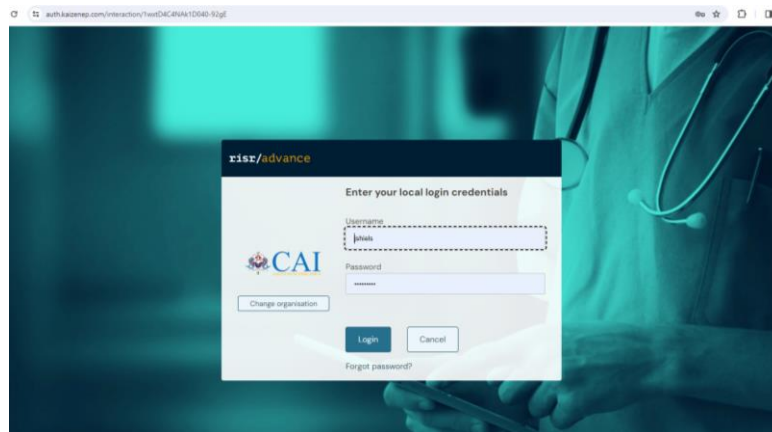


New Trainee User Guide – e-Portfolio for Training March 2024

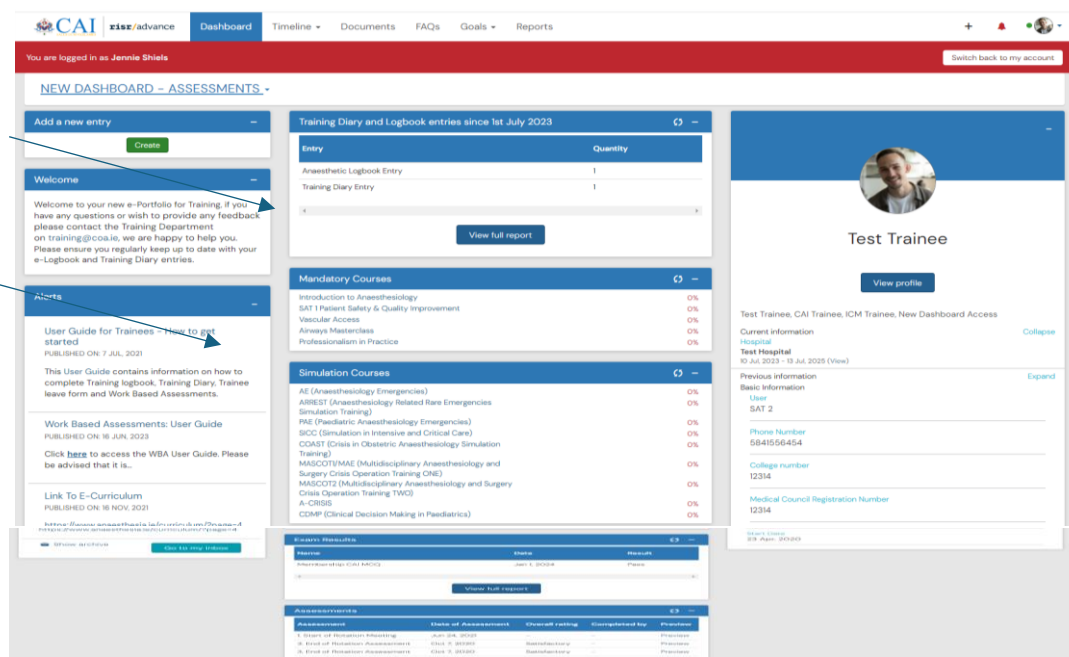
HOW TO GET STARTED:

Step 1 – Go to Risr/advance (Kaizen) <https://kaizenep.com> Click on College of Anaesthesiologists of Ireland and then add your **Username:** “your College ID number” and **Password:** you will create it once you receive an email from Risr/advance (Kaizen).



Step 2 – 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.

UPDATES: You can now also see the list of mandatory SIM and Training Courses, if you have completed any exams they will be updated as completed. In Training assessments (ITAs) are now in date order and any historic assessment (pre-July 2020) will be displayed in the assessment box also. The number of logbook and training diary entries per training year, are also now displayed on the new trainee dashboard.



NEW DASHBOARD - ASSESSMENTS

You are logged in as **Jeremie Shields** Switch back to my account

Add a new entry Create

Welcome

Welcome to your new e-Portfolio for Training. If you have any questions or wish to provide any feedback please contact the Training Department on training@coai.ie, we are happy to help you. Please ensure you regularly keep up to date with your e-Logbook and Training Diary entries.

Alerts

User Guide for Trainees - [How to get started](#)
PUBLISHED ON: 7 JUL 2023

This User Guide contains information on how to complete Training logbook, Training Diary, Trainee leave form and Work Based Assessments.

Work Based Assessments: User Guide
PUBLISHED ON: 16 JUN 2023

Click [here](#) to access the WBA User Guide. Please be advised that it is...

Link To E-Curriculum
PUBLISHED ON: 16 NOV 2023

Training Diary and Logbook entries since 1st July 2023

Entry	Quantity
Anaesthetic Logbook Entry	1
Training Diary Entry	1

[View full report](#)

Mandatory Courses

Course	Progress
Introduction to Anaesthesiology	0%
SAT 1 Patient Safety & Quality Improvement	0%
Vascular Access	0%
Always Masterclass	0%
Professionalism in Practice	0%

Simulation Courses

Course	Progress
AE (Anaesthesiology Emergencies)	0%
AIRREST (Anaesthesiology Related Rare Emergencies Simulation Training)	0%
P&E (Paediatric Anaesthesiology Emergencies)	0%
SICC (Simulation in Intensive and Critical Care)	0%
COAST (Crisis in Obstetric Anaesthesiology Simulation Training)	0%
MASCOT1/MAE (Multidisciplinary Anaesthesiology and Surgery Crisis Operation Training ONE)	0%
MASCOT2 (Multidisciplinary Anaesthesiology and Surgery Crisis Operation Training TWO)	0%
A-CRISIS	0%
CDMP (Clinical Decision Making in Paediatrics)	0%

Test Trainee View profile

Test Trainee: CAI Trainee, ICM Trainee, New Dashboard Access

Current information College

Hospital Test Hospital
19 Jul 2023 - 19 Jul 2025 (View)

