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1 Background

The diagram below outlines the process for completing an In-training Evaluation Report (ITER):

The journey from novice trainee to ICU Fellow occurs longitudinally across the duration of training. Feedback linked to assessment criteria during training is key to assisting trainees to learn and improve their performance. The ITER consists of two sections:

- **Section 1** of the ITER reflects this longitudinal journey; and
- **Section 2** of the ITER provides feedback on the trainee’s performance in relation to their stage of training.
2 Accessing ITER forms

Logging In via Members Portal

1. Go to https://members.cicum.org.au/
   (Note: The link to the Members portal can be found on the CICM homepage, www.cicum.org.au).

2. Enter your username and password, then click Login
3. Once logged into the members portal, click on **Education** link in the menu (towards the top right corner of the screen)

4. From the Education Portfolio landing page, click **Manage ITER**.
3 Supervisor View

Once logged in, a list of current ITERs (i.e. ITERs which need to be completed) will appear on your list.

Click on the arrow next to the column heading to sort the list of ITERs.
<table>
<thead>
<tr>
<th>Column Headings</th>
<th>Description</th>
</tr>
</thead>
</table>
| ITER Category   | Values in this column include:  
|                 | • Intensive Care (General);  
|                 | • Intensive Care (Paediatric);  
|                 | • Medicine (General);  
|                 | • Medicine (Paediatric); and  
|                 | • Anaesthesia. |
| Trainee         | Name of trainee |
| Hospital        | Name of hospital or institution |
| From            | Start date of term/rotation |
| To              | End date of term/rotation |
| Review Date     | The date the ITER review/discussion should be conducted and/or submitted to the College. |
| Trainee Status  | Status of trainee self-assessment  
|                 | • **Not Started**: Trainee has not commenced a self-assessment;  
|                 | • **In Progress**: The trainee has commenced, but has not completed/submitted the self-assessment; and  
|                 | • **Completed**: Trainee has completed and submitted the self-assessment. |
| Supervisor Status | Status of ITER (Supervisor assessment)  
|                  | • **Not Started**: Supervisor has not commenced a self-assessment;  
|                  | • **In Progress**: The supervisor has commenced, but has not completed/submitted the self-assessment;  
|                  | • **Ready for Discussion**: Both the trainee and supervisors assessment can be viewed/compared (*changes cannot be made to the existing values, however additional comments may be added*); and  
|                  | • **Completed**: Supervisor has completed and submitted the self-assessment. |
| Last updated    | Date the ITER record was last changed |
| Action          | • **Start Assessment**: Start a new ITER; and  
|                 | • **Resume Assessment**: Edit a saved ITER. |
4 Creating an ITER

1. To create a new ITER, click the Start Assessment button in the action column; and
2. The relevant ITER form will load based on the value in the ITER Category column.

The General Information section of the form contains generic information of the assessment

3. The General Information section is pre-populated with information based on information provided by the trainee in the AVT form. Only the Days Leave taken field needs to be completed in this section. If the Days Leave Taken field is:

<table>
<thead>
<tr>
<th>Blank</th>
<th>Enter the number of days leave a trainee has taken during the term/rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contains a value entered by the trainee (value is correct)</td>
<td>No action required</td>
</tr>
<tr>
<td>Contains a value entered by the trainee (value is incorrect)</td>
<td>Override the value entered</td>
</tr>
</tbody>
</table>
Section 1 of the ITER

4. For each competency, use the sliders to indicate the rating from Novice to ICU Fellow that best represents the trainee’s performance.

Click on the tooltip icon throughout the form for additional information about the field.

Check “Not Observed” option if the competency was not observed during the term or rotation.

Checking the “Does not demonstrate basic safe practice/performance” option constitutes an automatic fail for term (i.e. the term will not be accredited towards training time).

Using sliders on a PC/laptop?
- Use the mouse to drag the slider handle to the desired position; or
- Use the mouse and click on the desired position of the slider handle.

Using sliders on a tablet?
- Tap on the desired position of the slider handle.

