

Functional Module – Competency Assessment (CA)

Platform	Website and Mobile App
Description	<p>BSTs would need to complete different CA forms (such as CBD, DOPS, Mini-CEX, etc.) (Annex 1) and submit them with the half-yearly assessment throughout their training. The requirement varies according to their admission date which would be set up by College Admins at the system.</p> <p>The current assessment forms needed to be digitalized to allow for filling online at the e-portfolio system. The online fillable forms should be allowed for editing by College Admins.</p>

Role of Users

BST	Trainer	College Admin
<ul style="list-style-type: none"> ● Initiate a new assessment ● Fill in their part of the assessment form in which some of the information will be auto-filled by the system ● Select the trainer for this assessment. ● Submission is not allowed if there is any pending column. ● System to remind Trainee of outstanding documentation based on the requirement (App & Email) 	<ul style="list-style-type: none"> ● Open the App or Web and go to the Workplace-Based Assessment page. The request from the Trainee will be listed here. ● Fill in their part of the assessment form, then submit the form. ● Modification is not allowed after the assessors have submitted the form. ● Submission is not allowed if there is any pending column. 	<ul style="list-style-type: none"> ● Setup no. of CA forms (DOPS, CBD, Mini-CEX) required to complete for BST and admitted date, deadline, and date for sending out the reminder. ● College admin can change the no. of forms and deadlines anytime ● Maintain a list of assessors, i.e. the trainers who can conduct Workplace-Based Assessment. (It is set to all trainers of the current hospital by default). ● The system can generate a report of submission status (number and date of completion of Workplace-Based Assessment Form per training period) ● College admin can change the date of reminder anytime

Proposed Workflow

College Admins set up* submission requirements, deadline, date for sending out reminder (date r) based on trainees' admission date.

*Allow flexibility for **College Admins** to modify the requirement, deadline, etc.

Each **BST's** CA page should have a summary showing the requirement, no. of assessments submitted/endorsed, and deadline*

***COSs** and **Training Supervisors** could view summary of their trainees, whose parent hospital or rotating hospital is the same as which of them.

In the CA page, **trainees** click "Add" under each type of WBA form to initiate a new form. Trainee complete their part and select **trainer*** for this assessment.

*Only trainers whose hospital is the same as the trainee's current working hospital would be shown at the list.

The selected **trainer** will receive a message notifying of the assessment request. Trainer fill their part and click "save" or "submit" once it is completed*.

*After the assessment is submitted, no modification is allowed for trainer and trainee except **College Admins**.

If trainees haven't completed the WBA requirement by the date r, A reminder* would be sent to **trainees** and the selected **trainers** (if the assessment is already passed to trainer).

*The template of reminder could be revised by **College Admins**.

Remarks:

- **College Admin** could generate reports of trainees' CA records with filtering function on parent hospital, working hospital, admission date, rotating period, specialty, etc.
- Mandatory field, Trainee's field, Trainer's field as well as the way to presenting the form may be different for each form.

BST Requirement

Specialty	Admission Date	Assessment Forms	Submission Requirement	Other Requirements
All	N/A	Mini-CEX	4	<ul style="list-style-type: none"> At least 1 mini-CEX and 1 CBD in every 6 months of surgical training At least 1 Surgical DOPS OR at least 1 Endoscopic DOPS in every 3 months of surgical training
		Surgical DOPS	6	
		Endoscopic DOPS	2	
		CBD	4	