



The Royal Australian  
and New Zealand  
College of Radiologists\*

# Radiation Oncology ePortfolio User Manual

Name of document and version:  
Radiation Oncology ePortfolio User Manual, Version 1

Approved by:  
Radiation Oncology Education and Training Committee

Date of approval:  
17 March 2023

#### Revision Summary

Version	Date	Classification	Description
1.0	March 2023	Major	Radiation Oncology ePortfolio User Manual

ABN 37 000 029 863

Copyright for this publication rests with The Royal Australian and New Zealand College of Radiologists ®

#### AUSTRALIA

Level 9, 51 Druitt Street  
Sydney NSW 2000  
AUSTRALIA

Ph: +61 2 9268 9777  
Email: [ranzcr@ranzcr.edu.au](mailto:ranzcr@ranzcr.edu.au)

#### NEW ZEALAND

Floor 6, 142 Lambton Quay  
Wellington 6011  
NEW ZEALAND

Ph: +64 4 472 6470  
Email: [nzbranch@ranzcr.org.nz](mailto:nzbranch@ranzcr.org.nz)

Disclaimer: The information provided in this document is of a general nature only and is not intended as a substitute for medical or legal advice. It is designed to support, not replace, the relationship that exists between a patient and his/her doctor.

---

# PREFACE

---

## How to Use this Document

This document is a collection of How-To Guides with visual aids, descriptions on how to complete tasks and links to video guides where appropriate.

This How-To Guide is not designed to be consumed in a single sitting, and is best used as a reference guide when completing ePortfolio tasks.

Sections of this document will be included within the ePortfolio itself and will link directly to the specific guide.

## Purpose and Scope

This Radiation Oncology ePortfolio User Manual has been developed to assist Radiation Oncology trainees, Directors of Training and Clinical Supervisors of The Royal Australian and New Zealand College of Radiologists® using the ePortfolio System.

The ePortfolio User Manual will provide explanations of best practice for users to complete training requirements and feedback requirements in the ePortfolio system.

This User Manual is specific to the RANZCR Training Program and is not intended to provide advice for Fellows of the College in completing CPD Requirements.

This User Manual is also specific to the RANZCR Radiation Oncology Training Program. Radiation Oncology members are encouraged to review the Radiation Oncology ePortfolio User Manual.

## Audience

The RO ePortfolio User Manual is designed to assist users participating in the Training Program and the RANZCR ePortfolio in completion of their day-to-day training tasks in the ePortfolio.

This User Manual has been developed primarily with Trainees, Directors of Training and Clinical Supervisors as the core audience of this document.

Training Network Directors and Education Support Officers will also find useful resources in this Manual.

## Audience

The College is grateful for all those who have contributed their time and their invaluable input to developing the Radiation Oncology ePortfolio User Manual.

---

# CONTENTS

---

<b>1. INTRODUCTION</b>	<b>7</b>
About the College	8
Purpose	
Values	
Code of Ethics	
How to Use the User Manual	9
Training Program ePortfolio User Manual	
User Manual Symbols	
Definitions	10
College Contacts	11
<b>2. ePORTFOLIO OVERVIEW, NAVIGATION AND DASHBOARDS</b>	<b>12</b>
ePortfolio Overview	13
Logging In to the ePortfolio	
Connections in the ePortfolio	14
ePortfolio Navigation	15
Dashboard	
Timeline	
Documents	
FAQs	
Overview of Training Requirements	
Reports	
Trainee Dashboard	18
Profile	
Location Information	
Phase Information	
Saved Drafts and To Do List	
Create a New Activity or Assessment	
Announcements/Inbox	
Training Program Requirements	
Clinical Supervisor Dashboard	
Director of Training Dashboard	
To Do List	
Open RO Multi-Source Feedback Forms	
My Connections	
How to Set an Active Current Site	27
Site Connection	
Reviewing Previously Submitted Current Site Forms	
Reviewing on the Timeline	
Retract an Assessment from an Assessor	29
Section 1: The Timeline	
Section 2: Retract the Assessment	
Section 3: Reassigning the Assessment	
Fill in on the Same Device	31



Section 1: The Trainee	
Section 2: The Assessor	
<b>3. MONITORING AND REVIEW</b>	<b>33</b>
Director of Training (DoT) Review	34
Section 1: Director of Training	
Section 2: Trainee	
Clinical Supervisor Appraisal (CSA)	40
Section 1: Trainee	
Section 2: Clinical Supervisor	
Section 3: Trainee	
Multi-Source Feedback (MSF)	46
Section 1: Trainee	
Section 2: Director of Training	
Section 3: MSF Responders	
Section 3: Director of Training	
Trainee Assessment of Training Site (TATS)	52
Section 1: The Trainee	
<b>4. RESEARCH</b>	<b>54</b>
Research Project	55
Section 1: Trainee	
Section 2: RANZCR Specialty Training	
<b>5. STRUCTURED LEARNING EXPERIENCES</b>	<b>58</b>
Practical Oncology Experience – Phase 1	59
Section 1: Trainee	
Section 2: Assessor	
Practical Oncology Experience (POE) – Phase 2	63
Section 1: Trainee	
Section 2: Assessor	
Cultural Competence and Cultural Safety Module	67
Section 1: Trainee	
<b>6. PROFESSIONAL ACTIVITIES</b>	<b>69</b>
Recruiting a Patient to a Clinical Trial	70
Section 1: Trainee	
Section 2: Supervisor	
Section 3: Trainee	
Running a Meeting	74
Section 1: Trainee	
Section 2: Session Supervisor	
Section 3: Trainee	
Presenting at a Multidisciplinary Meeting	76
Section 1: Trainee	
Section 2: Session Supervisor	
Section 3: Trainee	

<b>7. WORK-BASED ASSESSMENTS</b>	<b>78</b>
Case Report and Discussions Tool (CRDT)	79
Section 1: Trainee	
Section 2: Assessor	
Section 3: Trainee	
Communication Skills Tool (CST)	84
Section 1: Trainee	
Section 2: Assessor	
Section 3: Trainee	
Contouring and Plan Evaluation Tool (CPET)	89
Section 1: Trainee	
Section 2: Assessor	
Section 3: Trainee	
Patient Encounter Assessment Tool (PEAT)	93
Section 1: Trainee	
Section 2: Assessor	
Section 3: Trainee	
<b>8. TRAINING STATUS CHANGES AND PROGRESSION</b>	<b>98</b>
Application for Interrupted Training	99
Section 1: Trainee	
Section 2: Director of Training	
Section 3: RANZCR Specialty Training	
FTE Status Change Notification	102
Section 1: Trainee	
Section 2: Director of Training	
Section 3: RANZCR Specialty Training	
Progression	106
RO Phase 2 Trainee Progression Application	
Phase 2 Progression	108
Portfolio Review Guidelines for Progression to Phase 2	
Progression to Fellowship	109
Portfolio Review Guidelines for Progression to Fellowship	
RO Trainee Completion Application	
<b>9. ROTATIONS, RELATIONS AND RESOURCES</b>	<b>112</b>
Notifications	113
Relations	114
ePortfolio Profile Relations	
<b>10. RESOURCES</b>	<b>116</b>
Help	117
Resources	
Additional Support	
Frequently Asked Questions	118
Director of Training FAQs	
Trainee FAQs	
Radiation Oncology Handbook	

# Section One

## INTRODUCTION

---

## ABOUT THE COLLEGE

---

The Royal Australian and New Zealand College of Radiologists (RANZCR) is a not-for-profit professional organisation for clinical radiologists and radiation oncologists in Australia, New Zealand, and Singapore. RANZCR is a membership organisation led by clinicians who are elected by the membership, with oversight from a Board of Directors.

We are the leaders in medical imaging and cancer care. We enable the best practice of Radiation Oncology, radiation oncology and associated sub-specialty areas through engagement, education, and advocacy; and by supporting clinical excellence. Our Fellows play a critical role in the diagnosis and monitoring of disease, provide interventional treatments and targeted treatments for cancer.

Our evidence-based culture focuses on best practice outcomes for patients and equity of access to high quality care, underpinned by an attitude of compassion and empathy. As an organisation we are committed to diversity and inclusion, and to the training and professional development of our Fellows and Trainees throughout their career. We are dedicated to enhancing the health outcomes of Māori, Aboriginal and Torres Strait Islander peoples and to increasing their participation in the professions of Radiation Oncology and radiation oncology by ensuring our educational programs support best outcomes for them. This includes a commitment to cultural safety in our organisation, for staff and members.

### Purpose

To enable the safe and appropriate use of Radiation Oncology and radiation oncology to optimise health outcomes for our patients and society.

### Values

Our leadership values underpin all that we do and embody our focus on quality patient outcomes.

#### Integrity

We maintain the confidence and trust of our stakeholders through our honesty, transparency, and authenticity.

#### Accountability

We take responsibility for all our actions, behaviours, performance, commitments, and decisions.

#### Inclusivity

We foster an inclusive workplace and clinical environments for people in Australia and New Zealand.

#### Innovation

We constantly strive to reimagine excellence in everything we do.

### Code of Ethics

- [RANZCR's Code of Ethics](#) defines the values and principles that underpin the best practice of Radiation Oncology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.
- The College endorsed the joint statement regarding a [respectful culture in medicine](#). This aligns with the College's Code of Ethics and supports the principles which focus on promoting environments which are safe, inclusive, and respectful and target eliminating unacceptable behaviours including bullying, harassment and racism.

# HOW TO USE THE USER MANUAL

## Training Program ePortfolio User Manual

The Radiation Oncology ePortfolio User Manual has been developed to ensure trainees, Directors of Training, Clinical Supervisors and Networks have a comprehensive resource with all relevant information on how to use the RANZCR ePortfolio, including links video guides on the RANZCR ePortfolio How To video library.

This resource has been divided into sections that cover all elements of training within the ePortfolio system. It is recommended that this User Manual, the Radiation Oncology Handbook and the Radiation Oncology Learning Outcomes documents be utilised throughout all stages of the Training Program. Each section has been designed so that it can be read independently.

For ease of reference, links have been provided to other relevant sections within the Handbook and to further information, which can also be found in the *Trainees* section of the College website at

[www.ranzcr.com/trainees](http://www.ranzcr.com/trainees).

## User Manual Symbols

Throughout the Training Program Handbook, a range of symbols are used to represent the type of document or information; these are:



Reference to section in the Handbook or Learning Outcomes



Link to relevant policies or other related documents



ePortfolio information







Link to College website or electronic documents



Video guide link

Traffic Light icons indicate the number of stages in a particular assessment.

When a stage of an assessment is completed, the amber icon will turn green to signify the completion.

-  A single traffic light icon indicates that there is only a single stage for this assessment
-  Two traffic lights icon indicates there is two stages for this assessment
-  Three traffic lights icon indicates there is three stages for this assessment
-  Two four lights icon indicates there is four stages for this assessment

If you have any questions, please email [ePortfolio@ranzcr.edu.au](mailto:ePortfolio@ranzcr.edu.au). For specific queries, please refer to the College Contacts for the most appropriate staff member.

---

## DEFINITIONS

---

**The ePortfolio System (ePortfolio)** refers to the online system for managing a trainee's assessments and progression in the Radiation Oncology Training Program.

The product name is risr/advance (formerly known as Kaizen) however, to simplify language used by the College, the ePortfolio System or ePortfolio is the terminology used.

**Trainee** refers to a College member actively participating in the Radiation Oncology Training Program and is considered a student member under the RANZCR Articles of Association.

Also known as Registrar.

**Director of Training (DoT)** refers to the clinician/s appointed by the College, with overall responsibility for the structure and quality of training in a College-accredited training site in line with the College policies and specific arrangements within their training network. The Director of Training is also responsible for providing trainees with information and feedback on their progress.

**Network Training Director (NTD)** refers to the person responsible for providing the coordination of, and leadership to the Network, and is a central point of contact to the College and health jurisdictions regarding training delivery matters in that Network.

**Clinical Supervisor (CS)** refers to any consultant radiologist at a College-accredited training site that is involved in teaching, assessment and/or feedback.

**College Staff (RANZCR Specialty Training)** refers to the College ePortfolio account that trainees and DoTs may interact with in order to complete training requirements, as well as Progression or Interrupted Training events.

**The RANZCR Specialty Training account** is the account that staff will shadow-login as when making changes and updates to individual user's ePortfolio profiles.

**FTE** refers to Full Time Equivalent. If a trainee is listed as training at 1 FTE, they are training at 5 days per week at 40 hours per week accredited training time.

**Assessment Events** refers to individual assessments completed in the ePortfolio. Events are hosted and found in the Timeline section of the ePortfolio profile. Each completed assessment is a form which may link to a trainee's goal.

**Training Requirements/Goals** refers to the trainee's currently active Training Program Requirements. These Requirements are specific to each Phase of Training, and when a trainee progresses from one Phase to the next, their Phase specific goals (Monitoring and Review, TATS etc.) will be closed by College Staff, and new goals specific to the new phase will be created.

These Training Requirements will be located on the Overview of Training Requirements page of the trainee's ePortfolio profile.

## COLLEGE CONTACTS

Trainees and members can contact the College on:

Australia: +61 2 9268 9777

New Zealand: +64 4 472 6470

For specific queries, please refer below for College contact information.



A complete contact list of Specialty Training staff is available [here](#).

DEPARTMENT	DESCRIPTION	INFORMATION
College	General College enquiries	Australia: +61 2 9268 9777 New Zealand: +64 4 472 6470 <a href="mailto:ranzcr@ranzcr.edu.au">ranzcr@ranzcr.edu.au</a>
Training Program	Enquiries about training or the training program	+61 2 9268 9700 <a href="mailto:ROTraining@ranzcr.edu.au">ROTraining@ranzcr.edu.au</a>
Trainee Liaison Officer	Trainee guidance and support	+61 437 893 913 <a href="mailto:tlo@ranzcr.edu.au">tlo@ranzcr.edu.au</a>
Fellowship	Completion of training and admission to Fellowship	+61 2 9268 9700 <a href="mailto:fellowship@ranzcr.edu.au">fellowship@ranzcr.edu.au</a>
Portfolio	Technical Support	+61 2 9268 9700 <a href="mailto:eportfolio@ranzcr.edu.au">eportfolio@ranzcr.edu.au</a>
DoT and CS Support	DoT, CS, TND applications and support	+61 2 9268 9795 <a href="mailto:shawnney.sargeant@ranzcr.edu.au">shawnney.sargeant@ranzcr.edu.au</a>
Examinations	Enquiries about examinations	+61 2 9268 9700 <a href="mailto:ROexams@ranzcr.edu.au">ROexams@ranzcr.edu.au</a>



## Section Two

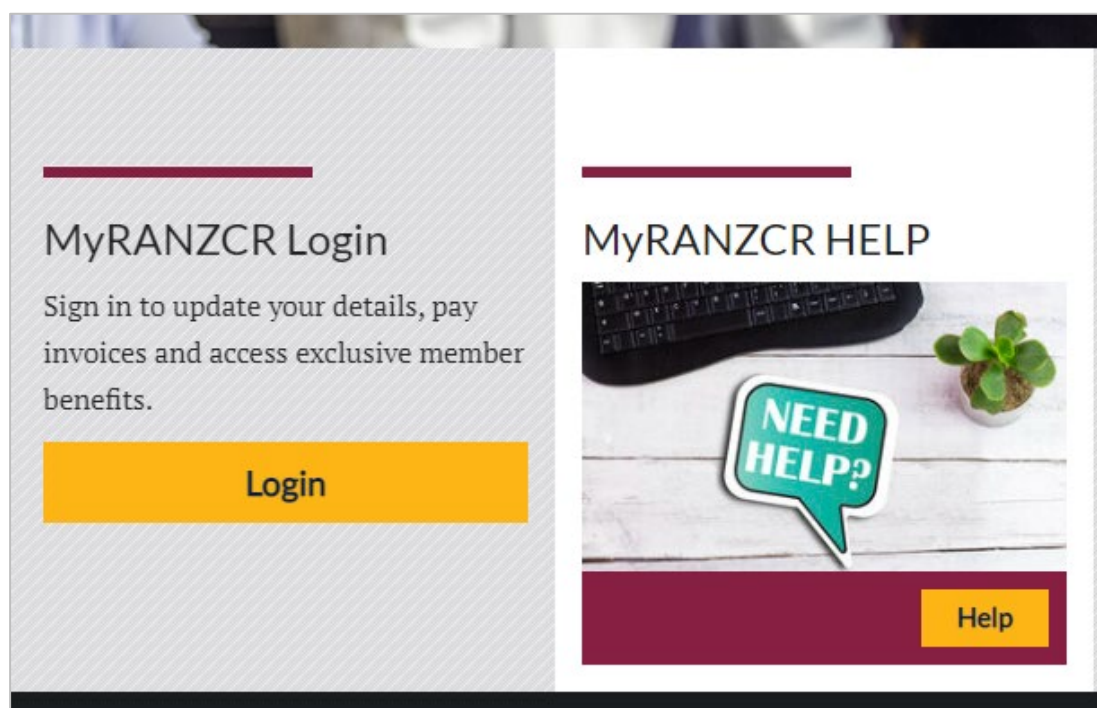
# ePORTFOLIO OVERVIEW, NAVIGATION AND DASHBOARDS

# ePORTFOLIO OVERVIEW

## Logging In to the ePortfolio

College Members must access the ePortfolio via the [MyRANZCR](#) portal.

1. To access the MyRANZCR from the RANZCR website: Go to [www.ranzcr.com](http://www.ranzcr.com)
2. On the top right corner, click the link "Member Login" OR Find the "Access the ePortfolio System" button in the Trainee Menu.
3. This will take you to the login page of the [MyRANZCR](#)
4. First time users will need to select and follow the "Forgot your password?" instructions
5. The login details are:
6. Email: the primary email address registered with the College
7. Password: created by user
8. Enter your email and password and click "Sign In"
9. Follow the instructions to authenticate your account. Two options are available
  - Send Code – 2FA which will send a 6-digit code to the users associated mobile number
  - Call Me – 2FA which will call the user and prompt them to press the pound (#) key
10. Complete the 2 Factor Authentication via the chosen method to be directed to the Home page of MyRANZCR.
11. On the Home page of MyRANZCR, select "RANZCR e-Portfolio"



Visit [MyRANZCR Help and Support](#) if you need any further assistance.

## CONNECTIONS IN THE ePORTFOLIO

In the ePortfolio, users are linked via “Relations”. A relation is a section of the user profile and can be found by viewing the user’s Profile. Relations form the basis of a trainee’s profile, and will dictate which users they are connected to, as well as timeframe requirements for completing certain assessments.

Trainees and Directors of Training are linked to each other via the “RO Current Site” relation. Directors of Training will have their Current Site automatically applied to their ePortfolio account by default.

Trainees must set their location to a particular Training Site to be connected to the Director of Training(s) at that Site.

To do this, the trainee must create a new Apply a Location – Current Site form and select the relevant site from the available list.

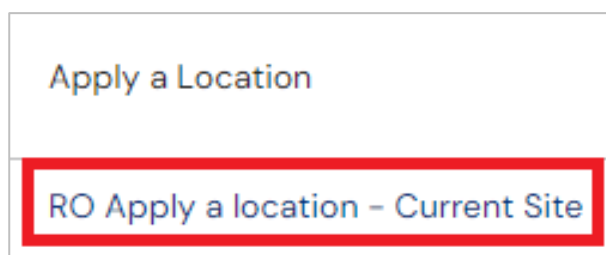
Trainees can search their site name in the search box, otherwise the list will be refined automatically to only display sites available in their current LAN (Local Area Network).

The Apply a Location – Current Site form serves a dual purpose in the ePortfolio system. The primary purpose is to connect trainees and Directors of Training to each other.

The secondary purpose of the Apply a Location – Current Site is to create a history of the trainee’s rotations away from their home site, as well as to record total time spent at the home or Commencement Site.

To create a new Apply a Location – Current site form, the trainee must click the green Create button on their Dashboard, inside the Create a New Activity or Assessment widget in the centre of their Trainee Dashboard.

Trainees must then select ‘RO Apply a location – Current Site’.



The trainee must then enter dates into the Date occurred on and the End date fields. This is an important step as this date range will form the timeframe that the trainee will be connected to the Site and by extension the DoT(s) at the Site.

Once the End date is in the past, the trainee’s connection to the Site will no longer be active.

# ePORTFOLIO NAVIGATION

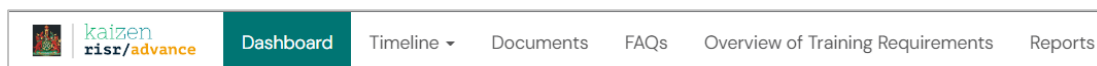


For trainee navigation in the ePortfolio, please view the [video guide](#).



For Director of Training navigation in the ePortfolio, please view the [video guide](#).

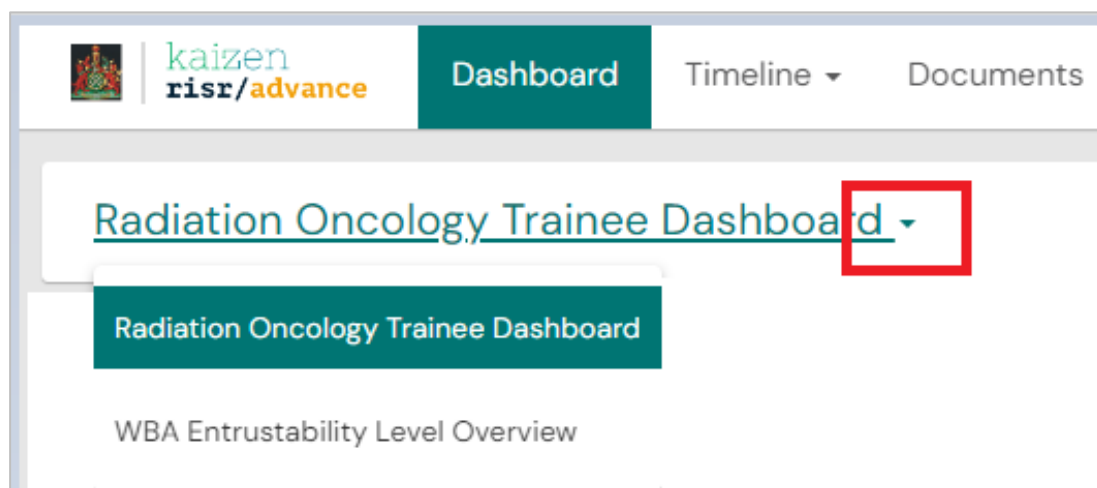
The ePortfolio Navigation menu at the top of the page allows users to navigate around their ePortfolio profile.



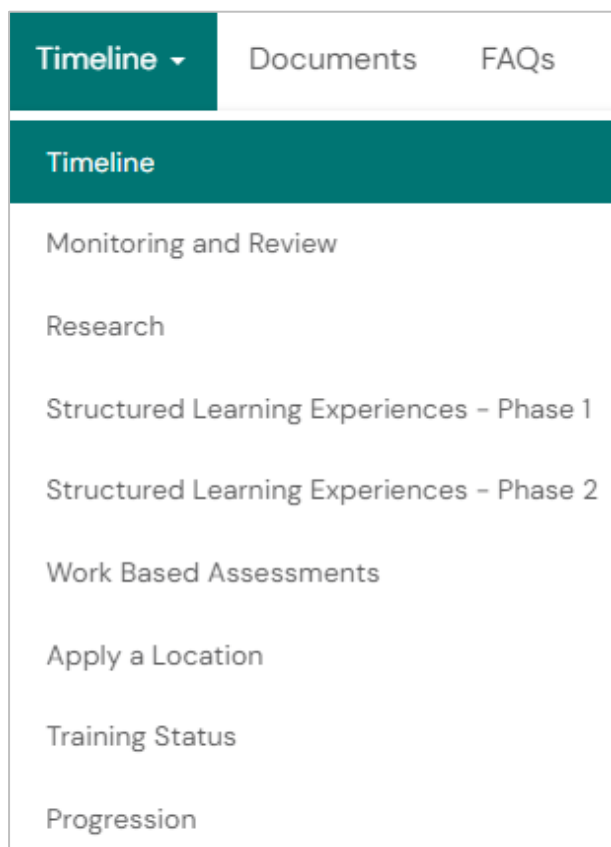
## Dashboard

The Dashboard is the home page of the ePortfolio. This page shows the user their Profile information, as well as widgets that provide extra utility. For example, trainee dashboards contain a widget that displays their Training Program progress for their current Phase.

College Users will have multiple dashboards associated with their ePortfolio profile. In order to toggle between these, in the top left-hand side of the currently displayed Dashboard is the title of the active Dashboard. Click the down arrow next to the Dashboard title to show the options available and to toggle between them.



## Timeline



The Timeline is where all Assessment Forms are located. From the Timeline users can search for previously completed forms such as Work-based Assessments, DoT Reviews and Structured Learning Experiences.

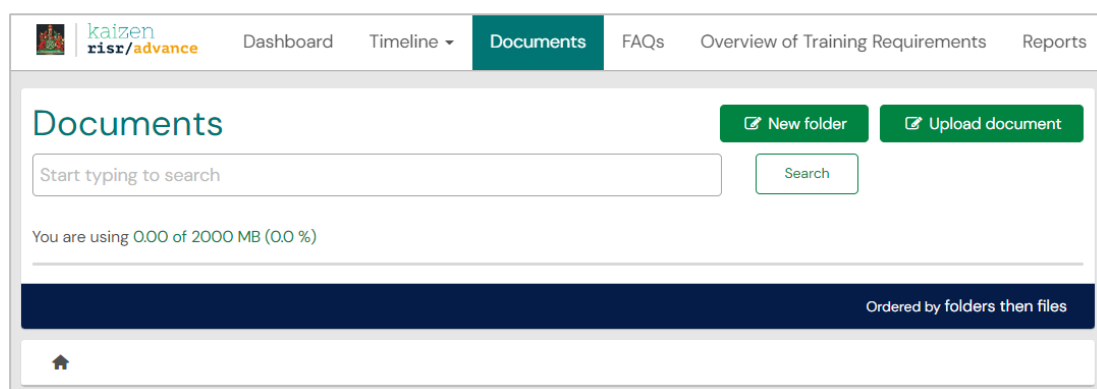
Users are able to filter which topic area of forms they would like to view. By clicking the Timeline drop down and selecting the first option, Timeline, this will show an unfiltered view.

To view only Monitoring and Review forms, from the same drop down select Monitoring and Review.

## Documents

The Documents tab is the user's individual Document Library. Users can upload documents to this library, set the visibility of certain documents, as well as create an individualised folder structure that suits them.

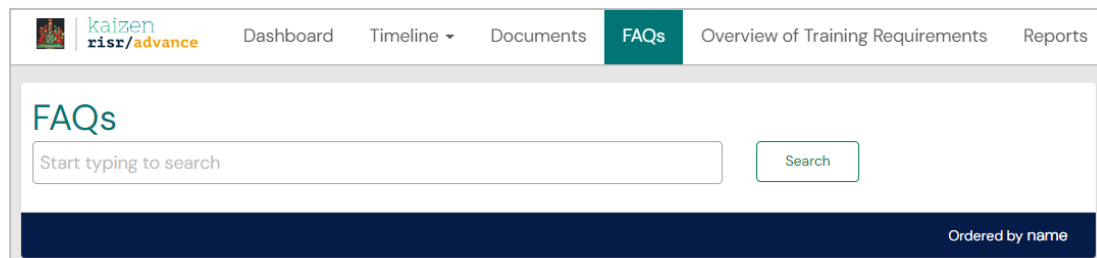
File attachments that are attached to assessment forms in the ePortfolio will automatically be uploaded to the user's Documents page.



## FAQs

The FAQ tab provides short-form and medium-form answers to many Frequently Asked Questions, as well as descriptions of commonly encountered situations.

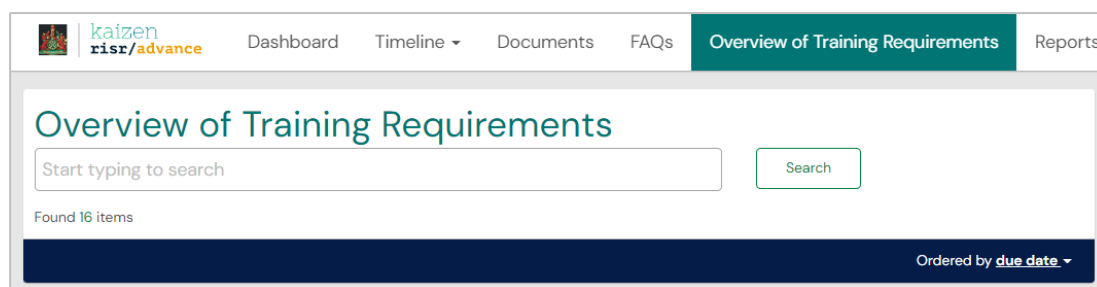
As all FAQs are shown on the same page it is best to utilise the search function to type in key words that may be present in the article.



## Overview of Training Requirements

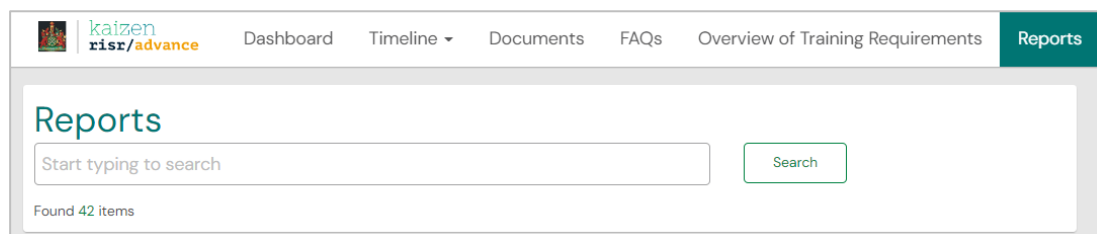
The Overview of Training Requirements page is where the trainees' current progress towards their goals is recorded.

All Radiation Oncology Goals are Phase specific, so trainees in Phase 1 will have a list of Phase 1 goals present on their profile, and trainees in Phase 2 will have Phase 2 specific goals present on their profile.



## Reports

The Reports page is where reports that are useful and available to the user can be run. Reports that are found in the Director of Training Review can also be run by trainees in the Reports page.



# TRAINEE DASHBOARD

Trainees have two main Dashboards in the ePortfolio, the Radiation Oncology Trainee Dashboard and the WBA Entrustability Level Overview dashboard.

The Trainee Dashboard is the main Dashboard which allows trainees to review their training progress as well as create new Assessments.