Previous information Expand

Basic Information

User SAT 2

Phone Number 5641056454

College number 12314

Medical Council Registration Number 12314

Start Date 19 Jul 2023

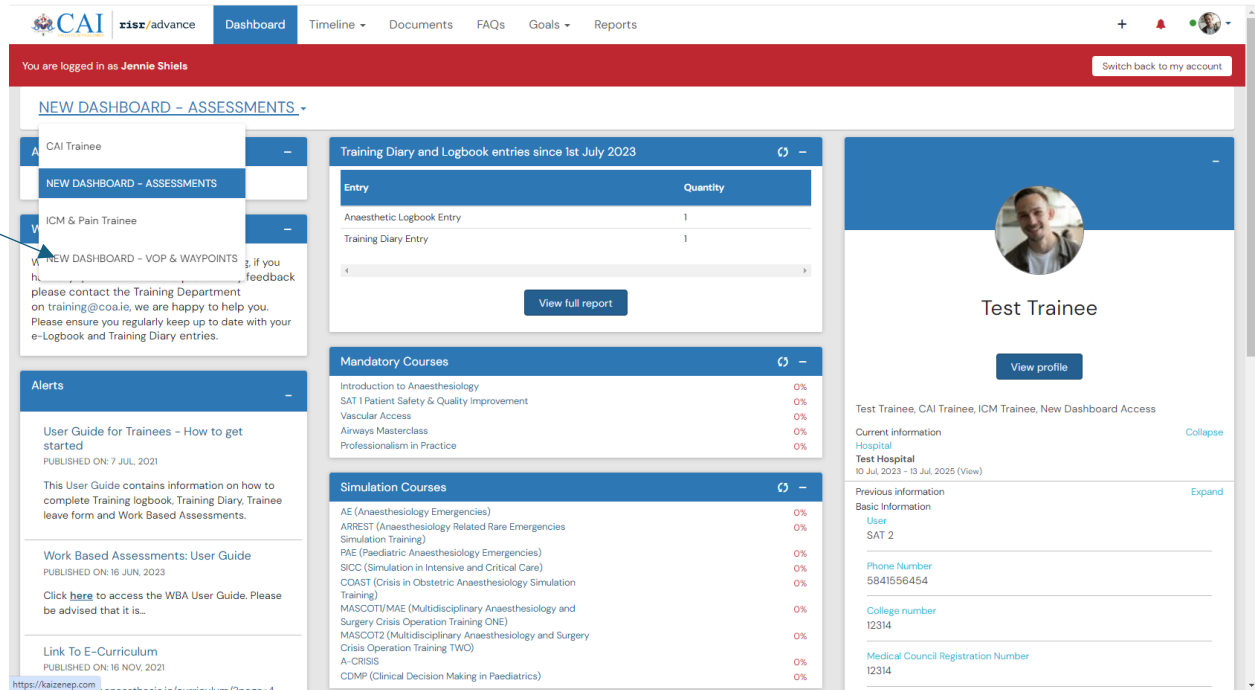
End Date 19 Jul 2025

Recent Assessments

Assessment	Date of Assessment	Overall Rating	Completed by	Passion
1. Start of Rotation Assessment	19 Jul 2023	Not Started	Not Started	Passion
2. End of Rotation Assessment	19 Jul 2023	Not Started	Not Started	Passion
3. Start of Rotation Assessment	19 Jul 2023	Not Started	Not Started	Passion

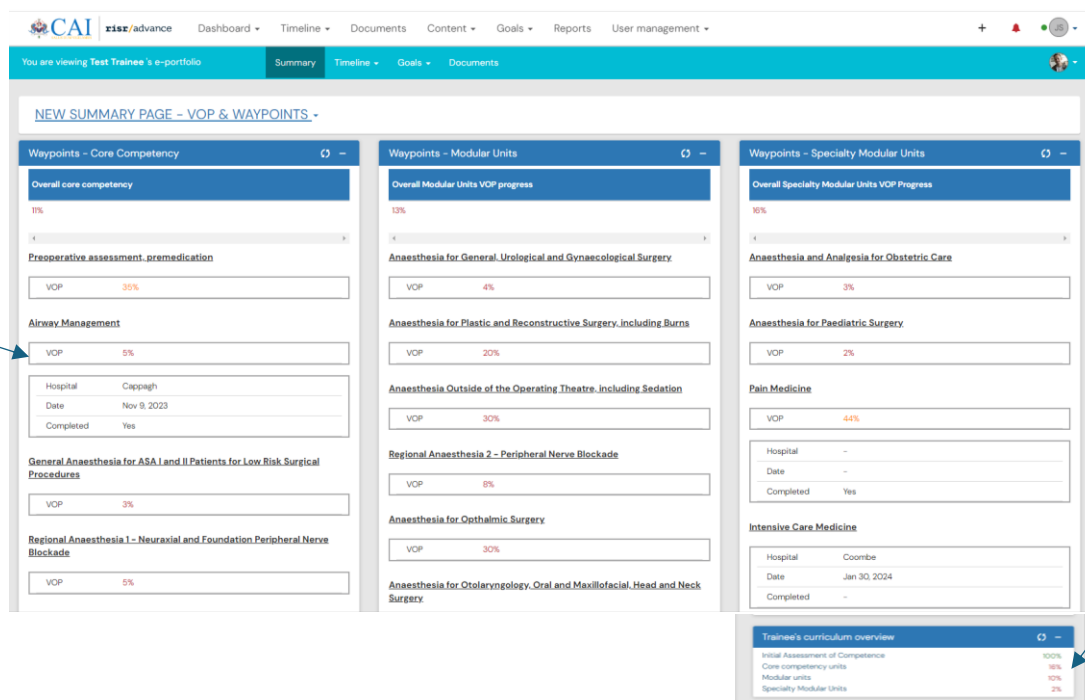
Step 3 – UPDATES: New Summary Page: VOP & Waypoints.

Click on the top left hand corner under “Trainee” and click “ Summary Page – VOP & Waypoints”.



The screenshot shows the CAI Trainee Dashboard. At the top, it says "You are logged in as Jennie Shields" and "Switch back to my account". The main header is "NEW DASHBOARD – ASSESSMENTS". On the left, there is a sidebar menu with options: "CAI Trainee", "NEW DASHBOARD – ASSESSMENTS", "ICM & Pain Trainee", and "NEW DASHBOARD – VOP & WAYPOINTS". A blue arrow points to the "NEW DASHBOARD – VOP & WAYPOINTS" option. Below the menu is an "Alerts" section with a "User Guide for Trainees – How to get started" and "Work Based Assessments: User Guide". The main content area is divided into three sections: "Training Diary and Logbook entries since 1st July 2023" (with a table of entries), "Mandatory Courses" (listing various courses with 0% completion), and "Simulation Courses" (listing various simulation courses with 0% completion). On the right, there is a profile section for "Test Trainee" with a "View profile" button and a list of "Current information" and "Previous information".

