Creating a workplace-based assessment

29 Steps

Created by	Creation Date	Last Updated
WDAT	June 8, 2023	July 26, 2023

STEP 1

From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen

STEP 2

Select the appropriate assessment from the Assessment and evidence section of the create menu

STEP 3

Enter the start and end dates for the assessment

STEP 4

Enter the required details for the assessment

STEP 5

You can attach files to the assessment form by clicking on Attach files

STEP 6

Enter the name of the assessor you would like to complete the form

As you type a list of matching assessors in your training programme will appear and you may select the appropriate assessor from this list.

For some assessments, your assessor does not need to have an e-portfolio account. If your assessor does not appear as you start typing their name, you can enter their email address to invite them to complete the assessment.

STEP 7

Click on Submit to send the assessment to your assessor

Once their section is completed, the assessment will be published to your timeline

STEP 8

If you are with your assessor when you create the assessment, they can fill in their section before you submit the form.

STEP 9

Check Fill in on the same device and the assessor's section will appear

STEP 10

Click on Submit

If the assessor completes their section on the same device, they will receive an email when you submit the form asking them to confirm that they are happy with the information in the form before the assessment is completed.

Viewing the progress of a workplace-based as... *12 Steps*

STEP 11

Find the assessment in your timeline
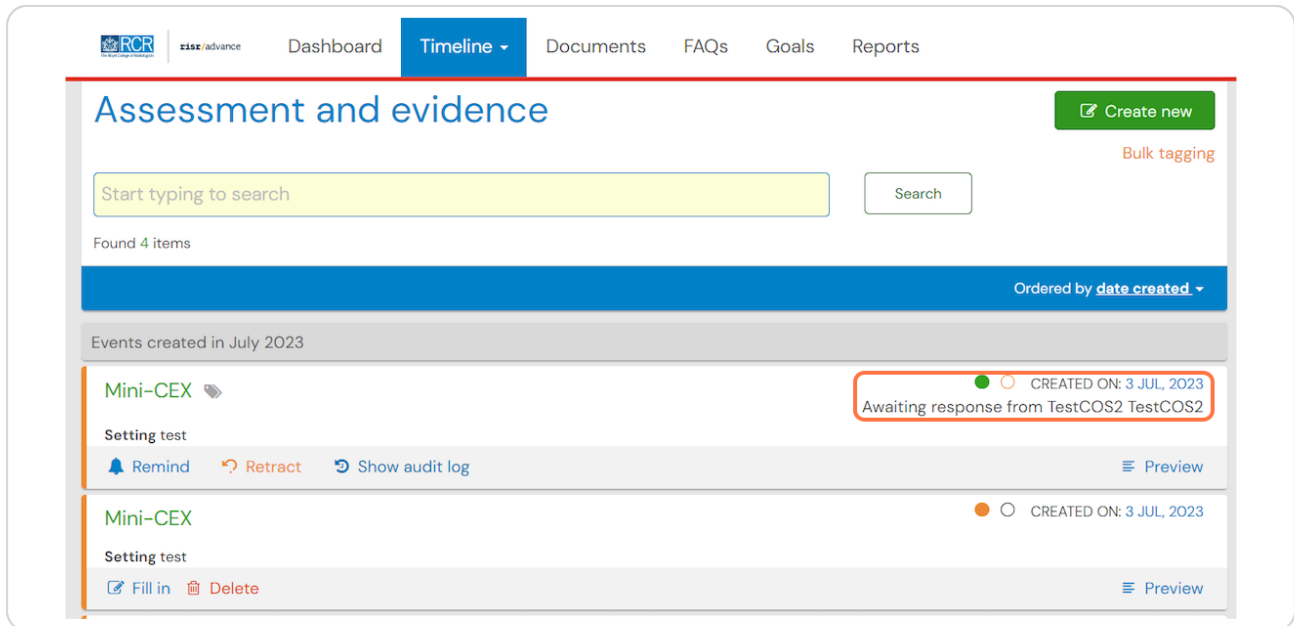
You can use the search box or Advanced search to help you find the required assessment

