COLLEGE OF PHYSICIANS
& SURGEONS OF ALBERTA

Supervised Practice Assessment (SPA) Supervisor GroveWare MobiTask Guide

GroveWare MobiTask is an application that will help you, as a CPSA supervisor, to focus attention on relevant assessment opportunities. 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.

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 download MobiTask onto your device, navigate the system, and submit forms/reports.

Guide Contents

Client

College of Physicians and Surgeons of Alberta

Server(s) and Keyword

- https://forms.cpsa.ca || **834370 (External login)**

Download MobiTask Instructions

Mobile Device Download Instructions

For Android or iOS, download MobiTask in Marketplace/Appstore.

Option A: Manual Search in Appstore

1. Search 'MobiTask'
2. Click 'Download' and follow the prompts to download and install
3. MobiTask will show up in your APPS once downloaded successfully

Option B: Scan QR code using Camera app

1. Scan QR Code > Opens Appstore directly to MobiTask page
2. Click 'Download' and follow the prompts to download and install

QR Code for iOs

QR Code for Android

Windows or OSX Download Instructions

1. Download and Install Adobe AIR[1] from here: https://airsdk.harman.com/runtime
2. Download and Install[2] MobiTask from here[3]: https://groveware.com/download/MobiTask.air
3. Once installed, an icon on your desktop will appear to run the app in the future[4]

MobiTask Configuration Instructions

Configuration of Application

Steps

1. Open **MobiTask**[5]
2. Click the **Setup** icon
   a. Enter the keyword: **834370**
   b. Click **Apply**

[1] To run MobiTask you will need AIR from Adobe. You will need to download and install Air first before downloading MobiTask.

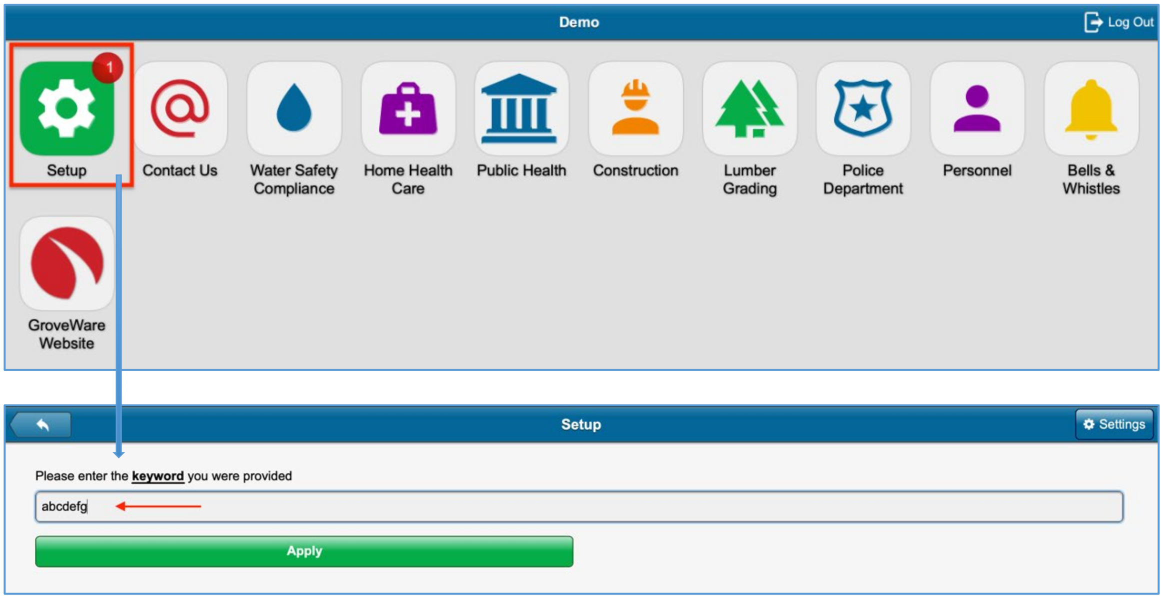
[2] Run the .air file with Adobe Air. To run an AIR file 'right click' on the file and select 'open with'. If Airappinstaller is available in the list, use it. If not you will need to browse your system to find it. The default path should be ..\Program Files\Adobe\Flash Player\AddIns\airappinstaller\

[3] Some versions of Internet Explorer will change the extension of the downloaded file from .air to .zip. You will need to rename the file back to .air if this happens before you can proceed with installation.

[4] The .AIR file supports all Windows based OS and will work from your Laptop, desktop or full versioned Windows tablet.

[5] **First Login**: The first login to a new download of MobiTask will have you logged in automatically and the app will be configured to the Demo settings.

1. *Fail*: If the keyword does not exist it will throw an error[6]. Try entering the password again.
2. *Success*: If the keyword exists, it will display a success message from which you can click to '**Go to Login'** which will push you out of the app to the login screen.



