

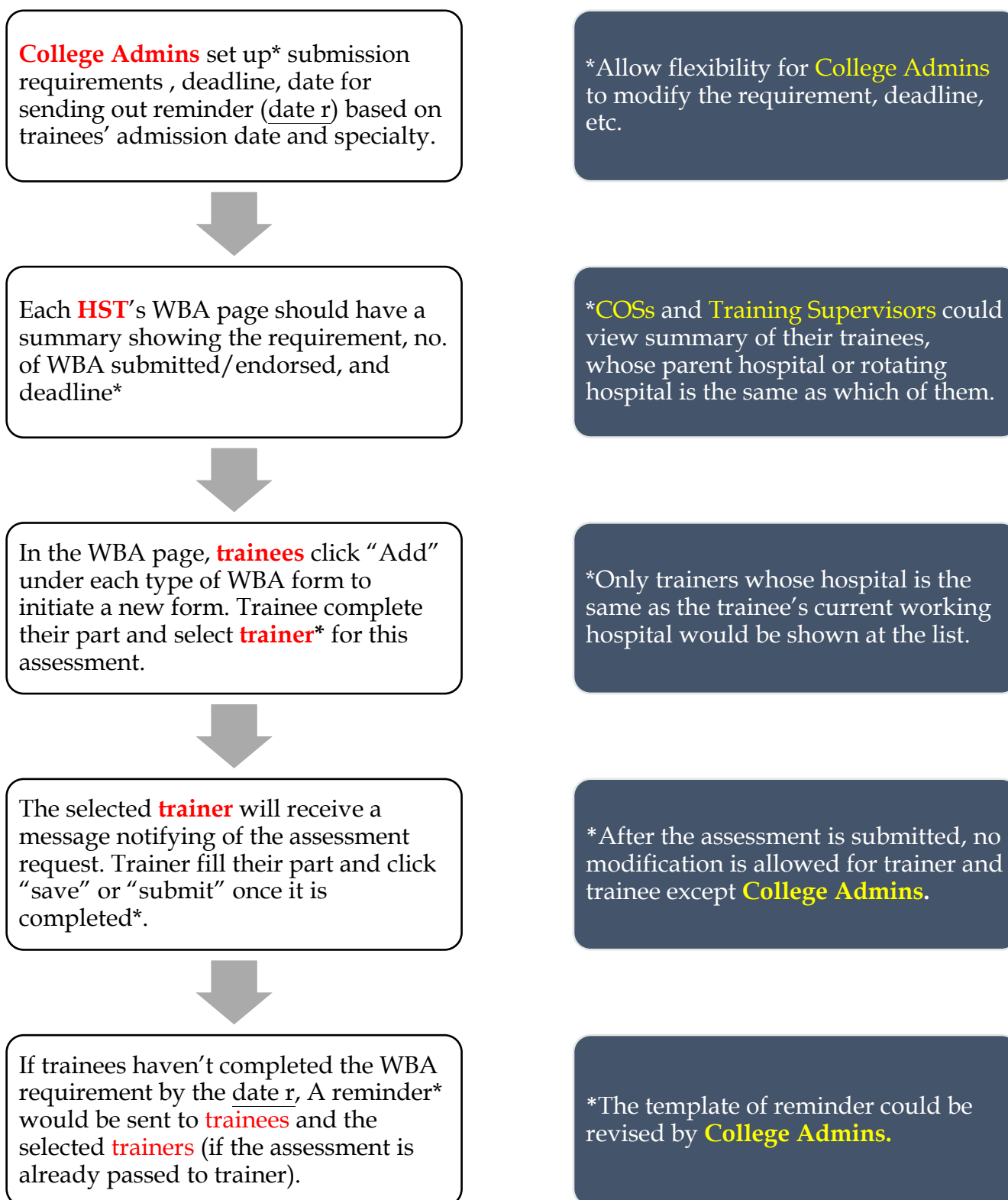
Functional Module - Workplace-Based Assessment (WBA)