STEP 12

You can view a summary of the progress of your assessment on the right

Green dots represent completed sections and orange dots represent incomplete sections. The person who needs to respond to the next section is shown below the progress dots
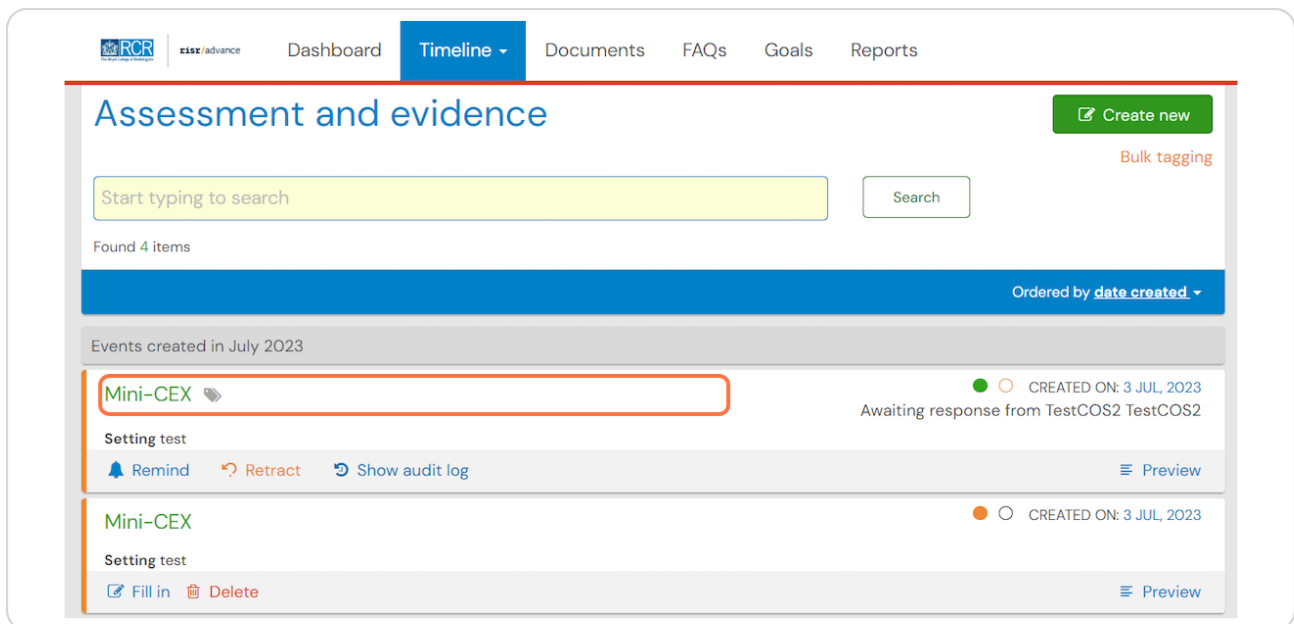

STEP 13

Click on the assessment to see a detailed view of its progress

STEP 14

You can view the progress of the assessment and any information entered into completed sections

STEP 15

You can send a reminder to your assessor by clicking on Remind

STEP 16

You can also retract an assessment by clicking on Retract

Your supervisor will no longer have access to this assessment, but the assessment will not be deleted and will still appear in your timeline
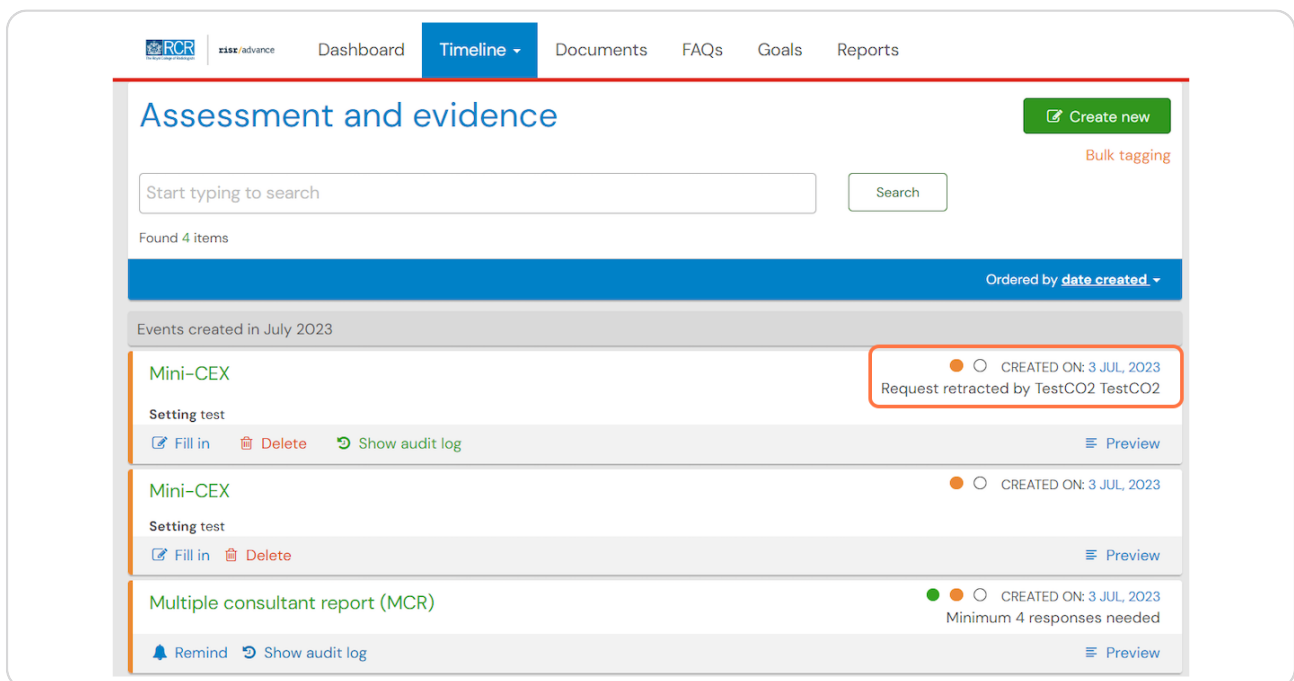

