

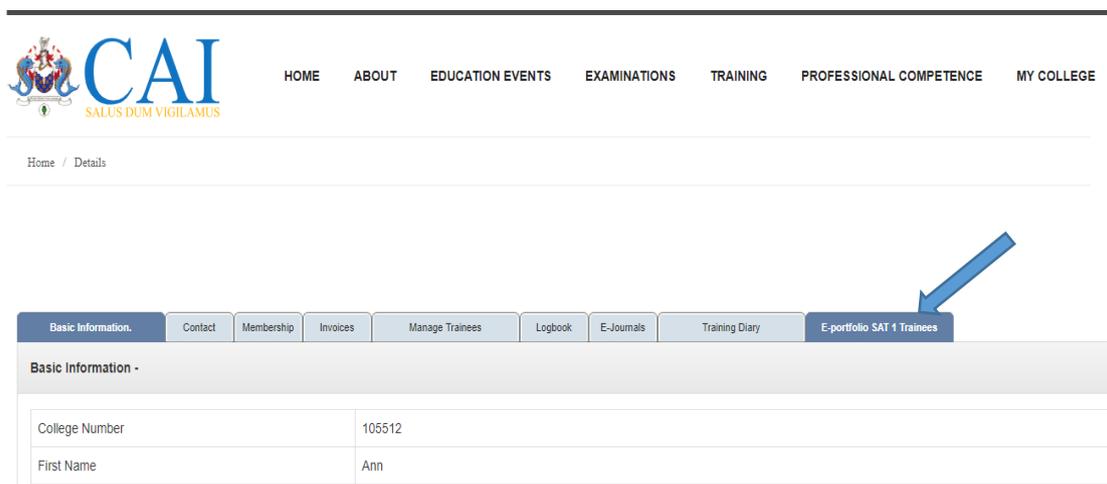
Trainee User Guide – e-Portfolio for Training July 2019

HOW TO GET STARTED:

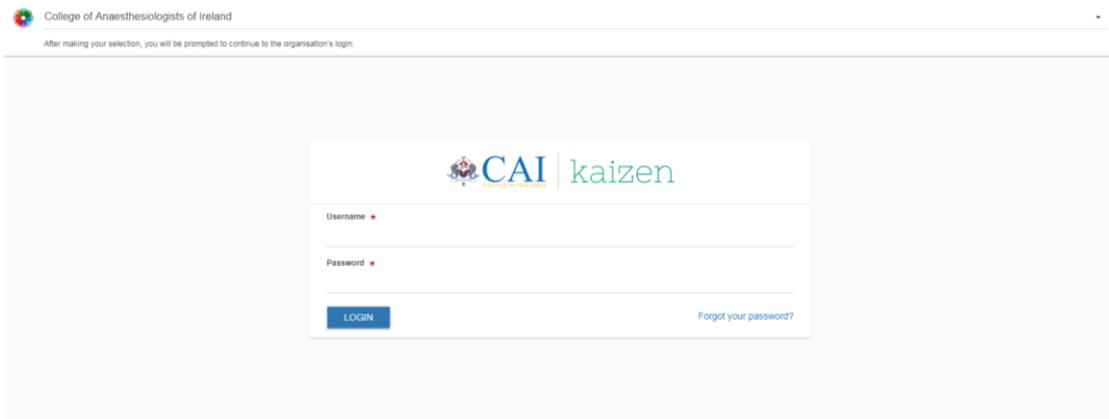
Step 1 – Please click on “My College” in the top right hand corner of the college website page and enter your College ID and password.



Step 2 – Access to the new CAI/Kaizen e-Portfolio for Training is available on your personal dashboard. Please click on the tab “e-Portfolio for SAT 1 Training” for access.



Step 3 – Click on College of Anaesthesiologists of Ireland and then add your **User Name:** “your College ID number” and **Password:** you will be provided it in an email.



College of Anaesthesiologists of Ireland

After making your selection, you will be prompted to continue to the organisation's login.

