



SOLA User Manual for Trainers

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Technical considerations

SOLA is web- based trainee management system with integrated logbook which records trainee progress through the SET/GSET training programme.

SOLA has been designed from the start to work effectively on hand-held devices – the display is responsive and is maximised to the device used for access with current hand-held technologies.

SOLA is compatible with all commonly used internet browsers. Please be aware that if the device you are using is running older versions of browser, as sometimes happens within some DHBs, some of the functionality may be compromised. As a rule of thumb, browsers version n-2 and beyond should work efficiently (where n is the most recent version).

SOLA does not work on Internet Explorer.

Logging in

The link for SOLA is <https://portal.nzags.co.nz> or through the SOLA tab on the www.nzags.co.nz website.

Trainers are set up within the system using their usual email address as the username and a system-generated password which can be reset by the user.

NZAGS Apply Now Sign In

You need to sign in or sign up before continuing.

Welcome to SOLA, the Surgical Online Logbook and Assessment management system.
If you encounter any problems using this facility please contact Linda@nzags.co.nz or 04 384 3355

News
The new system won't be far away!

Notices
The next deadline for assessments is Monday 24th June 2013

Sign In

Email:

Password:

Remember me

Sign In

[Forgot your password?](#)

Users who forget their password can request a new password independently of the administrator.

Your profile

You can edit your contact details and your password by selecting “Edit profile” from the top menu: -

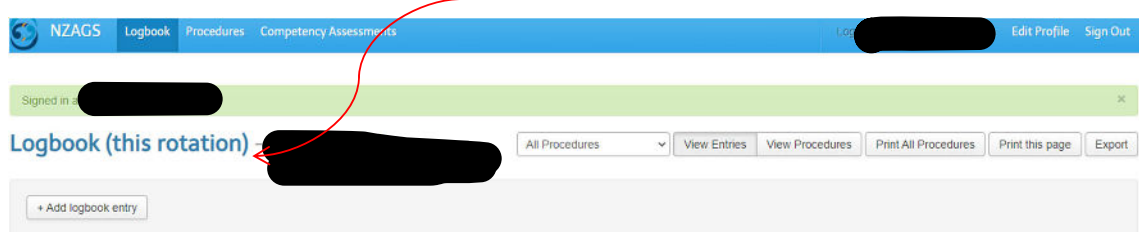


Changing your password: -



Navigation

There are 3 tabs on the SOLA menu. The grey bar below the menu shows you where you are within each tab. The default tab is the logbook view (even if you don't use it!): -



In summary the 3 tabs have the following functionality and permissions: -

Logbook

- This is for your use (no obligations!)
- Enter/edit/delete/expand/collapse procedures and cases
- Editing permissions: owner **only**
- Viewing permissions: owner, administrator

Procedures

- View individual procedures (if you used SOLA yourself as a trainee)
- View summary of procedure and category totals
- Viewing permissions: owner, administrator

Competency Assessments

- View competency assessments waiting for you to review
- Filter/sort by trainee, competency or expiry date

Competency Assessments

Overview

These are the PBAs and EPAs GSET Trainees are required to complete during their training. If you are asked by a trainee to review their performance for the competency assessments, the assessment for you to review will appear on this tab. This should not come as a surprise, as Trainees should notify you before they commence the assessment! Reviewed and expired assessments will no longer be available to view.

If you are requested to review the same assessment for the same trainee again, you will be able to see how you assessed them previously using the history tab – see below P5.

Performance Based Assessments (PBAs) are assessments of common general surgery procedures and must achieve "Able to perform independently" a prescribed minimum number times to be considered competent in that procedure. For more information see Appendix 1

Entrustable Professional Activities (EPAs) are assessments of common activities Trainees will be expected to do, such as lead ward rounds (see Appendix 1 for more information). Trainees must be assessed as "Entrustable" a minimum of 6 times for that EPA to be considered "Entrustable".

Notifications

Alerts for Competency Assessments requiring your attention will be sent to via your preferred email. The notification will look like this: -

Hi (you name),

(Trainee name) submitted a new assessment and is awaiting your review: (e.g.) [Appendectomy - Laparoscopic or Open](#)

Access your list of reviews [here](#).

Regards,

NZAGS team

You can either access the assessment through this hyperlink.

Alternatively, you can access all assessments for your attention on this Competency Assessments tab.

Once you have selected the assessment to review you will see the following view and note that the Trainee has already self-assessed for this attempt. If a Trainee selects "Not Entrustable" or "Not Independent" they must comment as to why.

You can select the "History" tab to see how the Trainee has performed on this assessment previously and to view comments from previous assessors (if any).

Assessing a Simple New Elective Case in Outpatient Clinic

Progress for this competency
0/6 Entrustable (EPA) 1 Submitted attempt for this competency
Trainee needs 6 more Entrustable achievements for this competency

Current attempt
No: 1
Trainee: Jenny Choi
Assessor: Jeremy Rossaak
Assessment date: 27 May 2021
Expiry date: 3 Jun 2021

Info
Assessing a Simple New Elective Case in Outpatient Clinic
Type: EPA (Entrustable Professional Activity)
Year: 1 - 3
[View full detail >](#)

Assessment **History** Instructions & detail

Select a rating for each criteria for this competency

1. Medical Expertise

Indicative behaviours

- Appropriately considers all available data to formulate a provisional/differential diagnosis
- Ensures judicious use of additional investigations

Indicative questions

- Can the trainee appropriately assess the presenting problem?
- Are any ancillary investigations chosen wisely?

Self Assessment: Entrustable

How do you assess the trainee?

Entrustable

Not Entrustable

Unassessed

2. Judgement - Clinical Decision Making

Indicative behaviours Indicative questions Self Assessment: Entrustable

You will need to complete all domains here

The History tab to review previous performance for this assessment (if applicable)

Submitting a reviewed assessment

Don't forget to submit. Alternatively, you can elect to save to return to reviewing later, if for example, you need to talk with others present at the time.