The screenshot displays the 'Radiation Oncology Trainee Dashboard' for a user named Tony Stark (TS). The dashboard is organized into several sections:

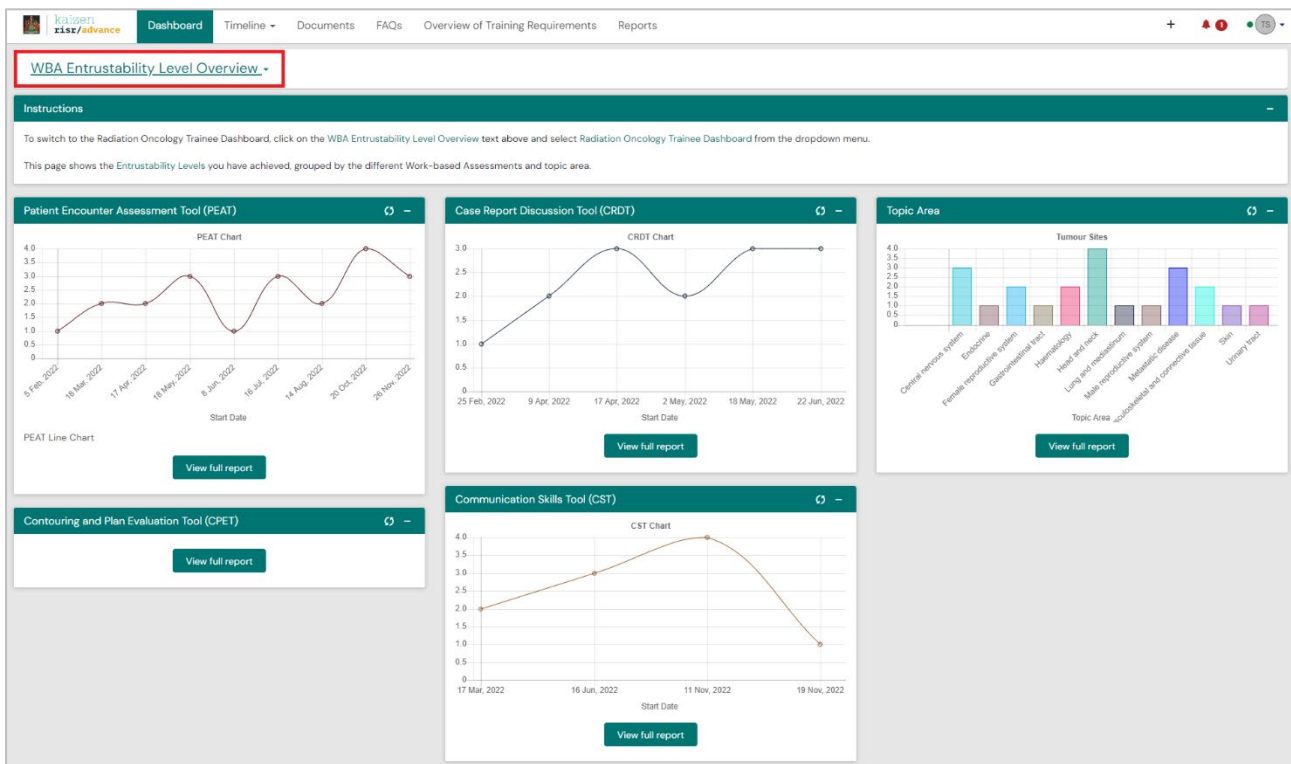
- Profile:** Shows the user's name 'Tony Stark' and a 'View profile' button.
- Location Information:** Displays current information for 'Nepean Cancer Care Centre (Nepean Hospital)' and previous information for 'NSW - Southern NSW/ACT'.
- Phase Information:** Lists various training phases and milestones, including 'RO Training Phase Phase 1', 'RO Training Phase Progression Phase 1 Progression Eligibility', 'RO Clinical Supervisor Assessment Schedule (Phase 1) 9th CSA', and 'RO Director of Training Review Schedule (Phase 1) 5th DoT Review'.
- Create New Activity or Assessment:** A button to create new activities or assessments.
- Saved Drafts & To Do List:** Shows a draft titled 'RO Work-based Assessment - Case Report and Discussion Tool (CRDT)' created on 23 Feb. 2023.
- Training Program Requirements:** A table showing progress for various requirements:

Requirement	Period	Progress
WBA: Patient Encounter Assessment Tool (PEAT)	Phase 1	100%
WBA: Contouring and Planning Evaluation Tool (CPET)	Phase 1	90%
WBA: Communication Skills (CST)	Phase 1	75%
Phase 1 Examinations	Phase 1	0%
SLE: Oncology Science Workshop	Phase 1	50%
SLE: Phase 1 Practical Oncology Experiences (POEs)	Phase 1	33%
Multi-Source Feedback (MSF)	Phase 1	100%
Director of Training (DoT) Review	Phase 1	80%
Clinical Supervisor Appraisal (CSA)	Phase 1	30%
Trainee Assessment of Training Site (TATS)	Phase 1	33%
Eligibility for the Phase 1 Examinations	Phase 1	38%
Case Report Discussion Tool (CRDT)	By the end of Phase 2	20%
SMART Workshop	By the end of Phase 2	100%
Cultural Competence and Cultural Safety	By the end of Phase 2	100%
Research Project	By the end of Phase 2	0%
- Inbox:** A message stating 'There are no published announcements for you at the moment.'
- Training Program Handbook and Learning Outcomes:** Links to the 'Radiation Oncology Training Program Handbook' and 'Radiation Oncology Curriculum Learning Outcomes'.
- ePortfolio User Guides and FAQs:** Links to 'How-To Video Library' (ePortfolio Induction, ePortfolio Navigation, Apply Content Site Rotation) and 'Additional Resources' (FAQs, Contact Form, ePortfolio User Manual).
- Contact Us:** A section for 'Training Program' enquiries.

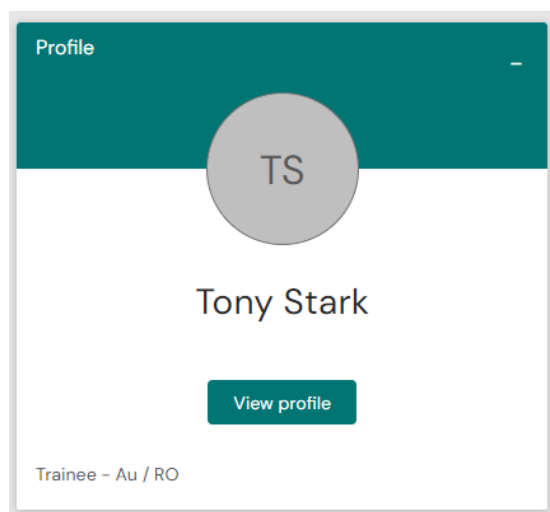
The WBA Entrustability Level Overview dashboard shows trainees their Entrustability over time for each of the Work-Based Assessments.



To toggle between these two dashboards, click the Radiation Oncology Trainee Dashboard title at the top left of the page, and choose which dashboard to display.



## Profile



The Profile Dashboard Widget displays to the trainee their ePortfolio role of Trainee, Au / RO or NZ / RO, as well as a link to the View Profile area of the profile.

By clicking on 'View profile', more profile information can be accessed, including mobile phone, member number, email address, prefix, and more detailed profile relations.

It is the trainee's responsibility to ensure all details, including phone number and email address are up to date.

## Location Information

The Location Information widget displays the trainee's currently active RO Current Site relations.

This widget allows the trainee to easily review their currently active Current Site, which links them to the Directors of Training at that site. The date ranges of these connections are also available, which are the dates that the trainee themselves input into the RO Apply a Location – Current Site form that they previously created to link themselves to the Site.

By default, trainees will have a LAN (Local Area Network) relation which is present on their profile upon creation of the profile. This lists the LAN that trainees are able to select from when selecting a new Current Site to create.

The dates of the LAN connection will show from the date the trainee began training, to the total maximum time they can spend in the training program, which is 10 years.



## Phase Information

The Phase Information Dashboard Widget displays the trainee's Current Phase current Six-Month Period and Phase Progression Eligibility.

The RO Training Phase relation shows the date that the trainee began training in their current Phase. For trainees in Phase 1 this will be the date that they began training, and for trainees in Phase 2 this will show the date that they applied to progress into the phase. The end date of the Training Phase relation will show the date that shows the maximum amount of time they can spend in their current Phase.

The RO Training Phase Progression relation shows the range of time that the trainee is eligible to progress into their next Phase.

The RO Six-Month and Three Month-Periods relations show the current six-month or three-month range of time that DoT Reviews and Clinical Supervisor Appraisals link to.

Phase Information	
Current information	Collapse
RO Training Phase <b>Phase 1</b> 1 Feb, 2021 – 28 Jan, 2024 ( <a href="#">View</a> )	
RO Training Phase Progression <b>Phase 1 Progression Eligibility</b> 29 Jan, 2023 – 28 Jan, 2024 ( <a href="#">View</a> )	
RO Clinical Supervisor Assessment Schedule (Phase 1) <b>9th CSA</b> 1 Feb, 2023 – 30 Apr, 2023 ( <a href="#">View</a> )	
RO Director of Training Review Schedule (Phase 1) <b>5th DoT Review</b> 1 Feb, 2023 – 31 Jul, 2023 ( <a href="#">View</a> )	
Previous information	Expand
Future information	Expand

## Saved Drafts and To Do List

When the trainee creates a new activity or assessment, it can be saved as a draft before submission. All saved drafts remain in private mode, which means that a Director of Training for example, cannot access the draft.

To continue working on a draft, the trainee can click on the activity or assessment in the 'Saved Drafts and To Do List'. The draft can be saved multiple times and submitted when completed.

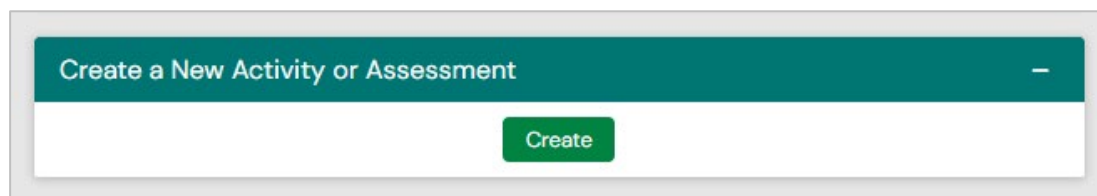
Items that require trainee action also appear on this list, such as appraisals and reviews which need trainee approval to finalise.

Saved Drafts & To Do List	
RO Work-based Assessment – Case Report and Discussion Tool (CRDT)	
● ○ ○ CREATED ON: 10 FEB, 2023	

## Create a New Activity or Assessment

The 'Create' button in the middle of the dashboard is the mechanism by which trainees can change aspects of their profile, record all of their learning experiences and activities, and assessments. The menu provides a list of all activities that can be completed in the different phases of training.

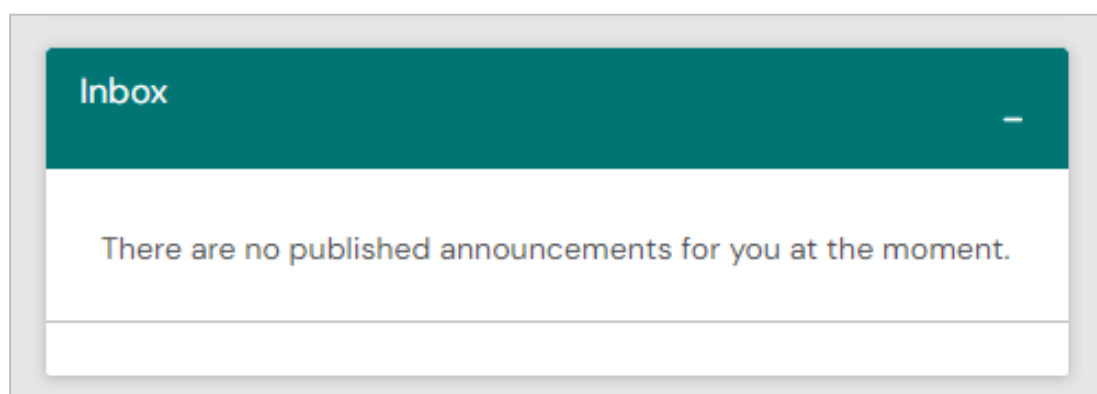
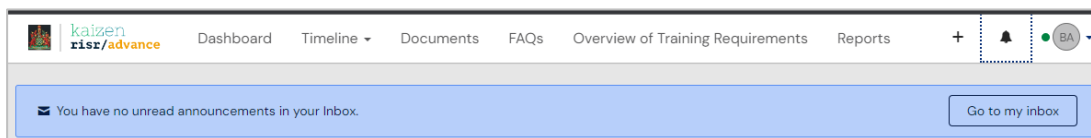
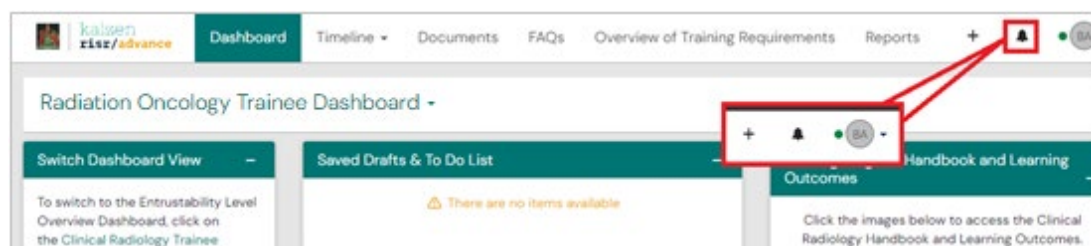
For more information and to view a video demonstration of how to create and submit all the various activities and assessments, refer to the ePortfolio Resource page on the College website.



## Announcements/Inbox

The Inbox is where newly posted announcements will be found. The inbox can be found as a Dashboard widget, as well as by clicking the Bell Button at the top right of the page.

Click the Bell Button and then click "Go to my inbox" to view all published announcements.



## Training Program Requirements

The dashboard shows the trainees' progress toward achieving the training program requirements for the current phase as a percentage. From here, the trainee can click on any of the individual requirements for more detail on the activities or assessments (forms) that contribute to the target.

The 'Overview of Training Requirements' on the top bar menu links to this dashboard summary and provides a list of progress with all requirements and the option to expand individual forms for more information.

Training Program Requirements		↻ -
Period: Phase 1		
WBA: Patient Encounter Assessment Tool (PEAT)	85%	
WBA: Contouring and Planning Evaluation Tool (CPET)	70%	
WBA: Communication Skills (CST)	75%	
Period: Phase 1		
Phase 1 Examinations	0%	
Period: Phase 1		
SLE: Oncology Science Workshop	50%	
SLE: Phase 1 Practical Oncology Experiences (POEs)	33%	
Period: Phase 1		
Multi-Source Feedback (MSF)	100%	
Director of Training (DoT) Review	60%	
Clinical Supervisor Appraisal (CSA)	20%	
Period: Phase 1		
Trainee Assessment of Training Site (TATS)	33%	
Period: Phase 1		
Eligibility for the Phase 1 Examinations	38%	
Period: By the end of Phase 2		
Case Report Discussion Tool (CRDT)	20%	
SMART Workshop	100%	
Cultural Competence and Cultural Safety	100%	
Research Project	0%	

## Clinical Supervisor Dashboard

The Radiation Oncology Clinical Supervisor Dashboard shown below allows Clinical Supervisors to review their outstanding tasks assigned to them by trainees for completion or approval.

In the below example the To Do list is highlighted in red. From this list CSs can click each link to view the trainee submitted Assessment and approve or reject the submission.

The CS is also able to access their full list of their To Do list by clicking the Bell icon in the top right of the page.

To toggle between the Radiation Oncology Clinical Supervisor Dashboard and the Radiation Oncology CPD Dashboard, click the Dashboard title, highlighted in blue above, and select the CPD Dashboard from the available list.

## Director of Training Dashboard

RO DoTs will have a number of Dashboards available to them.

Radiation Oncology CPD Dashboard (overview video here)

- Radiation Oncology Clinical Supervisor Dashboard
- Radiation Oncology Director of Training Dashboard.

The RO Clinical Supervisor Dashboard can generally be ignored by Directors of Training, as the DoT Dashboard contains more relevant widgets to assist with carrying out DoT duties.

The screenshot shows the Radiation Oncology Director of Training Dashboard. The left sidebar displays the user profile for Nick Fury, including their role as CPD - Au / RO Director of Training - RO and their current information. The central 'Saved Drafts & To Do List' section contains a table of tasks, including 'RO Work-based Assessment - Contouring and Plan Evaluation Tool (CPET) for Tony Stark' and 'RO Multi-Source Feedback (MSF) for Tony Stark'. The right sidebar includes an 'Inbox', 'Training Program Handbook and Learning Outcomes', 'ePortfolio User Guides and FAQs', and 'Contact Us' information.

## To Do List

When a trainee initiates a Work-Based Assessment or activity and selects the Director of Training and submits the form, the form will appear on the DoTs 'Saved Drafts and To Do List'.

All saved drafts the DoT creates for trainees such as DoT Reviews and MSFs will be found here also.

The close-up screenshot shows the 'Saved Drafts & To Do List' section. It contains a table with the following tasks:

Event Type	Data Created	Trainee	State	Event Link
RO Work-based Assessment - Contouring and Plan Evaluation Tool (CPET) for Tony Stark	14 MAR 2023	Tony Stark	Awaiting your action	
RO Multi-Source Feedback (MSF) for Tony Stark	22 FEB 2023	Tony Stark	Awaiting your action	



## Open RO Multi-Source Feedback Forms

On the Radiation Oncology Director of Training Dashboard is a widget that tracks and displays all of the RO Clinical Supervisor Feedback Forms that have been created for their trainees. By clicking the Click Here link in the widget, the DoT can navigate directly to the MSF form on the trainee's Timeline, review the responses, give feedback and close the form once the required minimum of 6 responses has been reached.

The columns of the widget display important information specific to each MSF.

The Date Created column displays the date that the MSF was created.

The Trainee column displays which trainee the MSF form was created for. If the trainee has multiple MSFs open on their profile, then this will show as a second line in the report.

Open RO Multi-Source Feedback Forms				
Event Type	Date Created	Trainee	State	Event Link
RO Multi-Source Feedback (MSF)	30 Mar, 2023 17:10	Tony Stark	Awaiting responses	<a href="#">Click Here</a>
1				

## My Connections

The unique functionality of the Director of Training Dashboard is the My Connections widget. This widget shows at a glance how many trainees have a current active connection to the DoT's Site. As such, these trainees are able to have their ePortfolio profile viewed by the DoT, as well as allowing the DoT to create DoT Reviews for the trainee.

My Connections	
PQ	Peter Quill
SS	Stephen Strange
SR	Steve Rogers
SA	System Account
TO	Thor Odinson
1 - 5 of 5	
<a href="#">View all users</a>	

## HOW TO SET AN ACTIVE CURRENT SITE

In the ePortfolio trainees are responsible for linking themselves to their current training Site. To do this, trainees must create a new RO Apply a Location – Current Site form.



Please see the [video guide](#) on how to create a new RO Apply a Location – Current Site..

From the Trainee Dashboard, under the New Activity or Assessment click the green Create button.

Apply a Location

RO Apply a location - Current Site

Clicking the Create button will open the page containing all the forms that the trainee is able to create. Under the heading Apply a Location, select the RO Apply a Location – Current Site.

When the link has been selected and the New RO Apply a Location – Current Site form has been generated, the first section of the form to be completed is the Dates section.

Date Occurred on and End date must reflect the duration of the rotation. For example, if the rotation is to last for 12 months, the Date Occurred on and the End date must reflect this duration.

New RO Apply a location - Current Site

VERSION 8 Add tags Link to Overview of Training Requirements

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 ★ 1/2/2023  
Please indicate the date on which this event occurred.

End date ★ 31/1/2024  
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

**Date occurred on ★**  
1/2/2023  
Please indicate the date on which this event occurred.

**End date ★**  
31/1/2024  
If this event spans multiple days, please indicate the date on which this finishes.

This date range will dictate the time that the connection will be considered “active”.

To select the site, in the next section of the form will be a list of sites that can be selected. This list will be refined to only display the sites available in the trainee’s current LAN (Local Area Network).

Once the site has been selected and the date range has been set for the duration of the rotation, Click Submit to save, and apply the location to the profile.

## Site Connection

Once the Apply a Location – Current Site form is saved it will connect the trainee's profile with all Directors of Training at that site. This connection will be active from the Date Occurred on until the End date. Once the End date passes the connection with the site DoTs will no longer be active.

## Reviewing Previously Submitted Current Site Forms

Once the Apply a Location – Current Site form has been successfully completed and applied to the trainee profile, trainees will be able to review their current active Current Site on their Dashboard.

On the Radiation Oncology Trainee Dashboard is an embedded report titled Location Information. The site name listed against the Current Site section of the report is the site that is active.

The screenshot shows a 'Location Information' report. It has a teal header with the title. Below the header, there are two sections. The first section, 'Current information', is expanded and shows 'RO Current Site' as 'Nepean Cancer Care Centre (Nepean Hospital)' with a date range of '1 Feb, 2022 – 1 Feb, 2025 (View)'. Below this, it shows 'NSW – Southern NSW/ACT' with a date range of '1 Feb, 2021 – 31 Jan, 2031 (View)'. The second section, 'Previous information', is collapsed and shows 'RO Current Site' as 'Nepean Cancer Care Centre (Nepean Hospital)' with a date range of '1 Feb, 2022 – 1 Feb, 2023 (View)'. A red rectangle highlights the 'Previous information' section.

The NSW – Southern NSW/ACT entry next to Current Site in this example is the form created by default on trainee profiles to refine the list of available sites to be chosen from when creating new Current Site forms.

## Reviewing on the Timeline

To review previously submitted Location information forms, these can be viewed on the Timeline.

The screenshot shows a sidebar menu with the following items: Timeline, Documents, FAQs, Timeline, Monitoring and Review, Research, Structured Learning Experiences – Phase 1, Structured Learning Experiences – Phase 2, Work Based Assessments, Apply a Location (highlighted in teal), Training Status, and Progression.

From the Dashboard click Timeline > Apply a Location.

This will open the Timeline and now only show Location information.

Filtering by Date Occurred, the current active Current Site will be shown. In the below example the active Current Site is from 1 Feb 2022 – 1 Feb 2024.

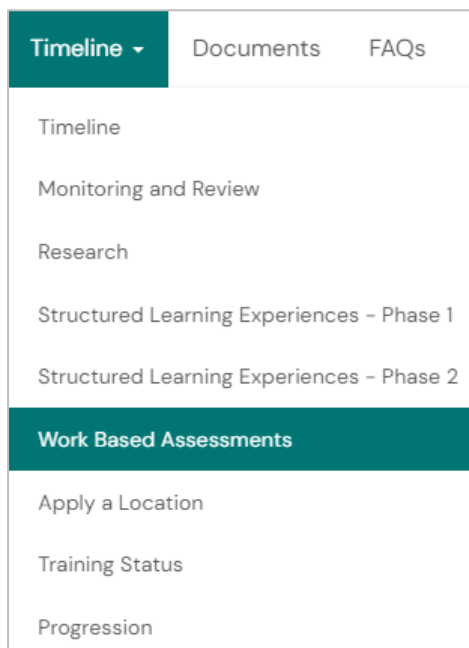
The screenshot shows the 'Apply a Location' page. It has a teal header with the title. Below the header, there is a search bar and a 'Search' button. Below the search bar, there is a list of events. The first event is 'RO Apply a location – Current Site' with a date range of '1 Feb, 2022 TO 1 Feb, 2024'. The event is highlighted in teal. A red rectangle highlights the 'Ordered by date occurred' dropdown menu.

# RETRACT AN ASSESSMENT FROM AN ASSESSOR

In the instance where a trainee assigns an assessment to the wrong assessor, it is possible for the trainee to retract this assessment in order to reassign to the correct assessor.

Please note, if the primary assessor completes their section of the assessment, trainees will no longer be able to retract the assessment.

## Section 1: The Timeline



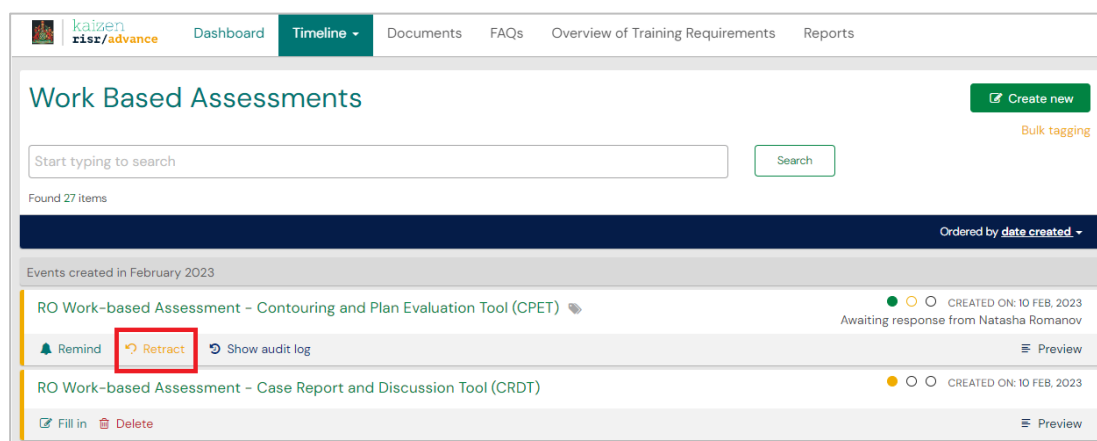
The trainee goes to their Timeline and locates the Assessment that must be reassigned.


If the assessment to be retracted is a Work-based Assessment, select this option from the drop down.

## Section 2: Retract the Assessment

The trainee clicks Retract on the assessment form on the timeline.

The trainee can also click Remind which will send a new automated email to the previously elected Assessor.






Are you sure you want to retract this event?

By retracting this event the invited user's invitation will be cancelled.

The trainee will then be presented with a popup asking them to confirm that they want to retract the form.

Click OK.

### Section 3: Reassigning the Assessment



This will then bring the form back into the draft state on the trainee's Timeline, represented by the first traffic light filled in amber, and the second traffic light clear.

To open the form and elect the new assessor, click Fill In.

RO Work-based Assessment - Contouring and Plan Evaluation Tool (CPET) CREATED ON: 10 FEB, 2023

Request retracted by Tony Stark

The trainee will then need to amend the "Assessor completing this assessment" if the new assessor is not the one listed in this field.

## Assessor completing this assessment

Next the trainee must re-assign the form to the new assessor.

The next section of this form can be filled in by users with these roles: Clinical Supervisor - RO, Director of Training - RO, Training Network Director - RO

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

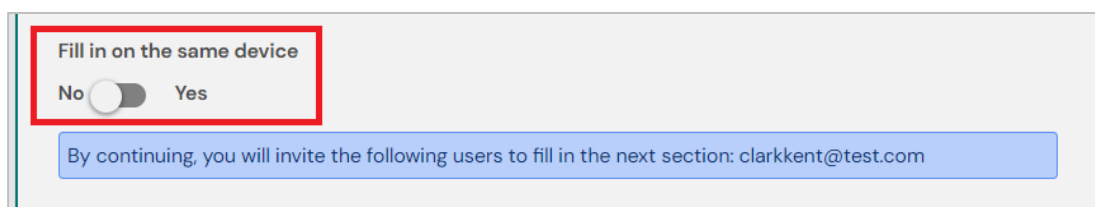
Once the assessor has been input the trainee clicks Submit to send the form to the new assessor.

## FILL IN ON THE SAME DEVICE

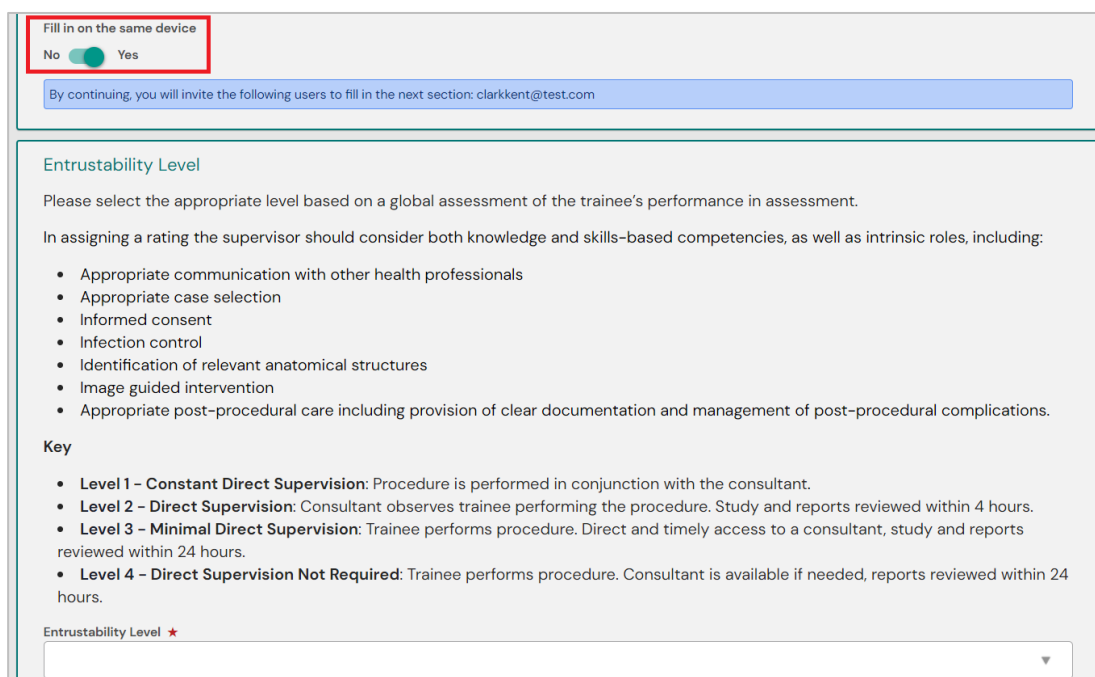
In the ePortfolio, trainees can elect certain assessments to be completed on their device by the elected assessor.

### Section 1: The Trainee

To enable the assessor section of the form on the trainee's device, the trainee clicks the Yes / No slider to show Yes. This will then generate the assessor's section of the form.



The screenshot shows a form section titled "Fill in on the same device". Below the title is a toggle switch with "No" on the left and "Yes" on the right. The switch is currently positioned towards "No". Below the toggle is a blue box containing the text: "By continuing, you will invite the following users to fill in the next section: clarkkent@test.com".



The screenshot shows the same form section as before, but the toggle switch is now set to "Yes". Below the toggle is a blue box containing the text: "By continuing, you will invite the following users to fill in the next section: clarkkent@test.com". Below this is a section titled "Entrustability Level" with the following text: "Please select the appropriate level based on a global assessment of the trainee's performance in assessment. In assigning a rating the supervisor should consider both knowledge and skills-based competencies, as well as intrinsic roles, including:" followed by a list of competencies: "Appropriate communication with other health professionals", "Appropriate case selection", "Informed consent", "Infection control", "Identification of relevant anatomical structures", "Image guided intervention", and "Appropriate post-procedural care including provision of clear documentation and management of post-procedural complications." Below this is a "Key" section with four levels: "Level 1 - Constant Direct Supervision: Procedure is performed in conjunction with the consultant.", "Level 2 - Direct Supervision: Consultant observes trainee performing the procedure. Study and reports reviewed within 4 hours.", "Level 3 - Minimal Direct Supervision: Trainee performs procedure. Direct and timely access to a consultant, study and reports reviewed within 24 hours.", and "Level 4 - Direct Supervision Not Required: Trainee performs procedure. Consultant is available if needed, reports reviewed within 24 hours." At the bottom is a dropdown menu labeled "Entrustability Level" with a red star icon.

The trainee can now hand their device to their assessor to fill in their section on the form on the trainee's device.

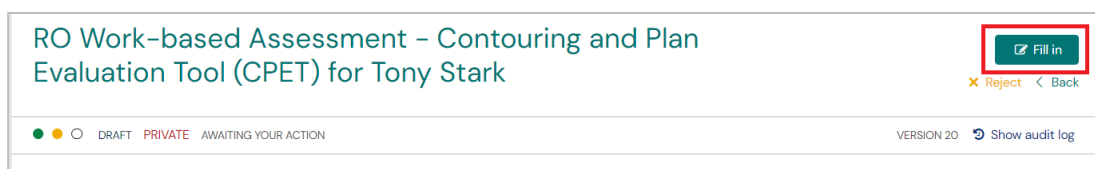
## Section 2: The Assessor

Once the assessor completes their section of the form and clicks Submit to save the form, they must still confirm the assessment on their ePortfolio profile Dashboard.

It will show on the Dashboard's To do list with the tag "Awaiting your approval" rather than "Awaiting your action".

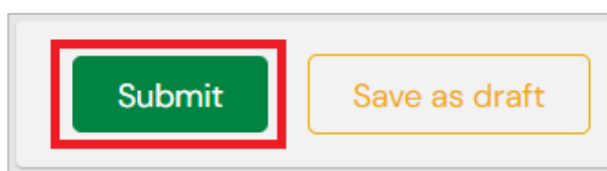


The Assessor must then click the link and then Fill In on the next page.



