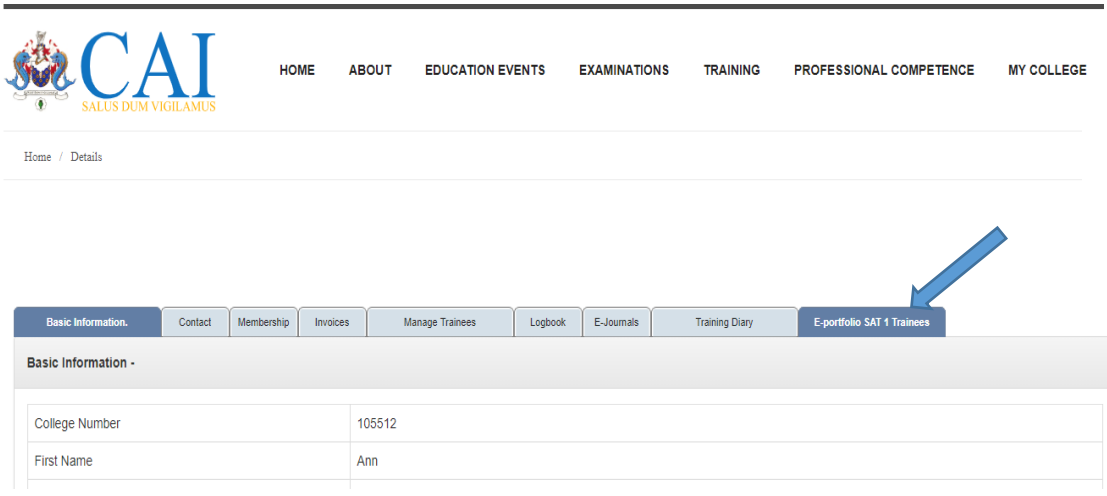
College of Anaesthesiologists of Ireland
Patron: Michael D. Higgins
President of Ireland

Trainee User Guide – e-Portfolio for Training July 2019

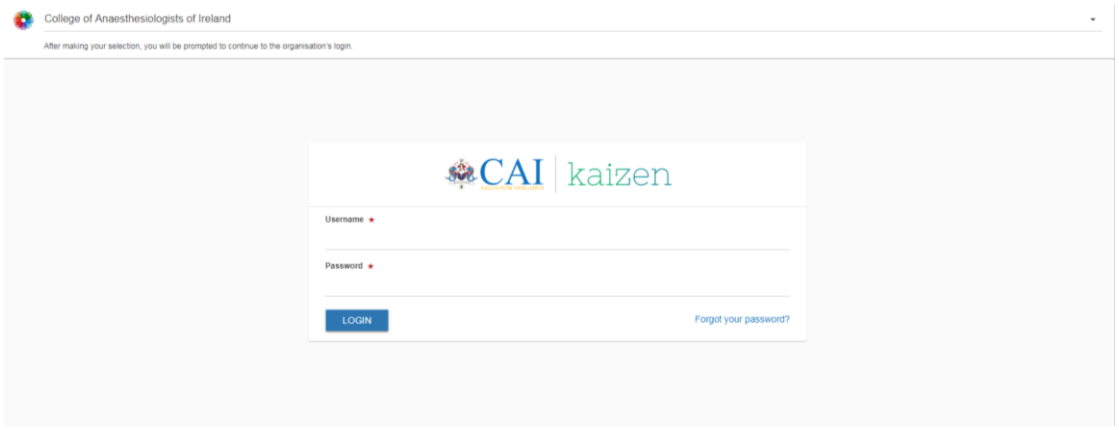
HOW TO GET STARTED:

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.

