



OTA DEMENT USER INSTRUCTIONS

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INTRODUCTION

This user guide has been created to explain how the assessment of training and submission of structured references are undertaken through the OTA program. The guide is comprised of sections covering all aspects of the application for DEMENTs in relation to the submission of ITAs and Structured References.

It is expected that you will find the program intuitive, however, if you do have any difficulties please contact the College for assistance.

For an explanation of terms used in these instructions, please see the [Glossary](#) on the last page.

HOW TO ACCESS OTA

To go straight to the program, log on to www.acem.org.au/ota. You will need to enter your usual member log-in details. Alternatively, you can go to the ACEM website and log in there as a member. Click on the Members Home and there will be a link from the home page and from the Navigation bar – 'OTA'. If you have any outstanding ITAs or SRs to complete, there will also be prompts for these shown on the Members home page.

EMAIL REMINDERS

You may on occasion receive an email reminder throughout the OTA program. These are automated emails which are triggered if submission of your assessment of an ITA or Structured Reference has not been received by a certain date.

In addition, when an assessment is ready for you to complete, you will receive an email notification as soon as one arrives in your ITA Inbox or SR Home page.

ITA ASSESSMENT PROCESS

TIMEFRAMES

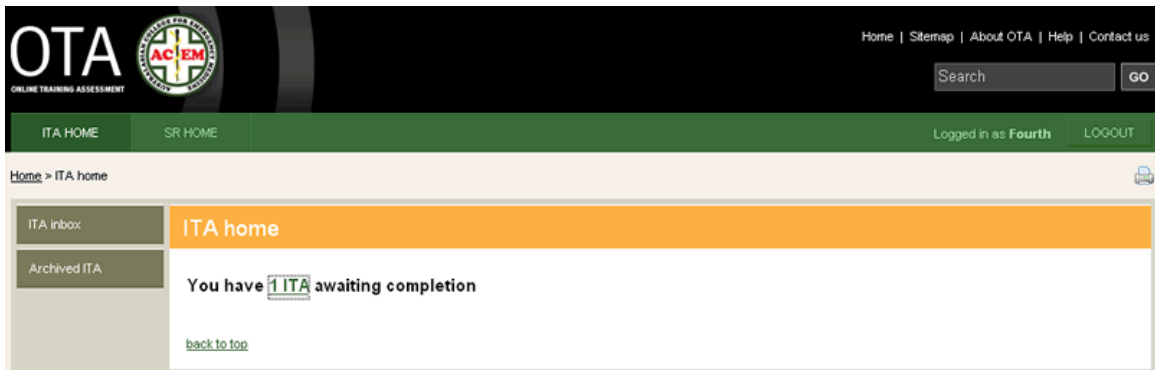
The trainees are required to enter their term details for each ITA within **four weeks** of the start-date of their term. If they do not do this, the term may not be considered for accreditation.

The earliest trainees may submit their ITA self-assessment is **two weeks** prior to their term end-date. The exception to this rule is if the trainee has a period of leave which ends on the same date as their term. In this instance, they may submit their ITA to you for your assessment from 2 weeks prior to the first date of their leave.

The whole of the term assessment process – that is, completion of the ITA by all relevant parties and its submission to the College – must be **finalised within eight weeks** of the end-date of the term to which the ITA relates. If the ITA is not completed within this eight week period, it will automatically become “expired” and the trainee will not be able to complete the ITA.

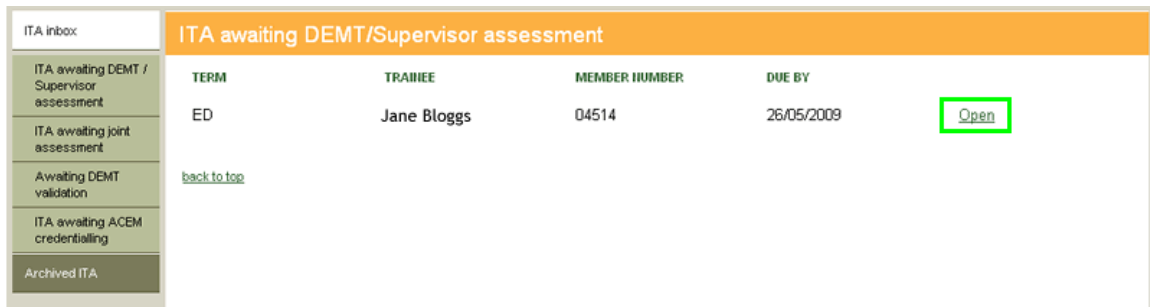
DEMT ASSESSMENT

1. When you login either via the ACEM site or directly to the OTA program; if you have one or more ITAs awaiting your assessment, there will be a notification on your ITA homepage - *refer figure 1 below*



The screenshot shows the OTA homepage with a navigation bar and a search box. Below the navigation bar, there is a notification area with a green header that says "ITA home". The main content area displays "You have 1 ITA awaiting completion" with a link to "back to top".

