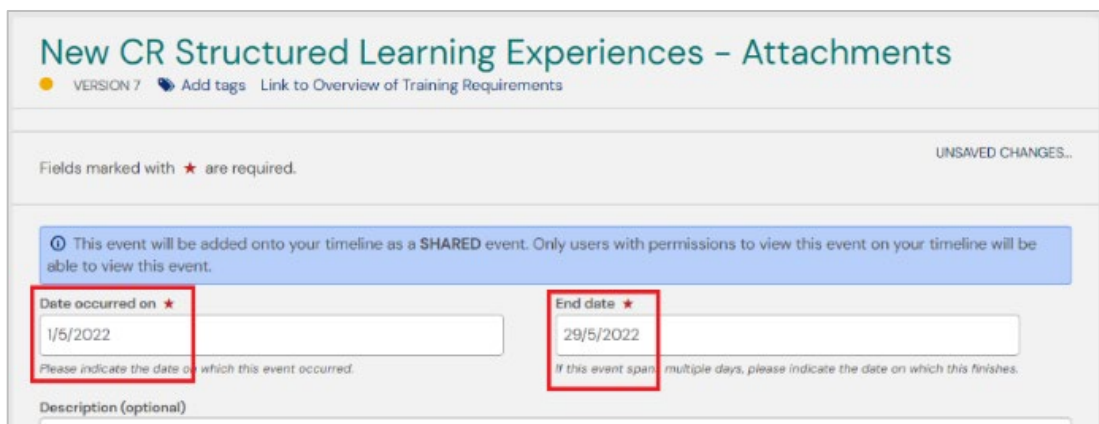
- Nuclear Medicine: 4 weeks/40 sessions
- Breast: 8 weeks/80 sessions
- Obstetrics and Gynaecology: 8 weeks/80 sessions
- Procedural Radiology: 12 weeks/120 sessions
- Paediatric: 2 weeks/120 sessions.

● Section 1: Trainee

To create a new Attachments form and record completed sessions the trainee must click the Create button on the Trainee Dashboard and select CR Structured Learning Experiences – Attachments from the list under the heading Structured Learning Experiences.



Input the Date occurred on, and the End date. These dates should encompass the amount of time taken to complete all sessions recorded in the form.

A screenshot of a web form titled "New CR Structured Learning Experiences - Attachments". The form includes a version indicator "VERSION 7", "Add tags", and a "Link to Overview of Training Requirements". A note states "Fields marked with ★ are required." and "UNSAVED CHANGES..". A blue information box says "This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event." Below this, there are two date input fields: "Date occurred on ★" with the value "1/5/2022" and "End date ★" with the value "29/5/2022". Both fields are highlighted with red boxes. Below the date fields is a "Description (optional)" field.

Tip: If completing an Attachment of 40 sessions for Nuclear Medicine (4 weeks) then the Date Occurred should be the date that the attachment began, and the End date should be the date that the attachment ended.

In the second section of the form the trainee must input the number of sessions complete. In sections where the trainee has not made any progress the value 0 must be input.

Numbers input into this form are cumulative and will add to the previous total of all other Attachments forms previously completed by the trainee.

For example, if the trainee completes 20 sessions in a 2-week period and inputs this into the ePortfolio their total will be 20.

However, if when the trainee completes all 40 sessions and creates a new Attachments form and inputs 40 sessions then the trainee's new total will be 60 and is now incorrect.

It is recommended that trainees create a new Attachments form and input their completed sessions once the minimum number required has been achieved.

Instructions

It is expected that by the end of Phase 2 all trainees will complete attachments in the following modalities/topic areas. The total number of sessions required is noted under the text box. Please type in the number of sessions you have completed which with tally toward the total.

Note: One session is a half-day of approximately four hours.

Nuclear Medicine

Number of Nuclear Medicine Sessions ★

4 weeks/40 sessions

Breast

Number of Breast Sessions ★

8 weeks/80 sessions in a diagnostic department or in a breast screen and assessment unit

Once all sessions have been recorded, click Submit.



To confirm successful completion, navigate to the Overview of Training Requirements page and click the + icon next to Attachments.

CR Structured Learning Experiences

Period: **Complete by the end of Phase 2**
Complete by the end of Phase 3

DUE DATE: 31 JAN, 2031

Attachment	Progress	Percentage
Attachments	19%	19%
Nuclear Medicine Attachment	20 / 40	50%
Breast Attachment	5 / 80	6%
Obstetrics and Gynaecology Attachment	15 / 80	19%
Paediatrics Attachment	20 / 120	17%
Procedural Radiology Attachment	1 / 120	1%

The Attachments total should now be updated to include the previously input number of sessions

The Attachments goal is viewable under the Period tag "Complete by the end of Phase 2".

EXPERIENTIAL TRAINING REQUIREMENTS

Trainees must record progress towards the Experiential Training Requirements – Diagnostic Radiology requirements and reach the required minimums by the end of Phase 3.



Please see the [video guide](#) on how to review and update Experiential Training Requirements in the ePortfolio.

Section 1: Trainee

To record progress, trainees must create a new Experiential Training Requirements form.

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **CR Structured Learning Experiences – Experiential Training Requirements (ETR)** form.

Structured Learning Experiences

- CR Cultural Competence and Cultural Safety Module
- CR Structured Learning Experiences – Attachments
- CR Structured Learning Experiences – Experiential Training Requirements (ETR)**

Input the Date occurred on and the End date. These dates should encompass the amount of time taken to complete all sessions recorded in the form.

New CR Structured Learning Experiences – Experiential Training Requirements (ETR)

VERSION 5 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 1/2/2022
Please indicate the date on which this event occurred.

End date ★ 1/8/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

If completing an ETR form for studies completed in the previous six months then the Date occurred should be the date that the studies began, and the End date should be the date that the studies ended.

In the next section of the form the trainee must input their numbers by topic area. These numbers must be in addition to the previously input total.

This is because the numbers input into new forms are cumulative to previously saved totals.

For example, if in a new form the trainee inputs 5000 General X-Ray studies, and the previously recorded total is 3000, then the new total will be 8000 total X-Ray studies.

Therefore it is not recommended that trainees input their total studies and instead only input their total performed in addition to the previously recorded total.

When inputting numbers into the ETR form it is important to remember that the totals input into each field will aggregate and display a sum of all numbers on the Overview of Training Requirements page.

In the below example, the trainee inputs 2000 General X-Rays into the form, with 196 Paediatric X-Rays also.

On the Overview of Training Requirements page this displays as the total of the General X-Rays and Paediatric X-Rays added together.



All fields in the form are mandatory fields and must have an input in order for the form to save. However, if no studies for a topic area are to be recorded record zero (0) in the field.

Once all of the studies have been entered and all fields have a value recorded, click Submit.



To review progress towards the Diagnostic Radiology Requirement, click into the Overview of Training Requirements page.

To toggle to view the ETR progress, click the Complete by the end of Phase 3 period in the top right-hand side of the goal.

The screenshot shows the "Overview of Training Requirements" page. At the top, there is a lock icon and the text "CR Structured Learning Experiences". In the top right corner, there is a "Period:" dropdown menu with two options: "Complete by the end of Phase 2" and "Complete by the end of Phase 3". The "Complete by the end of Phase 3" option is highlighted with a red box. Below the dropdown, there is a list of training requirements with progress bars and completion percentages:

Requirement	Progress	Completion
Experiential Training Requirements - Diagnostic Radiology	<div style="width: 46%;"></div>	46%
General X-Ray	<div style="width: 21.96%;"></div>	2196 / 10000
CT	<div style="width: 15.4%;"></div>	773 / 5000
CTC	<div style="width: 0%;"></div>	0 / 20
CTCA	<div style="width: 2.6%;"></div>	13 / 50
MRI	<div style="width: 100%;"></div>	747 / 750
Nuclear Medicine	<div style="width: 100%;"></div>	299 / 250
Bone Mineral Density	<div style="width: 6.2%;"></div>	31 / 50
Breast Ultrasound	<div style="width: 70%;"></div>	70 / 100
Mammograms	<div style="width: 23%;"></div>	138 / 600

CULTURAL COMPETENCE AND CULTURAL SAFETY

All trainees who began training in 2022 onwards must complete the Royal Australasian College of Physicians (RACP) Australian Aboriginal, Torres Strait Islander and Maori Cultural Competence and Cultural Safety resource by the end of Phase 2.

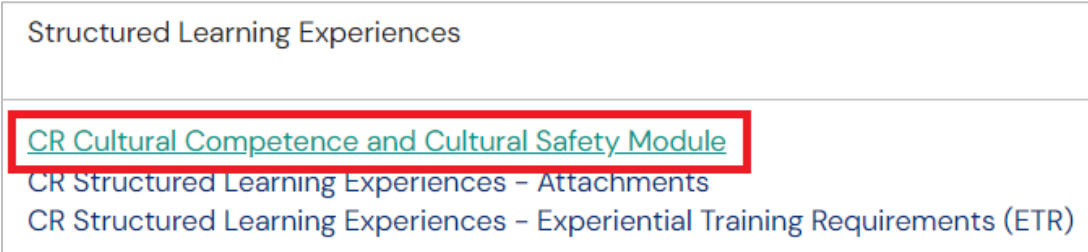
The Cultural Competence and Cultural Safety online module is freely available to RANZCR members to access through RACP online learning portal: Access the course via [RACP Online Learning](#).

The module is also located in the MyRANZCR member portal via the [Learning Modules](#) button.

Once the module has been completed the trainee must record completion in the ePortfolio.

● Section 1: Trainee

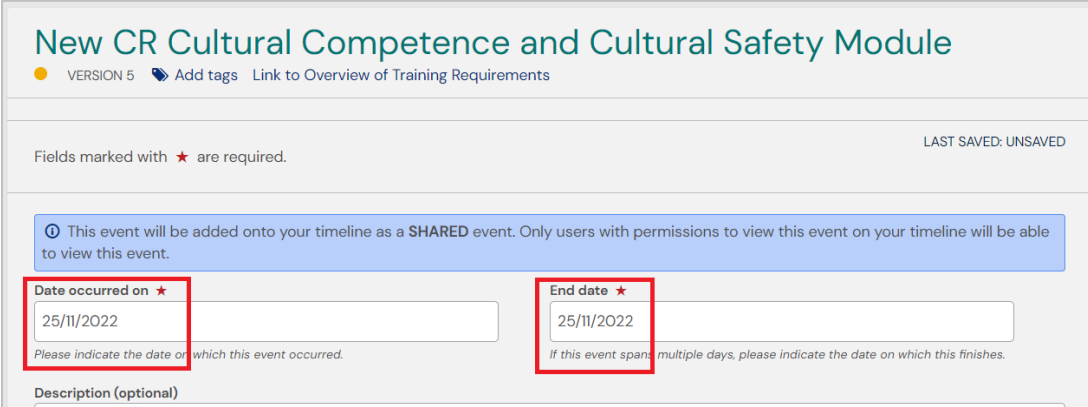
To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **CR Cultural Competence and Cultural Safety Module** under the Structured Learning Experiences heading.



Structured Learning Experiences

- CR Cultural Competence and Cultural Safety Module**
- CR Structured Learning Experiences - Attachments
- CR Structured Learning Experiences - Experiential Training Requirements (ETR)

In the first section of the form the trainee must input the Date occurred on and the End date.



New CR Cultural Competence and Cultural Safety Module

● VERSION 5 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 25/11/2022
Please indicate the date of which this event occurred.

End date ★ 25/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

In the second section of the form the trainee must affirm completion of the Cultural Safety Module and attach the file.

Recording Completion

When the trainee has completed the online module, the trainee will be provided with a certificate of completion.

Please attach this certificate of completion to this form before submitting the form.

Confirm that you have completed the Cultural Competence and Cultural Safety Module ★

Yes
No

Attach files

This will generate the document upload section of the form, which will allow the trainee to either drag and drop the file into the grey highlighted area of the form or click this section of the form to open their File Explorer on their computer to locate and attach the document.

Please upload assessor scoresheets as evidence of completion.

Hide file browser

The document you upload here will default to be shared with anyone that has permission to view your portfolio. If you require this to be private then please change the status after upload is complete.

Drag and drop documents here or Click to select from your device

Filter by docs/folders names

Once completion of the Cultural Safety Module has been affirmed and the Certificate has been attached the trainee clicks Submit.

Submit Save as draft

Once complete, review the Structured Learning Experiences goal and click the + icon next to the Cultural Competence and Cultural Safety sub-goal.

CR Structured Learning Experiences Period: Complete by the end of Phase 2

- ↳ - Cultural Competence and Cultural Safety 100%
- ↳ Cultural Competence and Cultural Safety Module 1/1

STRUCTURED LEARNING EXPERIENCES GOALS

The Structured Learning Experiences goals has two Periods that can be toggled between

- Complete by the end of Phase 2
- Complete by the end of Phase 3

By default, the Complete by the end of Phase 2 period is shown when the Overview of Training Requirements page is loaded

The screenshot shows the 'CR Structured Learning Experiences' interface. At the top right, there are two radio buttons for selecting a period: 'Complete by the end of Phase 2' (which is selected and highlighted with a red box) and 'Complete by the end of Phase 3'. To the right of these buttons is the 'DUE DATE: 31 DEC, 2030'. Below this, a list of attachments is shown with progress bars and completion counts:

Attachment	Progress	Completion
Attachments	0%	
Nuclear Medicine Attachment	0 / 40	
Breast Attachment	0 / 80	
Obstetrics and Gynaecology Attachment	0 / 80	
Paediatrics Attachment	0 / 120	
Procedural Radiology Attachment	0 / 120	
Cultural Competence and Cultural Safety	0%	
Cultural Competence and Cultural Safety Module	0 / 1	
Experiential Training Requirements - Diagnostic Radiology (n/a)		

To toggle between the Periods, click the highlighted option on the right-hand side of the goal.

The screenshot shows the 'CR Structured Learning Experiences' interface with the 'Complete by the end of Phase 3' period selected and highlighted with a red box. The 'DUE DATE: 31 DEC, 2030' is also visible. The list of attachments is expanded to show more details:

Attachment	Progress	Completion
Attachments (n/a)		
Cultural Competence and Cultural Safety (n/a)		
Experiential Training Requirements - Diagnostic Radiology	0%	
General X-Ray	0 / 10000	
CT	0 / 5000	
CTC	0 / 20	
CTCA	0 / 50	
MRI	0 / 750	
Nuclear Medicine	0 / 200	
Bone Mineral Density	0 / 50	
Breast Ultrasound	0 / 100	
Mammograms	0 / 600	

Section Five

MONITORING AND

REVIEW

The background of the page is a solid teal color. In the lower half, there is a complex geometric pattern of overlapping triangles and polygons in various shades of teal and light blue. A network of thin white lines connects the vertices of these shapes, creating a mesh-like effect.

CLINICAL SUPERVISOR FEEDBACK FORM (CSF)

During the training program, Clinical Supervisor Feedback Forms must be completed in advance of every DoT Review meeting.

In order to provide timely feedback, approximately six weeks prior to the DoT Review, the DoT distributes the Clinical Supervisor Feedback Forms to all CSs at the site/s who have worked with the trainee in the preceding six months.

Before the DoT meeting, the DoT should review the completed assessments and identify the main areas to be discussed with the trainee. Resources or actions the trainee could take to address any deficiencies could also be considered in advance of meeting with the trainee.

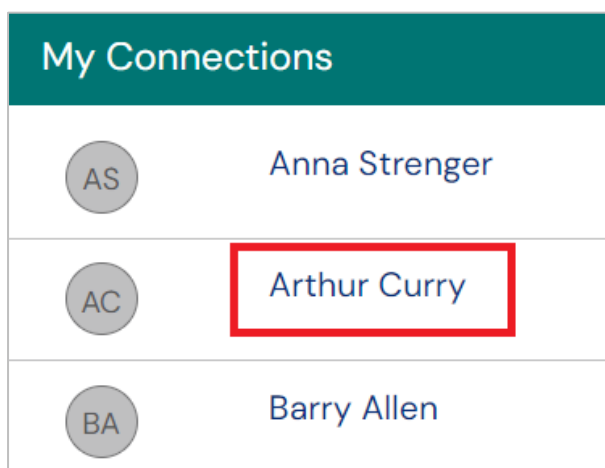
The Clinical Supervisor Feedback is a mandatory requirement for all DoT Reviews.

The CSF Form is a DoT initiated event in the ePortfolio.



Please see the [video guide](#) on how to create the CR Clinical Supervisor Feedback Form.

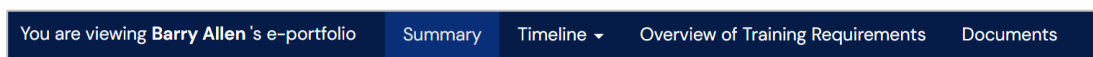
Section 1: Director of Training



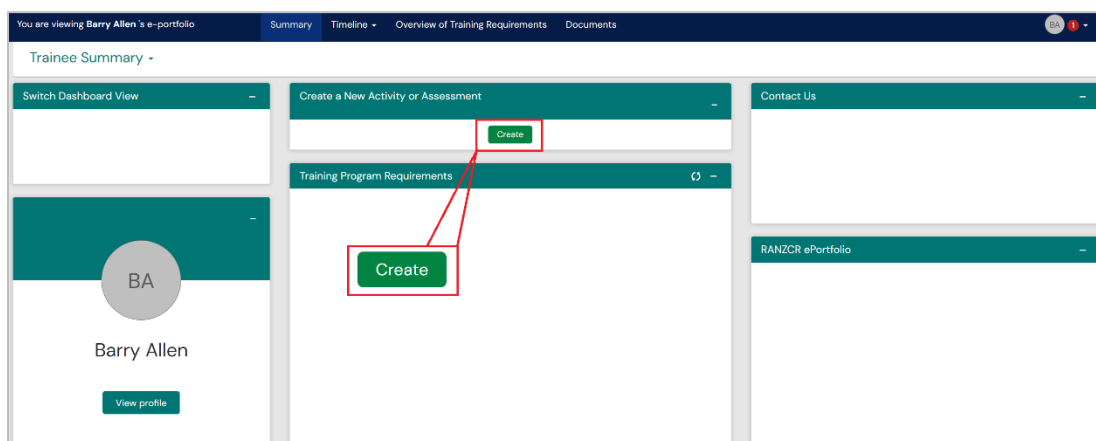
The DoT must navigate to their Clinical Radiology Director of Training Dashboard and scroll down to the My Connections widget.

Select the trainee's name to click through to their profile.

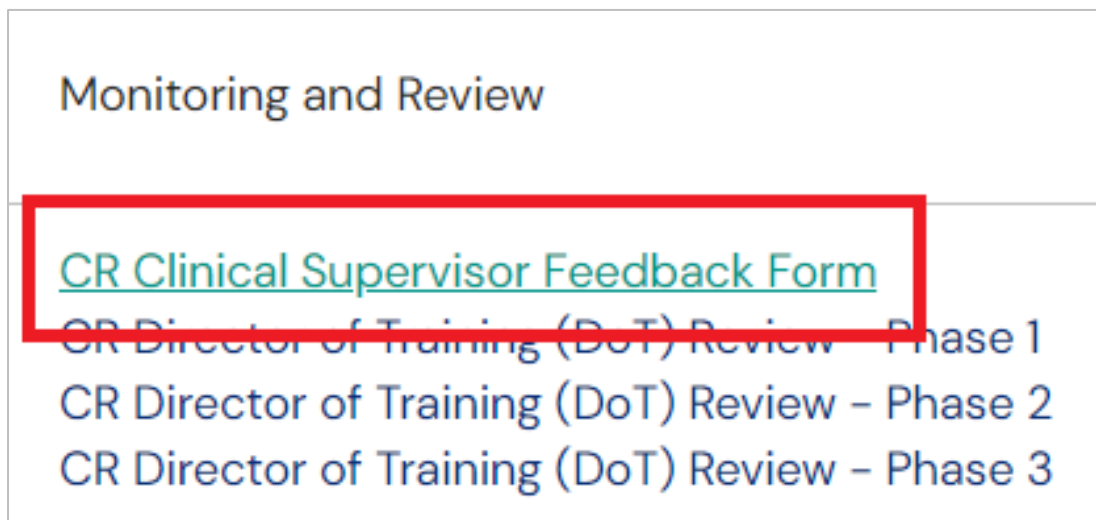
When the DoT is viewing the trainee's profile a blue banner will be shown at the top of the page saying "**You are viewing John Smith's Profile**" with links to the Summary page, the Timeline, the Overview of Training Requirements and the Documents library.



The DoT clicks the Create button on the Trainee Summary Dashboard to open the list of available forms.



The DoT clicks the Create button on the Trainee Summary Dashboard and selects the **CR Clinical Supervisor Feedback Form** under the Monitoring and Review heading.



This means that when the responders have been elected and the form has been sent to them the first circle will be filled in green and the second circle will show as filled in amber.

In the first section of the form the DoT must specify the date that the responders are required to complete by the form by.

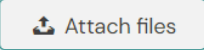
Instructions for Director of Training

1. Select a due date for completion of the form.
2. Enter the emails of assessors you wish to invite. A minimum of six assessors are required.

Please return the completed form by:

Select form due date.

File attachments are not mandatory for this assessment.

 Attach files

In the next section in the form the DoT is able to elect the Clinical Supervisors who will provide feedback for the trainee.

A minimum of six assessors are required.

The DoT must input the email or the first and last name for the Supervisors who will be providing the feedback.

The next section of this form has been designed to be completed by multiple people. Please indicate who you would like to invite using the boxes below. The minimum number of responses you must achieve is 6. Invitations can be sent now and also after this form has been submitted by returning to this page.

The next section of this form can be filled in by users with these roles: External assessor, Chief Censor – CR, Clinical Supervisor – CR, Director of Training – CR, Network Training Director – CR

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

You can invite users with or without 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.

Tip: It is possible for the DoT to input multiple email addresses into this section of the form. To do this the emails must be copied from another document in the following format:

[email@emailaddress.com] [comma] [space].

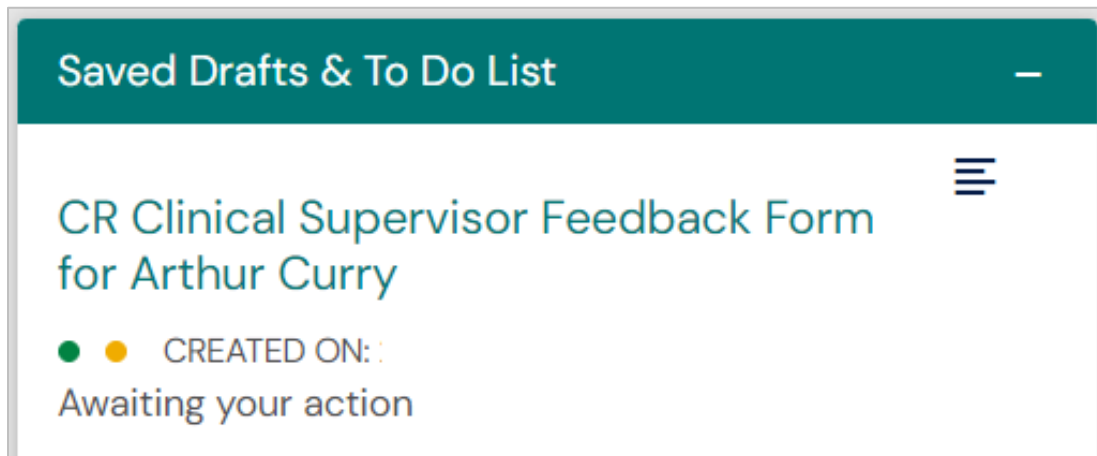
E.g.: email@emailaddress1.com, email@emailaddress2.com, email@emailaddress3.com, etc.



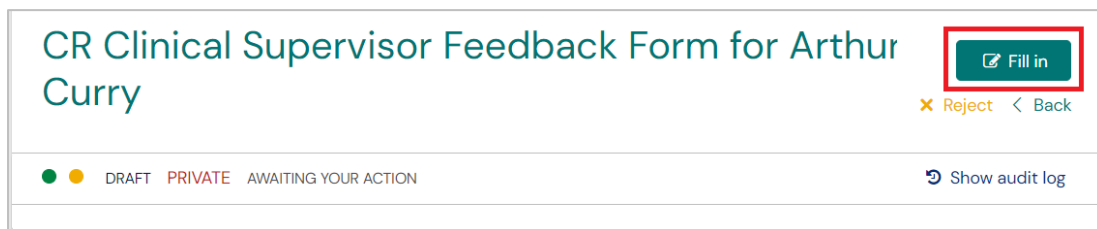
Please see the [video guide](#) on how to input multiple email addresses into the form at once.

● ● Section 2: Clinical Supervisors

On the Clinical Supervisor's To Do List will now be listed the CR Clinical Supervisor Feedback Form for the trainee.



When the Supervisor opens the form and clicks Fill In, they are able to begin providing the feedback for the trainee.



The Supervisor will be given a total of 19 prompts across 6 topic areas. These areas are:

- Medical Expert
- Communicator
- Professional
- Collaborator
- Health Advocate
- Scholar

The Supervisor must assign a rating of 1 to 4 for each question. The rating scale is as follows:

1. Falls far short of expected standard for level of training
2. Falls short of expected standard for level of training
3. Meets expected standard for level of training
4. Exceeds standard for level of training.

Once all sections of the form have been filled in the Supervisor is able to provide additional comments and feedback in the text box at the end of form.

When complete the Supervisor clicks Submit to save their response.



Section 3: Director of Training

Once the minimum number has been received, the DoT must now close the CSF form. Before closing the form however, the DoT is able to review the feedback given by each individual Clinical Supervisor.

To do this, the DoT must click the Click Here button on their Open Clinical Supervisor Feedback Forms widget available on their Director of Training Dashboard.

The DoT can click the Preview button and a pop-up will be shown which will display the event.

The widget will also display how many total CSF forms are open for the trainee if many forms had been created.

Event Type	Date Created	Trainee	State	Event Link
CR Clinical Supervisor Feedback Form	14 Feb, 2023 14:55	Anna Strenger	Awaiting responses	Click Here
CR Clinical Supervisor Feedback Form	15 Feb, 2023 10:48		Awaiting responses	Click Here
		2		
CR Clinical Supervisor Feedback Form	14 Feb, 2023 14:41	Arthur Curry	Awaiting responses	Click Here
		1		

The DoT will be able to review the Response summary in the event. This summary will show how many responses have been received and how many are still yet to be received.

It is recommended that DoTs click the Open in a new tab option when reviewing the Response summary.

CR Clinical Supervisor Feedback Form

[Open in a new tab](#)

Response summary

You need a minimum of 6 responses.

Responded (3) Waiting (3)

- Section filled in by Oliver Queen RESPONDED
- Section filled in by Clark Kent RESPONDED
- Section filled in by Bruce Banner RESPONDED

The next section of the form allows the DoT to review the feedback received as well as note all of the Supervisors who had been assigned the form.

To view the individual response, click the Show more drop-down option.

Next section is awaiting response from: Clark Kent , Oliver Queen , Bruce Banner , Abigail Lyman , Abigail Young , Dotty Crumble

Next section is awaiting responses from multiple users.

OO Section filled in by Oliver Queen FILLED IN ON 3 AUG, 2022

CK Section filled in by Clark Kent Show more ▾

BB Section filled in by Bruce Banner Show more ▾

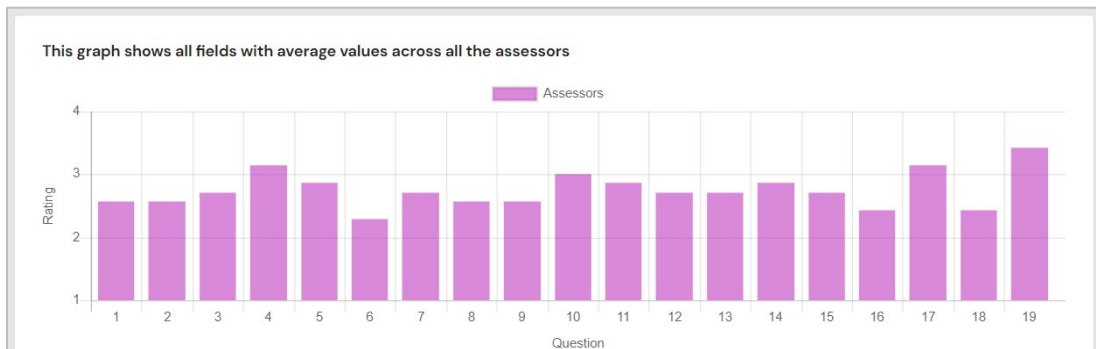
Show more ▾

Finally, once the responses have been reviewed the DoT is able to close the form. This will cause no further responses to be recorded by the form. The DoT must “Open in a New Tab” in order to close the event.

This will complete and close this section to further responses

Close this section

Once the event is closed, the event will generate a report that displays the average of all assessor scores that relate to each question.



Below this graph is a list of all of the questions asked in the Clinical Supervisor Feedback form so that the DoT is able to relate the question to the average score given.

With the Clinical Supervisor Feedback form now complete, the DoT is now able to begin and complete the Director of Training Review.

MULTI-SOURCE FEEDBACK (MSF)

The Multi-Source Feedback (MSF) is both a trainee self-assessment and co-worker feedback assessment that is designed to assess the professional competence of a trainee within the scope of their daily practice.

During the training program, the trainee must complete one MSF every phase of training.

● ○ Section 1: Trainee

The trainee clicks the Create button on their Trainee Dashboard and selects the **CR Multi-Source Feedback (MSF)** under the Monitoring and Review heading.

This means that when the responders have been elected and the form has been sent to them the first circle will be filled in green and the second circle will show as filled in amber.

In the first section of the form, the trainee is able set the date that they undertook the self-assessment. If the self-assessment was taken on the day that the event was completed, this section can be left as default.

New CR Multi-Source Feedback (MSF)

● ○ VERSION 25 Add tags Link to Overview of Training Requirements

Fields marked with * are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on * 25/11/2022
Please indicate the date on which this event occurred.

End date * 25/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

In the second section of the form the trainee is able to perform their self-assessment. The questions asked are the same as the questions asked of the responders, so that the results may be compared easily.