Supervisor comments are optional; however, if you have rated a trainee as “Does not demonstrate basic safe practice/performance”, a reason in this comment field is required.
Section 2 of the ITER

5. Complete all the questions in the Global Rating section of the ITER.

Has the trainee been assessed as “Does not demonstrate basic safe practice/performance” for any of the competencies?

Yes: The value in this field will default to “No” and cannot be changed.

No: Select either “Yes” or “No” as appropriate.

This date field is mandatory.

This checkbox is only visible (and therefore mandatory) where a trainee has not completed a self-assessment. That is, the Trainee Status = “Not Started” or “In Progress”.
4.1 Save a Draft ITER

An ITER can be saved as a draft and completed at a later date.

Option 1 – Save Draft & Continue

Click **Save Draft & Continue** to save a draft ITER and continue filling the remainder of the form.

Note: Clicking **Save Draft & Continue** will save the entire form.
Option 2 – Save & Exit

- Click Save & Exit to save a draft ITER and exit the form.
- You will return to the Manage ITER page.
4.2 Edit an existing ITER

To edit a saved ITER, click the Resume Assessment button in the action column.
4.3 Submit an ITER

4.3.1 Finalise the ITER for discussion with your trainee

1. To finalise the ITER for discussion with your trainee, all mandatory fields must be completed; and
2. An ITER can only be submitted if:
   - The trainee has completed a self-assessment (i.e. the trainee Status in the General Information section is “Completed”); or
   - Where a trainee has opted not to complete a self-assessment, check the “Trainee acknowledges that he/she has opted not to complete a self-assessment” checkbox in the Global Rating section;
3. To finalise the ITER for discussion with your trainee, click Ready for discussion;

4. Once an ITER has been submitted for discussion:
   - The Supervisor Status changes from Not Started or In Progress to For Discussion;
   - No changes can be made to the rating scales or Global Rating section; and
   - The trainee will be unable to complete a self-assessment (if they have not already done so).

To finalise the ITER for discussion with your trainee, click Proceed.

Not Started - Trainee has not commenced a self-assessment.

In Progress - Trainee self-assessment is in progress.

Completed - Trainee has completed and submitted their self-assessment.
4.3.2 Submit the ITER to the College

5. Click Resume Assessment, to review and/or discuss the ITER with the trainee;

[Supervisor Dashboard image]

Click Resume Assessment to continue filling in the ITER.
6. If the trainee has completed the self-assessment, you will be able to compare the results of the both assessments.
7. Once you have had a discussion about the ITER with your trainee:
   - Enter the date of the discussion; and
   - Any relevant comments in the Discussion comments text box.

8. Click **Submit to College**.
   Once an ITER has been submitted to the College, no further changes can be made.

Click **Submit to College** to finalise the form.
Note: No further changes can be made once the form has been submitted.
5 View a completed ITER

To view a completed ITER:

1. Click the **Completed Reports** buttons on the Manage ITER page to view a list of completed ITERs;
2. Then click the **View Report** button in the action column.

The View button will only be available for ITERs that have been submitted to the College.

<table>
<thead>
<tr>
<th>Column Headings</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Result**      | - **Pending**: The ITER is awaiting review by the College;  
                 - **Under Review**: The ITER is currently being reviewed by the College;  
                 - **Not Accredited**: Training time has not been accredited; and  
                 - **Accredited**: Training time has been accredited by the College. |
6 Viewing past ITER records

As the trainee’s current supervisor, you can access their past ITER records. To access a trainee’s past ITER records:

1. Click on the trainee’s name (from the Manage ITER page);
2. This will bring up a list of any past ITER records;

3. To view a past ITER, click on the View Report button.
4. From the View ITER page, you can also print a copy of the ITER. To print a copy of the ITER, click **Print View**;

5. Then select the print options in your browser.

**Completed ITER where the trainee has not completed a self-assessment**
**Completed ITER where the trainee has completed a self-assessment**

<table>
<thead>
<tr>
<th>ITER Discipline:</th>
<th>ITER - Intensive Care (General)</th>
<th>Hospital:</th>
<th>Alfred Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Dates:</td>
<td>1/01/2014 to 30/06/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage of Training:</td>
<td>Core Training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Trainee Name:** Luke Hodge  
**Trainee Status:** Completed  
**Supervisor Name:** Jerryd Roughhead  
**Supervisor Status:** Completed  
**Days Leave taken:** 0

**Description**

The journey from Novice trainee to ICU Fellow occurs longitudinally across the duration of training. Feedback linked to assessment criteria during training is key to assisting trainees to learn and change their performance.

