



OTA NON-ED SUPERVISOR USER INSTRUCTIONS

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INTRODUCTION

Thank you for undertaking the supervision of our College Trainee. The term assessment is an important component of a trainee's progress through the training program. These assessments are now completed online via the On-Line Training Assessment (OTA) Program, as we no longer use paper-version ITAs.

This user guide has been created to explain how the OTA Program works. The guide is comprised of sections covering all aspects of the application for Non-ED Supervisors, including the Supervisor record creation process and ITA submissions.

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 log-in details; being the username and password that were emailed to you by the College at the time your Supervisor record was created. For more information on this process, please refer to the section in this guide entitled "**Creation of Supervisor Record**".



NB: For those of you who occupy dual roles of Non-ED Supervisor and DENT or FACEM, please note that the process of creating a supervisor record results in a unique username and password. These login details are emailed to you at the time of creation and are specifically for you to access the OTA in your role as a Non-ED Supervisor. Attempting to log in with your College Member details will NOT give you access to the correct user interface of the application and may result in confusion. Please keep your non-ED Supervisor login details in a safe place.

MISPLACED YOUR LOG-IN DETAILS?

If this happens, just visit the OTA website and enter your email address as the username. Then click on the 'forgotten password' option and this should generate your password in a few moments providing the email address is correct.

Again, we sincerely appreciate your support and assistance with our trainees and their assessment via the OTA program. Please feel free to contact us at the College for any further assistance.

EMAILS

You will receive an automated email on a number of occasions as follows:

- In the event of your supervisor record being created, either by a trainee or by the College. This email will contain your login details and should be stored in a safe place for future reference.
- When a trainee has completed their self assessment and has forwarded their ITA to you for your assessment
- You may also receive an email reminder which is triggered if submission of your assessment of an ITA has not been received by a certain date.



SUPERVISOR RECORD CREATION PROCESS

Any trainee can create a supervisor record, which is then available for other trainees to select. This process occurs during the creation of a non-ED term whereby the trainee can either select a supervisor from the existing list or can create a new one, to which their ITA is then linked.

We ask the trainees to pay attention to the details they enter, as a mis-typed email address will result in any emails being sent to that supervisor not arriving. Unfortunately, mistakes have been made and this has caused some confusion for both trainees and supervisors. We are continuing to work on refining the process and we ask that you please check the details supplied to your trainees carefully.

Trainees are asked to consult you before they create an ITA naming you as their supervisor to ensure that they enter correct details. The information you need to supply to the trainees is as follows:

- Your first and last names
- Your email address – which later forms part of your login details
- Your mobile number
- The hospital/institution you are based at

THE ITA ASSESSMENT PROCESS

TIMEFRAMES

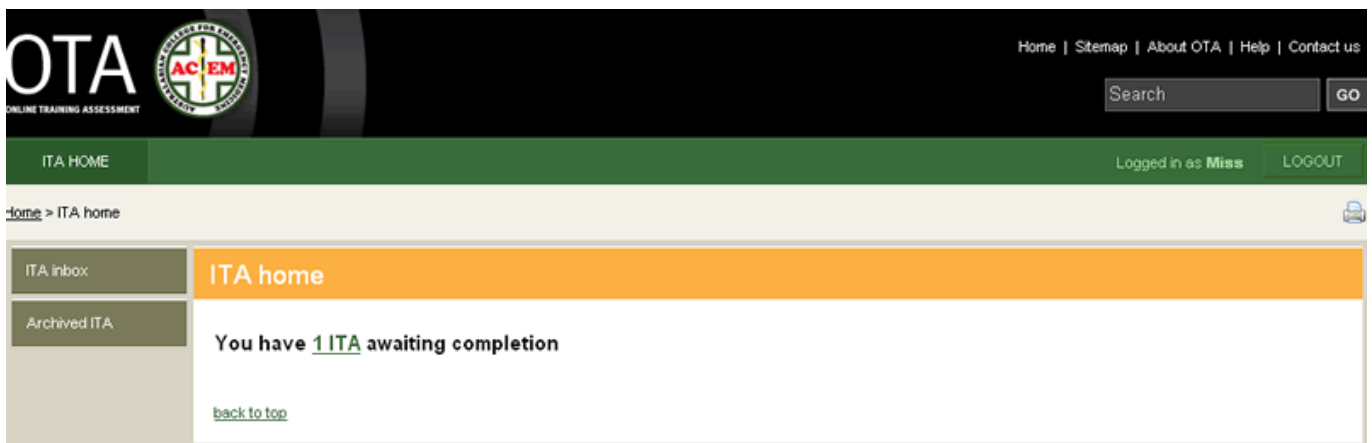
The trainees are required to enter their term details for each ITA within **four weeks** of the start date of their term. If they do not do this, the term may not be considered for accreditation.

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.

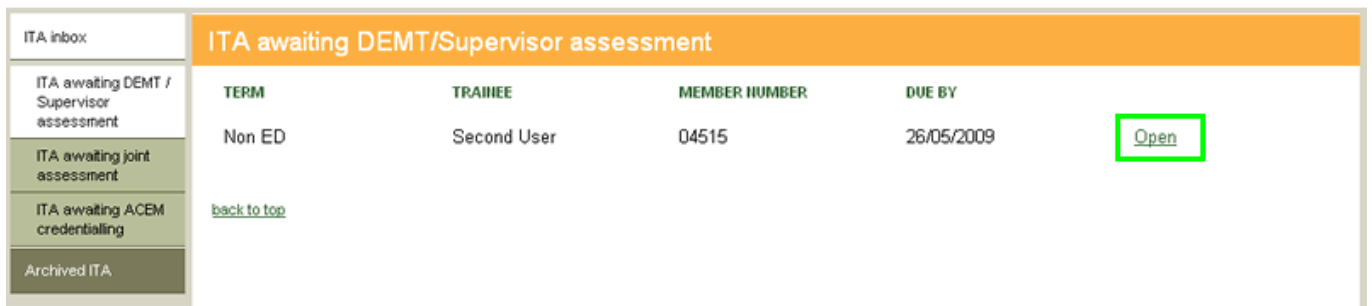
The whole of the term assessment process – that is, completion of the ITA by all relevant parties and its submission to the College – must be **finalised within eight weeks** of the end-date of the term to which the ITA relates. If the ITA is not completed within this eight week period, it will automatically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

SUPERVISOR ASSESSMENT

1. When you login, if you have one or more ITAs awaiting your assessment, there will be a notification on your ITA home page – *refer figure 1 below*



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



ITA awaiting DEMENT / Supervisor assessment	TERM	TRAINEE	MEMBER NUMBER	DUE BY	
ITA awaiting DEMENT / Supervisor assessment	Non ED	Second User	04515	26/05/2009	Open

3. The first screen shows the trainee’s term details, which cannot 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 cannot be edited, but should be reviewed.



5. The third screen is the assessment screen where you are required to signify your assessment in respect of each parameter – you must also provide 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.** If this confirmation is omitted, the ITA will NOT progress to the next stage.

Once you have submitted and confirmed your assessment, an automatic email is generated to your trainee advising that the ITA is now awaiting joint assessment and that 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 click on “Complete”. At this point, you will be prompted to log on also.

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, an email is automatically generated to the trainee’s DENT, requesting them to validate the term.

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.



GLOSSARY

ITA / ITAs

In-Training Assessment / In-Training Assessments

DEMT

Director of Emergency Medicine Training.
A DEMT is appointed to every hospital with an emergency department which is accredited by ACEM for emergency medicine training.