The new screen below now gives you an overview of the Volume of Practice for each Core, Modular and Specialty units (Waypoints). Once you get 100% VOP you can seek a sign off for the “Waypoint” from your Tutor. Once approved by your Tutor it will be displayed as a box, highlighting where and when it was completed. e.g. Airway Management. You will also now be able to record your 3 x 2-month ICM modules and similar info will appear below. There is a summary box at the bottom of the screen for quick reference of how you are progressing.



The screenshot shows the CAI Trainee Summary Page titled "NEW SUMMARY PAGE – VOP & WAYPOINTS". The page is divided into three main columns: "Waypoints – Core Competency", "Waypoints – Modular Units", and "Waypoints – Specialty Modular Units". Each column contains a progress bar and a list of waypoints with their respective VOP percentages. A blue arrow points to the "Airway Management" waypoint in the Core Competency column. At the bottom right, there is a "Trainee's curriculum overview" box showing a summary of progress: Initial Assessment of Competence (100%), Core competency units (16%), Modular units (10%), and Specialty Modular Units (2%).

Waypoints – Core Competency	Waypoints – Modular Units	Waypoints – Specialty Modular Units
Overall core competency: 11%	Overall Modular Units VOP progress: 13%	Overall Specialty Modular Units VOP Progress: 16%
Preoperative assessment, premedication: VOP 35%	Anaesthesia for General, Urological and Gynaecological Surgery: VOP 4%	Anaesthesia and Analgesia for Obstetric Care: VOP 3%
Airway Management: VOP 5%	Anaesthesia for Plastic and Reconstructive Surgery, including Burns: VOP 20%	Anaesthesia for Paediatric Surgery: VOP 2%
General Anaesthesia for ASA I and II Patients for Low Risk Surgical Procedures: VOP 3%	Anaesthesia Outside of the Operating Theatre, including Sedation: VOP 30%	Pain Medicine: VOP 44%
Regional Anaesthesia 1 – Neuraxial and Foundation Peripheral Nerve Blockade: VOP 5%	Regional Anaesthesia 2 – Peripheral Nerve Blockade: VOP 6%	Intensive Care Medicine: VOP -
	Anaesthesia for Ophthalmic Surgery: VOP 30%	
	Anaesthesia for Otolaryngology, Oral and Maxillofacial, Head and Neck Surgery: VOP -	

TOP BAR EXPLAINED:

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

Timeline: This gives you 6 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. Initial Assessment of Competence (IAC)
4. Training Diary entries (just an outline of your training diary entries)
5. Training Other (record of documents uploaded)
6. Work Based Assessments (WBAs)

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 updated to as we receive feedback from trainees on the system.

Goals: As you submit your logbook entries this screen will populate with your progress in each of the curriculum sections.

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.

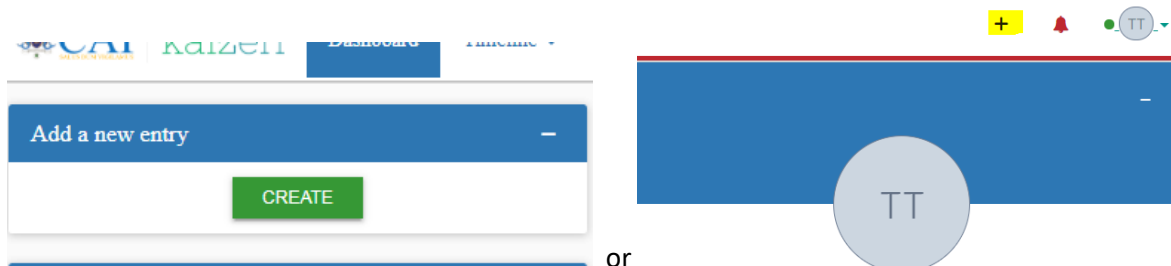


Red bell symbol: Shortcut to all of your draft entries.

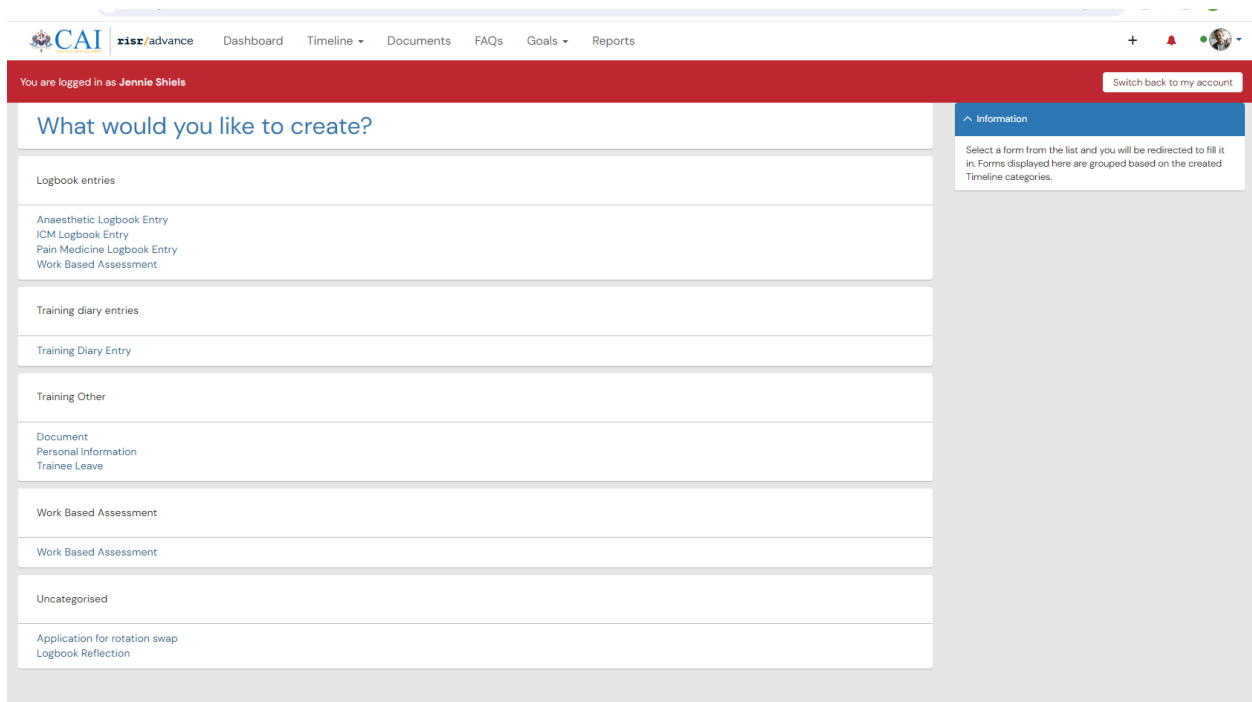
HOW TO ADD AN ENTRY:

Click “Create” on your dashboard or + in the top right of your dashboard this will bring you to several options:

1. Anaesthetic Logbook Entry/ICM Logbook Entry/Pain Medicine Logbook Entry/ WBAs.
2. Training Diary Entry 3. Documents 4. Personal Information 5. Trainee Leave



or



1. **Logbook** – Click “Anaesthetic, ICM or Pain Medicine Logbook Entry” to add your 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.

CAI | [risc/advance](#) | [Dashboard](#) | [Timeline](#) | [Documents](#) | [FAQs](#) | [Goals](#) | [Reports](#)

You are logged in as **Jennie Shiels** | [Switch back to my account](#)

New Anaesthetic Logbook Entry

VERSION 18 | [Add tags](#) | [Link to ...](#)

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)

Time of day

There are 4 options to choose from for Consultant Supervision level:

- **Direct:** the Consultant is either directly observing the trainee, or is available within seconds of being called
- **Indirect:** the Consultant is nearby and is available within minutes of being called
- **Local:** the Consultant is on the premises of the Hospital (e.g. ICU, ED), and is available within 10 minutes of being called
- **Remote:** the Consultant is off-site

Consultant supervision level ★

Patient age range ★

Information

You are now filling in a section of an event. All the fields you are being asked to complete are displayed on this page. If you wish to return here and continue later then you can save as a draft, and pick it up from your activity list. When you are finished click the submit button.

2. Training Diary – Click “Training Diary” to add educational activities such as personal learning, internal and external learning events, and research activities to your e-Portfolio for training. 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”.

CAI | [risc/advance](#) | [Dashboard](#) | [Timeline](#) | [Documents](#) | [FAQs](#) | [Goals](#) | [Reports](#)

You are logged in as **Jennie Shiels** | [Switch back to my account](#)

New Training Diary Entry

VERSION 4 | [Add tags](#) | [Link to ...](#)

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)

Training Diary Category ★

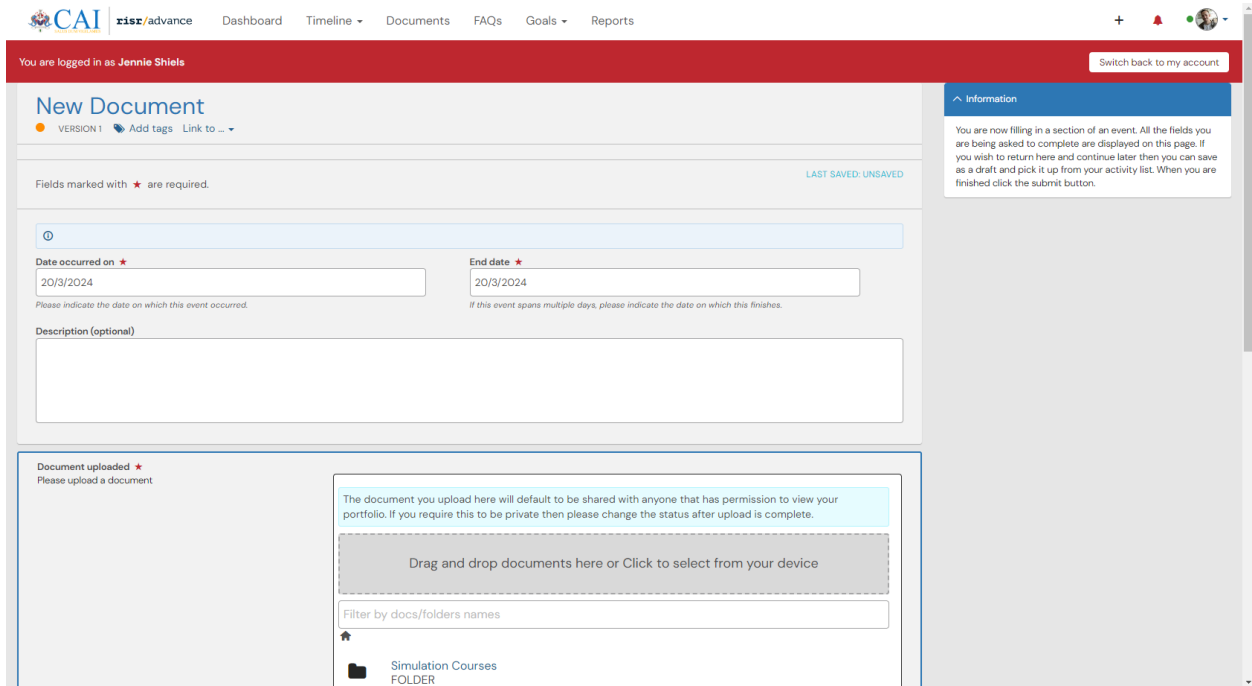
Title of entry

[Attach files](#)

Information

You are now filling in a section of an event. All the fields you are being asked to complete are displayed on this page. If you wish to return here and continue later then you can save as a draft, and pick it up from your activity list. When you are finished click the submit button.

3. Documents – Click “documents” to add any documents you wish to keep in your e-Portfolio. To create a folder, click on “New Folder”. If you then wish to add to this folder make sure you click into the folder before you select upload document. You can drag and drop documents, please ensure to label them clearly.

