

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 go into the **Learnit** system and either look at the base of the Learnit front page, about 2nd 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 for Dr Justine Rivas. The interface includes a top navigation bar, a user profile section, and a main content area with a 'Queue' of tasks and a detailed view of a trainee's information.

Annotations:

- Queue:** A list of tasks assigned to the supervisor, including COE requests and WBAs. One task is highlighted with a blue box and labeled "Dr Branch is the trainee".
- Trainee Info:** A detailed view of a trainee (Dr A. Branch) showing general info, confirmation of entrustment, content, attachments, and supervisor notes.
- Supervisor Note:** A text area for the supervisor to add notes, with the instruction "ignore this bit".

Text at the bottom of the screenshot:

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.

The screenshot shows the InTrain Supervisor Dashboard. At the top, there are logos for The Royal Australian & New Zealand College of Psychiatrists, Your Health inMind, and InTrain. The user profile for Dr Justine Rivas (Supervisor) is visible, including her RANZCP ID (7262), accreditation dates (01/06/2017 - 07/02/2021), and contact information. The main area is divided into a 'Queue' on the left and a task detail view on the right. The 'Queue' lists several tasks, including 'COE requested' and 'WBA (OCA) ready for assessment'. A red arrow points to a refresh icon in the top right of the queue. A red box highlights this icon with the text: "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 Centre' sidebar is open on the right, showing a search bar and various help topics. A red box highlights the 'Help Centre' header with the text: "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."

The screenshot shows the InTrain Supervisor Dashboard with a supervisor filling out a form. The 'Queue' on the left is visible, with the 'WBA (OCA) ready for assessment' task highlighted with a blue border. A red box highlights this task with the text: "To start it, they've clicked on this task - it's highlighted with a blue rim". The main area shows the 'Work Based Assessment' form for Dr K. Davenport. The form includes fields for RANZCP ID (12514), Supervisor (Dr K. Davenport), Program (Fellowship Program), and FTE (1.0). A red box highlights the 'FTE' field with the text: "Now this supervisor's decided to fill in a WBA form – an OCA". The form also has sections for 'Content', 'Attachments', and 'Supervisor notes'. A 'Close' button is in the top right, and a 'Dismiss' button is at the bottom right.

Dashboard - InTrain | Edit - InTrain | https://training.ranzcp.org/WBAAssessment/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

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:

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 1st date, or they may put the same date and split the time between both date fields.

Dashboard - InTrain | Edit - InTrain | https://training.ranzcp.org/WBAAssessment/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:

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.

Confirmation of entrustment

Status: Requested

Trainee: Dr Amav Branch

EPA: ST2-ADD-EPA 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 fribus 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 <input type="button" value="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 fribus 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 <input type="button" value="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 fribus 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 <input type="button" value="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.

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 fribus 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 <input type="button" value="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

- What aspects were done well (that will provide evidence of entrustment)?
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus lacinia purus eu eleifend malesuada. Quisque vehicula sit amet nisi eget laculis. Quisque enim dui, facilisis vel lorem et, ultricies lacinia lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus et tortor sagittis dolor consequat maximus eu ac risus. Maecenas ante mi, hendrerit a sagittis et, porta sed enim. Duis metus sem, venenatis ut viverra sed, aliquam eget sem.
- Suggestions for improvement
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus lacinia purus eu eleifend malesuada. Quisque vehicula sit amet nisi eget laculis. Quisque enim dui, facilisis vel lorem et, ultricies lacinia lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus et tortor sagittis dolor consequat maximus eu ac risus. Maecenas ante mi, hendrerit a sagittis et, porta sed enim. Duis metus sem, venenatis ut viverra sed, aliquam eget sem.
- Agreed actions/goals
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus lacinia purus eu eleifend malesuada. Quisque vehicula sit amet nisi eget laculis. Quisque enim dui, facilisis vel lorem et, ultricies lacinia lectus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus et tortor sagittis dolor consequat maximus eu ac risus. Maecenas ante mi, hendrerit a sagittis et, porta sed enim. Duis metus sem, venenatis ut viverra sed, aliquam eget sem.