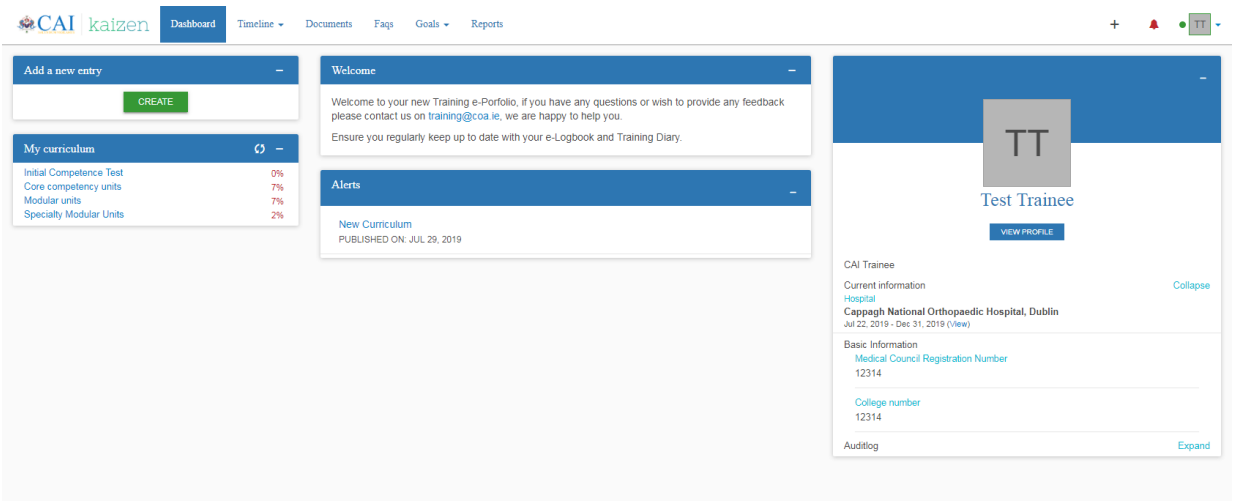
Step 2 – Access to the new CAI/Kaizen e-Portfolio for Training is available on your personal dashboard. Please click on the tab "e-Portfolio for SAT 1 Training" for access.



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.



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.



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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.

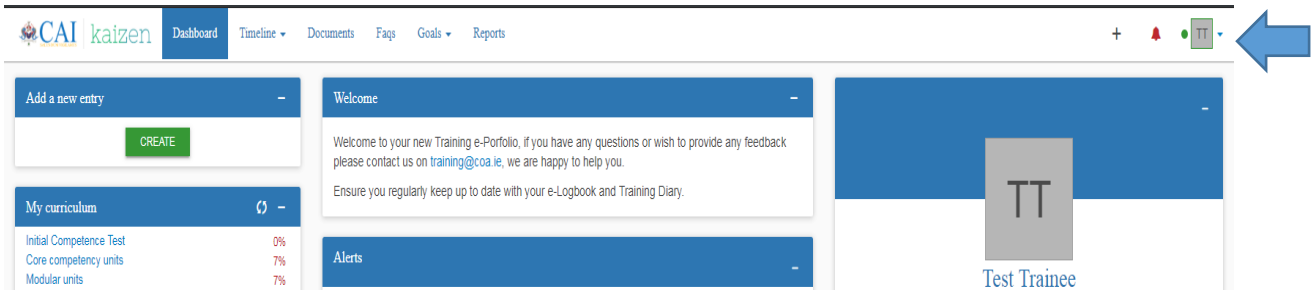
FAQs: To help get you started and for any questions you might have on your new e-Portfolio. This section will be added to as we receive feedback from trainees on the new system.

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.



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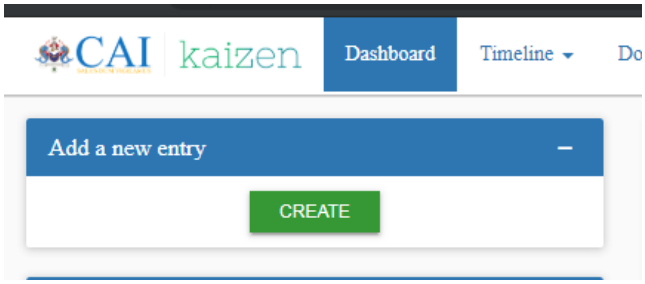
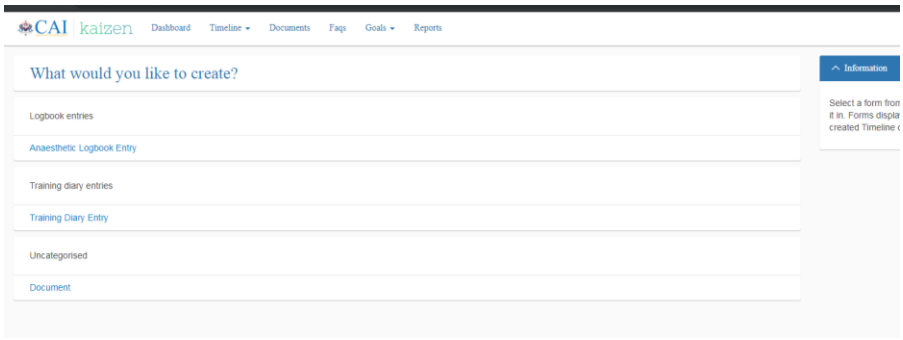
HOW TO ADD AN ENTRY:

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

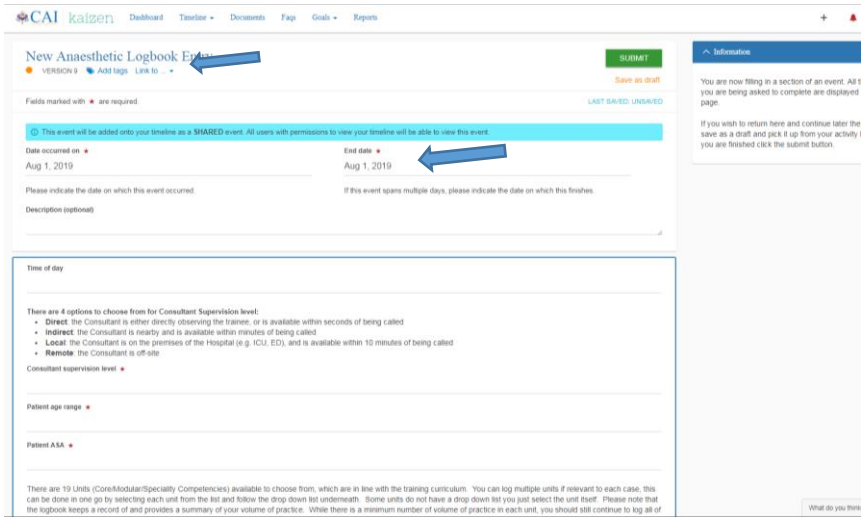




1. Logbook – Click “Anaesthetic Logbook Entry” to add your anaesthetic cases.

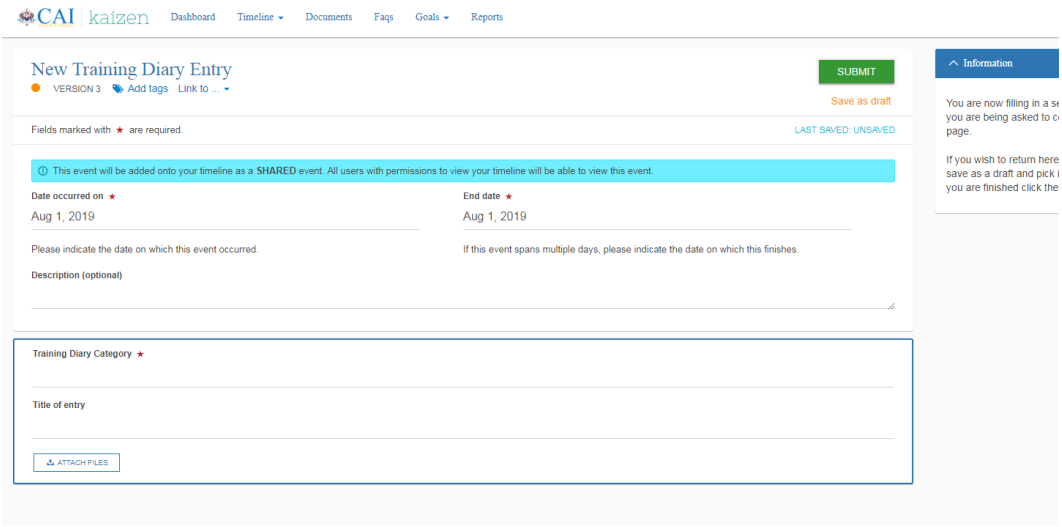
This is where you fill in each section of the form, paying particular attention to all of the mandatory fields. Once you have completed the form you can click "Submit" or "Save as Draft”.
Please note: there are a number of features on this page that are part of the system but have no relevance for the SAT programme.