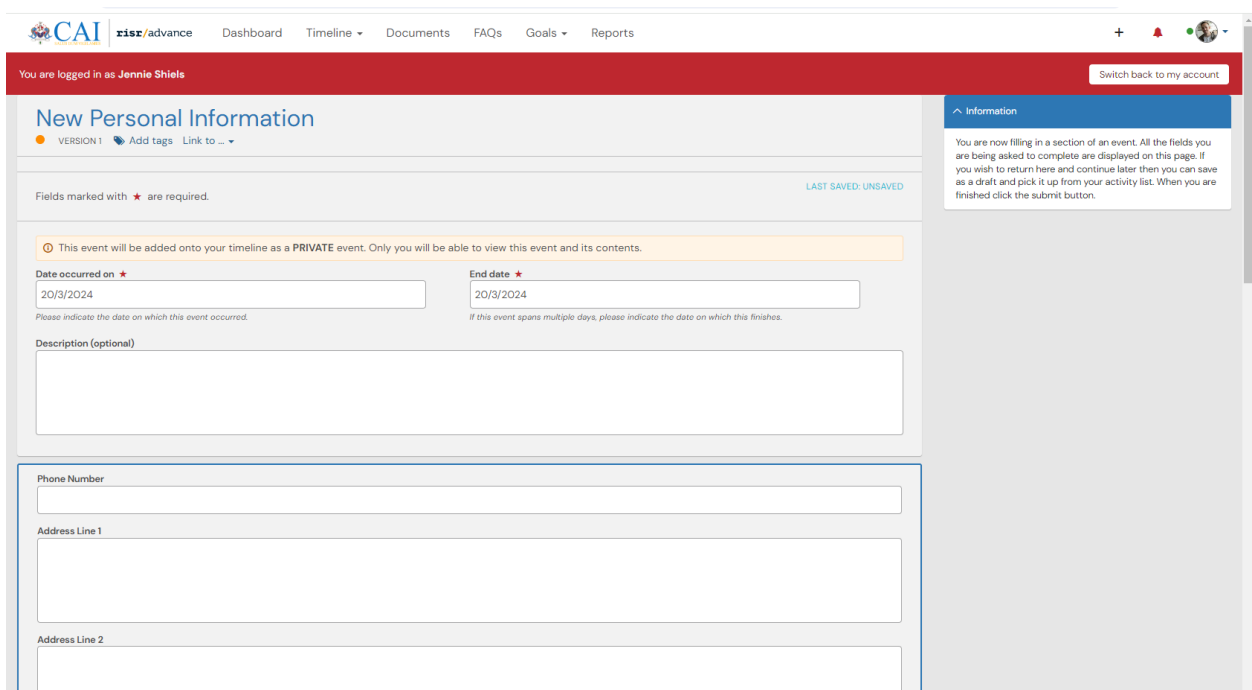


The screenshot shows the 'New Document' page. At the top, there is a navigation bar with 'CAI | zisr/advance' and menu items: Dashboard, Timeline, Documents, FAQs, Goals, Reports. A red banner indicates 'You are logged in as Jennie Shiels' with a 'Switch back to my account' link. The main content area is titled 'New Document' and includes a 'VERSION 1' indicator and 'Add tags' and 'Link to ...' options. A note states 'Fields marked with * are required.' and 'LAST SAVED: UNSAVED'. The form contains:

- A search bar with a magnifying glass icon.
- 'Date occurred on *' field with the value '20/3/2024'.
- 'End date *' field with the value '20/3/2024'.
- Small text: 'Please indicate the date on which this event occurred.' and 'If this event spans multiple days, please indicate the date on which this finishes.'
- 'Description (optional)' text area.
- 'Document uploaded *' section with the instruction 'Please upload a document'.
- A light blue box: '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.'
- A dashed box: 'Drag and drop documents here or Click to select from your device'.
- 'Filter by docs/folders names' input field.
- A folder icon labeled 'Simulation Courses FOLDER'.

 On the right, an 'Information' sidebar contains text: 'You are now filling in a section of an event. All the fields you are being asked to complete are displayed on this page. If you wish to return here and continue later then you can save as a draft and pick it up from your activity list. When you are finished click the submit button.'

4. Personal Information – Click “personal information” to change any personal details in your e-Portfolio or include any missing information.

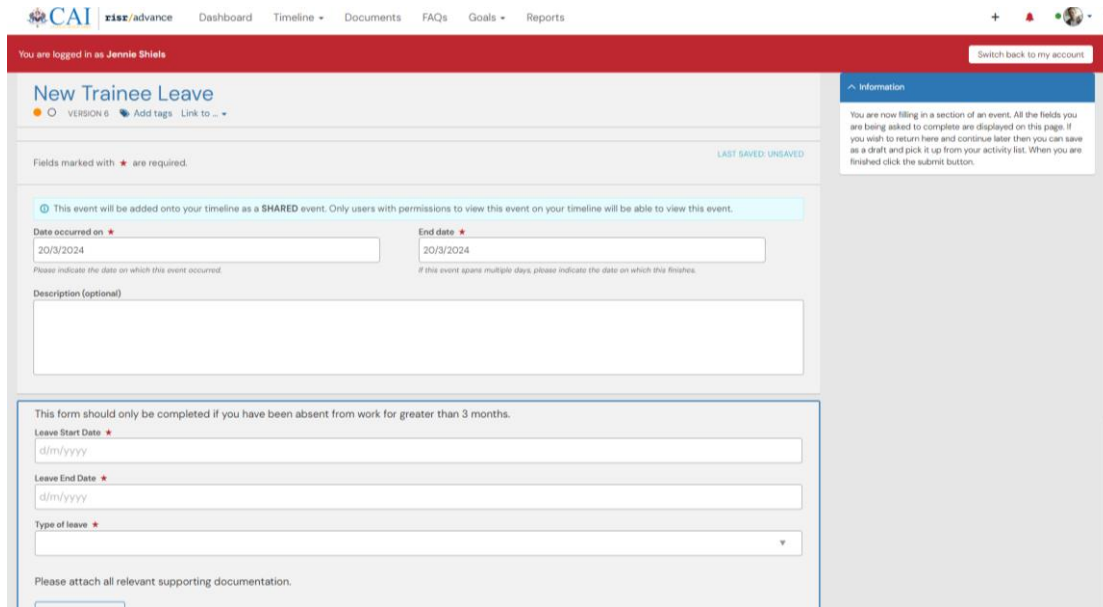


The screenshot shows the 'New Personal Information' page. The navigation bar and red banner are identical to the previous screenshot. The main content area is titled 'New Personal Information' and includes a 'VERSION 1' indicator and 'Add tags' and 'Link to ...' options. A note states 'Fields marked with * are required.' and 'LAST SAVED: UNSAVED'. The form contains:

- A yellow warning box: 'This event will be added onto your timeline as a PRIVATE event. Only you will be able to view this event and its contents.'
- 'Date occurred on *' field with the value '20/3/2024'.
- 'End date *' field with the value '20/3/2024'.
- Small text: 'Please indicate the date on which this event occurred.' and 'If this event spans multiple days, please indicate the date on which this finishes.'
- 'Description (optional)' text area.
- 'Phone Number' text field.
- 'Address Line 1' text field.
- 'Address Line 2' text field.

