

GroveWare is an online system that will help your supervisor focus attention on relevant assessment opportunities. In this system the supervisor 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 supervisor will use this system to provide reporting to CPSA, how to login and view these submissions, and the expectations of your supervisor.

## **Applicant Information**

All applicants undergoing a Supervised Practice Assessment (SPA) with CPSA will be provided confidential access to GroveWare to view the assessment forms and reports submitted by your supervisor. Access to GroveWare is not intended to create, nor should the applicant have any expectation, of a supervisor 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 forms and reports; 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 supervisor make any modifications to the chart stimulated recall forms or reports.

Any concerns you may have should be discussed first with your supervisor, 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](mailto:registrationassessments@cpsa.ab.ca).

## Purpose of GroveWare

### Three Month Supervised Practice Assessment<sup>1</sup>:

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

Your supervisor(s) will use GroveWare to 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 supervisor(s) will also enter the following throughout the duration of your SPA:

- [Chart Stimulated Recall Form](#)

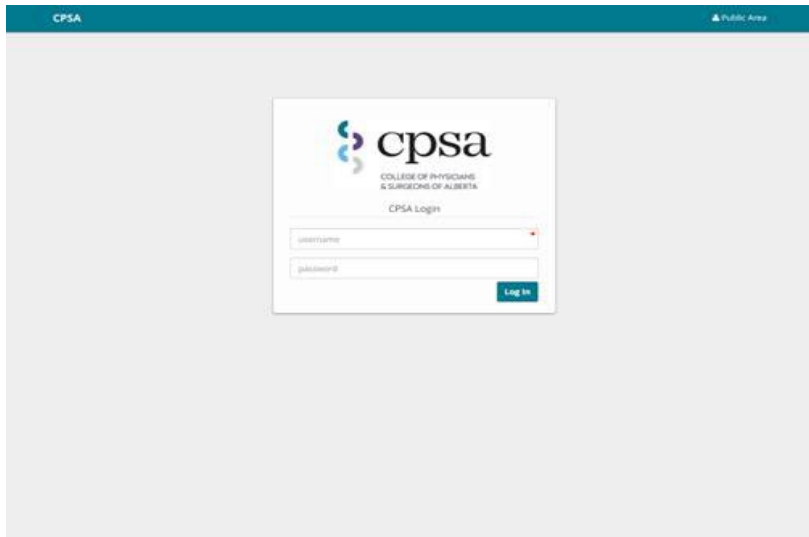
## Logging into GroveWare

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>.

---

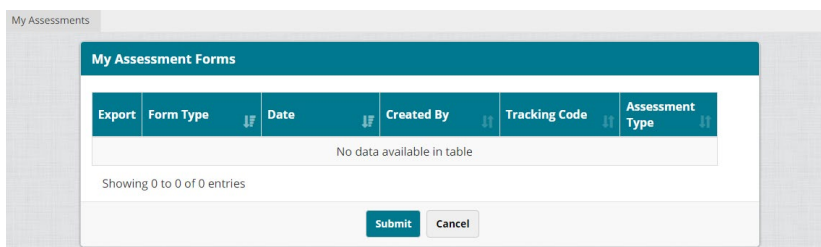
<sup>1</sup> Although the Preliminary Clinical Assessment, if required and the Supervised Practice Assessment will typically be scheduled for three (3) months each, the practice-readiness assessment may be terminated at any point by the Assistant Registrar Registration or his/her designate if s/he feels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



**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:



- [Chart Stimulated Recall Forms](#)
- Interim and final reports, which can be downloaded/extracted as PDF copies.

## Chart Stimulated Recall Forms

[Click here](#) to view this form. It will be completed weekly. Each week your supervisor will pull 10-15 of your charts to review and select 2 to 3 of these charts to discuss with you. Then they will complete and submit a Chart Stimulated Recall Form.

By the end of your SPA, we require 12-15 CSR forms to be entered by your supervisor in GroveWare.

## **Interim & Final Report**

At the interim (6 weeks) and the final (12 weeks) of your SPA, your supervisor will submit an Interim and Final Report for CPSA.

Your supervisor will be asked to complete the following on both these reports:

1. Determine and select an evaluation rating for each of the areas:
  - a. History taking
  - b. Physical examination & Techniques
  - c. Diagnostic & problem definition
  - d. Communication & relationship Skills
  - e. Investigation & management
  - f. Medical knowledge
  - g. Public health, medico-legal & ethical
  - h. Follow-up
  - i. Professionalism
2. For each of the above categories, provide a brief summary of how you are performing overall in this category.
3. List all resources they used to assess you, such as:
  - Chart audit
  - Formal discussion
  - Direct observation
  - Interviews with physician peers
  - Interviews with physician coworkers
4. Determine and select an overall evaluation rating.
5. On the final report, we ask supervisors to list your top 3 strengths, weaknesses and suggestions for professional development.

**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.

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