The Assessor can then review their inputs in the form, including their given Entrustability Level score as well and amend or add to the comments and feedback that they had originally input in the trainee's section of the form.

Once they have reviewed their section of the form, the Assessor can then click Submit. The assessment will now be complete on the trainee's ePortfolio profile.





# Section Three

## MONITORING AND REVIEW



# DIRECTOR OF TRAINING (DoT) REVIEW

The Director of Training (DoT) Review is a DoT initiated form.

The trainee and the DoT must first be connected via the RO Apply a Location – Current Site and have an active connection for the DoT to be able to create the DoT Review form.



Please see the [video guide](#) on how to complete the RO Director of Training Review



## Section 1: Director of Training



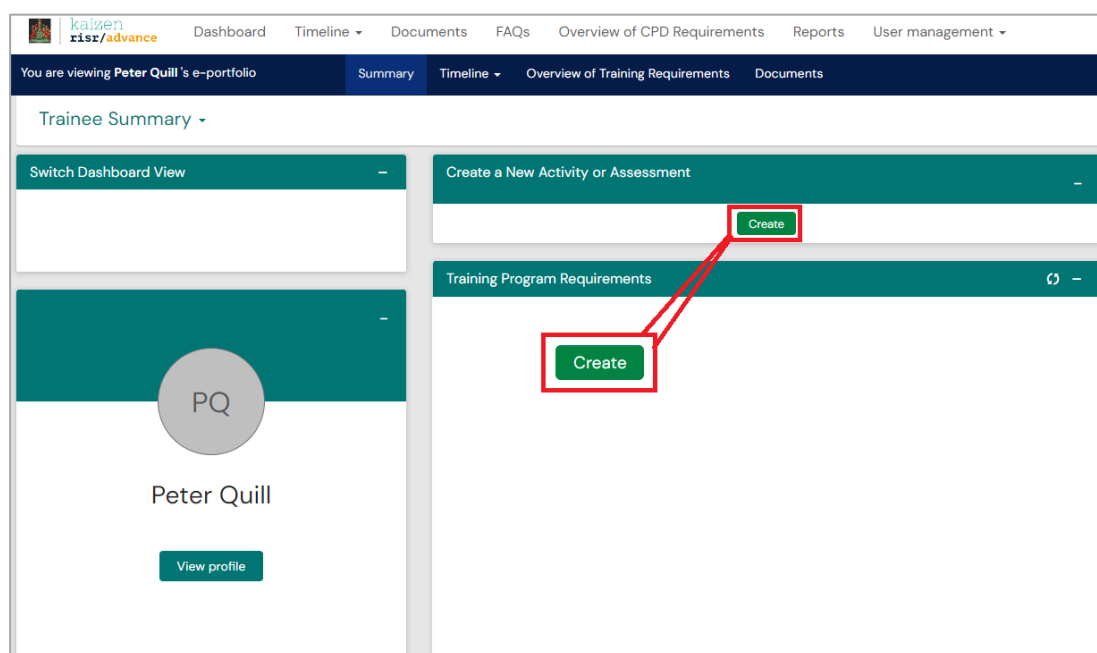
The DoT must navigate to their Radiation Oncology Director of Training Dashboard and scroll down to the My Connections widget.

Select the trainee's name to click through to their profile.

When the DoT is viewing the trainee's profile a blue banner will be shown at the top of the page saying **"You are viewing John Smith's Profile"** with links to the Summary page, the Timeline, the Overview of Training Requirements and the Documents library.



The DoT clicks the Create button on the Trainee Summary Dashboard to open the list of available forms.



The DoT clicks the Create button on the Trainee Summary Dashboard and selects the **RO Director of Training Review – Phase 1 or 2** under the Monitoring and Review heading.



Monitoring and Review

RO Director of Training (DoT) Review – Phase 1

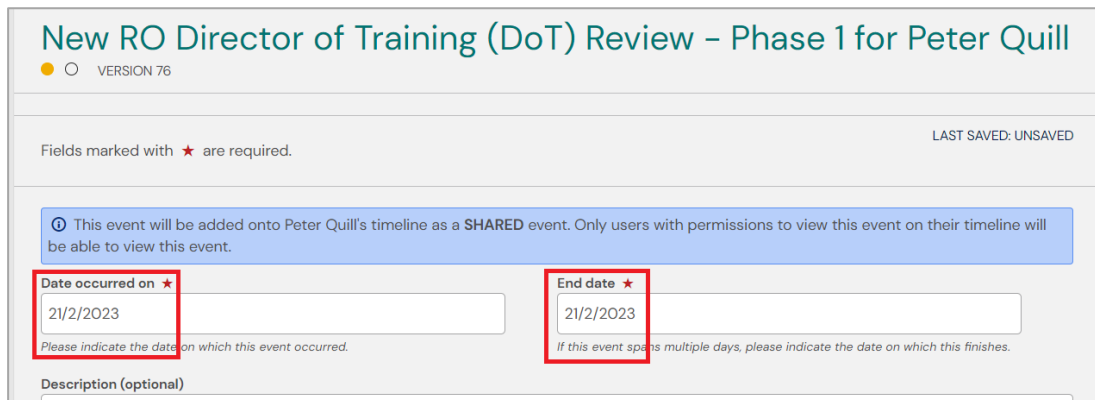
RO Director of Training (DoT) Review – Phase 2

The Director of Training (DoT) Review has two versions of the form, one for each Phase of training. When choosing which DoT Review form to choose, confirm which Phase of training the trainee is currently in.

If the incorrect Phase DoT Review is selected, then the trainee's goal will not show as complete for the six-month period being reviewed.

This means that once saved the form will be sent to the trainee who will be able to fill in the second section of the form. Once the trainee completes their section of the form it will be saved and will count progress towards the goal.

In the first section of the form, the DoT must input the Date occurred and the End date. These dates should be the date range that spans the Six-Month date range that is being reviewed.



New RO Director of Training (DoT) Review – Phase 1 for Peter Quill

● ○ VERSION 76

Fields marked with ★ are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto Peter Quill's timeline as a SHARED event. Only users with permissions to view this event on their timeline will be able to view this event.

Date occurred on ★ 21/2/2023

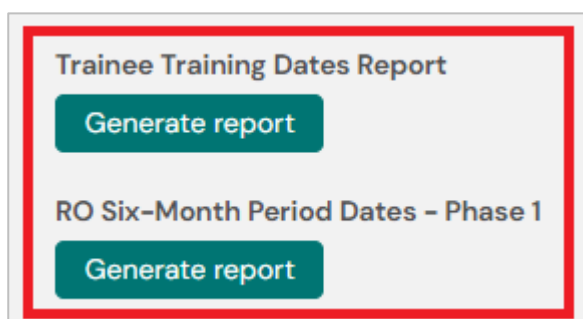
Please indicate the date on which this event occurred.

End date ★ 21/2/2023

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

To determine which dates must be input into the Date Occurred and End Date section of the form, beneath the instructions section of the form are the following reports:



Trainee Training Dates Report

Generate report

RO Six-Month Period Dates – Phase 1

Generate report

These reports, when generated, will display information specific to the trainee, including their current Phase, and the dates of their Six-Month date ranges.

#### When the RO Six-Month Period Dates – Phase 1

In the next section of the form the DoT must click the Generate Report button each time the button is present, as the form requires that all reports embedded in the form are shown.

**Instructions**

Please use the **Generate report** button to generate a report prior to completing the relevant fields. **All reports must be generated to complete this DoT Review.**

To determine which date range must be input into the Date Occurred/End Date sections of this form above, generate the RO Six Month Date – Phase 1 report below, and determine with the trainee which six-month period must be reviewed. Then, reflect the dates that correspond to that six-month period in the above date range sections at the top of the form.

For a video walk-through on how to complete the DoT Review, click the link below.

[RANZCR Presentation Library – RO – How to Complete an RO Director of Training \(DoT\) Review in the ePortfolio](#)

**Trainee Training Dates Report**

**Generate report**

**RO Six-Month Period Dates – Phase 1**

**Generate report**

Clicking the Generate report button will run the report that will display training and profile information relevant to the trainee.

Trainee	Roger Oncologist
Trainee ID	33844
Phase	Phase 1
Start Date	Feb 1, 2023

By Generating the Six-Month Periods – Phase 1 or Phase 2 Report the report will show the DoT the date ranges that are individual to the trainee. By reflecting the dates from the report in the Date Occurred and End Date this will cause this DoT Review to link to the desired DoT Review 6-Month period.

Trainee	Phase 1 – Six Month Periods	Start Date	End Date
Roger Oncologist	1st DoT Review	Feb 1, 2023	Jul 31, 2023
Roger Oncologist	2nd DoT Review	Aug 1, 2023	Jan 31, 2024
Roger Oncologist	3rd DoT Review	Feb 1, 2024	Jul 31, 2024
Roger Oncologist	4th DoT Review	Aug 1, 2024	Jan 31, 2025
Roger Oncologist	5th DoT Review	Feb 1, 2025	Jul 31, 2025
Roger Oncologist	6th DoT Review	Aug 1, 2025	Jan 31, 2026

For certain reports the DoT can refine the date range of data that is shown on the review.

By default, these reports are set to display data over a long range of time, however if the DoT needs to refine the range of time, these dates can be changed to only show data within the fined time period.

RO Work-based Assessment – Communication Skills Tool (CST) Report

Enter Start Date ★

1/1/2020

Enter End Date ★

31/12/2030

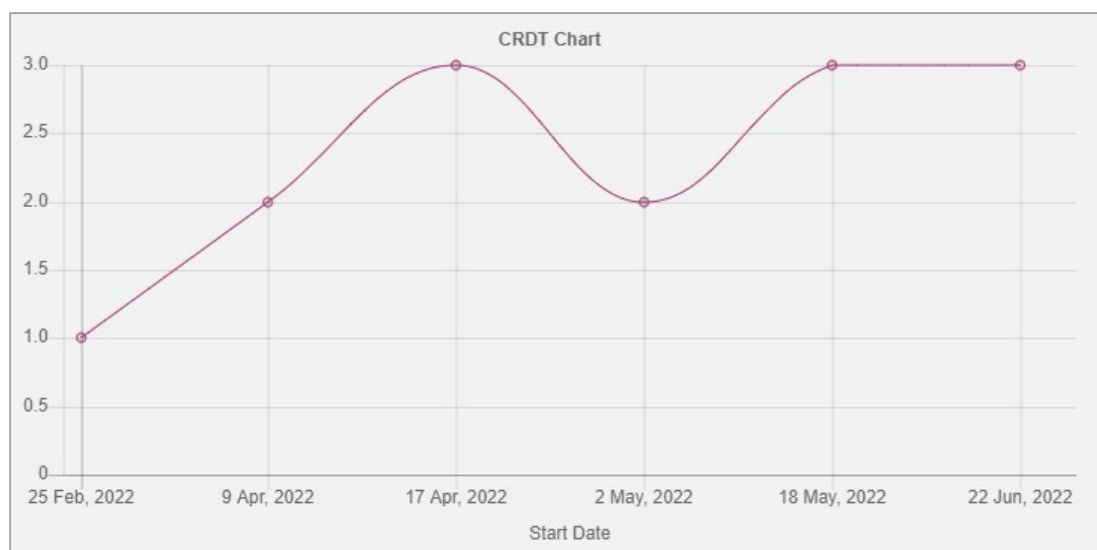
Generate report

Change report inputs

To Generate the report, click the Generate report button. Once the dates have been changed the option to Reset to default values will be shown. Click this to reset back to the default date range.

Included in the DoT Review WBA Reports are Entrustability graphs that show the trainee's given Entrustability ratings over time.

The Y-Axis displays the Entrustability Level given and the X-Axis will show the date of the assessment.

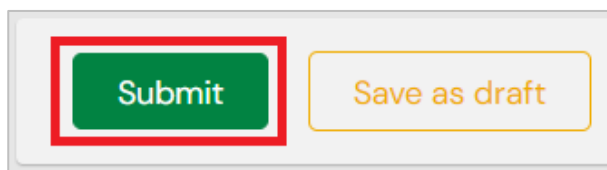


Also shown in the report is a tabulated representation of the completed Performed Ultrasounds of the trainee.

Included in this table is the Preview option in the right-hand column of the table. This option allows the director of training to click the Preview link which will open a pop up of the individual work-based assessments shown in the table, allowing them to view the completed form in detail.

Assessment Date	Entrustability Level	Topic Area	CRDT Type	Comments	Assessor	Preview
Feb 25, 2022	1.0	Endocrine	In-patient Care	-	Nick Fury	<a href="#">Preview</a>
-	-	-	-	-	-	-
Apr 9, 2022	2.0	Musculoskeletal and connective tissue	Major Focus	-	Nick Fury	<a href="#">Preview</a>
-	-	-	-	-	-	-
Apr 17, 2022	3.0	Head and neck	Major Focus	-	Nick Fury	<a href="#">Preview</a>
-	-	-	-	-	-	-
May 2, 2022	2.0	Metastatic disease	Major Focus	-	Nick Fury	<a href="#">Preview</a>
-	-	-	-	-	-	-
May 18, 2022	3.0	Gastrointestinal tract	Major Focus	-	Nick Fury	<a href="#">Preview</a>
-	-	-	-	-	-	-
Jun 22, 2022	3.0	Urinary tract	Major Focus	-	Nick Fury	<a href="#">Preview</a>
-	-	-	-	-	-	-
3						

Once all of the reports in the DoT Review form have been generated, and all mandatory fields in the form have been filled in, the DoT can now click Submit.

The image shows a form submission interface with two buttons. The 'Submit' button is green with white text and is highlighted with a red rectangular border. The 'Save as draft' button is yellow with black text and has a yellow border. Both buttons are contained within a light gray rounded rectangle.

Once the form is submitted it will be sent to the trainee to complete the second section of the form.

● ● **Section 2: Trainee**

On the trainee's To Do list will be the DoT Review form with the first traffic light circle filled in green and the second traffic light filled amber. This indicates that once the trainee submits their section of the form it will now be complete and will link to their goal.



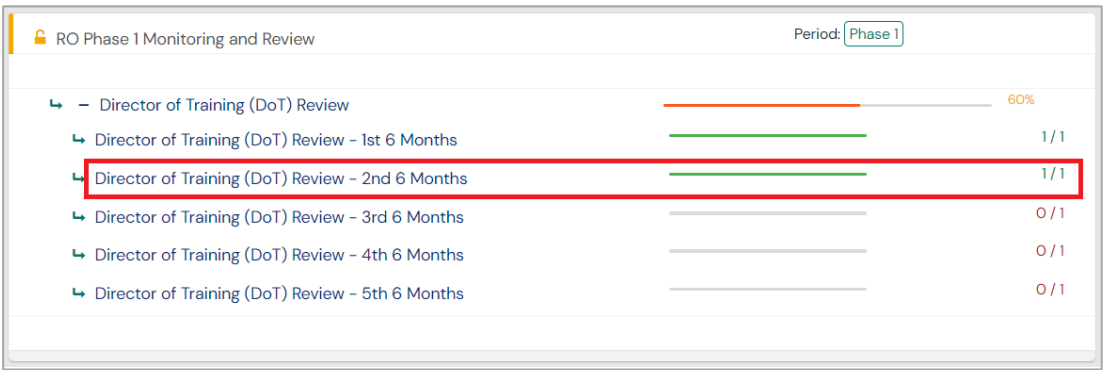
When the trainee clicks on the To Do list item, they must click the Fill In button in the top-right of the page.



Once the trainee clicks Fill In, they will see a summary of the DoT Review that was submitted by the DoT.

Once the trainee has scrolled to the bottom of the page, they will have a section where they are able to provide a comment on the Review. The trainee then clicks Submit.

Once the form is submitted, it will automatically be linked to the Monitoring and Review goal and the Six-Month period that the date that was input at the beginning of the form links to.



# CLINICAL SUPERVISOR APPRAISAL (CSA)

The Clinical Supervisor Appraisal (CSA) is a trainee-initiated form that is completed by both the trainee and their Clinical Supervisors.



Please see the [video guide](#) on how to complete the RO Clinical Supervisor Appraisal (CSA)

## ● ○ ○ Section 1: Trainee

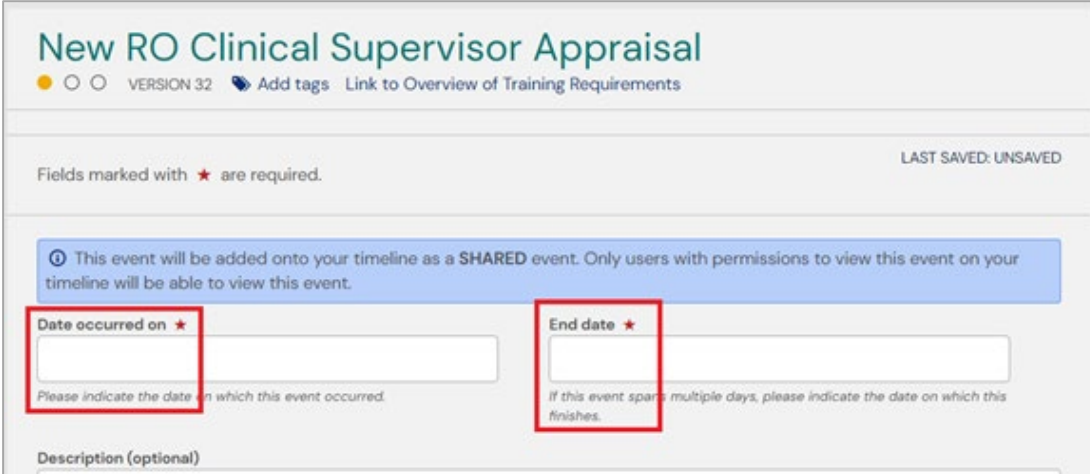
To create a new CSA form, the trainee must click the Create button on their Trainee Dashboard and select RO Clinical Supervisor Appraisal (CSA)



Monitoring and Review

- RO Clinical Supervisor Appraisal
- RO Multi-Source Feedback (MSF)
- RO Trainee Assessment of Training Site (TATS)

In the first section of the form the trainee must input the dates of their 3-month Clinical Supervisor Appraisal Schedule into the Date Occurred and End Date fields.



New RO Clinical Supervisor Appraisal

● ○ ○ VERSION 32 Add tags Link to Overview of Training Requirements

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.

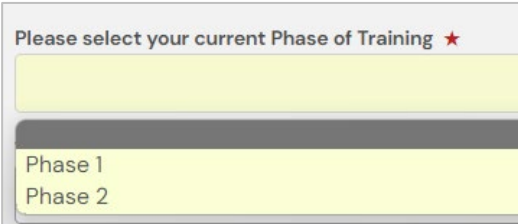
Date occurred on ★

Please indicate the date on which this event occurred.

End date ★

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)



Please select your current Phase of Training ★

Phase 1

Phase 2

To determine which 3-month period must be input into the Date Occurred and End Date section of the form, the trainee must select their current Phase of training.



By selecting the current Phase, a new report will be shown. When Generate Report is selected the report will show the trainee the date ranges that are individual to the trainee. By reflecting the dates from the report in the Date Occurred and End Date this will cause this CSA to link to the desired CSA 3-Month period.

Trainee	Phase 1 – Three-Month Periods	Start Date	End Date
Roger Oncologist	1st CSA	Feb 1, 2023	Apr 30, 2023
Roger Oncologist	2nd CSA	May 1, 2023	Jul 31, 2023
Roger Oncologist	3rd CSA	Aug 1, 2023	Oct 31, 2023
Roger Oncologist	4th CSA	Nov 1, 2023	Jan 31, 2024
Roger Oncologist	5th CSA	Feb 1, 2024	Apr 30, 2024

In the next section of the form the trainee must input the dates of the clinical term that corresponds with this review, as well as the Term Duration and the Curriculum focus during this term.

<b>Term Start Date</b>
<input type="text" value="d/m/yyyy"/>
<b>Term End Date</b>
<input type="text" value="d/m/yyyy"/>
<b>Term Duration</b>
<input type="text"/>
<b>Curriculum focus during this term</b>
<input type="text"/>

Next the trainee must generate all reports present in the form. These reports are the same reports that are shown in the Director of Training Review; however, the trainee must generate and save these reports in the Clinical Supervisor Appraisal form in order for the CS performing the appraisal to be able to see the report output.

Each Work-based Assessment report allows for the trainee to refine the Start and End date of the report, allowing them to narrow down the date range to only show WBAs completed in the last 3 months so that the Clinical Supervisor may view only those assessments complete in the Term.

**RO Work-based Assessment – Patient Encounter Assessment Tool (PEAT) Report**

**Enter Start Date** ★

1/1/2022

**Enter End Date** ★

31/12/2030

**Generate report**

To do so, the trainee must edit the Start and End Date sections of the form, seen above, to reflect the Term Dates.

Once all reports have been generated and fields filled in by the trainee, they may then assign the form to their Clinical Supervisor.

The next section of this form can be filled in by users with these roles: Clinical Supervisor – RO

**Who would you like to fill in the next section of this form?** ★

Start typing to search

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 ☐

The trainee must input the Clinical Supervisors name or email address and select their account from the auto-fill list.

## ● ● ○ Section 2: Clinical Supervisor

Once the trainee clicks Submit and the form is successfully forwarded to the Clinical Supervisor, it will be shown on the nominated CS's To-Do list on their Clinical Supervisor Dashboard, as well as an email notification having been sent to their nominated ePortfolio email address.

**Saved Drafts & To Do List**

**RO Clinical Supervisor Appraisal for Tony Stark**

● ● ○ **CREATED ON:**

Awaiting your action

From the To-Do list the Clinical Supervisor must click the title of the form and click Fill In on the next page to complete their section of the form.

## RO Clinical Supervisor Appraisal for Tony Stark

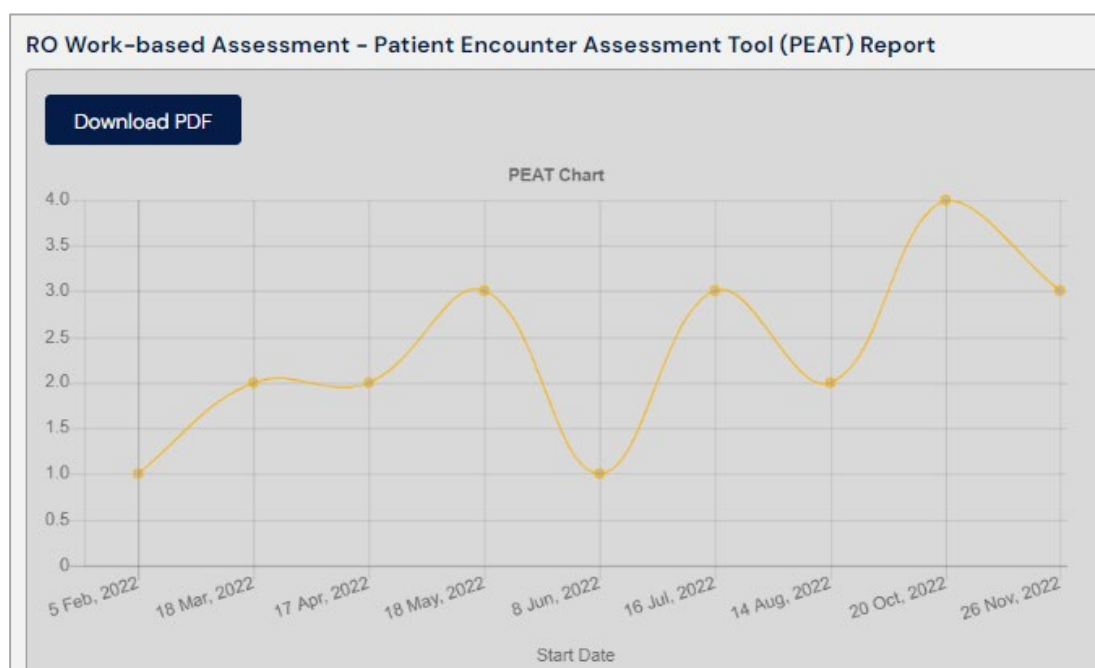


✗ Reject < Back

● ● ○ DRAFT PRIVATE Awaiting your action

VERSION 33 [Show audit log](#)

In the first section of the form the Clinical Supervisor will be able to review the trainee's input, such as the Entrustability Graphs as well as a tabulated view of the trainee's completed Work-based Assessments.



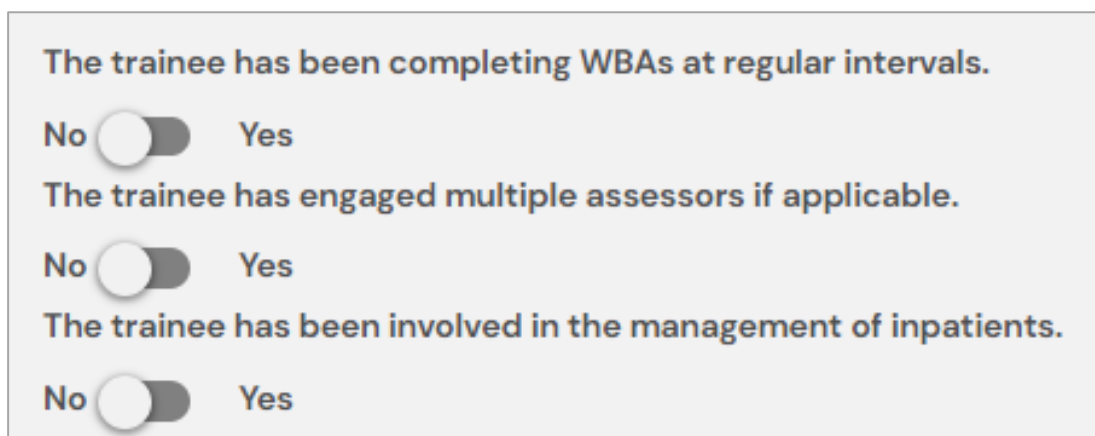
Assessment Date	Entrustability Level	Topic Area	PEAT Comments	Assessor
Feb 5, 2022	1.0	Male reproductive system	-	Nick Fury
Mar 18, 2022	2.0	Lung and mediastinum	-	Nick Fury
Apr 17, 2022	2.0	Haematology	-	Nick Fury

Using this information contained within the reports that the trainee has generated and saved on the form, the Clinical Supervisor must now scroll down to the input section of the form.

The Supervisor will be prompted to give feedback on each of the Work-based Assessment areas.

- Patient Encounter Assessment Tool (PEAT)
- Contouring and Plan Evaluation Tool (CPET)
- Communication Skills Tool (CST)
- Case Report Discussion Tool (CRDT)

At the end of the WBA section are several toggle options. These options must either be left as No by default or set to Yes if applicable.



The screenshot shows a light gray rectangular box containing three rows of text and toggle switches. Each row consists of a statement followed by 'No' and 'Yes' labels with a toggle switch between them. The toggle switches are currently in the 'No' position (to the left).

- Statement: **The trainee has been completing WBAs at regular intervals.**  
No ☐ Yes
- Statement: **The trainee has engaged multiple assessors if applicable.**  
No ☐ Yes
- Statement: **The trainee has been involved in the management of inpatients.**  
No ☐ Yes

The next section of the form will prompt the Clinical Supervisor to provide feedback on more general aspects of the training journey.

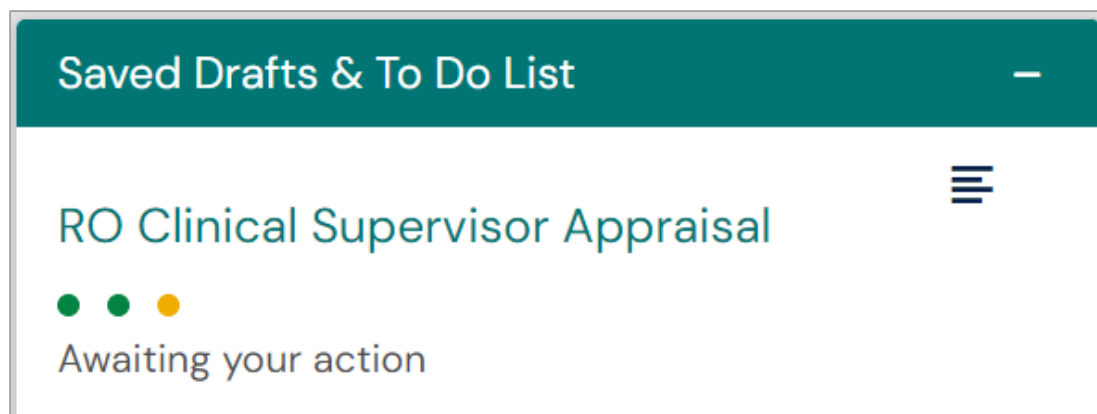
These include:

- Clinical Management of Radiation Oncology Specific Issues
- General Oncology and Supportive Care
- Communication and Teamwork
- Professionalism
- Approach to Learning

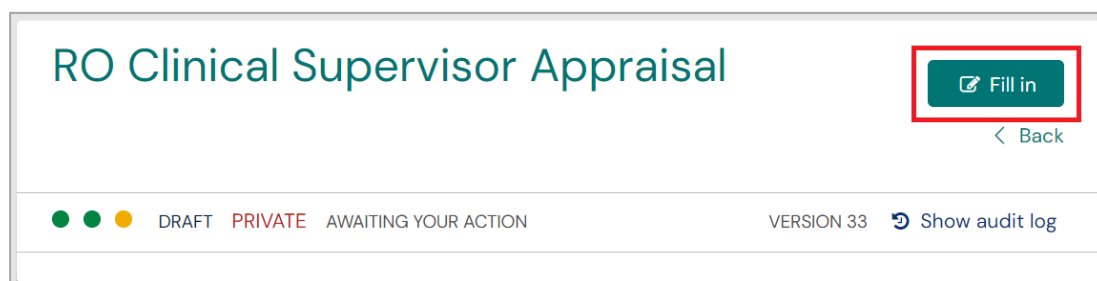
Once all sections of the form have been filled in, the Clinical Supervisor may scroll to the bottom of the page and click Submit, to forward the form to the trainee's To-Do list to review and finalise the Appraisal.

### ● ● ● Section 3: Trainee

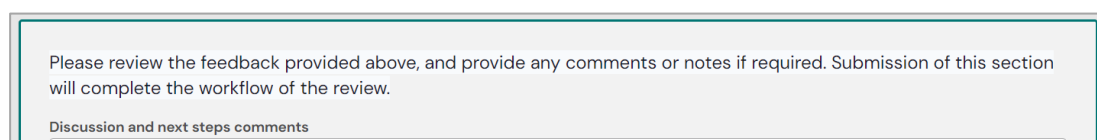
Once the Clinical Supervisor has finished their section of the form, the CSA form will be forwarded back to the Trainee's To-Do list.



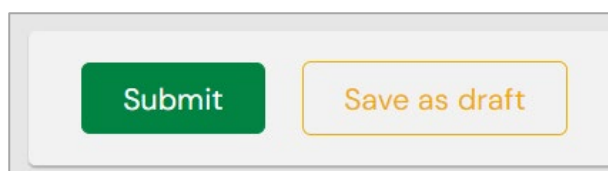
From the To-Do list the Trainee must click the title of the form and then click Fill In on the next page to complete their section of the form.



Once the trainee has clicked Fill In, they will be able to review all previous sections of the form, including the Clinical Supervisor's comments and feedback.



Once all sections of the CSA have been reviewed, the trainee may close the form by inputting any comments into the final section of the form and clicking Submit at the bottom of the page.



# MULTI-SOURCE FEEDBACK (MSF)

The Multi-Source Feedback (MSF) is both a trainee self-assessment and co-worker feedback assessment that is designed to assess the professional competence of a trainee within the scope of their daily practice.

