



6-Monthly
Summative Assessment
User Manual

Supervisor Guide

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1 Overview

The new online 6-Monthly Summative Assessment process enables FRANZCOG trainees to submit their 6-Monthly Summative Assessment online. The Supervisor, Regional Office and Regional TAC Chair review and approval process will also be completed online.



- To complete a 6-monthly Summative Assessment, make sure you have submitted your Summary of Consultant Assessment of Trainee Forms first.

2 Access

2.1 How do I access the system?

The 6-Monthly Summative Assessment is available via the same link that you use to access the online Formative Appraisal functionality: <https://logbook.my.ranzcog.edu.au>

You can also navigate to the online 6-Monthly Summative Assessment by visiting the RANZCOG website, selecting Training, Specialist Training, Online portfolio and assessment and then clicking on 'Online Portfolio - login'.



- For the new system, your user name is your current *my.ranzcog* ID and your Password is your *my.ranzcog* password.
- Click on the 'Forgotten Password?' link underneath the green 'Login' button if you don't remember your password. You will be sent an email with a link to reset your password.
- The password reset link expires after 12 hours. If you have not reset your password within 12 hours, you will need to click on the 'Forgotten Password' link again.
- Resetting a password in the Logbook system *will not* reset the *my.ranzcog* password. It is therefore possible to have a different password for the Logbook system and *my.ranzcog*.

3 Browser Compatibility

The 6-Monthly Summative Assessment process will function as expected in the latest versions of:

- ✓ Internet Explorer;
- ✓ Firefox;
- ✓ Chrome;
- ✓ Opera; and
- ✓ Safari.

Note: The online 6-Monthly Summative Assessment process is not built for versions of Internet Explorer preceding IE10. It is recommended that you update Internet Explorer on your Windows computer or device if you are using an earlier version than IE10.

4 6-Monthly Summative Assessment Process

4.1 Introduction

Supervisors can access the 6-Monthly Summative Assessment via the 'Appraisals & Assessments' link under the 'Training' menu item.

Supervisors will only see the 6-Monthly Summative Assessments once their trainees have submitted their Summative Assessments.

4.2 Workflow and Access Control

The system controls a user's access to the 6-Monthly Summative Assessment by identifying the status of the assessment and the role of the assigned user.

The table below indicates who can access and update the 6-Monthly Summative Assessment at each stage of the process.

<u>Summative Assessment Process</u>	<u>Status of Summative Assessment</u>	<u>Who can update the Summative Assessment</u>
<ol style="list-style-type: none"> 1. Trainee initiates the Summative Assessment. 2. The system creates the Summative Assessment. Status is "New Entry". 3. Trainee records their self-assessment and submits the 6-Monthly Summative Assessment. 	New Entry	Trainee
<ol style="list-style-type: none"> 4. The assessment is assigned to the Supervisor based on the Prospective Approval selected to create the assessment. Status changes to "Awaiting Supervisor Submission". 5. Following discussion with the trainee, the Supervisor completes the assessment. 6. Supervisor submits the 6-Monthly Summative Assessment. 	Awaiting Supervisor Submission	Supervisor
<ol style="list-style-type: none"> 7. The assessment is assigned back to the Trainee. Status changes to "Awaiting Trainee Submission". 8. Trainee reviews the Supervisor's assessment and completes their declaration that their Training Supervisor has discussed the Summative Assessment with them. 9. Trainee submits the assessment. 10. The system determines if the assessment is an overdue submission. 	Awaiting Trainee Submission	Trainee
<ol style="list-style-type: none"> 11. The assessment is assigned to the trainee's Regional Office. Status changes to "Awaiting Regional Review". 12. The Regional Office reviews the 6-Monthly Summative Assessment and assigns the Summative Assessment to the TAC Chair or Deputy Chair depending on the Chair's availability or assigns the assessment to the Regional/NZ TA Committee if the Supervisor has referred the assessment to the Committee. 	Awaiting Regional Review	Regional Office

