



OTA FACEM USER INSTRUCTIONS

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INTRODUCTION

This user guide has been created to explain how the submission of structured references is undertaken through the OTA program. The guide is comprised of sections covering the relevant aspects of the application for FACEMs in relation to the submission of 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 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 a Structured Reference has not been received by a certain date.

In addition, when a Structured Reference is ready for you to complete, you will receive an email notification as soon as one arrives in your SR Inbox.



STRUCTURED REFERENCES – OVERVIEW & TIMEFRAME

The request for you to provide a Structured Reference is initiated by the trainee. If you have received an SR Request, that SR must be completed and submitted to ACEM within **12 weeks** of the end-date of the term on which it is based.

An SR Request may relate to the six months **mandatory ED training** required of all provisional trainees, or to a period of three months **extended ED training** or, in exceptional circumstances, to the additional period of six months ED training required where a trainee has not passed their first round of Structured References.

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 your assessment, there will be a notification on your SR Inbox screen.
2. Click on the prompt and select the relevant SR by clicking on the “complete” link next to it – *refer figure 1 below:*

SR inbox		SR inbox		
Complete SR	TRAIINEE	MEMBER NUMBER	DUE	
Archived SR	Jane Bloggs	02038	29/04/2009	Complete
	Julie Bloggs	04201	23/10/2008 EXPIRED	View
	Jeff Bloggs	04514	23/06/2009	Complete

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3. The first screen you see 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
 - a. supervised the trainee for the stated period (1); or
 - b. observed the trainee and the dates of this observation if they were less than the whole period (2).

The position held by the trainee will be confirmed by the DEMENT and will only show if the DEMENT has completed their reference before you.

Refer Figure 2 below:

SR inbox	Complete SR	
Complete SR		
Archived SR		
	Trainee Name	Jane Bloggs
	Membership Number	04675
	Dates of Term	01/10/2008 - 31/03/2009
	Referee Name	Marie Pedroz
	<div style="border: 1px solid green; padding: 2px; display: inline-block;">1</div> I supervised the trainee during the stated period	<input type="checkbox"/> Regulation 4.3.20
	<div style="border: 1px solid green; padding: 2px; display: inline-block;">2</div> I observed the trainee for the entire SR term	<input type="radio"/> Yes <input type="radio"/> No
	Hospital	SAMPLE HOSPITAL
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save progress"/>	
	back to top	

4. 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.
5. 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.



GLOSSARY

SR / SRs	Structured Reference / Structured References
Mandatory ED training	the six-months approved ED training required by regulation 4.5/51(c) as part of minimum provisional training time
Extended ED training	the three-months approved ED training required by regulation 4.5/54 where the provisional training period extends beyond 12 months.
OTA Program	Online Training Assessment Program