2. Click on the prompt and select the relevant ITA by clicking on the “open” link next to it – *refer figure 2 below*



The screenshot shows the OTA ITA inbox with a table of ITAs awaiting DEMT/Supervisor assessment. The table has columns for TERM, TRAINEE, MEMBER NUMBER, and DUE BY. A green box highlights the "Open" link next to the first row.

ITA awaiting DEMT / Supervisor assessment	TERM	TRAINEE	MEMBER NUMBER	DUE BY	
ITA awaiting joint assessment	ED	Jane Bloggs	04514	26/05/2009	Open



3. The first screen shows the trainee's term details which can not be edited but should be reviewed
4. The second screen shows if the trainee has entered a variation in their working hours for the term overall and if any leave was taken. Again this section is not editable, but please review.
5. The third screen is the assessment screen where you are required to answer each question and must leave your comments at the end. When you have completed the assessment, click on "Complete and Notify Trainee". You will be prompted to confirm this action.

Once you have submitted your assessment, an automatic email is generated to your trainee advising that the ITA is now awaiting joint assessment and they should contact you to make an appointment. The ITA then moves into the section of your ITA Inbox entitled "ITA awaiting joint assessment" and can only be viewed, not edited.

JOINT ASSESSMENT

At a joint assessment, the trainee is required to log-on first and then you will be prompted to log on. Both the trainee's and your assessments will now be shown next to each other on the screen. The trainee cannot change their assessment at this stage but following discussion, you may change your assessment. At the end of the assessment, comments are a mandatory requirement. You then click on "Complete & Submit ITA". **You will be prompted to confirm this action.** If this confirmation is omitted, the ITA will NOT progress to the next stage

Upon submission and confirmation of the joint assessment, the ITA is sent to the College. The trainee will receive a reference number and is prompted to print the assessment. The ITA then moves into the section of your ITA Inbox entitled "ITA awaiting ACEM credentialling".

DEMT VALIDATION

A non-ED term requires validation by the DEMA or Deputy Regional Censor to confirm that the assessment has been duly completed and to ensure that you are aware of any issues which may have arisen during the term. The process as a whole will NOT be completed until the ITA is validated by you.

1. When you login either via the ACEM site or directly to the OTA program; if you have one or more ITAs awaiting your validation, there will be a notification on your ITA homepage.
2. Click on the prompt and select the relevant ITA by clicking on the "open" link next to it.
3. Review the trainee's term details and joint assessment.
4. You will be asked to validate the term and leave comments prior to submission to the college.
5. You will receive a reference number and are prompted to print the assessment. The ITA then moves into the section of your ITA Inbox entitled "ITA awaiting ACEM credentialling".

OTA
ONLINE TRAINING ASSESSMENT



CREDENTIALLING OF TRAINING

An ITA that has been submitted to ACEM will be held here until credentialing review, which is the final step in the process.

Once an ITA has been credentialed, it will move into the section of your ITA Inbox entitled "Archived ITA". This section keeps a record of all ITAs submitted to the College, whether approved or not.

EXPIRED ITA

Any ITA that has not been completed within the required time frame will automatically move to the "Expired ITA" section. The rules relating to submission of an ITA within eight (8) weeks of completion of the term will be enforced and no ITA in this section can be completed.

STRUCTURED REFERENCES – OVERVIEW & TIMEFRAME


All Structured References must be completed and submitted to ACEM within **12 weeks** of the end-date of the term on which they are based.

As DEMENT, you are required to provide a Structured Reference for trainees who complete the following in your ED – a period of six months [mandatory ED training](#) (required of all provisional trainees); a period of three months [extended ED training](#); or, in exceptional circumstances, an additional period of six months ED training required where a trainee has not passed their first round of Structured References.

The request for you to provide a Structured Reference (the SR Request) is initiated by the trainee.