<input type="checkbox"/> + OCA	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ultricies purus nec augue pulvinar tristique. Mauris fribus 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 <input type="button" value="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 fribus 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 <input type="button" value="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/Edst/107

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: 13/11/2018

Supporting workplace-based assessments

Type	Supervisor	Title	Date of assessment
<input checked="" type="checkbox"/> +	Dr Justine Rivas (7262)	Dr Justine Rivas (7262)	09/11/2018
<input checked="" type="checkbox"/> +	Dr Justine Rivas (7262)	Dr Justine Rivas (7262)	09/11/2018
<input checked="" type="checkbox"/> +	Mini-CEX (7262)	Mini-CEX (7262)	09/11/2018

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

Buttons: Cancel, Save, Submit

Annotations:

- 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/Edst/107

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: 13/11/2018

Supporting workplace-based assessments

Type	Supervisor	Title	Date of assessment
<input checked="" type="checkbox"/> +	Dr Justine Rivas (7262)	Dr Justine Rivas (7262)	09/11/2018
<input checked="" type="checkbox"/> +	Dr Justine Rivas (7262)	Dr Justine Rivas (7262)	09/11/2018
<input checked="" type="checkbox"/> +	Mini-CEX (7262)	Mini-CEX (7262)	09/11/2018

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

Buttons: Cancel, Save, Submit

Acknowledgement recorded

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

Annotations:

- 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 Arnay 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 Arnay Branch can be entrusted to perform the activity described with only distant (reactive) supervision. I am confident Dr Arnay Branch knows when to ask for help.

In my opinion, Dr Arnay 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

- 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 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

Formats - B / E

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: 96
 Accreditation: 01/07/2016 - 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
 Assessments Progression BIT NIT SC TL

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

Powered by TrnXCE

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: 96
 Accreditation: 01/07/2016 - 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
 Assessments Progression BIT NIT SC TL

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

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.

https://training.ranzcp.org/Trainees/MyAssessments?traineeid=12157

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Dr Jess Jensen (Supervisor)
 RANZCP ID: 96
 Accreditation: 01/07/2016 - 01/10/2020
 Zone: New Zealand Training

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

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	06 Dec 14 - 07 Jun 15	03/01/2016	Stage 1	Adult Psychiatry (acute setting)	Completed
ITA	End Rotation	06 Jun 15 - 04 Dec 15	03/01/2016	Stage 1	Adult Psychiatry	Completed
ITA	End Rotation	05 Dec 16 - 04 Jun 17	03/01/2016	Stage 2	Consultation-Liaison Psychiatry	Completed
ITA	End Rotation	06 Jun 16 - 05 Dec 16	03/01/2016	Stage 2	Child and Adolescent Psychiatry	Completed
ITA	End Rotation	07 Dec 15 - 05 Jun 16	03/01/2016	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.ranzcp.org/Trainees/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

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 60
Not in training (months) 0 12
Program duration (years) 4 13
Rotation fails 0 3
Total Stage 2 FTE months 17.96 36

● Show cause ● Targeted learning ● Completed

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 rot 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

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

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

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.

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:

My trainees

Current trainee Trainee from previous rotation

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

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

Close

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

Powered by InTrain

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.

Confirmation of entrustment

Trainee: Dr Robbie Bautista

EPA: [Dropdown menu]

Rotation: [Date range]

Cancel

Member welfare: Tel: 0600 220 725 Web: Support line

Log off

My trainees: Dr R. Bautista, ID: 12157, Stage: ST2, FTE: 1.00

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.

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 2016 - 09 Dec 2016

Date of assessment: dd/mm/yyyy

Supporting workplace-based assessments

Type	Supervisor	Title	Date of assessment
Mini-CEX	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque placerat sem molestie urna laculis, eu vulputate velit ornare. 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 ultricies. Nam hendrerit metus sit amet nunc congue dapibus.	08/11/2016
OCA	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque placerat sem molestie urna laculis, eu vulputate velit ornare. 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 ultricies. Nam hendrerit metus sit amet nunc congue dapibus.	08/11/2016
Mini-CEX	Dr Justine Rivas (7262)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce et lacus in enim ornare feugiat ac non mauris. Donec volutpat lectus eget libero scelerisque dapibus. Aliquam erat volutpat. Nunc ullamcorper nec elit ac accumsan. Phasellus arcu mi, auctor at ornare ut, ultrices 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.	11/10/2016
Mini-CEX	Dr Jess Jensen (56)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce et lacus in enim ornare feugiat ac non mauris. Donec volutpat lectus eget libero scelerisque dapibus. Aliquam erat volutpat. Nunc ullamcorper nec elit ac accumsan. Phasellus arcu mi, auctor at ornare ut, ultrices 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.	11/08/2016

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:

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.

click on this grey bar to open up the "Scholar" ones

and these are the "Professional" ones opened up

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-rotn. 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-rotn 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-rotn meeting with the Training Facilitator &/or DoT. Once the Plan's written, the DoT uploads it as an attachment to the mid-rotn ITA.

Above is the last part of the Mid-Rotn 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.

And here's an end-of-rotn 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 should 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.

