

GroveWare is an online system that will help you, as a CPSA assessor, to focus attention on relevant assessment opportunities in the clinical setting. In this system you will enter forms and reports throughout this assessment, which the applicant will be able to view at any time. They are not able to edit or comment on the forms/reports entered.

The types of forms and reports that you are required to complete in GroveWare will vary based on whether you are acting as an assessor in either Family Medicine (FM) or a Specialty.

GroveWare is here to help promote and increase documentation of the applicant's performance in order to support assessment findings that are being submitted to CPSA. Its purpose is to make reporting easier and more efficient.

This Guide will show you how to use this system, submit forms/reports, and trouble shoot, if you run into issues.

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# Logging into GroveWare

Use either Chrome or Microsoft Edge to access GroveWare:

<https://forms.cpsa.ca/eforma/custom/index.do>

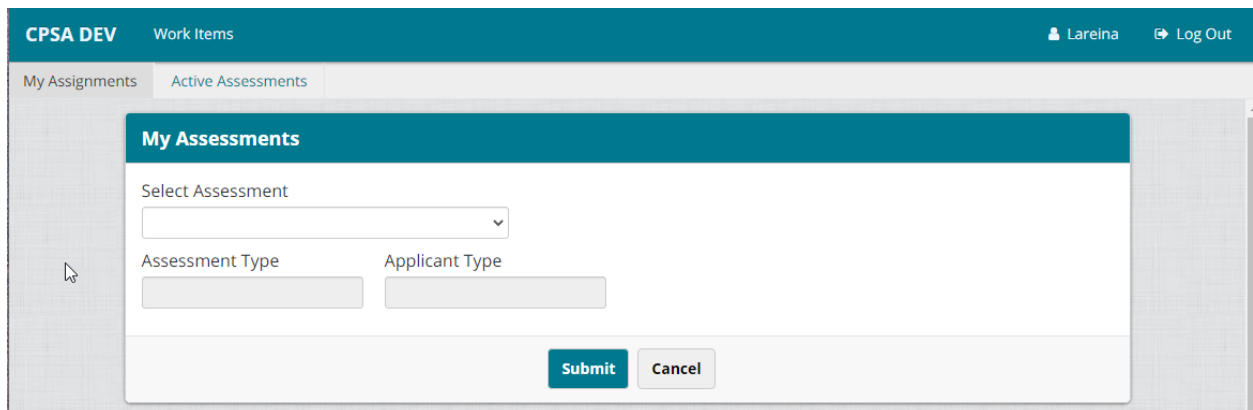
**Your username:** firstname.lastname

**Your password:** 6-digit CPSA Registration Number (available on your practice permit)

## Main Menu

To view your active assessments, make a selection from the dropdown menu titled 'Select Assessment.' The forms/reports you are to complete throughout the assessment will populate in the forms view below based on what type of assessor you are:

- PCA Family Medicine Assessor
- PCA Specialist Assessor



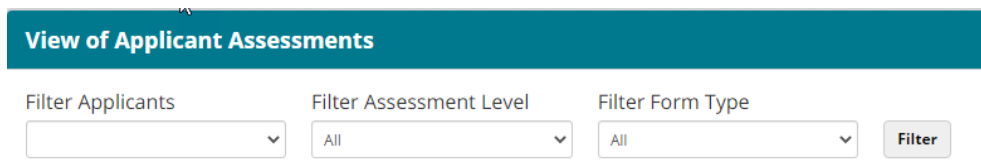
## My Assignments

- Select an assessment and the Assessment Type and Applicant Type will auto-populate.
- The forms you will need to complete for CPSA appear:

Family Medicine Forms	Specialty Forms
Assessment Note	DOPS - SPEC
DOPS - FM	Interim/Final PCA Narrative Report
Interim/Final PCA Report	

## Active Assessments

- See all active assessments under the ‘Active Assessments’ menu item at the top of the screen.
- Each time you complete a form and submit it, the document appears in the ‘View of Applicant Assessments’ table.
- You can filter based on: Applicant, Assessment level or Form Type.



The screenshot shows a teal header bar with the text "View of Applicant Assessments". Below the header, there are three dropdown menus: "Filter Applicants", "Filter Assessment Level", and "Filter Form Type". The "Filter Assessment Level" and "Filter Form Type" dropdowns are currently set to "All". To the right of these dropdowns is a "Filter" button.