The trainee and the MSF responders will be given a total of 17 prompts across 6 topic areas. These areas are:

- Communicator
- Collaborator
- Leader
- Health Advocate
- Professional
- Scholar

The trainee must assign a rating of for each question. The rating scale is as follows:

0. Unable to answer (no point score)
1. Never
2. Some of the time
3. Most of the time
4. All of the time

Finally, the trainee is able to input any additional comments and feedback to support any of the responses given.

In the third section of the form, the trainee is able to input a deadline date and assign the MSF to the responders. The trainee can invite anyone who has worked with them in the preceding term to participate in the MSF, it is not restricted to those who have an ePortfolio account.

A minimum of 6 responders must be input into this section of the form.

Multi-Source Feedback Deadline

Please return the completed form by:

28/2/2023

File attachments are not mandatory for this assessment.

Attach files

The next section of this form has been designed to be completed by multiple people. Please indicate who you would like to invite using the boxes below. The minimum number of responses you must achieve is 6. Invitations can be sent now and also after this form has been submitted by returning to this page.

The next section of this form can be filled in by users with these roles: External assessor, Chief Censor - CR, Clinical Supervisor - CR, CPD - OS/ CR, Director of Training - CR, Education Support Officer - CR, CPD - Au / CR, CPD - NZ / CR, Network Training Director - CR, Trainee - Au / CR, Trainee - NZ / CR, Anyone

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

Hal Jordan <greenlantern@uat.com> ✕ John Jones <johnjonesuat@test.com> ✕

Bruce Banner <brucebanneruat@test.com> ✕ Bruce Wayne <julian.hewetleforestier.ranzcr@gmail.com> ✕

Oliver Queen <greenarrow@uat.com> ✕ Diana Prince <wonderwoman@uat.com> ✕

You can invite users with or without 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.

By continuing, you will invite the following users to fill in the next section: greenlantern@uat.com, johnjonesuat@test.com, brucebanneruat@test.com, julian.hewetleforestier.ranzcr@gmail.com, greenarrow@uat.com, wonderwoman@uat.com

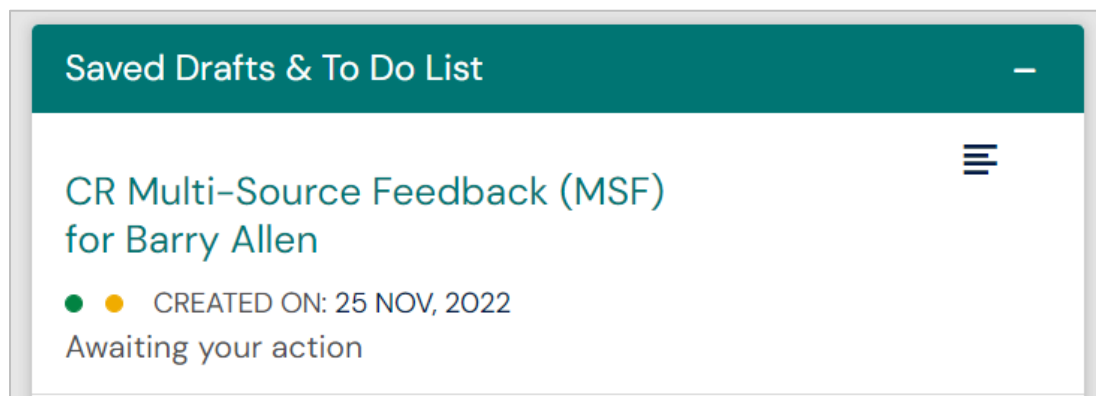
The ePortfolio system will then distribute the MSF link to the assessors for completion.

The trainee then clicks Submit to save their section of the form and to send the form to the assessors to complete.

Submit Save as draft

● ● Section 2: MSF Responders

Once the trainee has sent the MSF form to the elected responders, if the user has an ePortfolio account the event will appear on their To Do list on their Dashboard.

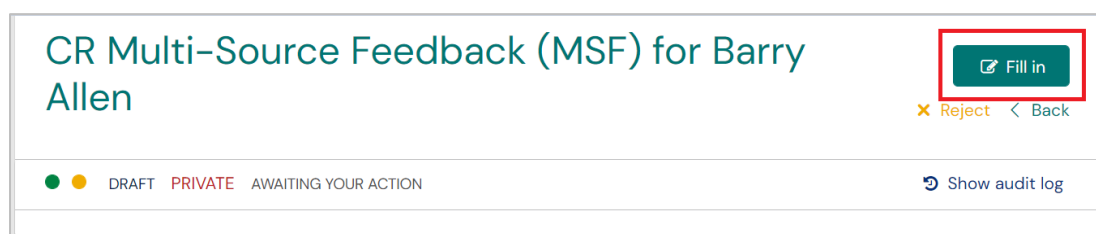


If the user does not have an ePortfolio account and has been elected to provide MSF Feedback they will instead receive an automated email in their inbox.

The subject of the email is: "RANZCR ePortfolio Notification: John Doe has invited you to fill in the CR Multi-Source Feedback (MSF) event".

The email will contain a link that will take the user to a webpage where they will be able to answer each of the questions specific to the MSF event.

For users who will complete the MSF in the ePortfolio, when the To Do list event is selected, they will need to click "Fill In" to open the draft version of the form.

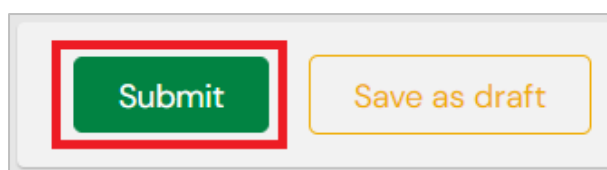


The responder will then be able to view the trainee's self-assessment in the first section of the form.

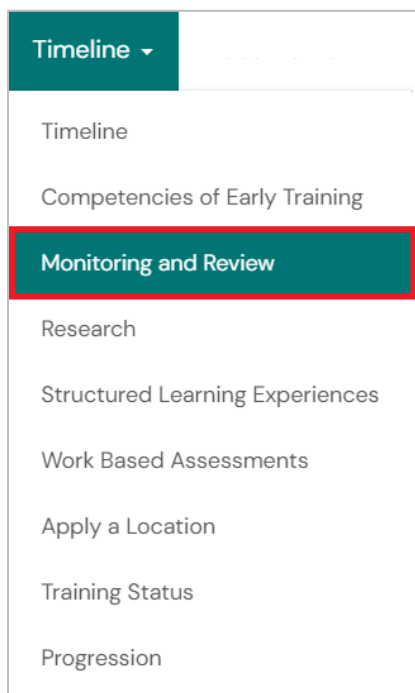
Once they have reviewed the trainee's self-assessment, they will be able to input their own ratings for each of the questions. These questions will be the same questions and the same rating scale as the trainee's self-assessment.

The responder will also be able to provide additional comments and feedback to support any of their responses.

Once all questions have been rated, the responder can click Submit to save their response.

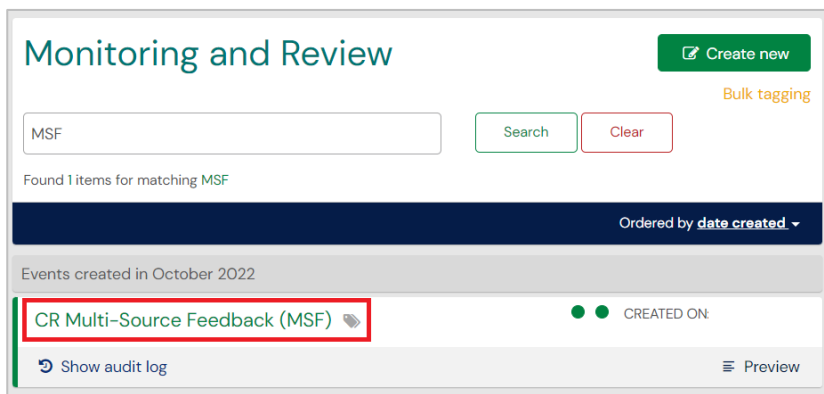


Once the event is closed, the event will generate a report that displays the average of all assessor scores that relate to each question.



To view the report, the trainee must click Timeline in their Navigation Ribbon and select Monitoring and Review.

By searching MSF in the search bar this will refine the search criteria to only show MSFs complete or in progress on the trainee's Timeline.



The report shown in the completed MSF event will show the ratings input by the trainee in purple on the left, and the average scores given across all responders for the same question in grey.



A list of all questions asked by the MSF will be listed below the bar graph so that each question can be referenced at a glance.

DIRECTOR OF TRAINING (DOT) REVIEW

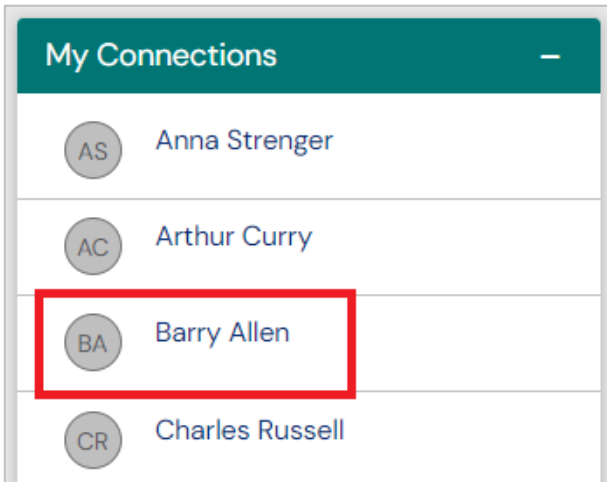
The Director of Training Review is a DoT initiated event.

The trainee and the DoT must first be connected via the CR Apply a Location – Current Site and have an active connection in order for the DoT to be able to create the DoT Review form.



Please see the [video guide](#) on how to complete the CR Director of Training Review

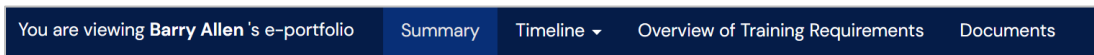
Section 1: Director of Training



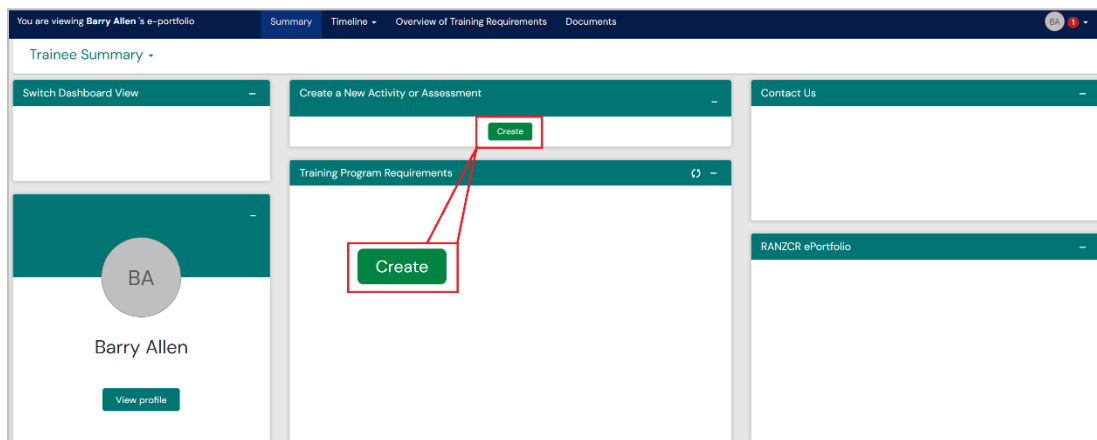
The DoT must navigate to their Clinical Radiology Director of Training Dashboard and scroll down to the My Connections widget.

Select the trainee's name to click through to their profile.

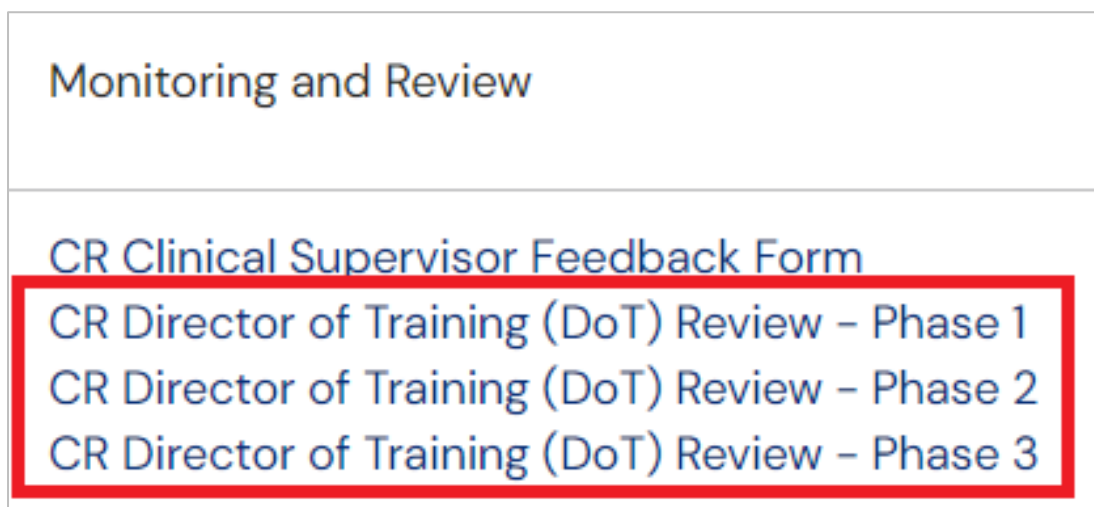
When the DoT is viewing the trainee's profile a blue banner will be shown at the top of the page saying **"You are viewing John Smith's Profile"** with links to the Summary page, the Timeline, the Overview of Training Requirements and the Documents library.



The DoT clicks the Create button on the Trainee Summary Dashboard to open the list of available forms.



The DoT clicks the Create button on the Trainee Summary Dashboard and selects the **CR Director of Training Review – Phase 1, 2 or 3** under the Monitoring and Review heading.



The Director of Training (DoT) Review has three versions of the form, one for each Phase of training. When choosing which DoT Review form to choose, confirm which Phase of training the trainee is currently in.

If the incorrect Phase DoT Review is selected, then the trainee's goal will not show as complete for the six-month period being reviewed.

This means that once saved the form will be sent to the trainee who will be able to fill in the second section of the form. Once the trainee completes their section of the form it will be saved and will count progress towards the goal.

In the first section of the form, the DoT must input the Date occurred and the End date. These dates should be the date range that spans the Six-Month date range that is being reviewed.

CR Director of Training (DoT) Review – Phase 1 for Barry Allen

● ○ VERSION 68

Fields marked with ★ are required. LAST SAVED: TODAY AT 4:27 PM

ⓘ This event will be added onto Barry Allen's timeline as a SHARED event. Only users with permissions to view this event on their timeline will be able to view this event.

Date occurred on ★ End date ★

Please indicate the date in which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

To determine which dates must be input into the Date Occurred and End Date section of the form, beneath the instructions section of the form are the following reports:

Trainee Training Dates Report

[Generate report](#)

Six-Month Period Dates - Phase 1

[Generate report](#)

These reports, when generated, will display information specific to the trainee, including their current Phase, and the dates of their Six-Month date ranges.

In the next section of the form the DoT must click the Generate Report button each time the button is present, as the form requires that all reports embedded in the form are shown.

Instructions

Please use the **Generate report** button to generate a report prior to completing the relevant fields. **All reports must be generated to complete this DoT Review.**

To determine which date range must be input into the Date Occurred/End Date sections of this form above, generate the CR Six Month Date - Phase 1 report below, and determine with the trainee which six-month period must be reviewed. Then, reflect the dates that correspond to that six-month period in the above date range sections at the top of the form.

For a video walk-through on how to complete the DoT Review, click the link below.

[RANZCR Presentation Library - CR - How to Complete a CR Director of Training \(DoT\) Review in the ePortfolio](#)

Trainee Training Dates Report

[Generate report](#)

Six-Month Period Dates - Phase 1

[Generate report](#)

Clicking the Generate report button will run the report that will display training and profile information relevant to the trainee.

Trainee	Barry Allen
Trainee ID	33619
Phase	Phase 1
Start Date	Feb 1, 2021

By Generating the Six-Month Periods – Phase 1 or Phase 2 Report the report will show the DoT the date ranges that are individual to the trainee. By reflecting the dates from the report in the Date Occurred and End Date this will cause this DoT Review to link to the desired DoT Review 6-Month period.

Trainee	Phase 1 – Six Month Periods	Start Date	End Date
Barry Allen	1st Six Months	Feb 1, 2021	Jul 31, 2021
Barry Allen	2nd Six Months	Aug 1, 2021	Jan 31, 2022
Barry Allen	3rd Six Months	Feb 1, 2022	Jul 31, 2022
Barry Allen	4th Six Months	Aug 1, 2022	Jan 31, 2023
Barry Allen	5th Six Months	Feb 1, 2023	Jul 31, 2023
Barry Allen	6th Six Months	Aug 1, 2023	Jan 31, 2024

For certain reports the DoT is able to refine the date range of data that is shown on the review.

By default, these reports are set to display data over a long range of time, however if the DoT needs to refine the range of time, these dates can be changed to only show data within the defined period.

Key Conditions Assessment Report

Start Date ★

End Date ★

[Generate report](#)

Key Conditions Assessment Report

Start Date ★

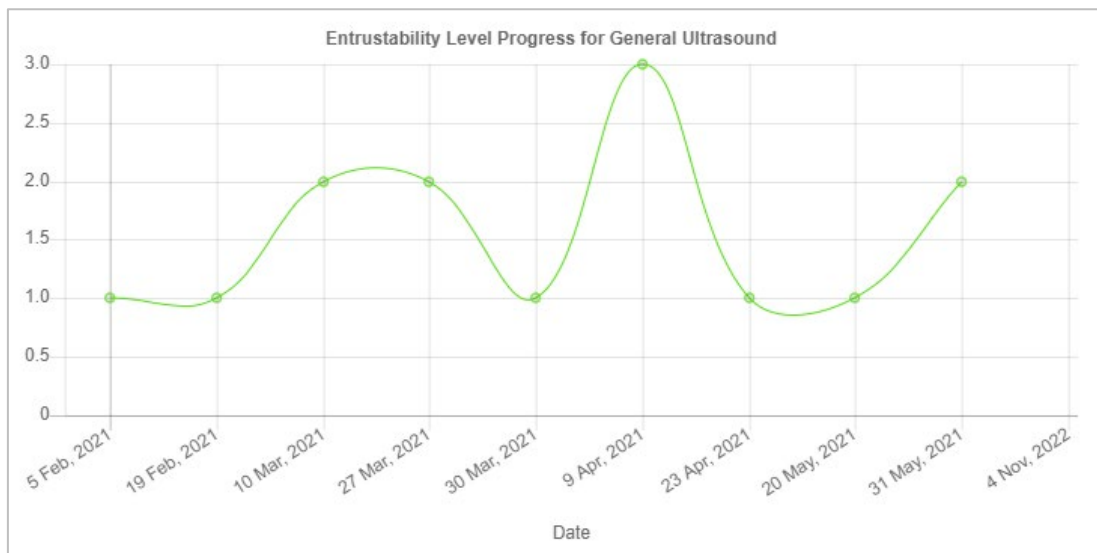
End Date ★

[Reset to default values](#)

To Generate the report, click the Generate report button. Once the dates have been changed the option to Reset to default values will be shown. Click this to reset back to the default date range.

Included in the DoT Review WBA Reports are Entrustability graphs that show the trainee’s given Entrustability ratings over time.

The Y-Axis displays the Entrustability Level given and the X-Axis will show the date of the assessment.

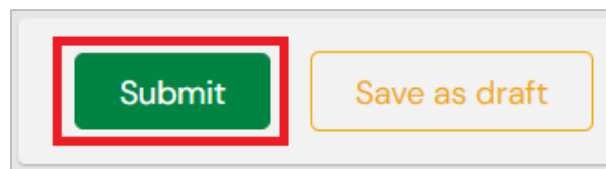


Also shown in the report is a tabulated representation of the completed Performed Ultrasounds of the trainee.

Included in this table is the Preview option in the right-hand column of the table. This option allows the director of training to click the Preview link which will open a pop up of the individual work-based assessments shown in the table, allowing them to view the completed event in detail.

All recorded Performed Ultrasound Assessment				
Date	Type of Scan	Entrustability Level	Supervisor	Preview
Feb 5, 2021	General Ultrasound	1.0	Jennifer Walters	Preview
Feb 19, 2021	General Ultrasound	1.0	Justin Case	Preview
Mar 10, 2021	General Ultrasound	2.0	Justin Case	Preview
Mar 27, 2021	General Ultrasound	2.0	Jennifer Walters	Preview
Mar 30, 2021	General Ultrasound	1.0	Jon Snow	Preview
Apr 9, 2021	General Ultrasound	3.0	Jennifer Walters	Preview
Apr 23, 2021	General Ultrasound	1.0	John Stewart	Preview
May 20, 2021	General Ultrasound	1.0	Jennifer Walters	Preview
May 31, 2021	General Ultrasound	2.0	John Curtin	Preview
May 31, 2021	General Ultrasound	1.0	John Stewart	Preview

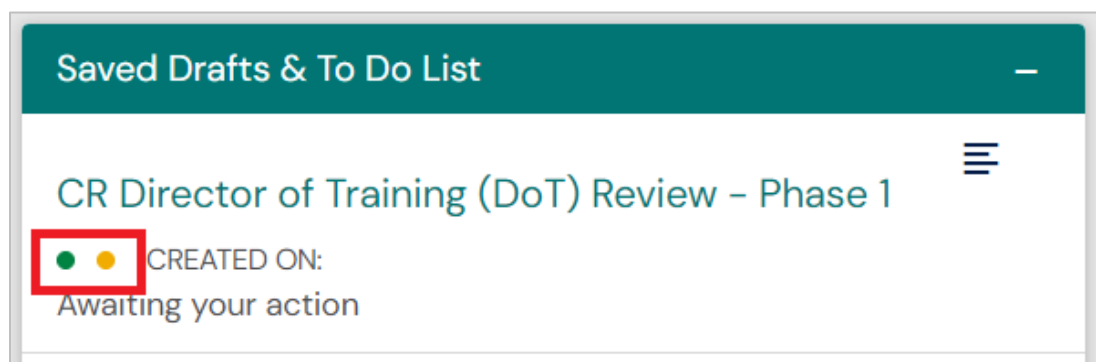
Once all of the reports in the DoT Review form have been generated, and all mandatory fields in the form have been filled in, the DoT can now click Submit.



Once the form is submitted it will be sent to the trainee to complete the second section of the form.

● ● Section 2: Trainee

On the trainee's To Do list will be the DoT Review event with the first traffic light circle filled in green and the second traffic light filled amber. This indicates that once the trainee submits their section of the form it will now be complete and will link to their goal.



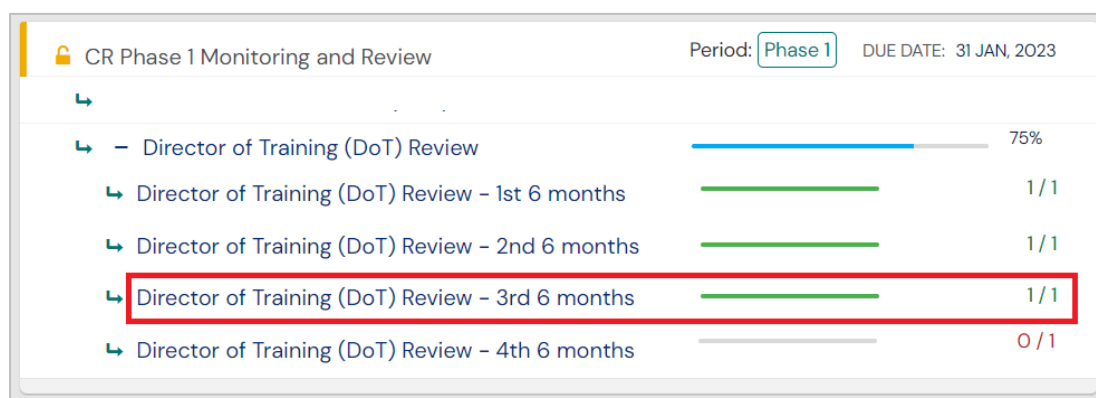
When the trainee clicks on the To Do list item, they must click the Fill In button in the top-right of the page.



Once the trainee clicks Fill In, they will see a summary of the DoT Review that was submitted by the DoT.

Once the trainee has scrolled to the bottom of the page, they will have a section where they are able to provide a comment on the Review. The trainee then clicks Submit.

Once the form is submitted, it will automatically be linked to the Monitoring and Review goal and the Six-Month period that the date that was input at the beginning of the form links to.



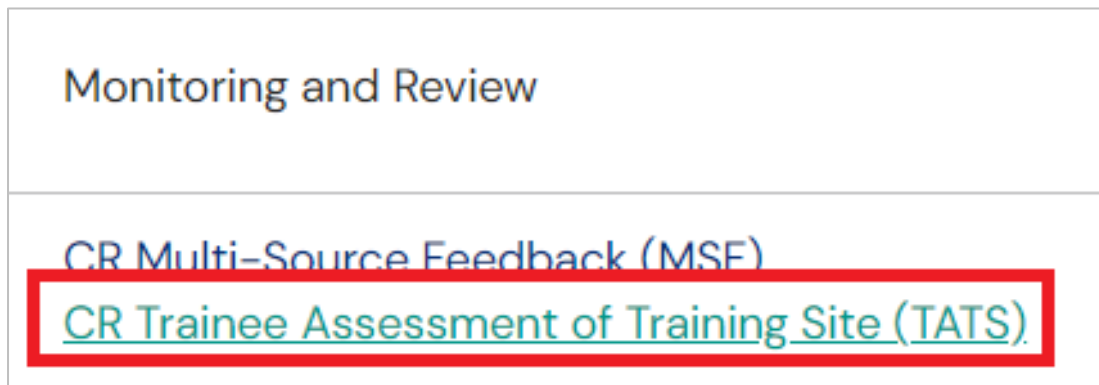
TRAINEE ASSESSMENT OF TRAINING SITE (TATS)

A Trainee Assessment of Training Sites (TATS) must be completed once every six months.

Section 1: Trainee

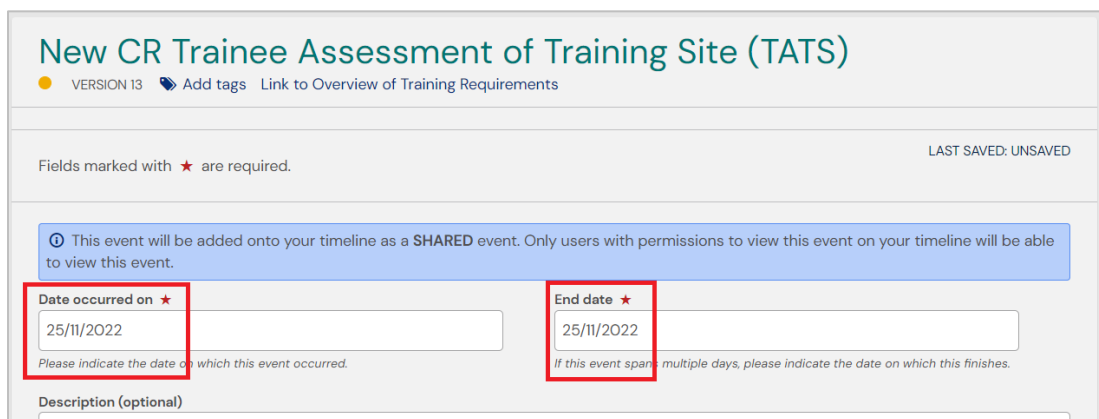
To record progress, trainees must create a new Trainee Assessment of Training Site (TATS) form.

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **CR Trainee Assessment of Training Site (TATS)** form.



In the first section of the form the trainee inputs the Date occurred on and the End date. These dates can either be the date that the TATS assessment was completed, or if the form is assessing a secondary site that the trainee has rotated to temporarily away from their home site, the dates can reflect the time spent at this site.

Note: The Date occurred on must be within the trainee's current Phase timeframe in order to correctly link to the goal.

A screenshot of a form titled "New CR Trainee Assessment of Training Site (TATS)". The form includes a version number "VERSION 13", "Add tags", and a "Link to Overview of Training Requirements". Below this, it says "Fields marked with ★ are required." and "LAST SAVED: UNSAVED". A blue information box states: "This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event." There are two input fields: "Date occurred on ★" with the value "25/11/2022" and "End date ★" with the value "25/11/2022". Both fields are highlighted with red boxes. Below these fields are instructions: "Please indicate the date on which this event occurred." and "If this event spans multiple days, please indicate the date on which this finishes." There is also a "Description (optional)" field.

In the second section of the form the trainee must complete the assessment of the training site.

When entering the "Training Site to be Assessed" use the full Training Site Name.

The rating scale available for each prompt is as follows:

1. Poor*
2. Less than adequate*
3. Adequate
4. Excellent
- U. Experience/resource unavailable or not provided*

If a trainee provides a rating of 1, 2 or U they will be required to provide comments to substantiate their rating.

All ratings input into the TATS form are confidential to the trainee and the College. Directors of Training, Network Training Directors and other site users do not have visibility into complete TATS forms.

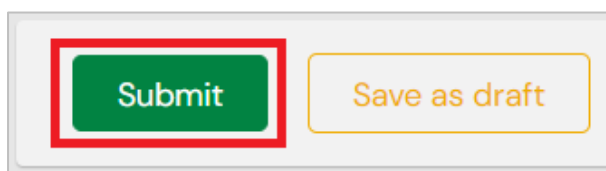
The TATS form contains a total of 45 questions for the trainee to answer, across 11 topics areas including:

- Clinical Supervision
- Directors of Training
- Teaching and Learning
- Trainee Wellbeing
- Protected Time
- Clinical Work
- Learning Opportunities
- Facilities and Equipment
- Resources
- Administrative Workload
- Network

Each topic area has a comments section where the trainee is able to elaborate on their answers if required.

The final fields of the form are for free text feedback for the trainee which are directed to the training site. The trainee is able to comment on strengths and weaknesses of the site, as well as providing any general comments.

Once the trainee has completed all sections of the form, they can click Submit to save the form.