During the training program, the trainee must complete one MSF for each phase of training.



Please see the [video guide](#) on how to complete a Multi-Source Feedback (MSF)

## ● ○ ○ Section 1: Trainee

The trainee clicks the Create button on their Trainee Dashboard and selects the **Multi-Source Feedback (MSF)** under the Monitoring and Review heading.

This means that when the responders have been elected and the form has been sent to them the first circle will be filled in green and the second circle will show as filled in amber.

In the first section of the form, the trainee is able to set the date that they undertook the self-assessment. If the self-assessment was taken on the day that the form was completed, this section can be left as default.

In the second section of the form the trainee can perform their self-assessment. The questions asked are the same as the questions asked of the responders, so that the results may be compared easily.

The trainee and the MSF responders will be given a total of 17 prompts across 6 topic areas. These areas are:

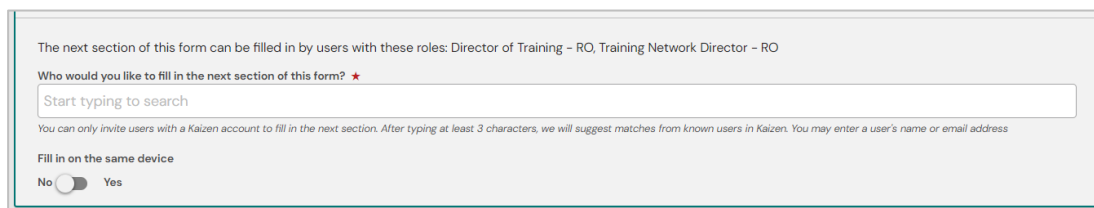
- Communicator
- Collaborator
- Leader
- Health Advocate
- Professional
- Scholar

The trainee must assign a rating for each question. The rating scale is as follows:

0. Unable to answer (no point score)
1. Never
2. Some of the time
3. Most of the time
4. All of the time

Finally, the trainee is able to input any additional comments and feedback to support any of the responses given.

In the third section of the form, they must then assign the MSF form to their Director of Training. The DoT will then be responsible for electing the responders who will provide feedback to the form.



The next section of this form can be filled in by users with these roles: Director of Training - RO, Training Network Director - RO

Who would you like to fill in the next section of this form? ★

Start typing to search

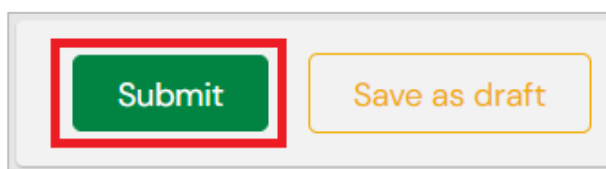
You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address

Fill in on the same device

No ☐ Yes ☐

A minimum of 6 responders must be input into this section of the form.

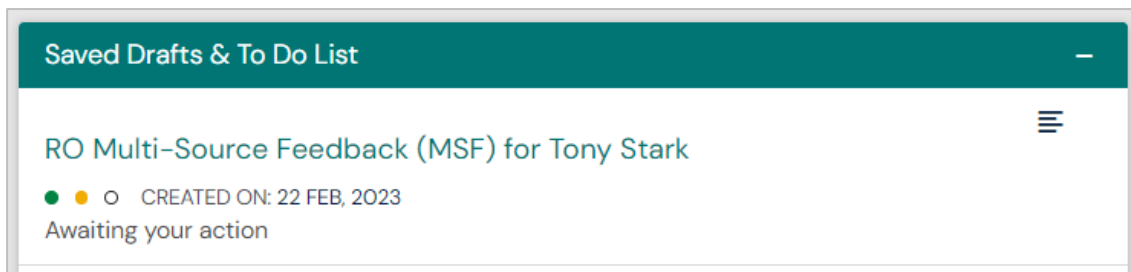
The trainee then clicks Submit to save their section of the form and to send the form to the DoT.



Submit Save as draft

## ● ● ○ Section 2: Director of Training

Once the trainee has submitted their section of the form the nominated DoT will then find the RO Multi-Source Feedback (MSF) awaiting their action on their To Do List on their ePortfolio Dashboard. An automated email will also be sent to their email address associated with their ePortfolio profile.



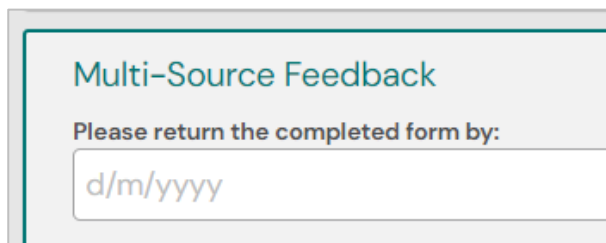
Saved Drafts & To Do List

RO Multi-Source Feedback (MSF) for Tony Stark

● ● ○ CREATED ON: 22 FEB, 2023

Awaiting your action

In the first section of the form the DoT must specify the date that the responders are required to complete the form by.



Multi-Source Feedback

Please return the completed form by:

d/m/yyyy

In the next section in the form the DoT is able to elect the MSF Responders who will provide feedback for the trainee.

A minimum of six responders are required.

The DoT must input the email or the first and last name for the Supervisors who will be providing the feedback.

The next section of this form has been designed to be completed by multiple people. Please indicate who you would like to invite using the boxes below. The minimum number of responses you must achieve is 6. Invitations can be sent now and also after this form has been submitted by returning to this page.

The next section of this form can be filled in by users with these roles: Anyone, External assessor, Chief Censor – RO, Clinical Supervisor – RO, CPD – OS/ RO, Director of Training – RO, Education Support Officer – RO, CPD – Au / RO, CPD – NZ / RO, Trainee – Au / RO, Trainee – NZ / RO, Training Network Director – RO

Who would you like to fill in the next section of this form?

Start typing to search

You can invite users with or without 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.

Tip: It is possible for the DoT to input multiple email addresses into this section of the form. To do this the emails must be copied from another document in the following format:

[email@emailaddress.com] [comma] [space].

E.g.: email@emailaddress1.com, email@emailaddress2.com, email@emailaddress3.com, etc.



Please see the [video guide](#) on how to input multiple email addresses into the form at once.

### Section 3: MSF Responders

Once the Director of Training has sent the MSF form to the elected responders, if the user has an ePortfolio account the form will appear on their To Do list on their Dashboard.

Saved Drafts & To Do List

RO Multi-Source Feedback (MSF) for Tony Stark

CREATED ON: 30 MAR, 2023

Awaiting your action

If the user does not have an ePortfolio account and has been elected to provide MSF Feedback, they will instead receive an automated email in their inbox.

The subject of the email is: **"RANZCR ePortfolio Notification: John Doe has invited you to fill in the RO Multi-Source Feedback (MSF) form"**.

The email will contain a link that will take the user to a webpage where they will be able to answer each of the questions specific to the MSF form.

For users who complete the MSF in the ePortfolio, when the To Do list form is selected, they will need to click "Fill In" to open the draft version of the form.

RO Multi-Source Feedback (MSF) for Tony Stark

Fill in

Reject < Back

DRAFT PRIVATE AWAITING YOUR ACTION

VERSION 13 Show audit log

The responder will then be able to view the trainee's self-assessment in the first section of the form.

Once they have reviewed the trainee's self-assessment, the assessor must input their name and their professional role. The options for this are:

Radiation Oncologist, RO Registrar, Radiation Therapist, Other RO Professional, Administrative Staff, Allied



Health (state discipline), Nurse and Medical Specialist (state discipline).

The responder will then be able to input their own ratings for each of the questions. These questions will be the same questions and the same rating scale as the trainee's self-assessment.

Assessor	Communicator
Observer	Effective communication with patients
Roger Oncologist	Some of the time
Professional Role	Manages emotions of patients and family members
Radiation Oncologist	Some of the time
	Collaborator
	Effective, accurate communication with other professionals
	Never
	Works well in a team, respecting contributions of all members
	Some of the time
	Shares responsibility effectively with others to ensure optimal patient care
	Unable to answer
	Approachable and available when needed
	All of the time

The responder will also be able to provide additional comments and feedback to support any of their responses.

Once all questions have been rated, the responder can click Submit to save their response.

<b>Submit</b>	Save as draft
---------------	---------------

● ● ● **Section 3: Director of Training**

Once the responses have been received, the DoT must now close the MSF form. Before closing the form, the DoT can review the feedback given by each MSF responder.

To do this, the DoT must click the Click Here link under the Event Link heading on the Open RO Multi-Source Feedback Forms widget.

The widget will also display how many total MSF forms are open for the trainee if many forms have been created.

**NOTE:** For the MSF form to link to the trainee’s Training Requirements goal the MSF form **must** be closed by the Director of Training.

Open RO Multi-Source Feedback Forms				
Event Type	Date Created	Trainee	State	Event Link
RO Multi-Source Feedback (MSF)	30 Mar, 2023 17:10	Tony Stark	Awaiting responses	Click Here
1				

Once the form is closed, the ePortfolio will generate a report that displays the average of all assessor scores that relate to each question.

Timeline

Timeline

Monitoring and Review

Research

Structured Learning Experiences – Phase 1

Structured Learning Experiences – Phase 2

Work Based Assessments

Apply a Location

Training Status

Progression

Monitoring and Review

Create new

Bulk tagging

MSF

Search

Clear

Found 2 items for matching MSF

Ordered by date created

Events created in February 2023

RO Multi-Source Feedback (MSF)

CREATED ON: 22 FEB, 2023

Awaiting response from Nick Fury

Remind

Retract

Show audit log

Preview

Events created in November 2022

RO Multi-Source Feedback (MSF)

CREATED ON: 15 NOV, 2022

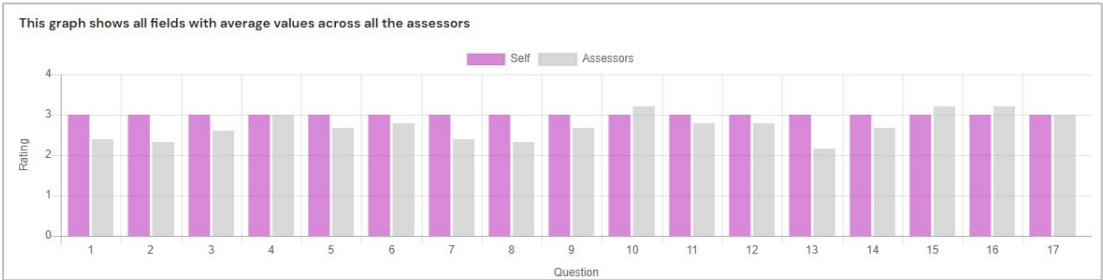
Show audit log

Preview

To view the report, the trainee must click Timeline in their Navigation Ribbon and select Monitoring and Review.

By searching MSF in the search bar this will refine the search criteria to only show MSFs complete or in progress on the trainee's Timeline.

The report shown in the completed MSF form will show the ratings input by the trainee in purple on the left, and the average scores given across all responders for the same question in grey.




# TRAINEE ASSESSMENT OF TRAINING SITE (TATS)

A Trainee Assessment of Training Sites (TATS) must be completed once every six months.

## Section 1: The Trainee

To record progress, trainees must create a new Trainee Assessment of Training Site (TATS) form.

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Trainee Assessment of Training Site (TATS)** form.



Monitoring and Review

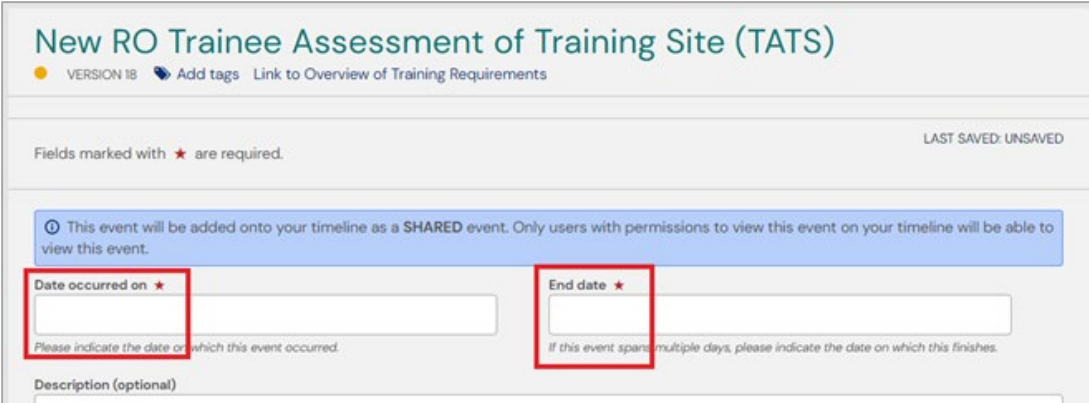
RO Clinical Supervisor Appraisal

RO Multi-Source Feedback (MSF)

**RO Trainee Assessment of Training Site (TATS)**

In the first section of the form the trainee inputs the Date occurred on and the End date. These dates can either be the date that the TATS assessment was completed, or if the form is assessing a secondary site that the trainee has rotated to temporarily away from their home site, the dates can reflect the time spent at this site.

The Date occurred on must be within the trainee's current Phase timeframe in order to correctly link to the goal.



New RO Trainee Assessment of Training Site (TATS)

VERSION 1B Add tags Link to Overview of Training Requirements

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)

In the second section of the form the trainee must complete the assessment of the training site.

When entering the "Training Site to be Assessed" use the full Training Site Name.

The rating scale available for each prompt is as follows:

1. Poor\*
2. Less than adequate\*
3. Adequate
4. Excellent

U. Experience/resource unavailable or not provided\*

If a trainee provides a rating of 1, 2 or U they will be required to provide comments to substantiate their rating.

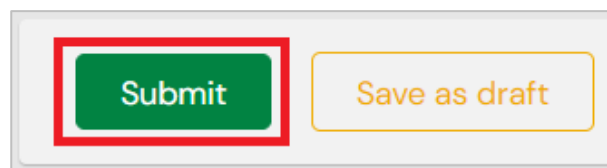
All ratings input into the TATS form are confidential to the trainee and the College. Directors of Training, Network Training Directors and other site users do not have visibility into complete TATS forms.

The TATS form contains a total of 45 questions for the trainee to answer, across 11 topics areas including:

- Clinical Supervision
- Directors of Training
- Teaching and Learning
- Trainee Wellbeing
- Protected Time
- Clinical Work
- Learning Opportunities
- Resources and Infrastructure
- Administrative Workload
- Network
- Feedback

Each topic area has a comments section where the trainee can elaborate on their answers if required.

The final fields of the form are for free text feedback for the trainee which is directed to the training site. The trainee is able to comment on strengths and weaknesses of the site, as well as providing any general comments.

A screenshot of the TATS form submission interface. It features two buttons: a green 'Submit' button with a red border and a yellow 'Save as draft' button. The buttons are set against a light gray background.

Once the trainee has completed all sections of the form, they can click Submit to save the form.

# Section Four

## RESEARCH



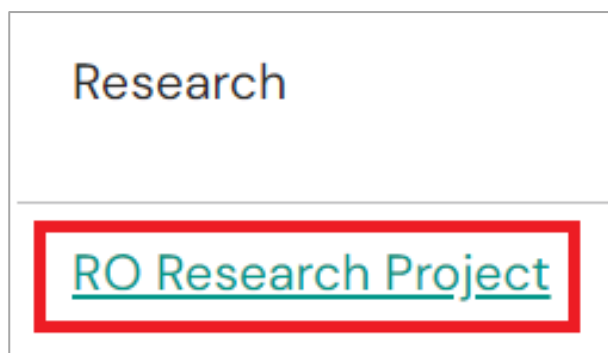
# RESEARCH PROJECT

The RO Research Project may be completed in either Phase 1 or Phase 2 of training.

## ● ○ Section 1: Trainee

The trainee must first create a new RO Research Project ePortfolio form.

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Research Project** form.

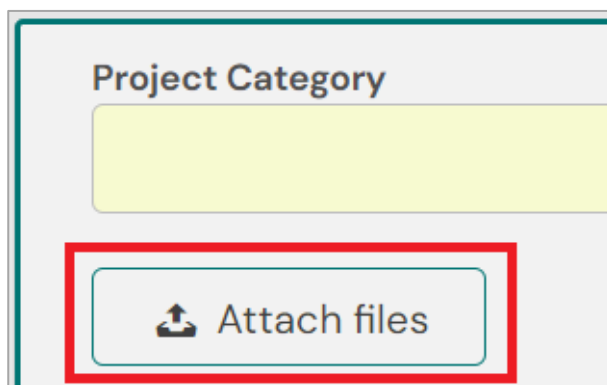


This will create a new RO Research Project form.

The next section of the form will require the trainee to select from the drop-down menu the relevant Project Category of the submitted Project.

The trainee must then attach the supporting documentation in the next section of the form.

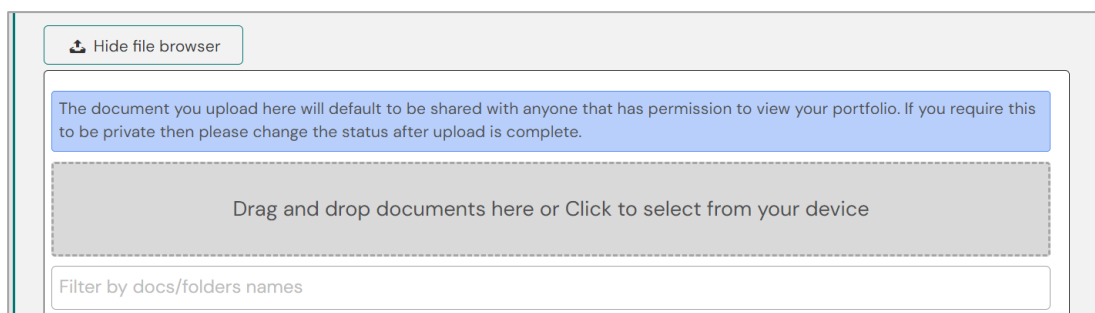
To attach a new file to the ePortfolio form, click the Attach Files option under the Project Category section.



Once clicked, the file upload interface will be shown. This will instruct the user to drag and drop documents from their computer into the grey window shown.

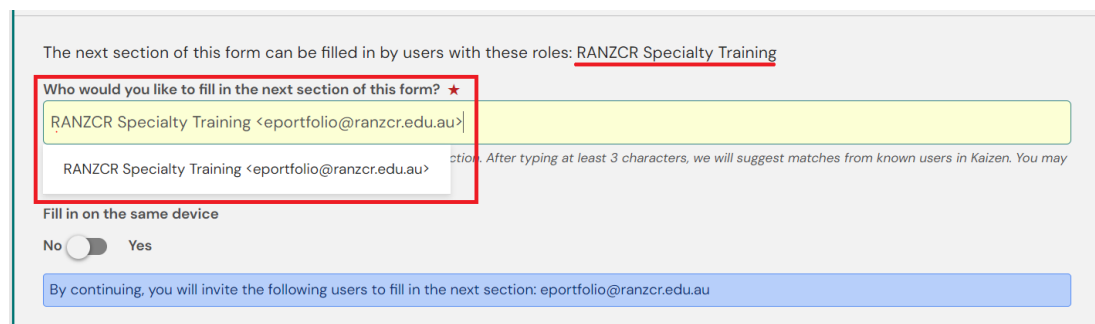
Alternatively, the trainee can click the grey window to open a file browser option on the current device to then allow the documentation to be selected.

Once the file is attached to the form, it will also be uploaded and saved to the trainee's Document library in their ePortfolio profile.



In the final section of the form, the trainee must note that the next section of the form can only be filled in by users with these roles: RANZCR Specialty Training.

The trainee then types in the RANZCR Specialty Training name into the “Who would you like to fill in the next section of the form?”





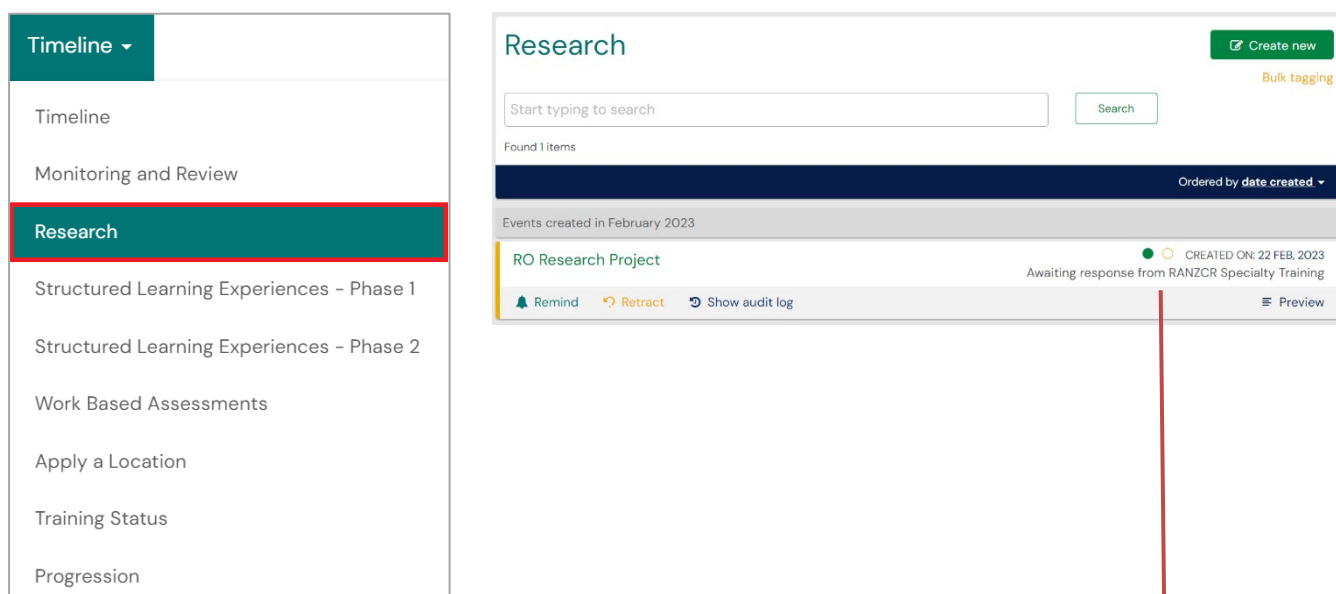
Once all the above is complete, the trainee can then click Submit to send the form to the RANZCR Specialty Training team to complete the next section.



## ● ○ Section 2: RANZCR Specialty Training

Once the trainee has completed their section of the RO Research Project form it will be assigned to RANZCR Specialty Training College ePortfolio account.

Trainees can confirm this by clicking their Timeline and selecting Research.



The Completion form will appear on the Timeline while awaiting a response from the College.



Once the RANZCR Specialty Training team has approved completion of RO Research Project it will be marked complete on the trainee's Overview of Training Requirements page.

An automated email of the completed status of the Research Project form will be sent to the trainee's RANZCR ePortfolio email address.

# Section Five

## STRUCTURED LEARNING EXPERIENCES



# PRACTICAL ONCOLOGY EXPERIENCES – PHASE 1

Trainees must complete a total of ten Practical Oncology Experiences (POE) in Phase 1 of Training.

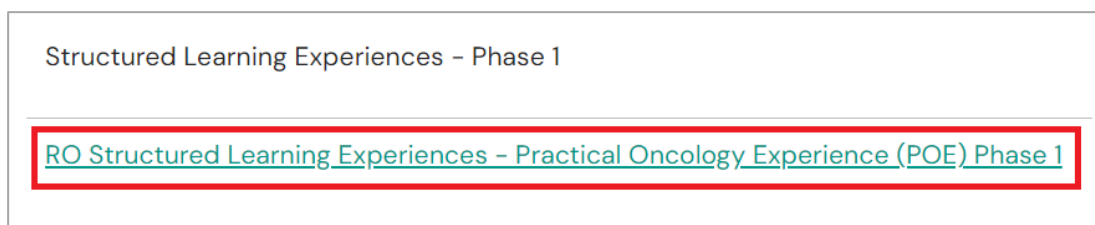
Trainees must complete:

- 2x Pathology Sessions
- 4x Radiation Planning Sessions
- 4x Radiation Delivery Sessions

Trainees must create a new Phase 1 Practical Oncology Experience form in the ePortfolio,

## ● ○ Section 1: Trainee

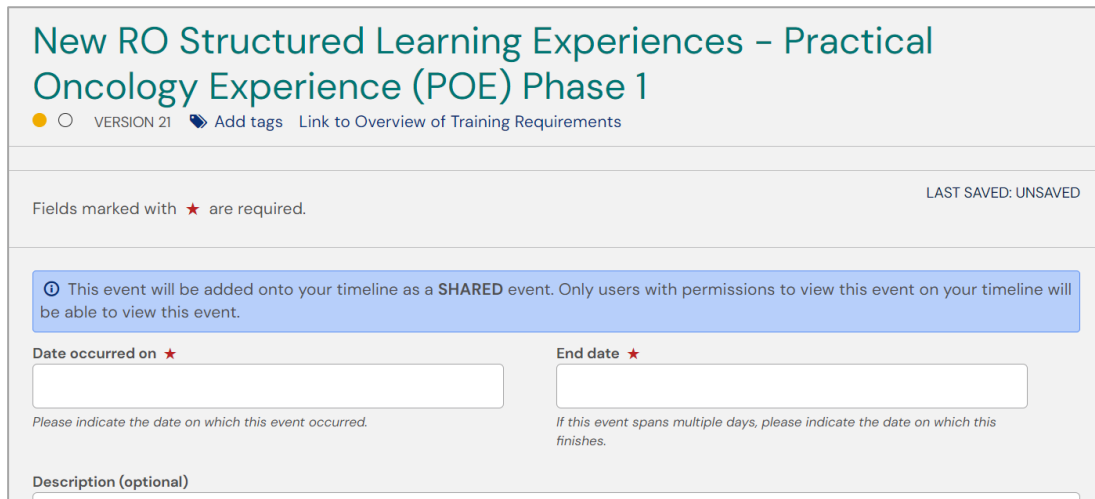
To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 1** form.



Structured Learning Experiences – Phase 1

**RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 1**

This will create a new draft RO Phase 1 POE form.



New RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 1

● ○ VERSION 21 Add tags Link to Overview of Training Requirements

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 ★

Please indicate the date on which this event occurred.

End date ★

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

In the next section of the form the trainee must select the Session Type in the form.

**Instructions**

Practical Oncology Experience (POE) Session Summary for each session, documenting what was experienced and reflecting on the learning. The POE Session Summary for each session must be signed by the staff member who was supervising the session, at the bottom of this form.

**Session Type**

POE Type ★

Pathology  
Radiation Therapy Planning  
Radiation Therapy Delivery

Next, the trainee must describe the case reviewed in the POE session, as well as listing the Application of Learning of the session.

**Description of Activities**

**Description of case**

*A brief list of observations or activities completed during the session.*

**Application of Learning Session**

**Application of learning**

*What did you learn from this session that you will apply to the care of oncology patients in the future?*

The trainee must then input the Supervisor Details into the next section of the form, including a drawn signature by the Session Supervisor.

**Session Supervisor Details & Sign-Off**

The session supervisor signs to confirm that the trainee participated in a half-day session (minimum 3 hours) and engaged in the activities.

*\*The session supervisor in this instance is the staff member who was supervising the trainee during the session, e.g. a radiation therapist or a pathologist.*

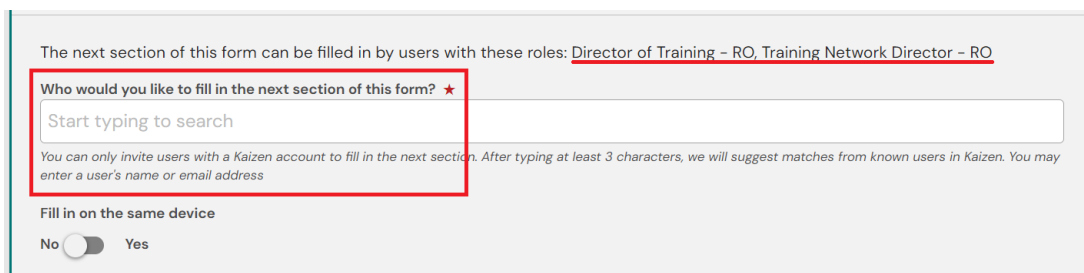
Session Supervisor Name

Session Supervisor Role

Session Supervisor Email

Session Supervisor Signature

Once the Session Supervisor has input their details and signature, the trainee may now assign the form to their Director of Training or Training Network Director for final approval.



The next section of this form can be filled in by users with these roles: Director of Training – RO, Training Network Director – RO

Who would you like to fill in the next section of this form? ★

Start typing to search

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 ☐

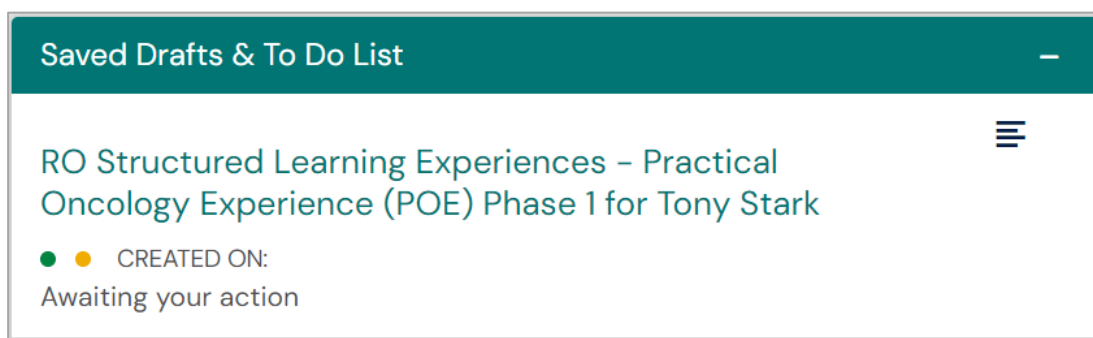
Once all of the above is complete, the trainee can then click Submit to send the form to the Director of Training or Training Network Director of approve.



Submit Save as draft

## ● ● Section 2: Assessor

Once the trainee has completed their section of the Practical Oncology Experiences (POE) – Phase 1 form and assigned it to the assessor, it will be shown on the assessors ePortfolio To-Do list on their active Dashboard.

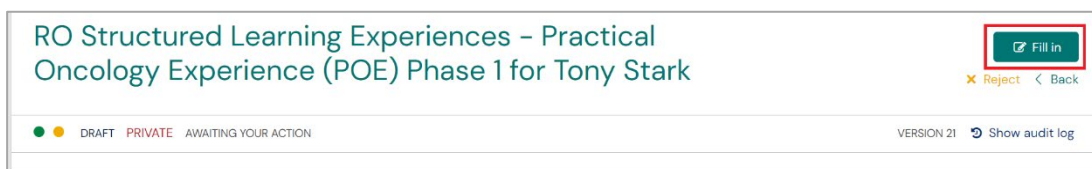


Saved Drafts & To Do List

RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 1 for Tony Stark

● ● CREATED ON:  
Awaiting your action

When the Assessor clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.



RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 1 for Tony Stark

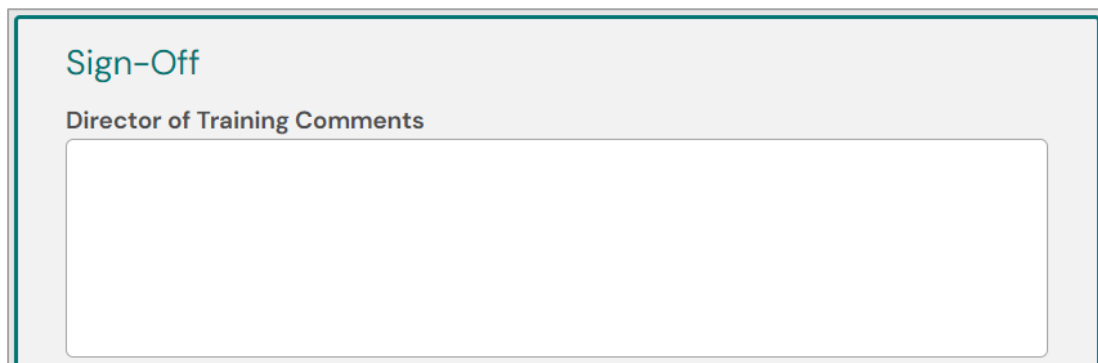
Fill In

Reject < Back

● ● DRAFT PRIVATE AWAITING YOUR ACTION

VERSION 21 Show audit log

The Director of Training must then input their comments and feedback into the open text field included in their section of the form.