<p>13. If assigned to a Chair, the Status will change to “Awaiting Chair Review” and the Chair will complete the assessment.</p> <p>14. The Chair can also send the assessment back to the Regional Office if they need more information in order to complete the assessment. If the assessment is assigned back to the Regional Office, the status of the assessment will change to “Awaiting Regional Review” and the process will continue from this stage.</p>	Awaiting Chair Review	TAC Chair or Deputy Chair
<p>15. If assigned to the Committee, the Status will change to “Awaiting Committee Review” and the Regional Office will complete the assessment following an assessment/decision by the Committee.</p>	Awaiting Committee Review	Regional Office
<p>16. Once assessment is completed, Status changes to Completed.</p> <p>17. The Outcome is visible in the List view.</p>	Completed	College Admin only

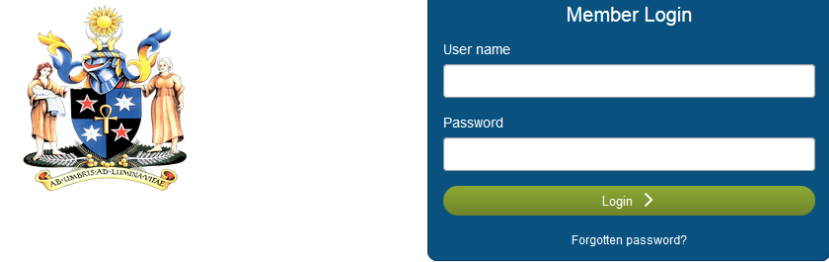
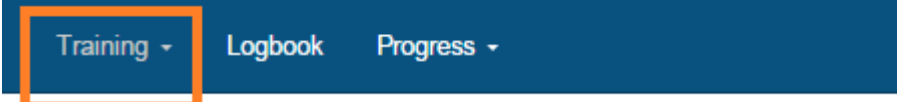
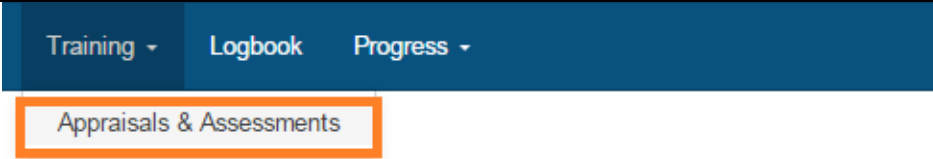
5 Supervisor's Interaction with the System

5.1 Complete the Summative Assessment of a Trainee

Trigger

Trainee has submitted their Summative Assessment to the Supervisor for assessment.

Action

<p>Sign in to the Online Portfolio</p>	<p>Login</p> <p>Members Portal /</p>  <p>The screenshot shows the 'Members Portal' login page. On the left is the national emblem of Malaysia. On the right is a blue 'Member Login' box containing 'User name' and 'Password' input fields, a green 'Login >' button, and a 'Forgotten password?' link.</p>
<p>Click on the Training menu</p>	 <p>The screenshot shows a dark blue navigation bar with three items: 'Training' (highlighted with an orange box), 'Logbook', and 'Progress'.</p>
<p>Click on the Appraisals & Assessments menu</p>	 <p>The screenshot shows the same navigation bar as above, but with 'Appraisals & Assessments' highlighted in a white box with an orange border, indicating it is the selected menu item.</p>

You will be navigated to the Appraisals & Assessments page

Appraisals & Assessments

Members Portal / Training / Appraisals & Assessments

List

Q Search

ID	Trainee Name	Record Type	Form Type	Status	Overdue Submission	Outcome	Assessment Date	Hospital Name	Hospital Start Date	Hosp
236	Dr Florence Nightingale	6-Monthly	Core	Awaiting Supervisor Submission			22/07/2016	Toowoomba Hospital	01/02/2016	31/07
219	Dr Florence Nightingale	3-Monthly	Core	Completed	No	Complete	17/05/2016	Toowoomba Hospital	01/02/2016	31/07

Items per page 25

Click on the ID link where the Status = Awaiting Supervisor Submission

List

Q Search

ID	Trainee Name	Record Type	Form Type	Status	Overdue Submission	Outcome	Assessment Date	Hospital Name	Hospital Start Date	Hosp
236	Dr Florence Nightingale	6-Monthly	Core	Awaiting Supervisor Submission			22/07/2016	Toowoomba Hospital	01/02/2016	31/07
219	Dr Florence Nightingale	3-Monthly	Core	Completed	No	Complete	17/05/2016	Toowoomba Hospital	01/02/2016	31/07

You will be presented with the 6-Monthly Summative Assessment Form

Features of the form:

- The 'Trainee & Training Details' section is a read-only section. Initially, this section will have some blank fields as not all data has been migrated into the new online system.