STEP 17

Retracted assessments will show in your timeline with the first progress dot in orange

STEP 18

You can edit the assessment by clicking on Fill in under the assessment name, or you can click the name of the assessment to open up a more detailed view

STEP 19

From the detailed view you can click on Fill in to edit the assessment

You will be able to edit any of the information you entered in the first section of the assessment

STEP 21

You will also be able to send the assessment to your supervisor

This can be the same supervisor as sent to previously or a different supervisor. The name of the originial supervisor will appear by default, however you can delete this and add a different supervisor

STEP 22

Click on Submit to send the assessment to your chosen supervisor

STEP 23

Click on Timeline and select Assessment and evidence
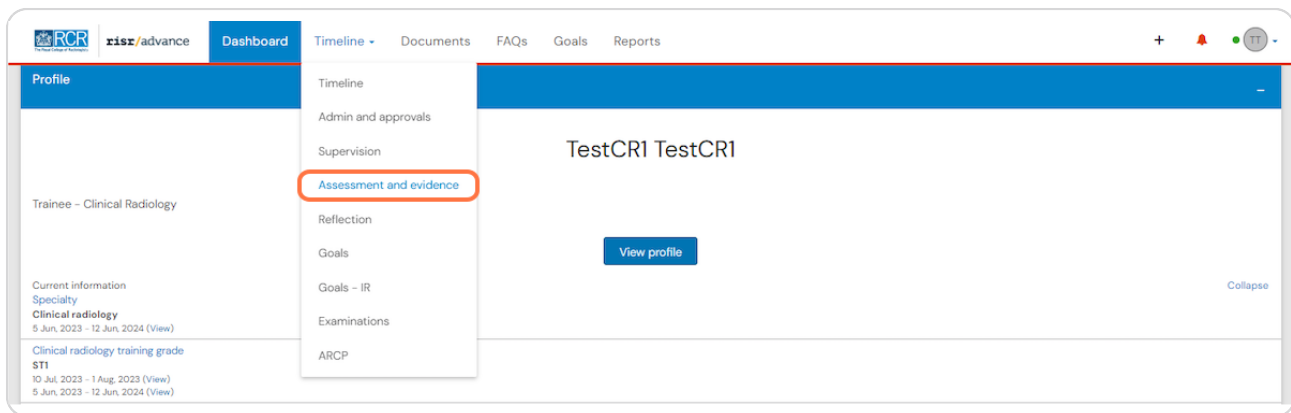
STEP 24