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

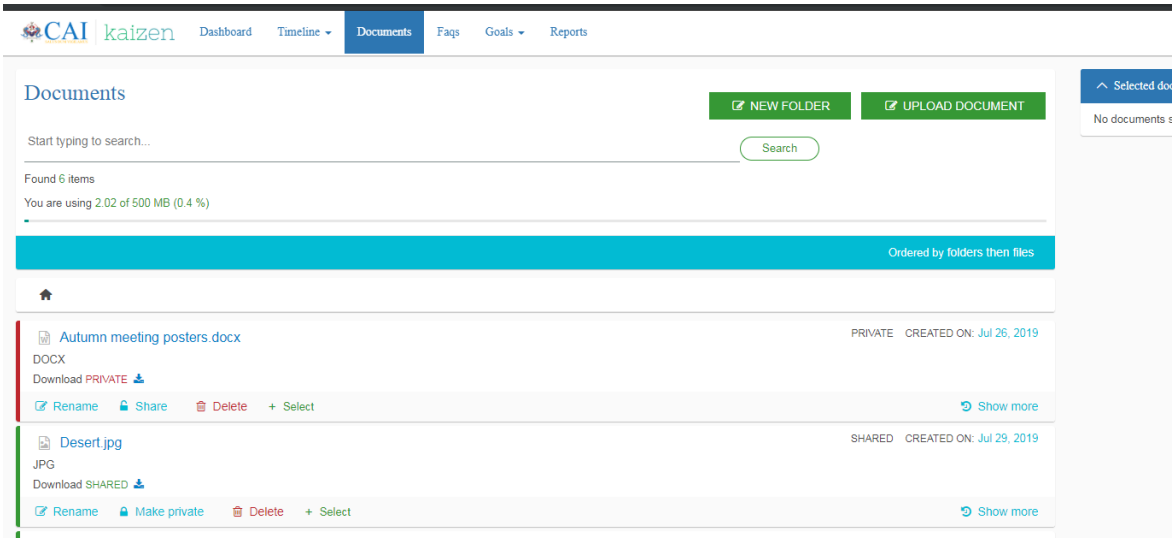


2. Training Diary – Click "Training Diary" to add educational activities to your e-Portfolio for training and you can upload any certificates of attendance or relevant documents to your entry.

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".



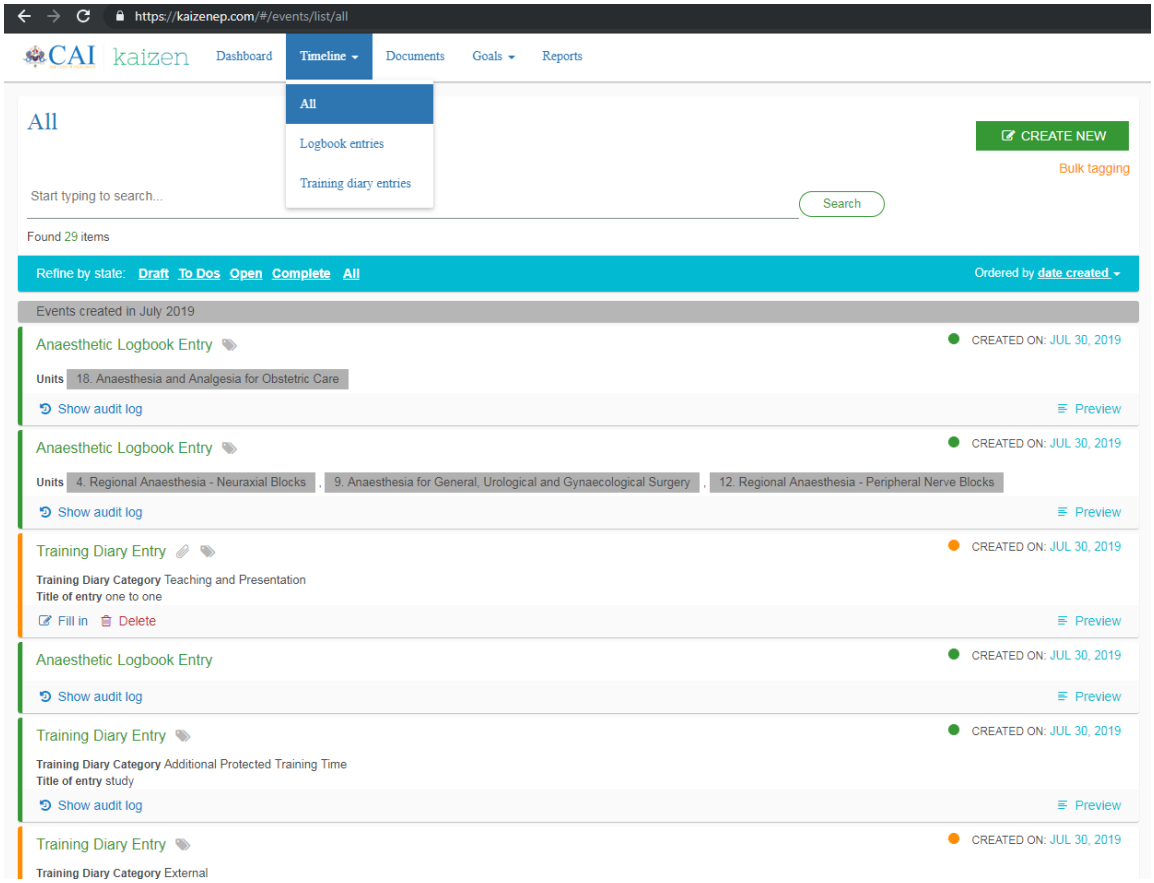
3. Documents – Click "documents" to add any documents you wish to keep in your e-Portfolio.