Trainee & Training Details

Trainee Fullname: <input type="text" value="Dr Florence Nightingale"/>	Assign Supervisor: <input type="text" value="Select"/>
Region: <input type="text" value="Queensland"/>	Supervisor Fullname: <input type="text" value="Dr Susan Taylor"/>
Current Training Year: <input type="text"/>	Assessment Date: <input type="text" value="22-07-2016"/> *
Hospital: <input type="text" value="Toowoomba Hospital, 01-02-2016 - 31-07-2016"/>	Due Date: <input type="text" value="11-09-2016"/> *
FTE: <input type="text" value="1.00"/>	Status: <input type="text" value="Awaiting Supervisor Submission"/>
Training Level: <input type="text"/>	Overdue Submission: <input type="text"/>
Initiated By: <input type="text" value="Dr Florence Nightingale"/>	Recent 6-Monthly Assessment: <input type="text"/>
Outcome: <input type="text"/>	Summative Assessment ID: <input type="text" value="236"/>

- The Assessment Date field is populated with the current date and can be updated by Trainees when Status = New Entry and by Supervisors when Status = Awaiting Supervisor Submission.
- The Due Date for the submission of the Summative Assessment is predetermined by the College for each Semester. The due date is usually 6 weeks after the end of a semester.
- A link is available to navigate to the Trainee's Progress Summary page to view a numerical summary of the trainee's Logbook entries and their progress against mandatory training and assessment requirements including APSSs, IHCA's, Mandatory Workshops, Climate Modules and Research.

Progress Summary, Logbook and Activities

- [Progress Summary](#)
- [Trainee's Logbook Entries](#)
- [Trainee's Activities](#)

5. Links are also available for you to review the trainee’s individual Logbook and Activity records. These links ensure that you have access to review the relevant records prior to completing the Supervisor Checklist Declaration:

Supervisor Checklist Declaration

I certify that I have reviewed the following training entries for this semester

Logbook entries *

Activities *

6. All mandatory fields will have an asterisk. The system will not accept the form until all mandatory fields are completed.

Logbook entries *

7. The Summative Assessment can be saved multiple times prior to submitting. Once submitted, updates to the assessment are not permitted.

Review the Trainee’s Logbook entries by clicking on “Trainee’s Logbook Entries”

Progress Summary, Logbook and Activities

- [Progress Summary](#)
- [Trainee's Logbook Entries](#)
- [Trainee's Activities](#)

A new tab will open and you will be presented with the Logbook entries. You can also sort on the List view and also perform searches. By default, all Logbook entries are sorted in descending order of Date.

LogBook List

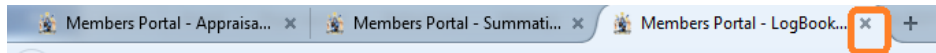
Members Portal / Logbook / LogBook List

Q Search

Logbook Type	Case Number	Logbook ID	Trainee Name	Date	Site	Category	Details	Status
Clinic		90007	Dr Florence Nightingale	14/06/2016	Toowoomba Hospital	Antenatal Clinic	General	Unreviewed
Clinic		88529	Dr Florence Nightingale	13/06/2016	Toowoomba Hospital	Antenatal Clinic	General	Unreviewed
Clinic		88530	Dr Florence Nightingale	13/06/2016	Toowoomba Hospital	Gynaecology Clinic	General	Unreviewed
Procedure	480	87855	Dr Florence Nightingale	10/06/2016	Toowoomba Hospital	Perineal repair	Repair of 3rd and 4th degree tear	Unreviewed
Procedure	482	87856	Dr Florence Nightingale	10/06/2016	Toowoomba Hospital	Other gynaecological procedures	Suction dilatation and curettage	Unreviewed
Procedure	485	87857	Dr Florence Nightingale	10/06/2016	Toowoomba Hospital	Perineal repair	Repair of episiotomy or second degree perineal tear	Unreviewed

The Status of the Logbook entries that have not been reviewed will be “Unreviewed”. Once you submit the Summative Assessment, the Status of all the Unreviewed entries will change to “Reviewed”. This reflects that the Supervisor has reviewed a trainee’s Logbook entries.