Select the required assessment from your timeline

You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the assessment
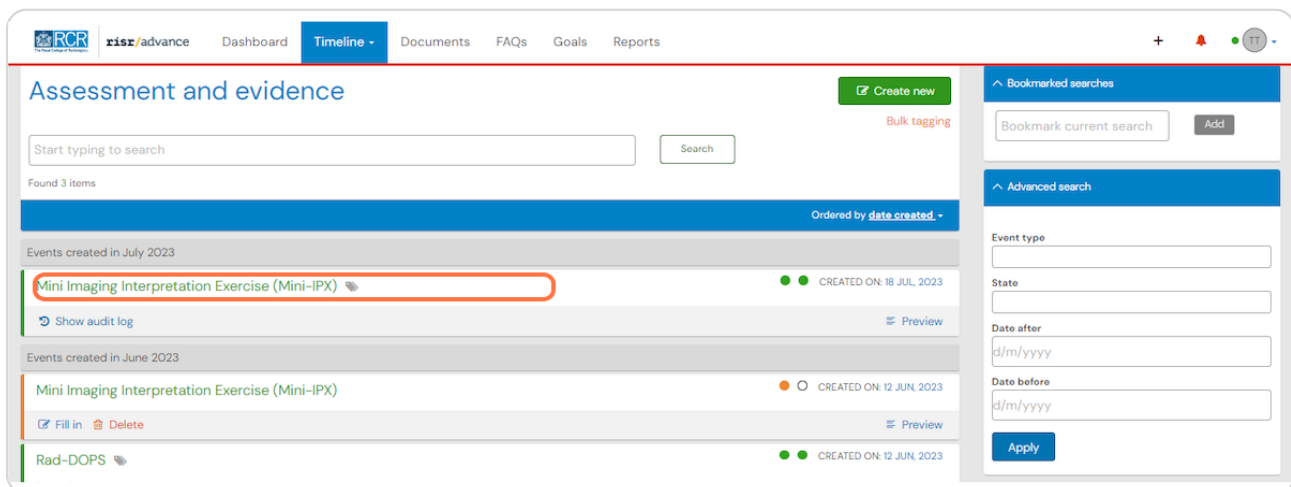
STEP 25

Scroll to bottom of the assessment and click on Show more

Entrustment Level

Level 2 – Entrusted to act with direct supervision

Further descriptors for entrustment levels:

- Level 1 - Entrusted to observe only – no provision of clinical care – Understands the concept of the imaging modality but does not yet have the experience to provide a radiology report and management plan
- Level 2 - Entrusted to act with direct supervision – Demonstrates some knowledge and experience resulting in a limited report and management plan
- Level 3 - Entrusted to act with indirect supervision – Demonstrates satisfactory knowledge and a logical evaluation of the clinical cases resulting in an acceptable report and management plan
- Level 4 - Entrusted to act unsupervised – Demonstrates detailed knowledge and good evaluation of clinical cases resulting in a succinct report and clear management plan

Assessor's declaration

By submitting this form you are agreeing that you observed the case(s) described.

Once you have completed and submitted this assessment, it will be closed and placed into the trainee's timeline as complete.