Can't review within 2 weeks? Please send an email to SOLA@nzags.co.nz with the details

Submit your assessment

Comments about this assessment

This is the [x] assessment for this Competency for Jeni Thomas. The Trainee will see your comment.

Overall grading: ENTRUSTABLE

Submit

Save

Cancel

Key points:

- The Trainee must submit the assessment within 1 week of the date of the assessment
- You have up to two weeks in which to complete and submit the review
- Once reviewed, the assessment is locked
- If more than two weeks elapse from submission to your assessment, the assessment will expire

- Assessors and Trainees can notify the NZAGS if assessors cannot review within 2 weeks for an extension of a further 2 weeks. This can only be done once.
- Once an assessment has expired it cannot be reactivated
- Assessments are removed from this tab once you have reviewed them
- Trainees cannot select you as an assessor for the **same** assessment if you have previously assessed them as "Independent" for PBAs or "Entrustable" for EPAs twice already. You don't need to monitor this – SOLA has inbuilt rules to ensure this cannot occur.

Definitions of assessment grades

For PBAS. The definition of "**Independent**" is: -

The Trainee is able to complete the procedure with minimal supervision and guidance, and demonstrates knowledge of when to request appropriate assistance.

PBAS should only be commenced where the case is uncomplicated and a straightforward procedure is planned.

If complications do arise during the procedure, and the trainee was performing well up to that point, did the trainee know when to ask for help?

It should be noted that by assessing the trainee as "Independent", you are not giving that Trainee licence to perform that procedure unsupervised from that point on.

For EPAs. The definition of "**Entrustable**" is: -

The Trainee demonstrates that they can be trusted to perform the activity at the required standard without more than distant supervision, and the Trainee can be trusted to appropriately seek assistance in a timely manner.

Your Logbook & procedures

If you were a trainee who previously used SOLA you can view your logbook here. This logbook is available for your use at any time even if this does not apply.

Printing/exporting your logbook

Use the “print” or “export” button on either the “logbook” tab or the “procedures” tab. Only procedures and/or categories where there are entries will appear.

By selecting a category, you can also print out groupings – for example all endoscopies.

Helpdesk

For any problems, or suggestions for improvements, please contact wendy@nzags.co.nz directly or SOLA@nzags.co.nz.

If it's an unexpected event, please repeat the action outside of the DHB in case it's a browser/firewall issue. If the problem still persists, please specify the following: -

- What you were trying to do
- What actually happened
- The browser and version you were using

Screenshots are useful if you can provide these.

Version control	
New manual	12/10/2021

Appendix 1

GSET PBA requirements: -

Core PBA (GSET years 1-3)	Minimum required
Anastomosis	6
Appendectomy	6
Examination under anaesthetic anus – incision & drainage of perianal abscess	3
Groin hernia	3
Opening & closing abdominal incision	6
Simple laparoscopic cholecystectomy	6
Small bowel resection	4
Stoma formation	3
Principal PBA (GSET years 4-5)	Minimum required
Axillary node dissection	2
Colonoscopy	4
Hartmann's procedure/acute left colectomy	4
Laparotomy or adhesiolysis	4
Right hemicolectomy	4
Sigmoid colectomy/Anterior resection	2
Thyroidectomy	2
Upper GI endoscopy	4
Wide local excision/Mastectomy	2

The following should be noted:

- Trainees must complete the minimum number of Core PBAs in GSET years 1-3 to progress to GSET 4
- Trainees may attempt (and be assessed as "Independent", if appropriate) any Principal PBA in GSET years 1-3
- There are no ramifications for failed attempts - trainees may make as many attempts as required to achieve the minimum required to progress
- Trainees may be asked to do further PBA assessments, even if they have achieved the minimum requirement, in the following circumstances: -
 - The Trainee is experiencing difficulties and is required to be on a Support Plan
 - The Trainee has returned from interruption and proof that the Trainee has not regressed is required by the Supervisor and/or the Training Committee

GSET EPA requirements: -

CORE EPAs (GSET years 1-3)	Minimum required
Arranging and Completing Surgery for a Simple Case	6
Assessing a Simple New Elective Case in Outpatient Clinic	6
Delivering Results to a Patient	6
Discharge Planning for a Complex Patient	6
Leading a Team Ward Round	6
Managing Acute Admissions – Evening or Weekend Shift	6
Running a Student Teaching Session	6
Presenting at an MDM/X-Ray Meeting	6
Presenting at a Departmental Meeting	6
Principal EPAs (GSET years 4-5)	Minimum required
Arranging Acute Surgery for a Complex Condition	6
Cancer Staging in the Outpatient Clinic	6
Delivering News to a Patient – End of Life Prognostic Discussion	6
Communicating/Referring a Complex Patient Case	6
Operative Supervising of a Junior	6
Presenting a Complex Case at an MDM/X-Ray Meeting	6
Arranging Acute Surgery for a Complex Condition	6
Cancer Staging in the Outpatient Clinic	6

The following should be noted:

- Trainees must complete the minimum number of Core EPAs in GSET years 1-3 to progress to GSET 4
- Trainees may attempt (and be assessed as "Entrustable," if appropriate) any Principal EPA in GSET years 1-3
- There are no ramifications for failed attempts - trainees may make as many attempts as required to achieve the minimum required to progress
- Trainees may be asked to do further EPA assessments, even if they have achieved the minimum requirement, in the following circumstances: -
 - The Trainee is experiencing difficulties and is required to be on a Support Plan
 - The Trainee has returned from interruption and proof that the Trainee has not regressed is required by the Supervisor and/or the Training Committee