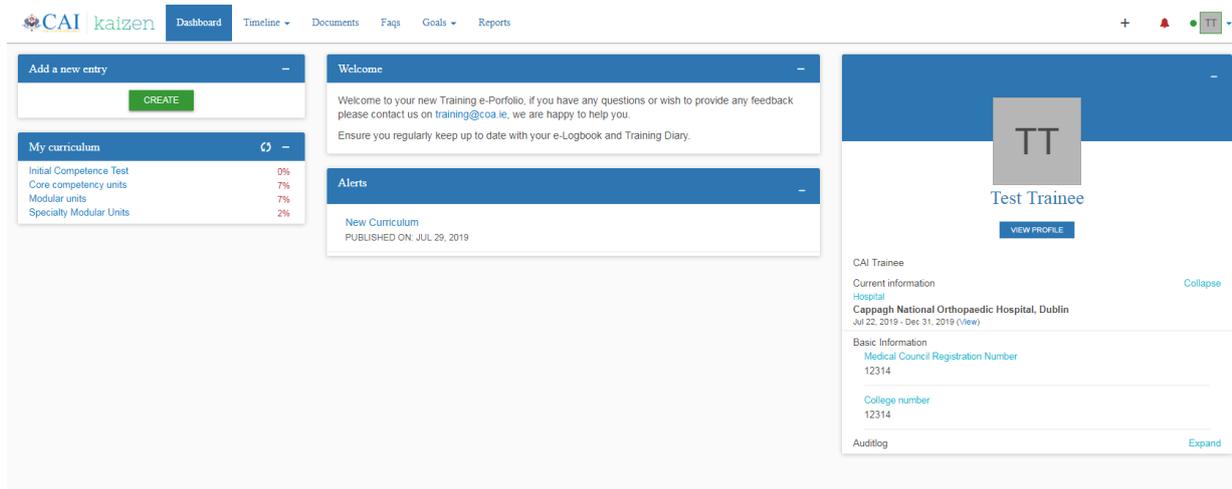


Username *

Password *

[LOGIN](#) [Forgot your password?](#)

Step 4 – Individual Trainee Dashboard which outlines your training profile, where you can add an entry to your logbook and training diary and most of all keep track of your training progression. It also is where you can see any alerts or special notifications regarding your e-Portfolio and your training programme.



CAI kaizen Dashboard Timeline Documents Faqs Goals Reports

Add a new entry

CREATE

Welcome

Welcome to your new Training e-Portfolio, if you have any questions or wish to provide any feedback please contact us on training@coa.ie, we are happy to help you.

Ensure you regularly keep up to date with your e-Logbook and Training Diary.

My curriculum

Initial Competence Test	0%
Core competency units	7%
Modular units	7%
Specialty Modular Units	2%

Alerts

New Curriculum
PUBLISHED ON: JUL 29, 2019

TT

Test Trainee

VIEW PROFILE

CAI Trainee

Current information Collapse

Hospital
Cappagh National Orthopaedic Hospital, Dublin
Jul 22, 2019 - Dec 31, 2019 (View)

Basic Information

Medical Council Registration Number
12314

College number
12314

Auditlog Expand

TOP BAR EXPLAINED:

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

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

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

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

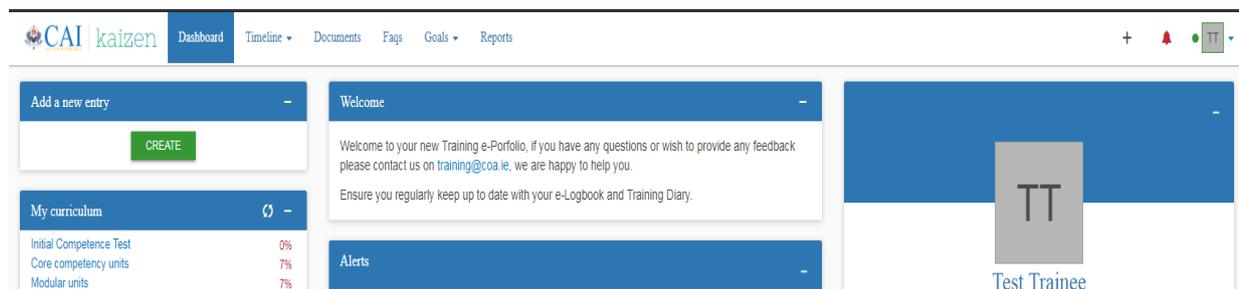
FAQs: To help get you started and for any questions you might have on your new e-Portfolio. This section will be added to as we receive feedback from trainees on the new system.

Goals: As you submit your logbook entries this screen will populate with your progress in each of the curriculum sections. You can ignore the Initial Competence Test this will be done in paper format this year.