TIMELINE IN MORE DETAIL:

3 options to choose from:

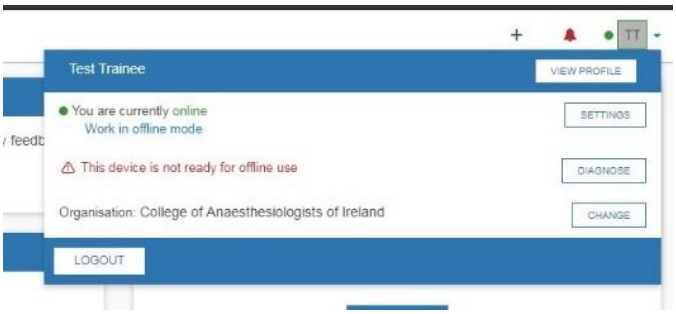
1. All - this will give you a list of everything you have created in your e-Portfolio. Items in colour "Green" are submitted and items in colour "Orange" are in draft. If you have multiple entries to add you can stay on this screen and click "Create New". Once you submit the form it will bring you back 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.



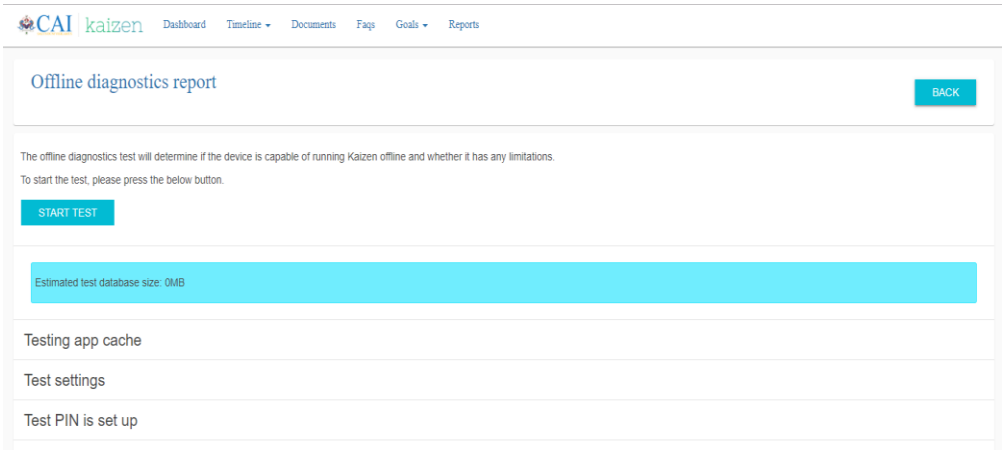
HOW TO CREAT ENTRIES OFFLINE:

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.

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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.