Section 1 of the ITER reflects this longitudinal journey.

Section 2 of the ITER provides feedback on the trainee's performance in relation to their stage of training.

**Medical Expert**

<table>
<thead>
<tr>
<th>Novice Trainee</th>
<th>Intermediate Trainee</th>
<th>ICM Fellow</th>
</tr>
</thead>
</table>
| Completes an appropriate patient assessment  
Trainer: |                      |            |
| Supervisor: |                      |            |
| Initiates appropriate investigations  
Trainer: |                      |            |
| Supervisor: |                      |            |
| Interprets clinical findings and data appropriately  
Trainer: |                      |            |
| Supervisor: |                      |            |
# Global Rating

- Relative to their stage of training, the overall performance of the trainee in this rotation was ___________.
- Has the trainee made sufficient progress during this term? Yes ___________.
- Should this term be accredited for training? Yes ___________.
- Is there a need to refer the trainee to the College for additional support? No ___________.
- This ITER contains information based on a formal consensus view expressed by the specialist staff at a meeting on 1/05/2014 12:00:00 AM.

# Outcome of discussion

- This ITER was discussed with the trainee on 1/05/2014 12:00:00 AM.
- Discussion comments

  This is sample text only.
## 7 Frequently Asked Questions

| What devices can I use? | Users can access the ITER using the following devices:
| | • Desktop computers;
| | • Laptops; and
| | • Tablet devices.
| The ITER forms will also work on smartphones, but is not recommended as viewing of content on a smartphone may not be optimal.
| What browsers can I use? | Users can access the ITER using the following browsers:
| | • Internet Explorer 8 ([Click here to download](#)) and above;
| | • Chrome ([Click here to download](#));
| | • Firefox ([Click here to download](#)); and
| | • Safari.
| The following browsers are not supported:
| | • The ITER will not work on Internet Explorer 6 and 7 – there are security risks associated with the use of these browsers.
| For further advice and assistance, please contact [assessments@cicm.org.au](mailto:assessments@cicm.org.au).
| Who has access to a trainee’s record? | Only the supervisor nominated in the AVT form has access to the trainee’s ITER records. A supervisor will have access to a trainee’s record for the duration of the term plus one month after the end date of term.
| | • Trainees are required to submit an application for approval of vocational training (AVT) form of their proposed training post. If the trainee has not submitted the application form and/or has an outstanding invoice for the training, they will not appear in your list.
| What if the trainee’s nominated supervisor has changed? | • If you’re not the nominated supervisor, or if you’re going on leave and need to delegate the responsibilities to a different supervisor, please contact the College and we will update the record in the database.
| | • Once the record has been updated in the database, the new supervisor will have access to the trainee’s ITER records.
| Can I view the trainee’s self-assessment before | Yes. You will be able to view your trainee’s self-assessment once you have finalised your assessment and clicked on Proceed.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>submitting the ITER?</td>
<td>Once you have clicked on Ready for discussion, you will no longer be able to make changes. However, there will be a text box available for you to provide additional comments.</td>
</tr>
<tr>
<td>Can I print an incomplete ITER?</td>
<td>No. You will only be able to print a completed ITER.</td>
</tr>
<tr>
<td>Can I save an ITER to my computer/device? (I.e. to my desktop or USB).</td>
<td>No. Currently there is no functionality which allows you to save an ITER to your computer.</td>
</tr>
</tbody>
</table>

8 **Who should I contact if I have further questions?**

Please direct any ITER related queries to [assessments@cicm.org.au](mailto:assessments@cicm.org.au).