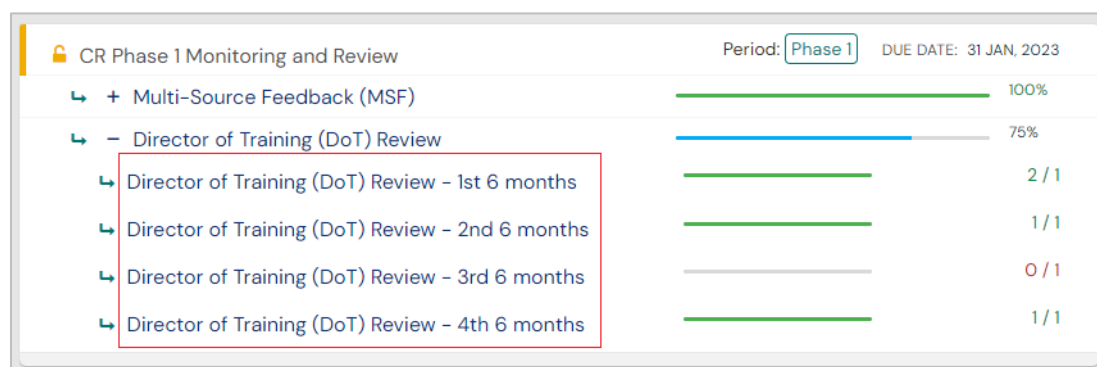
MONITORING AND REVIEW GOALS

The Monitoring and Review goals are Phase specific. Trainees will have a Phase 1 Monitoring and Review goal on their profile in Phase 1, a Phase 2 Monitoring and Review goal in Phase 2 and a Phase 3 Monitoring and Review goal in Phase 3.

The Monitoring and Review goal tracks the following training program requirements:

- CR Multi-source Feedback
- Director of Training (DoT) Review

Under the Director of Training (DoT) Review sub-goal will be displayed a number of six-month periods.



These six-month periods correlate to the trainee's individual six-month periods in the profile information section on their profile.

To view these timeframes the trainee must click View Profile from their Dashboard. On the right-hand section of the next page will be a list of timeframes, also known as Relations.

Timeframes that are current will appear at the top of the list. To view Previous and Future information, click the down arrows next to these titles.



In this example, the trainee is currently in their 4th Six Month period (at time of writing late 2022).

A completed DoT Review must have a Date Occurred on in this time period in order to link to this period of time in the goal.



To view previous Six-month periods, click the highlighted arrow next to the Previous Information heading.

This will list all six-month periods with an end date that is in the past.

Section Six

RESEARCH

The background features a complex geometric pattern of overlapping triangles and lines in various shades of teal and light blue. The lines are thin and white, creating a network of interconnected shapes. The overall effect is a modern, abstract design that complements the text.

CRITICALLY APPRAISED TOPICS (CATS)

The College has elected to focus the Critically Appraised Topics (CATs) exercise on three specific formats: treatment, diagnosis and harm.

As such, there are three CAT forms that can be completed in the ePortfolio. Each completed CATs form counts towards the trainee's CATs Requirement.

● ○ ○ Section 1: Trainee

To create a new CAT form, the trainee must click the Create button on the Trainee Dashboard and select CR Critically Appraised Topics (CATs) – Diagnosis, Harm or Treatment.

Research	
<div style="border: 2px solid red; padding: 2px;">CR Critically Appraised Topics (CATs) – Diagnosis CR Critically Appraised Topics (CATs) – Harm CR Critically Appraised Topics (CATs) – Treatment</div>	CR Project 2 – Project 2 Completion CR Project 2 – Project 2 Proposal CR Research Methods Course CR Research Project – Completion CR Research Project – Proposal
CR Oral Presentation CR Project 1 – Project 1 Completion CR Project 1 – Project 1 Proposal	

In the first section of the form the trainee inputs the Date occurred and the End date. This date should reflect the date that the CAT was presented for assessment.

In the second section of the form the trainee then fills out each prompt. The sections of the form to be filled out are:

- Methodology Checklist: Diagnostic Accuracy
- Clinical Characteristics of Study (PICO)
- Section 1: Patient Selection
- Section 2: Index Test
- Section 3: Reference Standard
- Section 4: Flow and Timing
- Section 5: Results
- Section 6: Overall Assessment of the Study
- Conclusions

In the final section of the form, the trainee must elect one of the two assessors to complete the Assessor Score Sheet in the ePortfolio.

The next section of this form can be filled in by users with these roles: Clinical Supervisor – CR, Director of Training – CR, Network Training Director – CR

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

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

This will send the first section of the form to the Assessor to complete.

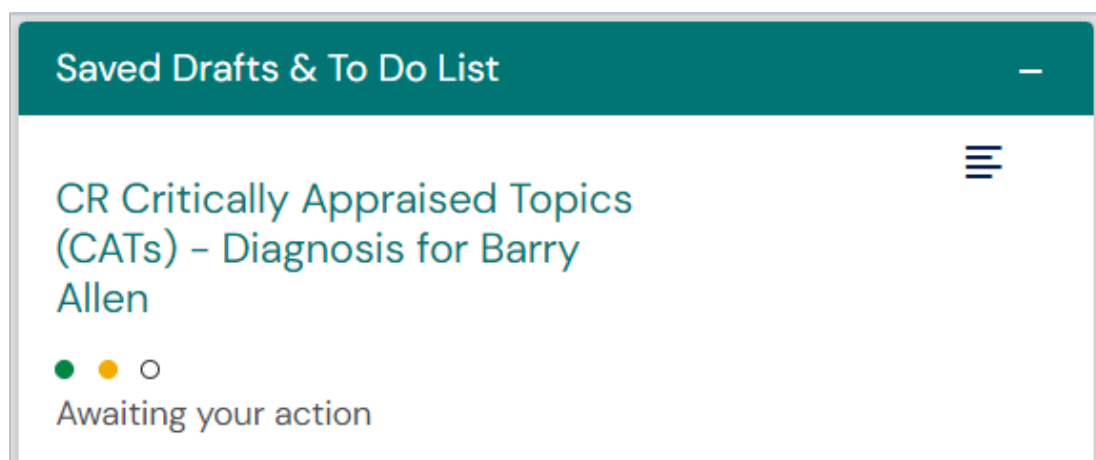
Note: As the Critically Appraised Topic is designed to be assessed by two Assessors, it is only required to be complete on the one Assessor's device.

This is because the scores entered into the Assessor Score Sheet must be agreed upon collaboratively by both Assessors.

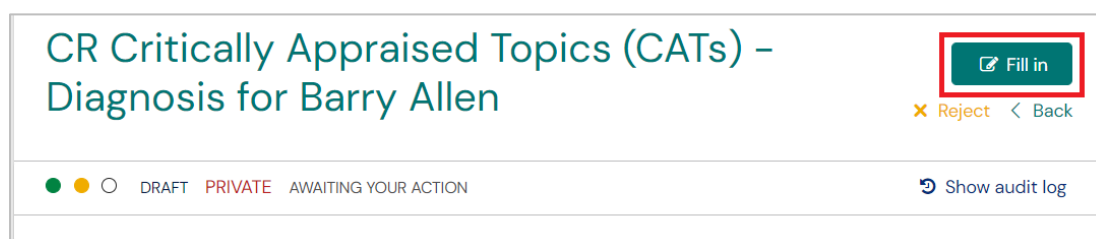
● ● ○ Section 2: Assessors

The CR CAT must be assessed by two assessors collaboratively in the ePortfolio. The trainee will elect one of the two assessors to send the event form to within the ePortfolio, however both assessors must contribute to the Assessor Score Sheet.

The Assessor's To Do List on their ePortfolio will now display the CR Critically Appraised Topics (CATs) event for the trainee.



When the Assessor clicks the link to open the form, they must also click the "Fill In" button in the top right-hand side of the page.



The Assessor section of the form may now be completed.

Both Assessors must now review the information input by the trainee into first section of the form.

In the second section of the form the Assessors now must complete the Assessor Score Sheet.

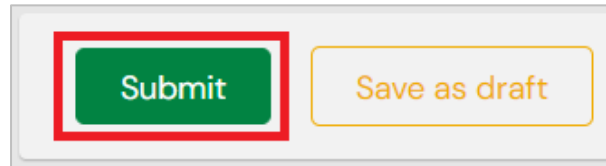
The Rating Scale for each question is as follows:

1. Very Poor
2. Poor
3. Satisfactory
4. Good
5. Excellent

Each question must have a rating assigned in each field. Both Assessors are to decide on the scores given collaboratively.

Once each section has been rated, the elected Assessor must input the name and emails for themselves and their co-Assessor who provided input on the assessment of the CAT.

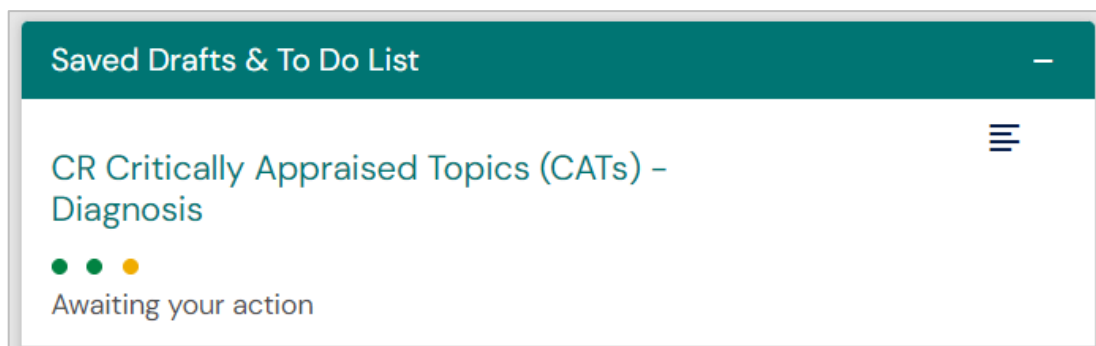
Once both assessors name and email is included in the form, the Assessor who had the form assigned to them in the ePortfolio may now click Submit.



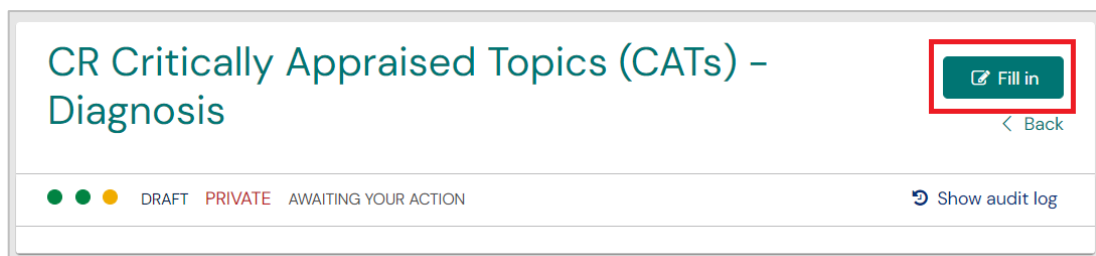
This will automatically send the CAT form back to the trainee for their review and confirmation.

● ● ● Section 3: Trainee

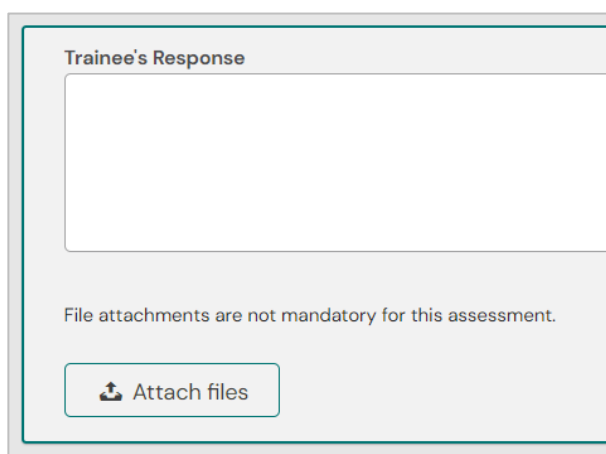
Once the Assessors have completed the Score Sheet in the ePortfolio it will be displayed on the trainee's To Do List on their ePortfolio Dashboard.



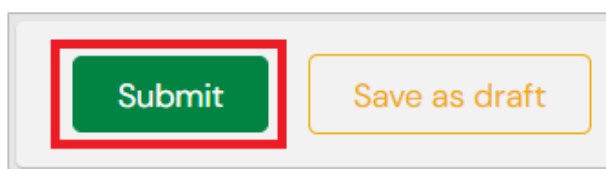
When the trainee clicks the link to open the form, they must also click the "Fill In" button in the top right-hand side of the page.



The trainee can input a response and comments into the form if applicable.



Once the trainee has recorded their response, they can now click Submit to save the form.



RESEARCH PROJECT – RESEARCH PROPOSAL

Trainees are strongly encouraged to consider their research project and how they plan to carry out their research activities soon after the commencement of training.



Trainees can download a research proposal template from the research section within the [Training Requirements – Phase 1](#) page on the College website or from the ePortfolio resource menu.

A project proposal must be developed and approved by the trainee’s research supervisor.

Section 1: Trainee

To create a new Research Project – Research Proposal event, the trainee must click the Create button on the Trainee Dashboard and select CR Research Project – Project Proposal

Research

CR Critically Appraised Topics (CATs) – Diagnosis	CR Project 2 – Project 2 Completion
CR Critically Appraised Topics (CATs) – Harm	CR Project 2 – Project 2 Proposal
CR Critically Appraised Topics (CATs) – Treatment	CR Research Methods Course
CR Oral Presentation	CR Research Project – Completion
CR Project 1 – Project 1 Completion	CR Research Project – Proposal
CR Project 1 – Project 1 Proposal	

Once saved the form will require sign off from a Director of Training.

In the first section of the form the trainee must input the Date occurred on and the End date.

New CR Research Project – Proposal

VERSION 12 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

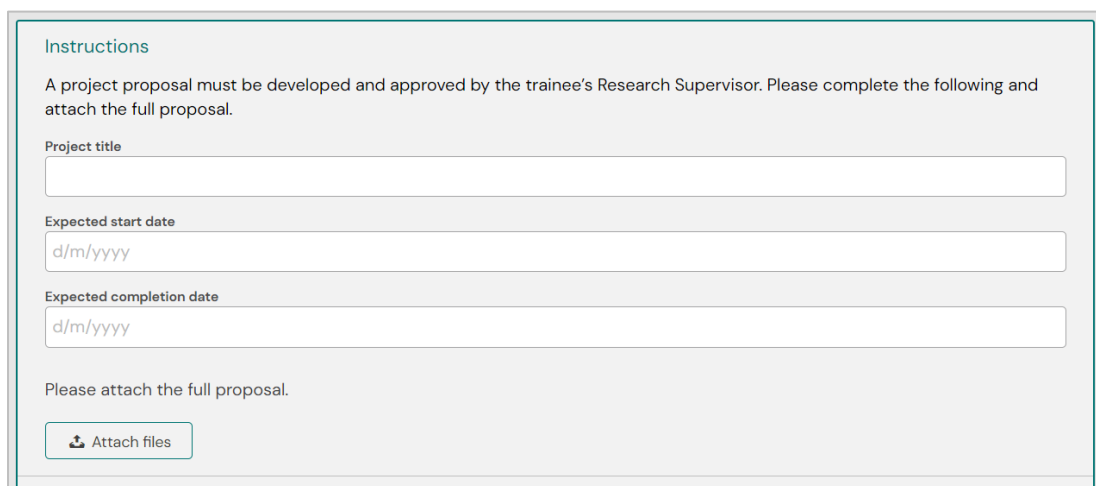
Date occurred on ★ 25/11/2022
Please indicate the date on which this event occurred.

End date ★ 25/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Tip: The Date occurred on for this event must be within the trainee’s Phase 1 timeframe in order to correctly link to the Overview of Training Requirements goal.

In the second section of the form the trainee must input information specific to the proposed Project. This includes the Project title, the expected start date and the expected end date. The completed Research Project Proposal form must also be attached to the ePortfolio form.



Instructions

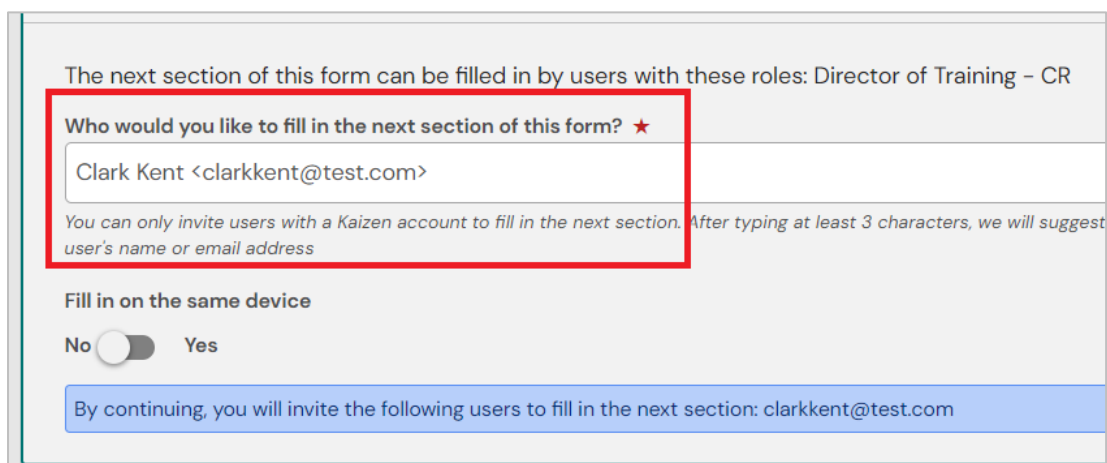
A project proposal must be developed and approved by the trainee's Research Supervisor. Please complete the following and attach the full proposal.

Project title

Expected start date
Expected completion date

Please attach the full proposal.

Once the trainee has input all fields of the form, they must assign the next section of the form to their Director of Training.



The next section of this form can be filled in by users with these roles: Director of Training - CR

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

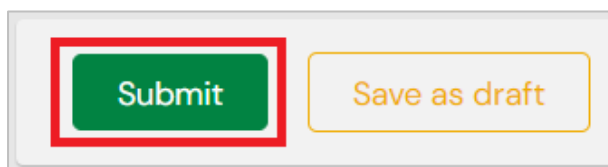
You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest user's name or email address

Fill in on the same device

No Yes

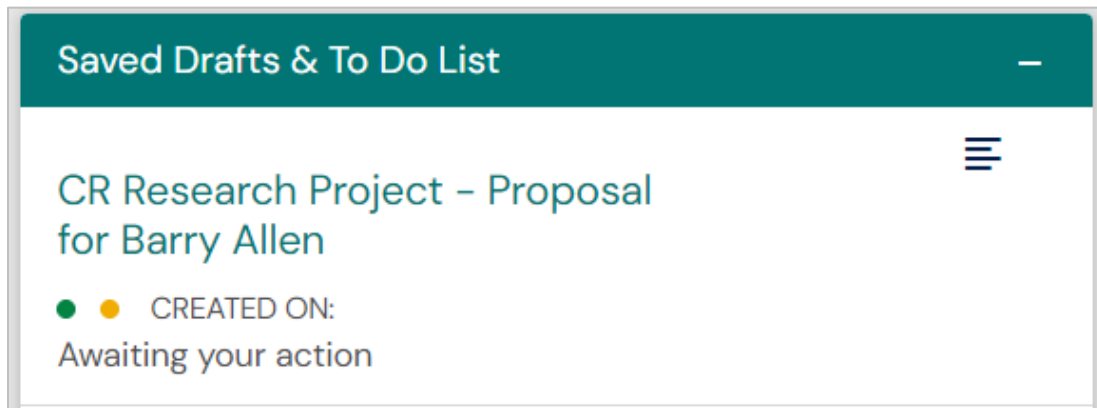
By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the Director of Training has been selected, the trainee clicks Submit to save the form and assign it to the DoT.



● ● Section 2: Director of Training

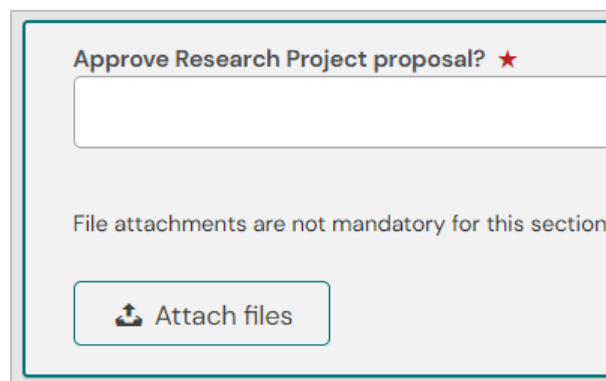
Once the trainee has sent the Research Project Proposal form to the DoT the event will appear on their To Do list on their Dashboard.



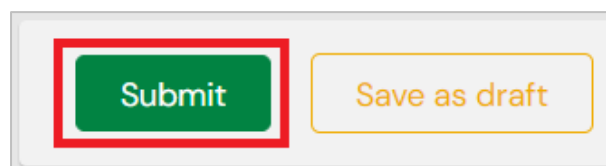
To complete the assessment, the assessor must click the link and then click the Fill In button to open the form.



The DoT must review the attached documentation and affirm confirmation of the Research Project Proposal



When the DoT has reviewed the attached documentation and affirmed confirmation of the Proposal, they must click Submit to complete the form.



RESEARCH PROJECT - COMPLETION

Before the end of Phase 3, the trainee must notify the College that their manuscript has been accepted for publication or peer review.

To record completion of the Research Project, the trainee must have their DoT confirm their completion in the ePortfolio.

Section 1: Trainee

To create a new Research Project – Completion event, the trainee must click the Create button on the Trainee Dashboard and select CR Research Project – Project Proposal

Research	
CR Critically Appraised Topics (CATs) – Diagnosis	CR Project 2 – Project 2 Completion
CR Critically Appraised Topics (CATs) – Harm	CR Project 2 – Project 2 Proposal
CR Critically Appraised Topics (CATs) – Treatment	CR Research Methods Course
CR Oral Presentation	CR Research Project – Completion
CR Project 1 – Project 1 Completion	CR Research Project – Proposal
CR Project 1 – Project 1 Proposal	

In the first section of the form the trainee must input the Date occurred on and the End date.

New CR Research Project – Completion

VERSION 9 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 25/11/2022
Please indicate the date on which this event occurred.

End date ★ 25/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Tip: The Date occurred on for this event must be within the trainee's Phase 3 timeframe to correctly link to the Overview of Training Requirements goal.

In the second section of the form the trainee must input information specific to the completed Project.

This includes the Research type, Manuscript/article title, the date of publication, the Journal name, and the Impact factor.

Assessor score sheet documentation must also be attached to the ePortfolio form.

Research type

Manuscript/article title

Manuscript acceptance/article published date
d/m/yyyy

Journal name

Impact Factor

Please attach evidence of acceptance for publication or peer review (email) or published article.

Attach files

Once the trainee has input all fields of the form, they must assign the next section of the form to their Director of Training.

The next section of this form can be filled in by users with these roles: Director of Training – CR

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

Clark Kent <clarkkent@test.com>

You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest user's name or email address

Fill in on the same device

No Yes

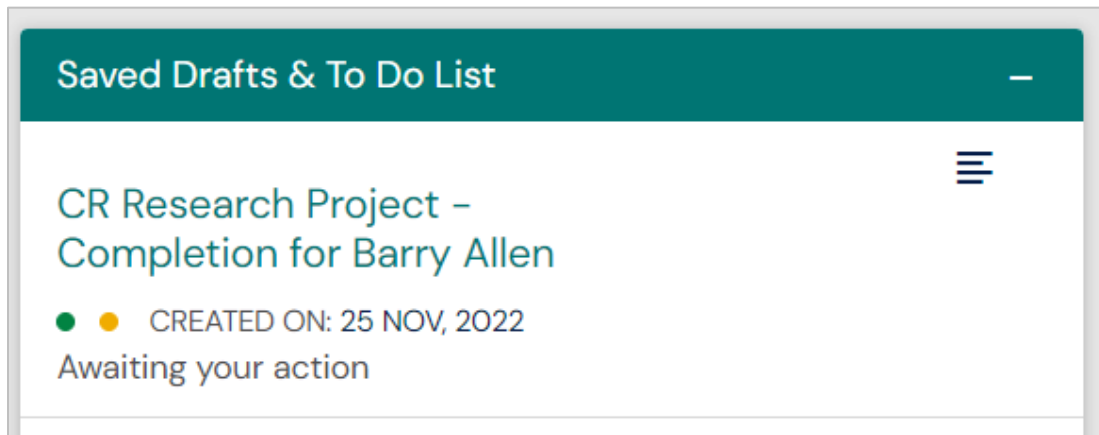
By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the Director of Training has been selected, the trainee clicks Submit to save the form and assign it to the DoT.

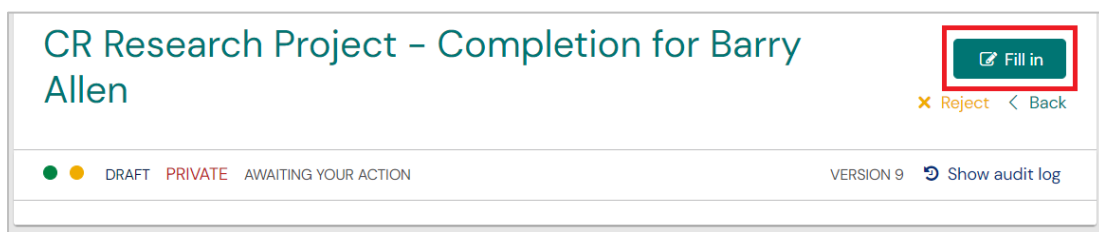
Submit Save as draft

Section 2: Director of Training

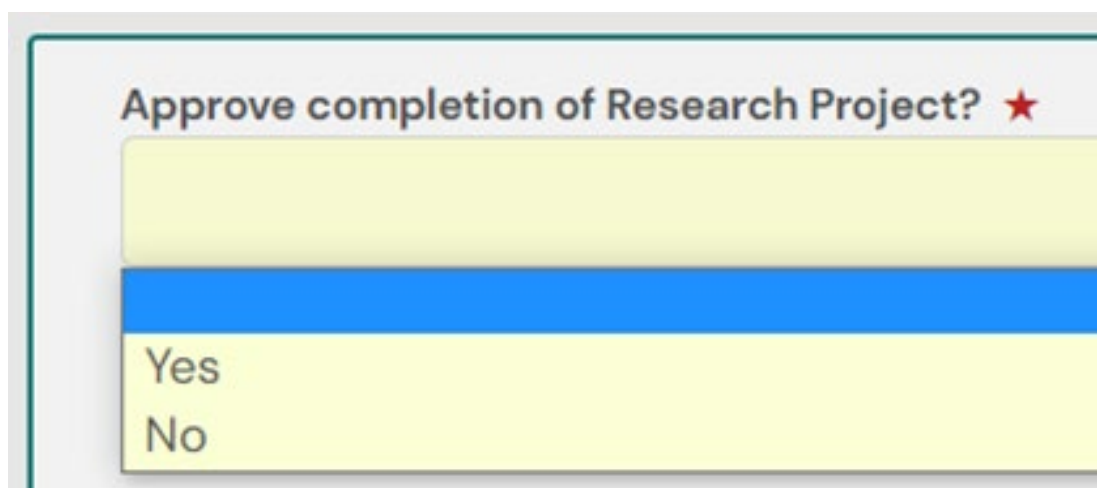
Once the trainee has sent the Research Project - Completion form to the DoT the event will appear on their To Do list on their Dashboard.



To complete the assessment, the DoT must click the link and then click the Fill In button to open the form.



The DoT must review the attached documentation and affirm confirmation of the Research Project – Completion



When the DoT has reviewed the attached documentation and affirmed confirmation of the Proposal, they must click Submit to complete the form.



ORAL PRESENTATION

Section 1: Trainee

To create a new Oral Presentation event, the trainee must click the Create button on the Trainee Dashboard and select **CR Oral Presentation**.

Research	
CR Critically Appraised Topics (CATs) - Diagnosis	CR Project 2 - Project 2 Completion
CR Critically Appraised Topics (CATs) - Harm	CR Project 2 - Project 2 Proposal
CR Critically Appraised Topics (CATs) - Treatment	CR Research Methods Course
CR Oral Presentation	CR Research Project - Completion
CR Project 1 - Project 1 Completion	CR Research Project - Proposal
CR Project 1 - Project 1 Proposal	

In the first section of the form the trainee must input the Date occurred on and the End date.

New CR Oral Presentation

VERSION 6 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 25/11/2022
Please indicate the date on which this event occurred.

End date ★ 25/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Tip: The Date occurred on for this event must be within the trainee's Phase 3 timeframe in order to correctly link to the Overview of Training Requirements goal. Attached to the second section of the form is the [Clinical Radiology Research Project Oral Presentation Template and Assessor Score Sheet](#).

Trainees must download this and provide this to assessors who will be assessing their presentation.

The rubric gives an indication of expectations in relation to presentation content and skills. Two score sheets must be completed.

Trainees must complete their oral presentation as part of the "Branch of Origin" competition.

In the next section of the form the trainee must input the Network or Branch Meeting Name where the Oral Presentation was presented, as well as the Presentation Title and the Presentation Date.

Research Proposal Oral Presentation Template

[Clinical Radiology Research Project Oral Presentation Template and Assessor Score Sheet](#)

Network or Branch Meeting Name

Presentation Title

Presentation Date

d/m/yyyy

The trainee must also input the scores given by the two assessors.

Once all sections of the form have been completed the trainee must also attach the assessor score sheets as evidence of completion.

To attach the files as evidence, the trainee must click the Attach Files button at the bottom of the page.

Score 1

Score 2

Please upload assessor scoresheets as evidence of completion.

Attach files

This will generate the document upload section of the form, which will allow the trainee to either drag and drop the file into the grey highlighted area of the form or click this section of the form to open their File Explorer on their computer to locate and attach the document.

Please upload assessor scoresheets as evidence of completion.

Hide file browser

The document you upload here will default to be shared with anyone that has permission to view your portfolio. If you require this to be private then please change the status after upload is complete.