Show less ∧

🏷 0 TAGS   📎 0 DOCUMENTS   💬 0 COMMENTS

Show more ∨

STEP 26

Add your comment

🏷 0 TAGS   📎 0 DOCUMENTS   💬 0 COMMENTS

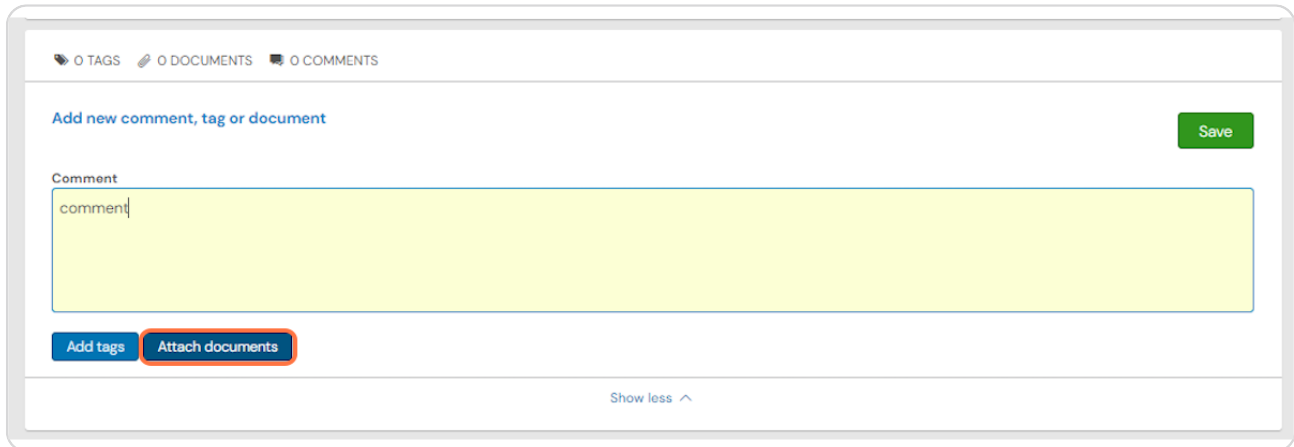**Add new comment, tag or document**

Save

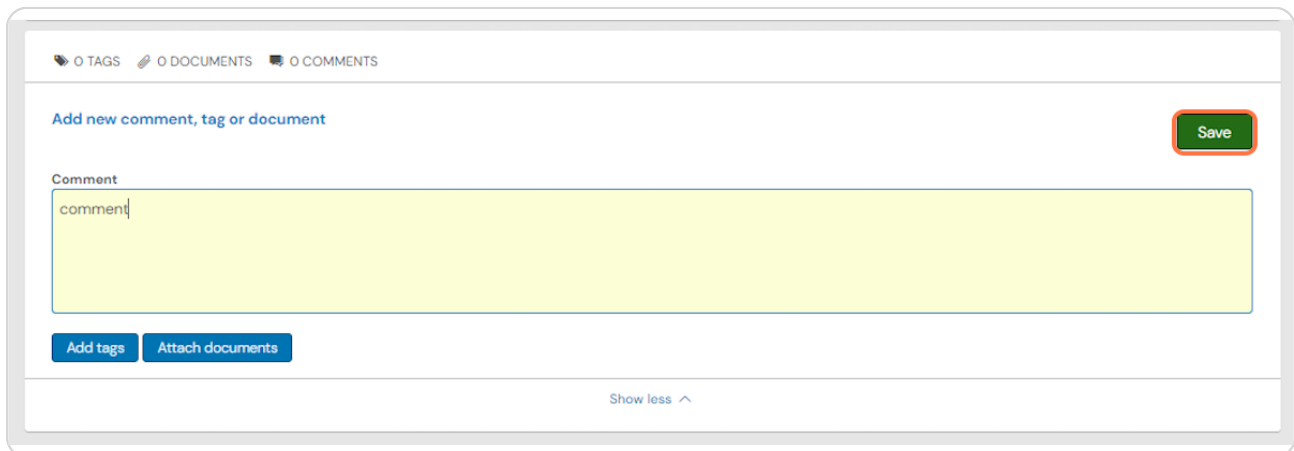Comment

comment

Add tags   Attach documents

Show less ∧

STEP 27

You can attach documents to your comment if required by clicking on Attach documents
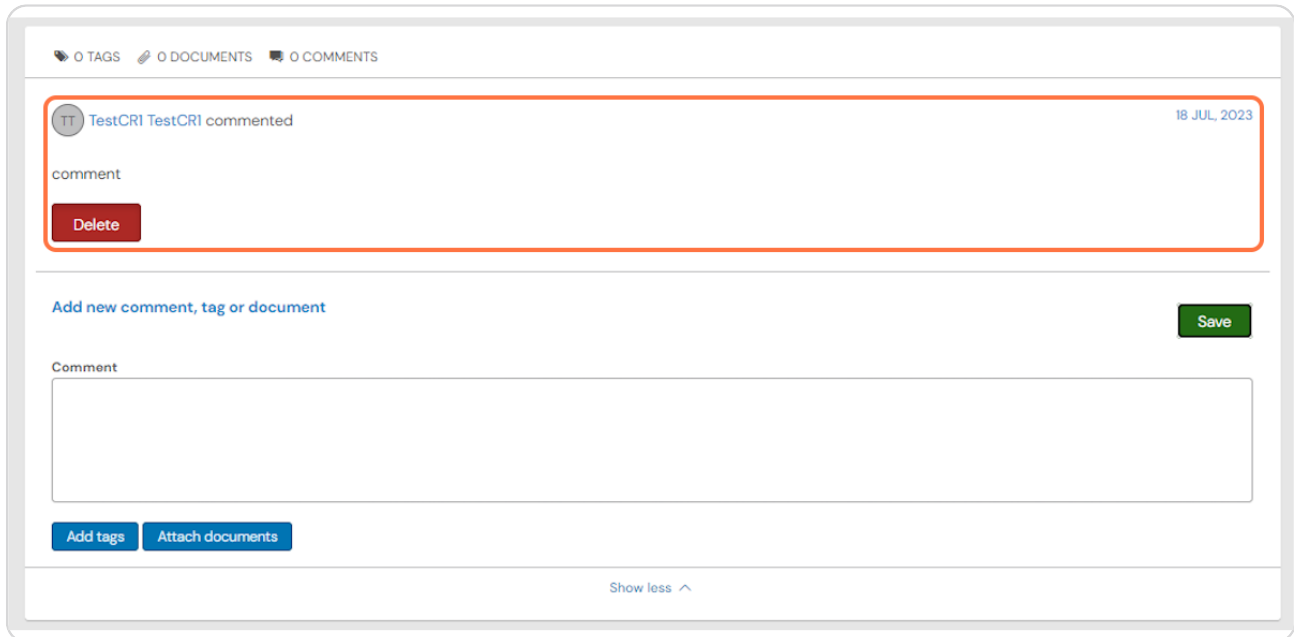
STEP 28

Click on Save to publish the comments

You can view all comments added to your assessment and delete any of your own comments by clicking on Delete

The Royal College of Radiologists