

## FOR SUPERVISORS: How to use Intrain – the College's Electronic Records and Forms System

Once you get your College login and starter password, all you really need is to read this handout and also go into the Intrain system and explore it directly.

There are also videos about Intrain and a Webinar (although they won't be 100% accurate any more as there have been several tweaks to the system since they were made in late 2018). To locate the videos & Webinar, on the college website [www.ranzcp.org](http://www.ranzcp.org) go into the **Learnit** system and either look at the base of the Learnit front page, about 2<sup>nd</sup> from the end, or search that site on "Intrain". If you watched it before it'll say "review", if not it'll say "open" – click on that. This gets you to options where you can choose the videos for supervisors, and within that, an initial brief overview vid is loaded, as well as the ~50 minute Webinar. Unfortunately in the first 5 minutes of the Webinar, the screenshots of Intrain shown are fairly unfocussed and not easily readable. But it gets better after the intro with clearer screens as they demo various bits of Intrain in more detail. The brief video is however sharp and easy to see, demonstrating the main interface you'll use, so best to start with them.

This handout uses screenshots from the main parts of the Webinar, with extra explanations by me.

– Felicity Plunkett, DoT, Auckland.

Click here for the "Help" sidebar with FAQs, walk-throughs of common forms & processes, etc.

### The Main Screen for a Supervisor

The screenshot shows the Intrain Supervisor Dashboard. The top navigation bar includes the Royal Australian & New Zealand College of Psychiatrists logo, the 'Your Health in Mind' logo, and the InTrain logo. The user's profile is displayed as Dr Justine Rivas (Supervisor), RANZCP ID: 7262, Accreditation: 01/06/2017 - 07/02/2021, Zone: New Zealand Training. The dashboard is divided into two main sections: a 'Queue' on the left and a 'Trainee' details section on the right.

**Queue:** A list of tasks assigned to the supervisor. The tasks are sorted by 'Oldest first'. The tasks include:

- COE requested (Reference: Dr R. Bautista, Assigned to: Dr J. Rivas)
- COE requested (Reference: Dr A. Branch, Assigned to: Dr J. Rivas)
- COE requested (Reference: Dr A. Branch, Assigned to: Dr J. Rivas)
- COE requested (Reference: Dr A. Branch, Assigned to: Dr J. Rivas)
- WBA (CBO) ready for assessment (Reference: Dr K. Davenport, Assigned to: Dr J. Rivas)
- WBA (OCA) ready for assessment (Reference: Dr K. Davenport, Assigned to: Dr J. Rivas)

**Trainee Details:** The details for Dr A. Branch are shown. The 'Confirmation of Entrustment' section is highlighted, indicating that the trainee has requested a COE. The 'Content' section shows that Dr Annex Branch has requested a COE. The 'Attachments' and 'Supervisor notes' sections are also visible.

**Annotations:**

- The Queue:** Your 'to do' list
- Your trainees, current & immed. past**
- all the EPAs**
- Other college docs**
- Dr Branch is the trainee**
- click next to fill in the fields**
- general info about the trainee**
- this tells you what sort of task it is**
- ignore this bit**

This is supposed to be a typical screen for an additional supervisor Dr Rivas who's not the principal supervisor - she's just doing a couple of WBAs with the trainee and for some reason, 4 EPAs. Now she's going to entrust an EPA.

Dashboard - InTrain

https://training.ranzcp.org/SupervisorDashboard/Dashboard

The Royal Australian & New Zealand College of Psychiatrists

Your Health inMind

InTrain

Dr Justine Rivas (Supervisor)  
 RANZCP ID: 7262  
 Accreditation: 01/06/2017 - 07/02/2021  
 Zone: New Zealand Training

Contact:  
 Tel: +64 (0)4 472 7247  
 Email: intrainhelp@ranzcp.org

Member welfare  
 Tel: 0800 220 728  
 Web: Support line

My profile  
 Upload photo

Help Centre

Search for help

Queue

Sort by: Oldest first

COE requested  
 Reference: Dr R. Bautista  
 Assigned to: Dr J. Rivas

COE requested  
 Reference: Dr A. Branch  
 Assigned to: Dr J. Rivas

COE requested  
 Reference: Dr A. Branch  
 Assigned to: Dr J. Rivas

COE requested  
 Reference: Dr A. Branch  
 Assigned to: Dr J. Rivas

WBA (CBD) ready for assessment  
 Reference: Dr K. Davenport  
 Assigned to: Dr J. Rivas

WBA (OCA) ready for assessment  
 Reference: Dr K. Davenport  
 Assigned to: Dr J. Rivas

Next

RANZCP ID: 12158  
 Dr A. Branch

BIT NIT SC TL Zone: NZT Stage

Confirmation of Entrustment

Content  
 Dr Annav Branch

Attachments

Supervisor notes

Supervisor

Help Centre

Suggestions

InTrain for Supervisors

Getting started

Introducing InTrain help  
 InTrain for Supervisors

Supervisors

+ I want to ...  
 + My Trainees  
 + Supervisor dashboard features

General information

+ Workflows  
 + Form status definitions

This symbol is the "refresh" button for your queue. If you get the trainee to quickly start a form off and send it to you in a session together, you'll need to click here to make the WBA or ITA appear in your queue so as to discuss the grading together.

The Help Sidebar: how-tos & FAQs etc. This pops out when you hit the blue Help button. Click on a + sign to expand a section. If the answer's not there, it tells you the email address for trickier questions.

Dashboard - InTrain

https://training.ranzcp.org/SupervisorDashboard/Dashboard

The Royal Australian & New Zealand College of Psychiatrists

Your Health inMind

InTrain

Dr Justine Rivas (Supervisor)  
 RANZCP ID: 7262  
 Accreditation: 01/06/2017 - 07/02/2021  
 Zone: New Zealand Training

Contact:  
 Tel: +64 (0)4 472 7247  
 Email: intrainhelp@ranzcp.org

Member welfare:  
 Tel: 0800 220 728  
 Web: Support line

Log off

Queue

Sort by: Oldest first

COE requested  
 Reference: Dr R. Bautista  
 Assigned to: Dr J. Rivas

COE requested  
 Reference: Dr A. Branch  
 Assigned to: Dr J. Rivas

COE requested  
 Reference: Dr A. Branch  
 Assigned to: Dr J. Rivas

COE requested  
 Reference: Dr A. Branch  
 Assigned to: Dr J. Rivas

WBA (CBD) ready for assessment  
 Reference: Dr K. Davenport  
 Assigned to: Dr J. Rivas

WBA (OCA) ready for assessment  
 Reference: Dr K. Davenport  
 Assigned to: Dr J. Rivas

Now this supervisor's decided to fill in a WBA form – an OCA

RANZCP ID: 12514  
 Dr K. Davenport

Program: Fellowship Program

BIT NIT SC TL Zone: NZT Stage: Stage 2 FTE: 1.0

Work Based Assessment

Content  
 Dr Katerina Davenport has submitted a WBA for assessment.

