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1 Overview

The new online 6-Monthly Summative Assessment process enables FRANZCOG trainees to submit their 6-
Month 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 you 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.

<table>
<thead>
<tr>
<th>Summative Assessment Process</th>
<th>Status of Summative Assessment</th>
<th>Who can update the Summative Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Trainee initiates the Summative Assessment.</td>
<td>New Entry</td>
<td>Trainee</td>
</tr>
<tr>
<td>2. The system creates the Summative Assessment. Status is “New Entry”.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Trainee records their self-assessment and submits the 6-Monthly Summative Assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The assessment is assigned to the Supervisor based on the Prospective Approval selected to create the assessment. Status changes to “Awaiting Supervisor Submission”.</td>
<td>Awaiting Supervisor Submission</td>
<td>Supervisor</td>
</tr>
<tr>
<td>5. Following discussion with the trainee, the Supervisor completes the assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Supervisor submits the 6-Monthly Summative Assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. The assessment is assigned back to the Trainee. Status changes to “Awaiting Trainee Submission”.</td>
<td>Awaiting Trainee Submission</td>
<td>Trainee</td>
</tr>
<tr>
<td>8. Trainee reviews the Supervisor’s assessment and completes their declaration that their Training Supervisor has discussed the Summative Assessment with them.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Trainee submits the assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. The system determines if the assessment is an overdue submission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. The assessment is assigned to the trainee’s Regional Office. Status changes to “Awaiting Regional Review”.</td>
<td>Awaiting Regional Review</td>
<td>Regional Office</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>13. If assigned to a Chair, the Status will change to “Awaiting Chair Review” and the Chair will complete the assessment.</td>
<td>Awaiting Chair Review</td>
<td>TAC Chair or Deputy Chair</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Awaiting Committee Review</td>
<td>Regional Office</td>
</tr>
<tr>
<td>16. Once assessment is completed, Status changes to Completed.</td>
<td>Completed</td>
<td>College Admin only</td>
</tr>
<tr>
<td>17. The Outcome is visible in the List view.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 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**

<table>
<thead>
<tr>
<th>Sign in to the Online Portfolio</th>
<th>Login</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Login" /></td>
<td><img src="image" alt="Login" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Click on the Training menu</th>
<th><img src="image" alt="Training" /></th>
</tr>
</thead>
</table>

| Click on the Appraisals & Assessments menu | ![Appraisals & Assessments](image) |
You will be navigated to the Appraisals & Assessments page

### Appraisals & Assessments

[Table]

1. **Trainee Name**: Dr Florence Nightingale
2. **Record Type**: 6-Monthly
3. **Form Type**: Core
4. **Status**: Awaiting Supervisor Submission
5. **Assessment Date**: 22/07/2015
6. **Hospital Name**: Transcope Hospital
7. **Hospital Start Date**: 02/03/2015
8. **Log**: [Expand]

---

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

[Table]

1. **Trainee Name**: Dr Florence Nightingale
2. **Record Type**: 6-Monthly
3. **Form Type**: Core
4. **Status**: Awaiting Supervisor Submission
5. **Assessment Date**: 22/07/2015
6. **Hospital Name**: Transcope Hospital
7. **Hospital Start Date**: 02/03/2015
8. **Log**: [Expand]

---

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

### Features of the form:

1. 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.

   ![Image](image1)

   **Trainee & Training Details**

   - **Trainee Fullname**: Dr Florence Nightingale
   - **Region**: Queensland
   - **Current Training Year**: [Field]
   - **Hospital**: Transcope Hospital
   - **PTTE**: 1.80
   - **Training Level**: [Field]
   - **Initiated By**: Dr Florence Nightingale
   - **Outcomes**: [Field]
   - **Assign Supervisor**: [Field]

2. 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.

3. 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.

4. 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, IHCAs, Mandatory Workshops, Climate Modules and Research.
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:

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

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”

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.

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

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.

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.

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.
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.

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).

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.

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).

Select the Summary of Consultant Assessment of Trainee Forms from the drop down menu.

Based on the feedback ratings for individual competencies, the system will calculate the outcome of the Summary of Consultant Assessment of Trainee’s Performance.
Upload the Learning Development Plan if outcome is Refer to TA Committee

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.

Enter feedback for the Trainee

Enter feedback for the Trainee in the Supervisor Comments box.

Complete the Supervisor Declaration

Click Add Attachment to upload any relevant supporting documentation. For example, a completed Learning Development Plan (LDP).

Submit the assessment

1. Click Submit.

Upon submission, a confirmation message will be displayed.

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.
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.

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

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

- 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**

<table>
<thead>
<tr>
<th>Sign in to the Logbook system</th>
<th>Login</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Member Login" /></td>
<td><img src="image" alt="Member Login" /></td>
</tr>
</tbody>
</table>

- **Click on the Training menu**
  - ![Appraisals & Assessments](image)

- **Click on the Appraisals & Assessments menu**
Click on the ID of the assessment that you want to reassign

You can only reassign Summative Assessments that have a Status of “Awaiting Supervisor Submission”.

### Appraisals & Assessments

![Screenshot of Appraisals & Assessments page]

<table>
<thead>
<tr>
<th>ID</th>
<th>Trainee Name</th>
<th>Record Type</th>
<th>Form Type</th>
<th>Status</th>
<th>Outcome</th>
<th>Assessment Date</th>
<th>Hospital Name</th>
<th>Hospital Start Date</th>
<th>Hospital End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>Dr Florence Nightingale</td>
<td>A Monthly</td>
<td>Core</td>
<td>Awaiting Supervisor Submission</td>
<td></td>
<td>28/07/2015</td>
<td>Townsville Hospital</td>
<td>01/08/2015</td>
<td>31/07/2015</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>Dr Florence Nightingale</td>
<td>S Monthly</td>
<td>Core</td>
<td>Awaiting Supervisor Submission</td>
<td></td>
<td>23/10/2015</td>
<td>Townsville Hospital</td>
<td>01/11/2015</td>
<td>30/11/2015</td>
<td></td>
</tr>
<tr>
<td>203</td>
<td>Dr Florence Nightingale</td>
<td>3 Monthly</td>
<td>Core</td>
<td>Completed No</td>
<td>Complete</td>
<td>17/10/2015</td>
<td>Townsville Hospital</td>
<td>01/11/2015</td>
<td>30/11/2015</td>
<td></td>
</tr>
</tbody>
</table>

Click on the Assign Supervisor Drop-down

Select the Supervisor to whom the Summative Assessment will be assigned

Scroll to the bottom of the assessment and click Save

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.

![Screenshot of Supervisor Selection]

- Dr Anita Skye
- Dr Sam Burgess
- Dr David Jones
- Dr Rahul Singh
- Dr Vishal Chand
- Dr Kamyin Taylor

[Images of Cancel, Save, Submit buttons]