Platform	Website and Mobile App
Description	<p>HSTs in different specialties would need to complete different WBA forms (such as CBD, PBA, Mini-CEX, etc.) (Annex 1a-c) and submit them with the half-yearly assessment throughout their training. The requirement varies according to their specialties and admission date which would be set up by College Admins at the system.</p> <p>The current assessment forms needed to be digitalized to allow for filling online at the e-portfolio system. The online fillable forms should be allowed for editing by College Admins.</p>

Role of Users

HST	Trainer	College Admin
<ul style="list-style-type: none"> ● Initiate a new assessment ● Fill in their part of the assessment form in which some of the information will be auto-filled by the system ● Select the trainer for this assessment. ● Submission is not allowed if there is any pending column. ● System to remind Trainee of outstanding documentation based on the requirement (App & Email) 	<ul style="list-style-type: none"> ● Open the App or Web and go to the Workplace-Based Assessment page. The request from the Trainee will be listed here. ● Fill in their part of the assessment form, then submit the form. ● Modification is not allowed after the assessors have submitted the form. ● Submission is not allowed if there is any pending column. 	<ul style="list-style-type: none"> ● Setup no. of WBA forms (DOPS, CEX, CBD, and PBA) required to complete for Trainee of different specialty and admitted date, deadline, and date for sending out the reminder. ● College admin can change the no. of forms and deadlines anytime ● Maintain a list of assessors, i.e. the trainers who can conduct Workplace-Based Assessment. (It is set to all trainers of the current hospital by default). ● The system can generate a report of submission status (number and date of completion of Workplace-Based Assessment Form per training period) ● College admin can change the date of reminder anytime

Proposed Workflow



Remarks:

- **College Admin** could generate reports of trainees' WBA records with filtering function on parent hospital, working hospital, admission date, rotating period, specialty, etc.
- Mandatory field, Trainee's field, Trainer's field as well as the way to presenting the form may be different for each form.

WBA Requirement

Trainee	Specialty	Admission Date	Assessment Forms	Submission Requirement	Other Requirements
HST	Cardiothoracic Surgery	Before 1 July 2021	PBA	6	<ul style="list-style-type: none"> 6 PBAs must be completed per year
		1 July 2021 Onwards	PBA	20	<ul style="list-style-type: none"> 1 assessment must be completed per 2 months A total of 6 assessments including 4 PBAs and 2 CBDs must be completed per year of training
			CBA	10	
	General Surgery	Before 1 July 2021	Nil	Nil	Nil
		1 July 2021 Onwards	PBA	8	<ul style="list-style-type: none"> At least 2 PBAs must be submitted by the completion of 2nd year of training 1 CBD must be submitted per 6 months
	CBD		8		
	Neurosurgery	Before 1 July 2021	PBA	6	<ul style="list-style-type: none"> 2 PBAs must be submitted per training year for the first three training years
		1 July 2021 Onwards	PBA	6	<ul style="list-style-type: none"> 2 PBAs must be submitted per training year for the first three training years
			CBD	10	
	Mini-CEXs	2	<ul style="list-style-type: none"> 1 CBD must be submitted per 6 months 2 Mini-CEXs including 1 cranial case and 1 spinal case must be completed 6 months before Exit Examination 		
	Paediatric Surgery	Before 1 July 2021	Nil	Nil	Nil
		1 July 2021 Onwards	PBA	16	<ul style="list-style-type: none"> 2 PBAs must be submitted per 6 months 2 Mini-CEXs/CBDs must be submitted per 6 months
	Mini-CEXs/CBDs		16		
	Plastic Surgery	Before 1 July 2021	Nil	Nil	Nil
		1 July 2021 Onwards	PBA	5	<ul style="list-style-type: none"> 5 PBAs must be submitted (Minimal of 2 Basic, 2 Intermediate, and 1 Advanced) by the completion of training 1 CBD and 1 Mini-CEX must be submitted per 6 months
			CBD	8	
Mini-CEXs	8				
Urology	Before 1 Jan 2021	PBA	6	<ul style="list-style-type: none"> A total of 6 PBAs must be completed by the completion of 4th year of training 	
	1 Jan 2021 Onwards	PBA	6	<ul style="list-style-type: none"> 1 CBD must be submitted per 6 months 	
		CBD	8		