 On the right, an 'Information' sidebar contains the same text as in the previous screenshot.

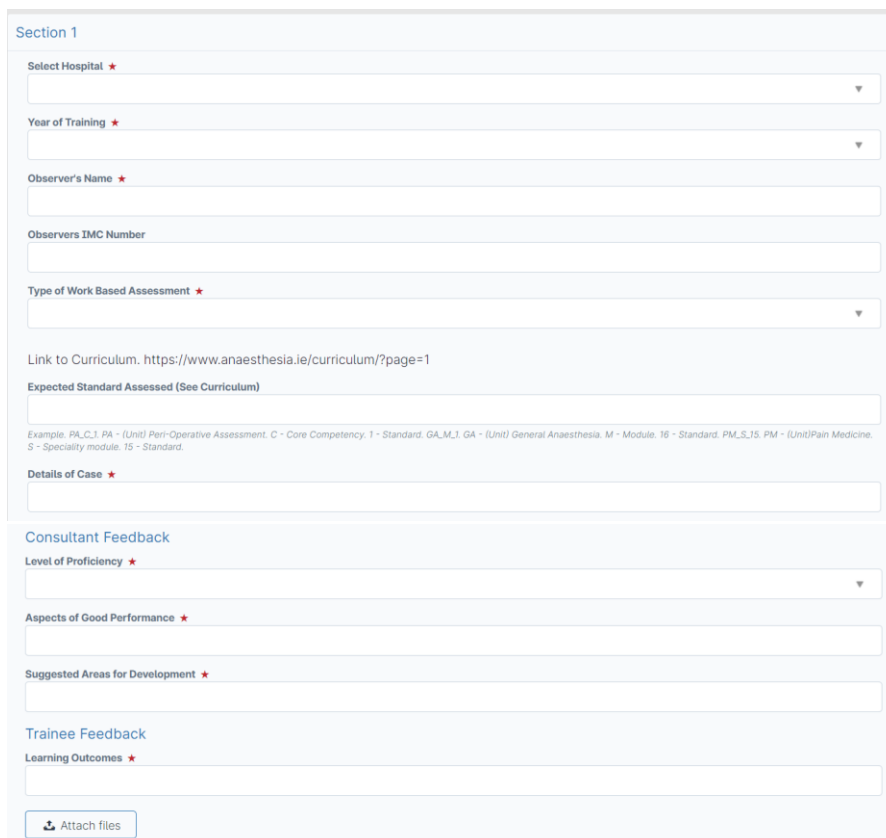
- 5. Trainee Leave** – Click “Trainee Leave” to record an extended leave of absence e.g. more than 2 months, due to illness. Please include any supporting documents where required.



The screenshot shows the 'New Trainee Leave' form in the CAI system. The user is logged in as Jennie Shiels. The form includes the following fields and sections:

- Date occurred on:** 20/3/2024
- End date:** 20/3/2024
- Description (optional):** A large text area for providing details of the leave.
- Leaves Start Date:** d/m/yyyy
- Leave End Date:** d/m/yyyy
- Type of leave:** A dropdown menu.
- Supporting documentation:** A section for attaching relevant supporting documents.

- 6. Completing Workplace Based Assessments** - The Trainee fills out all relevant sections of the form. At the bottom of the form, they input the name of the Tutor or Trainer who supervised the assessment.



The screenshot shows 'Section 1' of the Workplace Based Assessment form. The form includes the following fields and sections:

- Select Hospital:** A dropdown menu.
- Year of Training:** A dropdown menu.
- Observer's Name:** A text input field.
- Observers IMC Number:** A text input field.
- Type of Work Based Assessment:** A dropdown menu.
- Link to Curriculum:** <https://www.anaesthesia.ie/curriculum/?page=1>
- Expected Standard Assessed (See Curriculum):** A text input field.
- Details of Case:** A text input field.
- Consultant Feedback:**
 - Level of Proficiency:** A dropdown menu.
 - Aspects of Good Performance:** A text input field.
 - Suggested Areas for Development:** A text input field.
- Trainee Feedback:**
 - Learning Outcomes:** A text input field.
- Attach files:** A button for uploading supporting documents.

If the Tutor/Trainer wish to complete the form on the same device, they can select “Fill on the same device”. This will give the Tutor/Trainer the option to fill in their comments and confirm whether the information submitted by the Trainee is accurate.

The next section of this form can be filled in by users with these roles: CAI System Admin, Pain Tutor, Test Tutor, Tutor, ICM Tutor, Trainer

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

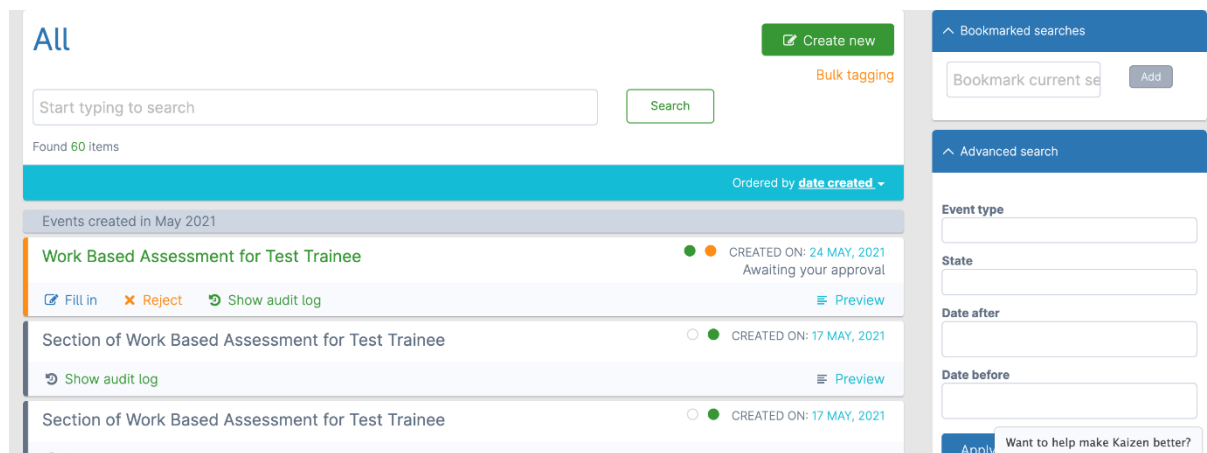
Consultant Response

Comments

This is an accurate reflection of the feedback discussion *

Once a Trainee submits the WBA Form, their Tutor/Trainer must approve it.