Drag and drop documents here or Click to select from your device

Filter by docs/folders names

Once complete and the documents have successfully attached to the form, click Submit.

Submit Save as draft

BASIC RADIOLOGY RESEARCH METHODS COURSE

All trainees must complete the online Monash University, 'Basic Radiology Research Methods Course' by the end of Phase 2. It is strongly recommended that trainees complete the course in Phase 1.

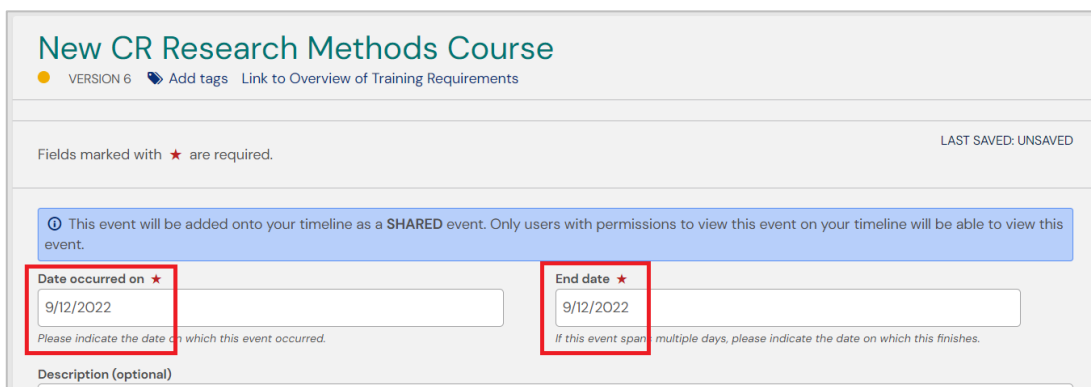
Section 1: Trainee

To create a new Basic Radiology Research Methods event, the trainee must click the Create button on the Trainee Dashboard and select **CR Research Methods Course** form from the list under the heading Research.



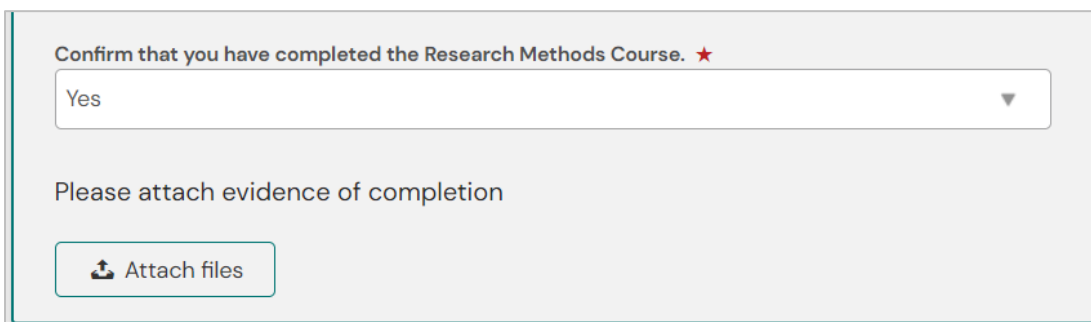
The screenshot shows a 'Research' menu with two columns of options. The first column includes: CR Critically Appraised Topics (CATs) - Diagnosis, CR Critically Appraised Topics (CATs) - Harm, CR Critically Appraised Topics (CATs) - Treatment, CR Oral Presentation, CR Project 1 - Project 1 Completion, and CR Project 1 - Project 1 Proposal. The second column includes: CR Project 2 - Project 2 Completion, CR Project 2 - Project 2 Proposal, CR Research Methods Course (highlighted with a red box), CR Research Project - Completion, and CR Research Project - Proposal.

Input the Date occurred on and the End date into the first sections of the form.



The screenshot shows the 'New CR Research Methods Course' form. It includes a version indicator (VERSION 6), 'Add tags', and a 'Link to Overview of Training Requirements'. A note states 'Fields marked with ★ are required.' and 'LAST SAVED: UNSAVED'. A blue information box says 'This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.' The 'Date occurred on ★' field is set to '9/12/2022' and the 'End date ★' field is also set to '9/12/2022'. Both date fields are highlighted with red boxes. Below these fields is a 'Description (optional)' field.

The trainee must then affirm completion of the Course and attach the certificate of completion.



The screenshot shows a confirmation form with the heading 'Confirm that you have completed the Research Methods Course. ★'. There is a dropdown menu with 'Yes' selected. Below this is the text 'Please attach evidence of completion' and an 'Attach files' button with an upload icon.

RESEARCH PROJECT 1 – PROJECT PROPOSAL

Transitioning trainees who began training prior to 1 February 2022 must complete old training program Research requirements in the ePortfolio.

Project 1 is a junior level project in Clinical Radiology that trainees will undertake during the early years of training, which will include a critically appraised literature review. Each project must have a consultant radiologist as a supervisor, who should not be the Director of Training.

The Project 1 Proposal must be complete by the end of Phase 1 of Training.

Trainees who began training in the 2022 Training Program who complete the Project 1 Proposal in the ePortfolio instead of the Research Project – Proposal will need to re-do the assessment using the correct form.

● ○ ○ ○ Section 1: Trainee

To create a new Project 1 Proposal event, the trainee must click the Create button on the Trainee Dashboard and select **CR Project 1 – Project 1 Proposal** from the list under the heading Research.

Research	
CR Critically Appraised Topics (CATs) – Diagnosis	CR Project 2 – Project 2 Completion
CR Critically Appraised Topics (CATs) – Harm	CR Project 2 – Project 2 Proposal
CR Critically Appraised Topics (CATs) – Treatment	CR Research Methods Course
CR Oral Presentation	CR Research Project – Completion
CR Project 1 – Project 1 Completion	CR Research Project – Proposal
CR Project 1 – Project 1 Proposal	

The approval process for this form is as follows:

1. Trainee
2. Director of Training
3. RANZCR Specialty Training
4. Trainee Final

The trainee must fill in the form and then assign it to their Director of Training in the ePortfolio.

If the DoT approves the Proposal, they must then assign it to the RANZCR Specialty Training account.

From this stage the College Training Team will acquire approval as per the approval process for the Project 1 Proposals.

Once approval has been received the RANZCR Specialty Training account will approve it in the ePortfolio and send it to the trainee for finalisation.

Once the trainee has finalised the final section of the form, the Project 1 Proposal goal will be complete.

New CR Project 1 – Project 1 Proposal

● ○ ○ ○ VERSION 13 [Add tags](#) [Link to Overview of Training Requirements](#)

Fields marked with ★ are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ **End date ★**

Please indicate the date in which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Input the Date occurred on and the End date into the first sections of the form.

Tip: The Date occurred on must be within the trainee’s Phase 1 timeframe in order to link to the Research goal
The trainee must then work through the form and complete all sections of the form.

The sections of the form that must be completed are:

- Trainee Information
- Site Information
- Project Titles
- Collaboration
- Project Timeline
- Ethics Approval
- Supervisor Name
- Rationale for Project
- Aims and Objectives
- Project Plan
- Reference List

Once all sections of the form have been input, the trainee must then assign the form to their Director of Training.

The next section of this form can be filled in by users with these roles: Director of Training – CR

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

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

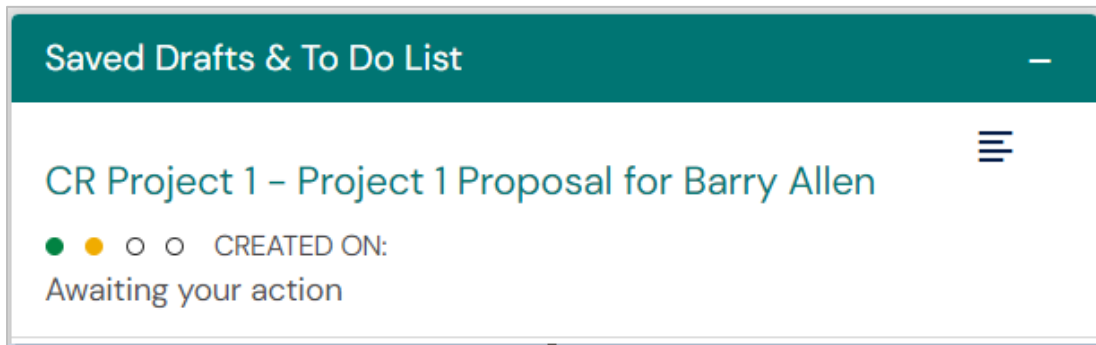
No Yes

By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

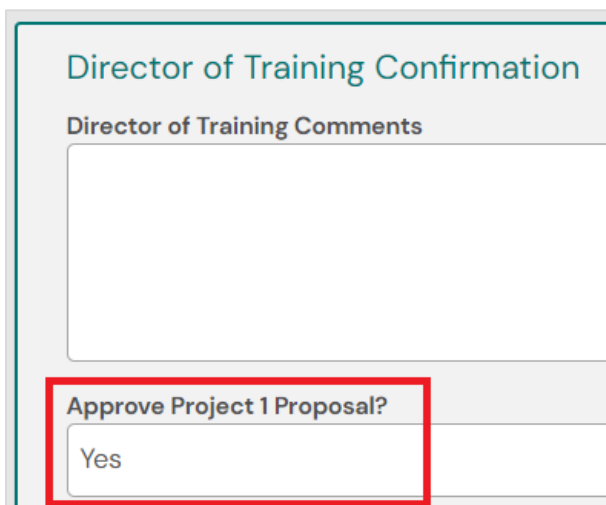
Once the Director of Training has been selected the trainee can then click Submit.

Section 2: The Director of Training

The Director of Training will then have the Project 1 Proposal event from the trainee appear on their To Do List on their ePortfolio Dashboard.



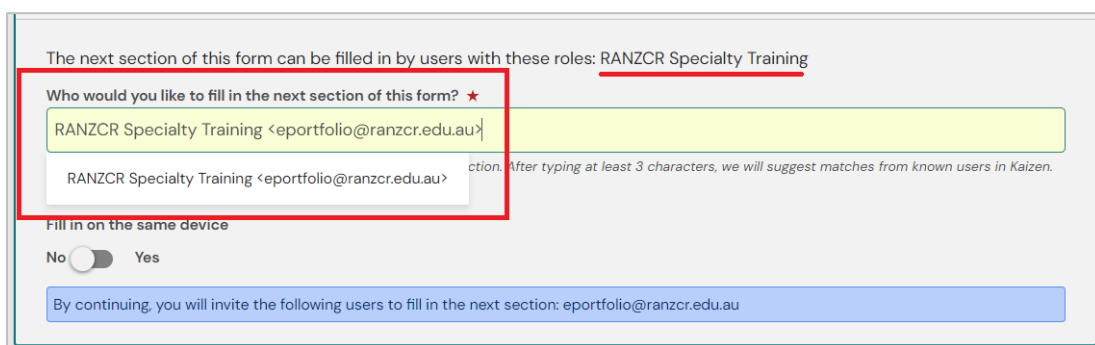
To complete the assessment, the assessor must click the link and then click the Fill In button to open the form.



Once the Director of Training has reviewed the trainee's section of the form, if the Project 1 Proposal is to be approved, the DoT selects Yes for "Approve Project 1 Proposal"

Finally, the DoT must elect RANZCR Specialty Training to assign to fill in the next section of the form.

The DoT must then click Submit to send the form to RANZCR Specialty Training.



● ● ● ○ Section 3: RANZCR Specialty Training

Once the DoT has assigned the trainee's Project 1 Proposal to RANZCR Specialty Training, the College staff responsible for processing Project 1 and 2 submissions will action the event.

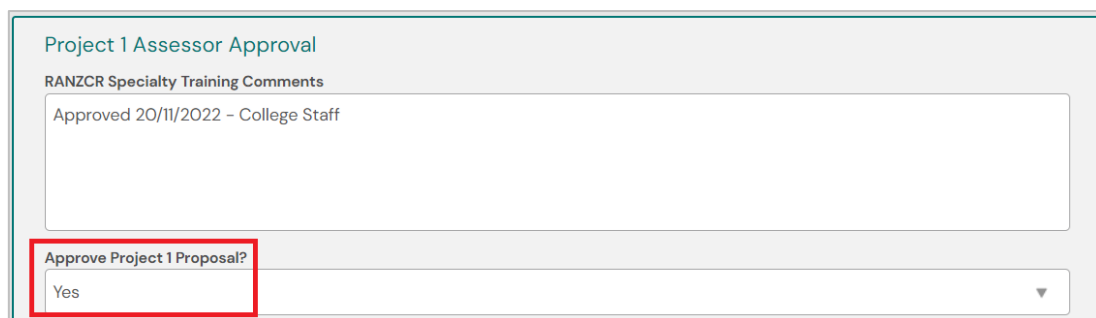
When the event has been assigned to Specialty Training by the DoT, on the trainee's Timeline the event status will appear as the first two traffic lights will be filled green, with the third circle showing as clear with an amber ring.

This signifies that the event has been assigned to and is awaiting response from RANZCR Specialty Training.



A PDF of the trainee's section of the form will be generated and sent via email to the external assessors who provide advice on approval or rejection for the Proposal.

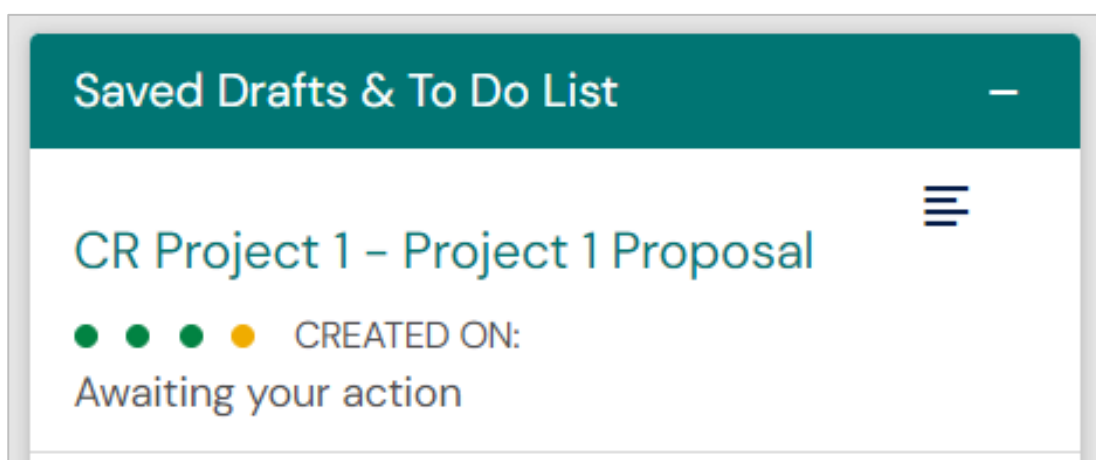
Once the external assessor provides approval, the College staff will type into the Comments section the date of approval and Yes in the Approval Project 1 Proposal field.



● ● ● ● Section 4: Trainee - Final

Once College staff have approved their section of the form, the event will be automatically re-assigned to the trainee's To Do List to approve.

This is so that the trainee can easily review any comments and attached documentation to the Proposal form.



To finalise the assessment, the trainee must click the link on the To Do List and then click the Fill In button to open the form.

CR Project 1 – Project 1 Proposal

Fill in

Back

DRAFT PRIVATE AWAITING YOUR ACTION

Show audit log

To review individual sections of the form, the trainee can click the show more button.

Date occurred on 28 Nov, 2022 End date 28 Nov, 2022

BA Section filled in by Barry Allen FILLED IN ON 28 NOV, 2022

Show more

CK Section filled in by Clark Kent FILLED IN ON 28 NOV, 2022

Show more

RS Section filled in by RANZCR Specialty Training FILLED IN ON 28 NOV, 2022

Show more

Once the trainee has reviewed all sections of the form, they click Submit to close the form.

Submit

Save as draft

RESEARCH PROJECT 1 – PROJECT 1 COMPLETION

Completion of Project 1 is required by the end of Phase 2 of Training.

Transitioning trainees who began training prior to 1 February 2022 must complete old training program Research requirements in the ePortfolio.

Trainees will receive notification informing them of the approval of their Project 1 assessment. The trainee is required to keep this notification for their records.

Option 1 – Oral Presentation

Trainees that choose this option will be required to present their project locally or nationally by oral presentation or poster and should be formally assessed at a Network level. (Publication is an alternative to presentation).

Option 2 – Branch of Origin/National Trainee Presentation Event

Trainees that choose this option will be required to prepare an abstract of their project to be considered for oral or poster presentation as part of the 'Branch of Origins/National Trainee Presentation Event'.

Trainees will be provided with written feedback and their assessor score sheets after their presentation is completed. Trainees must attach these to their Project 1 Completion event in the ePortfolio.

Section 1: Trainee

Research	
CR Critically Appraised Topics (CATs) – Diagnosis	CR Project 2 – Project 2 Completion
CR Critically Appraised Topics (CATs) – Harm	CR Project 2 – Project 2 Proposal
CR Critically Appraised Topics (CATs) – Treatment	CR Research Methods Course
CR Oral Presentation	CR Research Project – Completion
CR Project 1 – Project 1 Completion	CR Research Project – Proposal
CR Project 1 – Project 1 Proposal	

To create a new Project 1 Completion event, the trainee must click the Create button on the Trainee Dashboard and select CR Project 1 – Project 1 Completion from the list under the heading Research.

New CR Project 1 – Project 1 Completion

VERSION 7 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ End date ★

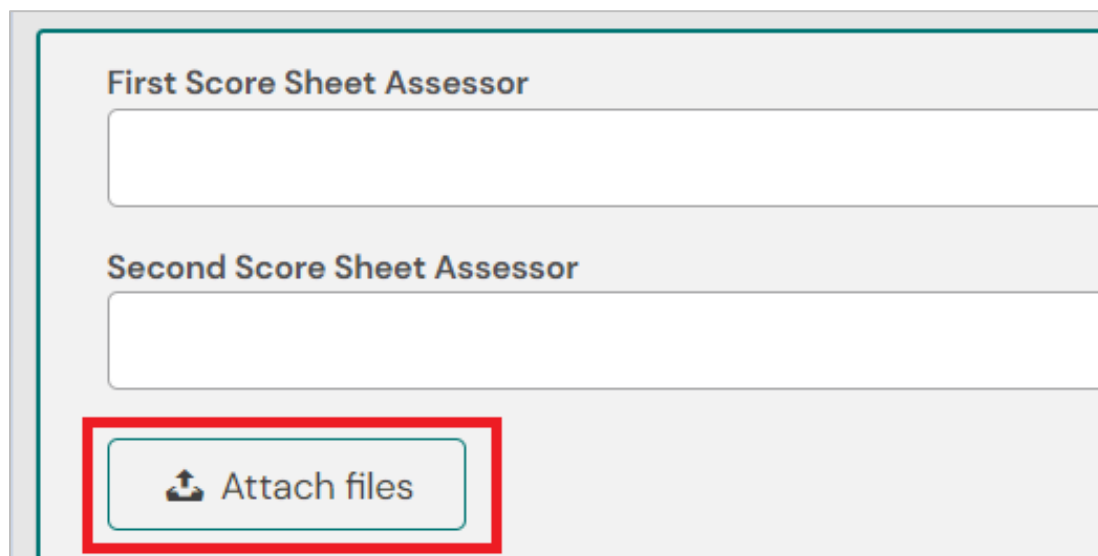
Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Input the Date occurred on and the End date into the first section of the form.

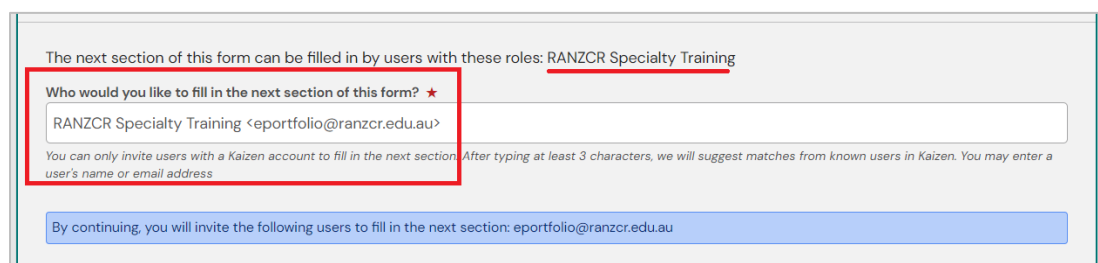
The trainee must then fill out the two available fields in the form by inputting the First and Second assessors who completed the Score Sheets.

The trainee must also attach the score sheets to the form by clicking Attach Files.



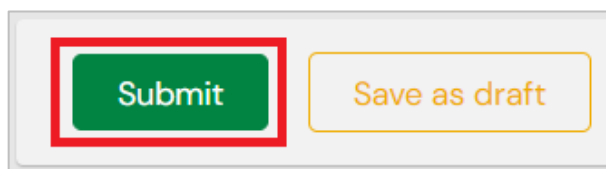
The screenshot shows a form section with two input fields. The first field is labeled "First Score Sheet Assessor" and the second is labeled "Second Score Sheet Assessor". Below these fields is a button with an upload icon and the text "Attach files". The button is highlighted with a red rectangular border.

In the next section of the form the trainee must assign the form to the College RANZCR Specialty Training account.



The screenshot shows a form section for user selection. It contains the text: "The next section of this form can be filled in by users with these roles: RANZCR Specialty Training". Below this is a question: "Who would you like to fill in the next section of this form? ★". A text input field contains "RANZCR Specialty Training <eportfolio@ranzcr.edu.au>". Below the input field is a note: "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". At the bottom, a blue box contains the text: "By continuing, you will invite the following users to fill in the next section: eportfolio@ranzcr.edu.au". The question and input field are highlighted with a red rectangular border.

The trainee must then click the Submit button to assign the form to the RANZCR Specialty Training account.



The screenshot shows two buttons. The first button is green with the text "Submit" and is highlighted with a red rectangular border. The second button is yellow with the text "Save as draft".

● ○ Section 2: RANZCR Specialty Training

Once the trainee has completed their section of the Project 1 Completion form it will be assigned to the RANZCR Specialty Training College ePortfolio account.

Trainees can confirm this by clicking their Timeline and selecting Research.

● ○ **SUBMITTED** AWAITING RESPONSE FROM RANZCR SPECIALTY TRAINING

The College will then review the attached Score Sheets and confirm approval of the Project 1.

RANZCR Specialty Training Comments

Approved - 30/11/2022 - College Staff

Approve Completion of Project 1?

Yes

Once the RANZCR Specialty Training team have approved completion of the Project 1 – Project 1 Completion it will be marked complete on their Overview of Training Requirements page.

RESEARCH PROJECT 2 – PROJECT 2 PROPOSAL

Transitioning trainees who began training prior to 1 February 2022 must complete old training program Research requirements in the ePortfolio.

Project 2 is a high standard senior-level project in Clinical Radiology that transitioning trainees will undertake which includes a mandatory literature search.

This is a major assessment exercise that must be completed by the end of Phase 3 of Training. It can be an extension of Project 1 (if approved) and can be a collaborative assessment of up to three trainees.

The Project 2 – Project 2 Proposal must be complete by the end of Phase 2.

Section 1: Trainee

To create a new Project 2 – Project 2 Proposal event, the trainee must click the Create button on the Trainee Dashboard and select the CR Project 2 – Project 2 Proposal from the list under the heading Research.

Research	
CR Critically Appraised Topics (CATs) – Diagnosis	CR Project 2 – Project 2 Completion
CR Critically Appraised Topics (CATs) – Harm	CR Project 2 – Project 2 Proposal
CR Critically Appraised Topics (CATs) – Treatment	CR Research Methods Course
CR Oral Presentation	CR Research Project – Completion
CR Project 1 – Project 1 Completion	CR Research Project – Proposal
CR Project 1 – Project 1 Proposal	

This will generate a Draft of the form with four traffic lights with the first filled amber in the top left corner.

The approval process for this form is as follows:

1. Trainee
2. Director of Training
3. RANZCR Specialty Training
4. Trainee Final

The trainee must fill in the form and then assign it to their Director of Training in the ePortfolio.

If the DoT approves the Proposal, they must then assign it to the RANZCR Specialty Training account.

From this stage the College Training Team will acquire approval as per the approval process for the Project 2 Proposals.

Once approval has been received the RANZCR Specialty Training account will approve it in the ePortfolio and send it to the trainee for finalisation.

Once the trainee has finalised the final section of the form, the Project 2 Proposal goal will be complete.

New CR Project 2 – Project 2 Proposal

● ○ ○ ○ VERSION 14 [Add tags](#) [Link to Overview of Training Requirements](#)

Fields marked with ★ are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ **End date ★**

Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Input the Date occurred on and the End date into the first sections of the form.

Tip: The Date occurred on must be within the trainee’s Phase 1 timeframe in order to link to the Research goal.

The trainee must then work through the form and complete all sections of the form.

The sections of the form that must be completed are:

- Trainee Information
- Site Information
- Project Titles
- Collaboration
- Project Timeline
- Ethics Approval
- Supervisor Name
- Rationale for Project
- Aims and Objectives
- Project Plan
- Reference List

Once all sections of the form have been input, the trainee must then assign the form to their Director of Training.

The next section of this form can be filled in by users with these roles: Director of Training – CR

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

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

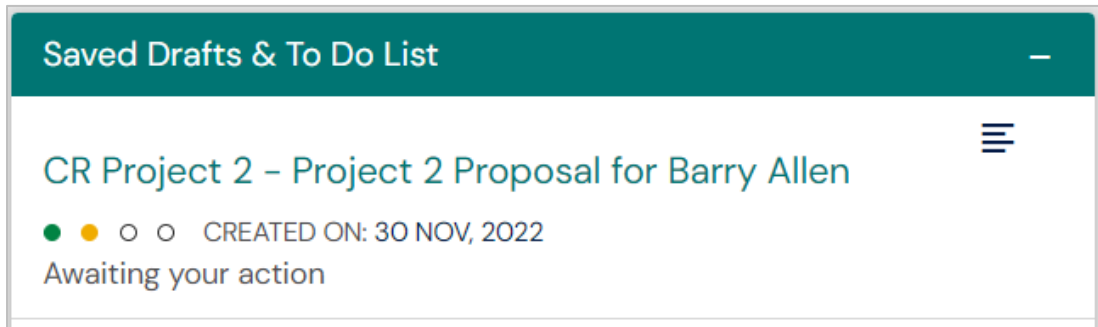
No Yes

By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the Director of Training has been selected the trainee can then click Submit.

● ● ○ ○ Section 2: Director of Training

The Director of Training will then have the Project 2 Proposal event from the trainee appear on their To Do List on their ePortfolio Dashboard.



To complete the assessment, the assessor must click the link and then click the Fill In button to open the form.



Director of Training Confirmation

Director of Training Comments

Approved - 22/11/2022

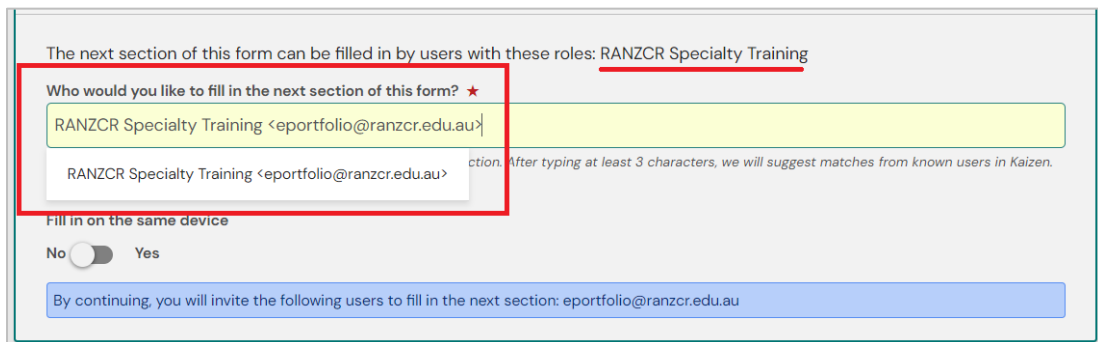
Approve Project 2 Proposal?

Yes

Once the Director of Training has reviewed the trainee's section of the form, if the Project 2 Proposal is to be approved, the DoT selects Yes for "Approve Project 2 Proposal"

Finally, the DoT must elect RANZCR Specialty Training to assign to fill in the next section of the form.

The DoT must then click Submit to send the form to RANZCR Specialty Training.



The next section of this form can be filled in by users with these roles: RANZCR Specialty Training

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

RANZCR Specialty Training <eportfolio@ranzcr.edu.au>

RANZCR Specialty Training <eportfolio@ranzcr.edu.au>

Fill in on the same device

No Yes

By continuing, you will invite the following users to fill in the next section: eportfolio@ranzcr.edu.au

● ● ○ ○ Section 3: RANZCR Specialty Training

Once the DoT has assigned the trainee's Project 2 Proposal to RANZCR Specialty Training, the College staff responsible for processing Project 1 and 2 submissions will action the event.

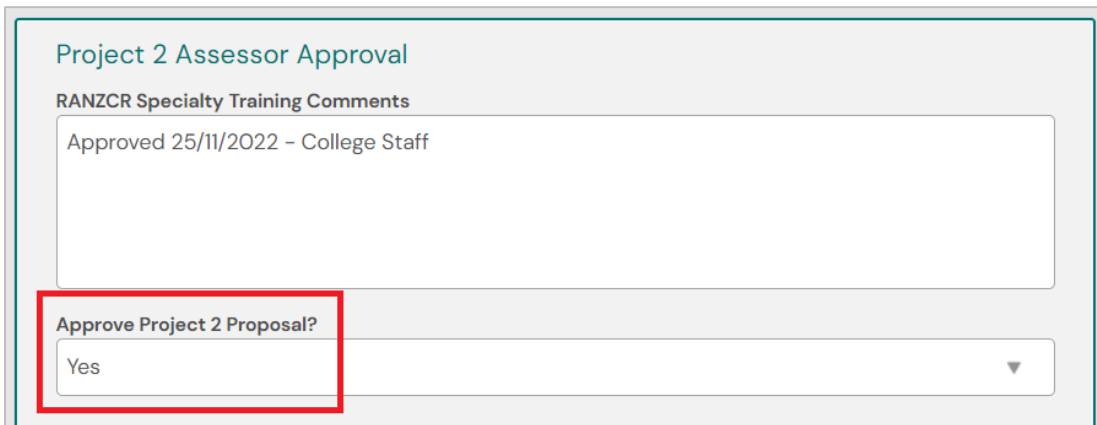
When the event has been assigned to Specialty Training by the DoT, on the trainee's Timeline the event status will appear as the first two traffic lights filled green, with the third circle showing as clear with an amber ring.