Close the tab by clicking on the cross to go back to the Summative Assessment.



Review the Trainee’s Activity records by clicking on the “Trainee’s Activities” link

Progress Summary, Logbook and Activities

- [Progress Summary](#)
- [Trainee’s Logbook Entries](#)
- [Trainee’s Activities](#)

A new tab will open and you will be presented with the Activity entries. By default, all Activity records are sorted in descending order of Activity/Completed Date.

Additional Requirements

Members Portal / Training / Additional Requirements

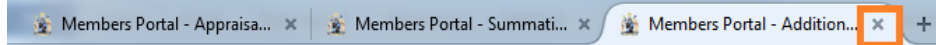
Trainee Name	Record Type	Entry Type	Status	Assessor Due Date	Outcome	Activity / Completed Date	Location	Formative / Summ
Dr Florence Nightingale	Activity	Presentation	Unreviewed			28/06/2016	Toowoomba Hospital	
Dr Florence Nightingale	Activity	Meeting	Unreviewed			17/05/2016	Toowoomba Hospital	
Dr Florence Nightingale	Activity	Workshop (Non Mandatory)	Unreviewed			20/04/2016	Other Hospital -Queensland	
Dr Florence Nightingale	Activity	Conference	Unreviewed			04/04/2016	Toowoomba Hospital	

The Status of the Activity records that have not been reviewed will be “Unreviewed”. Once you submit the Summative Assessment, the Status of all the Unreviewed entries will change to “Reviewed”. This reflects that the Supervisor has reviewed a trainee’s Activity records.

Click and move the horizontal scroll bar to the right to see the hidden columns.

Trainee Name	Record Type	Entry Type	Status	Assessor Due Date	Outcome	Activity / Completed Date	Location	Formative / Summ
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Dr Florence Nightingale	Activity	Meeting	Unreviewed			17/05/2016	Toowoomba Hospital	
Dr Florence Nightingale	Activity	Workshop (Non Mandatory)	Unreviewed			20/04/2016	Other Hospital -Queensland	
Dr Florence Nightingale	Activity	Conference	Unreviewed			04/04/2016	Toowoomba Hospital	

Close the tab by clicking on the cross to go back to the Summative Assessment.



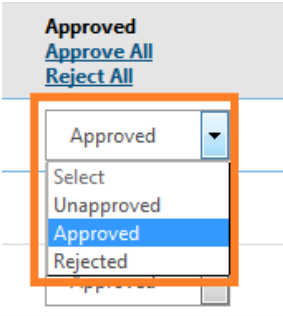
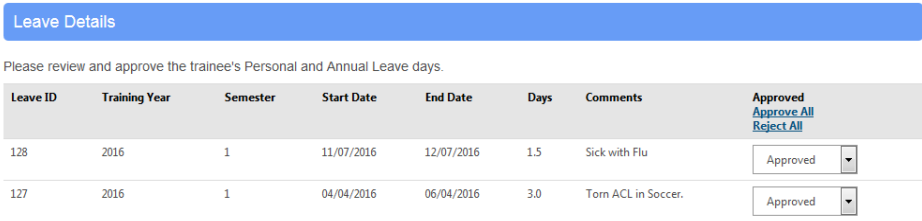
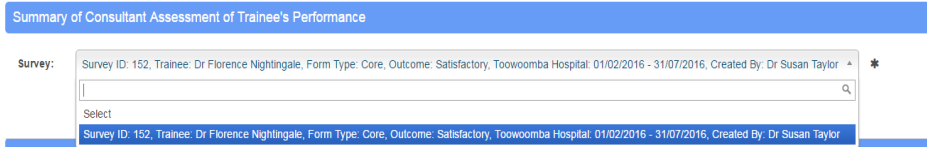
Review the PDL Claims

You can click on the ID to navigate to the actual entry that has been recorded and access the supporting documentation/evidence that the trainee has uploaded that will assist you in approving or rejecting the PDL Claim.