The Tutor/Trainer must log in to their own profile, go to their timeline where the WBA will appear in draft form (the colour orange will appear beside it to indicate that it is in draft form).



All

[Bulk tagging](#)

Found 60 items

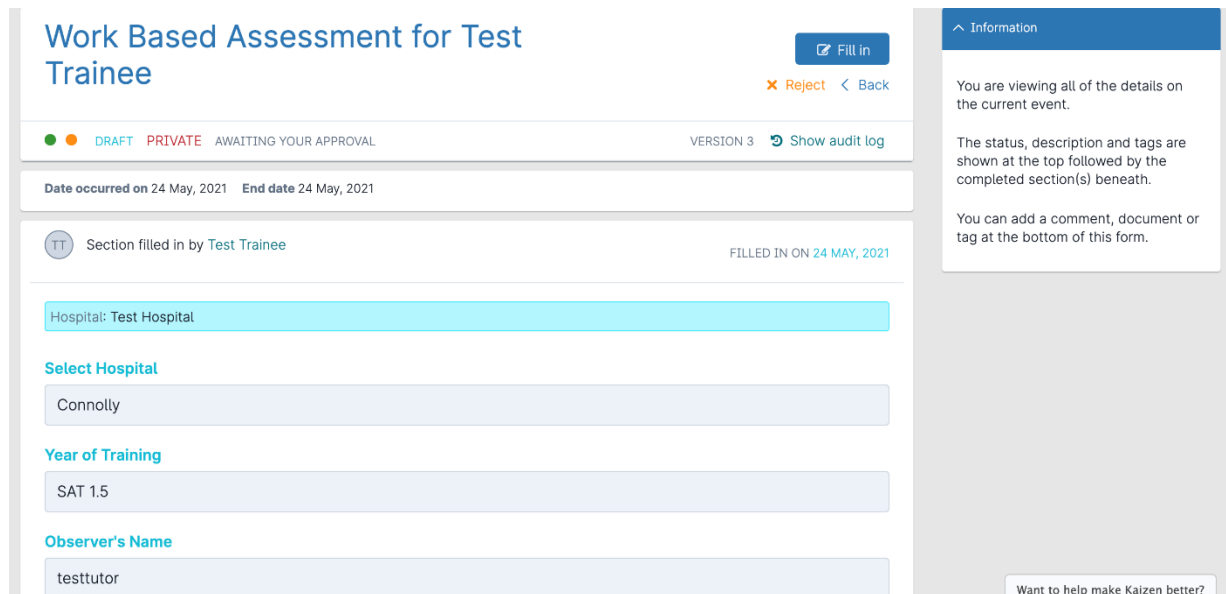
Ordered by **date created**

Events created in May 2021

Work Based Assessment for Test Trainee	● ● CREATED ON: 24 MAY, 2021 Awaiting your approval
Fill in Reject Show audit log	Preview
Section of Work Based Assessment for Test Trainee	● CREATED ON: 17 MAY, 2021
Show audit log	Preview
Section of Work Based Assessment for Test Trainee	● CREATED ON: 17 MAY, 2021

[Want to help make Kaizen better?](#)

The Tutor/Trainer must then select the draft WBA, select “Fill in” in the top right corner. They can then review the form and make/edit their comments on the assessment.



Work Based Assessment for Test Trainee

Fill in
Reject Back

DRAFT PRIVATE AWAITING YOUR APPROVAL VERSION 3 Show audit log

Date occurred on 24 May, 2021 End date 24 May, 2021

Section filled in by Test Trainee FILLED IN ON 24 MAY, 2021

Hospital: Test Hospital

Select Hospital
Connolly

Year of Training
SAT 1.5

Observer's Name
testtutor

Information

You are viewing all of the details on the current event.

The status, description and tags are shown at the top followed by the completed section(s) beneath.

You can add a comment, document or tag at the bottom of this form.

Want to help make Kaizen better?

To finalise the WBA, the Tutor/Trainer then selects “Submit” on the top right hand corner, and the WBA is completed.



Work Based Assessment for Test Trainee

Submit
Save as draft

VERSION 3 LAST SAVED: UNSAVED

Fields marked with * are required.

Date occurred on 24 May, 2021 End date 24 May, 2021

Section filled in by Test Trainee FILLED IN ON 24 MAY, 2021

Hospital: Test Hospital

Select Hospital
Connolly

Year of Training
SAT 1.5

Observer's Name
testtutor

Information

You are now filling in a section of an event. All the fields you are being asked to complete are displayed on this page.

If you wish to return here and continue later then you can save as a draft and pick it up from your activity list. When you are finished click the submit button.

Want to help make Kaizen better?

Further Information on WBA's

Each module in the curriculum outlines which kind of WBA can be completed. Please see below entry on the Peri-operative Management Module as an example. You can see here which kind of Workplace Based Assessment should be completed for each expected standard which is being assessed.

Peri-operative Management

Description:

At the end of training, the trainee will be able to provide perioperative care for patients with significant co-morbidities, including pre-operative assessment and risk stratification, preparation and optimisation prior to surgery, and plan for early postoperative care to minimise potential harmful consequences of surgery.

Legend for Competency Table

	Domain	KSA	Expected Standards	Assessment
			HISTORY TAKING	
PA_C_1	2,3	A	Communicates in a satisfactory manner with the patient	Mini-CEX
PA_C_2	2	S	Obtains a relevant history Recognises the importance of different elements of history Recognises that patients do not always present history in a structured fashion Knows the likely causes and risk factors for conditions relevant to mode of presentation Recognises that the patient's concerns and the history should inform examination, investigation and management	Mini-CEX
PA_C_3	2,3	S	Demonstrates satisfactory proficiency in obtaining a history specifically relevant to the planned anaesthesia and surgery including: A history of the presenting complaint for surgery A systematic comprehensive relevant medical history	IAC
PA_C_4	6	K	Gives examples of how common co-existing diseases affect anaesthetic management and perioperative risk	MCAI

For further information on WBAs, please visit the e-Curriculum for Training below.

