

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

GroveWare is here to help promote and increase documentation of your 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 give you information on your role as an applicant, how your assessor will use this system to provide reporting to CPSA, how to login and view these submissions, and the expectations of your assessor.

Applicant Information

All applicants undergoing a Preliminary Clinical Assessment (PCA) with CPSA will be provided confidential access to GroveWare to view the assessment notes and reports submitted by your assessor. Access to GroveWare is not intended to create, nor should the applicant have any expectation, of an assessor being obligated to provide further feedback.

As the applicant, you should understand that CPSA will not notify you about the status of current or recently added notes; the onus is on you to review GroveWare entries on a regular basis throughout your assessment. You are expected to view all entries and to treat GroveWare access responsibly and professionally. You are not permitted to request the assessor make any modifications to the assessment notes or reports.

Any concerns you may have should be discussed first with your assessor, and if the concern is not resolved, then you should may bring the matter to the attention of the Assistant Registrar Registration or his/her designate. Email registrationassessments@cpsa.ab.ca.

Purpose of GroveWare

GroveWare is a tool that will help you and your assessor(s) focus attention on relevant assessment opportunities in the clinical setting. It helps to increase documentation of performance to support assessment findings being submitted to CPSA. Although opportunities for observation and interpretation of your performance occur daily, the formal reporting of progress is done in keeping with the following intervals:

Three Month Preliminary Clinical Assessment¹:

- Interim report at the mid-way point of assessment (approximately 6 weeks)
- Final report at conclusion of the assessment

Your assessor(s) will use GroveWare document the assessment throughout the assessment period, and will use these findings to generate the Interim and Final Reports which will be sent to CPSA.

Your assessor(s) will also enter the following throughout the duration of your PCA:

- Assessment Notes (similar to a field note)
- [Direct Observation Procedural Form \(DOPS\)](#)

To help you better understand the expected level of care for a family physician practicing in Canada prior to beginning your assessment, we suggest you familiarizes yourself with the [College of Family Physicians of Canada 99 Priority Topics](#) and [Evaluation Objectives](#).

Your assessor is being asked to identify, observe and assess your competencies through the 8 Sentinel Habits. The skills and habits that are important in a good physician are represented within the following 8 Sentinel Habits (Competencies).

¹ Although the Preliminary Clinical Assessment, if required and the Supervised Practice Assessment will typically be scheduled for three (3) months each, the practice-readiness assessment may be terminated at any point by the Assistant Registrar Registration or his/her designate if s/he feels there is sufficient evidence to support a practice readiness decision, be it a pass or a fail determination.

The **8 Sentinel Habits (Competencies)** are:

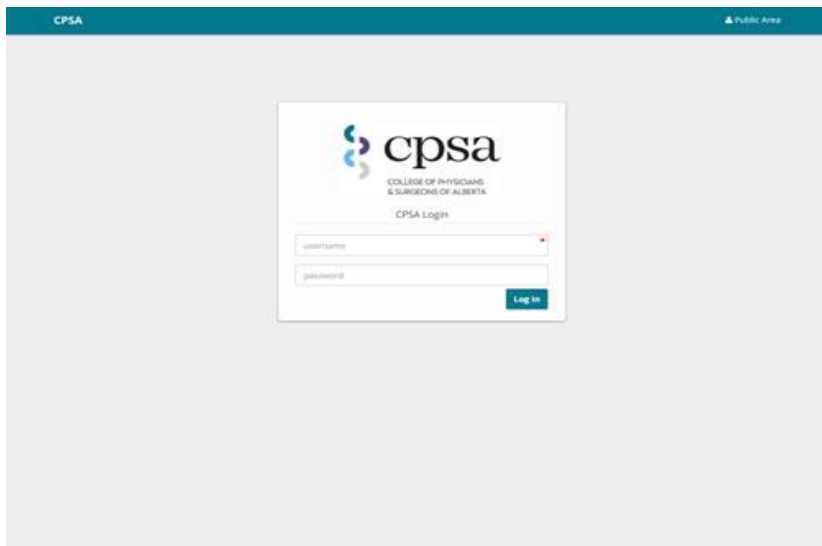
Sentinel Habit	Description
Incorporates Patient Context	Does the applicant explore how the illness is affecting the patient, the expectations of the physician at the visit, what supports are in place and engage the patient in the care plan?
Relevant Hypotheses	The applicant’s use of history, physical exam and investigations to come up with a relevant differential diagnosis. A foundational element of clinical reasoning.
Uses best practice to manage	The applicant’s knowledge of and use of current best medical treatment including following clinical practice guidelines.
Selects appropriate focus	The applicant’s ability to determine what needs to be looked at first and what can wait based upon risk and probability. Typically assessed when dealing with complex presentations and patients with multiple complaints. A further way of assessing the applicant’s clinical reasoning.
Key features for procedures	The applicant’s knowledge of when procedures are indicated, how they obtain informed consent, how they technically perform procedures, how they address patients during the procedure, and whether they inform patients about potential complications and/or appropriate follow-up.
Respect and responsibility	The applicant’s demonstration of courtesy, respect (including punctuality), honesty, boundaries and integrity.