This signifies that the event has been assigned to and is awaiting response from RANZCR Specialty Training.



A PDF of the trainee's section of the form will be generated and sent via email to the external assessors who provide advice on approval or rejection for the Proposal.

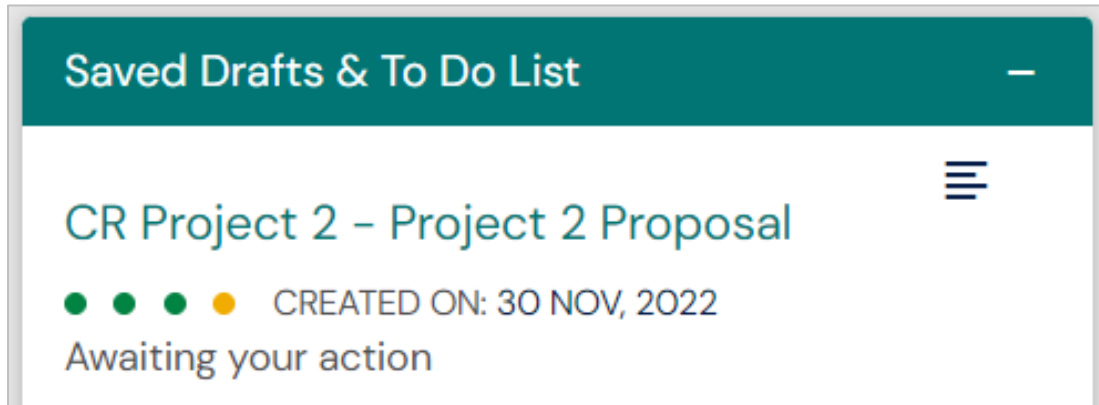
Once the external assessor provides approval, the College staff will type into the Comments section the date of approval and Yes in the Approval Project 2 Proposal field.

A screenshot of a web form titled "Project 2 Assessor Approval". It contains a text input field labeled "RANZCR Specialty Training Comments" with the text "Approved 25/11/2022 - College Staff". Below this is a dropdown menu labeled "Approve Project 2 Proposal?" with "Yes" selected. A red rectangular box highlights the dropdown menu.

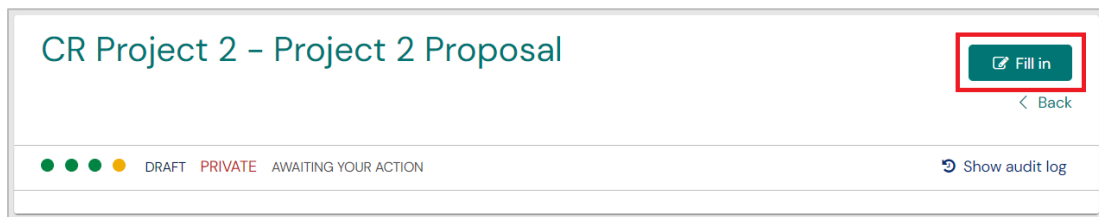
•••• Section 4: Trainee - Final

Once College staff have approved their section of the form, the event will be automatically re-assigned to the trainee's To Do List to approve.

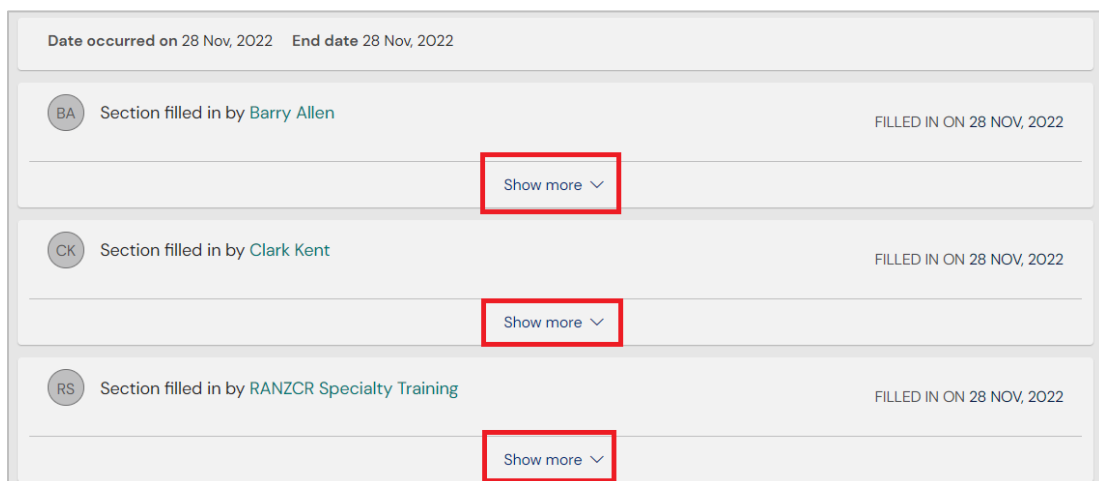
This is so that the trainee can easily review any comments and attached documentation to the Proposal form.



To finalise the assessment, the trainee must click the link on the To Do List and then click the Fill In button to open the form.



To review individual sections of the form, the trainee can click the show more button.



Once the trainee has reviewed all sections of the form, they click Submit to close the form.



RESEARCH PROJECT 2 – PROJECT 2 COMPLETION

Completion of Project 2 is required by the end of Phase 3 of Training.

Transitioning trainees who began training prior to 1 February 2022 must complete old training program Research requirements in the ePortfolio.

OPTION 1: Trainees will be notified by the Journal, via email, as to whether their manuscript has been accepted to peer review/publication or not. Trainees will be required to upload the email confirmation from the Journal to the ePortfolio as completion evidence no later than the end of Phase 3 of training. Once the College has approved this evidence, the status of this assessment will be deemed as complete.

OPTION 2, 3 and 4: Trainees are required to submit their evidence via the ePortfolio by end of Phase 3 of training. Once the College has approved this evidence, the status of this assessment will be deemed as complete. Trainees will receive a notification on the ePortfolio informing them of the approval of their Project 2 assessment.

Section 1: Trainee

To create a new Project 1 Completion event, the trainee must click the Create button on the Trainee Dashboard and select CR Project 1 – Project 1 Completion from the list under the heading Research.

Research

- CR Critically Appraised Topics (CATs) - Diagnosis
- CR Critically Appraised Topics (CATs) - Harm
- CR Critically Appraised Topics (CATs) - Treatment
- CR Oral Presentation
- CR Project 1 – Project 1 Completion
- CR Project 1 – Project 1 Proposal
- CR Project 2 – Project 2 Completion**
- CR Project 2 – Project 2 Proposal
- CR Research Methods Course
- CR Research Project – Completion
- CR Research Project – Proposal

This will generate a Draft of the form with two traffic lights with the first filled amber in the top left corner.

Tip: The Date occurred on must be within the trainee's Phase 1 timeframe in order to link to the Research goal.

New CR Project 2 - Project 2 Completion

VERSION 6 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required.

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 30/11/2022
Please indicate the date on which this event occurred.

End date ★ 30/11/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Option 1: Peer Reviewed Journal Manuscript or Publication

For Projects that were submitted for Peer Review or Journal Manuscript or Publication, the following fields will be shown and must be filled in.

Supporting documentation should be supplied if applicable.

- Manuscript/Article Title
- Manuscript Acceptance/Article Publication Date
- Journal Name

Project 2 Assessed As

Option 1 - Peer Reviewed Journal Manuscript or Publication ▼

Manuscript/Article Title

Manuscript Acceptance/Article Published Date

d/m/yyyy

Journal Name

 Attach files

Option 2: Dissertation


For Projects that were submitted for Dissertation the trainee must attach a Letter of Acceptance to the form.

Supporting documentation should be supplied if applicable.

Project 2 Assessed As

Option 2 - Dissertation ▼

Letter of Acceptance

 Attach files

Option 3: Oral Presentation

For Projects that were presented in an Oral Presentation, the trainee must input the Conference the Project was presented at, as well as the date of the presentation.

Supporting documentation should be supplied if applicable.


Project 2 Assessed As

Option 3 - Oral Presentation ▼

Conference Presented At

Presentation Date

d/m/yyyy

 Attach files

Option 4: Poster Presentation

For Projects submitted as a Poster Presentation, the trainee must input the International Conference the Poster was presented at.

Supporting documentation should be supplied if applicable.

Project 2 Assessed As


Option 4 - Poster Presentation ▼

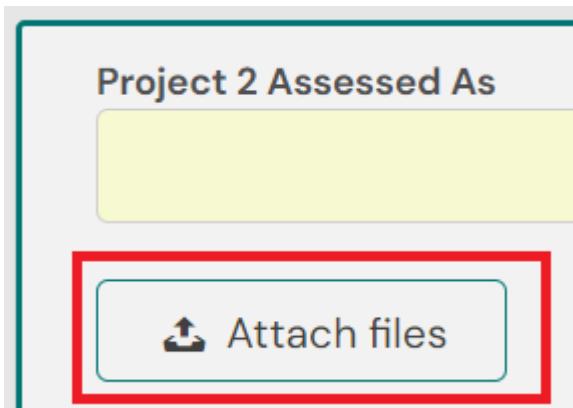
Major International Conference Poster was Presented at

Excluding the College ASM

Conference Date

d/m/yyyy

 Attach files



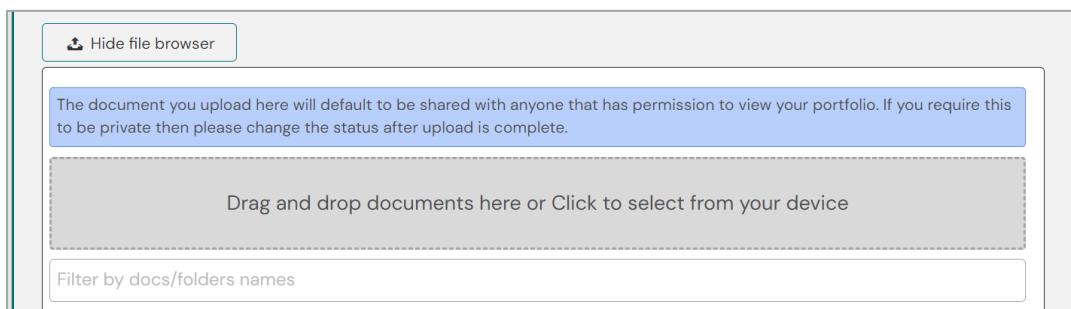
The trainee must then attach the supporting documentation in the next section of the form.

To attach a new file to the ePortfolio event, click the Attach Files option under the Project Category section.

Once clicked, the file upload interface will be shown. This will instruct the user to drag and drop documents from their computer into the grey window shown.

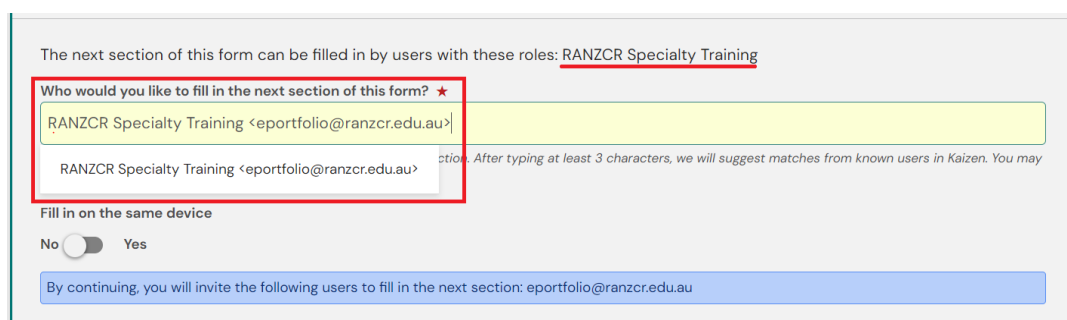
Alternatively, the trainee can click the grey window to open a file browser option on the current device to then allow the documentation to be selected.

Once the file is attached to the form, it will also be uploaded and saved to the trainee's Document library in their ePortfolio profile.



In the final section of the form, the trainee must note that the next section of the form can only be filled in by users with these roles: RANZCR Specialty Training.

The trainee then types in the RANZCR Specialty Training name into the "Who would you like to fill in the next section of the form?"



Once all of the above is complete, the trainee can then click Submit to send the event to the RANZCR Specialty Training team to complete the next section.



Section 2: RANZCR Specialty Training

Once the trainee has completed their section of the Project 2 Completion form it will be assigned to RANZCR Specialty Training College ePortfolio account.

Trainees can confirm this by clicking their Timeline and selecting Research.

The screenshot shows the 'Timeline' menu on the left with 'Research' highlighted. The main content area shows the 'Research' page with a search bar and a list of 8 items. The first item is 'CR Project 2 - Project 2 Completion' with a status of 'Awaiting response from RANZCR Specialty Training'. A red arrow points from this event to a callout box below.

The Completion event will appear on the Timeline while awaiting response from the College.

● ○ SUBMITTED AWAITING RESPONSE FROM RANZCR SPECIALTY TRAINING

Once the RANZCR Specialty Training team have approved completion of the Project 2 – Project 2 Completion it will be marked complete on the trainee's Overview of Training Requirements page.

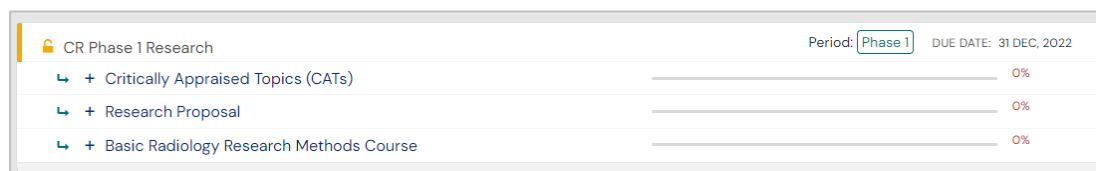
An automated email of the completed status of the Project 2 Completion event will be sent to the trainee's RANZCR ePortfolio email address.

CR RESEARCH GOALS

In the ePortfolio, trainees who began training in 2022 and onwards will have a different goal than “Transitioning Trainees” who began training prior to the launch of the ePortfolio and the 2022 Training Program.

2022 and onwards, trainees will have Phase specific Research goals.

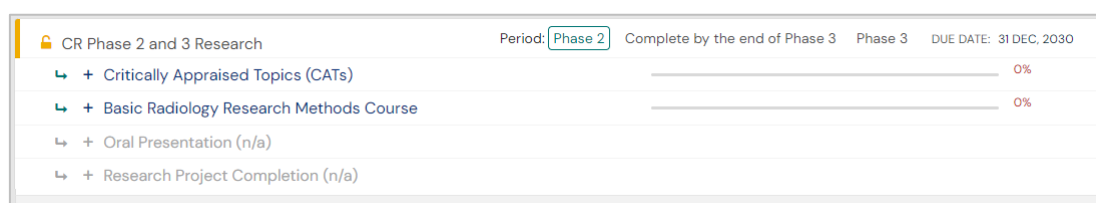
Trainees in Phase 1 will have the **CR Phase 1 Research** goal.



The screenshot shows the 'CR Phase 1 Research' goal interface. The period is set to 'Phase 1' and the due date is '31 DEC, 2022'. The goal is broken down into three sub-goals, all of which are currently at 0% completion:

Sub-goal	Completion
+ Critically Appraised Topics (CATs)	0%
+ Research Proposal	0%
+ Basic Radiology Research Methods Course	0%

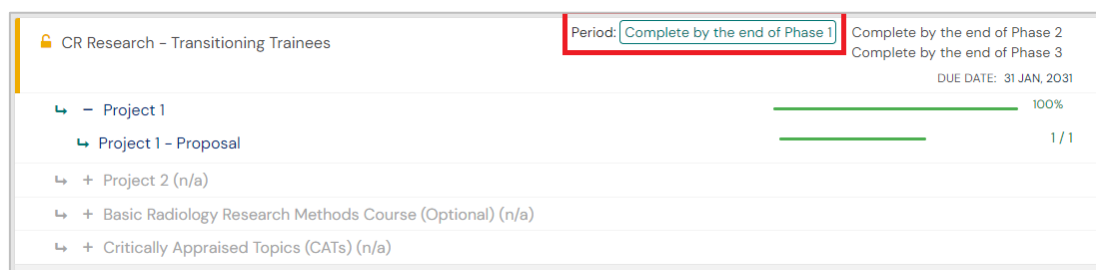
Trainees in Phase 2 and 3 will have the **CR Phase 2 and 3 Research** goal.



The screenshot shows the 'CR Phase 2 and 3 Research' goal interface. The period is set to 'Phase 2', with a note to 'Complete by the end of Phase 3'. The due date is '31 DEC, 2030'. The goal is broken down into four sub-goals, all of which are currently at 0% completion:

Sub-goal	Completion
+ Critically Appraised Topics (CATs)	0%
+ Basic Radiology Research Methods Course	0%
+ Oral Presentation (n/a)	0%
+ Research Project Completion (n/a)	0%

Transitioning Trainees in all Phases of training will have the **CR Research – Transitioning Trainees** goal.

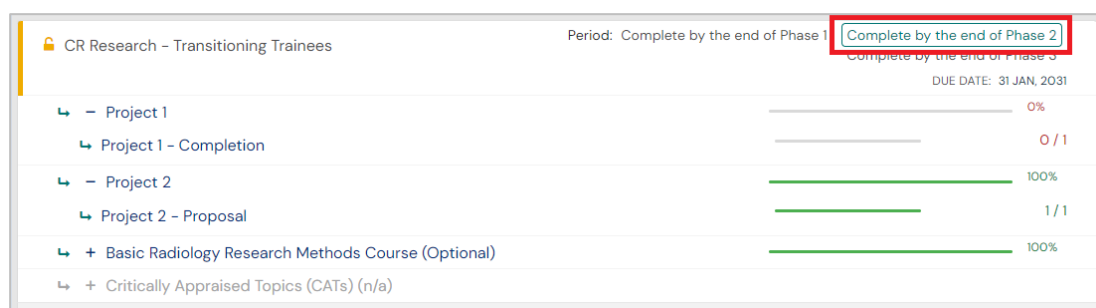


The screenshot shows the 'CR Research – Transitioning Trainees' goal interface. The period is set to 'Complete by the end of Phase 1'. The due date is '31 JAN, 2031'. The goal is broken down into five sub-goals:

Sub-goal	Completion
- Project 1	100%
- Project 1 - Proposal	1 / 1
+ Project 2 (n/a)	
+ Basic Radiology Research Methods Course (Optional) (n/a)	
+ Critically Appraised Topics (CATs) (n/a)	

For goals that have sub-goals that are greyed out with a (n/a) at the end of the title are present, this means that they are not due to be completed by the end of the currently selected period.

For example, in the Transitioning Trainee goal, the Project 1 – Proposal must be completed by the end of Phase 1. Once toggled to the Complete by the end of Phase 2 period, the goal then will display requirements that are due by the end of Phase 2.



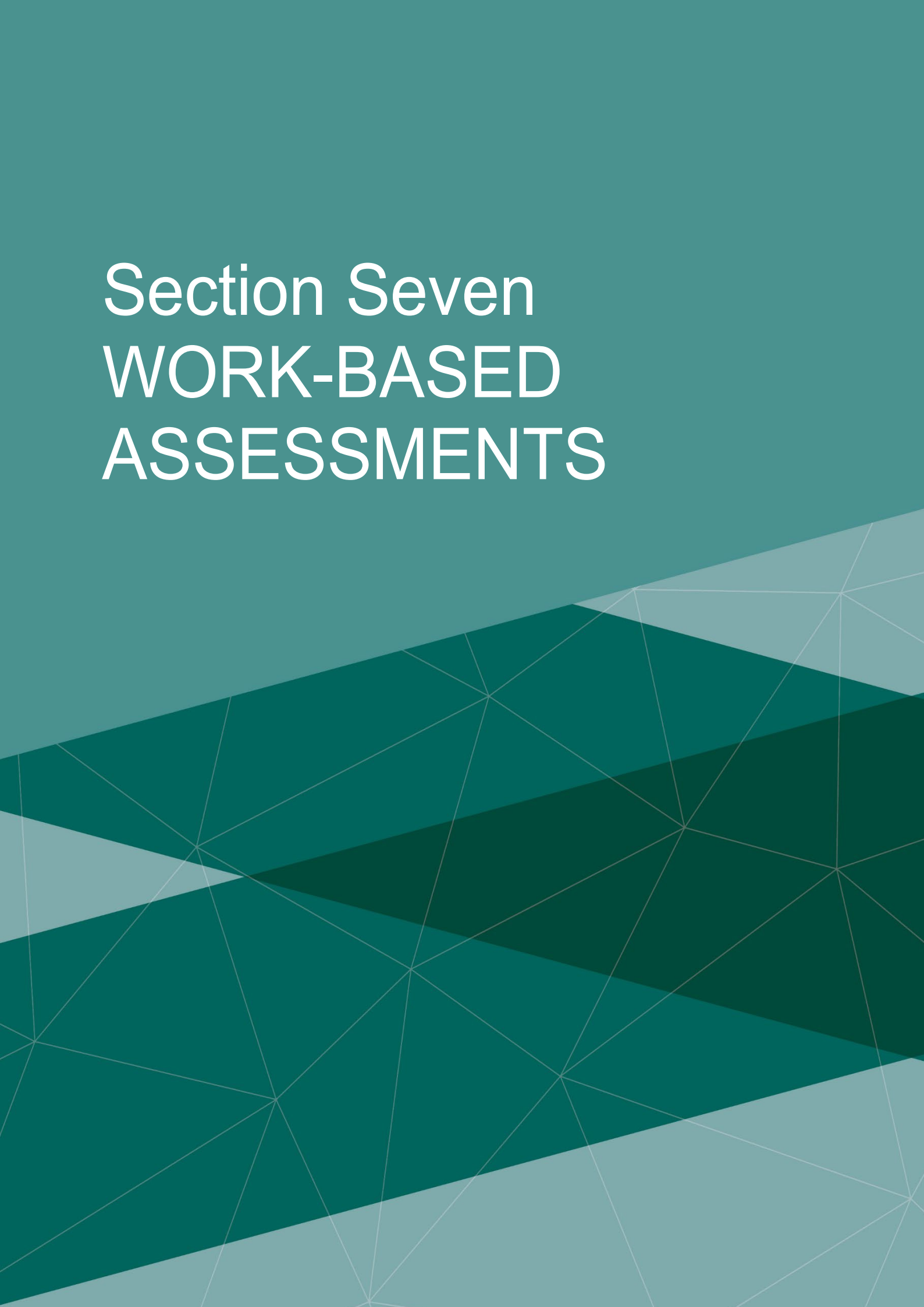
The screenshot shows the 'CR Research – Transitioning Trainees' goal interface. The period is set to 'Complete by the end of Phase 2'. The due date is '31 JAN, 2031'. The goal is broken down into five sub-goals:

Sub-goal	Completion
- Project 1	0%
- Project 1 - Completion	0 / 1
- Project 2	100%
- Project 2 - Proposal	1 / 1
+ Basic Radiology Research Methods Course (Optional)	100%
+ Critically Appraised Topics (CATs) (n/a)	

Section Seven

WORK-BASED

ASSESSMENTS



REPORTING ASSESSMENT

Trainees must complete 10 Reporting WBAs for every six-months of the training program. In order for completed Reporting Assessments to link to the correct goal, the date occurred on must be inside the appropriate six-month period date range.

Please see the [video guide](#) on how to complete the CR Reporting Assessment.

Section 1: Trainee

To create a new Reporting Assessment, the trainee must click the Create button on the Trainee Dashboard and select **CR Work-based Assessments - Reporting** from the list under the heading Work-based Assessments.

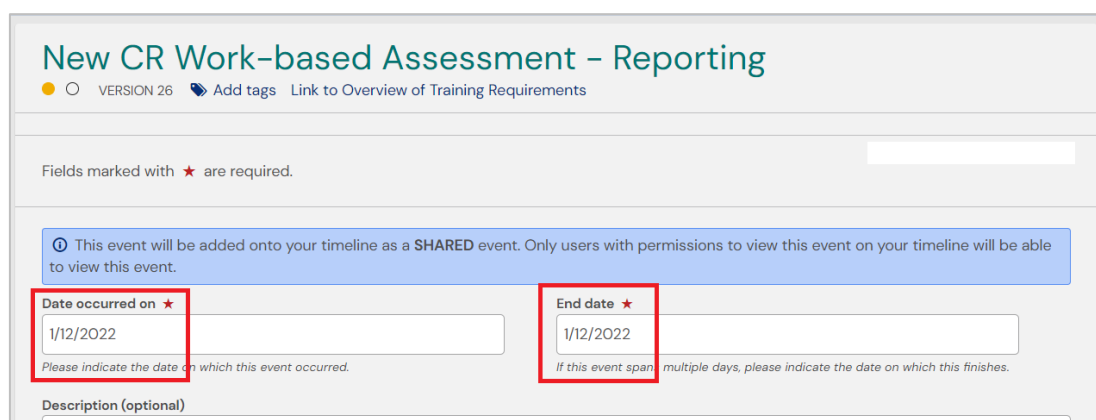


Work Based Assessments

- CR Work-based Assessment - Clinical Radiology/Multidisciplinary Meeting
- CR Work-based Assessment - Fluoroscopic Procedures
- CR Work-based Assessment - Performed Ultrasound
- CR Work-based Assessment - Procedural Radiology
- CR Work-based Assessment - Reporting**

The trainee must then input the Date occurred on and the End date into the first section of the form. This date should reflect the date that the Reporting session was completed.

Note: This date will influence which six-month period the assessment will link to when complete.



New CR Work-based Assessment - Reporting

VERSION 26 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required.

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★
1/12/2022
Please indicate the date on which this event occurred.

End date ★
1/12/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The trainee must then input the name of the assessor completing the assessment. This step is vital as it will be referenced when the trainee's WBAs are reviewed to ensure that a range of Supervisors are completing their Reporting WBAs.

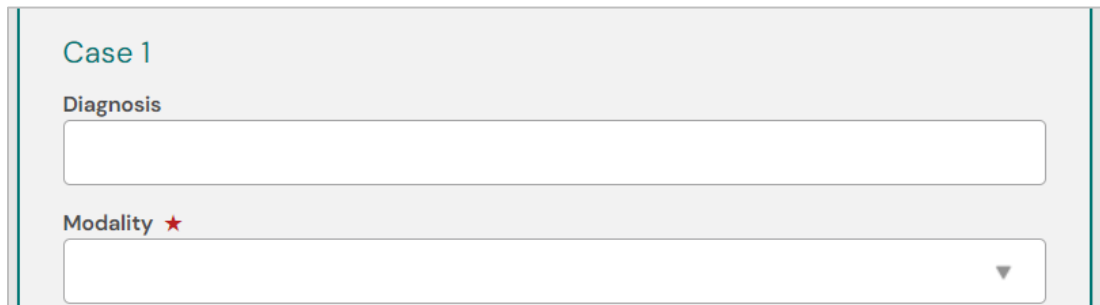


A screenshot of a form field titled "Assessor completing this assessment". The field contains the text "Clark Kent".

The trainee must then work their way through the form, inputting Case details specific to all cases presented in the session.

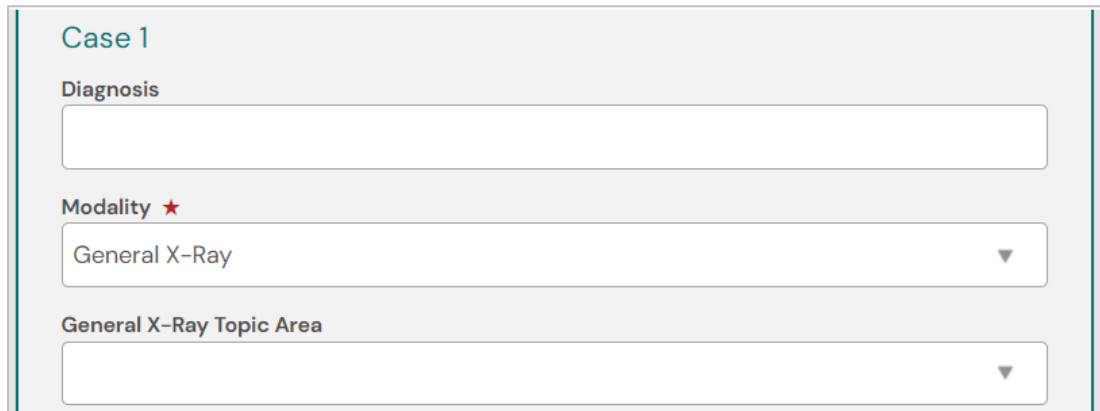
For each Case the trainee will need to input the Diagnosis, the Modality and the Topic Area. The Topic Area field is a dependent field and will only be shown when the trainee selects a Modality that has a corresponding Topic Area.

For example, by default the form will display the Diagnosis and Modality fields.



A screenshot of a form titled "Case 1". It contains two input fields: "Diagnosis" and "Modality ★". The "Modality" field is a dropdown menu.

However, when the Modality is input with a value that has a corresponding Topic Area, for example General X-Ray, the following will be shown.



A screenshot of a form titled "Case 1". It contains three input fields: "Diagnosis", "Modality ★", and "General X-Ray Topic Area". The "Modality" field is a dropdown menu with "General X-Ray" selected. The "General X-Ray Topic Area" field is a dropdown menu.

Once the trainee has input all sections of the form and input all Cases presented in the session, they can now assign the Supervisor the next section of the form.

The form may be assigned to either a connected Director of Training, Clinical Supervisor or Network Training Director.