**\*Important: When completing Forms and Reports in GroveWare - if you haven't clicked the submit button within 15 minutes, the web browser will time out; even if you were typing during that time. Save frequently!**

## Family Medicine Assessors

### Submit an Assessment Note

**\*This section is only applicable for Family Medicine assessors.**

1. Select the applicant from the dropdown menu titled ‘Select Assessment.’
2. Select **Assessment Note** from the filtered form view below:
  - Assessment Note **(family medicine use only)**
  - Note: the ‘\*’ next to a field indicates that it is mandatory and must be filled out.
3. Select the appropriate date of entry.
4. Complete form fields.
5. Enter your evaluation rating for this applicant:
  - Competency **fully** demonstrated: *Performance similar to or above the level of a Canadian-trained Family Physician /Specialist entering practice.*
  - Competency **partially** demonstrated: *Performance somewhat below the level of a Canadian-trained Family Physician/Specialist entering practice.*
  - Competency **not** demonstrated: *Performance significantly below the level of a Canadian-trained Family Physician/Specialist entering practice.*
6. Click Submit.

Our expectation of our assessors is that by the end of the 1<sup>st</sup> week of the PCA, some assessment notes have been entered for the applicant to view.  
By the end of the PCA, we require 60 to 80 Assessment Notes entered.

## Submit a DOPS-FM Form

**\*We have 2 different DOPS Forms, depending on whether the PCA is in Family Medicine or a Specialty. The appropriate DOPS Form will appear for you based on what type of PCA is assigned to you.**

1. Select the applicant from the dropdown menu titled 'Select Assessment.'
2. Select DOPS-FM from the filtered form view below:
  - Note: the **'\*'** next to a field indicates that it is mandatory and must be filled out.
3. Select the appropriate date of entry.
4. Complete form fields.
5. Enter your evaluation rating for this applicant:
  - Competency **fully** demonstrated: *Performance similar to or above the level of a Canadian-trained Family Physician /Specialist entering practice.*
  - Competency **partially** demonstrated: *Performance somewhat below the level of a Canadian-trained Family Physician/Specialist entering practice.*
  - Competency **not** demonstrated: *Performance significantly below the level of a Canadian-trained Family Physician/Specialist entering practice.*
6. Click Submit.

## Submit an Interim/Final PCA Report

**\*This section is only applicable for Family Medicine assessors.**

1. Select the applicant from the dropdown menu titled 'Select Assessment.'
2. Select **Interim/Final PCA Report** from the filtered form view below:
  - Note: the **'\*'** next to a field indicates that it is mandatory and must be filled out.
3. Select the appropriate date of entry.
4. Select form Type:
  - Interim Report
  - Final Report
5. Sentinel Habits will appear once Form Type is selected.

6. For each Sentinel Habit section, enter your assessment level rating for the applicant:
  - Competency **fully** demonstrated: *Performance similar to or above the level of a Canadian-trained Family Physician /Specialist entering practice.*
  - Competency **partially** demonstrated: *Performance somewhat below the level of a Canadian-trained Family Physician/Specialist entering practice.*
  - Competency **not** demonstrated: *Performance significantly below the level of a Canadian-trained Family Physician/Specialist entering practice.*
7. Enter your observations (What did you see/hear or not see/hear the applicant do/say?)
8. Enter Strengthens, Weaknesses, and any Continuing Professional Development you believe is required or beneficial.
9. Digitally sign Report by completing signature section:

I confirm I have met with the applicant and gone over the above information. \*

I confirm I am the assessor and that information on this form is accurate.

Assessor Signature \*

I understand by checking this box it acts as my signature.

10. Options for submitting either:
  - **Save Draft** if you require more time to complete.
  - **Submit** if you are ready to submit to CPSA.

**We require you to complete the following reports at these periods during the PCA:**

- **Interim Report: 6 week mark**
- **Final Report: 12 week mark**

**\*Important: When completing Forms and Reports in GroveWare - if you haven't clicked the submit button within 15 minutes, the web browser will time out; even if you were typing during that time. Save frequently!**

# Specialty Assessors

## Submit a DOPS-Specialty Form

**\*We have 2 different DOPS Forms, depending on whether the PCA is in Family Medicine or a Specialty. The appropriate DOPS Form will appear for you based on what type of PCA is assigned to you.**

1. Select the applicant from the dropdown menu titled 'Select Assessment.'
2. Select DOPS-SPEC from the filtered form view below:
  - Note: the **'\*'** next to a field indicates that it is mandatory and must be filled out.
3. Select the appropriate date of entry.
4. Complete form fields.
5. Enter your evaluation rating for this applicant:
  - Competency **fully** demonstrated: *Performance similar to or above the level of a Canadian-trained Family Physician /Specialist entering practice.*
  - Competency **partially** demonstrated: *Performance somewhat below the level of a Canadian-trained Family Physician/Specialist entering practice.*
  - Competency **not** demonstrated: *Performance significantly below the level of a Canadian-trained Family Physician/Specialist entering practice.*
6. Click Submit.