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

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

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



CAI kaizen Dashboard Timeline Documents Faqs Goals Reports + 🔔 TT

Add a new entry —
CREATE

Welcome —
Welcome to your new Training e-Portfolio, if you have any questions or wish to provide any feedback please contact us on training@coa.ie, we are happy to help you.
Ensure you regularly keep up to date with your e-Logbook and Training Diary.

My curriculum 0 —

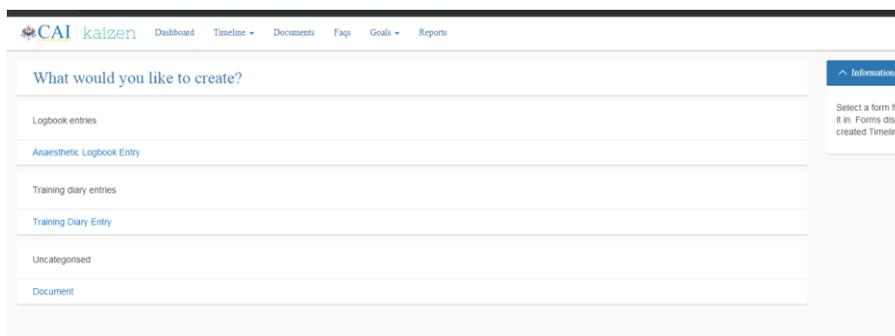
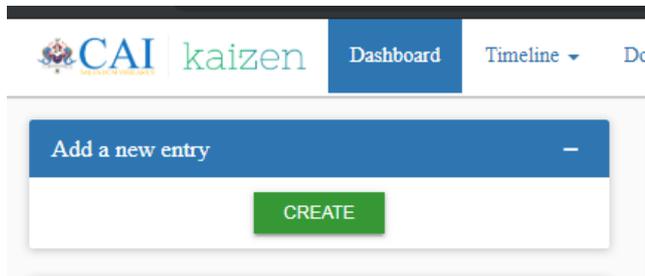
Initial Competence Test	0%
Core competency units	7%
Modular units	7%

Alerts —

TT
Test Trainee

HOW TO ADD AN ENTRY:

Click "Create" on your dashboard this will bring you to 3 options:
1. Anaesthetic Logbook Entry 2. Training Diary Entry 3. Documents

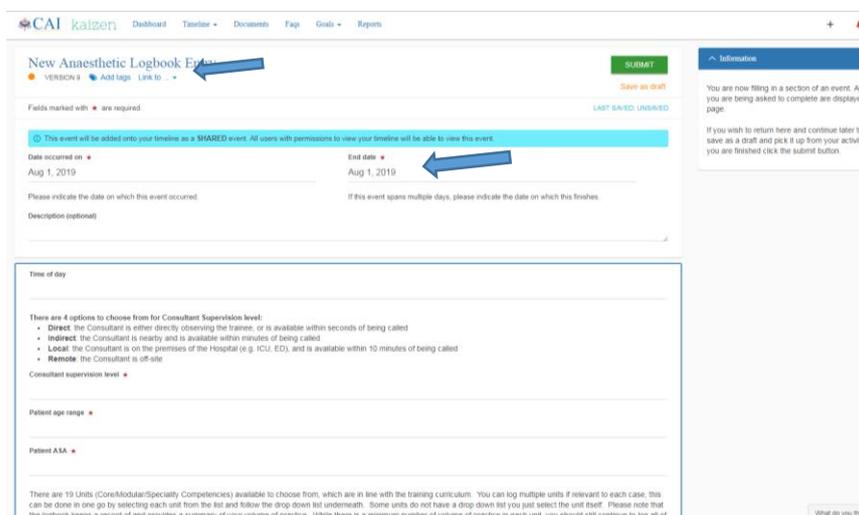


1. Logbook – Click "Anaesthetic Logbook Entry" to add your anaesthetic cases.

This is where you fill in each section of the form, paying particular attention to all of the mandatory fields. Once you have completed the form you can click "Submit" or "Save as Draft".

Please note: there are a number of features on this page that are part of the system but have no relevance for the SAT programme.