EPAs	Entrusting supervisor	Date entrusted	Cbd	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			

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

EPAs	Entrusting supervisor	Date entrusted	CbD	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

Close [Pause] [Play] 38:20 Save

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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.**

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

EPAs	Entrusting supervisor	Date entrusted	CbD	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		

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 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"/>					
ADDRESSING STIGMA: Identifies principles of prevention, promotion, early intervention and recovery, and applies these to clinical practice.	<input type="radio"/>					
COMMUNITY: Advocates for mental health within clinical settings and the broader community.	<input type="radio"/>					
PATIENT FOCUS: Advocates for the patient within the MDT, with particular emphasis on ensuring patient safety.	<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 Rotation: 11 Jun 2018 - 09 Dec 2018

Trainee name: Dr Robbie Bautista Training at (FTE): 1.00

Start date: 11/06/2018 Calculated FTE months: 5.95

End date: 09/12/2018 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

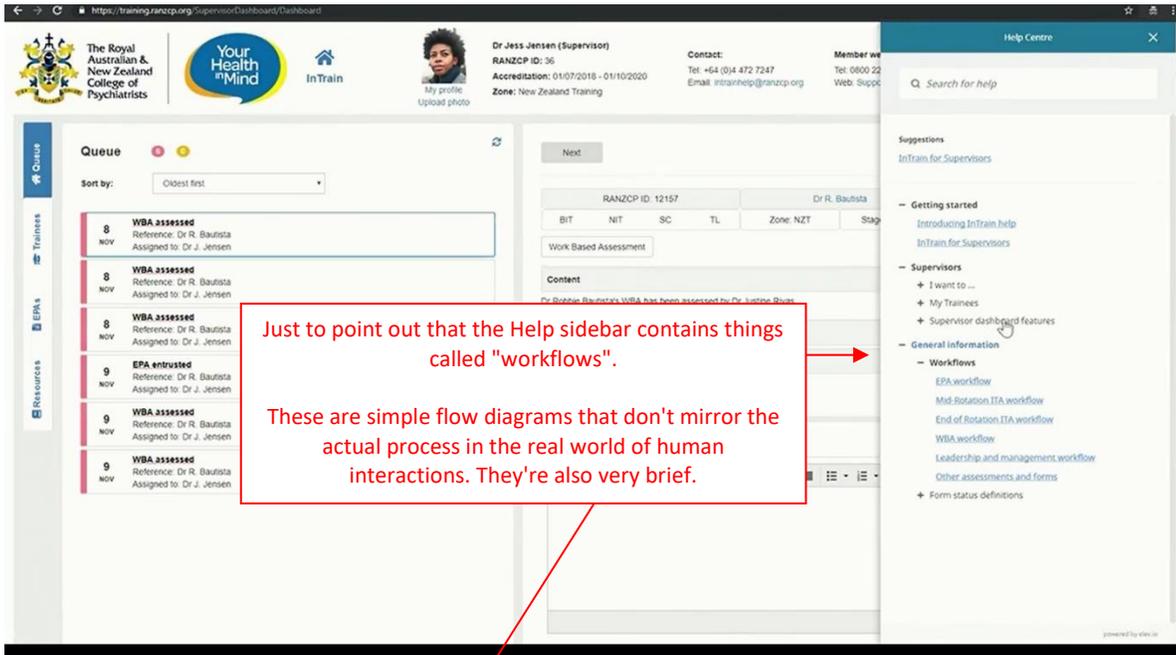
Supervisor RANZCP ID: 36 I declare that the above information was provided in good faith and is considered to be a true reflection of the trainee's ability. This training was completed in accordance with the RANZCP Fellowship Regulations 2012.

Supervisor name: Dr Jess Jensen 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.

Date: 09/11/2018 I hereby verify that this assessment has been discussed with the trainee.

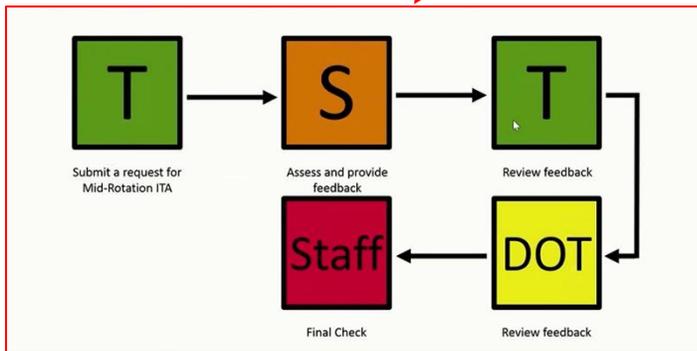
Back to page 2 Save Submit

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.



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 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 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):

SV completes WBA form → Tr gets form on their dash & finalises it →
SV completes WBA form → Tr gets form on their dash & finalises it →
SV completes WBA form → Tr gets form on their dash & finalises it → } SV signs off (entrusts) the EPA in Intrain
(all 3 WBAs show - SV can't sign it off until all 3 are there)

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.