The image shows a 'Sign-Off' form. At the top, the text 'Sign-Off' is displayed in a teal color. Below it, the label 'Director of Training Comments' is positioned above a large, empty white rectangular text area. The entire form is enclosed in a light gray border with a teal outline.

Once all of the above is complete, the trainee can then click Submit which will complete and close the form.



The image shows two buttons side-by-side. The 'Submit' button is green with white text and is highlighted with a red rectangular border. The 'Save as draft' button is light gray with a yellow border and yellow text.

The form is now complete and will link to the trainee's ePortfolio Overview of Training Requirements.

# PRACTICAL ONCOLOGY EXPERIENCE (POE) – PHASE 2

Trainees must complete a total of ten Practical Oncology Experiences (POE) in Phase 2 of training.

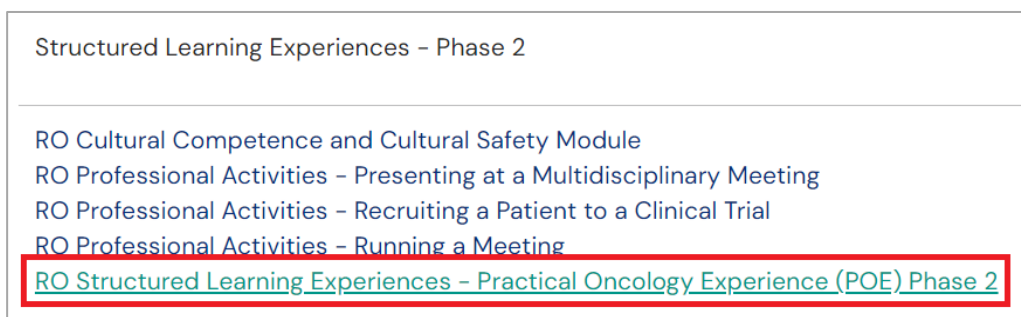
Of the ten required, trainees must complete:

- 2x Palliative Care
- 2x Surgery
- 2x Systemic Therapy
- 4x Any/Other Treatment Modalities

## ● ○ Section 1: Trainee

Trainees must create a new Phase 2 Practical Oncology Experience form in the ePortfolio,

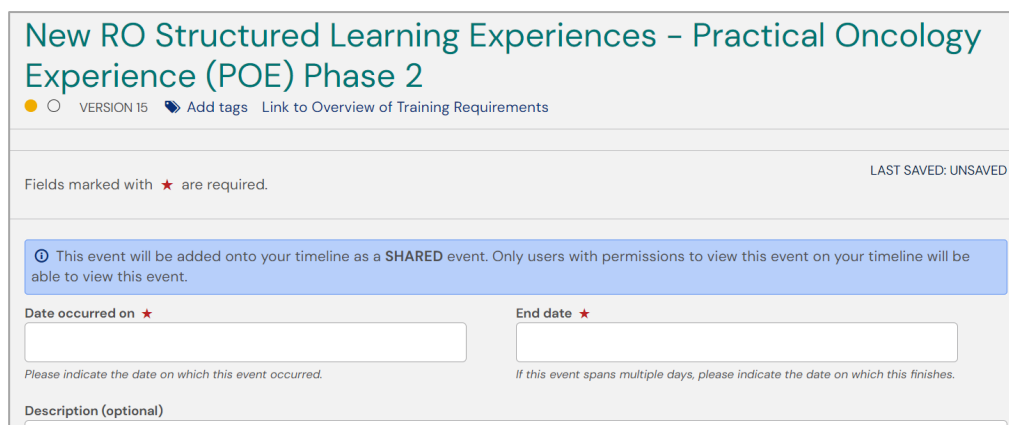
To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 2** form.



Structured Learning Experiences – Phase 2

- RO Cultural Competence and Cultural Safety Module
- RO Professional Activities – Presenting at a Multidisciplinary Meeting
- RO Professional Activities – Recruiting a Patient to a Clinical Trial
- RO Professional Activities – Running a Meeting
- RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 2**

This will create a new draft RO Phase 2 POE form.



New RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 2

● ○ VERSION 15 Add tags Link to Overview of Training Requirements

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)

**Session Type**

POE Type ★

Palliative Care

Surgery

Systemic Therapy

Other Therapy

In the next section of the form the trainee must select the Session Type in the form.

The options available are as per the required Types:

- Palliative Care
- Surgery
- Systemic Therapy
- Other Therapy

Next, the trainee must describe the case reviewed in the POE session, as well as listing the Application of Learning of the session.

**Description of Activities**

**Description of case**

*A brief list of observations or activities completed during the session.*

**Application of Learning Session**

**Application of learning**

*What did you learn from this session that you will apply to the care of oncology patients in the future?*

The trainee must then input the Supervisor Details into the next section of the form, including a drawn signature by the Session Supervisor.

**Session Supervisor Details & Sign-Off**

The session supervisor signs to confirm that the trainee participated in a half-day session (minimum 3 hours) and engaged in the activities.

*\*The session supervisor in this instance is the staff member who was supervising the trainee during the session, e.g. a radiation therapist or a pathologist.*

Session Supervisor Name

Session Supervisor Role

Session Supervisor Email

Session Supervisor Signature



Once the Session Supervisor has input their details and signature, the trainee may now assign the form to their Director of Training or Training Network Director for final approval.

The next section of this form can be filled in by users with these roles: Director of Training – RO, Training Network Director – RO

Who would you like to fill in the next section of this form? ★

Start typing to search

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 ☐

Submit

Once all of the above is complete, the trainee can then click Submit to send the form to the Director of Training or Training Network Director of approve.

Submit

Save as draft

## ● ● Section 2: Assessor

Once the trainee has completed their section of the Practical Oncology Experiences (POE) – Phase 1 form and assigned it to the assessor, it will be shown on the assessors ePortfolio To-Do list on their active Dashboard.

Saved Drafts & To Do List

RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 2 for Tony Stark

● ● CREATED ON:  
Awaiting your action

When the Assessor clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.

RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 2 for Tony Stark

Fill in

✗ Reject < Back

● ● DRAFT PRIVATE Awaiting your action

VERSION 15 Show audit log

The Director of Training must then input their comments and feedback into the open text field included in their section of the form.

### Sign-Off

Director of Training Comments

*E.g. aspects of patient care the trainee has a thorough understanding of and suggested further learning for trainee.*

Once all of the above is complete, the trainee can then click Submit which will complete and close the form.

Submit

Save as draft

The form is now complete and will link to the trainee's ePortfolio Overview of Training Requirements.

# CULTURAL COMPETENCE AND CULTURAL SAFETY MODULE

All trainees who began training in 2022 onwards must complete the Royal Australasian College of Physicians (RACP) Australian Aboriginal, Torres Strait Islander and Māori Cultural Competence and Cultural Safety resource by the end of Phase 2.

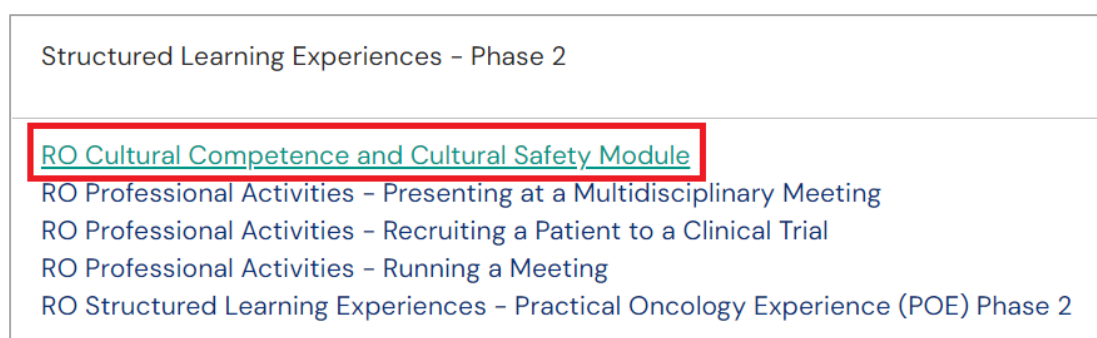
The Cultural Competence and Cultural Safety online module is freely available to RANZCR members to access the through RACP online learning portal: Access the course via [RACP Online Learning](#)..

The module is also located in the MyRANZCR member portal via the [Learning Modules](#) button.

Once the module has been completed the trainee must record completion in the ePortfolio.

## ● Section 1: Trainee

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Cultural Competence and Cultural Safety Module** under the Structured Learning Experiences heading.



Structured Learning Experiences - Phase 2

**RO Cultural Competence and Cultural Safety Module**

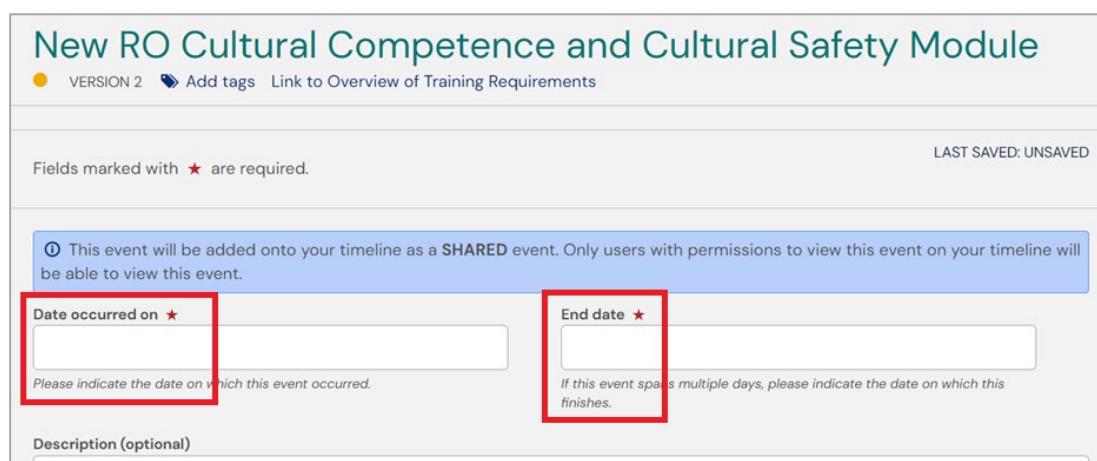
RO Professional Activities - Presenting at a Multidisciplinary Meeting

RO Professional Activities - Recruiting a Patient to a Clinical Trial

RO Professional Activities - Running a Meeting

RO Structured Learning Experiences - Practical Oncology Experience (POE) Phase 2

In the first section of the form the trainee must input the Date occurred on and the End date. This date should reflect the date on the certification of completion attained when the module is successfully complete.



New RO Cultural Competence and Cultural Safety Module

● VERSION 2 Add tags Link to Overview of Training Requirements

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 ★

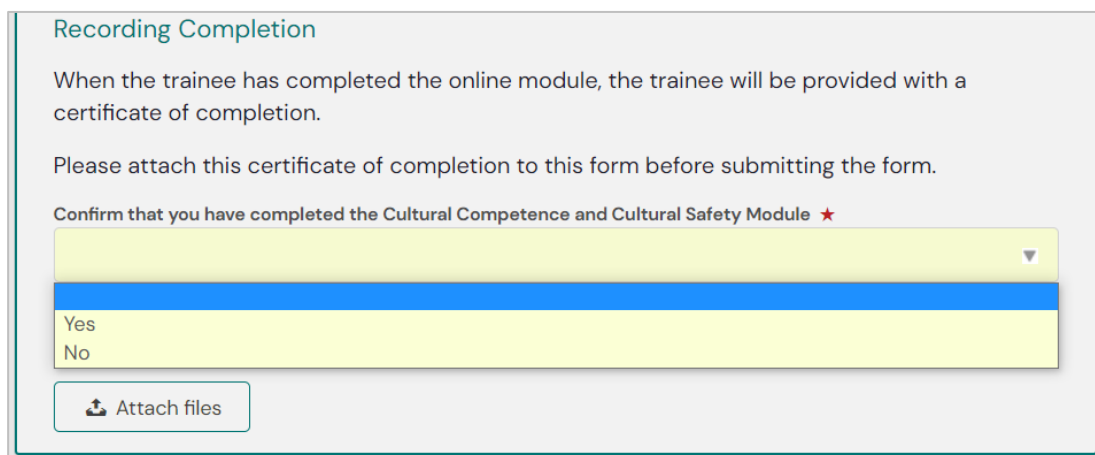
Please indicate the date on which this event occurred.

End date ★

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

In the second section of the form the trainee must affirm completion of the Cultural Safety Module and attach the file.



**Recording Completion**


When the trainee has completed the online module, the trainee will be provided with a certificate of completion.

Please attach this certificate of completion to this form before submitting the form.

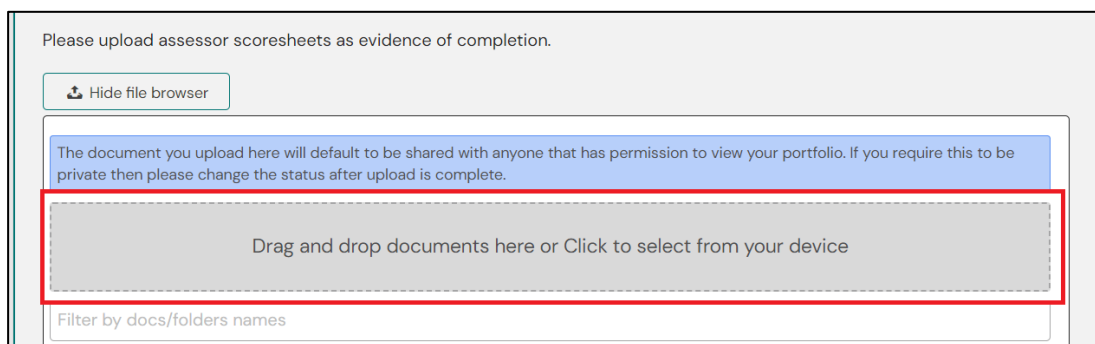
Confirm that you have completed the Cultural Competence and Cultural Safety Module ★

Yes


No

 Attach files

This will generate the document upload section of the form, which will allow the trainee to either drag and drop the file into the grey highlighted area of the form or click this section of the form to open their File Explorer on their computer to locate and attach the document.



Please upload assessor scoresheets as evidence of completion.

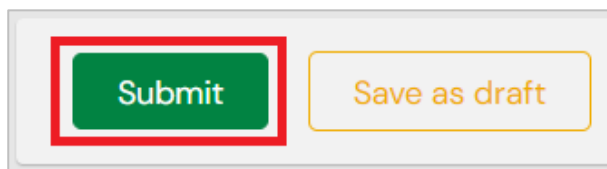
 Hide file browser

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.

Drag and drop documents here or Click to select from your device

Filter by docs/folders names

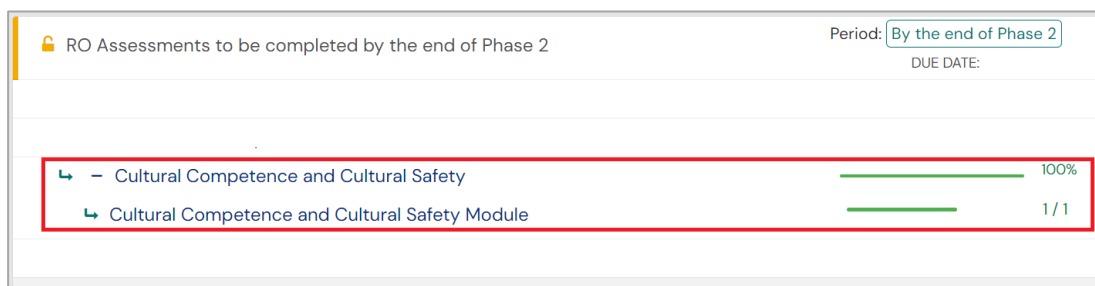
Once completion of the Cultural Safety Module has been affirmed and the Certificate has been attached the trainee clicks Submit.



Submit

Save as draft

Once complete, review the Structured Learning Experiences goal and click the + icon next to the Cultural Competence and Cultural Safety sub-goal.



RO Assessments to be completed by the end of Phase 2

Period: By the end of Phase 2

DUE DATE:

← Cultural Competence and Cultural Safety	100%
← Cultural Competence and Cultural Safety Module	1 / 1

# Section Six

## PROFESSIONAL ACTIVITIES



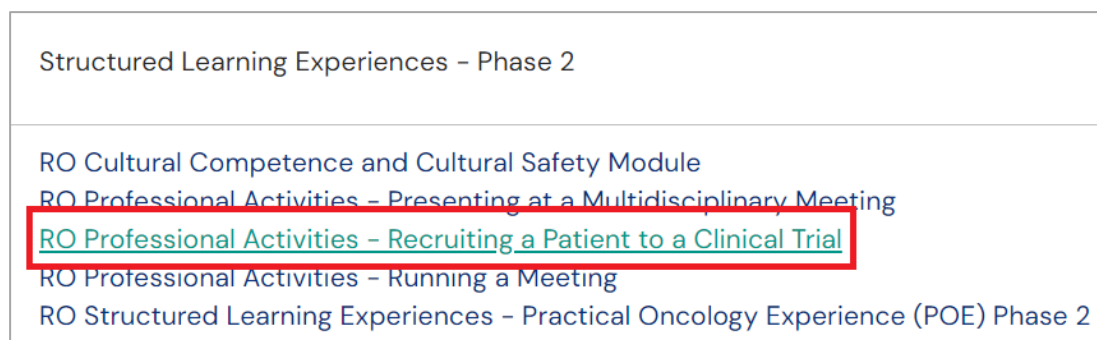
# RECRUITING A PATIENT TO A CLINICAL TRIAL

Trainees must complete a Professional Activity – Recruiting a Patient to a Clinical Trial in Phase 2 of training. This must be completed in order to be eligible for Fellowship.

## Section 1: Trainee

Trainees must create a new Recruiting a Patient to a Clinical Trial form in the ePortfolio,

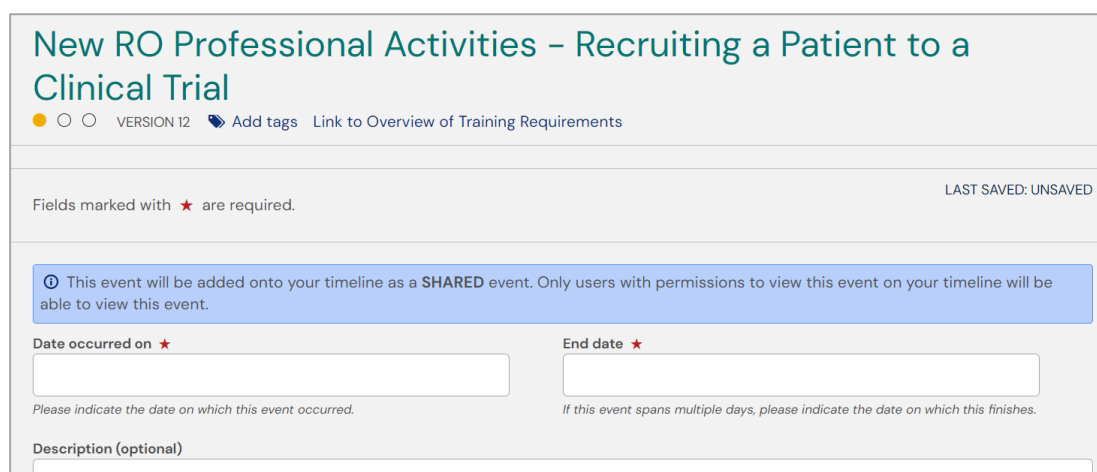
To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Professional Activities – Recruiting a Patient to a Clinical Trial** form.



Structured Learning Experiences – Phase 2

- RO Cultural Competence and Cultural Safety Module
- RO Professional Activities – Presenting at a Multidisciplinary Meeting
- RO Professional Activities – Recruiting a Patient to a Clinical Trial**
- RO Professional Activities – Running a Meeting
- RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 2

This will create a new draft Recruiting a Patient to a Clinical Trial form.



New RO Professional Activities – Recruiting a Patient to a Clinical Trial

● ○ ○ VERSION 12 Add tags Link to Overview of Training Requirements

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 ★

Please indicate the date on which this event occurred.

End date ★

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

In the first section of the form, the trainee must manually input the name of the Assessor who will be completing the second section of the form.

The trainee must also provide a brief description of the case and eligibility for participating in the clinical trial.

The form is designed to assist the development of competencies in the Communicator, Professional and Scholar roles as they relate to identifying and recruiting suitable patients to clinical trials.

This form is designed to assist the development of competencies in the Communicator, Professional and Scholar roles as they relate to identifying and recruiting suitable patients to clinical trials.

This activity includes presenting the case to the clinical supervisor and the rationale as to why the patient is suitable for the trial.

Assessor completing this assessment

Brief description of the case and eligibility for participating in clinical trial

*E.g. family meeting on ward, quality improvement team meeting, meeting about a research project, meeting to plan and interdepartmental GP education or advocacy event.*

Next, the trainee must assign the next section to be completed of the form to their Clinical Supervisor, however this can also be assigned to users who possess the Director of Training – RO and Training Network Director – RO role in the ePortfolio.

The next section of this form can be filled in by users with these roles: Clinical Supervisor – RO, Director of Training – RO, Training Network Director – RO

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

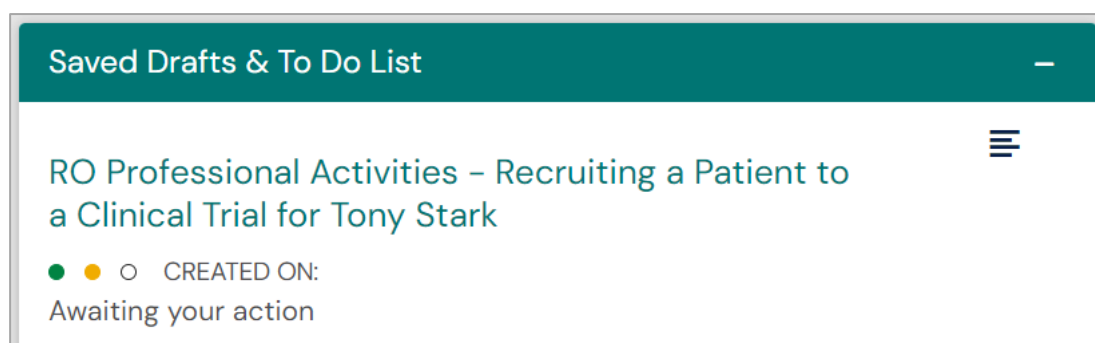
No ☐ Yes ☐

When the Assessor who will complete the form has been successfully selected, the trainee must click Submit to assign the next section of the form to the user.

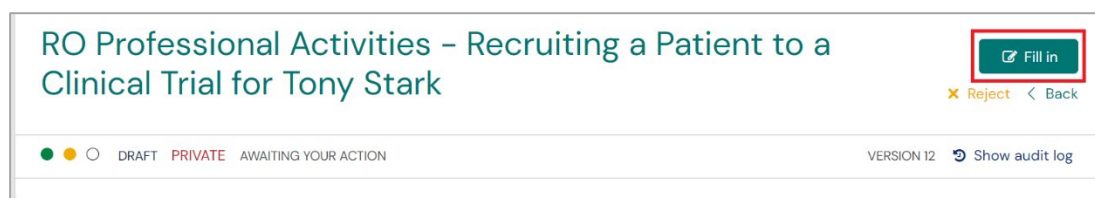
**Submit** **Save as draft**

## ● ● ○ Section 2: Supervisor

Once the trainee has completed their section of the Practical Oncology Experiences (POE) – Phase 1 form and assigned it to the assessor, it will be shown on the assessors ePortfolio To-Do list on their active Dashboard.



When the Assessor clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.



The Director of Training provides specific feedback on how the trainee performed well and where they might improve next time. Document feedback that would be most helpful to the trainee at this stage of their learning.

The areas of feedback are:

1. Identification of the Patient
2. Discussion of Standard Treatments
3. Sharing of Information Accurately About the Treatment Offered in the Trial
4. Informed Consent
5. Closure

Once all the above is complete, the trainee can then click Submit which will complete and close the form.



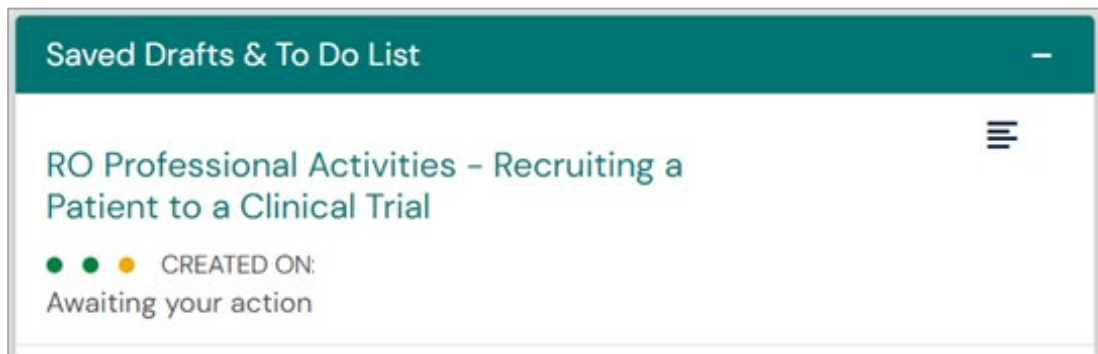
The form is sent back to the trainee to review and complete.



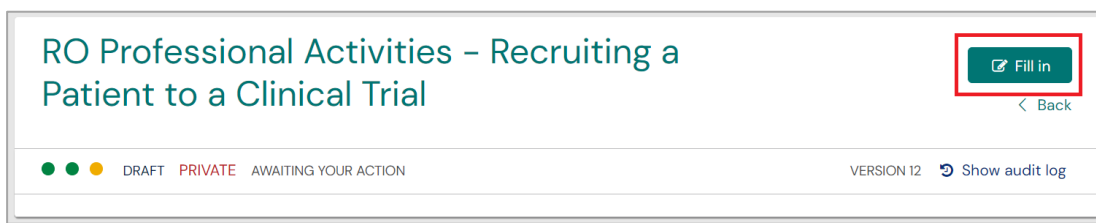
### ● ● ● Section 3: Trainee

Once the assessor has completed their section of the form, it will be sent back to the trainee for final review and reflection before being completed.

It will be shown on the trainee's To-Do list on their Trainee Dashboard.



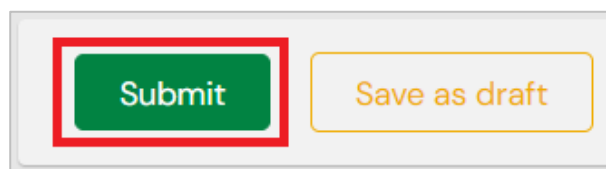
When the trainee clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.



The trainee will be able to review the Supervisor's comments for each of the points listed in their section of the form.

The trainee must review this feedback, and then input their reflections on the experience into the free text field available.

Once all the above sections of the form have been completed, the trainee then clicks Submit to save the form.



# RUNNING A MEETING

Trainees must complete a Professional Activity – Running a Meeting in Phase 2 of training. This must be completed in order to be eligible for Fellowship.

## Section 1: Trainee

Trainees must create a new Running a Meeting form in the ePortfolio,

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Professional Activities – Running a Meeting** form.

Structured Learning Experiences – Phase 2

- RO Cultural Competence and Cultural Safety Module
- RO Professional Activities – Presenting at a Multidisciplinary Meeting
- RO Professional Activities – Recruiting a Patient to a Clinical Trial
- RO Professional Activities – Running a Meeting**
- RO Structured Learning Experiences – Practical Oncology Experience (POE) Phase 2

This will create a new draft Running a Meeting form.

New RO Professional Activities – Running a Meeting

VERSION 16 Add tags Link to Overview of Training Requirements

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)

In the first section of the form, the trainee must provide a brief description of the meeting. E.g. “Where, What, Why etc.”

This form is designed to assist the development of competencies in the Leader, Professional and Collaborator roles, as they relate to organising and running an effective meeting. The meeting should relate to a new activity or project, e.g. not running an existing quality assurance meeting or journal club.

This activity includes preparation, conduct and follow-up of the meeting, and should be discussed before and after the actual meeting. The session supervisor may be an active participant in the meeting or may be present as an observer only.

Brief description of the meeting

E.g. family meeting on ward, meeting about a research project, meeting to plan and interdepartmental GP education or advocacy event.

Next, the form indicates that the trainee must hand their device to their Session Supervisor to complete the remainder of the form.

The trainee must then hand the device to the Session Supervisor

## Section 2: Session Supervisor

The Session Supervisor must then complete the following sections of the form:

1. Preparation for the Meeting
2. Meeting Structure
3. Meeting Conduct
4. Facilitates Discussion and Inclusion
5. Outcomes and Follow-Up

Finally, the Session Supervisor must input their details into the form, including their Name, Role, Email as well as their drawn signature on the device.

**Session Supervisor Details & Sign-Off**

The session supervisor signs to confirm that the trainee completed a patient case presentation to an MDT meeting, followed by feedback and improvement discussions.

*\*The session supervisor in this instance is the staff member who was supervising the trainee during the session, e.g. a radiation therapist or a pathologist.*

Session Supervisor Name

Session Supervisor Role

Session Supervisor Email

Session Supervisor Signature ★

The Session Supervisor then hands the device back to the trainee.

## Section 3: Trainee

The trainee must then provide notes on their reflection and notes for improvement.

**Please hand the device to the trainee to complete.**

**Trainee's Reflection and Notes for Improvement**

Trainee reflects on experience and notes changes they might implement for future meetings

Once all the above sections of the form have been completed, the trainee then clicks Submit to save the form.

**Submit** **Save as draft**

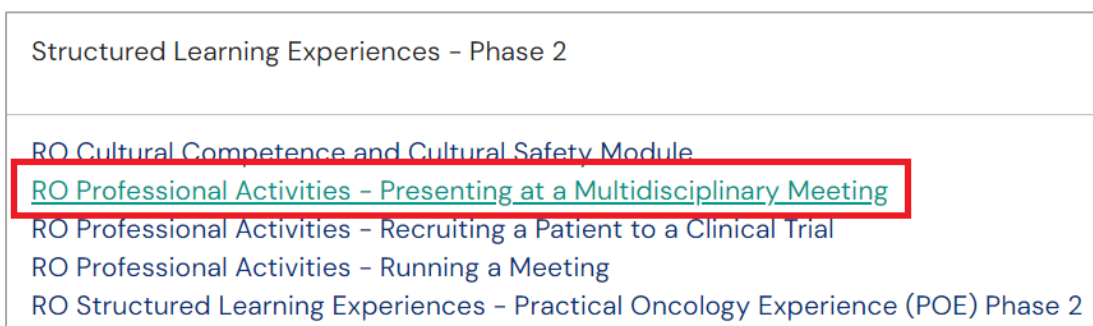
## PRESENTING AT A MULTIDISCIPLINARY MEETING

Trainees must complete a Professional Activity – Presenting at a Multidisciplinary Meeting in Phase 2 of training. This must be completed to be eligible for Fellowship.