Link to the SAT e-Curriculum: <https://www.anaesthesia.ie/curriculum/?page=1>

Link to ICM e-Curriculum: <https://ifcmi.anaesthesia.ie/wp-content/uploads/2020/07/Appendix-3a-Curriculum-and-Minimum-Requirements.pdf>

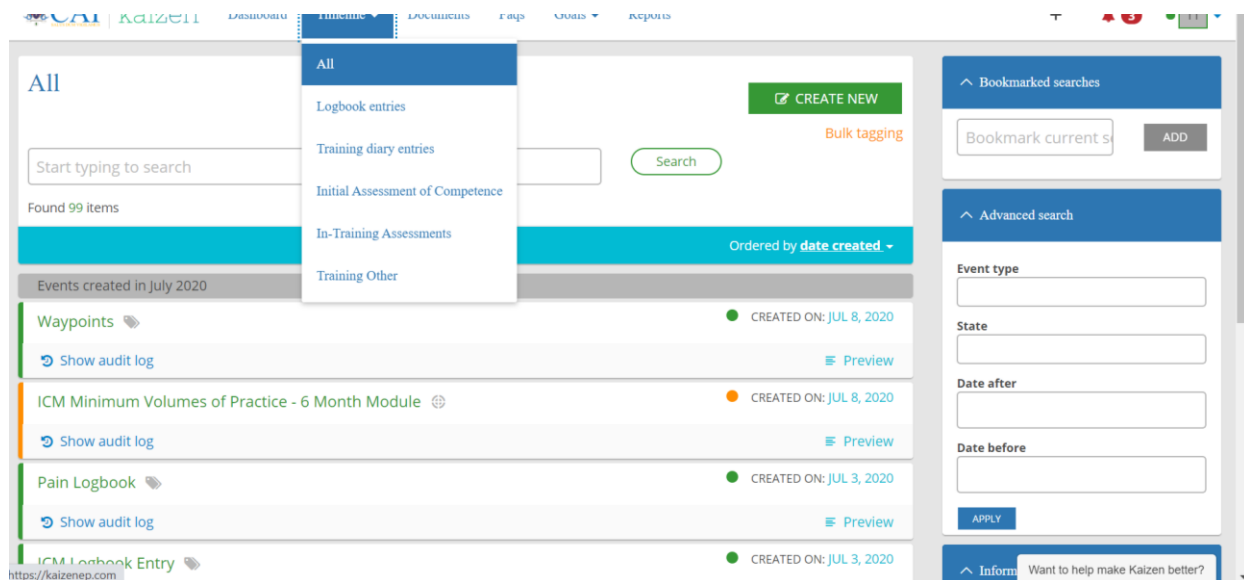
Link to Pain Medicine e-Curriculum: <https://www.anaesthesia.ie/wp-content/uploads/2023/08/Curriculum-for-the-Specialist-Training-Programme-in-Pain-Medicine-effective-July-2023.pdf>

Please be advised that should a Trainer wish to assess WBAs, they can send an email to Training@coa.ie and we will then grant their Kaizen profile access to the WBAs.

TIMELINE IN MORE DETAIL:

5 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.
4. Initial Assessment of Competence – this will give you a record of your IAC
5. In Training Assessments – this will give you an over view of your ITAs
6. Training Other – this will give you an over view of any additional documents you have added to your e-Portfolio



The screenshot shows the CAI e-Portfolio interface. A dropdown menu is open, listing the following options: All, Logbook entries, Training diary entries, Initial Assessment of Competence, In-Training Assessments, and Training Other. The main content area displays a list of items created in July 2020, ordered by date created. The items are:

Item Name	Status	Created On	Actions
Waypoints	Submitted (Green)	JUL 8, 2020	Show audit log, Preview
ICM Minimum Volumes of Practice - 6 Month Module	Draft (Orange)	JUL 8, 2020	Show audit log, Preview
Pain Logbook	Submitted (Green)	JUL 3, 2020	Show audit log, Preview
ICM Logbook Entry	Submitted (Green)	JUL 3, 2020	Show audit log, Preview

The interface also includes a search bar, a 'CREATE NEW' button, and a 'Bulk tagging' option. On the right side, there are sections for 'Bookmarked searches', 'Advanced search' (with fields for Event type, State, Date after, and Date before), and an 'Inform' section with a link to 'Want to help make Kaizen better?'.

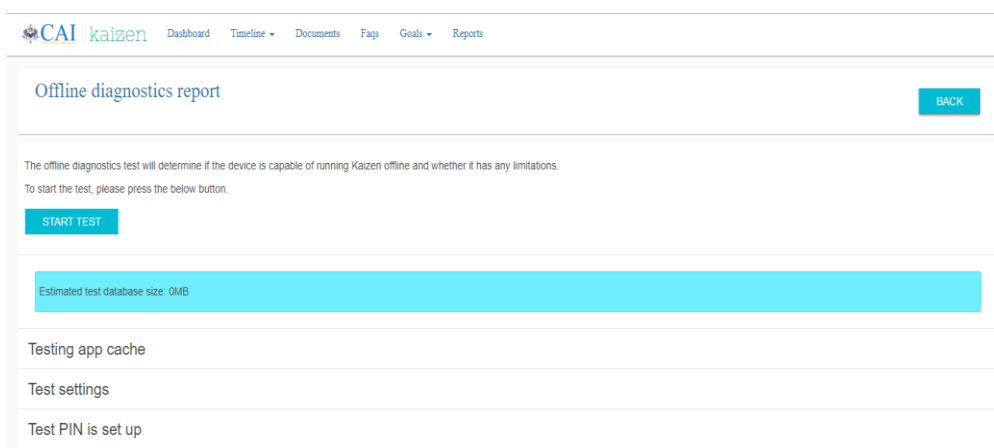
HOW TO CREATE ENTRIES OFFLINE:

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

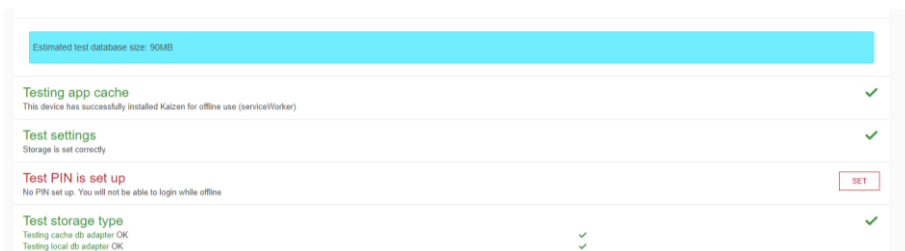
1. Click on your initials on the top right hand corner of the page. Click on Diagnose.



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 for Training please contact:

The Training Department on: Training@coa.ie

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