Attachments

Supervisor notes

Dismiss

Supervisor note

Formats B /

To start it, they've clicked on this task - it's highlighted with a blue rim

Dashboard - InTrain | Edit - InTrain | <https://training.ranzcp.org/NVBAAssessment/Edit/271>

**The Royal Australian & New Zealand College of Psychiatrists** | **Your Health in Mind** | **InTrain**

**Dr Justine Rivas (Supervisor)**  
 RANZCP ID: 7262  
 Accreditation: 01/06/2017 - 07/02/2021  
 Zone: New Zealand Training

**Contact:**  
 Tel: +64 (0)4 472 7247  
 Email: [intrainhelp@ranzcp.org](mailto:intrainhelp@ranzcp.org)

**Member welfare:**  
 Tel: 0800 220 728  
 Web: Support line

**Log off**

### Workplace-based assessment

**WBA Type:** **Observed Clinical Activity**

**Status:** **Awaiting Assessment**

**Trainee name:** Dr Katerina Davenport

**Rotation:** 11 Jun 2018 - 09 Dec 2018

**Post:** Emergency Psychiatric Service (EPS) - Duenna Hospital

**Supervisor:** Dr Justine Rivas (7262)

**Please tag the EPA(s) that this WBA will contribute to.**

☐ This WBA has been undertaken independently from any EPAs.

☒ This WBA will contribute to the evidence base for the following EPAs:

**ST2-ADD-EPA1 - Intoxication and withdrawal**

**Session 1:**

**Date of assessment 1:** 02/11/2018

**Session duration 1 (minutes):** 55

**Session 2:**

**Date of assessment 2:** 03/11/2018

**Session duration 2 (minutes):** 65

**Brief description of case**

**Feedback**

Trainee will have put into the system which EPA this WBA is contributing to. But it's an OCA, so it might not be part of any EPA. You get to check that the trainee got it right as to which EPA the WBA is supporting. You can override what they put here, if you need to.

Trainee will have filled in the date or dates. If OCA was all done in 1 session, they may be able to fill in just the 1<sup>st</sup> date, or they may put the same date and split the time between both date fields.

Dashboard - InTrain | Edit - InTrain | <https://training.ranzcp.org/NVBAAssessment/Edit/271>

**Trainee name:** Dr Katerina Davenport

**Rotation:** 11 Jun 2018 - 09 Dec 2018

**Post:** Emergency Psychiatric Service (EPS) - Duenna Hospital

**Supervisor:** Dr Justine Rivas (7262)

**This WBA will contribute to the evidence base for the following EPAs:**

**ST2-ADD-EPA1 - Intoxication and withdrawal**

**Session 1:**

**Date of assessment 1:** 02/11/2018

**Session duration 1 (minutes):** 55

**Session 2:**

**Date of assessment 2:** 03/11/2018

**Session duration 2 (minutes):** 65

**Brief description of case**

**Feedback**

**Assessment criteria**

**Acknowledgement**

☐ I, Dr Justine Rivas (Supervisor), on 13/11/2018 confirm that the information recorded is correct and that feedback was provided.

**Audit history**

**Supporting documentation**

**Cancel** **Export to PDF** **Save**

Description – trainee does this. It should be brief and memorable – point is to make the case easy to recall so when you and/or trainee look at the WBA months later you can recall which case it was. e.g. 'manic woman age 55, orange hair and purple hat.'

'Feedback' is the strengths and weaknesses narrative fields, also the brief action plan for weaker areas.

'Assessment criteria' is the Likert grading scale.

'Acknowledgement' is your signature – you're logged in as you, so you just click to sign it.

Audit History and Supporting documentation you don't need to bother with.

Dashboard - InTrain x Confirmation of entrustment - InTrain x  
https://training.ranzcp.org/COE/Edit/107

The Royal Australian & New Zealand College of Psychiatrists

Your Health in Mind

InTrain

Dr Justine Rivas (Supervisor)  
RANZCP ID: 7262  
Accreditation: 01/06/2017 - 07/02/2021  
Zone: New Zealand Training

Contact:  
Tel: +64 (0)4 472 7247  
Email: intrainhelp@ranzcp.org

Member welfare:  
Tel: 0800 220 728  
Web: Support line

Log off

### Confirmation of entrustment

Status: Requested

Trainee: Dr Arnav Branch

EPA: ST2-ADD-EPA1 Management of substance intoxication and substance withdrawal

Area of Practice: Addiction Psychiatry

Rotation: 11 Jun 2018 - 09 Dec 2018

Date of assessment: dd/mm/yyyy

Supporting workplace-based assessments

Type	Supervisor	Title	assessment
<input type="checkbox"/> + CbD	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View
<input type="checkbox"/> + OCA	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View
<input type="checkbox"/> + Mini-CEX	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View

Feedback checklist

☐ Relevant feedback obtained from staff / consultants

☐ Relevant feedback obtained from patients / family / carers

So now this supervisor's entrusting an EPA, for trainee "Dr Branch". You need to put in the date that you're OK-ing this EPA - "date of assessment".

There should already be min. 3 WBAs in inTrain that were done for this EPA. Here, a CbD, an OCA and a mini-CEX have come up. You can read the details of each by clicking "view" on the right. You might want to if a colleague had done one of the WBAs.

If you're happy the WBAs were completed and are the right ones for this EPA, click the left-hand box by each.

Dashboard - InTrain x Confirmation of entrustment - InTrain x  
https://training.ranzcp.org/COE/Edit/107

Supporting workplace-based assessments

Type	Supervisor	Title	Date of assessment
<input type="checkbox"/> - CbD	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View

Assessment criteria

Assessment criteria	Rating
Clinical record keeping	Meets standard
Clinical assessment	Meets standard
Risk assessment and management	Meets standard
Assessment and treatment of medical comorbidities	Meets standard
Treatment planning	Meets standard
Referral	Meets standard
Follow-up and transfer of care	Meets standard
Professionalism	Meets standard
Clinical reasoning	Meets standard

Mandatory feedback

1. What aspects were done well (that will provide evidence of entrustment)?

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2. Suggestions for improvement

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3. Agreed actions/goals

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<input type="checkbox"/> + OCA	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View
<input type="checkbox"/> + Mini-CEX	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View

If you hit "view" to check any of the WBA details, this is what you'd see. Likert grades first, then the narrative feedback and action plan.



Dashboard - InTrain x Confirmation of entrustment - InTrain x  
 https://training.ranzcp.org/COE/Edit/107

Trainee: Dr Amav Branch  
 EPA: ST2-ADD-EPA1 Management of substance intoxication and substance withdrawal.  
 Area of Practice: Addiction Psychiatry  
 Rotation: 11 Jun 2018 - 09 Dec 2018  
 Date of assessment: 13/11/2018

Supporting workplace-based assessments

Type	Supervisor	Title	Date of assessment
<input checked="" type="checkbox"/> + CbO	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View
<input checked="" type="checkbox"/> + OCA	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View
<input checked="" type="checkbox"/> + Mini-CEX	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View

Feedback checklist

☒ Relevant feedback obtained from staff / consultants.  
☐ Relevant feedback obtained from patients / family / carers.

Entrustment

Entrusting supervisor: Dr Justine Rivas (7262)

☐ In my opinion, Dr Amav Branch can be entrusted to perform the activity described with only distant (reactive) supervision. I am confident Dr Amav Branch knows when to ask for additional help and will seek assistance in timely manner.  
☐ In my opinion, Dr Amav Branch does not satisfy the requirements for the activity described.

Cancel Save Submit

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You've ticked off these 3 WBAs as having been done for this EPA.

Tick these off if appropriate – it's also a reminder to get broader feedback from the team/other colleagues, even maybe patients & families, before signing off an EPA.

