

Workplace Based Assessment

On eps platform

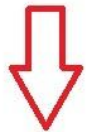
Version 150725

Summary of function of WBA

- FCDC setup the types and template of assessment forms
- Trainee initiate the assessment by accessing the template and fill in the necessary entries and upload to his/her WBA record as part in the training profile
- The trainer access the trainee completed form on the WBA section of training records for editing/commenting & endorsement in the edit box, then upload the form back to the WBA record.
- **A simplified workflow if mutually agreeable:
 - The trainee and trainer work together to complete the blank template in the same session, then upload the form for trainer to endorse in the edit box
- Full WBA information accessible by clicking WBA icon of trainee's record
- The trainer provided with a list of all WBA records under his/her oversight with endorsement status of each record displayed.

Setting up assessment forms at FCDC

Interface to be setup FCDC to add category of assessment forms



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DOPS eps

Update Delete



File Title:Template
DOPS Assessment Form_v12022025.docx

the created blank template for download after step 1 & 2

Choose File No file chosen

1. Browse for the created blank template on FCDC device

Enter file title

2. Give a label to the blank template eg template or no etc

Upload click upload

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MiniCEX (General Paediatric)

Update Delete



File Title:Template
MiniCEX.pdf

Choose File No file chosen

Enter file title

Upload

Workflow for WBA 1

- Select & complete the form

- Trainee initiate the assessment process
- Select type of assessment to be performed
- Trainee to click the WBA icon to display the interface showing the assortment of available WBA categories sectors each with the respective template forms. Each sector also displays the prior completed forms with endorsement status.
- Trainee download the assessment form template for to work on. (or the trainee can download all the templates to the device for later use for a more simplified workflow)
- Trainee completes all the required items on the form and save to the device for upload*.

- ❖ The completed form is already a new document & treated as such by the computer and hence must be saved in the device for upload back to WBA records of the eps server
- ❖ This workflow difference contrast with simply 'save' for works **done & save solely on your own device** without involving an outside server

Workflow for WBA 2

- upload for WBA

- Click the **add assessment form** icon
- A parameter entry & upload page is displayed
- Fill in all the parameters defining the assessment form
- Click **update** and the uploading box shows up.
- Fill in the identifier of the assessment form in the box eg 1st Quarter or 2nd in 2025 etc; and click **upload**
- The uploaded form is then displayed in the respective sector of the assessment form.
- An **edit** button is also displayed with the form for editing by the trainee, trainer/TS
- Trainer/TS make comments/evaluation/recommendation to the same field & endorse the assessment form.
- Once trainer endorsed, the form become non editable for the trainee the status of the form labelled trainer approved
- Endorsement by training supervisor mandated or optional?

Example

Trainee starts assessment 1

Category: MiniCEX (General Paediatrics) [Sample File:Template](#) [Add assessment form](#)

Clicking opens the demographic title block for filling & download the template form for preliminary filling by trainee & then save

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
2025-01-01	2025-02-28	2	rainee v		Report:2025 MiniCEX.pdf		Edit Assisment
2025-06-18	1970-01-01	2	rainee10		Report:Pulmonary Hyper tension MiniCEX.pdf		Edit Assisment
					Report:Septicaemia 2025 MiniCEX.pdf		Edit Assisment

to be parked here

Subsequent editing of the form call out by clicking the edit button

Category: CBD (GP) [Sample File:Template](#)

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
2025-06-17	1970-01-01	2	rainee10		Report:Mid term 2025 CBD (GP).pdf		Edit Assisment
1970-01-01	1970-01-01	2	L Trainee		No files		Edit Assisment
2025-06-17	2025-06-30	2	L Trainee		Report:1st q Paed MSF).pdf		Edit Assisment

The trainer finalize the assessment form by endorsing the demographic block button & stops all editing

Example

Trainee starts assessment 2

HKCPaed EPS Training Management Logbook Trainee Management Trainer Management Personal Detail Logout

tid 1212

Select the supervising trainer from pull down list

Workplace Based Assessment

Training Year:	1
Level of Training:	
Date of Assessment	04/07/2025
Trainer	trainee...
WBA Category	MiniCEX
Remark	DOPS
Verification	MiniCEX
Verified by Trainer	
Verified by ST	PaedMSF

Submit Reset Back

Specify the type of assessment form from the pull down list

Uploaded Files

Choose File No file chosen Enter file title Upload

Drop files here to upload

Example

Trainee starts assessment 3

Paediatric Neurology74 Training Assisment Record

Start Date:	2025-06-01
End Date:	2025-06-30
Year	1
Trainer 1	---
Trainer 2	---
Assisment Category	DOPS
Trainee Remark	
Trainer Remark	
Director Remark	
Director endorsement	
Trainer1 Approved	
Trainer2 Approved	
Director Approved	

Update profile ← clicking the update profile display the upload for the prior completed assessment form as below

Uploaded Files for Training ID: 74

No files uploaded for this training record.