The next section of this form can be filled in by users with these roles: Director of Training - CR, Clinical Supervisor - CR, Network Training Director - CR

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

Clark Kent <clarkkent@test.com>

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

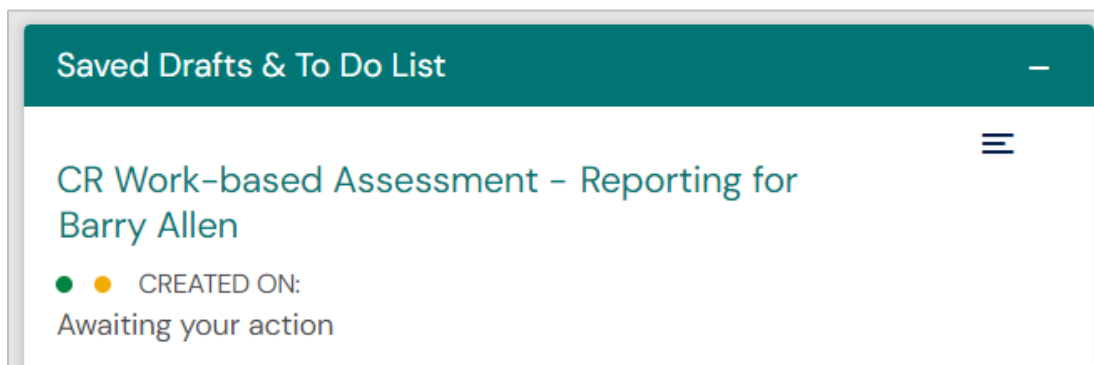
By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the trainee has elected the assessor, click Submit.



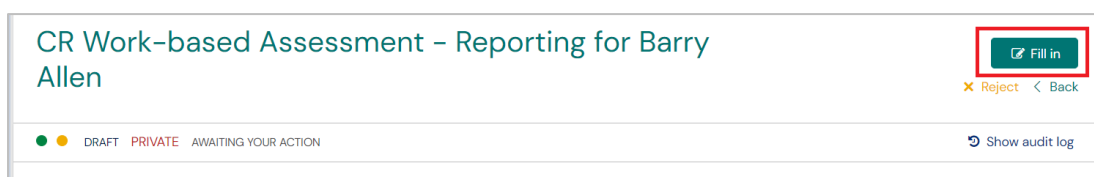
● ● Section 2: Reporting Session Supervisor

Once the trainee has submitted their section of the form the nominated Supervisor will then find the CR Work-based Assessment – Reporting assessment waiting their action on their To Do List on their ePortfolio Dashboard. An automated email will also be sent to their email address associated with their ePortfolio profile.



The second circle is now also filled amber, signifying the second and final stage of the form is in a draft state and is awaiting the current user's action.

To complete the assessment, the Supervisor must click the link from their To Do List and then click the Fill In button to open the form.



The Supervisor will then be presented with three fields to fill in per Case presented in the session.


Case X Report

Case X Entrustability

Case X Feedback

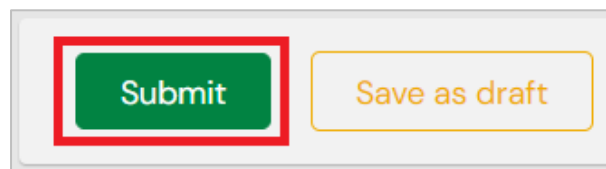
The Supervisor must review the trainee's section of the form and review the Case details presented, then assign a rating into the Report and Entrustability sections of the form.

Any feedback specific to the Case presented can also be input into the free text field.



The screenshot shows a form titled "Case 1" with three input fields. The first field is labeled "Case 1 Report" with a red star icon and is a dropdown menu. The second field is labeled "Case 1 Entrustability" with a red star icon and is also a dropdown menu. The third field is labeled "Case 1 Feedback" and is a free text input field.

Once all cases presented in the session have been given an Entrustability Score for each Case, the Supervisor can then click Submit to complete and close the form.



The screenshot shows two buttons: a green "Submit" button with a red border and a yellow "Save as draft" button.

PERFORMED ULTRASOUND

Trainees are required to complete:

- 50 General Ultrasound scans by the end of Phase 1 of training
 - 10 Assessed, 40 Logged
- 50 Paediatric Ultrasound scans, including 10 neonatal head scans by the end of Phase 3 of training
 - 10 Assessed, 40 Logged
- 50 Gynaecological and Obstetric Ultrasound scans by the end of Phase 3 of training
 - 10 Assessed, 40 Logged
 - 10 Pelvic Scans
 - 10 First Trimester Scans
 - 10 Second and Third Trimester Scans

The Performed Ultrasound Work-based Assessment is unique in the ePortfolio as it can be assessed by Sonographers and Sonologists as well as Directors of Training and Clinical Supervisors.

When the trainee is selecting if the WBA is a Logged or Assessed assessment, they can select either “Assessed by Sonographer Sonologist” or “Assessed by Clinical Supervisor Radiologist”.

As Sonographers and Sonologists are not members of the College, they do not have ePortfolio accounts to allow them to sign off the Ultrasound WBA in the system, when they are chosen as the Assessor for the Ultrasound, they will be required to fill in their details and signature in the same section of the form as the trainee.

Section 1: Trainee

To create a new Performed Ultrasound, the trainee must click the Create button on the Trainee Dashboard and select **CR Work-based Assessments – Performed Ultrasound** from the list under the heading Work-based Assessments.

The trainee must then input the Date occurred on and the End date into the first section of the form. This date should reflect the date that the Ultrasound was completed.

Note: The General Ultrasound type will not link to the goal if the trainee is in Phase 2.

New CR Work-based Assessment – Performed Ultrasound

VERSION 16 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 1/12/2022
Please indicate the date on which this event occurred.

End date ★ 1/12/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The trainee must first select if the WBA is Logged or Assessed. If Logged is selected then when the form has been filled, they will not be required to send the form to a Supervisor for approval. It will immediately link to the goal.

The screenshot shows a dropdown menu titled "Logged or Assessed". The question "Is this Work-based Assessment Logged or Assessed?" is followed by a red star icon. The dropdown is open, showing three options: "Logged" (highlighted in blue), "Assessed by Sonographer/Sonologist", and "Assessed by Clinical Supervisor Radiologist".

The trainee must then elect what type of Ultrasound was performed for this assessment. There are three options:

The screenshot shows the "Case Details" section of a form. The "Patient Initials" field contains "JH". Below it, the "Type of Scan" dropdown menu is open, showing three options: "General Ultrasound" (highlighted in blue), "Paediatric Ultrasound", and "Obstetric and Gynaecological Ultrasound".

If the trainee selects Obstetric and Gynaecological Ultrasound, a new field will be shown for Scan Details.

The screenshot shows the "Type of Scan" dropdown menu set to "Obstetric and Gynaecological Ultrasound". Below it, the "Type of Scan Details" dropdown menu is open, showing three options: "Pelvic scan" (highlighted in blue), "First trimester scan", and "Second and third trimester scan".

In the next section of the form the trainee is able to input their Findings and Diagnosis for the Case.

Findings and Discussion

Ultrasound Findings

Diagnosis

Section 2: Assessor

Sonographer / Sonologist

If the chosen assessor is a Sonographer or a Sonologist, then the trainee will need to hand the device to the Sonographer to complete the remaining sections.

Please hand the device to the assessing Sonographer/Sonologist to complete the remaining sections of the form.

The Sonographer or Sonologist must then input the Entrustability for the Ultrasound, as well as feedback specific to the Assessment.

Entrustability Level

Please select the appropriate level based on a global assessment of the trainee's performance in assessment.

In assigning a rating the supervisor should consider both knowledge and skills-based competencies, as well as intrinsic roles, including:

- Appropriate communication with patient
- Patient consent
- Identification of relevant anatomical structures.

Key

- **Level 1 – Constant Direct Supervision:** Procedure is performed in conjunction with the sonographer/sonologist.
- **Level 2 – Direct Supervision:** Sonographer/sonologist observes trainee performing the ultrasound.
- **Level 3 – Minimal Direct Supervision:** Trainee performs ultrasound. Direct and timely access to a sonographer/sonologist.
- **Level 4 – Direct Supervision Not Required:** Trainee performs ultrasound. Sonographer/sonologist is available if needed.

Entrustability Level ★

The assessor must then input any applicable comments and feedback into the form.

Feedback

Comments and Feedback

Include comments on strengths, weaknesses or areas for further work.

Finally, the assessor must input their Name, Email and Signature.

Supervisor Details

Sonographer/Sonologist Name
John Doe

Sonographer/Sonologist Email
johndoe@email.com

Sonographer/Sonologist Signature ★

Clear signature

● ● Clinical Supervisor Radiologist

If the chosen assessor is a Clinical Supervisor, then the form will behave as the other WBA forms do, requiring the trainee to send the “Assessor Section” of the form to the Supervisor’s account for their verification.

Once the Performed Ultrasound trainee and assessor sections of the form have been completed, the trainee or the assessor may click Submit to complete the assessment.

The form may be assigned to either a connected Director of Training, Clinical Supervisor or Network Training Director.

The next section of this form can be filled in by users with these roles: Director of Training - CR, Clinical Supervisor - CR, Network Training Director - CR

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

Clark Kent <clarkkent@test.com>

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

By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the trainee has elected the assessor, click Submit.

Submit Save as draft

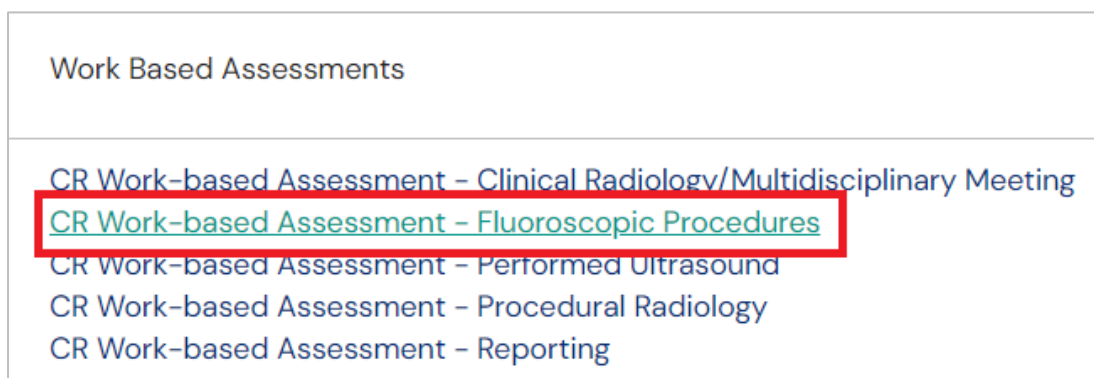
FLUOROSCOPIC PROCEDURES

Trainees are required to perform and record:

- 25 General Fluoroscopic Procedures by the end of Phase 3 of training
 - 20 Logged
 - 5 Assessed
- 10 Paediatric Fluoroscopic Procedures by the end of Phase 3 of training.
 - 8 Logged
 - 2 Assessed

● ○ Section 1: Trainee

To create a new Fluoroscopic Procedure WBA, the trainee must click the Create button on the Trainee Dashboard and select **CR Work-based Assessments – Fluoroscopic Procedures** from the list under the heading Work-based Assessments.

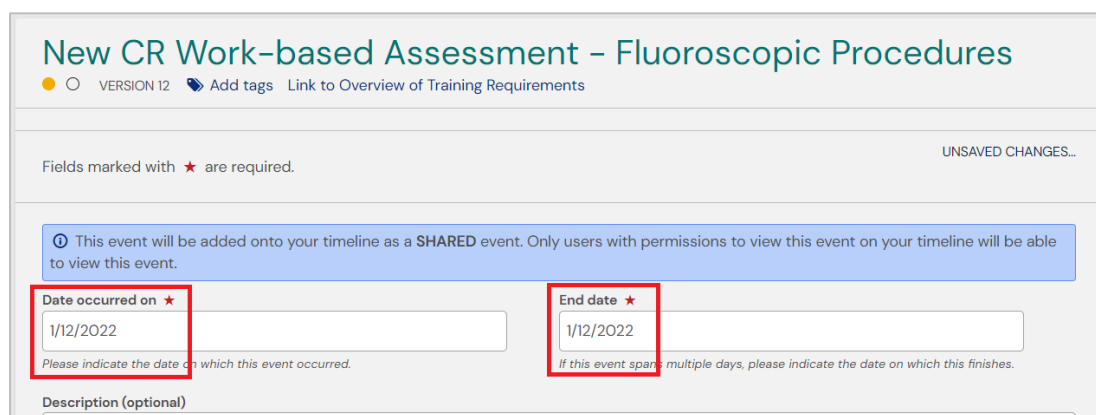


Work Based Assessments

- CR Work-based Assessment – Clinical Radiology/Multidisciplinary Meeting
- CR Work-based Assessment – Fluoroscopic Procedures**
- CR Work-based Assessment – Performed Ultrasound
- CR Work-based Assessment – Procedural Radiology
- CR Work-based Assessment – Reporting

The second traffic light will turn green when the elected Clinical Supervisor or Director of Training approved their section of the form.

The trainee must then input the Date occurred on and the End date into the first section of the form. This date should reflect the date that the Procedure was completed.



New CR Work-based Assessment – Fluoroscopic Procedures

● ○ VERSION 12 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. UNSAVED CHANGES...

ⓘ This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 1/12/2022 End date ★ 1/12/2022

Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The trainee must then fill in the second section of the form with details specific to the case assessed in the session, as well as if the WBA is Logged or Assessed.

Is this Work-based Assessment Logged or Assessed? ★

Logged

Assessed

The red star in the following example indicates a required field that must be filled in. The Case Details field is the field that will dictate which Requirement the completed event will link to, General or Paediatric.

Case Details

Assessor completing this assessment

Clark Kent

Patient Initials

JH

Procedure ★

Cystogram

Case Details ★

General

Diagnosis

Once the trainee has input all sections of the form, they can now assign the Supervisor the next section of the form.

The form may be assigned to either a connected Director of Training, Clinical Supervisor or Network Training Director.

The next section of this form can be filled in by users with these roles: Director of Training – CR, Clinical Supervisor – CR, Network Training Director – CR

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

Clark Kent <clarkkent@test.com>

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

By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the trainee has elected the assessor, click Submit.

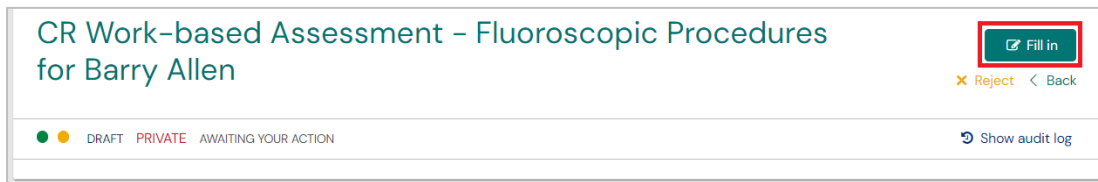
Submit Save as draft

● ● Section 2: Supervisor

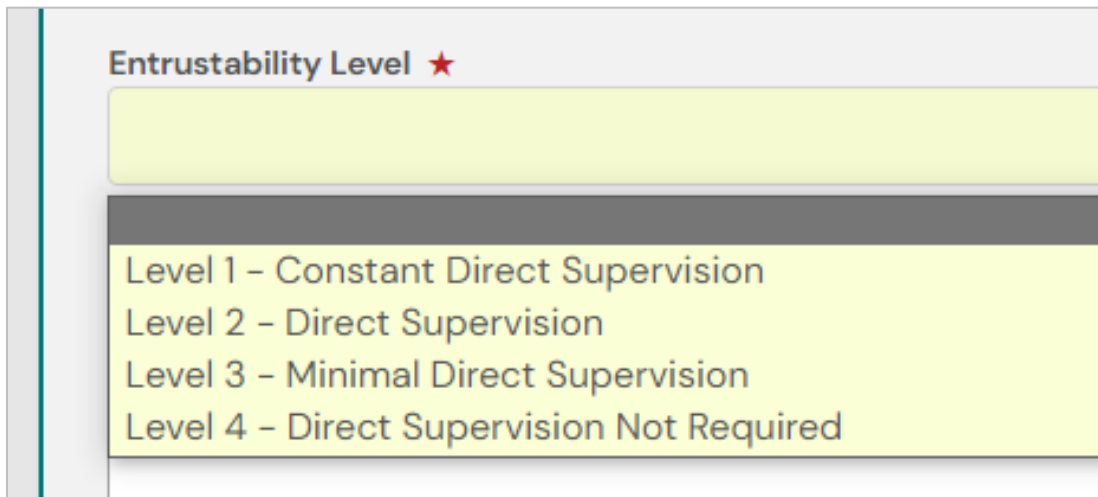
Once the trainee has submitted their section of the form, the nominated Supervisor will then find the CR Work-based Assessment – Fluoroscopic Procedures assessment waiting their action on their To Do List on their ePortfolio Dashboard.



To complete the assessment, the Supervisor must click the link from their To Do List and then and click the Fill In button to open the form.



The Supervisor must review the case details and assign an Entrustability score to the Fluoroscopic Procedure that was performed.



The Supervisor can then complete the assessment by after inputting any relevant feedback clicking the Submit button.

PROCEDURAL RADIOLOGY

Trainees are required to perform and record 100 interventional procedures under radiological guidance across the three phases of training.

- 80 Logged
- 20 Assessed

At least 15 of each of the following core skills is required:

- Injection
- Drainage
- Biopsy
- Vascular access

● ○ Section 1: Trainee

To create a new Procedural Radiology WBA, the trainee must click the Create button on the Trainee Dashboard and select **CR Work-based Assessments – Procedural Radiology** from the list under the heading Work-based Assessments.

Work Based Assessments

- CR Work-based Assessment – Clinical Radiology/Multidisciplinary Meeting
- CR Work-based Assessment – Fluoroscopic Procedures
- CR Work-based Assessment – Performed Ultrasound
- CR Work-based Assessment – Procedural Radiology**
- CR Work-based Assessment – Reporting

This will generate a Draft of the form with two traffic lights with the first filled amber in the top left corner.

The trainee must then input the Date occurred on and the End date into the first section of the form. This date should reflect the date that the Procedure was completed.

New CR Work-based Assessment – Procedural Radiology

● ○ VERSION 14 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

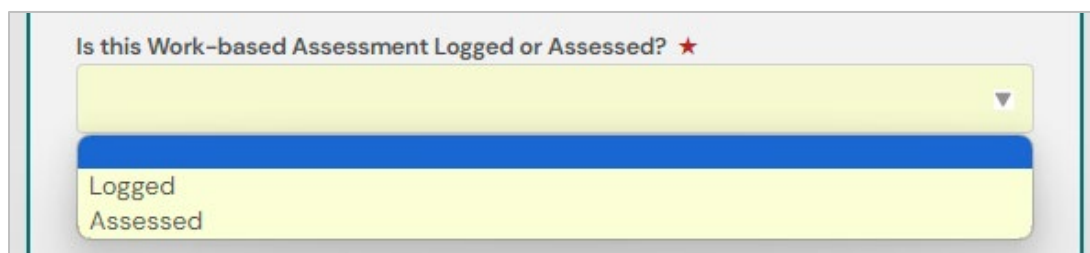
ⓘ This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 2/12/2022
Please indicate the date on which this event occurred.

End date ★ 2/12/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The trainee must then fill in the form with the details of the case procedure being assessed, as well as if the WBA is Logged or Assessed.



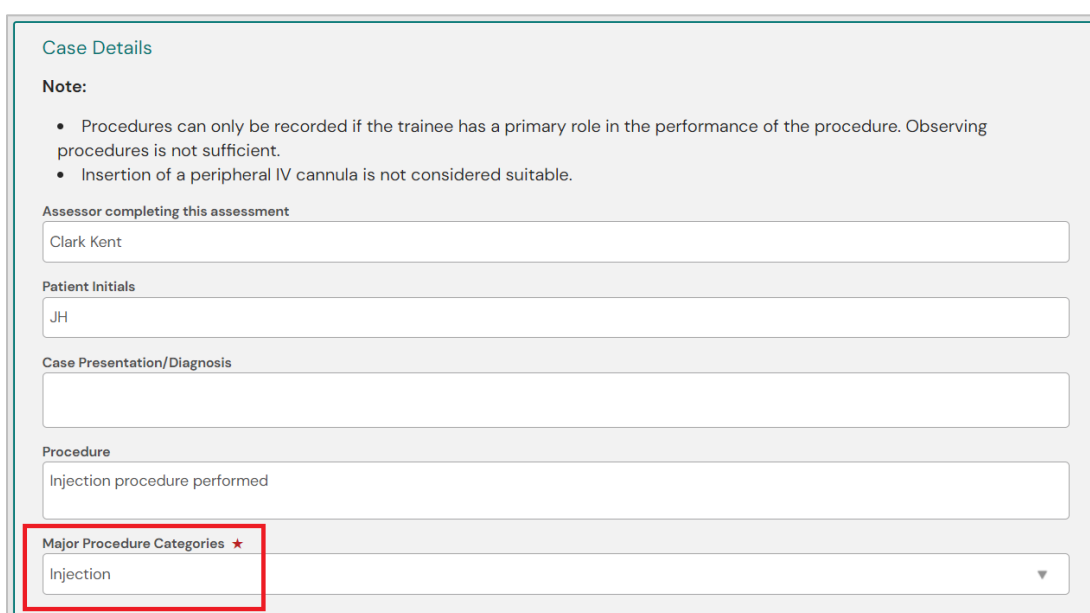
Is this Work-based Assessment Logged or Assessed? ★

Logged

Assessed

In the Major Procedures Categories section of the form the trainee must elect which of the Sub-Category procedure the assessment is for. The options for this field are Injection, Drainage, Biopsy and Vascular Access.

The selection in this section of the form will influence which Requirement target the assessment will link to.



Case Details

Note:

- Procedures can only be recorded if the trainee has a primary role in the performance of the procedure. Observing procedures is not sufficient.
- Insertion of a peripheral IV cannula is not considered suitable.

Assessor completing this assessment

Clark Kent

Patient Initials

JH

Case Presentation/Diagnosis

Procedure

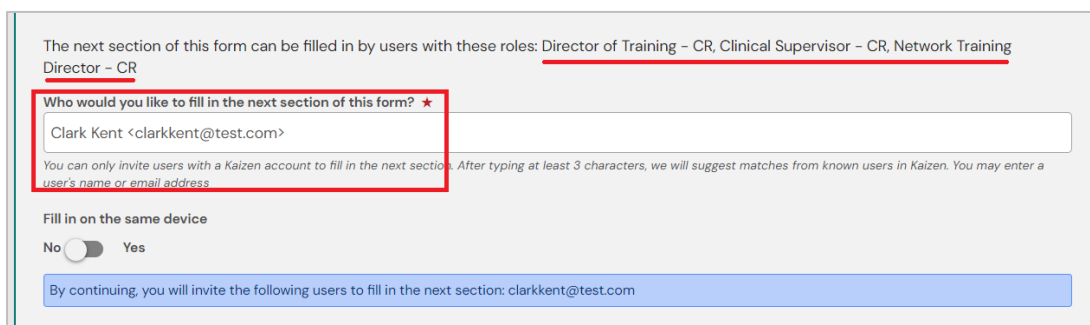
Injection procedure performed

Major Procedure Categories ★

Injection

Once the trainee has input all sections of the form, they can now assign the Supervisor the next section of the form.

The form may be assigned to either a connected Director of Training, Clinical Supervisor or Network Training Director.



The next section of this form can be filled in by users with these roles: Director of Training – CR, Clinical Supervisor – CR, Network Training Director – CR

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

Clark Kent <clarkkent@test.com>

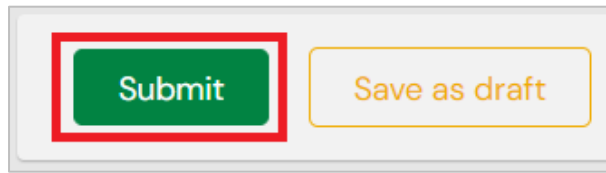
You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address

Fill in on the same device

No Yes

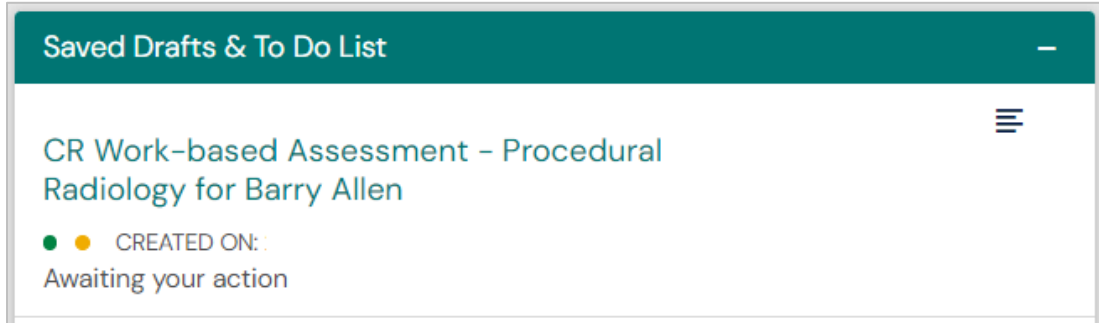
By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the trainee has elected the assessor, click Submit.

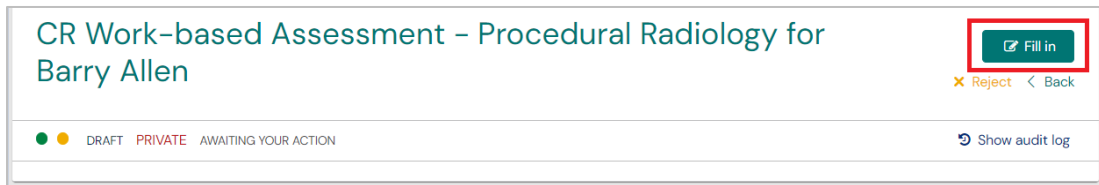


● ● Section 2: Supervisor

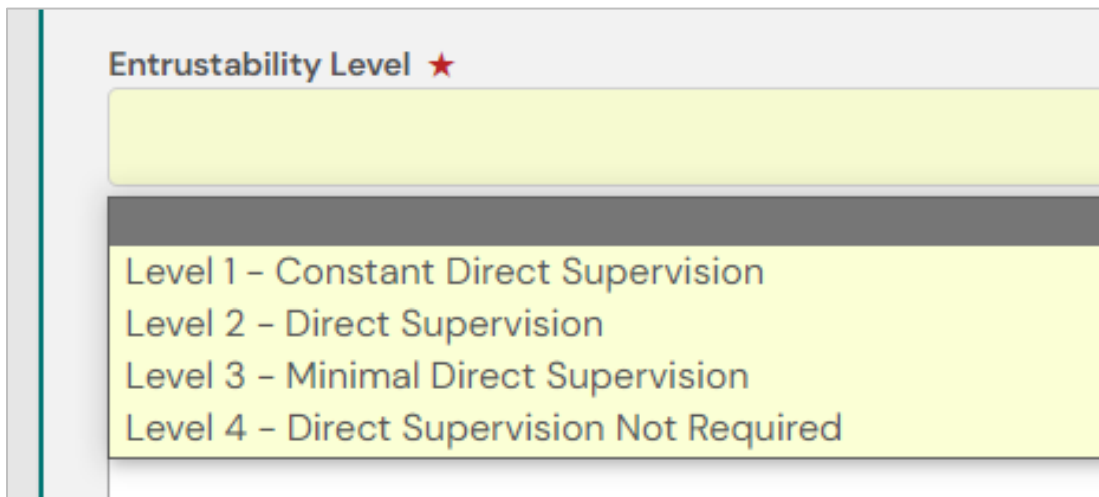
Once the trainee has submitted their section of the form, the nominated Supervisor will then find the CR Work-based Assessment – Fluoroscopic Procedures assessment waiting their action on their To Do List on their ePortfolio Dashboard.



To complete the assessment, the Supervisor must click the link from their To Do List and then and click the Fill In button to open the form.



The Supervisor must review the case details and assign an Entrustability score to the Fluoroscopic Procedure that was performed.



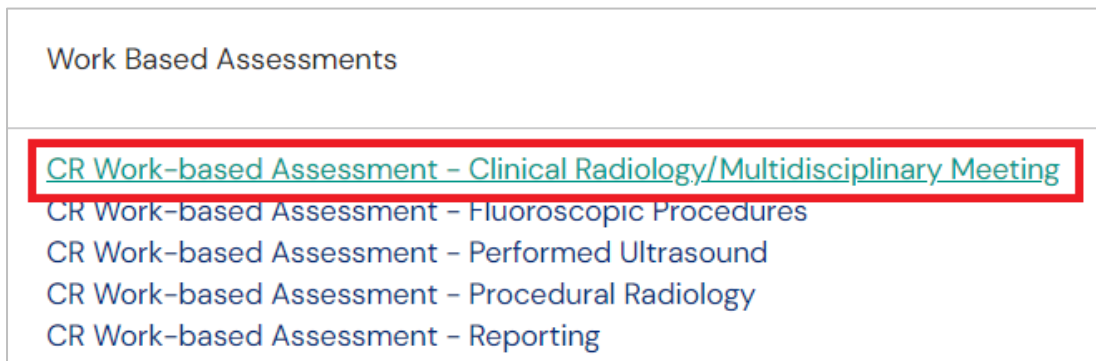
The Supervisor can then complete the assessment by inputting any relevant feedback clicking the Submit button.

CLINICAL RADIOLOGY/MULTI-DISCIPLINARY MEETING (MDM)

Trainees must complete a total of 100 Clinical Radiology meetings, 50 of which must be considered Multi-disciplinary Meetings with a Pathologist present in the meeting.