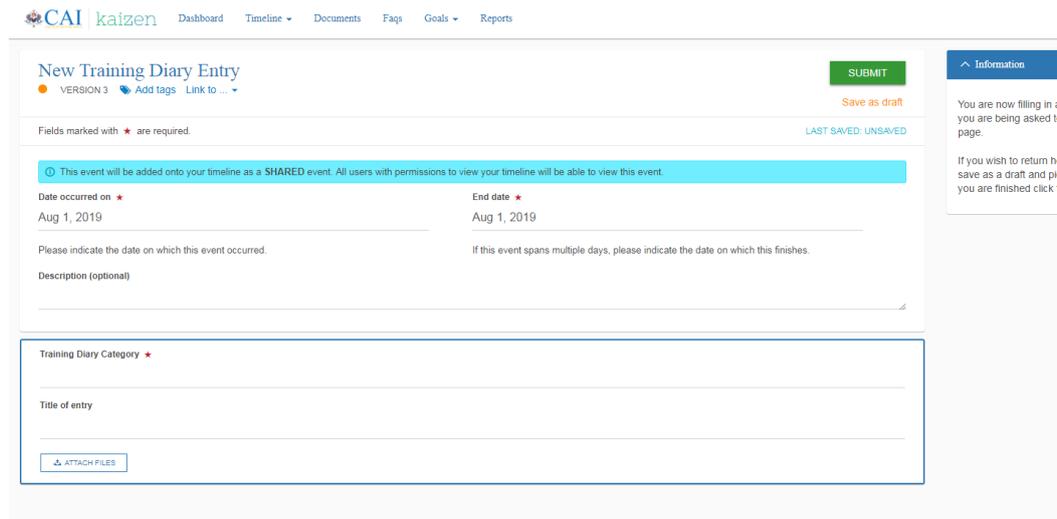
- **End Date:** This field does not need to be completed
- **Add Tag:** Will be phased out
- **Links:** Not currently live



The screenshot shows the 'New Anaesthetic Logbook Entry' form. At the top, there are buttons for 'SUBMIT' (green) and 'Save as draft' (orange). Below these are 'Add tags' and 'Link to' options. A blue arrow points to the 'Add tags' button. The form has several sections: 'Date occurred on' (Aug 1, 2019), 'End date' (Aug 1, 2019), and 'Description (optional)'. A blue arrow points to the 'End date' field. Below this is a section for 'Time of day' and 'Consultant supervision level' with four options: Direct, Indirect, Local, and Remote. There are also fields for 'Patient age range' and 'Patient ASA'. At the bottom, there is a note about '19 Units (Core/Modular/Specialty Competencies) available to choose from'.

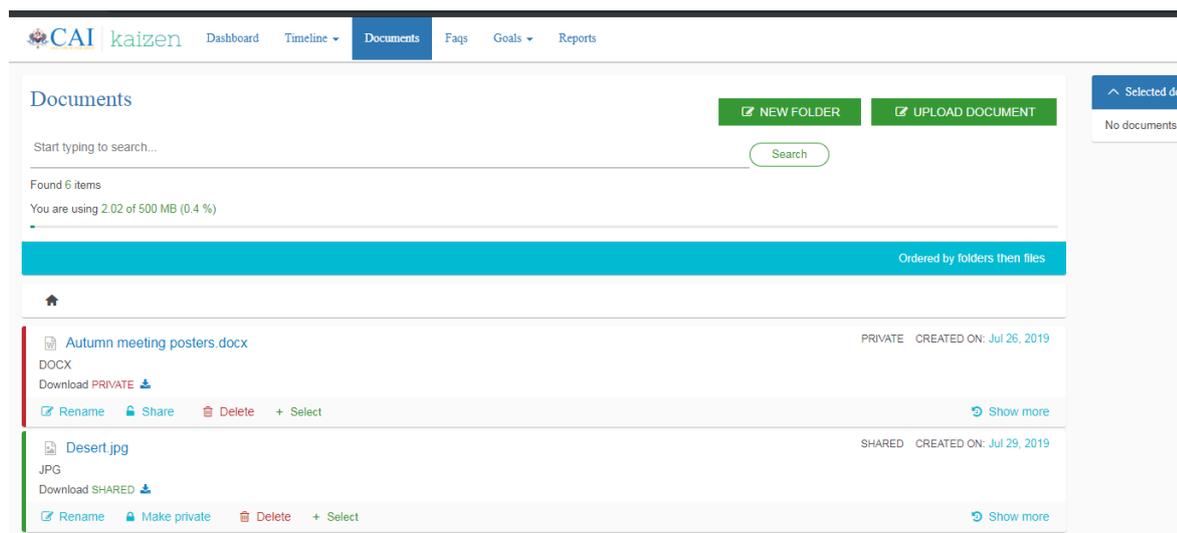
2. Training Diary – Click “Training Diary” to add educational activities to your e-Portfolio for training and you can upload any certificates of attendance or relevant documents to your entry.