Choose File No file chosen **Enter file title** **Upload** ← Then click upload to complete the process

Browse for the prior completed form enter identifier for the completed form eg DOPS 2nd Quarter Drop files here to upload

★

Reminder: Click submit/update whenever changes made in data entries, uploaded files; endorsements to save changes to the eps system

Example

Trainee starts assessment 4

The assessment records of the trainee

Category: Woprkplace based assessments [Sample File:Workplace VBased assessments](#)

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
2025-06-01	2025-06-30	1	Kiran Mot BELARAMANI	rainee10	Report:2nd Q Workplace based assessment.pdf		Edit Assisment

Category: DOPS eps [Sample File:Template](#)

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
2025-06-01	2025-06-30	2	rainee10		Report:3rd Q 2025 DOPS.pdf		Edit Assisment
2025-08-01	2025-06-30	2	rainee10		Report:3rd Q 2025 DOPS.pdf		Edit Assisment



Trainer/assessor to edit or complete the form & endorse

Category: MiniCEX (General Paediatrics) [Sample File:Template](#)

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
2025-01-01	2025-02-28	2	raineev		Report:2025 MiniCEX.pdf		Edit Assisment
2025-06-18	1970-01-01	2	rainee10		Report:Pulmonary Hyper tension MiniCEX.pdf Report:Septicaemia 2025 MiniCEX.pdf		Edit Assisment

Category: CBD (GP) [Sample File:Template](#)

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
2025-06-17	1970-01-01	2	rainee10		Report:Mid term 2025 CBD (GP).pdf		Edit Assisment

Workflow for WBA 3

Trainer & Program Director Evaluation & endorsement

- The **trainer or Training supervisor** access the WBA record of the trainee
- From the assessment form sectors, select the target form and click the edit button.
- The trainee completed form can be downloaded and the parameter box displayed for editing
- Trainer completes work on the form and check the approval box to update and adding identifier to the form (eg trainer); to the input box and clicks upload
- The uploaded trainer's version is displayed together with the trainee's version in the sector with status trainer approved
- Same workflow for Training supervisor if necessary
- Once approved, The form no longer editable except from the same level.

Trainer & Program Director WBA Evaluation & Endorsement

Category: DOPS eps [Sample File:Template](#)

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
2025-06-01	2025-06-30	2	rainee10		Report:3rd Q 2025 DOPS.pdf 		Edit Assisment
2025-08-01	2025-06-30	2	rainee10		Report:3rd Q 2025 DOPS.pdf 		Edit Assisment
2025-06-01	2025-06-30	2			No files Trainee version		Edit Assisment
2025-06-22	2025-06-23	2	rainee10	L Trainee	Report:DOPS 2nd Q DOPS.pdf Trainee version		Edit Assisment
					Report:endorsed DOPS 2nd Q.pdf Trainer version		

Category: MiniCEX (General Paediatrics) [Sample File:Template](#)

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
2025-01-01	2025-02-28	2	raineev		Report:2025 MiniCEX.pdf 		Edit Assisment
2025-06-18	1970-01-01	2	rainee10		Report:Pulmonary Hyper tension MiniCEX.pdf Trainee version		Edit Assisment
					Report:Septicaemia 2025 MiniCEX.pdf Trainer version		

Category: CBD (GP) [Sample File:Template](#)

Start Date	End Date	Year	Trainer 1	Trainer 2	Report	Status	Action
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1970-01-01	1970-01-01	2	L Trainee		No files		Edit Assisment
2025-06-17	2025-06-30	2	L Trainee		Report:1st q Paed MSF).pdf 		Edit Assisment

← The trainer can select the particular category & the specific form in that category to edit & endorse.
 The trainer can download the trainee's version of the form to complete his/her entries and endorsement & then upload back to be the 2nd copy in the row. After trainer's endorsement, the edit box changes color and seals further editing

WBA functionalities provision for trainer

- The trainer will be provided with 2 interface for WBA functionalities
- In the eps trainee list for the trainer, a new WBA button in each trainee row to allow access to view his/her full WBA profile.
- A new WBA interface icon to access the assortment of those assessment forms under his/her mentorship.

Unique features of WBA functionalities vs eps

- Eps data fields capture data meant for sorting/collation/output & endorsement
- WBA data mostly for charting/text recording & endorsement
 - Eps data capture in one way direction
 - WBA involves 2 parties capture (TRAINEE & ASSESSOR) on the same form serially.
- Eps users or user-associated workflows only
- WBA users might be non- eps or even allied health (MSF assessments)
- Anonymity of assessors' identity to trainee but not to trainer program director(MSF assessments) pose unique workflow & format issues

Points for further evaluation

- Expected time frame and location for the assessor to complete & endorse the form
- The workflow for non eps users (eg non trainer ward paediatricians or non-medical assessors for the WBA input)
- The final document form for definitive record