And this is your actual sign-off regarding entrusting the EPA, or not.

You can part-do it then hit this save button to finish it later

Once you've done it hit the green "submit" button

Dashboard - InTrain x Confirmation of entrustment - InTrain x  
 https://training.ranzcp.org/COE/Edit/107

Trainee: Dr Amav Branch  
 EPA: ST2-ADD-EPA1 Management of substance intoxication and substance withdrawal.  
 Area of Practice: Addiction Psychiatry  
 Rotation: 11 Jun 2018 - 09 Dec 2018  
 Date of assessment: 13/11/2018

Supporting workplace-based assessments

Type	Supervisor	Title	Date of assessment
<input checked="" type="checkbox"/> + CbO	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View
<input checked="" type="checkbox"/> + OCA	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View
<input checked="" type="checkbox"/> + Mini-CEX	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris finibus eros et turpis venenatis egestas. Vestibulum a feis tempor, hendrerit ligula sed, malesuada ipsum. Nam placerat ut nisi sed pulvinar. Duis mattis vulputate tellus, vel rhoncus odio finibus et. Quisque maximus pellentesque sodales. Donec ut est nec est convallis pulvinar. Donec vulputate pulvinar nibh in venenatis.	09/11/2018 View

Feedback checklist

☒ Relevant feedback obtained from staff / consultants.  
☒ Relevant feedback obtained from patients / family / carers.

Entrustment

Entrusting supervisor: Dr Justine Rivas (7262)

☒ In my opinion, Dr Amav Branch can be entrusted to perform the activity described with only distant (reactive) supervision. I am confident Dr Amav Branch knows when to ask for additional help and will seek assistance in timely manner.  
☐ In my opinion, Dr Amav Branch does not satisfy the requirements for the activity described.

Cancel Save Submit

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Acknowledgement recorded

Your acknowledgement of the COE has been recorded and the trainee and principle supervisor (if different to yourself) has been notified

OK

Remember this supervisor isn't the principal one – they've helped out, maybe across a period of leave or similar, and have done some WBAs and entrusted an EPA.

The text's a bit hard to read. It says:  
*Your acknowledgement (= sign-off) has been recorded and the trainee and principle supervisor (if different to yourself) has been notified.*

Hopefully the mis-spelling of principal will be fixed at some point!

Unfortunately, I think this pop-up may appear every time even if you are the Principal supervisor. If so, just dismiss it and move on.

Confirmation of entrustment

Status: Requested

Trainee: Dr Amay Branch

EPA: ST2-AP-EPA11 Differential diagnosis in people presenting for the first time with psychosis.

Area of Practice: Adult Psychiatry

Rotation: 11 Jun 2018 - 09 Dec 2018

Date of assessment: 13/11/2018

Supporting workplace-based assessments

Type	Supervisor	Title	Date of assessment
No WBAs have been submitted to support the entrustment of this EPA.			

Feedback checklist

☐ Relevant feedback obtained from staff / consultants.

☐ Relevant feedback obtained from patients / family / carers.

Entrustment

Entrusting supervisor: Dr Justine Rivas (7262)

☐ In my opinion, Dr Amay Branch can be entrusted to perform the activity described with only distant (reactive) supervision. I am confident Dr Amay Branch knows when to ask for

☒ In my opinion, Dr Amay Branch does not satisfy the requirements for the activity described.

none

Cancel Save Submit

© 2018 - The Royal Australian and New Zealand College of Psychiatrists InTrain v1.0.0.1 (9/11/2018 11:48:54 AM)

The trainee has asked you to entrust this EPA, but they've sent it to you really early in the rotn as there are no WBAs in the system yet for it– there have to be at least 3 to entrust it, plus all your observation of their competencies across the rotn.

If you were to complete this now, you'd have to mark it as a "not entrusted" EPA, as this supervisor's done. But check with the trainee, as they might just have loaded it up too soon – in which case leave it in your queue until it's ready to be signed off near the end of the rotn.

BUT! the trainee sending through their EPAs early in the rotn can be a feature not a bug. You can use it to check how many WBAs are building up for the EPA, to check progress towards completion. But remember: it's NOT just about collecting 3 WBAs, and EPAs should usually only be entrusted at the END of a rotn after 6 months of working with the trainee.

## Now for a Principal Supervisor:

Dr Jess Jensen (Supervisor)

RANZCP ID: 36

Accreditation: 01/07/2018 - 01/10/2020

Zone: New Zealand Training

Contact: Tel: +64 (0)4 472 7247 Email: intrainhelp@ranzcp.org

Member welfare: Tel: 0800 220 728 Web: Support line

Log off

Queue

Sort by: Oldest first

Queue	Task	Reference	Assigned to
8 NOV	WBA assessed	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
8 NOV	WBA assessed	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
8 NOV	WBA assessed	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
9 NOV	EPA entrusted	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
9 NOV	WBA assessed	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
9 NOV	WBA assessed	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
9 NOV	WBA assessed	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
9 NOV	Mid Rotation ITA ready for assessment	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
9 NOV	WBA (DOPS) ready for assessment	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen
9 NOV	End of Rotation ITA ready for assessment	Reference: Dr R. Bautista	Assigned to: Dr J. Jensen

Next

Close

RANZCP ID: 12157 Dr R. Bautista Program: Fellowship Program

BIT NIT SC TL Zone: NZT Stage: Stage 2 FTE: 1.00

ITA

Content

Dr Robbie Bautista has submitted an End of Rotation ITA for assessment. Click here to review it.

Attachments

Supervisor notes

Dismiss

Supervisor note

Very similar interface with the usual things – the queue or 'to do' list on left, and clicking on a task brings the task details up on right. Supervisor's own details are at top – keep an eye on when your accreditation will expire and arrange an update workshop via your Director of Training before it does.

https://training.ranzcp.org/supervisor/dashboard/dashboard

The Royal Australian & New Zealand College of Psychiatrists

Your Health in Mind

InTrain

Dr Jess Jensen (Supervisor)  
 RANZCP ID: 36  
 Accreditation: 01/07/2018 - 01/10/2020  
 Zone: New Zealand Training

Contact:  
 Tel: +64 (0)4 472 7247  
 Email: intrainhelp@ranzcp.org

Member welfare:  
 Tel: 0800 220 728  
 Web: Support line

Log off

My trainees

Current trainee Trainee from previous rotation

Dr R. Bautista  
 ID: 12157  
 Stage: ST2  
 FTE: 1.00  
 BIT NIT SC TL  
 Progression  
 Posts

Here it says if they're current or past

Probably only one trainee visible when you start using inTrain. Usually you'll see 2 trainees if you click on 'Trainees' at left – current trainee and most recent past trainee. You'll only see 3 or 4 trainees if you have job-sharers or if you're the principal supervisor for 2 rotns.

RANZCP ID: 12157  
 Dr R. Bautista  
 Program: Fellowship Program

BIT NIT SC TL Zone: NZT Stage: Stage 2 FTE: 1.00

ITA

Content  
 Dr Robbie Bautista has submitted an End of Rotation ITA for assessment.  
 Click here to review it.

