



**Te Kaunihera Rata
o Aotearoa**

Medical Council
of New Zealand

ePort task reminders/email notifications user guide

This is a guide for the new functionality on an ePort user's homepage highlighting due and/or overdue tasks. Initially, these task notifications will appear for the beginning-, mid-, and end-of-attachment meetings/assessments. Therefore, they will be relevant for interns, clinical supervisors, and prevocational educational supervisors (PESs) to complete. We plan to add more tasks in due course regarding advisory panels, multi-source feedback, and endorsement removal.

Tasks will be black when the task is due, and red when overdue, with most containing a clickable 'Complete task' link to direct the user to the relevant ePort webpage. Once a due task becomes overdue, its wording and colouring will automatically change.

Clinical supervisors

Clinical supervisors will have the below tasks appear on their homepage as they arise for completion.

Due task wording:

- Beginning of attachment meeting is due for *intern* in *attachment*
- Mid-attachment meeting is due for *intern* in *attachment*
- End of attachment assessment is due for *intern* in *attachment*

Overdue task wording:

- Beginning of attachment meeting is overdue for *intern* in *attachment*
- Mid-attachment meeting is overdue for *intern* in *attachment*
- End of attachment assessment is overdue for *intern* in *attachment*

Welcome to ePort

ePort is an on-line ePortfolio where postgraduate medical students can keep track of their learning needs and progress

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Clinical supervisor tasks:

- ✓ Beginning of attachment meeting is overdue for Carrot Cuthbert assigned to Ortho [Complete task](#)
- ✓ Beginning of attachment meeting is overdue for Donut Doolittle assigned to Ortho [Complete task](#)
- ✓ Mid-attachment meeting is overdue for Carrot Cuthbert in Ortho [Complete task](#)
- ✓ Mid-attachment meeting is overdue for Donut Doolittle in Ortho [Complete task](#)
- ✓ End of attachment assessment is overdue for Carrot Cuthbert in Ortho [Complete task](#)
- ✓ End of attachment assessment is overdue for Donut Doolittle in Ortho [Complete task](#)

Completing tasks

The beginning of attachment and mid-attachment meeting tasks will disappear when a clinical supervisor has entered comments, ticked the relevant tickbox, and clicked 'Save record' in the relevant section on an intern's 'Clinical attachment assessment' webpage.

2. Beginning of clinical attachment meeting

Review the PDP
Comments to be completed by the clinical supervisor
These are my comments

confirm that I have met with Fig and reviewed their PDP and learning activities

Save record

3. Mid clinical attachment meeting

NB Clinical supervisors: If you have concerns around an intern's performance please ensure you engage with the intern's prevocational educational supervisor as soon as possible.

Review the PDP
Comments to be completed by the clinical supervisor
These are my comments

confirm that I have met with Fig, discussed progress against the 14 learning activities, identified areas of strength and areas for further development, and used this to inform goals in the PDP

Save record

The end of attachment assessment task will disappear when a clinical supervisor has completed Sections 4A - D (ticked the tickbox to confirm completion of the assessment), and clicked 'Save assessment':

Section D

confirm I have completed part 4 "End of clinical attachment assessment" and it is ready for review by Fig Ford

Save assessment

Interns

Interns will have the below tasks appear on their 'Summary' homepage as they arise.

Due task wording:

- End of attachment assessment statement is due for clinical attachment *attachment*

Overdue task wording:

- Beginning of attachment meeting for *attachment* is overdue
- Mid-attachment meeting for *attachment* is overdue
- End of attachment meeting/assessment for *attachment* is overdue

Summary

Intern tasks:

- ✓ Beginning of attachment meeting for General Surgery 7 is overdue
- ✓ End-of-attachment assessment statement is due for clinical attachment CBA 6666 [Complete task](#)

Completing tasks

The meeting-related tasks will serve as a reminder to interns to arrange these meetings with their clinical supervisor, or if a meeting has already occurred, for interns to prompt their clinical supervisor to enter their meeting notes into ePort.

The end-of-attachment assessment statement task will contain a link that will take interns to their 'Clinical attachment assessment' page for the clinical attachment requiring their statement. This task will disappear from the intern's homepage when they have entered their statement into the text box, ticked the checkbox underneath, and clicked 'Save record'.

5. Intern statements

- I had the opportunity to review and modify my PDP and learning activities with my clinical supervisor
- I received mid attachment formative feedback from my clinical supervisor
- During this attachment, my clinical supervisor observed some of my work
- I had the opportunity of discussing vocational aspirations

Comments

- accept my clinical supervisors attachment assessment as above and confirm the learning outcomes list and my section are complete.
This assessment is now ready for review by my prevocational educational supervisor

[Save record](#)

Prevocational educational supervisors (PESs)

PESs will have a task appear when their section of the end-of-attachment assessment for one of their assigned interns is due to be completed. This task will be triggered when the intern has reviewed and accepted the clinical supervisor's assessment. The task will contain a clickable 'Complete task' link to direct clinical supervisors to the relevant intern's 'Clinical attachment assessment' ePort webpage.

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Prevocational educational supervisor tasks:

- ✓ End of attachment comment/sign off is due for intern Apple Anderson in clinical attachment CBA 6666 [Complete task](#)

Completing tasks

This task will remain on the PES's homepage until they complete their end of attachment section by selecting a time requirements met/not met option, entering any comments, ticking the checkbox confirming attachment completion, and clicking 'Save record'. An automatic email is already sent to PESs when this task requires completion.

6. Prevocational educational supervisor comments / sign off

Intern: Fig Ford
Attachment: General Surgery 7, DCT/pgysup

Time requirements have been satisfactorily met
 Time requirements have not been satisfactorily met (*please include details in comments section*).

Comments

This is my statement

I confirm this clinical attachment is complete

What will trigger these tasks to appear as due or overdue?

These tasks are programmed into ePort to become due and overdue at the following times if the above actions have not been completed by the relevant individual.

Clinical supervisors

- Beginning-of-attachment meeting
 - Due: 0 days into the quarter
 - Overdue: 2 weeks into the quarter
- Mid-attachment meeting
 - Due: 5 weeks into the quarter
 - Overdue: 7 weeks into the quarter
- End of attachment assessment/meeting
 - Due: 10 weeks into the quarter
 - Overdue: 13 weeks into the quarter

Interns

Due: Once the clinical supervisor has completed the end of attachment assessment/meeting

Overdue: 2 weeks after it becomes due

PESs

Due: Once the intern has completed their review of the clinical supervisor's assessment

Overdue: 2 weeks after it becomes due

When tasks become overdue, an automatic email will be sent to the relevant individual to prompt completion.

For individuals who are both a clinical supervisor and a PES, tasks will be grouped according to the role.

Support

If you believe that you have a task on your homepage that is incorrect, please contact your RMO or METU unit in the first instance, as it may be that you have been assigned to a clinical attachment or intern incorrectly.

If a task-related issue persists, your RMO or METU unit should email prevocationalmailbox@mcnz.org.nz and include screenshots of your issue.