### Section 1: Trainee

Trainees must create a new Presenting at a Multidisciplinary Meeting form in the ePortfolio,

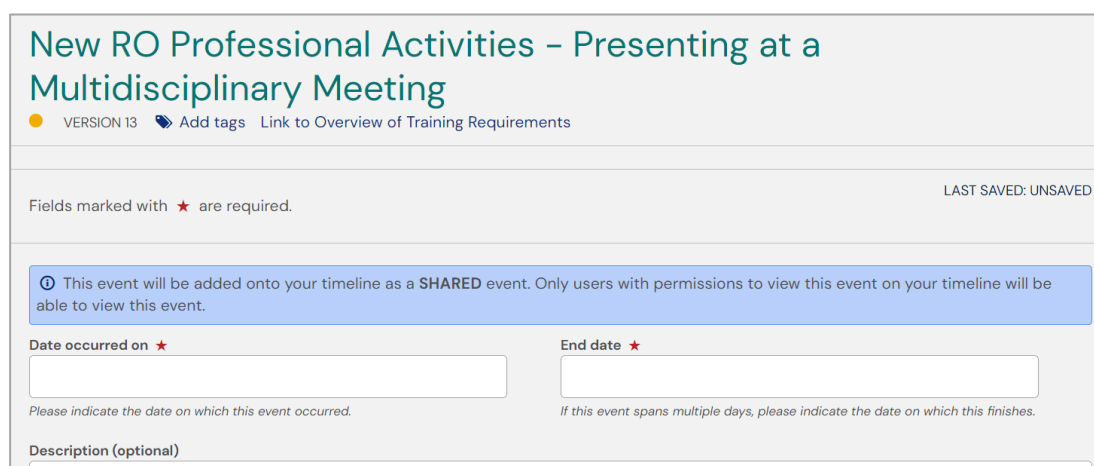
To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Professional Activities – Presenting at a Multidisciplinary Meeting** form.



Structured Learning Experiences – Phase 2

- [RO Cultural Competence and Cultural Safety Module](#)
- [RO Professional Activities – Presenting at a Multidisciplinary Meeting](#)**
- [RO Professional Activities – Recruiting a Patient to a Clinical Trial](#)
- [RO Professional Activities – Running a Meeting](#)
- [RO Structured Learning Experiences – Practical Oncology Experience \(POE\) Phase 2](#)

This will create a new draft Presenting at a Multidisciplinary Meeting form.



**New RO Professional Activities – Presenting at a Multidisciplinary Meeting**

VERSION 13 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: UNSAVED

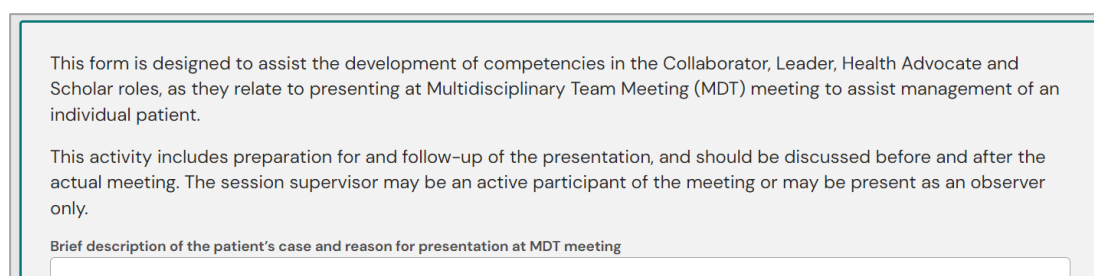
📘 This event will be added onto your timeline as a **SHARED** event. Only users with permissions to view this event on your timeline will be able to view this event.

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)

In the first section of the form, the trainee must provide a brief description of the patient's case and reason for presentation at MDT Meeting



This form is designed to assist the development of competencies in the Collaborator, Leader, Health Advocate and Scholar roles, as they relate to presenting at Multidisciplinary Team Meeting (MDT) meeting to assist management of an individual patient.

This activity includes preparation for and follow-up of the presentation, and should be discussed before and after the actual meeting. The session supervisor may be an active participant of the meeting or may be present as an observer only.

Brief description of the patient's case and reason for presentation at MDT meeting

Next, the form indicates that the trainee must hand their device to their Session Supervisor to complete the remainder of the form.

The trainee must then hand the device to the Session Supervisor

## Section 2: Session Supervisor

The Session Supervisor must then complete the following sections of the form:

6. Identification of the Patient
7. Preparation for the Meeting
8. During the Meeting
9. Outcomes and Follow-Up

Finally, the Session Supervisor must input their details into the form, including their Name, Role, Email as well as their drawn signature on the device.

### Session Supervisor Details & Sign-Off

The session supervisor signs to confirm that the trainee completed a patient case presentation to an MDT meeting, followed by feedback and improvement discussions.

*\*The session supervisor in this instance is the staff member who was supervising the trainee during the session, e.g. a radiation therapist or a pathologist.*

Session Supervisor Name

Session Supervisor Role

Session Supervisor Email

Session Supervisor Signature ★

The Session Supervisor then hands the device back to the trainee.

## Section 3: Trainee

The trainee must then provide notes on their reflection and notes for improvement.

Please hand the device to the trainee to complete.

### Trainee's Reflection and Notes for Improvement

Trainee reflects on experience and notes changes they would implement the next time they were presenting in an MDT meeting

Once all the above sections of the form have been completed, the trainee then clicks Submit to save the form.

Submit

Save as draft

# Section Seven

## WORK-BASED ASSESSMENTS



# CASE REPORT AND DISCUSSIONS TOOL (CRDT)

Trainees must complete 20 Case Report and Discussion Tool (CRDTs) by the end of Phase 2 of training. This must be completed to be eligible for the Phase 2 Examinations.

Up to 5 CRDTs may be completed in Phase 1.

Trainees must complete:

- 2 In-patient Care
- 5 Lesser Focus Topics
- 5 Specific Techniques – Outlined in the Radiation Oncology Handbook.

## ● ○ ○ Section 1: Trainee

Trainees must create a new Case Report and Discussion Tool (CRDT) form in the ePortfolio,

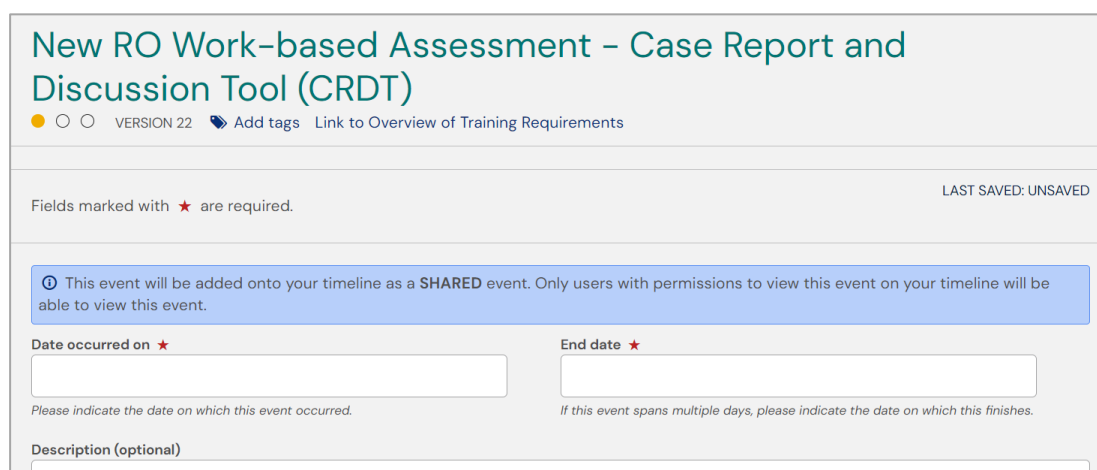
To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Work-based Assessment - Case Report and Discussion Tool (CRDT)** form.



Work Based Assessments

- RO Work-based Assessment - Case Report and Discussion Tool (CRDT)**
- RO Work-based Assessment - Communication Skills Tool (CST)
- RO Work-based Assessment - Contouring and Plan Evaluation Tool (CPET)
- RO Work-based Assessment - Patient Encounter Assessment Tool (PEAT)

This will create a new draft Case Report and Discussion Tool (CRDT) form.



**New RO Work-based Assessment - Case Report and Discussion Tool (CRDT)**

● ○ ○ VERSION 22 Add tags Link to Overview of Training Requirements

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)

The trainee must then list details specific to the Case being reported. These include the following fields of the ePortfolio form:

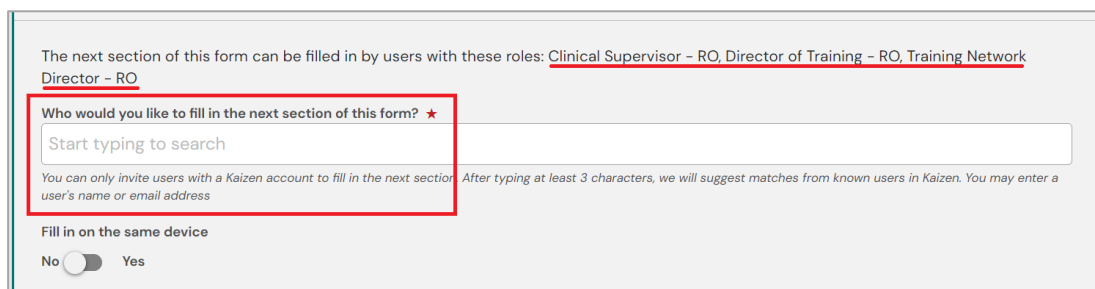
- Assessor completing this assessment
- Patient Initials
- Patient Age
- TNM or Stage
- Histological Type
- Topic Area
- CRDT Type – This field will dictate which type the goal will show as complete. This is a mandatory field.
- Brief description of the case.

Next, the trainee must work their way down the form, completing all sections of the form present.

These fields include:

- Identification of the problem
- Management Plan
- Treatment Details (if radiation therapy is included in management plan)
- Treatment Techniques
- Reflection

Next, the trainee must assign the next section to be completed of the form to their Clinical Supervisor, however this can also be assigned to users who possess the Director of Training – RO and Training Network Director – RO role in the ePortfolio.



The next section of this form can be filled in by users with these roles: Clinical Supervisor – RO, Director of Training – RO, Training Network Director – RO

Who would you like to fill in the next section of this form? ★

Start typing to search

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 ☐

When the Assessor who will complete the form has been successful selected, the trainee must click Submit to assign the next section of the form to the user.



Submit Save as draft



## ● ● ○ Section 2: Assessor

Once the trainee has completed their section of the Case Report and Discussion Tool (CRDT) form and assigned it to the assessor, it will be shown on the assessors ePortfolio To-Do list on their active Dashboard.



When the Assessor clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.



The Director of Training provide specific feedback on how the trainee performed well and where they might improve next time. Document feedback that would be most helpful to the trainee at this stage of their learning.

The areas of feedback are:

1. Identification of the Problem
2. Management Plan
3. Tailoring Care to this Patient
4. Collaboration with Colleagues
5. Justification for Treatment
6. Radiation Therapy
7. Treatment Technique
8. Outcome and Continuing Care
9. Written Communication

Once all the above is complete, the assessor must assign a Level of Entrustability to the trainee's Case Report form.

**Level of Entrustability:**

Select the level that is indicative of the trainee's performance on this case (provide an overall impression of the trainee's performance, as opposed to averaging the ratings indicated above).

- **Level 1 – Direct Input:** Requires direct instructions and inputs to fill knowledge gaps or to complete the encounter.
- **Level 2 – Substantial Guidance:** Requires guidance to complete the encounter. Specific steps or elements of steps omitted.
- **Level 3 – Some Guidance:** Requires minimal supervision but some guidance. Minor improvement suggested.
- **Level 4 – Competent:** Does not require guidance or support, thoroughly addresses each step.

Entrustability Level ★

Level 1 – Direct Input  
Level 2 – Substantial Guidance  
Level 3 – Some Guidance  
Level 4 – Competent

Once the assessor has completed all sections of the form and assigned the Entrustability Level for the case, the assessor must click Submit to save their section of the form.

**Submit** **Save as draft**

The form is then sent back to the trainee to review and complete.

### ● ● ● Section 3: Trainee

Once the assessor has completed their section of the form, it will be sent back to the trainee for final review and reflection before being completed.

It will be shown on the trainee's To-Do list on their Trainee Dashboard.

**Saved Drafts & To Do List**

RO Work-based Assessment – Case Report and Discussion Tool (CRDT)

● ● ● CREATED ON:  
Awaiting your action

When the trainee clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.

RO Work-based Assessment – Case Report and Discussion Tool (CRDT)

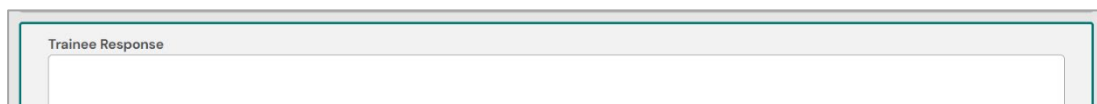
**Fill in** < Back

● ● ● DRAFT PRIVATE AWAITING YOUR ACTION

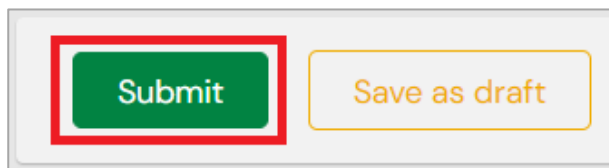
VERSION 22 Show audit log

The trainee will be able to review the Supervisor's comments for each of the points listed in their section of the form.

The trainee must review this feedback, and then input their reflections and/or response on the experience into the free text field available.

A screenshot of a form section titled "Trainee Response". It features a large, empty rectangular text input area with a light gray border and a thin blue line on the left side.

Once all the above sections of the form have been completed, the trainee then clicks Submit to save the form.

A screenshot of two buttons. The "Submit" button is green with white text and is highlighted by a red rectangular border. The "Save as draft" button is light gray with a yellow border and yellow text.

# COMMUNICATION SKILLS TOOL (CST)

Trainees must complete a minimum of one CST for each of the following scenarios:

- An initial consultation
- A follow up consultation and treatment review
- Explaining a management plan to a patient and obtaining informed consent
- Breaking bad news

It is anticipated that trainees may need multiple observations in each scenario prior to achieving competence.

The goal is progress toward independent practice and trainees are encouraged to learn communication techniques, apply them in the various contexts and improve with practice.

Trainees must reach Level 3 for each scenario by the end of Phase 1.

Trainees then need to repeat assessments for each scenario in Phase 2 and achieve Level 4 on the Entrustability scale.

## ● ○ ○ Section 1: Trainee

Trainees must create a new Communication Skills Tool (CST) form in the ePortfolio,

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Communication Skills Tool (CST)** form.

Work Based Assessments

[RO Work-based Assessment - Case Report and Discussion Tool \(CRDT\)](#)

[RO Work-based Assessment - Communication Skills Tool \(CST\)](#)

[RO Work-based Assessment - Contouring and Plan Evaluation Tool \(CPET\)](#)

[RO Work-based Assessment - Patient Encounter Assessment Tool \(PEAT\)](#)

This will create a new draft Communication Skills Tool (CST) form.

### New RO Work-based Assessment – Communication Skills Tool (CST)

● ○ ○ VERSION 27 [Add tags](#) [Link to Overview of Training Requirements](#)

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.](#)

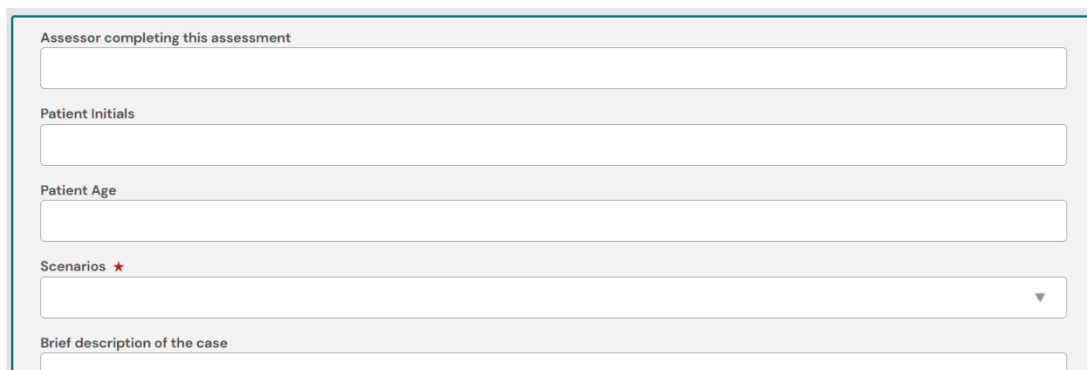
Date occurred on ★  End date ★

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)

The trainee must then list details specific to the Case being reported. These include the following fields of the ePortfolio form:

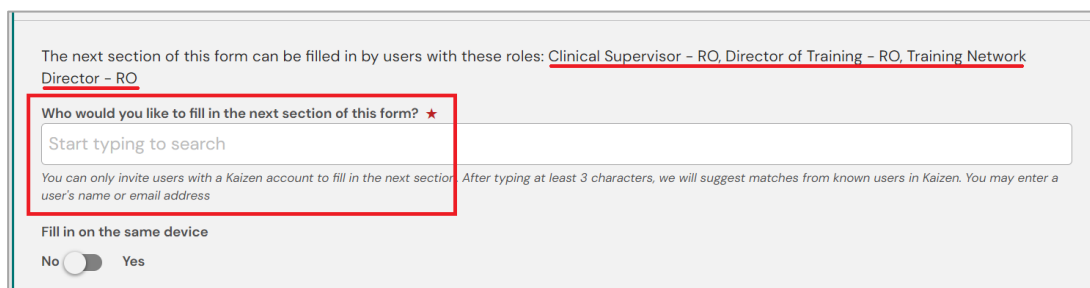
- Assessor completing this assessment
- Patient Initials
- Patient Age
- Scenarios – This option includes the scenarios that are relative to the required scenarios for this CST requirement. This is a mandatory field.
- Brief description of the case



The screenshot shows a form with five sections, each with a label and a corresponding input field:

- Assessor completing this assessment**: A text input field.
- Patient Initials**: A text input field.
- Patient Age**: A text input field.
- Scenarios**: A dropdown menu with a red star icon indicating it is mandatory.
- Brief description of the case**: A text input field.

Next, the trainee must assign the next section to be completed of the form to their Clinical Supervisor, however this can also be assigned to users who possess the Director of Training – RO and Training Network Director – RO role in the ePortfolio.



The screenshot shows a section titled "The next section of this form can be filled in by users with these roles: Clinical Supervisor – RO, Director of Training – RO, Training Network Director – RO". Below this is a search box with the text "Who would you like to fill in the next section of this form? ★" and a placeholder "Start typing to search". A red box highlights the search box. Below the search box is a note: "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". At the bottom, there is a toggle switch for "Fill in on the same device" with options "No" and "Yes".

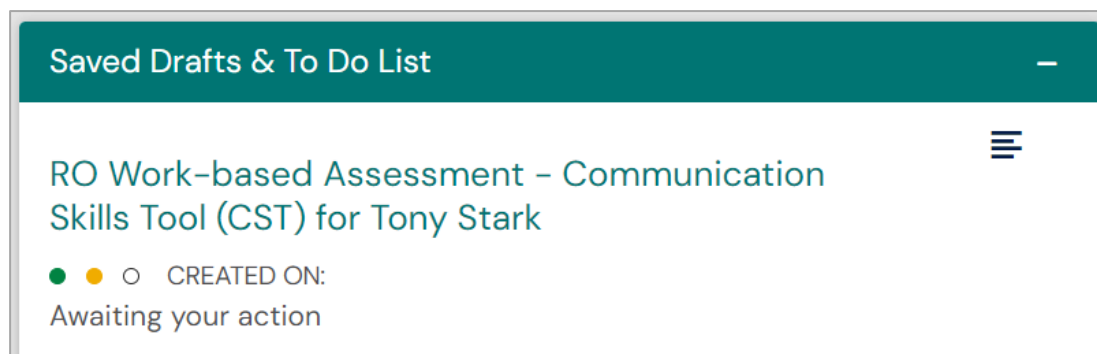
When the Assessor who will complete the form has been successful selected, the trainee must click Submit to assign the next section of the form to the user.



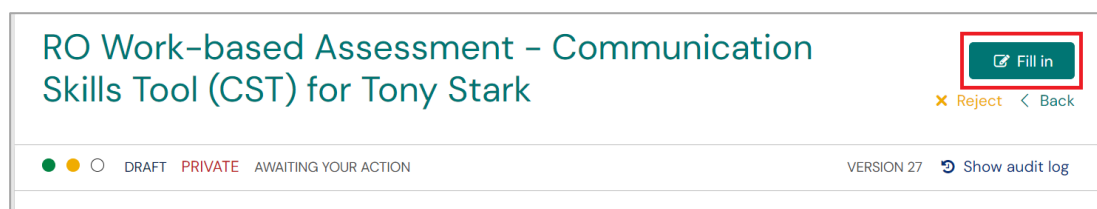
The screenshot shows two buttons: a green "Submit" button and a yellow "Save as draft" button. The "Submit" button is highlighted with a red border.

## ● ● ○ Section 2: Assessor

Once the trainee has completed their section of the Case Report and Discussion Tool (CRDT) form and assigned it to the assessor, it will be shown on the assessors ePortfolio To-Do list on their active Dashboard.



When the Assessor clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.



The Director of Training provide specific feedback on the trainee's performance of each of the following items and discuss with the trainee.

1. Establishes Therapeutic Relationships (including rapport)
2. Opens the discussion
3. Gathers Information (elicits further information)
4. Understands the Patient's Perspective
5. Shares Information Accurately
6. Reaches Agreement
7. Demonstrates Empathy
8. Provides Closure

Once all the above is complete, the assessor must assign a Level of Entrustability to the trainee's CST form.

**Level of Entrustability:**

Select the level that is indicative of the trainee's performance on this case (provide an overall impression of the trainee's performance, as opposed to averaging the ratings indicated above).

- **Level 1 – Direct Input:** Requires direct instructions and inputs to fill knowledge gaps or to complete the encounter.
- **Level 2 – Substantial Guidance:** Requires guidance to complete the encounter. Specific steps or elements of steps omitted.
- **Level 3 – Some Guidance:** Requires minimal supervision but some guidance. Minor improvement suggested.
- **Level 4 – Competent:** Does not require guidance or support, thoroughly addresses each step.

Entrustability Level ★

Level 1 – Direct Input  
Level 2 – Substantial Guidance  
Level 3 – Some Guidance  
Level 4 – Competent

Once the assessor has completed all sections of the form and assigned the Entrustability Level for the case, the assessor must click Submit to save their section of the form.

**Submit** **Save as draft**

The form is then sent back to the trainee to review and complete.

### Section 3: Trainee

Once the assessor has completed their section of the form, it will be sent back to the trainee for final review and reflection before being completed.

It will be shown on the trainee's To-Do list on their Trainee Dashboard.

**Saved Drafts & To Do List**

RO Work-based Assessment –  
Communication Skills Tool (CST)

CREATED ON:  
Awaiting your action

When the trainee clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.

RO Work-based Assessment –  
Communication Skills Tool (CST)

[Fill in](#)

[Back](#)

● ● ● DRAFT PRIVATE AWAITING YOUR ACTION

VERSION 27 [Show audit log](#)

The trainee will be able to review the Supervisor's comments for each of the points listed in their section of the form.

The trainee must review this feedback, and then input their reflections and/or response on the experience into the free text field available.

Trainee Response

Once all the above sections of the form have been completed, the trainee then clicks Submit to save the form.

Submit Save as draft



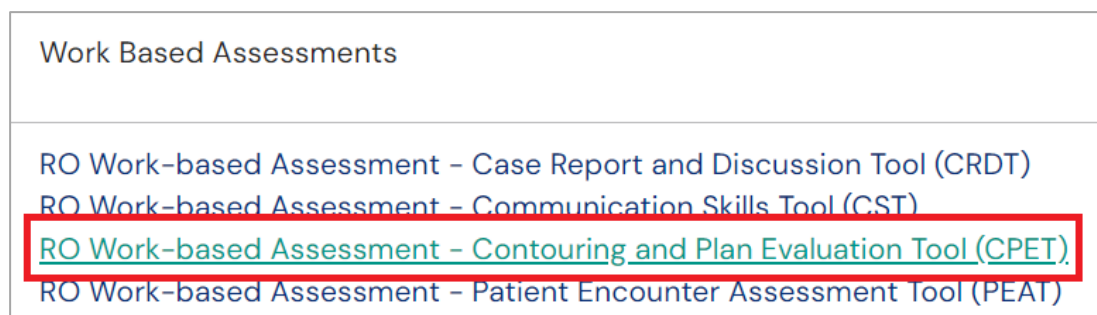
# CONTOURING AND PLAN EVALUATION TOOL (CPET)

Trainees must complete 10 Contouring and Plan Evaluation Tools (CPETs) in Phase 1, and 15 in Phase 2.

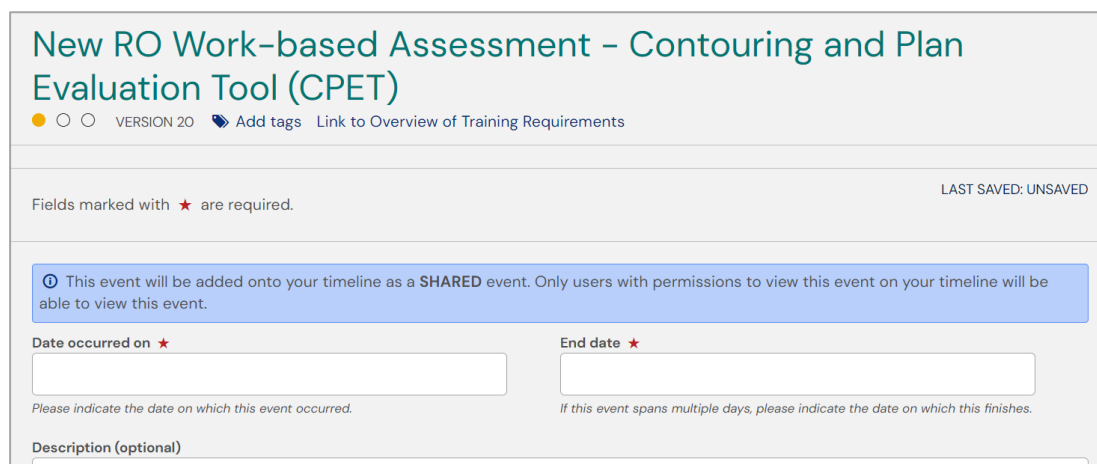
## ● ○ ○ Section 1: Trainee

Trainees must create a new Case Report and Discussion Tool (CRDT) form in the ePortfolio,

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Work-based Assessment - Case Report and Discussion Tool (CRDT)** form.



This will create a new draft Contouring and Plan Evaluation Tool (CPET) form.



The trainee must then list details specific to the Case being reported. These include the following fields of the ePortfolio form:

- Assessor completing this assessment
- Patient Initials
- Patient Age
- Topic Area – This is a mandatory field.
- Brief description of the case

**Assessor completing this assessment**

**Patient Initials**

**Patient Age**

**Topic Area** ★

**Brief description of the case**

Next, the trainee must assign the next section to be completed of the form to their Clinical Supervisor, however this can also be assigned to users who possess the Director of Training – RO and Training Network Director – RO role in the ePortfolio.

The next section of this form can be filled in by users with these roles: Clinical Supervisor – RO, Director of Training – RO, Training Network Director – RO

**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

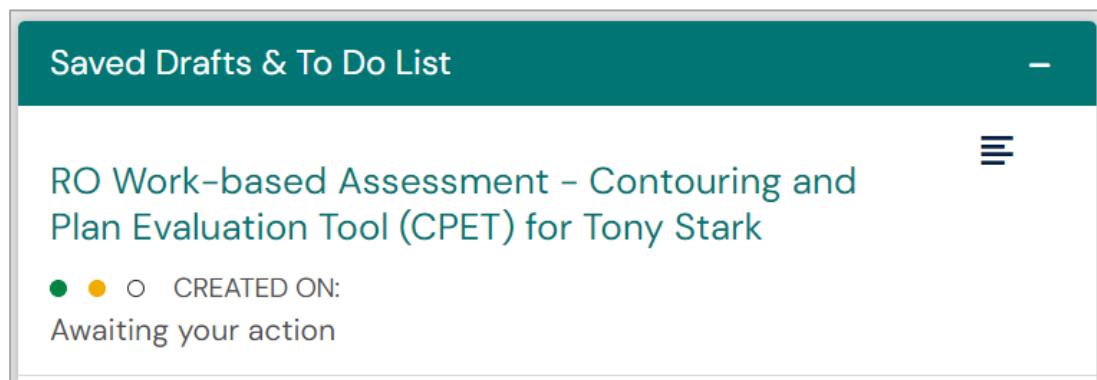
**Fill in on the same device**

No ☐ Yes ☐

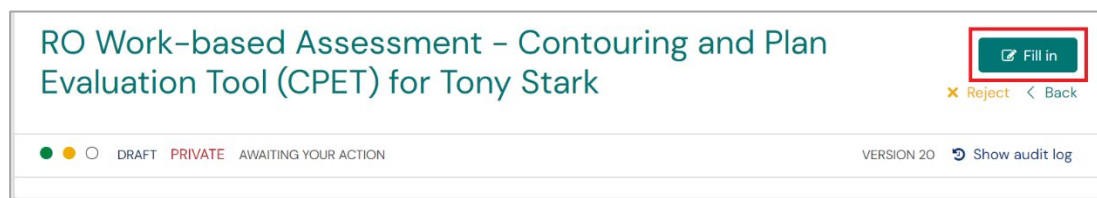
When the Assessor who will complete the form has been successful selected, the trainee must click Submit to assign the next section of the form to the user.

## ● ● ○ Section 2: Assessor

Once the trainee has completed their section of the Contouring and Plan Evaluation (CPET) form and assigned it to the assessor, it will be shown on the assessors ePortfolio To-Do list on their active Dashboard.



When the Assessor clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.



The Director of Training provide specific feedback on the trainee's performance of each of the following items and discuss with the trainee.

1. Simulation – Imaging
2. Simulation – Image Fusion
3. Contouring – Target Volumes
4. Contouring – Organs at Risk
5. Treatment Technique and Dose Prescription
6. Plan Evaluation

Once all the above is complete, the assessor must assign a Level of Entrustability to the trainee's CPET form.

**Level of Entrustability:**

Select the level that is indicative of the trainee's performance on this case (provide an overall impression of the trainee's performance, as opposed to averaging the ratings indicated above).

- **Level 1 – Direct Input:** Requires direct instructions and inputs to fill knowledge gaps or to complete the encounter.
- **Level 2 – Substantial Guidance:** Requires guidance to complete the encounter. Specific steps or elements of steps omitted.
- **Level 3 – Some Guidance:** Requires minimal supervision but some guidance. Minor improvement suggested.
- **Level 4 – Competent:** Does not require guidance or support, thoroughly addresses each step.

Entrustability Level ★

Level 1 – Direct Input  
Level 2 – Substantial Guidance  
Level 3 – Some Guidance  
Level 4 – Competent

Once the assessor has completed all sections of the form and assigned the Entrustability Level for the case, the assessor must click Submit to save their section of the form.