Attachments

Supervisor notes

Dismiss

Supervisor note

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https://training.ranzcp.org/supervisor/dashboard/dashboard

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Your Health in Mind

InTrain

Dr Jess Jensen (Supervisor)  
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Log off

My trainees

Current trainee Trainee from previous rotation

Dr R. Bautista  
 ID: 12157  
 Stage: ST2  
 FTE: 1.00  
 BIT NIT SC TL  
 Progression  
 Posts

Rotation plan

The trainee in conjunction with their supervisor should identify the EPAs intended to be entrusted during the rotation. The plan should be completed at the beginning of the rotation and revised throughout the rotation if required. This rotation plan will be available to the trainee, supervisors, DOTs and RANZCP Education staff for the purpose of ensuring that the trainee is selecting EPAs appropriate to the rotation and their training requirements.

Select rotation  
 11 Jun 2018 - 09 Dec 2018

Areas of practice  
 Child and Adolescent Psychiatry

Code Short name

ST2-AP-EPA3 Anorexia nervosa 2

ST2-AP-EPA7 Epilepsy and mental illness 2

ST2-EXP-EPA1 Electroconvulsive therapy (ECT)

Close

Rotn Plan Assessmts Progressn Posts

Stage 2 FTE: 1.00

Rotation plan Assessments Progression Posts

Clicking on one of the trainees listed at left gets you more options to see data about them – comes up on the right of the screen. The leftmost button is "Rotation Plan". This lists the EPAs they plan to complete this rotn – well, it will if they've filled it in – you may need to chivvy them but ideally, do it together in supervision, early in the rotn. The green tick means you already entrusted that EPA.

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Save

https://training.ranzcgp.org/Trainers/MyAssessments/traineeid=12157

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Your Health in Mind

InTrain

Dr Jess Jensen (Supervisor)  
 RANZCP ID: 36  
 Accreditation: 01/07/2018 - 01/10/2020  
 Zone: New Zealand Training

Contact:  
 Tel: +64 (0)4 472 7247  
 Email: intrainhelp@ranzcp.org

Member:  
 Tel: 04  
 Web:

Trainee: Dr Robbie Bautista

Rotation based assessments

This is what you see when you click on "Assessments" for a trainee. First, a scrolling list of all their WBAs, EPAs, & ITAs. Then their main college assessments (Exams, Case, Scholarly Project)

You can filter this long WBA EPA & ITA list here. e.g. This is just showing ITAs. Filtering will be more and more essential, as Intrain continues and trainees accrue many assessments here – plus they collect a lot of dud forms as well. If you copy-paste in the date range for the current rotn, you'll reduce the list to a manageable length of current stuff. e.g. 09 Dec 2019 - 07 Jun 2020

Assessment	Type	Rotation	Last updated	Stage	Area of practice	Status
ITA	End Rotation	08 Dec 14 - 07 Jun 15	03/01/2018	Stage 1	Adult Psychiatry (acute setting)	Completed
ITA	End Rotation	08 Jun 15 - 04 Dec 15	03/01/2018	Stage 1	Adult Psychiatry	Completed
ITA	End Rotation	05 Dec 16 - 04 Jun 17	03/01/2018	Stage 2	Consultation-Liaison Psychiatry	Completed
ITA	End Rotation	06 Jun 16 - 05 Dec 16	03/01/2018	Stage 2	Child and Adolescent Psychiatry	Completed
ITA	End Rotation	07 Dec 15 - 05 Jun 16	03/01/2018	Stage 2	Adult Psychiatry	Completed
ITA	End Rotation	11 Jun 18 - 09 Dec 18	09/11/2018	Stage 2	Child and Adolescent Psychiatry	Awaiting Assessment
ITA	Mid Rotation	11 Jun 18 - 09 Dec 18	09/11/2018	Stage 2	Child and Adolescent Psychiatry	Awaiting Assessment

Showing 1 to 7 of 7 entries (filtered from 43 total entries)

College administered assessments

Assessment	Assessment date	Result	Notes
MCQ Exam	03/03/2017	Pass	
Psychotherapy Written Case	17/11/2017	Enrolled	
PWC 40 Sessions Waived	31/01/2013	Credit	
Scholarly Project - Proposal	30/10/2017	Proposal	

Other training requirements

Old WBAs, ITAs etc. done pre-inTrain can't be opened: they're listed, but no details

Newer WBAs, ITAs etc. done within inTrain can be opened and the details read by clicking the blue pen icon

https://training.ranzcgp.org/Trainers/TrainingProgression/traineeid=12157

Training and assessment progression

All training time reflected below is calculated at the FTE.

Stage 1

Stage 2

Mandatory Area of Practice (12 months)

Child and Adolescent Psychiatry	5.99m
Consultation-Liaison Psychiatry	6.00m

Elective Area of Practice (12 months)

Adult Psychiatry	5.97m
------------------	-------

Entrustments

✓ Differential diagnosis of first time psychosis	ST2-AP-EPA11
✓ Engagement with people with first episode psychosis	ST2-AP-EPA12
✓ Physical comorbidity 2	ST2-AP-EPA2
✓ Anorexia nervosa 2	ST2-AP-EPA3
✓ Acquired brain injury 2	ST2-AP-EPA8
✓ Manage an adolescent	ST2-CAP-EPA1
✓ Prepubertal child	ST2-CAP-EPA2
✓ Delirium	ST2-CL-EPA1
✓ Psychological distress	ST2-CL-EPA2
✓ Mental health act	ST2-EXP-EPA2
✓ Risk assessment	ST2-EXP-EPA3
✓ Cultural awareness	ST2-EXP-EPA5
✓ Behavioural and psychological symptoms in dementia	ST2-POA-EPA1
✓ Medication in patients 75 and over	ST2-POA-EPA2
✓ Therapeutic alliance	ST2-PSY-EPA2
✓ Supportive psychotherapy	ST2-PSY-EPA3
✓ CBT Anxiety management	ST2-PSY-EPA4

Stage 3

This is what you see after clicking the Progression button. Click on each Stage for the list of runs done (at the top), and EPAs done, below. Here the Stage 2 list has been clicked, but you could also open the Stage 1 list.

Breaks in training



https://training.ranzcp.org/trainee/TrainingProgress/traineeid=12157

Supportive psychotherapy ST2.4  
CBT: Anxiety management ST2.4

### Breaks in training

Reason Start date End date

No breaks in training recorded

### Progression triggers

Total FTE months accumulated: 29.87

	Eligibility months	Number of attempts	Targeted learning	Show cause trigger	Accrued	Show cause trigger
MCQ Exam	6	1	36 months or 2 attempts	48 months or 3 attempts	0	60
Essay-style Exam	18	0	60 months or 2 attempts	72 months or 3 attempts	0	12
Psychotherapy Written Case	0	0	60 months or 2 attempts	72 months or 3 attempts	4	13
Scholarly Project	0	0	60 months or 2 attempts	72 months or 3 attempts	0	3
OSCE	30	0	60 months or 2 attempts	72 months or 3 attempts	17.96	36

Break in training (months): 0  
Not in training (months): 0  
Program duration (years): 4  
Rotation fails: 0  
Total Stage 2 FTE months: 17.96

Legend: Show cause (red dot), Targeted learning (yellow dot), Completed (grey dot)

This is lower down on the Progression page. It shows the trainee's deadlines. Greyed out parts are requirements that have been completed. Targeted Learning deadlines are points when the trainee will have to be in TL for that assessment as it's a bit overdue. If they hit a TL deadline that row goes gold. Once they rotn out of TL time, they have to 'Show Cause' – to ask the Committee for Training for more time, or for extra attempts at an exam. If they hit a Show Cause deadline that row goes pink.