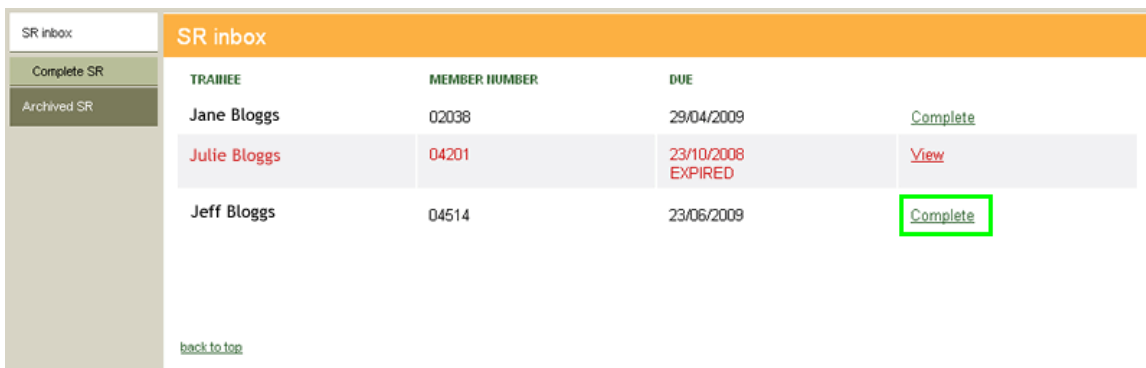
COMPLETION OF STRUCTURED REFERENCE

1. When you login either via the ACEM site or directly to the OTA program; if you have one or more SRs awaiting completion, there will be a notification on your ITA homepage – [refer figure 3 below](#)



The screenshot shows the OTA ITA homepage. At the top, there is a navigation bar with links for Home, Sitemap, About OTA, Help, and Contact us. Below this is a search bar and a 'GO' button. The main content area has a green header with 'ITA HOME' and 'SR HOME' buttons. A notification banner in orange states 'You have 3 SR's awaiting completion' with a 'back to top' link below it.

2. Click on the prompt and select the relevant SR by clicking on the “complete” link next to it – [refer figure 4 below](#)



SR inbox	SR inbox			
Complete SR	TRAINEE	MEMBER NUMBER	DUE	
Archived SR	Jane Bloggs	02036	29/04/2009	Complete
	Julie Bloggs	04201	23/10/2008 EXPIRED	View
	Jeff Bloggs	04514	23/06/2009	Complete

The screenshot shows a table with columns for Trainee, Member Number, Due Date, and a link to complete or view the SR. The 'Complete' link for Jeff Bloggs is highlighted with a green box.



The first screen refers to the overall details of the Structured Reference. The trainee's name, member number, term dates, your name and the hospital name have all previously been completed by the trainee. You are required to confirm that you were the DEMT for the trainee for the stated period (1); that you observed the trainee and the dates of this observation if they were less than the whole period (2) and the position held by the trainee (3).

Refer figure 5 below:

SR inbox	Complete SR	
Complete SR	Trainee Name	Jane Bloggs
Archived SR	Membership Number	04514
	Dates of Term	01/10/2008 - 31/03/2009
	Referee Name	John Smith
1	I was the DMT for this trainee during the stated period	<input type="checkbox"/> Regulation 4.3/20
2	I observed the trainee for the entire SR term	<input type="radio"/> Yes <input type="radio"/> No
	Hospital	SAMPLE HOSPITAL
3	Position held by trainee	-- Please select --
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save progress"/>		
back to top		

The second screen is the reference screen where you are required to provide a response for each parameter. If you have given a score of two or less for any individual parameter, please provide a comment at the end. Otherwise, comments are optional.

When you have completed the reference, click on "Complete and Submit SR". **You will be prompted to confirm this action.**

Once you have submitted your reference, the SR is sent to the College. You will receive a reference number and are prompted to print the reference. The SR then moves into the section of your SR Inbox entitled "Archived SR" and can be viewed, but not edited at any time.



TRAINEE FEEDBACK FORM

All trainees are now required to complete an online feedback form as part of their ITA submission process for both ED and non ED terms to provide the basis for reports for DEMs, DEMTs, the Accreditation Committee and the Board of Education.

The feedback is gathered in a survey style form which covers all aspects of their training from workplace to clinical experience and supervision, education and teaching to research.

GLOSSARY

<i>ITA / ITAs</i>	In-Training Assessment / In-Training Assessments
<i>SR</i>	Structured Reference / Structured References
<i>Mandatory ED training</i>	The six-months approved ED training required by regulation 4.5/51(c) as part of minimum provisional training time
<i>Extended ED training</i>	The three-months ED approved ED training required by regulation 4.5/54 where the provisional training period extends beyond 12 months.