● ○ Section 1: Trainee

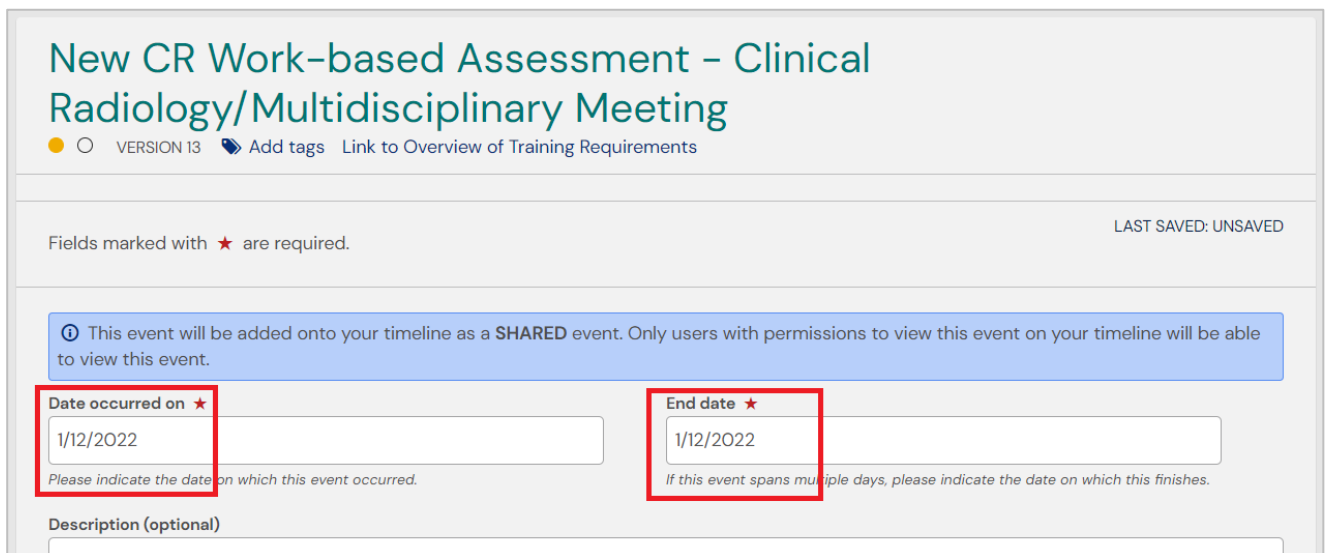
To create a new Clinical Radiology Meeting WBA, the trainee must click the Create button on the Trainee Dashboard and select **CR Work-based Assessments – Clinical Radiology/ Multidisciplinary Meeting** from the list under the heading Work-based Assessments.



Work Based Assessments

- CR Work-based Assessment – Clinical Radiology/Multidisciplinary Meeting**
- CR Work-based Assessment – Fluoroscopic Procedures
- CR Work-based Assessment – Performed Ultrasound
- CR Work-based Assessment – Procedural Radiology
- CR Work-based Assessment – Reporting

The trainee must then input the Date occurred on and the End date into the first section of the form. This date should reflect the date that the Meeting was held.



New CR Work-based Assessment – Clinical Radiology/Multidisciplinary Meeting

● ○ VERSION 13 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto your timeline as a **SHARED** event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 1/12/2022
Please indicate the date on which this event occurred.

End date ★ 1/12/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The trainee must then fill in the second section of the form with details specific to the case assessed in the session.

For trainees in Phase 1, attendance alone at the meeting is sufficient for the WBA to be counted against the Phase 1 Work-based Assessments goal.

For trainees in Phase 2 and Phase 3, attendance alone is not sufficient, and trainees must prepare for present at the meeting.

Did you Present at or Prepare for this Meeting? ★

Attended the Meeting

Presented at or Prepared for Meeting

The **A Pathologist is Present** field is the field that will dictate which sub-requirement the event will link to.

If selected Yes, the event will link to the Multi-disciplinary Meeting requirement as well as the overall requirement. If No, the event will only link to the overall requirement.

Meeting Details

Note: An assessment can only be recorded if the trainee assists in the preparation or presents at meetings. Attendance alone is not sufficient.

Assessor completing this assessment

Clark Kent

Meeting Name

Multi-disciplinary Meeting 1/12/2022

Type of Meeting (Clinical or MDM)

MDM

A Pathologist is Present ★

Yes

Once the trainee has input all sections of the form, they can now assign the Supervisor the next section of the form.

Note: Phase 1 Meetings marked as “Attended the Meeting” will not require assignment to a Supervisor.

The form may be assigned to either a connected Director of Training, Clinical Supervisor or Network Training Director.

The next section of this form can be filled in by users with these roles: Director of Training – CR, Clinical Supervisor – CR, Network Training Director – CR

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

Clark Kent <clarkkent@test.com>

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

By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

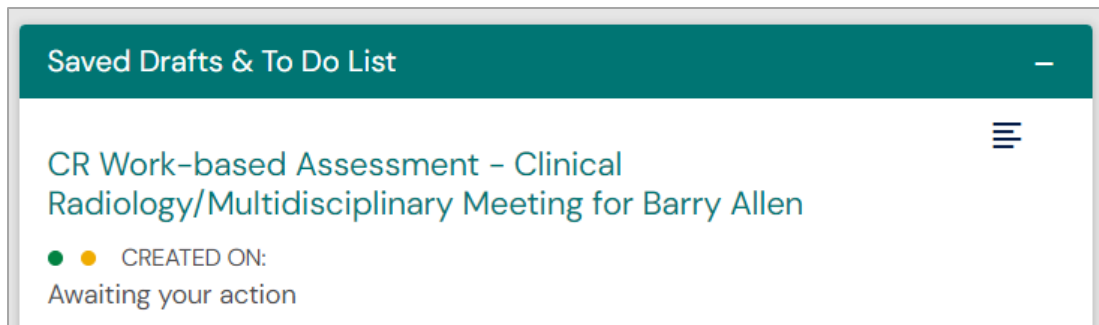
Once the trainee has elected the assessor, click Submit.

Submit

Save as draft

● ● Section Two: Supervisor

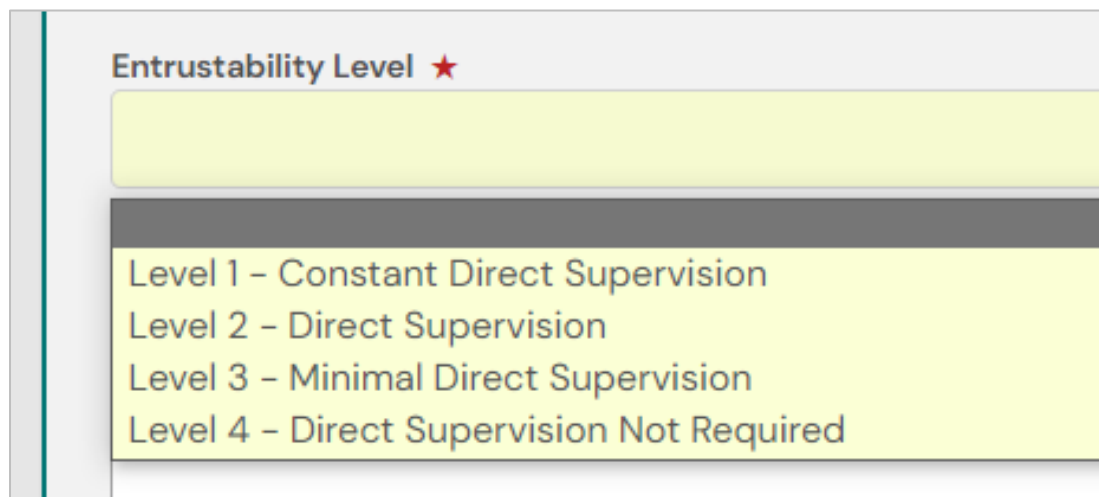
Once the trainee has submitted their section of the form, the nominated Supervisor will then find the CR Work-based Assessment – Clinical Radiology/Multi-disciplinary Meeting assessment waiting their action on their To Do List on their ePortfolio Dashboard.



To complete the assessment, the Supervisor must click the link from their To Do List and then click the Fill In button to open the form.



The Supervisor must review the case details and assign an Entrustability score to the Fluoroscopic Procedure that was performed.



The Supervisor can then complete the assessment by inputting any relevant feedback clicking the Submit button.

WORK-BASED ASSESSMENTS GOALS

The Work-based Assessments goal has three Periods that can be toggled between:

Each Phase of Training has a Work-based Assessment goal that tracks that Phase's totals.

With the goal separating each WBA requirement into the Total and the Assessed sub-goals, all WBAs that are completed will contribute progress to the Total sub-goal.

When an "Assessed" WBA is completed, it will contribute progress to both the Total and the Assessed sub-goals.

CR Phase 1 Work-based Assessments		PERIOD: Phase 1	DUE DATE: 31 JAN, 2025
+ Reporting Assessment	0%		
- Performed Ultrasound Assessment	0%		
General Ultrasound - Total (Logged and Assessed)	0 / 50		
General Ultrasound - Assessed	0 / 10		
+ Clinical Radiology / Multidisciplinary Meeting Assessment	0%		

Once both sub-goal targets reach the minimum requirement, the goal will be complete.

Reporting Assessment

The Reporting Assessment WBA tracks completed assessments by each of the six-month periods present in the Phase of training.

CR Phase 1 Work-based Assessments		PERIOD: Phase 1	DUE DATE: 31 JAN, 2025
- Reporting Assessment	0%		
Reporting Assessment - Phase 1 - 1st 6 months	0 / 10		
Reporting Assessment - Phase 1 - 2nd 6 months	0 / 10		
Reporting Assessment - Phase 1 - 3rd 6 months	0 / 10		
Reporting Assessment - Phase 1 - 4th 6 months	0 / 10		
+ Performed Ultrasound Assessment	0%		
+ Clinical Radiology / Multidisciplinary Meeting Assessment	0%		

Trainees can check which Six-month period they are in on their Dashboard under the Phase Information widget.

Phase Information	
Current information	Collapse
CR Training Phase	
Phase 1	
5 Feb, 2024 - 4 Feb, 2026 (View)	
CR Six Month Periods (Phase 1)	
1st Six Months	
5 Feb, 2024 - 4 Aug, 2024 (View)	
Future information	Expand

When a Reporting Assessment is dated as occurring within a set six-month period, this will determine which sub-goal progress is marked towards.

For example, all Reporting WBAs complete in the above period (5 Feb 2024 – 4 Aug 2024) will link to the 1st Six Months sub-goal of the Phase 1 Work-based Assessment goal.

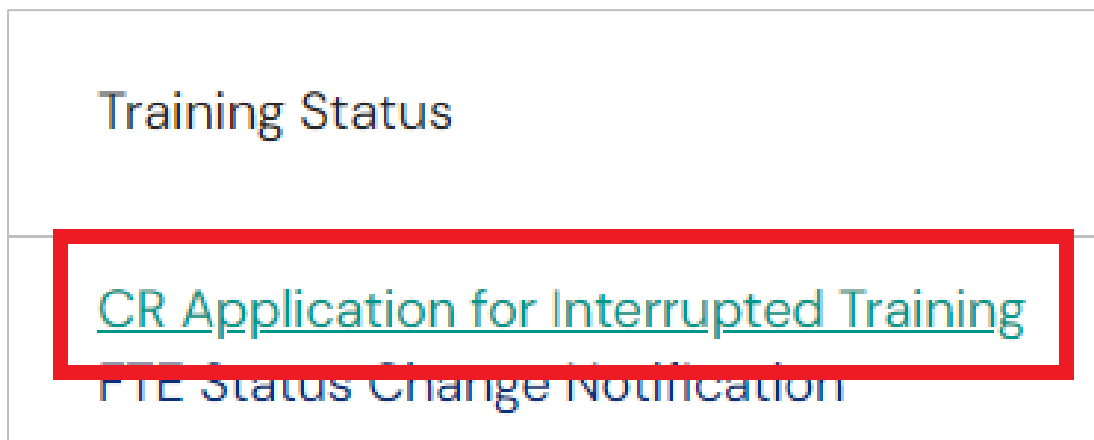


Section Eight TRAINING STATUS CHANGES

APPLICATION FOR INTERRUPTED TRAINING

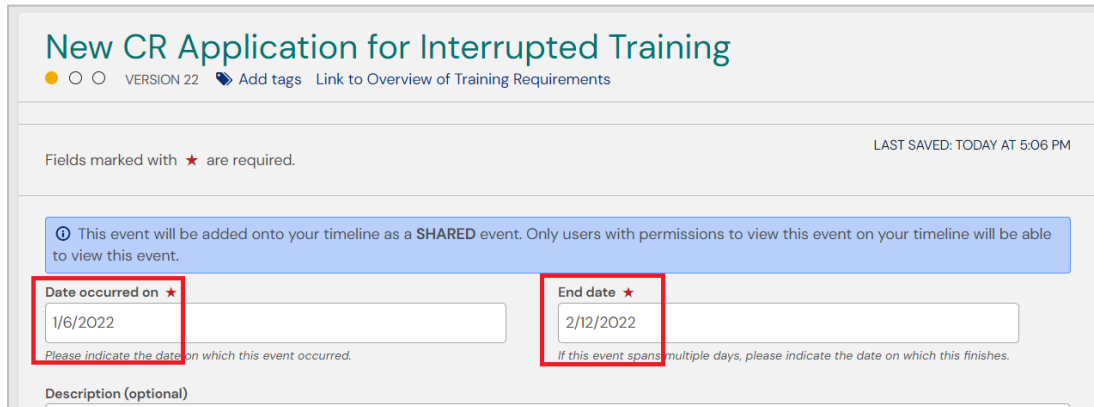
Trainees must apply for Interrupted Training via the ePortfolio.

Section 1: Trainee

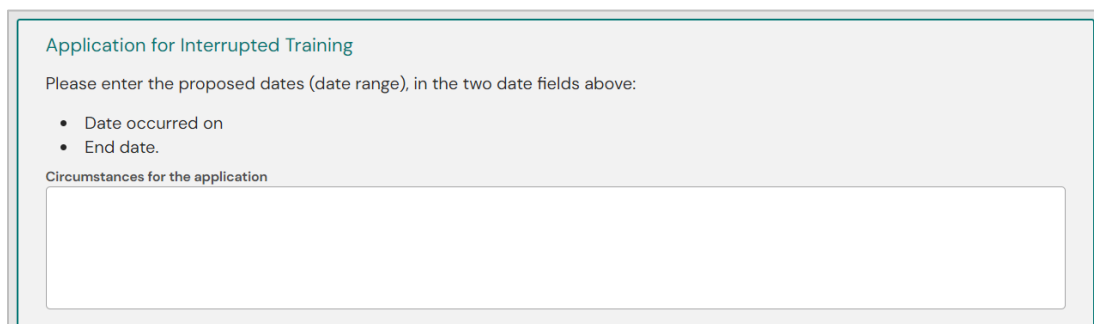


To create a new Application for Interrupted Training, the trainee must click the Create button on the Trainee Dashboard and select **CR Application for Interrupted Training** from the list under the heading Training Status.

The trainee must then input the “Date occurred on” and the “End date” into the first section of the form. This date range should reflect the range of time of the proposed Interruption to Training.

A screenshot of a web form titled 'New CR Application for Interrupted Training'. The form includes a version number 'VERSION 22', a 'Add tags' button, and a 'Link to Overview of Training Requirements'. A note states 'Fields marked with ★ are required.' and 'LAST SAVED: TODAY AT 5:06 PM'. A blue information box says 'This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.' There are two date input fields: 'Date occurred on ★' with the value '1/6/2022' and 'End date ★' with the value '2/12/2022'. Below these fields are instructions: 'Please indicate the date on which this event occurred.' and 'If this event spans multiple days, please indicate the date on which this finishes.' There is also a 'Description (optional)' field.

The trainee must detail the circumstances for the application.

A screenshot of a web form titled 'Application for Interrupted Training'. It asks the user to 'Please enter the proposed dates (date range), in the two date fields above:' and lists 'Date occurred on' and 'End date.' as required fields. Below this is a section for 'Circumstances for the application' with a large text input area.

Once the trainee has input all sections of the form, they can now assign the DoT to complete the next section of the form.

The form may be assigned to either a connected DoT or Network Training Director (NTD).

The next section of this form can be filled in by users with these roles: Director of Training – CR, Network Training Director – CR

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

Clark Kent <clarkkent@test.com>

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

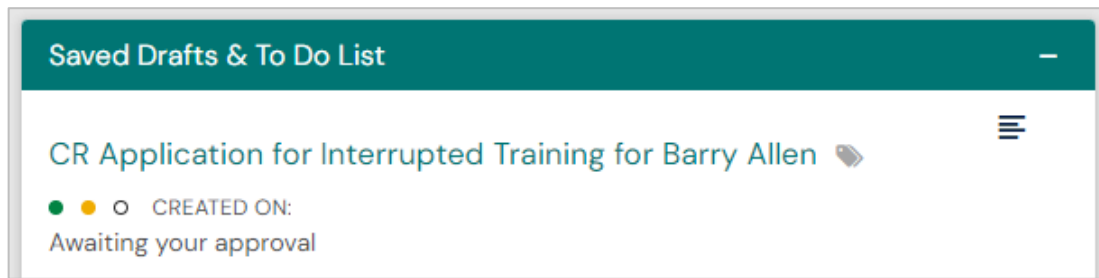
By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the trainee has elected the assessor, click Submit.

Submit Save as draft

● ● ○ Section 2: Director of Training

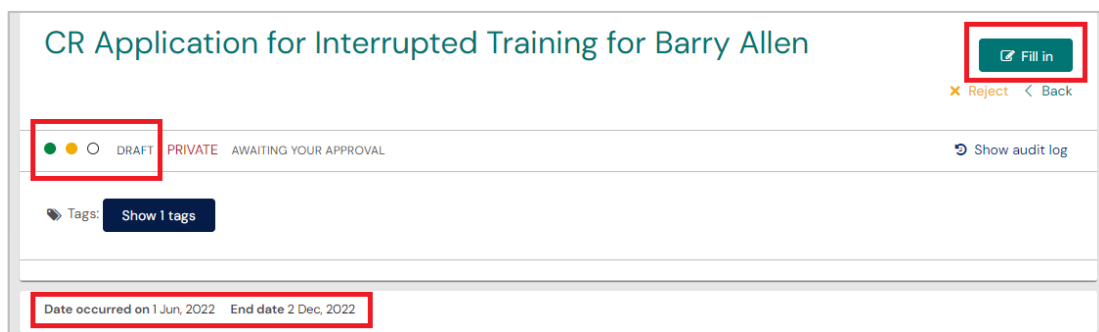
Once the trainee has selected the DoT to complete the next section of the form, the Application of Interrupted Training will appear on the DoT's To Do List on their Dashboard.



When the DoT clicks the link to open the link from their Dashboard, they must click the Fill in button to edit their section of the form.

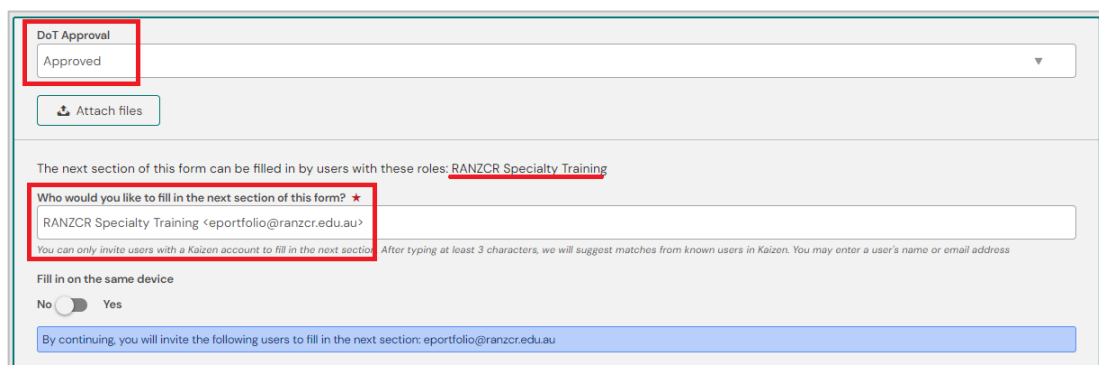
Also shown on this page is the traffic light system which indicates that this form is in its second stage of approval; with the third traffic light clear, indicating that the form must be assigned to a final user in order to complete the form.

The "Date occurred on" and the End date sections of the form also indicate the period of time that the trainee has input as their proposed range of time for interrupted training.



In the next section of the form, the DoT can input their approval or rejection.

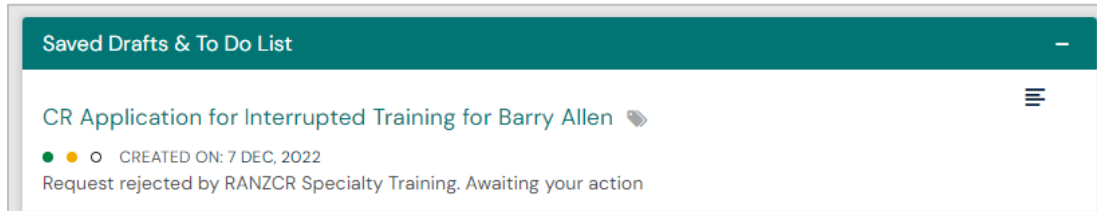
Finally, the DoT must then assign the next section of this form to RANZCR Specialty Training.



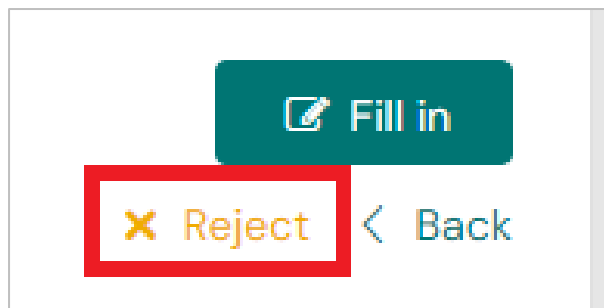
● ● ● Section 3: RANZCR Specialty Training

Once the DoT has assigned the Application for Interrupted Training has been assigned to RANZCR Specialty Training in the ePortfolio, the College will follow the Interrupted Training Policy and inform the trainee of any issues with their application, or approval of the application.

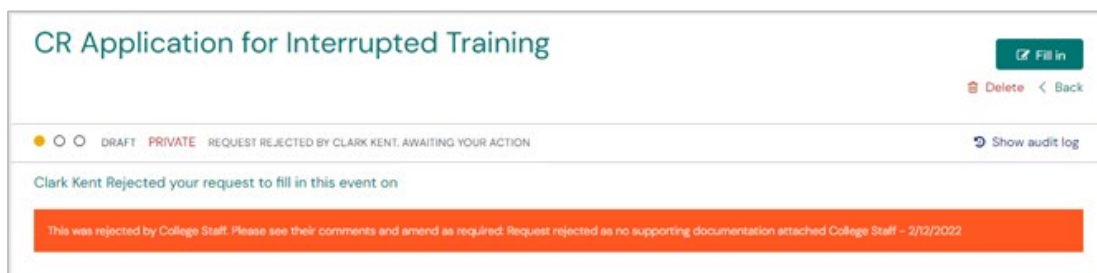
In the case of a Rejection, the form will be sent back to the DoT's To Do List with all Rejection comments from the College within the event.



The DoT must then Reject the form to send it back to the trainee to amend the event.



The DoT must also copy and paste the comments included on the event so that the trainee can see the rejection reason.



FTE STATUS CHANGE NOTIFICATION

Trainees must apply for changes in FTE Status via the ePortfolio.

Section 1: Trainee

Training Status

CR Application for Interrupted Training

FTE Status Change Notification

To create a new FTE Status Change Notification, the trainee must click the Create button on the Trainee Dashboard and select **FTE Status Change Notification** from the list under the heading Training Status.

The trainee must then input the “Date occurred on” and the “End date” into the first section of the form. This date range should reflect the range of time of the proposed change to FTE Status.

FTE Status Change Notification

VERSION 14 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required.

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 1/6/2021
Please indicate the date on which this event occurred.

End date ★ 2/12/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The trainee must then generate the report that will display their current FTE Status.

The trainee then also specifies if the change in FTE Status is a Decrease or Increase, as well as the FTE Status that they are changing to.

My Current FTE

This report will be stored inside this event with the results as at the time of submission.

Download PDF

FTE Value

1

Update report

FTE Decrease or Increase

Decrease

FTE Value

0.5

Once the trainee has input all sections of the form, they can now assign the DoT the next section of the form. The form may be assigned to either a connected DoT or Network Training Director (NTD).

The next section of this form can be filled in by users with these roles: Director of Training – CR, Director of Training – RO

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

Clark Kent <clarkkent@test.com>

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

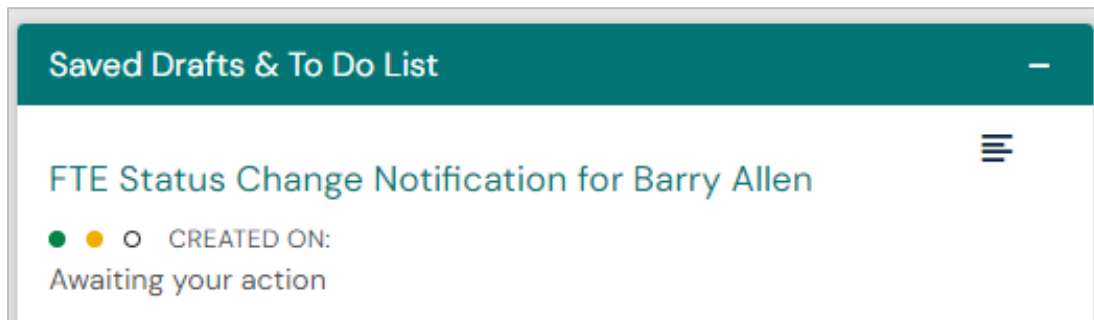
By continuing, you will invite the following users to fill in the next section: clarkkent@test.com

Once the trainee has elected the Director of Training, click Submit.

Submit **Save as draft**

Section 2: Director of Training

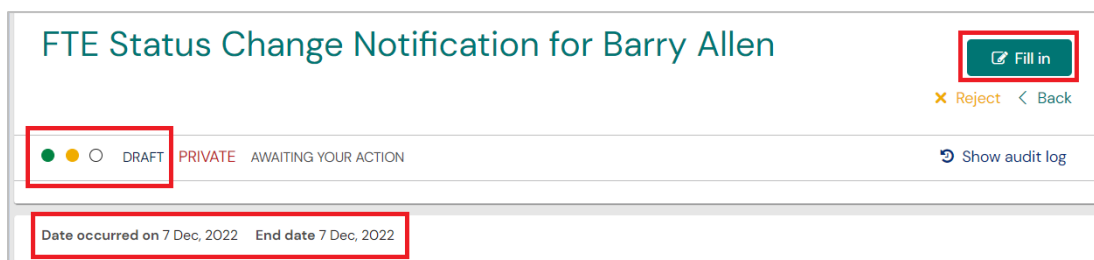
Once the trainee has selected the DoT to complete the next section of the form, the Application of Interrupted Training will appear on the DoT's To-Do List on their Dashboard.



When the DoT clicks the link to open the link from their Dashboard, they must click the Fill in button to edit their section of the form.

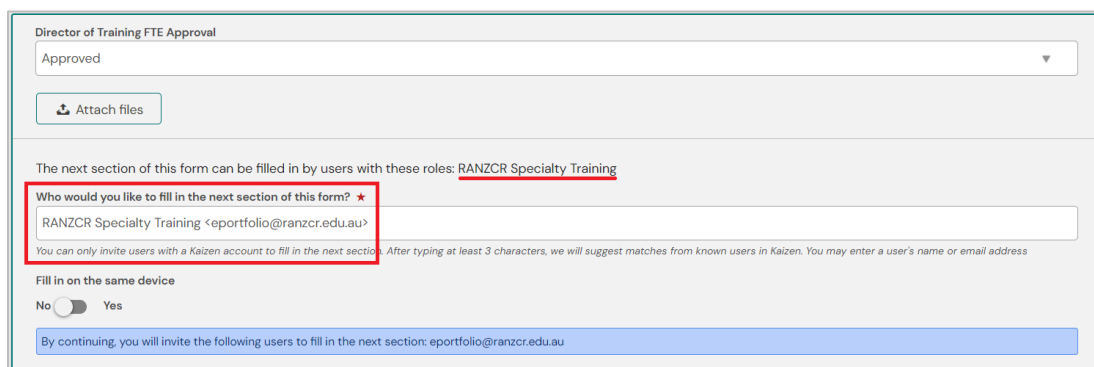
Also shown on this page is the traffic lights which indicate that this form is in its second stage of approval, with the third traffic light clear, indicating that the form must be assigned to a final user in order to complete the form.

The "Date occurred on" and the "End date" sections of the form also indicate the period of time that the trainee has input as their proposed range of time for change in FTE Status.



In the next section of the form, the DoT can input their approval or rejection.

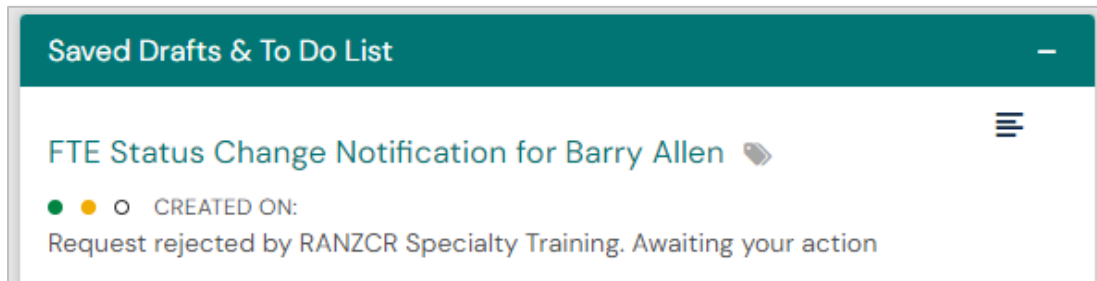
Finally, the DoT must then assign the next section of this form to RANZCR Specialty Training.



Section 3: RANZCR Specialty Training

Once the DoT has assigned the FTE Status Change Notification to RANZCR Specialty Training in the ePortfolio, the College will follow the relevant Policy and inform the trainee of any issues with their application, or approval of the application.