https://training.ranzcp.org/trainee/MyRotationsAndPlacements/traineeid=12157

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Your Health in Mind  
InTrain  
Dr Jess Jensen (Supervisor)  
RANZCP ID: 36  
Accreditation: 01/07/2018 - 01/10/2020  
Zone: New Zealand Training  
Contact: Tel: +64 (0)4 472 7247  
Email: intrainhelp@ranzcp.org  
Member welfare: Tel: 0800 220 726  
Web: Support line  
Log off

### Rotations for trainee Dr Robbie Bautista

Start date End date Areas of practice

11 Jun 2018	09 Dec 2018	Child and Adolescent Psychiatry
-------------	-------------	---------------------------------

### Placements for trainee Dr Robbie Bautista

Start date End date Post Location name Address FTE

01 Jun 2018	31 Jul 2019	Child and Family Mental Health Service (CAFMHS)	9 Moray Place	9 Moray Place, NZ	1.00
-------------	-------------	---	---------------	-------------------	------

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This is from clicking the "Posts" button for a trainee. "Rotations" means the allocated post so it shows the current & all past Rotation dates (only the ones done from when InTrain started, so from Dec 2018). "Placements" below contains some of the static data within inTrain about the particular posts. If the address details about your post are wrong, let the DoT know. DoTs can edit the "post" address and FTE at any time.

https://training.ranzcp.org/WBAAssessment/Col/255

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RANZCP ID: 36  
Accreditation: 01/07/2018 - 01/10/2020  
Zone: New Zealand Training

Contact:  
Tel: +64 (0)4 472 7247  
Email: intrainhelp@ranzcp.org

Member welfare:  
Tel: 0800 220 728  
Web: Support line

Log off

## Workplace-based assessment

WBA Type: Case-based Discussion

Status: Completed

Trainee name: Dr Robbie Bautista

Rotation: 11 Jun 2018 - 09 Dec 2018

Post: Child and Family Mental Health Service (CAFMHS) - 9 Moray Place

Supervisor: Dr Justine Rivas (7262)

Date of assessment: 08/11/2018

Please tag the EPA(s) that this WBA will contribute to.

This WBA has been undertaken independently from any EPAs.

This WBA will contribute to the evidence base for the following EPAs:

ST2-AP-EPAS - Anorexia nervosa 2

Brief description of case

Feedback

Assessment criteria

Acknowledgement

☒ I, Dr Justine Rivas (Supervisor), on 08/11/2018 confirm that the information recorded is correct and that feedback was provided.

☒ I, Dr Robbie Bautista (Trainee), on 08/11/2018 acknowledge the Supervisor feedback for this WBA.

Audit history

Supporting documentation

Cancel Export to PDF

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Continuing the Webinar's preoccupation with there being extra supervisors doing some of the WBAs, this is a Principal supervisor checking a WBA (a CbD) completed by a colleague (a clinical supervisor) for a trainee. You can open out all the fields and read the details.

## So now the Principal Supervisor's going to entrust an EPA:

https://training.ranzcp.org/SupervisorDashboard/Dashboard

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your Health in Mind

InTrain

My profile Upload photo

Dr Jess Jensen (Supervisor)  
RANZCP ID: 36  
Accreditation: 01/07/2018 - 01/10/2020  
Zone: New Zealand Training

Contact:  
Tel: +64 (0)4 472 7247  
Email: intrainhelp@ranzcp.org

Member welfare:  
Tel: 0800 220 728  
Web: Support line

Log off

## My trainees

Current trainee Trainee from previous rotation

Dr R. Bautista  
ID: 12157  
Stage: ST2  
FTE: 1.00  
BIT NIT SC TL  
Assessments Progression Posts

Dr Robbie Bautista  
RANZCP ID: 12157  
Program: Fellowship Program

BIT NIT SC TL Zone: NZT Stage 2 FTE: 1.00

Entrust EPA

In Progress

Notes

Note

Formats B / E

Powered by TynPCE

Save

As the Principal supervisor you can START the process of entrusting an EPA. An additional clinical supervisor can't start this – (the trainee would have to start the EPA process and name the additional supervisor as the one doing this EPA – then it'd pop up in the additional supervisor's 'to do' queue.)

As Principal supervisor you can start off an EPA entrustment process by opening up that trainee's record then click here.

Dashboard - InTrain

https://training.ranzcp.org/SupervisorDashboard/Dashboard

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Your Health in Mind

InTrain

Member welfare: Tel: 0800 220 725 Web: Support line

Log off

Confirmation of entrustment

Trainee: Dr Robbie Bautista

EPA:

Rotation:

Cancel

ST2-ADD-EPA1 - Intoxication and withdrawal  
ST2-ADD-EPA2 - Comorbid substance use  
ST2-AP-EPA1 - Treatment-refractory psychiatric disorders  
ST2-AP-EPA10 - Management of Pacific people  
ST2-AP-EPA4 - Bulimia nervosa 2  
ST2-AP-EPA5 - Postpartum mental illness 2  
ST2-AP-EPA6 - Psychiatric disorders in pregnancy 2  
ST2-AP-EPA7 - Epilepsy and mood disorders  
ST2-AP-EPA9 - Assessment of Pacific people  
ST2-EXP-EPA1 - Electroconvulsive therapy (ECT)  
ST2-FP-EPA1 - Violence risk assessment 2  
ST2-FP-EPA2 - Expert evidence 2  
ST2-FP-EPA3 - Understanding and managing psychological issues in forensic patients and carers  
ST2-INDAU-EPA1 - Interviewing an Indigenous Australian patient  
ST2-INDAU-EPA2 - Management plan for an Indigenous Australian  
ST2-INDNZ-EPA1 - Interviewing a Māori patient  
ST2-INDNZ-EPA2 - Management plan for a Māori patient  
ST2-RES-EPA1 - Planning and initiating a research project 2  
ST2-RES-EPA2 - Planning, conducting and reporting a review of scientific literature 2

My trainees

Current trainee Trainee

Dr R. Bautista

ID: 12157

Stage: ST2

FTE: 1.00

Assessments Progression

As Principal supervisor, if you're starting the EPA entrustment process, you have to enter the **CORRECT** name of the EPA – make sure you click the right one!! Some have similar names but are in different Stages so check both the training stage and the EPA name.

If you end up entrusting the wrong EPA you can't delete it and would need to do a Help request to get it erased by the college staff.

Below that, you need to enter the rotation dates from a drop-down list. Also make sure that you get that right!

If the trainee has started the EPA process and it's popped up in your queue, also make sure that these details are correct before you fill it in. If not, get the trainee to redo it.