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



The screenshot shows the 'New Training Diary Entry' form. At the top, there are navigation links for Dashboard, Timeline, Documents, Faqs, Goals, and Reports. The form title is 'New Training Diary Entry' with a 'SUBMIT' button and a 'Save as draft' link. A note indicates that fields marked with a red asterisk are required. The form includes a 'Training Diary Category' dropdown menu, a 'Title of entry' text field, and an 'ATTACH FILES' button. A right-hand sidebar contains an 'Information' section with instructions: 'You are now filling in a section where you are being asked to complete an entry. If you wish to return here save as a draft and pick it up when you are finished click the button below.'

3. Documents – Click “documents” to add any documents you wish to keep in your e-Portfolio.

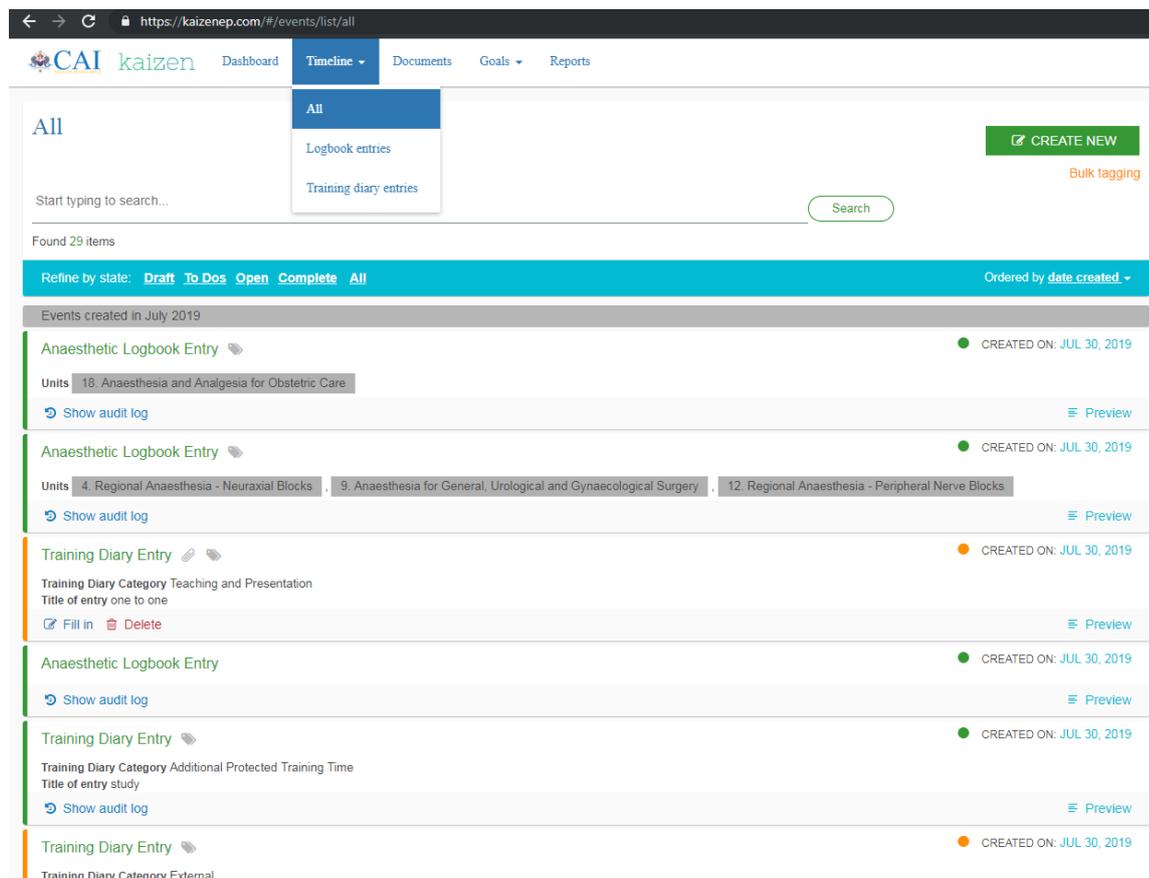


The screenshot shows the 'Documents' page. At the top, there are navigation links for Dashboard, Timeline, Documents, Faqs, Goals, and Reports. The page title is 'Documents'. There are two main buttons: 'NEW FOLDER' and 'UPLOAD DOCUMENT'. A search bar is present with the text 'Start typing to search...'. Below the search bar, it says 'Found 6 items' and 'You are using 2.02 of 500 MB (0.4 %)'. The page is ordered by folders, then files. Two documents are listed: 'Autumn meeting posters.docx' (PRIVATE, CREATED ON: Jul 26, 2019) and 'Desert.jpg' (SHARED, CREATED ON: Jul 29, 2019). Each document has options for Rename, Share, Delete, and Select, along with a 'Show more' link.