Professional Development Leave (PDL)

Please review and approve the trainee’s Professional Development Leave days.

ID	Record Type	Entry Type	Activity / Completed Date	PDL Days	Approved Approve All Reject All
475	Activity	Workshop (Non Mandatory)	20/04/2016	2	Approved
474	Mandatory Workshop	Communication Skills Workshop	14/03/2016	1	Approved
473	Activity	Conference	04/04/2016	1	Approved

	<p>By default, all the approvals are set to “Approved” but you can choose “Rejected” or “Unapproved” for each entry. “Unapproved” means that you are unable to Approve or Reject the claim.</p>  <p>If you are Supervising a Trainee who has also been training under someone else’s supervision and you are not sure about an entry then please contact the other Supervisor(s) and then approve or reject as per the discussion with the other Supervisor(s).</p>
<p>Review all Leave details</p>	 <p>By default, all the approvals are set to “Approved” but you can choose “Rejected” or “Unapproved” for each entry. “Unapproved” means that you are unable to Approve or Reject the claim.</p> <p>If you are Supervising a Trainee who has also been training under someone else’s supervision, please confirm the entry that you are not sure about and then approve or reject as per the discussion with the other Supervisor(s).</p>
<p>Select the Summary of Consultant Assessment of Trainee Forms</p>	<p>Select the Summary of Consultant Assessment of Trainee Forms from the drop down menu.</p> 
<p>The outcome of the Summary of Consultant Assessment of Trainee’s Performance will be generated by the system</p>	<p>Based on the feedback ratings for individual competencies, the system will calculate the outcome of the Summary of Consultant Assessment of Trainee’s Performance.</p> <p>Outcome: Satisfactory</p>

<p>Upload the Learning Development Plan if outcome is Refer to TA Committee</p>	<p>Outcome: <input type="text" value="Satisfactory"/></p> <p><small>*If referred to Regional TA Committee due to Trainee being rated RFI or W expectation in relevant competencies, a Learning Development Plan (LDP) MUST be uploaded in the Attachments section for this Summative assessment. The LDP can be download from here Learning Development Plan</small></p> <p>In the instance the outcome is “Refer to TA Committee” click on the link to download the Learning Development Plan (LDP). Complete the LDP, save to your computer and upload in the “Attachments” section</p>																																	
<p>Enter feedback for the Trainee</p>	<p>Enter feedback for the Trainee in the Supervisor Comments box.</p> <p>Supervisor Comments</p> <p><input type="text"/></p> <p>1000 characters remaining</p>																																	
<p>Complete the Supervisor Declaration</p>	<p>Declaration</p> <p><input checked="" type="checkbox"/> I have discussed this Formative Appraisal with the Trainee *</p> <p><input type="checkbox"/> My Training Supervisor has discussed this Formative Appraisal with me</p>																																	
<p>Attachments</p>	<p>Click Add Attachment to upload any relevant supporting documentation. For example, a completed Learning Development Plan (LDP).</p> <p>Attachments</p> <p><input checked="" type="button" value="+Add Attachment"/></p> <table border="1"> <thead> <tr> <th>Action</th> <th>Date</th> <th>Title</th> <th>Added by</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Date	Title	Added by																													
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<p>Submit the assessment</p>	<p>1. Click Submit.</p> <p><input type="button" value="x Cancel"/> <input type="button" value="Save"/> <input checked="" type="button" value="Submit"/></p> <p>Upon submission, a confirmation message will be displayed.</p> <p>Appraisals & Assessments</p> <p>Members Portal / Training / Appraisals & Assessments</p> <p><input checked="" type="checkbox"/> Record submitted successfully!</p> <p><input type="button" value="List"/></p> <p><input type="text" value="Search"/></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Trainee Name</th> <th>Record Type</th> <th>Form Type</th> <th>Status</th> <th>Overdue Submission</th> <th>Outcome</th> <th>Assessment Date</th> <th>Hospital Name</th> <th>Hospital Start Date</th> <th>Hosp</th> </tr> </thead> <tbody> <tr> <td>236</td> <td>Dr Florence Nightingale</td> <td>6-Monthly</td> <td>Core</td> <td>Awaiting Trainee Submission</td> <td> </td> <td> </td> <td>22/07/2016</td> <td>Toowoomba Hospital</td> <td>01/02/2016</td> <td>31/07</td> </tr> <tr> <td>219</td> <td>Dr Florence Nightingale</td> <td>3-Monthly</td> <td>Core</td> <td>Completed</td> <td>No</td> <td>Complete</td> <td>17/05/2016</td> <td>Toowoomba Hospital</td> <td>01/02/2016</td> <td>31/07</td> </tr> </tbody> </table> <p>Once submitted, the assessment will be assigned back to the Trainee. Supervisors will continue to have view access until the Due Date recorded on the Assessment.</p>	ID	Trainee Name	Record Type	Form Type	Status	Overdue Submission	Outcome	Assessment Date	Hospital Name	Hospital Start Date	Hosp	236	Dr Florence Nightingale	6-Monthly	Core	Awaiting Trainee Submission			22/07/2016	Toowoomba Hospital	01/02/2016	31/07	219	Dr Florence Nightingale	3-Monthly	Core	Completed	No	Complete	17/05/2016	Toowoomba Hospital	01/02/2016	31/07
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After the Due Date has passed, Supervisors will lose access to the Assessment.