Save

https://training.ranzcp.org/COE/Edit/111/traineeid=12157

My profile Upload photo

Zone: New Zealand Training

Confirmation of entrustment

Status: Requested

Trainee: Dr Robbie Bautista

EPA: ST2-AP-EPA7 Assess and manage a mental illness occurring in an adult with an established diagnosis of epilepsy

Area of Practice: Adult Psychiatry

Rotation: 11 Jun 2018 - 09 Dec 2018

Date of assessment: dd/mm/yyyy

Supporting workplace-based assessments

Type	Supervisor	Title	Date of assessment
<input type="checkbox"/> + Mini-CEX	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque placerat sem molestie urna laculis, eu vulputate velit omare. Nam at semper tortor. Cras commodo mauris vitae sem blandit egestas ac at felis. Mauris vitae lectus ligula. Pellentesque porta fringilla elit a congue. Nunc non porttitor leo. Quisque vehicula dapibus augue eu tempus. Integer non vestibulum dui. Donec non ante et turpis hendrerit dapibus eu ac sem. Cras vel elit sit amet risus commodo bibendum. Quisque ut viverra arcu. id vehicula tortor. Nulla eros quam, scelerisque a leo nec, feugiat suscipit nisi. Nam congue urna sit amet nunc rutrum uttrices. Nam hendrerit metus sit amet nunc congue dapibus.	08/11/2018 View
<input type="checkbox"/> + OCA	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque placerat sem molestie urna laculis, eu vulputate velit omare. Nam at semper tortor. Cras commodo mauris vitae sem blandit egestas ac at felis. Mauris vitae lectus ligula. Pellentesque porta fringilla elit a congue. Nunc non porttitor leo. Quisque vehicula dapibus augue eu tempus. Integer non vestibulum dui. Donec non ante et turpis hendrerit dapibus eu ac sem. Cras vel elit sit amet risus commodo bibendum. Quisque ut viverra arcu, id vehicula tortor. Nulla eros quam, scelerisque a leo nec, feugiat suscipit nisi. Nam congue urna sit amet nunc rutrum uttrices. Nam hendrerit metus sit amet nunc congue dapibus.	08/11/2018 View
<input type="checkbox"/> + Mini-CEX	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce et lacus in enim omare feugiat ac non mauris. Donec volutpat lectus eget libero scelerisque dapibus. Aliquam erat volutpat. Nunc ultramcorper nec elit ac accumsan. Phasellus arcu mi, auctor at omare ut, uttrices nec dui. Praesent id leo eu justo convallis accumsan in sed quam. In vestibulum rutrum urna lacinia cursus. Aliquam mollis arcu ac placerat sodales. Phasellus lacinia libero sit amet risus laoreet, at imperdiet metus aliquet. Lorem ipsum dolor sit amet, consectetur adipiscing elit.	11/10/2018 View
<input type="checkbox"/> + Mini-CEX	Dr Jess Jensen (36)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce et lacus in enim omare feugiat ac non mauris. Donec volutpat lectus eget libero scelerisque dapibus. Aliquam erat volutpat. Nunc ultramcorper nec elit ac accumsan. Phasellus arcu mi, auctor at omare ut, uttrices nec dui. Praesent id leo eu justo convallis accumsan in sed quam. In vestibulum rutrum urna lacinia cursus. Aliquam mollis arcu ac placerat sodales. Phasellus lacinia libero sit amet risus laoreet, at imperdiet metus aliquet. Lorem ipsum dolor sit amet, consectetur adipiscing elit.	11/08/2018 View

Feedback checklist

Relevant

35:08

The usual EPA fields, as demonstrated earlier in this handout.

You put in the date of assessment (of this EPA sign-off) and click the blue tick-box at the left beside each completed WBA to say that you agree they're supporting THIS EPA. Brief details about each WBA will be in the central part.

## Now we're doing the Mid-Rotn and End-of-Rotn ITAs:

https://training.ranzcp.org/ITA/MidRotn/72

**Dr Jess Jensen (Supervisor)**  
 RANZCP ID: 36  
 Accreditation: 01/07/2018 - 01/10/2020  
 Zone: New Zealand Training

**Contact:**  
 Tel: +64 (0)4 472 7247  
 Email: intrainhelp@ranzcp.org

**Member welfare:**  
 Tel: 0800 220 728  
 Web: Support line

Log off

### Stage 2: Mid Rotation In-Training Assessment Form

Area of practice: Child and Adolescent Psychiatry Status: Awaiting Assessment

**Trainee details**

Trainee ID: 12157 Rotation: 11 Jun 2018 - 09 Dec 2018

Trainee name: Dr Robbie Bautista

**Entrusted EPAs**

If any EPAs have been entrusted to date in this rotation, they are listed below. Plans for EPA entrustment for the remainder of the rotation should be discussed.

EPAs	Entrusting supervisor	Date entrusted	CbD	Mini-CEX	OCA	DOPS	PP
ST2-AP-EPAs Assess and manage a patient with anxiety nervosa presenting in a severely underweight state.	Dr Justine Rivas	08/11/2018	1			1	1

Number of OCA WBA's completed in this rotation: 1

Number of EPAs entrusted in this rotation: 1

Close Save

The Mid-Rotn ITA has popped up in your queue, as the trainee has kicked it off in Intrain. Usual fields as per the paper version. Should be a list of the completed EPAs – but this is mid-rotn so there most likely won't be any done yet. It tells you what sort of WBAs were done for each EPA (if any were done already), and tells you how many OCAs were done so far in the rotn. Hitting the "save" button (now labelled "next" or "save and next") takes you to page 2 of the on-line ITA.

https://training.ranzcp.org/ITA/MidRotn/72

**SCHOLAR**

**PROFESSIONAL**

comment

	Consistently met	Almost always met	Sometimes exceeded	Consistently exceeded
ETHICS: Identifies the influence of various industries and of resource availability in local services, financing agencies and others, and the impact on professional practice and patient care.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
COMPLIANCE: Identifies and fulfils legislation, regulations and College requirements regarding training, employment and professional registration.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SELF-CARE: Develops and applies skills to effectively manage the balancing of personal and professional priorities.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
INTEGRITY: Aware of pathways and legislation to report unprofessional behaviours or misconduct of colleagues and acts on these as appropriate, using supervision.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PROFESSIONAL DEVELOPMENT: Independently self evaluates strengths and weaknesses, and identifies strategies to address areas for development.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Feedback provided at the mid-rotation review**

Supervisor to trainee

1. Trainee's three areas of particular strength:

2. Three areas needing further development:

Back to page 1 Save

All the usual CANMEDS competency areas are here – click on each to open it out and put in the grades. The form won't let you move to the next section until you've graded all the items under each competency area!

Then the usual "strengths & weaknesses" narrative feedback fields, followed by the action plan. In real life, you may well pre-do this up to the action plan, then discuss it in supervision and do the action plan and the rest of the ITA with the trainee present.



At the mid-rottn. point, if you as supervisor have significant concerns about progress in either of the following areas then you should flag one or both of these as a "NO":

- 1) trainee's general progress re the ITA competencies/Learning Outcomes and the WBAs (e.g. if you clicked on a number of below-standard grades),
- 2) their knowledge-base.

When you do, a field opens out, for you to enter some details about the concerns. That triggers the mid-rottn ITA coming up as an alert in the DoT's Queue, and the DoT will organise a "Supportive Plan". This might be brief and simple if the issue is minor and you and the trainee might be able to work the plan out together. Or, if more serious/complex, there'll be a mid-rottn meeting with the Training Facilitator &/or DoT. Once the Plan's written, the DoT uploads it as an attachment to the mid-rottn ITA.

Stage 2: Mid Rotation In-Training Assessment Form

Area of practice: Child and Adolescent Psychiatry

Trainee details

Trainee ID: 12157

Trainee name: Dr Robbie Bautista

Principal supervisor mid-rotation formative assessment report

1 Has the trainee shown satisfactory progress with regards to the Learning Outcomes and Workplace-based assessments?

2 Has knowledge gained on the formal education course been satisfactorily integrated into the trainee's clinical practice?