TIMELINE IN MORE DETAIL:

3 options to choose from:

1. All - this will give you a list of everything you have created in your e-Portfolio. Items in colour “Green” are submitted and items in colour “Orange” are in draft. If you have multiple entries to add you can stay on this screen and click “Create New”. Once you submit the form it will bring you back to this screen and you can create new forms as many times as you like.
2. Logbook Entries – this will give you a list of all of your logbook entries.
3. Training Diary Entries – this will give you a list of all your training diary entries.



The screenshot shows the CAI Kaizen e-Portfolio interface. The top navigation bar includes 'CAI kaizen', 'Dashboard', 'Timeline' (selected), 'Documents', 'Goals', and 'Reports'. A dropdown menu for 'Timeline' is open, showing 'All' (selected), 'Logbook entries', and 'Training diary entries'. A 'CREATE NEW' button is visible in the top right. Below the navigation is a search bar with the text 'Start typing to search...' and a 'Search' button. The main content area shows a list of 29 items, with a filter bar indicating 'Refine by state: Draft To Dos Open Complete All' and 'Ordered by date created'. The items are grouped by date: 'Events created in July 2019'. The list includes several 'Anaesthetic Logbook Entry' items and 'Training Diary Entry' items, each with a status indicator (green for submitted, orange for draft), a creation date of 'JUL 30, 2019', and options for 'Show audit log' and 'Preview'. One 'Training Diary Entry' item has additional options: 'Fill in' and 'Delete'.

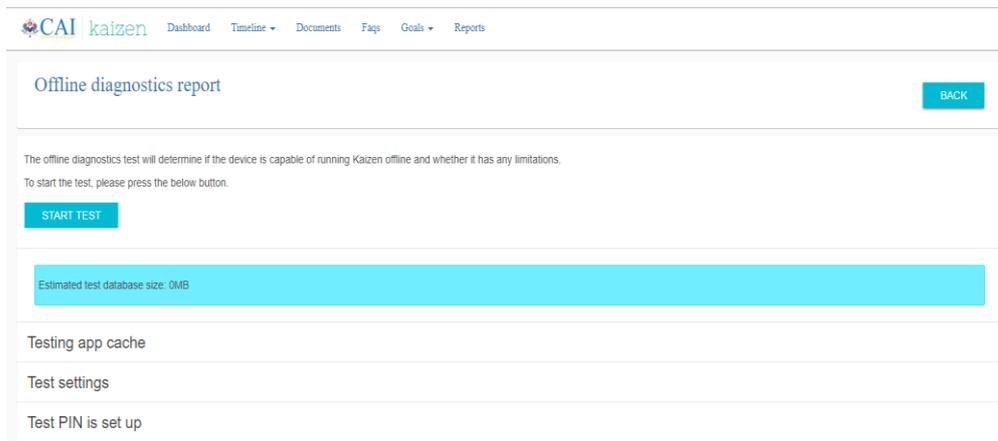
HOW TO CREAT ENTRIES OFFLINE:

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

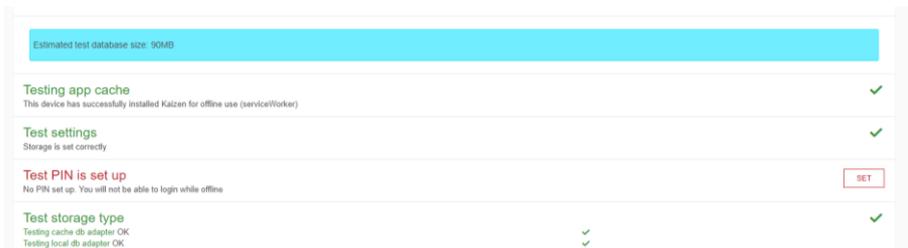
1. Click on your initials on the top right hand corner of the page. Click on Diagnose.



2. Click on "start test".



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



Support:

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

The Training Department on: training@coa.ie

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