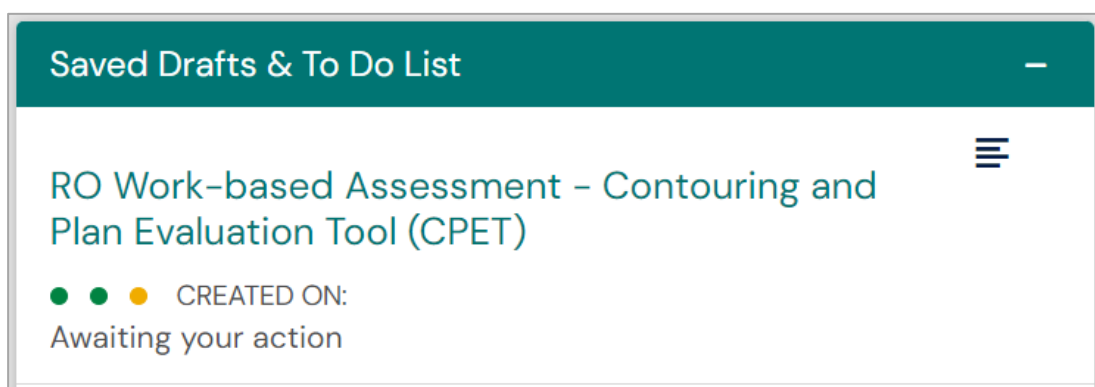
A screenshot of two buttons: a green 'Submit' button with a red border and a yellow 'Save as draft' button.

The form is then sent back to the trainee to review and complete.

### ● ● ● Section 3: Trainee

Once the assessor has completed their section of the form, it will be sent back to the trainee for final review and reflection before being completed.

It will be shown on the trainee's To-Do list on their Trainee Dashboard.

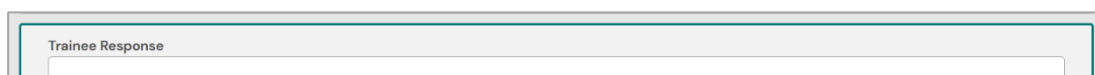
A screenshot of a 'Saved Drafts & To Do List' widget. It has a teal header with the title. Below, it shows 'RO Work-based Assessment - Contouring and Plan Evaluation Tool (CPET)' with three colored dots (green, green, yellow) and the text 'CREATED ON: Awaiting your action'. A menu icon is in the top right.

When the trainee clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.

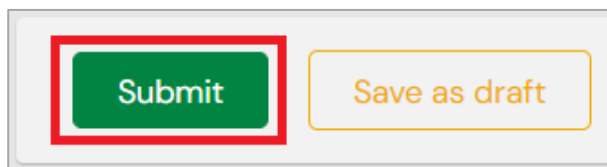
A screenshot of the top part of the form. It shows the title 'RO Work-based Assessment - Contouring and Plan Evaluation Tool (CPET)' and a 'Fill In' button with a pencil icon, both highlighted with red boxes. Below the title are status indicators: three colored dots, 'DRAFT', 'PRIVATE', and 'AWAITING YOUR ACTION'. At the bottom right, it says 'VERSION 20' and 'Show audit log'.

The trainee will be able to review the Supervisor's comments for each of the points listed in their section of the form.

The trainee must review this feedback, and then input their reflections and/or response on the experience into the free text field available.

A screenshot of a text input field labeled 'Trainee Response'.

Once all the above sections of the form have been completed, the trainee then clicks Submit to save the form.

A screenshot of two buttons: a green 'Submit' button with a red border and a yellow 'Save as draft' button.

# PATIENT ENCOUNTER ASSESSMENT TOOL (PEAT)

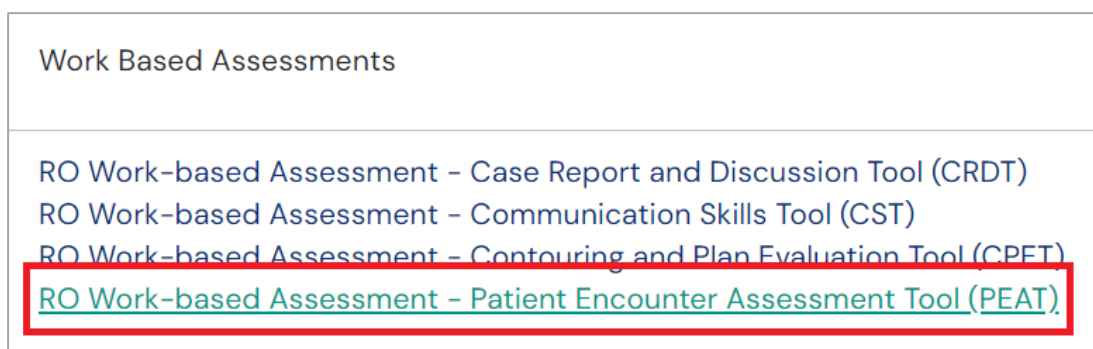
Trainees must complete 10 Patient Encounter Assessment Tools (PEAT) in Phase 1, and 15 in Phase 2.

A minimum of 5 PEATs must be Observed by the Clinical Supervisor. The areas that must be observed include observing the trainee taking the history, physical examination and/or explaining the management plan to the patient.

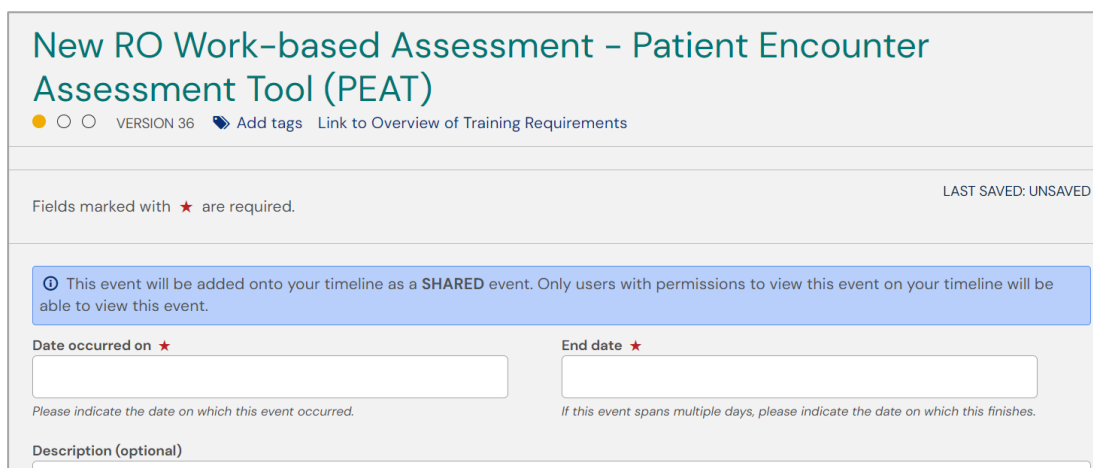
## Section 1: Trainee

Trainees must create a new Patient Encounter Assessment Tools (PEAT) form in the ePortfolio,

To do this, the trainee clicks the Create button on their Trainee Dashboard and selects the **RO Work-based Assessment - Patient Encounter Assessment Tools (PEAT)** form.



This will create a new draft Patient Encounter Assessment Tools (PEAT) form.



The trainee must then list details specific to the Case being reported. These include the following fields of the ePortfolio form:

- Assessor completing this assessment
- Patient Initials
- Patient Age
- Topic Area – This is a mandatory field.
- Brief description of the case
- Observed/Not Observed – This is a mandatory field.

Assessor completing this assessment

Patient Initials

Patient Age

Topic Area ★

Brief description of the case

*E.g. assessment of patient with painful bone metastasis and discussion of treatment plan with patient and carer.*

Observed/ Not Observed ★

*Did the clinical supervisor observe the trainee taking the history, physical examination and/or explaining the management plan to the patient?*

Next, the trainee must assign the next section to be completed of the form to their Clinical Supervisor, however this can also be assigned to users who possess the Director of Training – RO and Training Network Director – RO role in the ePortfolio.

The next section of this form can be filled in by users with these roles: Clinical Supervisor – RO, Director of Training – RO, Training Network Director – RO

Who would you like to fill in the next section of this form? ★

Start typing to search

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

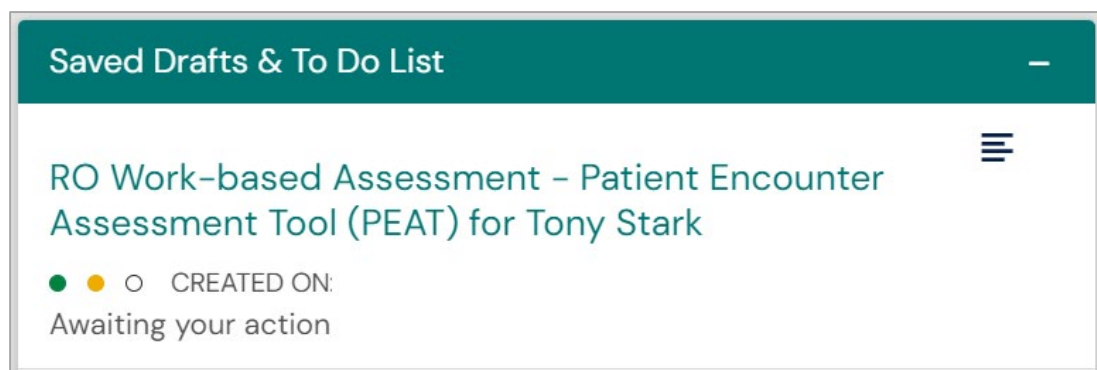
No ☐ Yes ☐

When the Assessor who will complete the form has been successful selected, the trainee must click Submit to assign the next section of the form to the user.

Submit Save as draft

## ● ● ○ Section 2: Assessor

Once the trainee has completed their section of the Contouring and Plan Evaluation (CPET) form and assigned it to the assessor, it will be shown on the assessors ePortfolio To-Do list on their active Dashboard.



When the Assessor clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.



The Assessor must provide specific feedback on the trainee's performance of each of the following items and discuss with the trainee.

1. History and Examination
2. Investigations
3. Tumour Specific Pathology
4. Management Plan
5. Side-Effects and Outcomes
6. Observed/Not Observed

If observed is selected, the following sections will now be shown and must be filled in.

- Information Collection
- Explanation to Patient
- Professional Conduct

Once all the above is complete, the assessor must assign a Level of Entrustability to the trainee's PEAT form.

The screenshot shows a form titled "Level of Entrustability:". Below the title is a instruction: "Select the level that is indicative of the trainee's performance on this case (provide an overall impression of the trainee's performance, as opposed to averaging the ratings indicated above).". There are four bullet points describing the levels: Level 1 - Direct Input, Level 2 - Substantial Guidance, Level 3 - Some Guidance, and Level 4 - Competent. Below the text is a dropdown menu labeled "Entrustability Level" with a red star icon. The dropdown is open, showing the same four levels as options.

Once the assessor has completed all sections of the form and assigned the Entrustability Level for the case, the assessor must click Submit to save their section of the form.

The screenshot shows two buttons side-by-side. The "Submit" button is green with white text and is highlighted with a red rectangular border. The "Save as draft" button is light grey with orange text and a yellow border.

The form is then sent back to the trainee to review and complete.

### Section 3: Trainee

Once the assessor has completed their section of the form, it will be sent back to the trainee for final review and reflection before being completed.

It will be shown on the trainee's To-Do list on their Trainee Dashboard.

The screenshot shows a widget titled "Saved Drafts & To Do List". Inside the widget, the title "RO Work-based Assessment - Patient Encounter Assessment Tool (PEAT)" is displayed in large teal text. Below the title, there are three colored dots (green, green, yellow) followed by the text "CREATED ON:" and "Awaiting your action". A hamburger menu icon is visible in the top right corner of the widget.

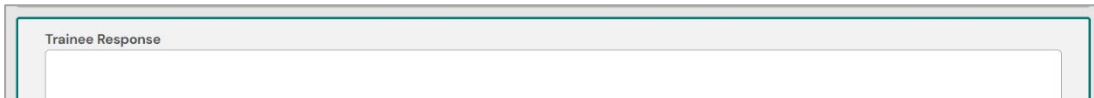
When the trainee clicks into the To-Do list item by clicking the title in the widget, they must click the Fill In button on the top right of the page.

The screenshot shows the PEAT form page. The title "RO Work-based Assessment - Patient Encounter Assessment Tool (PEAT)" is at the top. In the top right corner, there is a green button with a pencil icon and the text "Fill in", which is highlighted with a red rectangular border. Below the button is a link "< Back". At the bottom of the page, there is a status bar with three colored dots (green, green, yellow) and the text "DRAFT PRIVATE AWAITING YOUR ACTION". To the right of this text is "VERSION 36" and a link "Show audit log".

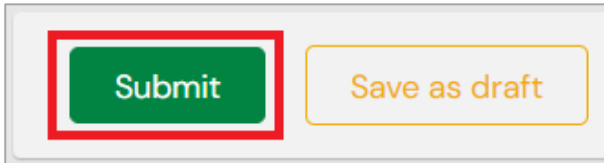


The trainee will be able to review the Supervisor's comments for each of the points listed in their section of the form.

The trainee must review this feedback, and then input their reflections and/or response on the experience into the free text field available.

A screenshot of a form section titled "Trainee Response". It features a large, empty rectangular text input area with a light gray border and a thin teal line on the top and right sides.

Once all the above sections of the form have been completed, the trainee then clicks Submit to save the form.

A screenshot of two buttons. The "Submit" button is green with white text and is highlighted by a red rectangular border. The "Save as draft" button is light gray with an orange border and orange text.

# Section Eight

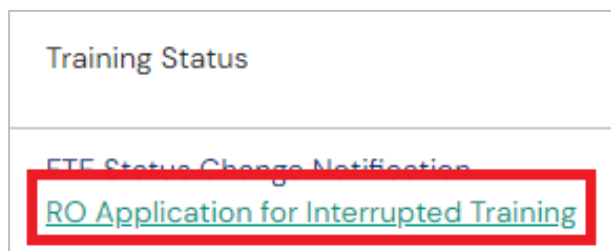
## TRAINING STATUS CHANGES AND PROGRESSION



# APPLICATION FOR INTERRUPTED TRAINING

Trainees must apply for Interrupted Training via the ePortfolio.

## Section 1: Trainee



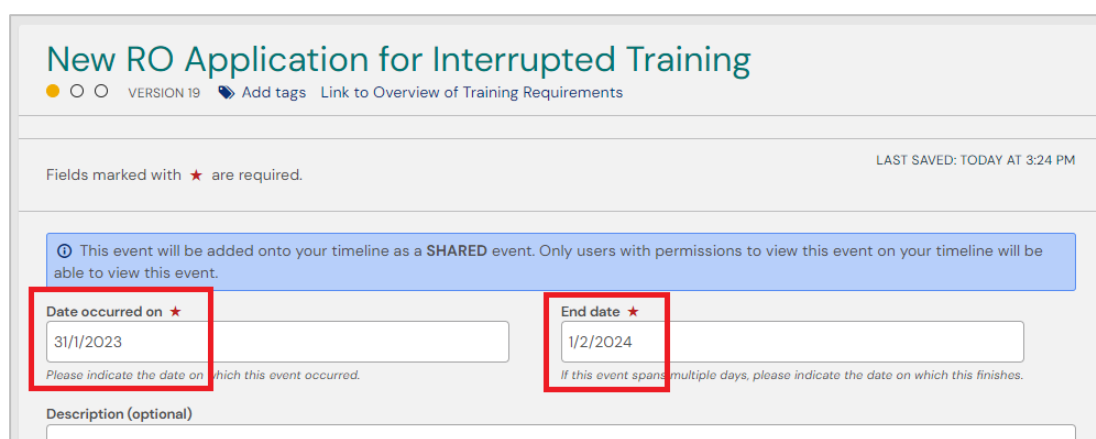
Training Status

FTE Status Change Notification

**RO Application for Interrupted Training**

To create a new Application for Interrupted Training, the trainee must click the Create button on the Trainee Dashboard and select **RO Application for Interrupted Training** from the list under the heading Training Status.

The trainee must then input the “Date occurred on” and the “End date” into the first section of the form. This date range should reflect the range of time of the proposed Interruption to Training.



New RO Application for Interrupted Training

VERSION 19 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required. LAST SAVED: TODAY AT 3:24 PM

ⓘ 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 ★ 31/1/2023

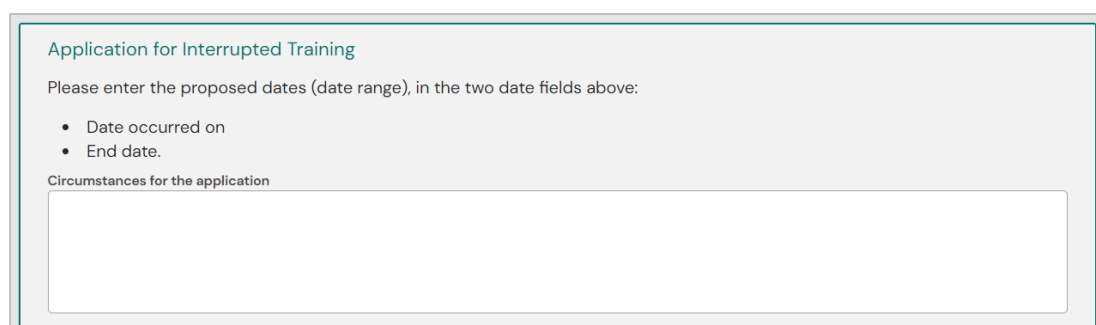
Please indicate the date on which this event occurred.

End date ★ 1/2/2024

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The trainee must detail the circumstances for the application.



Application for Interrupted Training

Please enter the proposed dates (date range), in the two date fields above:

- Date occurred on
- End date.

Circumstances for the application

Once the trainee has input all sections of the form, they can now assign the DoT to complete the next section of the form.

The form may be assigned to either a connected DoT or Network Training Director (NTD).

The next section of this form can be filled in by users with these roles: Director of Training – RO, Training Network Director – RO

Who would you like to fill in the next section of this form? ★

Start typing to search

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 ☐

Once the trainee has elected the assessor, click Submit.

Submit Save as draft

## Section 2: Director of Training

Once the trainee has selected the DoT to complete the next section of the form, the Application of Interrupted Training will appear on the DoT's To Do List on their Dashboard.

Saved Drafts & To Do List

RO Application for Interrupted Training for Tony Stark

● ● ○ CREATED ON: 15 FEB, 2023

Awaiting your action

When the DoT clicks the link to open the link from their Dashboard, they must click the Fill in button to edit their section of the form.

Also shown on this page is the traffic light system which indicates that this form is in its second stage of approval; with the third traffic light clear, indicating that the form must be assigned to a final user in order to complete the form.

The "Date occurred on" and the End date sections of the form also indicate the period of time that the trainee has input as their proposed range of time for interrupted training.

RO Application for Interrupted Training for Tony Stark

Fill in

Reject Back

● ● ○ DRAFT PRIVATE AWAITING YOUR ACTION

VERSION 19 Show audit log

In the next section of the form, the DoT can input their approval or rejection.

Finally, the DoT must then assign the next section of this form to RANZCR Specialty Training.

### Section 3: RANZCR Specialty Training

Once the DoT has assigned the Application for Interrupted Training has been assigned to RANZCR Specialty Training in the ePortfolio, the College will follow the Interrupted Training Policy and inform the trainee of any issues with their application, or approval of the application.

In the case of a Rejection, the form will be sent back to the DoT's To Do List with all Rejection comments from the College within the form.

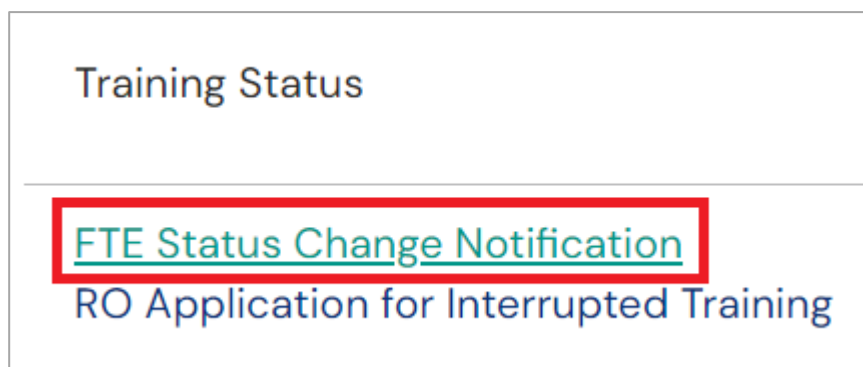
The DoT must then Reject the form to send it back to the trainee to amend the form.

The DoT must also copy and paste the comments included on the form so that the trainee can see the rejection reason.

# FTE STATUS CHANGE NOTIFICATION

Trainees must apply for changes in FTE Status via the ePortfolio.

## ● ○ ○ Section 1: Trainee



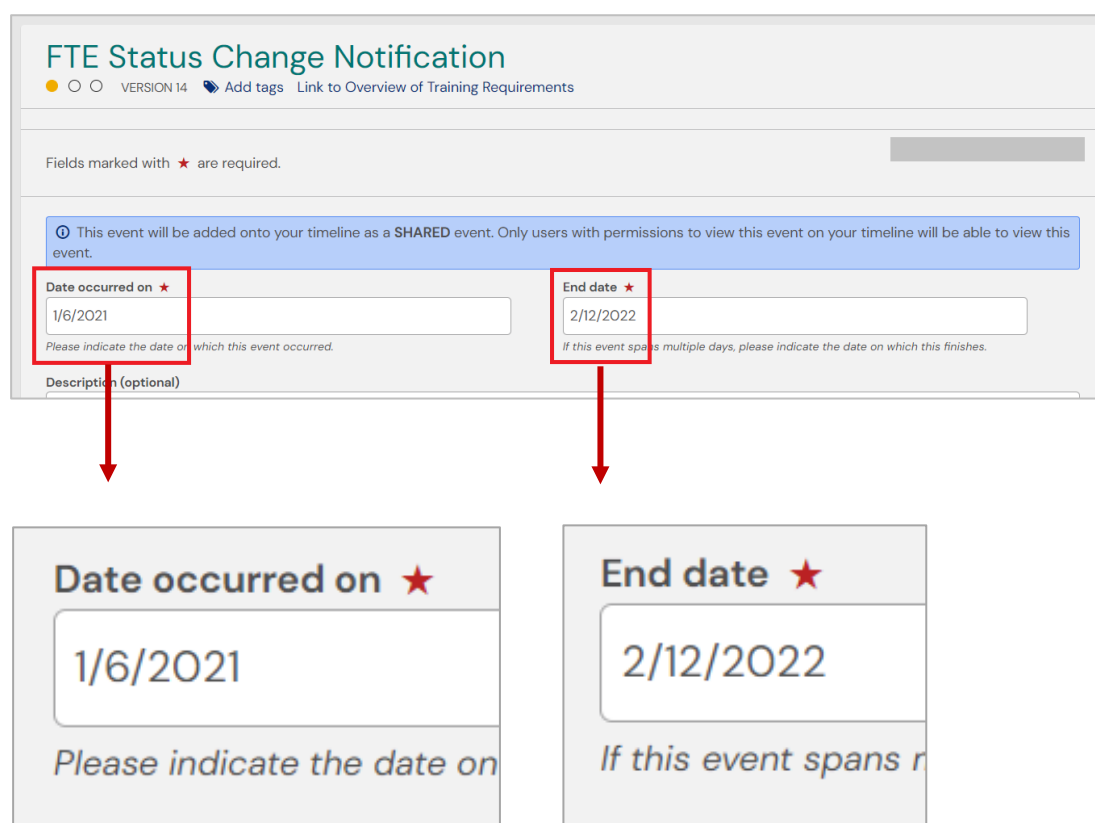
Training Status

[FTE Status Change Notification](#)

RO Application for Interrupted Training

To create a new FTE Status Change Notification, the trainee must click the Create button on the Trainee Dashboard and select **FTE Status Change Notification** from the list under the heading Training Status.

The trainee must then input the “Date occurred on” and the “End date” into the first section of the form. This date range should reflect the range of time of the proposed change to FTE Status.



**FTE Status Change Notification**

● ○ ○ VERSION 14 Add tags Link to Overview of Training Requirements

Fields marked with ★ are required.

ⓘ 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 ★**  
1/6/2021  
Please indicate the date on which this event occurred.

**End date ★**  
2/12/2022  
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

**Date occurred on ★**

1/6/2021

*Please indicate the date on*

**End date ★**

2/12/2022

*If this event spans r*

The trainee must then generate the report that will display their current FTE Status.

The trainee then also specifies if the change in FTE Status is a Decrease or Increase, as well as the FTE Status that they are changing to.

The screenshot shows a form titled "My Current FTE". At the top, a blue box contains the text: "This report will be stored inside this event with the results as at the time of submission." Below this is a dark blue button labeled "Download PDF". Underneath is a green header for "FTE Value" followed by a white input field containing the number "1". Below the input field is a dark blue button labeled "Update report". Further down is a section titled "FTE Decrease or Increase" with a dropdown menu currently showing "Decrease". Below this is another "FTE Value" section with a dropdown menu showing "0.5".

Once the trainee has input all sections of the form, they can now assign the DoT the next section of the form. The form may be assigned to either a connected DoT or Network Training Director (NTD).

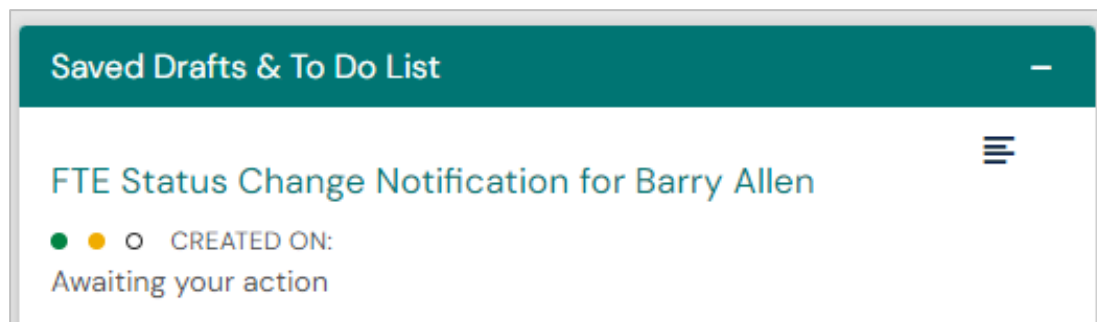
The screenshot shows a section of the form with the heading: "The next section of this form can be filled in by users with these roles: Director of Training - CR, Director of Training - RO". Below this is a question: "Who would you like to fill in the next section of this form? ★". Underneath is a text input field containing "Clark Kent <clarkkent@test.com>". A small note below the input field states: "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". Below this is a toggle switch for "Fill in on the same device", currently set to "No". At the bottom, a blue box contains the text: "By continuing, you will invite the following users to fill in the next section: clarkkent@test.com".

Once the trainee has elected the Director of Training, click Submit.

The screenshot shows two buttons side-by-side. The first button is green with the text "Submit" and is highlighted with a red rectangular border. The second button is yellow with the text "Save as draft".

## Section 2: Director of Training

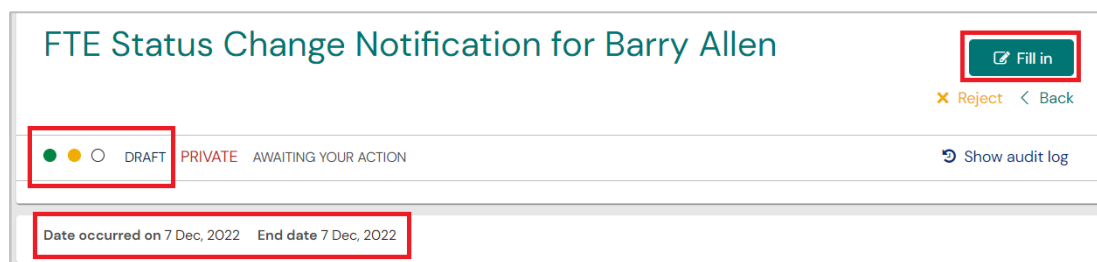
Once the trainee has selected the DoT to complete the next section of the form, the Application of Interrupted Training will appear on the DoT's To-Do List on their Dashboard.



When the DoT clicks the link to open the link from their Dashboard, they must click the Fill in button to edit their section of the form.

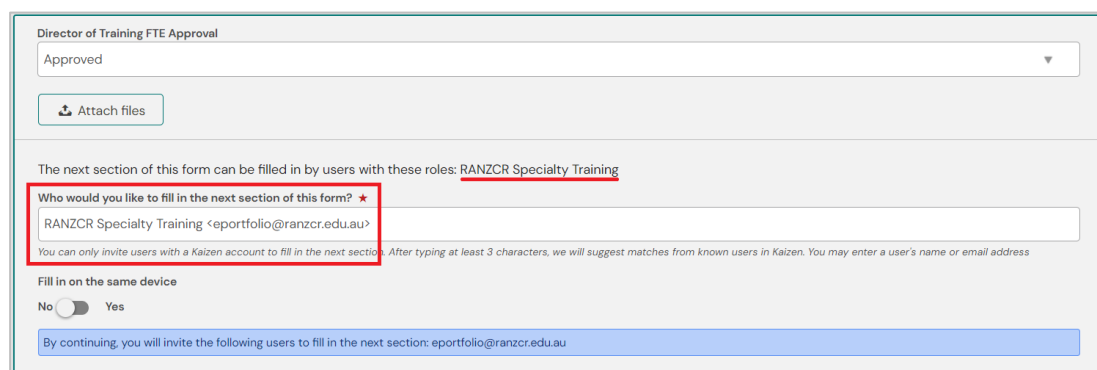
Also shown on this page is the traffic lights which indicate that this form is in its second stage of approval, with the third traffic light clear, indicating that the form must be assigned to a final user to complete the form.

The "Date occurred on" and the "End date" sections of the form also indicate the period of time that the trainee has input as their proposed range of time for change in FTE Status.



In the next section of the form, the DoT can input their approval or rejection.

Finally, the DoT must then assign the next section of this form to RANZCR Specialty Training.

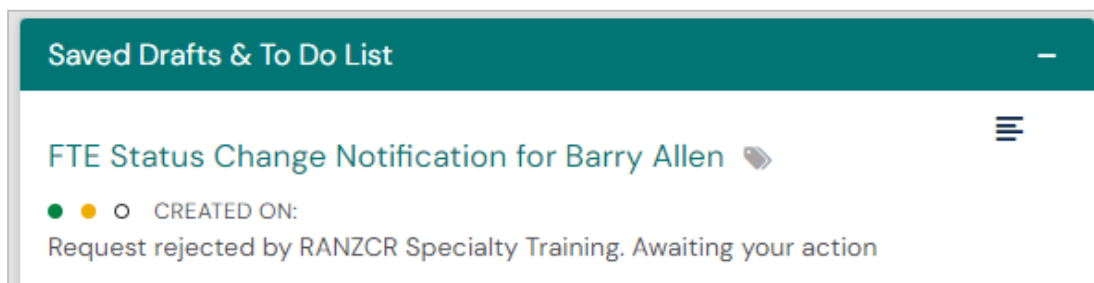




### Section 3: RANZCR Specialty Training

Once the DoT has assigned the FTE Status Change Notification to RANZCR Specialty Training in the ePortfolio, the College will follow the relevant Policy and inform the trainee of any issues with their application, or approval of the application.

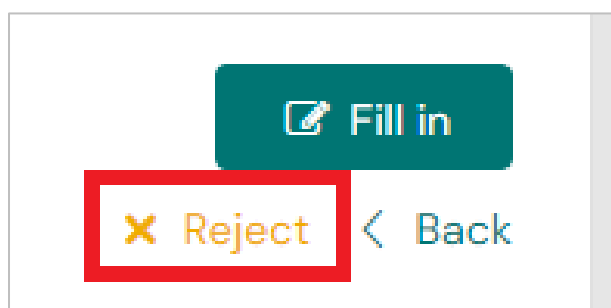
In the case of a Rejection, the form will be sent back to the DoT's To Do List with all Rejection comments from the College within the form.