Verbal/written communication	How well the applicant communicates with patients, staff and colleagues. Do they listen to the patient, do they use common language and ensure the patient understands them and do they ensure they understand the patient? Do they document their findings (positive and negative) appropriately and legibly and can they give a concise accurate presentation of a case so that another physician seeing their patient would be able to understand what occurred at the visit?
Seeks Guidance and Feedback	Does the applicant know their limits and when to ask for help? Do they take feedback and incorporate it into their practice? Do they know how to look up something they don't know?

Logging into GroveWare

You can only access GroveWare from a web desktop and **not** from a mobile device. We recommend you use either **Chrome or Microsoft Edge** as the web browser.

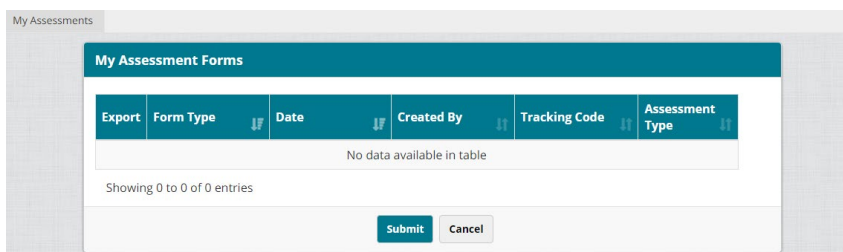
You can navigate to the web interface using the following link and will see the following login window: <https://forms.cpsa.ca/eforma/custom/login.do>.



Username is your CPSA email address.

Password is your CPSA Tracking number (**CPSA.#####**). Please replace the # with the 6 numbers in your CPSA tracking number, and include the **CPSA.** before the number.

When you login you will see a dashboard titled 'My Assessment Forms.' This is a read-only view of your submitted forms:



- Assessment notes,
- DOPS Forms, and
- Interim and final reports, which can be downloaded/extracted as PDF copies.

Assessment Notes

Throughout your assessment, your assessor will enter their observations, which will include a:

- brief description of what they observed,
- the location of the observation (i.e. Clinic, Acute Care in-patient, ER, or Long Term Care in-patient),
- identifying a sentinel habit,
- selecting a clinical domain,
- providing the feedback given about your performance and
- overall rating of level of competence which are:
 - 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.*

Your assessor is expected to enter 1-2 assessment notes by the end of the first week of your PCA.

Direct Observation of Procedural Skills (DOPS) - Family Medicine

[Click here](#) to review this Form.

This will be completed through a form in GroveWare.

Interim & Final Report

At the mid-point (6 weeks) and the final-point (12 weeks) of your PCA, your assessor will make a make an overall determination of your performance for each specific sentinel habit over that period of time. The evaluation ratings are:

- 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.*

At the time the reports are due, the supervisor will review their report with you. They will then confirm with us that they have met with you to review the report, will sign and submit it to CPSA.

All forms will be reviewed by CPSA and used by the Assistant Registrar, in addition to other considerations, to determine your eligibility for licensure on the Provisional Register – Conditional Practice.

Report(s) will be sent to CPSA to be reviewed and used by the Assistant Registrar, in addition to other considerations, to determine your eligibility for licensure on the Provisional Register – Conditional Practice.

Your assessor **does not** determine whether or not you obtain an independent practice permit. This is the role of the Assistant Registrar at CPSA.