Principal supervisor declaration

Supervisor RANZCP ID: 36

Supervisor name: Dr Jess Jensen

Date: 08/11/2018

I declare that the above information was provided in good faith and is considered to be a true reflection of the trainee's ability. This training was completed in accordance with the RANZCP Fellowship Regulations 2012.

I acknowledge that this document forms a part of the trainee's RANZCP Training Record and is not an employment document, and that its use must comply with the RANZCP Privacy Policy.

☐ I hereby verify that this assessment has been discussed with the trainee.

Back to page 2 Save Submit

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Above is the last part of the Mid-Rottn ITA with your electronic sign-off. As usual you can save it or complete it by hitting "submit" which sends the form through to the DOT for checking. It'll be on the trainee's inTrain list as well.

Stage 2: End of Rotation In-Training Assessment Form

Area of practice: Child and Adolescent Psychiatry

Status: Awaiting Assessment

Trainee details

Trainee ID: 12157

Trainee name: Dr Robbie Bautista

Start date: 11/06/2018

End date: 09/12/2018

Rotation:

Rotation: 11 Jun 2018 - 09 Dec 2018

Training at (FTE): 1.00

Calculated FTE months: 5.55

Calculate FTE months

Rotation details

0.00 FTE months actually completed.

Entrusted EPAs

Number of EPAs entrusted in this rotation: 2

EPAs	Entrusting supervisor	Date entrusted	CobD	Mini-CEX	OCA	DOPS	PP
ST2-AP-EPA3 Assess and manage a patient with anorexia nervosa presenting in a severely underweight state.	Dr Justine Rivas	08/11/2018	1			1	1
ST2-AP-EPA7 Assess and manage a mental illness occurring in an adult with an established diagnosis of epilepsy.	Dr Jess Jensen	13/11/2018	3	1			

Number of OCA WBA's completed in this rotation: 1

And here's an end-of-rottn ITA with the usual initial screen showing EPAs completed – there should be at least 2 now unless the trainee's part-time or the rotn wasn't a full 6 months. As before, the types of WBAs for each EPA are shown. There must be at least 1 OCA visible for full-time trainees. If either the WBAs or the OCA are not showing, close out of this and check that the relevant EPAs and OCA are fully complete in the trainees "Assessments" list, then re-open the ITA again. Remember, after you complete a WBA the trainee then has to check and sign it – it won't appear on an EPA before that and you won't be able to sign off that EPA until it does appear. If the EPAs and/or OCA are still not visible in the ITA, ask your DOT for help.

https://training.ranzcgp.org/ITA/end/term1/7/3

College of Psychiatrists

My profile Upload photo Zone: New Zealand

## Stage 2: End of Rotation In-Training Assessment Form

Area of practice: Child and Adolescent Psychiatry

**Trainee details**

Trainee ID: 12157

Trainee name: Dr Robbie Bautista

Start date: 11/06/2018

End date: 09/12/2018

**Rotation details**

FTE months

**Entrusted EPAs**

Number of EPAs entrusted in this rotation: 2

**EPAs**

ST2-AP-EPa3 Assess and manage a patient with anorexia nervosa presenting in a severely underweight state.

ST2-AP-EPa7 Assess and manage a mental illness occurring in an adult with an established diagnosis of epilepsy.

Number of OCA WBA's completed in this rotation: 1

Entrusting supervisor Date entrusted CbD Mini-CEX OCA DOPS PP

Dr Justine Rivas 08/11/2018 1 1 1

Dr Jess Jensen 13/11/2018 3 1

Close 38:20 Save

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Need help?

You need to put in the rotn's start and end dates from the drop-down list.

You CAN and SHOULD put in a different end date if needed – e.g. if trainee ended the rotn after 4 months for parental leave so it's a short rotn.

DON'T put a different start date in if they started slightly late. If a slightly late start can be absorbed within the max. 6 weeks leave allowance per rotn, we call it 'leave'.

Email your DOT to check this sort of tricky detail!!

If you're doing the ITA late, e.g. well after the end of a rotation, make sure to select the correct rotn dates for the previous rotation. Any other dates can post-date the rotn – e.g. the completion date when EPAs or OCAs are finally signed off. All that's fine as long as the start and end date period for the actual rotation the form applies to are right on any form.

https://training.ranzcgp.org/ITA/end/term1/7/3

College of Psychiatrists

My profile Upload photo Zone: New Zealand Training Email: mtracholp@ranzcgp.org Web: Support line

## Stage 2: End of Rotation In-Training Assessment Form

Area of practice: Child and Adolescent Psychiatry

**Trainee details**

Trainee ID: 12157

Trainee name: Dr Robbie Bautista

Start date: 11/06/2018

End date: 09/12/2018

**Rotation details**

5.00 FTE months actually completed.

Please select partial completion and give details

Partial completion of a 6-month rotation due to:

☐ Part-time

☐ Prolonged leave

☐ Other

**Entrusted EPAs**

Number of EPAs entrusted in this rotation: 2

**EPAs**

ST2-AP-EPa3 Assess and manage a patient with anorexia nervosa presenting in a severely underweight state.

ST2-AP-EPa7 Assess and manage a mental illness occurring in an adult with an established diagnosis of epilepsy.

Entrusting supervisor Date entrusted CbD Mini-CEX OCA DOPS PP

Dr Justine Rivas 08/11/2018 1 1 1

Dr Jess Jensen 13/11/2018 3 1

Please give details:

Under 'Rotation Details' the FTE months completed are entered. The DOT will check all this and make sure it's right, but in inTrain, you as supervisor will have to do it first. If it's really complex email your DOT so as to get it right, but in fact DOTs can edit these details if need be, if you get it slightly wrong.

Let's take a rotation where the start and end dates were as usual but the trainee had too much leave – say they had 8 weeks total, which is over the 6 weeks maximum allowed. You'd click "Prolonged leave", & put brief details ("sick leave", or "compassionate leave" etc). In the 'FTE months actually completed' box you'd put the actual time to be credited. For the trainee who took 8 weeks leave, that would be 4.5 months in the actual rotn. But I suggest checking with your DOT to be sure.

End date: 09/12/2018 [Calculate FTE months](#)

**Supervisor assessment**

Please indicate (by selecting the relevant grade) which statements most appropriately describe the trainee's strengths and weaknesses.

MEDICAL EXPERT  
COMMUNICATOR  
COLLABORATOR  
MANAGER

	Unable to	Rarely met	Inconsistently	Almost always	Sometimes	Consistently
HEALTH ADVOCATE						
ADDRESSING DISPARITY: Aware of health inequalities and disparities in relation to broader health issues and works to mobilise additional resources when needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADDRESSING STIGMA: Identifies principles of prevention, promotion, early intervention and recovery, and applies these to clinical practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
COMMUNITY: Advocates for mental health within clinical settings and the broader community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PATIENT FOCUS: Advocates for the patient within the MDT, with particular emphasis on ensuring patient safety.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SCHOLAR						
PROFESSIONAL						

**Feedback provided at the end-rotation review**

Supervisor to trainee

1. Trainee's three areas of particular strength:

Then on to the usual competency grading fields, as per the Mid-rottn ITA.  
Below that are the usual narrative strengths and weaknesses feedback fields.