- There is no Auto-Save. Please save your assessment form frequently so you don't lose what you have typed and also if you plan to navigate away and submit the assessment later.
- The List view will display the Summative Assessment as a line item.

List Add 3-Monthly Add 6-Monthly

Search

ID	Record Type	Form Type	Status	Overdue Submission	Outcome	Assessment Date	Hospital Name	Hospital Start Date	Hospital End Date
236	6-Monthly	Core	Awaiting Supervisor Submission			22/07/2016	Toowoomba Hospital	01/02/2016	31/07/2016

- The Status of the 6-Monthly Summative Assessment will be displayed.

ID	Record Type	Form Type	Status	Overdue Submission	Outcome	Assessment Date	Hospital Name	Hospital Start Date	Hospital End Date
236	6-Monthly	Core	Awaiting Supervisor Submission			22/07/2016	Toowoomba Hospital	01/02/2016	31/07/2016

- The Summative Assessment ID is a hyperlink to the 6-Monthly Summative Assessment and will open the assessment in a new tab.

ID	Record Type	Form Type	Status	Overdue Submission	Outcome	Assessment Date	Hospital Name	Hospital Start Date	Hospital End Date
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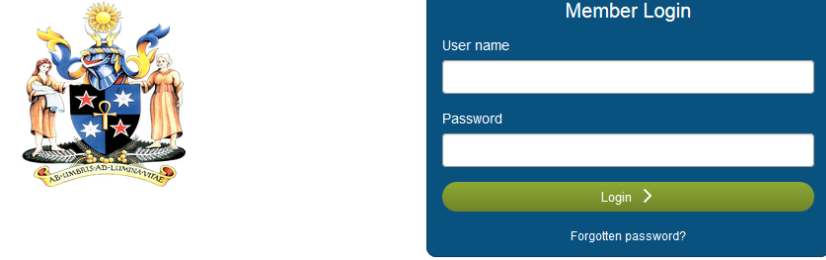
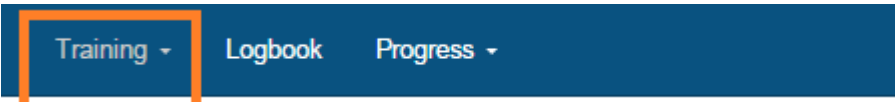

- If you are planning on deleting an attachment, save the Assessment prior to deleting the attachment otherwise you will lose the selections (Approve/Reject/Unapprove) and comments that you entered in the assessment. Always check your selections and comments after you have deleted an attachment.

5.2 Assign the Summative Assessment to another Supervisor

Trigger

Current Supervisor on the trainee’s Summative Assessment will not be able to complete the trainee’s Summative Assessment. Reasons: Unavailable, haven’t spent enough time with trainee, etc.