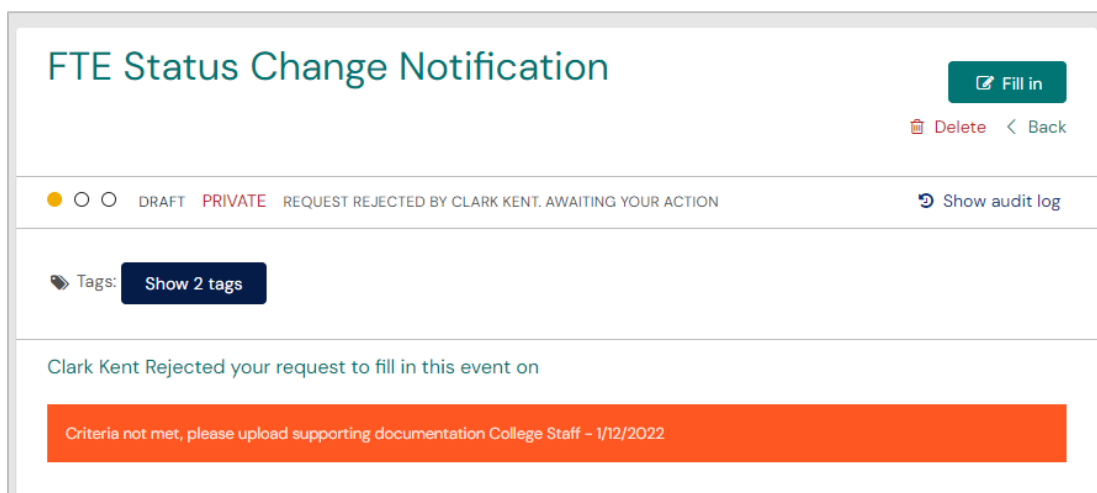
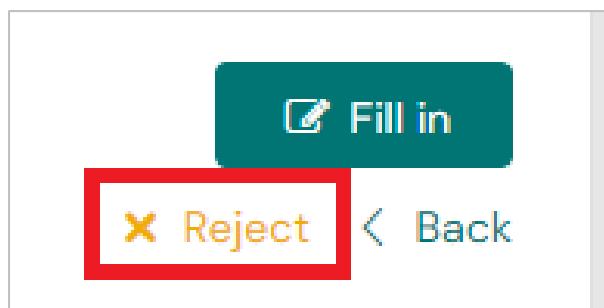
In the case of a Rejection, the form will be sent back to the DoT's To-Do List with all Rejection comments from the College within the event.



The DoT must then Reject the form to send it back to the trainee to amend the event.

The DoT must also copy and paste the comments included on the event so that the trainee is can see the rejection reason.

The event will then be pushed back to the trainee's To Do list on their Dashboard.

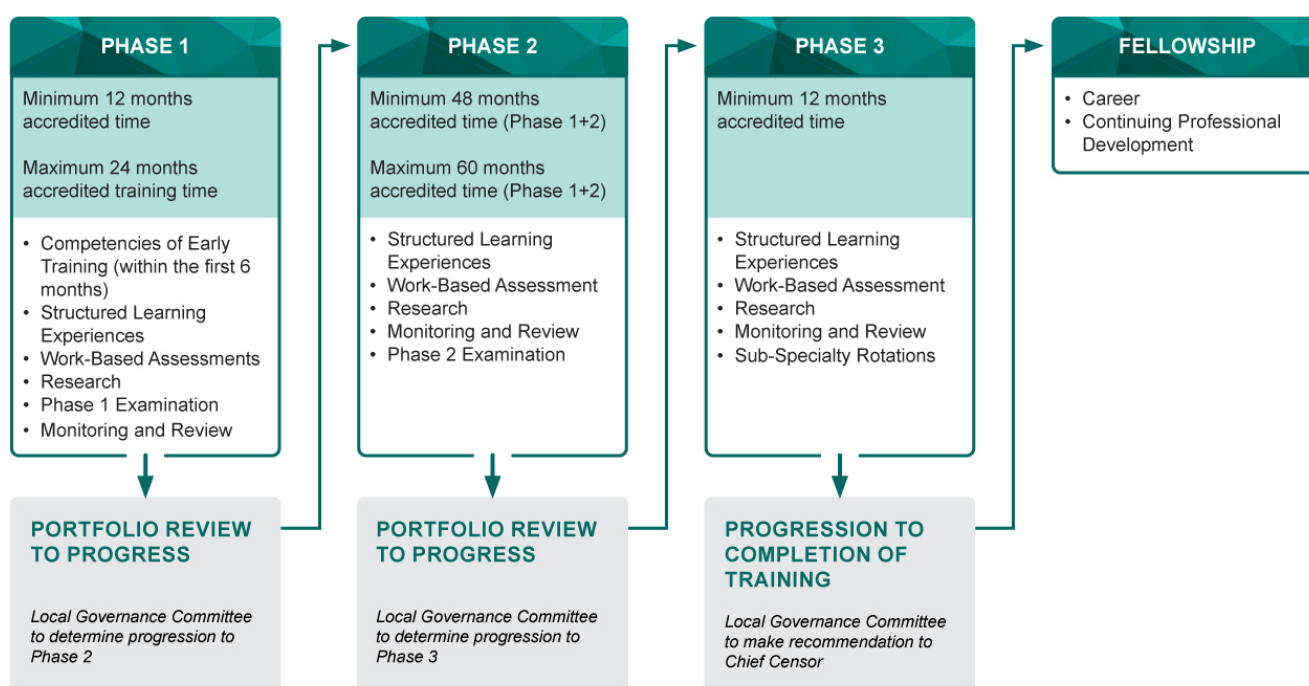


PROGRESSION

There are three decision-making points for progression in the Clinical Radiology Training Program.

1. Progression from Phase 1 to Phase 2
2. Progression from Phase 2 to Phase 3
3. Completion of Fellowship

Progression from Phase 1 to Phase 2, Phase 2 to Phase 3 and Phase 3 to Completion of Training, will be decided by the Local Governance Committee (LGC). In jurisdictions where there is only one Network, the Network Governance Committee (NGC) will perform this function.



To initiate the above progression process, the trainee must apply for Progression via the ePortfolio creating either the Phase 2 Progression Application, Phase 3 Progression Application or a Completion of Training Application form and assign these to the College **RANZCR Specialty Training** account.

PHASE 2 PROGRESSION

Trainees in Phase 1 must apply for progression into Phase 2 via the ePortfolio.

Progression

- CR Phase 2 Progression Application**
- CR Phase 3 Progression Application
- CR Training Completion Application

To create a new Progression application, the trainee must click the Create button on the Trainee Dashboard and select **CR Phase 2 Progression Application** from the list under the heading Progression.

The trainee must then input the Date occurred on and the End date into the first section of the form. This date can be left as the date the progression application was created, so no action needs to be taken.

New CR Phase 2 Progression Application
VERSION 3 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★
8/12/2022
Please indicate the date in which this event occurred.

End date ★
8/12/2022
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The trainee must then affirm that they have completed the requirements to progress into Phase 2.

Have you completed the requirements to progress to Phase 2? ★

Yes

No

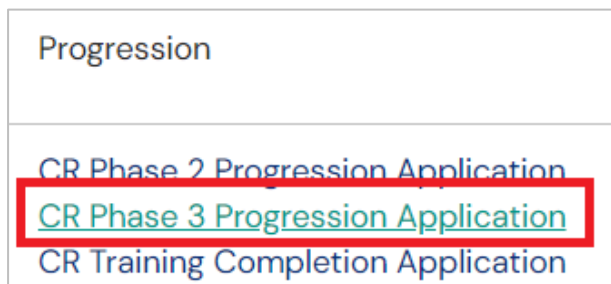
To progress into Phase 2, Phase 1 trainees must complete the following requirements:

Phase 1 Trainee	Phase 1 Transitioning Trainee
Complete the Competencies of Early Training	Complete the Competencies of Early Training
Complete 12 months minimum accredited training time	Complete 12 months minimum of accredited training time
Successful completion of the Phase 1 Examinations	Successful completion of the Part 1 Examinations
Complete minimum 1 MSF in Phase 1	Complete minimum 1 MSF in Phase 1
Complete the Research Project Proposal	Complete of the Project 1 Proposal
Complete a DoT Review for each six-months period	Complete a DoT Review for each six-months period.
Complete 1 Clinical Supervisor Feedback Form for each six-months with minimum six responses	Complete 1 Clinical Supervisor Feedback Form for each six-months with minimum six responses
Complete 1 TATS per six-months	Complete 1 TATS per six-months
Complete the 50 General Performed Ultrasound Work-based Assessments	Complete 50 General Performed Ultrasound Work-based Assessments
Complete 20 Reporting Assessments for each six-month period	Complete 20 Reporting Assessments for each six-month period
Complete 2 Critically Appraised Topics (CATs) in Phase 1	

Once the trainee has completed the above requirements that relate to them then they can assign the Progression Application directly to RANZCR Specialty Training.

PHASE 3 PROGRESSION

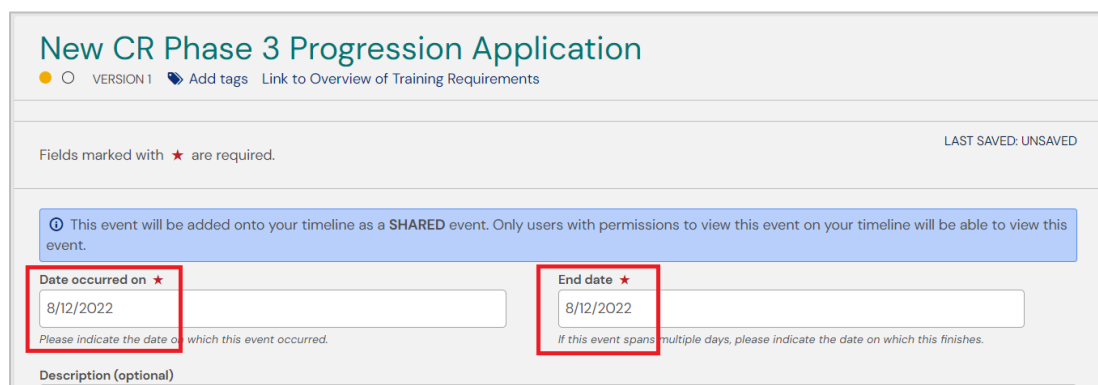
Trainees in Phase 2 must apply for progression into Phase 3 via the ePortfolio.



A screenshot of a menu titled "Progression". It contains three items: "CR Phase 2 Progression Application", "CR Phase 3 Progression Application", and "CR Training Completion Application". The "CR Phase 3 Progression Application" item is highlighted with a red rectangular border.

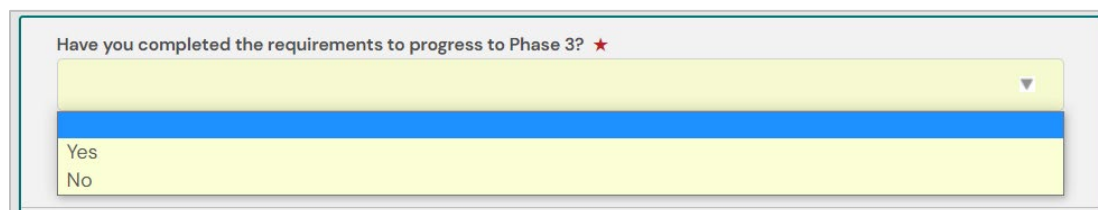
To create a new Progression application, the trainee must click the Create button on the Trainee Dashboard and select **CR Phase 3 Progression Application** from the list under the heading Progression.

The trainee must then input the Date occurred on and the End date into the first section of the form. This date can be left as the date the progression application was created, so no action needs to be taken.



A screenshot of the "New CR Phase 3 Progression Application" form. The form has a title bar with "VERSION 1" and "Add tags" and "Link to Overview of Training Requirements" buttons. Below the title bar, it says "Fields marked with ★ are required." and "LAST SAVED: UNSAVED". A blue information box states: "This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event." There are two date input fields: "Date occurred on ★" with the value "8/12/2022" and "End date ★" with the value "8/12/2022". Both fields are highlighted with red boxes. Below the date fields, there is a "Description (optional)" field.

The trainee must then affirm that they have completed the requirements to progress into Phase 3.



A screenshot of a confirmation question: "Have you completed the requirements to progress to Phase 3? ★". Below the question is a dropdown menu with a yellow background and a blue highlight. The dropdown menu is open, showing two options: "Yes" and "No".

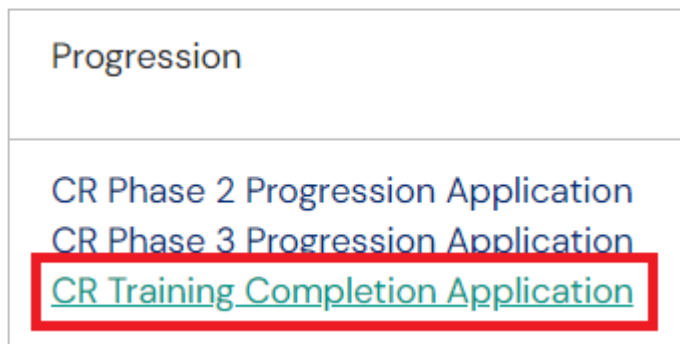
To progress into Phase 3, Phase 2 trainees must complete the following requirements:

Phase 2 Trainee	Phase 2 Transitioning Trainee
Complete the Structured Learning Experiences - Attachments	Complete the Structured Learning Experiences - Attachments
Complete the Structured Learning Experiences – Cultural Competence and Cultural Safety Module	Complete Project 1
Complete 48 months minimum of accredited training time	Complete 48 months minimum of accredited training time
Successful completion of the Phase 2 Examinations	Successful completion of the Part 2 / Phase 2 Examinations
Complete minimum 1 MSF in Phase 2	Complete of minimum 1 MSF in Phase 2
Complete of the 2 Critically Appraised Topics (CATs) in Phase 2	Complete Project 2 Proposal
Complete a DoT Review for each six-months period	Complete a DoT Review for each six-months period.
Complete 1 Clinical Supervisor Feedback Form for each six-months with minimum six responses	Complete 1 Clinical Supervisor Feedback Form for each six-months with minimum six responses
Complete 1 TATS per six-months	Complete 1 TATS per six-months
Complete the Basic Radiology Research Methods Course	
Complete 20 Reporting Assessments for each six-month period	Complete 20 Reporting Assessments for each six-month period

Once the trainee has completed the above requirements that relate to them then they can assign the Progression Application directly to RANZCR Specialty Training.

PROGRESSION TO FELLOWSHIP

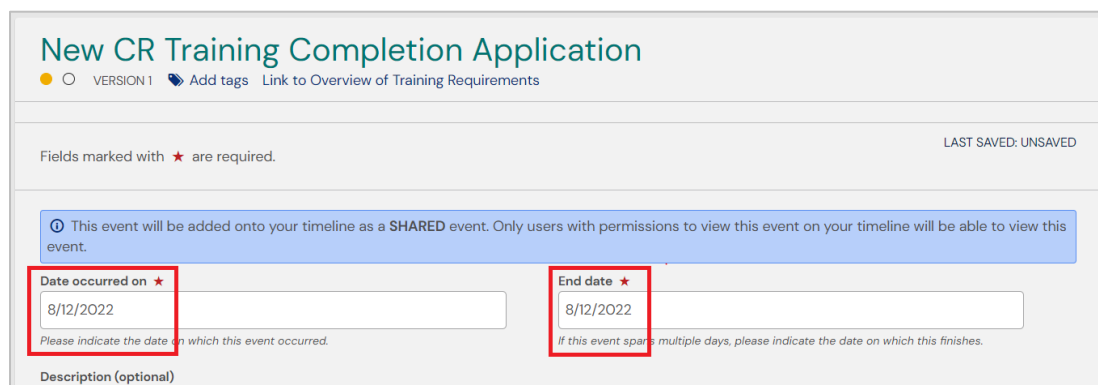
Trainees in Phase 3 must apply for completion of training via the ePortfolio.



A screenshot of a web application menu titled "Progression". It lists three options: "CR Phase 2 Progression Application", "CR Phase 3 Progression Application", and "CR Training Completion Application". The third option is highlighted with a red rectangular border.

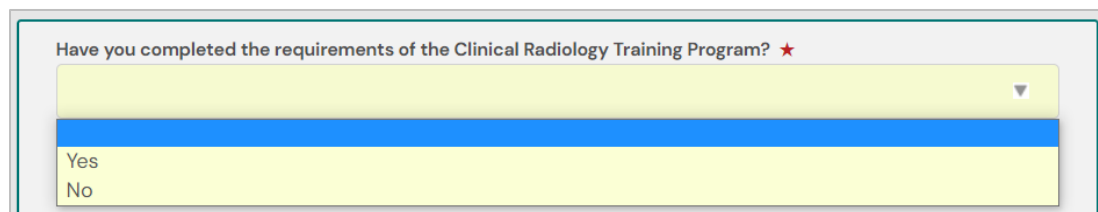
To create a new Progression application, the trainee must click the Create button on the Trainee Dashboard and select **CR Training Completion Application** from the list under the heading Progression.

The trainee must then input the Date occurred on and the End date into the first section of the form. This date can be left as the date the progression application was created, so no action needs to be taken.



A screenshot of a form titled "New CR Training Completion Application". It includes a version indicator "VERSION 1", "Add tags", and a "Link to Overview of Training Requirements". A note states "Fields marked with ★ are required." and "LAST SAVED: UNSAVED". A blue information box says "This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event." Two date input fields are shown: "Date occurred on ★" with the value "8/12/2022" and "End date ★" with the value "8/12/2022". Below the fields are instructions: "Please indicate the date on which this event occurred." and "If this event spans multiple days, please indicate the date on which this finishes." A "Description (optional)" field is also visible.

The trainee must then affirm that they have completed the requirements to complete training.



A screenshot of a confirmation question: "Have you completed the requirements of the Clinical Radiology Training Program? ★". Below the question is a dropdown menu with a downward arrow, showing two options: "Yes" and "No".

To complete training, Phase 3 trainees must complete the following requirements:

Phase 3 Trainee	Phase 3 Transitioning Trainee
Completion of the Structured Learning Experiences – Experiential Training Requirements	Completion of the Structured Learning Experiences – Experiential Training Requirements
Complete 4 x 3-month sub-specialty rotations	Complete 4 x 3-month sub-specialty rotations
Complete 48 months minimum accredited training time	Complete 48 months minimum of accredited training time
Complete Research Project and Project presentation	Complete Project 2
Complete minimum 1 MSF in Phase 3	Complete minimum 1 MSF in Phase 3
Complete of the 2 Critically Appraised Topics (CATs) in Phase 3	Complete 4 Critically Appraised Topics (CATs) between Phase 1 and Phase 3
Complete a DoT Review for each six-month period	Complete a DoT Review for each six-month period.
Complete 1 Clinical Supervisor Feedback Form for each six-months with minimum six responses	Complete 1 Clinical Supervisor Feedback Form for each six-months with minimum six responses
Complete 1 TATS per six-months	Complete 1 TATS per six-months
Complete 20 Reporting Assessments for each six-month period	Complete 20 Reporting Assessments for each six-month period
Complete all WBAs to the required minimum entrustability level <ul style="list-style-type: none"> • Performed Ultrasound, • Fluoroscopic Procedures, • Procedural Radiology and • Clinical Radiology/MDM Meetings 	Complete of all WBAs to the required minimum entrustability level <ul style="list-style-type: none"> • Performed Ultrasound, • Fluoroscopic Procedures, • Procedural Radiology and • Clinical Radiology/MDM Meetings

Once the trainee has completed the above requirements that relate to them then they can assign the Training Completion Application directly to RANZCR Specialty Training.

Section Nine

NOTIFICATIONS AND RELATIONS



NOTIFICATIONS

Automated Emails

In the ePortfolio there are a number of situations where the system will send users automated emails to the registered email address associated with the ePortfolio account.

In most cases the email will contain a link to the event which can be used to navigate directly to the event in the ePortfolio.

The situations where automated emails will be sent are:

Comment Added to an Event

Sent to event owner when someone else attaches a comment to their event

Comment Added to an Event – Involved

Sent to all users who have previously attached a comment to an event when a new comment is attached

Event Completed

Sent to event owner when an event is completed on their timeline

Invitation to Fill in Next Section

Sent to the invited user when they are invited to fill in the next section in the event workflow

Invitation to Fill in Next Section (Reminder)

Sent to the invited user when they are reminded that they have received an invitation to fill in the next section in the event workflow

Section Submitted on Another Device – Confirmation Required

Sent to author when they are required to confirm a section which was filled in on the device of another user

Section Submitted on Another Device – Confirmation Required (Reminder)

Sent to author when they are reminded to confirm a section which was filled in on the device of another user

Goal Updated

Sent to event owner when one of their goals is updated

Invitation to ePortfolio

Sent to user when login credentials are attached to their account

Password Reset Request

Sent to user when an email reset link is requested

RELATIONS

ePortfolio Profile Relations

In the ePortfolio trainee's profiles include a number of "Relations". Relations are the building blocks of the profile which are created automatically via the automated RANZCR Integration.

Relations are broken down into three types. Current Information, Previous Information and Future Information.

Information	
Current information	^
CR Commencement Site Nepean Hospital 1 Feb, 2021 - 31 Jan, 2031 (View)	
CR Network NSW LAN 1 1 Feb, 2021 - 31 Jan, 2031 (View)	
Faculty Clinical Radiology 1 Feb, 2021 - 31 Jan, 2031 (View)	
FTE Value 1 1 Feb, 2021 - 1 Feb, 2031 (View)	
CR Training Phase Phase 1 1 Feb, 2021 - 31 Jul, 2023 (View)	
CR Current Site Nepean Hospital 1 Feb, 2022 - 31 Jan, 2026 (View)	
State New South Wales - CR 1 Feb, 2021 - 31 Jan, 2031 (View)	
Practice Location Australia 1 Feb, 2021 - 31 Jan, 2031 (View)	
CR Training Program Requirements To Be Completed by the End of Phase 3 1 Feb, 2021 - 31 Jan, 2031 (View) To Be Completed by the End of Phase 1 1 Feb, 2021 - 31 Jul, 2023 (View) To Be Completed by the End of Phase 2 1 Feb, 2021 - 31 Jan, 2026 (View)	
CR Six Month Periods (Phase 1) 4th Six Months 1 Aug, 2022 - 31 Jan, 2023 (View)	
Training Status Full Time 1 Feb, 2021 - 1 Feb, 2031 (View)	
CR Training Phase Progression Phase 1 Progression Eligibility 1 Feb, 2022 - 31 Jul, 2023 (View)	
Previous information	v
Future information	v

To view your profile relations, from the Trainee Dashboard click View Profile on the Profile widget on the left of the screen.

On the right-hand side of the next page will be this list of Current Information. These are your profile's Current Relations.

All relations have a date range, as seen here. A Start Date and an End Date. The range of time between these two dates dictates if a relation is Current, Previous or Future. If the Start Date is in the past and the End date is in the future, it is a Current relation and is Active.

Previous Information Relations will have a Start Date and an End Date in the past.

Future Information Relations will have a Start Date and an End Date in the future.

Certain relations will establish links to other users such as Directors of Training, Network Training Directors and Education Support Officers.

Other relations will link to Progress Filters for some Training Program Requirement Goals.

On the next page is a breakdown of notable Relations for trainees

Relation	Description
CR Network	<p>The Network relation records the LAN the trainee is currently in.</p> <p>Connects the trainee to their Network Training Director and Education Support Officer.</p>
CR Training Phase	<p>The Training Phase relation displays the Phase of training the trainee currently is in. The start date of this relation is the trainee's Phase Start Date.</p> <p>The End Date of this relation will show the total maximum time the trainee may remain in this Phase.</p>
CR Current Site	<p>The Current Site relation section will display the Site that is active on your profile currently.</p>
CR Training Program Requirements	<p>The Training Program Requirements relation shows relations which correlate to certain goals. This restricts certain assessments to be complete within a particular time frame.</p>
CR Six Month Periods (Phase 1, 2, 3)	<p>This relation speaks directly to the DoT Review and the Reporting WBA periods.</p> <p>If a DoT Review event has a Start Date within this period of time, it will link to that section of the goal.</p>
CR Training Phase Progression	<p>The Training Phase Progression relation lists the window of time where the trainee is eligible to progress into their next Phase of Training.</p> <p>The Start Date of this relation is the first date that trainee is eligible to progress.</p> <p>The End Date of this relation reflects the longest amount of time the trainee could be eligible, and once passed the trainee is now past when they would have been expected to progress.</p>

Section Ten

RESOURCES




HELP

Resources

To complement the instructional information in the Training Program Handbook, a range of support resources have been developed, including ePortfolio webinar, how to videos and frequently asked questions embedded on the ePortfolio platform.

 Website: www.ranzcr.com/trainees/resources-and-support/trainees/eportfolio

 Recorded webinars: [TAR Webinars | RANZCR](#)

 How to videos: [RANZCR Presentation Library - ePortfolio](#)

 Frequently asked questions (FAQs): <https://au.kaizenep.com/#/faqs>

Additional Support

Further support is available through the following avenues: Technical assistance: ePortfolio@ranzcr.edu.au
Training program related queries: CRTraining@ranzcr.edu.au

FREQUENTLY ASKED QUESTIONS

If you have any more questions about any of the FAQs listed here, you can view the [FAQ page on the ePortfolio](#) for further detail or view the video walkthroughs at [RANZCR Video Library](#).

If you have any questions not covered here please email the College.

Director of Training FAQs

How do I view my trainee's profile and create events on their profile?

Trainees who have completed the Apply a Location – Current Site form and linked themselves to the Site will be shown on the DoT of that Site's "My Connections" widget on the Director of Training Dashboard.

Here the DoT is able to click through to the trainee's profile where the trainee's Summary, Timeline and Training Requirements progress and Relations can be reviewed.

From the Summary page of the trainee's ePortfolio the DoT is able to click the Create button. This will allow the DoT to create new activities for the trainee. The events the DoT may create for the trainee are:

- CR Clinical Supervisor Feedback Form
- CR Director of Training (DoT) Review (Phase 1)
- CR Director of Training (DoT) Review (Phase 2)
- CR Director of Training (DoT) Review (Phase 3)

When creating a DoT Review, ensure that you select the DoT Review option that corresponds to the trainee's current Phase of training.

If the trainee is in Phase 2, select the CR Director of Training (DoT) Review - Phase 2.

Why can't I view trainees at my site in the ePortfolio?

In order for trainees and Directors of Training to be linked in the ePortfolio system the trainee must complete an "Apply a Location - Current Site" form.

Trainees who have completed this form and linked themselves to the Site will be show on the DoT of that Site's "My Connections" widget on the Director of Training Dashboard.

If a trainee does not show on this list and they should, ensure that the trainee has completed the "Apply a Location - Current Site" form.

If the trainee has completed a Current Site form and are still not linked it is possible that they did not input a Date Range when filling in the form.

In this case, please instruct the trainee to review the How to Apply a Location - Current Site FAQ for detailed instructions regarding creating a Range.

Trainee FAQs

My DoT Review is linked to the wrong six-month period?

Trainee profiles have pre-generated Six-Month period relations that correspond to the Six-Month periods that are to be reviewed by the DoT Review.

On the Profile Page of the trainee's profile the CR Six Month Periods (Phase X) can be viewed to determine the date range of the period of time to be reviewed.



In the above example the 5th Six Month period ranges from 1 Feb 2023 – 31 July 2023.

When creating the DoT Review and inputting the dates in the Date Occurred section, the date input must align with this range. It is best practice to reflect the dates input in the DoT Review form to this period.

A screenshot of a web form titled "New CR Director of Training (DoT) Review - Phase 1 for Barry Allen". The form includes a version indicator "VERSION 69" and a "LAST SAVED: UNSAVED" status. A note states "Fields marked with ★ are required." Below this, a blue information box says "This event will be added onto Barry Allen's timeline as a SHARED event. Only users with permissions to view this event on their timeline will be able to view this event." The form has two input fields: "Date occurred on ★" with the value "1/2/2023" and "End date ★" with the value "31/7/2023". Both fields are highlighted with red boxes. Below the "Date occurred on" field is the instruction "Please indicate the date on which this event occurred." and below the "End date" field is "If this event spans multiple days, please indicate the date on which this finishes." There is also a "Description (optional)" field at the bottom.

If the above action was not taken, then please contact the College at ePortfolio@ranzcr.edu.au to request to have the date of the review amended.



Please see the [video guide](#) on how to complete the CR Director of Training Review

How do I input my Experiential Training Requirements (ETR) into the ePortfolio system?

The totals shown for the trainee's Experiential Training Requirements goal on the Overview of Training Requirements page displays the total aggregate of all created ETR forms on the trainee's Timeline.

As a result, trainees must be aware that to correctly input their ETR progress when creating a new ETR form they must only include studies performed since the previous form was created.

This is because the goal displays the aggregate of all created forms.

Example: If the trainee has previously submitted a total of 8000 General X-Rays, the goal will show 8000/10000. However, when the trainee completes the remaining 2000, if a new ETR form is created and the new total of 10000 is input into the new form, the goal total will show 18000/10000.

Therefore, the trainee must instead input 2000 studies, to bring the aggregate up to the correct total.

Please see the [video guide](#) on how to review and update Experiential Training Requirements in the ePortfolio.

How do I connect myself to a new Site and to the DoTs at that Site?

Trainees are required to link themselves to all training sites they are located at. This includes both home sites as well as rotations to other sites within the Network.

View page 27 of this user manual for a full walkthrough on how to create an active Current Site relation.

Please see the [video guide](#) on how to create a new CR Apply a Location – Current Site.

Why are certain Requirements greyed out when viewing the Overview of Training Requirements page?

The Overview of Training Requirements page is where the trainee's current progress towards their goals is recorded.

For goals that span multiple phases, by default the requirements that are due will be shown under the "Complete by the end of Phase 1" and all other goals will be greyed out with (n/a) shown.



For Work-based Assessments such as Fluoroscopic Procedures, Procedural Radiology, MDMs and Obstetric and Gynaecological and Paediatric Ultrasounds the "Complete by the end of Phase 3" must be selected in order to view progress.



RELATED DOCUMENTS

Clinical Radiology Handbook



The Clinical Radiology Training Program Handbook provides information and guidance for trainees, Fellows, staff and others involved in the Training Program, from commencement to Fellowship. Find version 2.0 of this resource online, [here](#).



CR Learning Outcomes. Find this resource online [here](#).



Related Policies:

[Interrupted and Part-Time Training Policy](#)

[Performance and Progression Policy](#)

[Remediation in Training Policy](#)

[Withdrawal from Training Policy](#)

[Re-Entry into the Training Programs Policy](#)



The Royal Australian
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