Saved Drafts & To Do List

FTE Status Change Notification for Barry Allen

CREATED ON:  
Request rejected by RANZCR Specialty Training. Awaiting your action



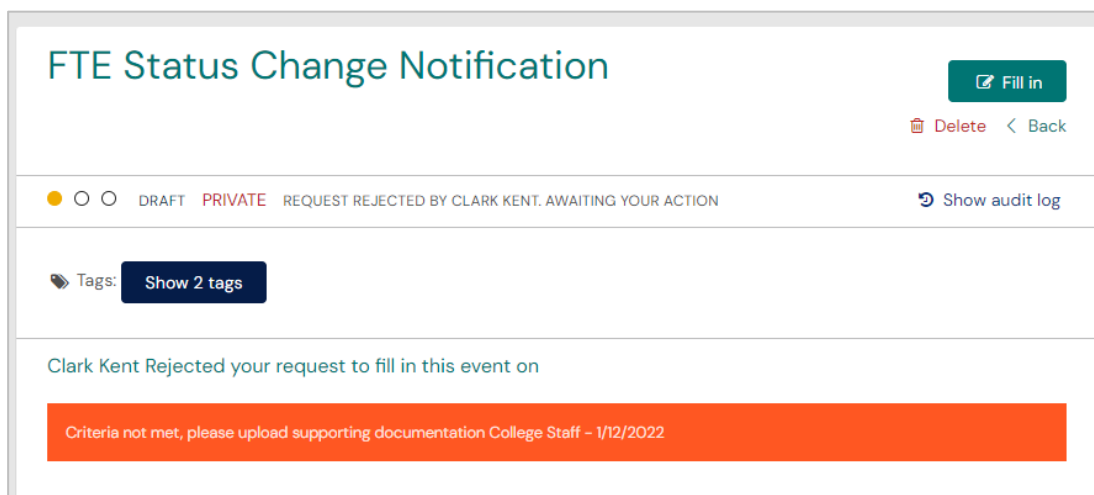
Fill in

Reject Back

The DoT must then Reject the form to send it back to the trainee to amend the form.

The DoT must also copy and paste the comments included on the form so that the trainee can see the rejection reason.

The form will then be pushed back to the trainee's To Do list on their Dashboard.



FTE Status Change Notification

Fill in Delete Back

DRAFT PRIVATE REQUEST REJECTED BY CLARK KENT. AWAITING YOUR ACTION Show audit log

Tags: Show 2 tags

Clark Kent Rejected your request to fill in this event on

Criteria not met, please upload supporting documentation College Staff - 1/12/2022

# PROGRESSION

There are two decision-making points for progression in the Radiation Oncology Training Program.

1. Progression from Phase 1 to Phase 2
2. Completion of Fellowship

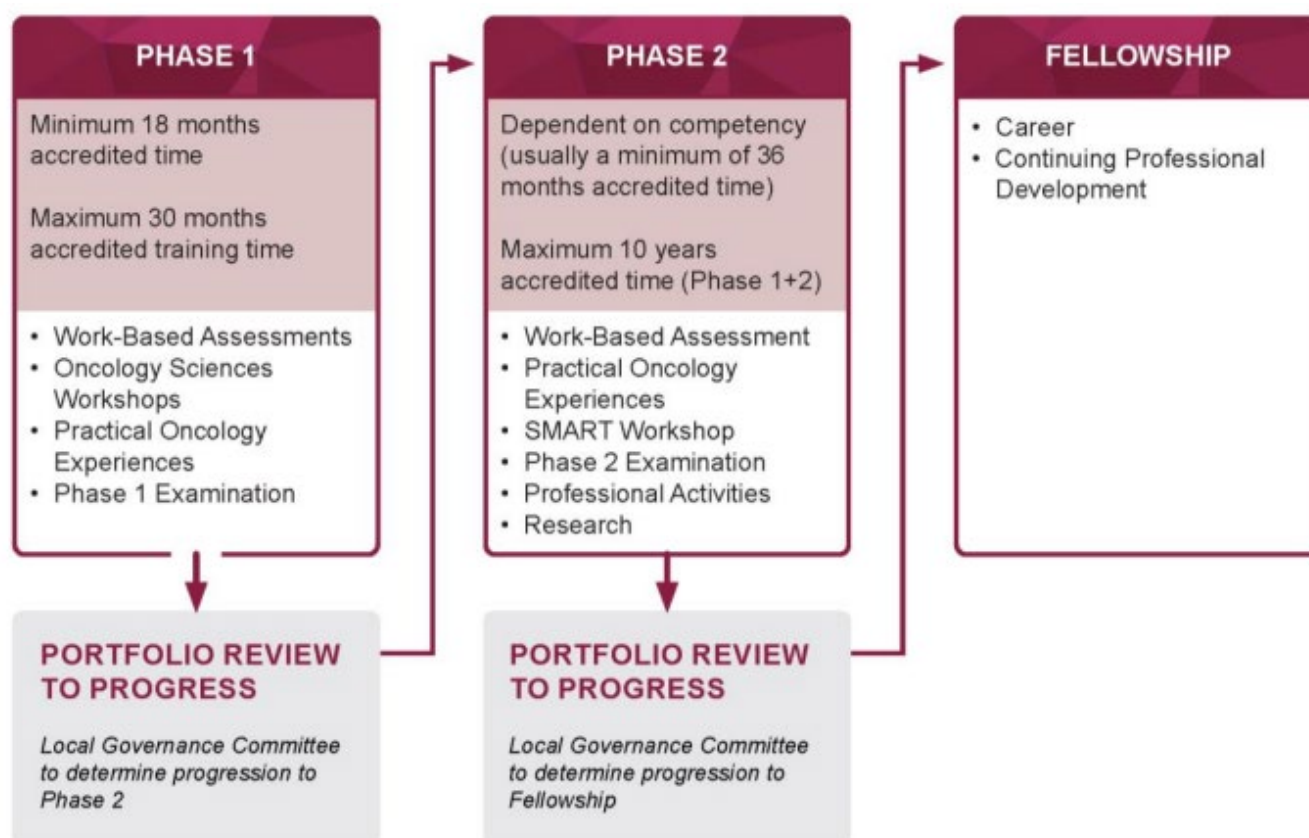
Formal trainee portfolio reviews occur during the training program to ascertain whether a trainee is ready to progress from Phase 1 to Phase 2 and to determine a trainee's eligibility for Fellowship.

Progression from Phase 1 to Phase 2 and Phase 2 to Completion of Training, will be decided by Network Portfolio Review Committee (NPRC).

When trainees have completed all the training requirements of a particular phase, they may request an ePortfolio review for progression.

Network Portfolio Review Committee meetings will occur at least four times per year and will generally occur 2-3 weeks after CSA and DoT Review meetings and to coincide with the release of examination results.

Trainee progression requirements throughout the training program are outlined in the below image.

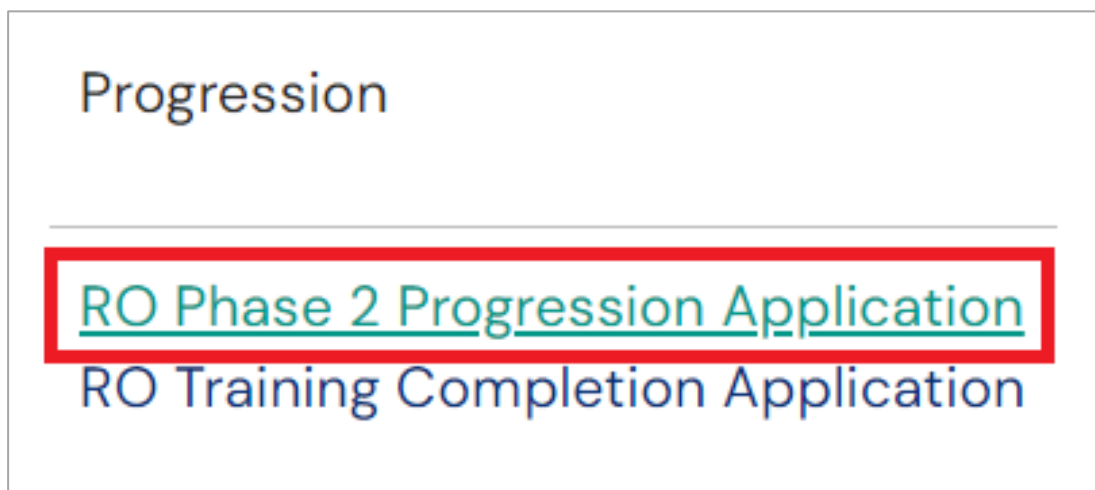


To initiate the above progression process in the ePortfolio, the trainee must apply for Progression via the ePortfolio creating either the RO Phase 2 Progression Application or an RO Completion of Training Application form and assign these to the College **RANZCR Specialty Training** account.

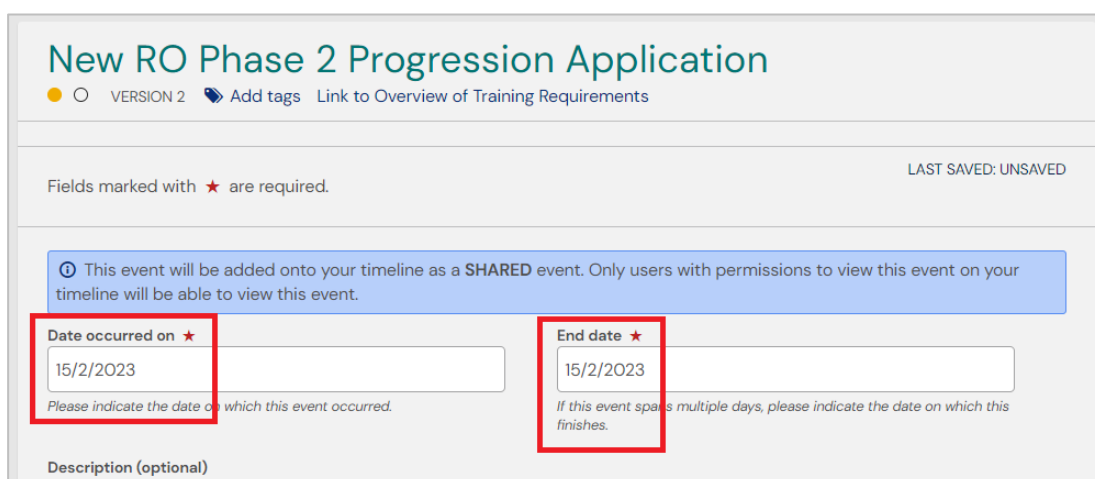
## ● ○ RO Phase 2 Trainee Progression Application

Trainees in Phase 1 must apply for progression into Phase 2 via the ePortfolio.

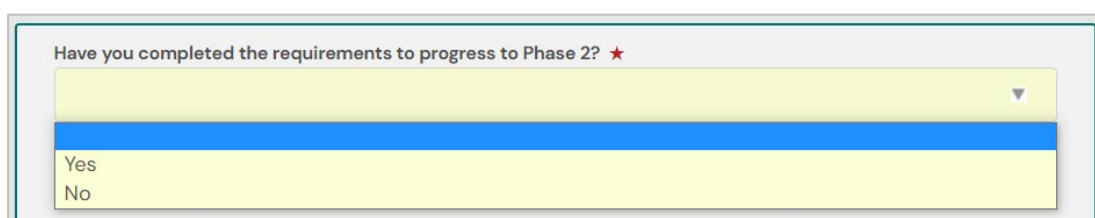
To create a new Progression application, the trainee must click the Create button on the Trainee Dashboard and select **RO Phase 2 Progression Application** from the list under the heading Progression.



The trainee must then input the Date occurred on and the End date into the first section of the form. This date can be left as the date the progression application was created, so no action needs to be taken.

A screenshot of a web form titled 'New RO Phase 2 Progression Application'. The form includes a version indicator 'VERSION 2', 'Add tags' button, and a link to 'Overview of Training Requirements'. A note states 'Fields marked with ★ are required.' and 'LAST SAVED: UNSAVED'. A blue information box says '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.' There are two date input fields: 'Date occurred on ★' with the value '15/2/2023' and 'End date ★' with the value '15/2/2023'. Both fields are highlighted with red rectangular borders. Below the first field is the text 'Please indicate the date on which this event occurred.' and below the second is 'If this event spans multiple days, please indicate the date on which this finishes.' There is also a 'Description (optional)' field.

The trainee must then affirm that they have completed the requirements to progress into Phase 2.

A screenshot of a web form with a question: 'Have you completed the requirements to progress to Phase 2? ★'. Below the question is a dropdown menu with a yellow background and a blue bar. The options 'Yes' and 'No' are visible in the dropdown.

## PHASE 2 PROGRESSION

To progress into Phase 2, Phase 1 trainees must complete the following requirements:

- 18 months accredited training time
- Completion of all Phase 1 Practical Oncology Experiences
- Demonstrated progress with Work-based Assessments (WBAs) including a minimum of:
  - Ten Patient Encounter and Assessment Tools (PEATs)
  - Ten Contouring and Plan Evaluation Tools (CPETs)
  - Communication Skills Tools (CSTs) for the four different scenarios
  - One Multi-Source Feedback (MSF) assessment
- Successful completion of the Phase 1 Examinations
- Clinical Supervisor Appraisals (CSAs) for each three-months of training completed
- DoT Reviews for every six-months of training complete
- TATS for every six-months of training complete

### Portfolio Review Guidelines for Progression to Phase 2



Handbook Reference

#### WBAs

- Multiple assessors have completed the WBAs.
- WBAs have been completed over a range of topic areas.
- When reviewing WBAs of each time in chronological order it appears the trainee implemented the feedback provided from the previous WBAs.
- The trainee has achieved level 2 on the overall Entrustability scale for at least 50% of the PEAT and CPETs.
- The ratings on PEATs, observed PEATs and the CPETs are fairly consistent, i.e. trainee's performance on any one type of assessment is not significantly different from others.
- The trainee has achieved level 3 on the CST assessments for each scenario.

#### CSA and DoT Reviews

- Comments indicate feedback to further improve performance are being actioned by the trainee.
- The MSF assessment provides predominantly positive feedback.
- Requests for specific WBAs by the Clinical Supervisor or DoT to be completed have been fulfilled by the trainee in a timely manner.
- If an action plan was developed for a training period, the goals of the plan were achieved.
- No significant ongoing deficiencies with intrinsic roles have been identified.

Once the trainee has completed the above requirements that relate to them then they can assign the Progression Application directly to RANZCR Specialty Training.

## PROGRESSION TO FELLOWSHIP

Applications for progression need to be submitted once all training requirements are complete. Trainees can apply to have their portfolio reviewed up to two months before completing their training.

To be eligible for Fellowship, trainees must have completed the following Phase 2 requirements:

- SMART Workshop
- Completion of Phase 2 Practical Oncology Experiences (POEs)
- Demonstrated progress with Work-based Assessments to competence including a minimum of:
  - Additional fifteen Patient Encounter and Assessment Tools (PEATs) in Phase 2
  - Additional fifteen Contouring and Plan Evaluation Tools (CPETs) in Phase 2
  - Twenty Case Reports and Discussion Tools (CRDTs)
  - Four Communication and Skills Tool (CSTs) assessments completed in Phase 2
  - Once Multi-Source Feedback (MSF) assessment completed in Phase 2
- Successful completion of the Phase 2 Examinations
- Successful completion of the RO Research Project
- Professional activities including presenting at a multidisciplinary meeting, recruiting a patient to a clinical trial and running a meeting
- Clinical Supervisors Appraisals for every three-months of training completed
- DoT Reviews for every six-months of training completed
- TATS for every six-months of training completed

Once the trainee has completed the above requirements that relate to them then they can assign the Training Completion Application directly to RANZCR Specialty Training.

### Portfolio Review Guidelines for Progression to Fellowship



Handbook Reference

#### WBAs

- Only WBAs that have been completed in Phase 2 will be considered in this portfolio review
- Ratings on items and narrative comments show a steady improvement across all competencies during training
- Multiple assessors have completed the WBAs.
- WBAs have been completed on all the major of topic areas from the curriculum
- WBAs include a greater proportion of higher complexity cases as experience increases
- WBAs have been completed regularly during each training term, and ideally more than the minimum number have been completed
- When reviewing WBAs of each type in chronological order, the trainee implemented the feedback provided from the previous WBAs
- The trainee has achieved level 4 on the overall Entrustability scale for at least 50% of the Phase 2 PEATs, CPETs and CRDTs, especially in the lead up to the portfolio review
- For the PEATs, of the assessments that included observation of the trainee with the patient, the majority indicate level 4

- If the Entrustability level is lower than 4, these assessments were completed early in Phase 2 or reflect more complex cases
- CRDTs have been completed on a range of Tumour sites, including the requisite number of lesser focus topics, inpatient care, and special techniques. Entrustability level ratings on these stipulated areas are reflective of ratings on other CRDTs
- The trainee has achieved level 4 on the CST assessments for each of the four communication scenarios.

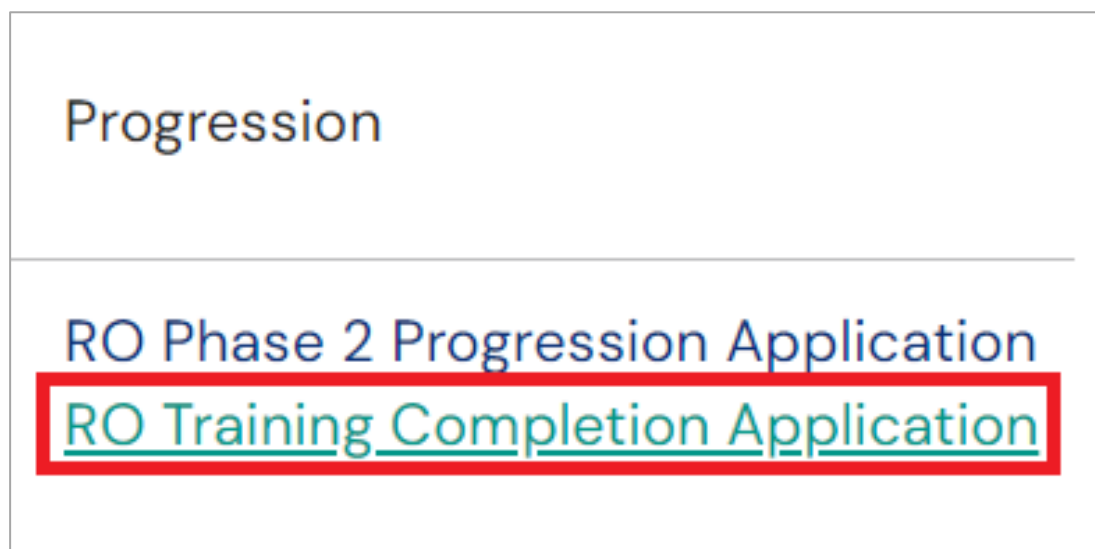
### CSA and DoT Reviews

- Positive comments in relation to the trainee's approach to training and working. Comments indicate feedback to further improve performance and are actioned by the trainee in the next training period
- The MSF assessment provides positive feedback or areas which can be improved in a reasonable time period. Any concerns highlighted in the Phase 1 MSF have been addressed
- Requests for specific WBAs by the Clinical Supervisor or DoT have been completed in a timely manner
- If an action plan was developed for a training period, the goals of the plan were achieved
- No significant ongoing deficiencies with intrinsic roles across the various assessment tools have been identified

## ● ○ RO Trainee Completion Application

Trainees in Phase 2 must apply for completion of training via the ePortfolio.

To create a new Progression application, the trainee must click the Create button on the Trainee Dashboard and select **RO Training Completion Application** from the list under the heading Progression.



The trainee must then input the Date occurred on and the End date into the first section of the form. This date can be left as the date the progression application was created, so no action needs to be taken.

## New RO Training Completion Application

● ○ VERSION 3 [Add tags](#) [Link to Overview of Training Requirements](#)

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** ★   
*Please indicate the date on which this event occurred.*

**End date** ★   
*If this event spans multiple days, please indicate the date on which this finishes.*

**Description (optional)**

The trainee must then affirm that they have completed the requirements to complete training.

Have you completed the requirements of the Radiation Oncology Training Program? ★

☐ Yes

☐ No

# Section Nine

## ROTATIONS, RELATIONS AND RESOURCES





---

# NOTIFICATIONS

---

## **Automated Emails**

In the ePortfolio there are several situations where the system will send users automated emails to the registered email address associated with the ePortfolio account.

In most cases the email will contain a link to the form which can be used to navigate directly to the form in the ePortfolio.

The situations where automated emails will be sent are:

### **Comment Added to an Event**

Sent to event owner when someone else attaches a comment to their event

### **Comment Added to an Event – Involved**

Sent to all users who have previously attached a comment to an event when a new comment is attached

### **Event Completed**

Sent to event owner when an event is completed on their timeline

### **Invitation to Fill in Next Section**

Sent to the invited user when they are invited to fill in the next section in the event workflow

### **Invitation to Fill in Next Section (Reminder)**

Sent to the invited user when they are reminded that they have received an invitation to fill in the next section in the event workflow

### **Section Submitted on Another Device – Confirmation Required**

Sent to author when they are required to confirm a section which was filled in on the device of another user

### **Section Submitted on Another Device – Confirmation Required (Reminder)**

Sent to author when they are reminded to confirm a section which was filled in on the device of another user

### **Goal Updated**

Sent to Goal owner when one of their goals is updated.

### **Invitation to ePortfolio**

Sent to user when login credentials are attached to their account

### **Password Reset Request**

Sent to user when an email reset link is requested

# RELATIONS

## ePortfolio Profile Relations

Current information	Collapse
RO Clinical Supervisor Assessment Schedule (Phase 1) <b>9th CSA</b> 1 Feb, 2023 – 30 Apr, 2023 (View)	
Faculty <b>Radiation Oncology</b> 1 Feb, 2021 – 31 Jan, 2031 (View)	
FTE Value <b>1</b> 1 Jan, 2023 – 15 Feb, 2030 (View)	
RO Training Phase Progression <b>Phase 1 Progression Eligibility</b> 29 Jan, 2023 – 28 Jan, 2024 (View)	
State <b>New South Wales – RO</b> 1 Feb, 2021 – 31 Jan, 2031 (View)	
RO Director of Training Review Schedule (Phase 1) <b>5th DoT Review</b> 1 Feb, 2023 – 31 Jul, 2023 (View)	
Practice Location <b>Australia</b> 1 Feb, 2021 – 31 Jan, 2031 (View)	
RO Network <b>NSW – Southern NSW/ACT</b> 1 Feb, 2021 – 31 Jan, 2031 (View)	
Exam Eligibility <b>Phase 1 Exam Eligibility</b> 1 Feb, 2022 – 28 Jan, 2024 (View)	
Training Status <b>Full Time</b> 1 Jan, 2023 – 15 Feb, 2030 (View)	
RO Commencement Site <b>Nepean Cancer Care Centre (Nepean Hospital)</b> 1 Feb, 2021 – 31 Jan, 2031 (View)	
RO Current Site <b>Nepean Cancer Care Centre (Nepean Hospital)</b> 1 Jan, 2023 – 1 Jan, 2026 (View) <b>Prince of Wales Hospital</b> 1 Feb, 2022 – 1 Feb, 2024 (View) <b>NSW – Southern NSW/ACT</b> 1 Feb, 2021 – 31 Jan, 2031 (View)	
RO Training Phase <b>Phase 1</b> 1 Feb, 2021 – 28 Jan, 2024 (View)	
RO Training Program Requirements <b>To Be Completed by the End of Phase 2</b> 1 Feb, 2021 – 31 Jul, 2031 (View)	
Previous information	Expand
Future information	Expand

In the ePortfolio trainee's profiles include several "Relations". Relations are the building blocks of the profile which are created automatically via the automated RANZCR Integration.

Relations are broken down into three types. Current Information, Previous Information and Future Information.

To view profile relations, from the Trainee Dashboard click View Profile on the Profile widget on the left of the screen.

On the right-hand side of the next page will be this list of Current Information. These are the profile's Current Relations.

All relations have a date range, as seen here. A Start Date and an End Date. The range of time between these two dates dictates if a relation is Current, Previous or Future. If the Start Date is in the past and the End date is in the future, it is a Current relation and is Active.

Previous Information Relations will have a Start Date and an End Date in the past.

Future Information Relations will have a Start Date and an End Date in the future.

Certain relations will establish links to other users such as Directors of Training, Network Training Directors, and Education Support Officers.

Other relations will link to Progress Filters for some Training Program Requirement Goals.

Relation	Description
<b>RO Network</b>	The Network relation records the LAN the trainee is currently in.
<b>RO Training Phase</b>	<p>The Training Phase relation displays the Phase of training the trainee currently is in. The start date of this relation is the trainee's Phase Start Date.</p> <p>The End Date of this relation will show the total maximum time the trainee may remain in this Phase.</p>
<b>RO Current Site</b>	The Current Site relation section will display the Site that is active on your profile currently.
<b>RO Training Program Requirements</b>	The Training Program Requirements relation shows relations which correlate to certain goals. This restricts certain assessments to be complete within a particular time frame.
<b>RO DoT Review Schedule (Phase 1 and 2)</b>	This relation speaks directly to the DoT Review. If a DoT Review form has a Start Date within this period of time, it will link to that section of the goal.
<b>RO Clinical Supervisor Appraisal Schedule (Phase 1 and 2)</b>	This relation speaks directly to the CSA. If a CSA form has a Start Date within this period of time, it will link to that section of the goal.
<b>RO Training Phase Progression</b>	<p>The Training Phase Progression relation lists the window of time where the trainee is eligible to progress into their next Phase of Training.</p> <p>The Start Date of this relation is the first date that trainee is eligible to progress.</p> <p>The End Date of this relation reflects the longest amount of time the trainee could be eligible, and once passed the trainee is now past when they would have been expected to progress.</p>

# Section Ten

## RESOURCES



---

# HELP

---

## Resources

To complement the instructional information in the Training Program Handbook, a range of support resources have been developed, including ePortfolio webinar, how to videos and frequently asked questions embedded on the ePortfolio platform.



Website: [ePortfolio | RANZCR](#)



Recorded webinars: [TAR Webinars | RANZCR](#)



How to videos: [RANZCR Presentation Library - ePortfolio](#)



Frequently asked questions (FAQs): <https://au.kaizenep.com/#/faqs>

## Additional Support

Further support is available through the following avenues:

Technical assistance: [ePortfolio@ranzcr.edu.au](mailto:ePortfolio@ranzcr.edu.au)

Training program related queries: [ROTraining@ranzcr.edu.au](mailto:ROTraining@ranzcr.edu.au)

---

## FREQUENTLY ASKED QUESTIONS

---

If you have any more questions about any of the FAQs listed here, you can view the [FAQ page on the ePortfolio](#) for further detail or view the video walkthroughs at [RANZCR Video Library](#).

If you have any questions not covered here, please email the College.

### Director of Training FAQs

#### How do I view my trainee's profile and create forms on their profile?

Trainees who have completed the Apply a Location – Current Site form and linked themselves to the Site will be shown on the DoT of that Site's "My Connections" widget on the Director of Training Dashboard.

Here the DoT can click through to the trainee's profile where the trainee's Summary, Timeline and Training Requirements progress and Relations can be reviewed.

From the Summary page of the trainee's ePortfolio the DoT is able to click the Create button. This will allow the DoT to create new activities for the trainee. The form the DoT may create for the trainee are:

- RO Director of Training (DoT) Review – Phase 1
- RO Director of Training (DoT) Review – Phase 2

When creating a DoT Review, ensure that you select the DoT Review option that corresponds to the trainee's current Phase of training.

If the trainee is in Phase 2, select the RO Director of Training (DoT) Review - Phase 2.

#### Why can't I view trainees at my site in the ePortfolio?

**For trainees and Directors of Training to be linked in the ePortfolio system the trainee must complete an "Apply a Location - Current Site" form.**

Trainees who have completed this form and linked themselves to the Site will be show on the DoT of that Site's "My Connections" widget on the Director of Training Dashboard.

If a trainee does not show on this list and they should, ensure that the trainee has completed the "Apply a Location - Current Site" form.

If the trainee has completed a Current Site form and are still not linked it is possible that they did not input a Date Range when filling in the form.

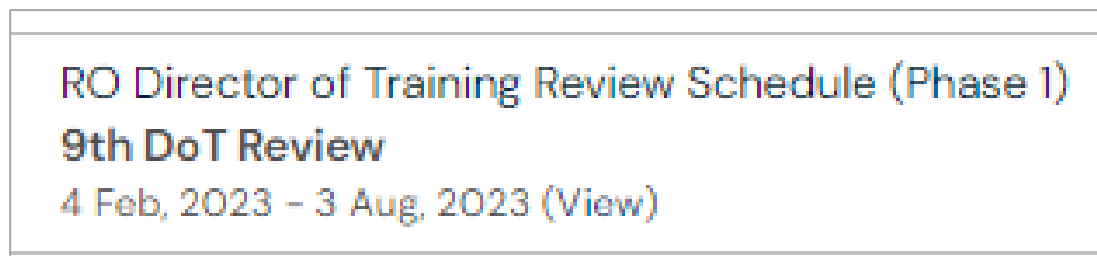
In this case, please instruct the trainee to review the How to Apply a Location - Current Site FAQ for detailed instructions regarding creating a Range.

## Trainee FAQs

### My DoT Review is linked to the wrong six-month period?

Trainee profiles have pre-generated Six-Month period relations that correspond to the Six-Month periods that are to be reviewed by the DoT Review.

On the Profile Page of the trainee's profile the RO Six Month Periods (Phase X) can be viewed to determine the date range of the period of time to be reviewed.



In the above example the 5<sup>th</sup> Six Month period ranges from 1 Feb 2023 – 31 July 2023.

When creating the DoT Review and inputting the dates in the Date Occurred section, the date input must align with this range. It is best practice to reflect the dates input in the DoT Review form to this period.

A screenshot of a web form titled 'New RO Director of Training (DoT) Review - Phase 1 for Peter Quill'. The form includes a version indicator 'VERSION 76' and a 'LAST SAVED: TODAY AT 11:51 AM' timestamp. A note states 'Fields marked with ★ are required.' Below this, a blue information box says 'This event will be added onto Peter Quill's timeline as a SHARED event. Only users with permissions to view this event on their timeline will be able to view this event.' The 'Date occurred on ★' field is set to '4/2/2023' and the 'End date ★' field is set to '3/8/2023'. Both fields are highlighted with red rectangles. Below the date fields, there is a 'Description (optional)' field. The form is designed with a light gray background and clear, legible text.

If the above action was not taken, then please contact the College at [ePortfolio@ranzcr.edu.au](mailto:ePortfolio@ranzcr.edu.au) to request to have the date of the review amended.

Please see the video guide on how to complete the RO Director of Training Review

### How do I connect myself to a new Site and to the DoTs at that Site?

Trainees are required to link themselves to all training sites they are located at. This includes both home sites as well as rotations to other sites within the Network.



Please see the [video guide](#) on how to create a new RO Apply a Location – Current Site.

## Radiation Oncology Handbook



The [Radiation Oncology Training Program Handbook](#) provides information and guidance for trainees, Fellows, staff and others involved in the Training Program, from commencement to Fellowship. Find version 2.0 of this resource online. [Click Here.](#)



RO Learning Outcomes. [Find this resource online here.](#)



Related Policies:

[Interrupted and Part-Time Training Policy](#)

[Performance and Progression Policy](#)

[Remediation in Training Policy](#)

[Withdrawal from Training Policy](#)

[Re-Entry into the Training Programs Policy](#)





The Royal Australian  
and New Zealand  
College of Radiologists®

## FOR MORE INFORMATION

Level 9, 51 Druitt Street  
Sydney, NSW 2000, Australia  
ABN 37 000 029 863

tel: +61 2 9268 9777  
fax: +61 2 9268 9799  
email: [rotraining@ranzcr.edu.au](mailto:rotraining@ranzcr.edu.au)  
web: [www.ranzcr.com](http://www.ranzcr.com)