Action

<p>Sign in to the Logbook system</p>	<p>Login</p> <p>Members Portal /</p> 
<p>Click on the Training menu</p>	
<p>Click on the Appraisals & Assessments menu</p>	

<p>Click on the ID of the assessment that you want to reassign</p>	<p>You can only reassign Summative Assessments that have a Status of “Awaiting Supervisor Submission”.</p> <p>Appraisals & Assessments</p> <p>Members Portal / Training / Appraisals & Assessments</p> <p>List</p> <p>Q Search</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Trainee Name</th> <th>Record Type</th> <th>Form Type</th> <th>Status</th> <th>Overdue Submission</th> <th>Outcome</th> <th>Assessment Date</th> <th>Hospital Name</th> <th>Hospital Start Date</th> <th>Hosp</th> </tr> </thead> <tbody> <tr> <td>281</td> <td>Dr Florence Nightingale</td> <td>6-Monthly</td> <td>Core</td> <td>Awaiting Supervisor Submission</td> <td></td> <td></td> <td>28/07/2016</td> <td>Toowoomba Hospital</td> <td>01/02/2016</td> <td>31/07</td> </tr> <tr> <td>236</td> <td>Dr Florence Nightingale</td> <td>6-Monthly</td> <td>Core</td> <td>Awaiting Trainee Submission</td> <td></td> <td></td> <td>22/07/2016</td> <td>Toowoomba Hospital</td> <td>01/02/2016</td> <td>31/07</td> </tr> <tr> <td>219</td> <td>Dr Florence Nightingale</td> <td>3-Monthly</td> <td>Core</td> <td>Completed</td> <td>No</td> <td>Complete</td> <td>17/05/2016</td> <td>Toowoomba Hospital</td> <td>01/02/2016</td> <td>31/07</td> </tr> </tbody> </table>	ID	Trainee Name	Record Type	Form Type	Status	Overdue Submission	Outcome	Assessment Date	Hospital Name	Hospital Start Date	Hosp	281	Dr Florence Nightingale	6-Monthly	Core	Awaiting Supervisor Submission			28/07/2016	Toowoomba Hospital	01/02/2016	31/07	236	Dr Florence Nightingale	6-Monthly	Core	Awaiting Trainee Submission			22/07/2016	Toowoomba Hospital	01/02/2016	31/07	219	Dr Florence Nightingale	3-Monthly	Core	Completed	No	Complete	17/05/2016	Toowoomba Hospital	01/02/2016	31/07
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219	Dr Florence Nightingale	3-Monthly	Core	Completed	No	Complete	17/05/2016	Toowoomba Hospital	01/02/2016	31/07																																			
<p>Click on the Assign Supervisor Drop-down</p>	<p>Trainee & Training Details</p> <p>Trainee Fullname: Dr Florence Nightingale</p> <p>Region: Queensland</p> <p>Current Training Year:</p> <p>Hospital: Toowoomba Hospital, 01-02-2016 - 31-07-2016</p> <p>Assign Supervisor: Select</p> <p>Supervisor Fullname: Dr Susan Taylor</p> <p>Assessment Date: 28-07-2016 *</p> <p>Due Date: 11-09-2016 *</p> <p>Status: Awaiting Supervisor Submission</p>																																												
<p>Select the Supervisor to whom the Summative Assessment will be assigned</p>	<p>Assign Supervisor: Select</p> <p>Supervisor Fullname: Select</p> <p>Supervisor ID: Select</p> <p>Assessment Date: *</p> <p>Due Date: *</p> <p>Status: Awaiting Supervisor Submission</p> <p>Supervisor Selection List:</p> <ul style="list-style-type: none"> Dr Anita Skye Dr Sam Burgess Dr David Jones Dr Rahul Singh Dr Vishal Chand Dr Kathryn Taylor 																																												
<p>Scroll to the bottom of the assessment and click <u>Save</u></p>	<p>Once saved, the assessment will be assigned to the nominated Supervisor and you will not have access to the record. The record will disappear from your List view. If you click submit instead of save, the system will not accept the Supervisor reassignment.</p> <p>Cancel Save Submit</p>																																												