

Functional Module - Half Yearly Assessment

Platform	Website
Description	BSTs, HSTs, and EECs are required to submit Half-yearly assessments (Annex 1, 2) after every 6-month rotation. Before they submitted the assessment, they should complete or upload all other training requirements such as Competency Assessment, Logbook, etc...

	Workflow	BST/HST/EEC	Trainer	College Admin
1.	1 month before the end of the Assessment Period (3-month / 6-month)	<ul style="list-style-type: none"> System to send a reminder (App & Email) to Trainee to make sure that the Half-Yearly Assessment documentation is ready 	<ul style="list-style-type: none"> System to send a reminder (App & Email) to the 2 pre-assigned trainers to check the documentation & complete the Half-Yearly Assessment forms The 2 trainers cannot access previous assessments of the Trainee 	<ul style="list-style-type: none"> College admin will set the deadline of submission The system will automatically notify and email Trainee and Trainer to complete half-yearly documentation by the deadline College admin will send an email (not through the system) to inform TS and Sister Colleges of the Accreditation Committee meeting date and check the documentation
2.	Submission Within Deadline	<ul style="list-style-type: none"> Check the completion of Workplace-Based Assessments, CME, Research, Training Plan & Publication For BST rotated to A&E or Ortho, insert training points Submit all documentation to pre-assigned trainers by clicking “save and submit to trainers”; no modification is allowed after this step Submission is not allowed if there is any 	<ul style="list-style-type: none"> After Trainee has submitted, trainers will receive notification (App & Email) to complete the half-yearly assessment form. For Trainee with substandard performance or other problems, the trainer can click a box to alert the COS of the next rotation (function developed for future use). 	<ul style="list-style-type: none"> Allow admin to change submission status for the half-yearly assessment form: <ol style="list-style-type: none"> Pending: The form is waiting for BST to submit. Submitted by Trainee: Trainee has submitted the assessment form to trainers. Completed by Trainer: Trainer has completed the assessment

		<p>pending Procedure, Workplace-Based Assessments, or CME records within the rotation.</p> <ul style="list-style-type: none"> ● After the trainer has completed the form, the Trainee will receive notification (APP & Email) to confirm the form (with consent declaration), then submit it. ● Overall score and status (Satisfactory / Unsatisfactory) will be shown 		<p>form, and submit it to Trainee again.</p> <ol style="list-style-type: none"> 4. Confirmed by Trainee: Trainee has final confirmed the assessment form. 5. Endorsed by College: College admin has endorsed the assessment form.
3.	One week before the submission deadline	<p>Final reminder to Trainee</p> <p>The system will send a final reminder (App & Email) to the Trainee to complete the Half-Yearly Assessment if it is still not completed.</p>	<p>Final reminder to Trainers</p> <ul style="list-style-type: none"> ● System to send a final reminder (App & Email) to Trainers to complete Half-Yearly Assessment if it is still not completed. 	<ul style="list-style-type: none"> ● Alert to admin for outstanding Half-Yearly Assessments ● A report with submission status (by training centres) and a list of the overall rating of trainees can be generated.
4.	Submission After Deadline	<ul style="list-style-type: none"> ● The trainee is not allowed to modify the Half-Yearly Assessment forms and documentation 	<ul style="list-style-type: none"> ● Trainers are not allowed to modify the Half-Yearly Assessment after submission 	<ul style="list-style-type: none"> ● College can extend the deadline for individual BST's Half-Yearly assessment if required.
5.	Endorsement	<ul style="list-style-type: none"> ● The system will send notification (App & Email) to Trainee after the Half-Yearly Assessment forms and documentation are endorsed. 		<ul style="list-style-type: none"> ● College can view the overall rating on the screen. ● After Accreditation Committee has endorsed the assessments, College will batch endorse the Half-Yearly Assessment records in the e-Portfolio