Stage 2: End of Rotation In-Training Assessment Form

Area of practice: Child and Adolescent Psychiatry

**Trainee details**

Trainee ID: 12157  
Trainee name: Dr Robbie Bautista  
Start date: 11/06/2018  
End date: 09/12/2018

Rotation: 11 Jun 2018 - 09 Dec 2018  
Training at (FTE): 1.00  
Calculated FTE months: 5.95 [Calculate FTE months](#)

**Principal supervisor report - final summative assessment**

☐ Rarely met the overall standard required  
☐ Inconsistently met the overall standard required  
☒ Almost always met the overall standard required  
☐ Sometimes exceeded the overall standard required  
☐ Consistently exceeded the overall standard required

**Principal supervisor declaration**

Supervisor RANZCP ID: 36  
Supervisor name: Dr Jess Jensen  
Date: 09/11/2018

I declare that the above information was provided in good faith and is considered to be a true reflection of the trainee's ability. This training was completed in accordance with the RANZCP Fellowship Regulations 2012.

I acknowledge that this document forms a part of the trainee's RANZCP Training Record and is not an employment document, and that its use must comply with the RANZCP Privacy Policy.

☐ I hereby verify that this assessment has been discussed with the trainee.

[Back to page 2](#) [Save](#) [Submit](#)

And the last part of the End-of-Rottn ITA – the final grade and the box to click for your sign-off. The two red coloured grading options on the left are failing grades for the rotation, and there must always have been a remedial process leading up to this, and/or consultation with the DOT about any fail grade.

Once it's all done you hit "submit" to send it to the DOT to check and sign off as well.

https://training.ranzcgp.org/SupervisorDashboard/Cashboard

The Royal Australian & New Zealand College of Psychiatrists

Your Health "Mind"

InTrain

Dr Jess Jensen (Supervisor)  
 RANZCP ID: 36  
 Accreditation: 01/07/2018 - 01/10/2020  
 Zone: New Zealand Training

Contact:  
 Tel: +64 (0)4 472 7247  
 Email: [intrainhelp@ranzcp.org](mailto:intrainhelp@ranzcp.org)

Member wa  
 Tel: 0800 22  
 Web: Supp

Help Centre

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Queue

sort by: Oldest first

8 NOV WBA 3558558d  
 Reference: Dr R. Baudista  
 Assigned to: Dr J. Jensen

8 NOV WBA 3558558d  
 Reference: Dr R. Baudista  
 Assigned to: Dr J. Jensen

8 NOV WBA 3558558d  
 Reference: Dr R. Baudista  
 Assigned to: Dr J. Jensen

9 NOV EPA entrusted  
 Reference: Dr R. Baudista  
 Assigned to: Dr J. Jensen

9 NOV WBA 3558558d  
 Reference: Dr R. Baudista  
 Assigned to: Dr J. Jensen

9 NOV WBA 3558558d  
 Reference: Dr R. Baudista  
 Assigned to: Dr J. Jensen

Next

RANZCP ID: 12157 Dr R. Baudista

BIT NIT SC TL Zone: NZT Stage

Work Based Assessment

Content

Dr R. Baudista: WBA has been assessed by Dr. Jess Jensen

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Mid-Rotation ITA workflow

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WBA workflow

Leadership and management workflow

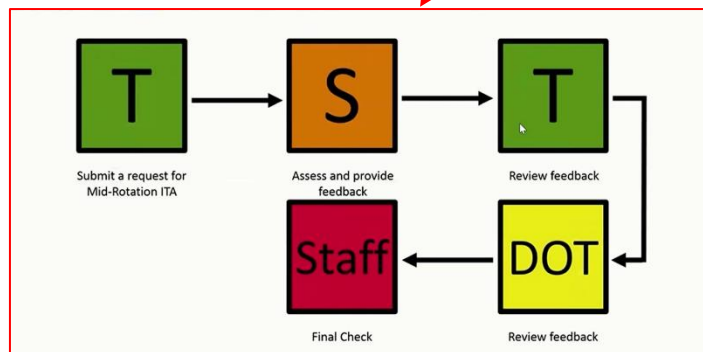
Other assessments and forms

Form status definitions

powered by cbe.io

Just to point out that the Help sidebar contains things called "workflows".

These are simple flow diagrams that don't mirror the actual process in the real world of human interactions. They're also very brief.



This is a Workflow diagram for an ITA. Only the trainee can start the ITA process.

Note that all forms containing feedback (WBAs and ITAs) must be checked and signed off by the trainee after the supervisor completes them.

## HELP OPTIONS

1. The right-hand Help sidebar
2. email your DOT
3. [intrainhelp@anzcp.org](mailto:intrainhelp@anzcp.org) for trickier questions that aren't covered in the Help menu and FAQs or that your DOT can't help with

**PTO for tips about making all this work in the clinical workplace**



## Tips for doing training tasks in the real world and then getting the form into Intrain:

### Using draft paper versions of the forms for WBAs

In the real clinical environment it'll be rare that a supervisor will be able to fill in grades and feedback on the relevant WBA form electronically on the spot. Mostly a clinical setting won't allow, or be safe for that. Instead, there are simple draft paper forms on the front page of the Auckland training website [www.psychtraining.org](http://www.psychtraining.org) that any trainee or supervisor can use. The suggested "real" process for a WBA is thus:

1. Trainee sends their supervisor the relevant WBA form within Intrain.
2. Trainee prints off the relevant draft form and gives it to the supervisor just before starting the WBA. Don't rely on the supervisor remembering to print one off themselves – it's your training, so make sure they have one!
3. Supervisor jots draft notes, feedback and grades on it during the WBA.
4. Either then or soon after, the verbal feedback session happens, and the grades, narrative feedback fields and "action plan" are finalised.
5. Supervisor then uses the draft form to complete the form within Intrain.

Draft ITA forms can also be printed off by a supervisor to do preliminary notes and grades before meeting with the trainee to discuss the mid- or end-of-rotation ITA.

EPAs are a simple electronic sign-off form so no paper version is needed, as there's no feedback or grading.

### WBAs done by non-accredited supervisors – like team psychologists for the Stage 2 psychotherapy EPAs:

Team psychologists doing a WBA with a trainee have to use a draft paper form as above (that trainee prints off for them). Then trainee gives that paper form to their principal supervisor who'll have to enter the data into Intrain and sign it off. Sorry – no way around this.

NB: psychologist/psychotherapist supervisors for the PWC (the long psychotherapy case) whether Hospital-based or in private are accredited and have a college number now, so they can do the PWC Case Discussion forms with a trainee directly in Intrain.

### Workflows to get the eventual ITA form right, with the underlying forms visible in it: (SV=supervisor, Tr=trainee)

#### For an EPA (all this is done in Intrain):



#### For an ITA (all this is done in Intrain):

SV completes the EPAs needed to pass the rotation, as above (2 for full-timers, 1 for a rotn less than 6 FTE months)

SV makes sure there's at least 1 OCA showing on page 1 of the ITA – can't pass the rotation without it  
(but half-timers just need 1 per 6 FTE months of training)

SV then completes the rest of the ITA

NB: this means a SV can't do a last WBA/OCA with the trainee then all at once finish that WBA form, the last EPA and the ITA in one Intrain session. *Not unless the trainee is in the room with them*, as after the SV completes the WBA(s), the trainee has to finalise them, before the linked EPA or ITA can be completed. Getting this wrong can mean an OCA done *after* the ITA was completed isn't on the eventual ITA form, which is a hassle and needs college staff troubleshooting to fix.