## Submit an Interim/Final PCA Narrative Report

**\*This section is only applicable for Specialist assessors.**

1. Select the applicant from the dropdown menu titled 'Select Assessment.'
2. Select **Interim/Final PCA Narrative Report** from the filtered form view below:
  - Note: the **'\*'** next to a field indicates that it is mandatory and must be filled out.
3. Select the appropriate date of entry.
4. Select form Type:
  - Interim Report
  - Final Report
5. Enter Assessed From – To Dates
6. Complete form fields.
7. Enter your evaluation rating for the applicant:

- Competency **fully** demonstrated: *Performance similar to or above the level of a Canadian-trained Family Physician /Specialist entering practice.*
  - Competency **partially** demonstrated: *Performance somewhat below the level of a Canadian-trained Family Physician/Specialist entering practice.*
  - Competency **not** demonstrated: *Performance significantly below the level of a Canadian-trained Family Physician/Specialist entering practice.*
8. Digitally sign Report by completing signature section:

I confirm I have met with the applicant and gone over the above information. \*

I confirm I am the assessor and that information on this form is accurate.

Assessor Signature \*

I understand by checking this box it acts as my signature.

9. Options for submitting either:
- **Save Draft** if you require more time to complete.
  - **Submit** if you are ready to submit to CPSA.

**We require you to complete the following reports at these periods during the PCA:**

- **Interim Report: 6 week mark**
- **Final Report: 12 week mark**

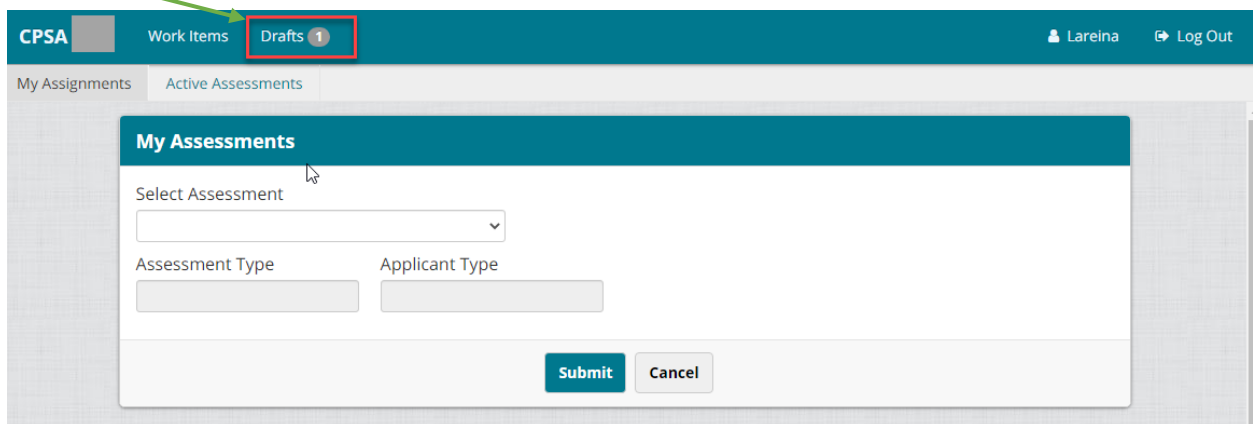
**\*Important: When completing Forms and Reports in GroveWare - if you haven't clicked the submit button within 15 minutes, the web browser will time out; even if you were typing during that time. Save frequently!**

## Draft feature

When you are completing an Interim/Final Report, you have two options, either:

1. Save to Drafts – if you require more time.
2. Submit your Report – if you wish to submit to CPSA.

If you save to drafts, this form automatically saves to “Drafts” – located beside your Work Items:



The screenshot shows the CPSA web interface. At the top, there is a navigation bar with the CPSA logo, 'Work Items', and 'Drafts 1' (highlighted in red). A green arrow points from the text above to the 'Drafts 1' menu item. Below the navigation bar, there are tabs for 'My Assignments' and 'Active Assessments'. The main content area displays a 'My Assessments' form with a teal header. The form includes a 'Select Assessment' dropdown menu, 'Assessment Type' and 'Applicant Type' input fields, and 'Submit' and 'Cancel' buttons at the bottom.

To submit your Report:

1. Go to Drafts in main menu.
2. Select Edit.
3. It will bring up your drafted report.
4. Edit and complete accordingly.
5. Digitally sign.
6. Press Submit

## Trouble shooting

**Data and/or fields not showing up in Forms? Refresh.**



1. If your Form is in Drafts, open it up there.
2. Refresh by selecting the opposite form you want to complete (i.e. want to complete final report, select interim report)
3. Do you see the fields show up in that Form?
4. If so, select Final Report. Fields should have refreshed and appear.