3. Second Login to newly configured MobiTask: From the Login Screen, you will see your company's logo. Login with the credentials provided by your administrator.[7]
4. Once logged in, the application will automatically sync for you to setup the application for use![8] When finished synchronization is complete you should receive a message stating that it was successful.

[6] "Keyword not found, please review and try again."
[7] **Error on Login**: If you get a login error it's either one of two reasons: (1) you are entering your username or password incorrectly; (2) you are not connected to the internet (first time login authentication requires connection)
[8] **First Sync**: The first time you synchronize the device it may take a minute or two depending on the speed of your connection. The process of synchronizing does three things: (1) downloads any new tasks or forms for you to complete; (2) downloads any updates or changes to the forms; (3) uploads completed work which has not yet been sent to the server

Appendix A: Condensed Instructions for Users by Device Type[9]

For Desktop [Windows or OSX Download] Users

Download MobiTask

Windows or OSX Download Instructions

1. Download and Install Adobe AIR from here: https://airsdk.harman.com/runtime
2. Download and Install[10] MobiTask from here: https://groveware.com/download/MobiTask.air
3. Once installed, an icon on your desktop will appear to run the app in the future.

Configure MobiTask

1. Open **MobiTask**
2. Click the **Setup** icon
    a. Enter the **keyword** provided to you by your administrator.
    b. Click **Apply**
        1. *Fail*: If the keyword does not exist it will throw an error.
        2. *Success*: If the keyword exists, it will display a success message from which you can click to '**Go to Login'** which will push you out of the app to the login screen.
3. Second Login to newly configured MobiTask: Login with the credentials provided by your administrator.

[9] Provided for the purpose of Administrators to be able to copy and paste to easily send instructions to users via email.

[10] Run the .air file with Adobe Air. To run an AIR file 'right click' on the file and select 'open with'. If Airappinstaller is available in the list, use it. If not you will need to browse your system to find it. The default path should be ..\Program Files\Adobe\Flash Player\AddIns\airappinstaller\

For Mobile Users

Download MobiTask

1. Search ‘MobiTask’ in Appstore or Scan the QR Code (from another device):

QR Code for iOS

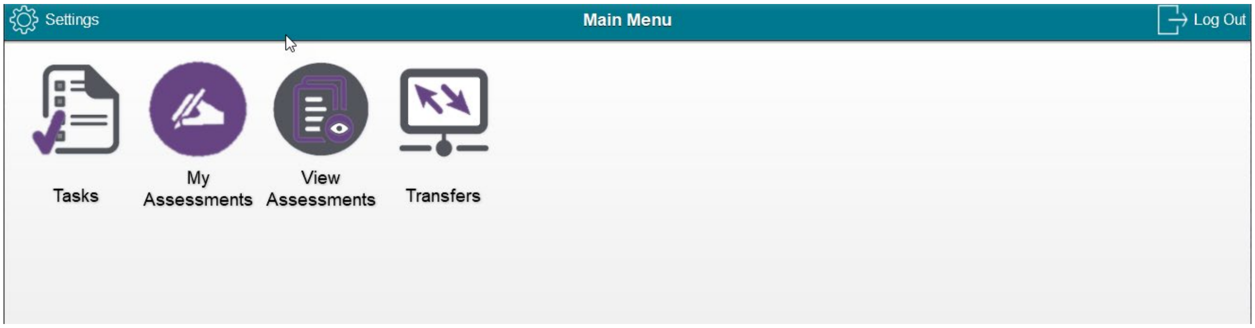
QR Code for Android

Configure MobiTask

2. Open MobiTask
3. Click the Setup icon
    a. Enter the keyword provided to you by your administrator.
    b. Click Apply
        1. Fail: If the keyword does not exist it will throw an error.
        2. Success: If the keyword exists, it will display a success message from which you can click to ‘Go to Login’ which will push you out of the app to the login screen.
4. Second Login to newly configured MobiTask: Login with the credentials provided by your administrator.

MobiTask Interface & Notifications:

The main menu of MobiTask contains these icons:

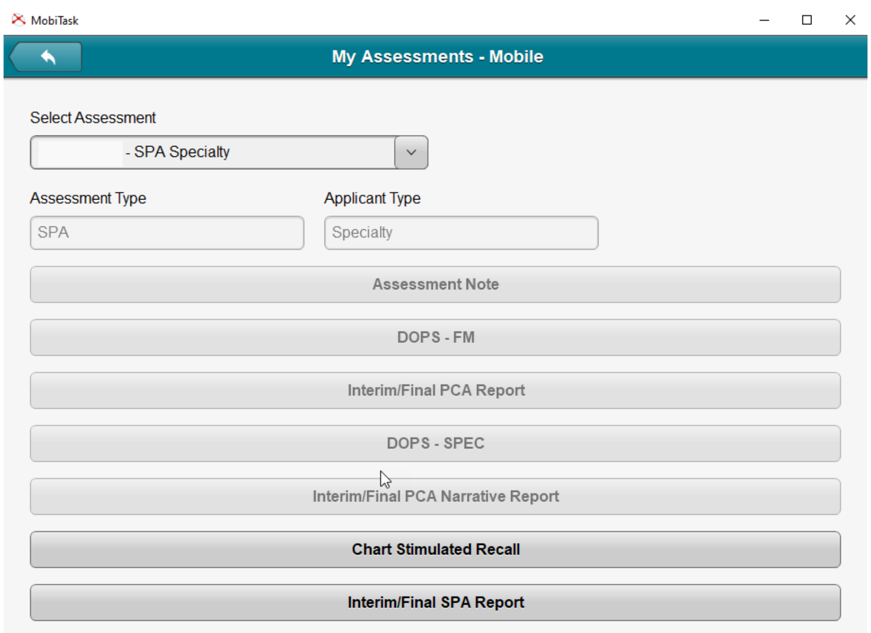


- The forms you will need to complete for CPSA are:
    - Chart Stimulated Recall
    - Interim and Final SPA Report

My Assessments

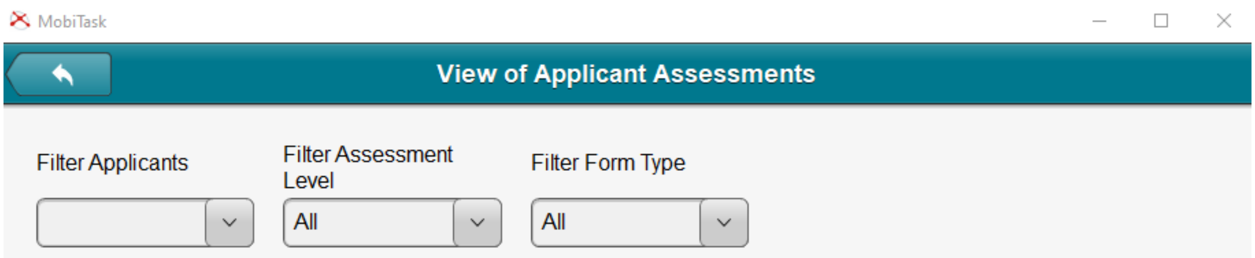
- Select the assessment
- Click on the available form names to complete and submit either a:
    - Chart Stimulated Recall
    - Interim or Final SPA Report

  ***Note**: The greyed out form names are not applicable for the assessment selected.



View Assessments

- See all active assessments from the 'View Assessments' icon on the main menu.
- 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.

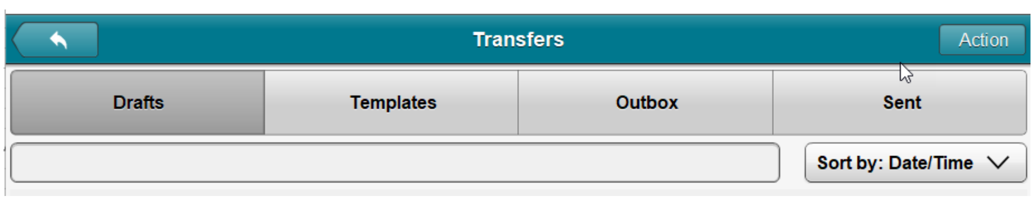


Tasks:

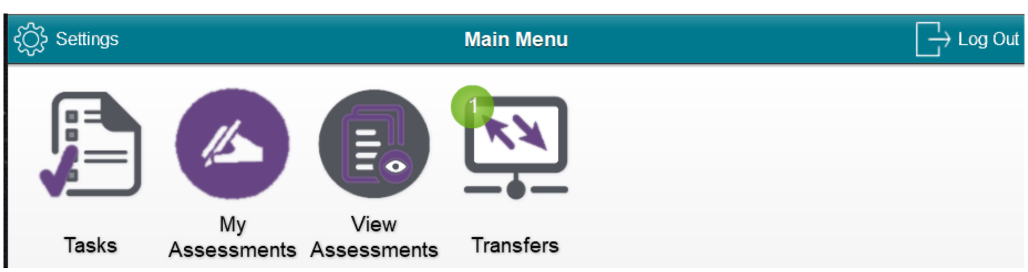
- Users can find items that have been assigned to them to complete.
- The number of tasks currently active for a user are denoted by a number in a red circle at the top right corner of the icon. In the example above, this user has 13 tasks to be completed.

Transfers:

- This is the holding folder of the application.
- It is broken into 4 "boxes/folders":



1. **<u>Drafts</u>**: Work in progress that has been saved to the device but not submitted. These are denoted by the green number in the top left corner of the Transfers Icon.



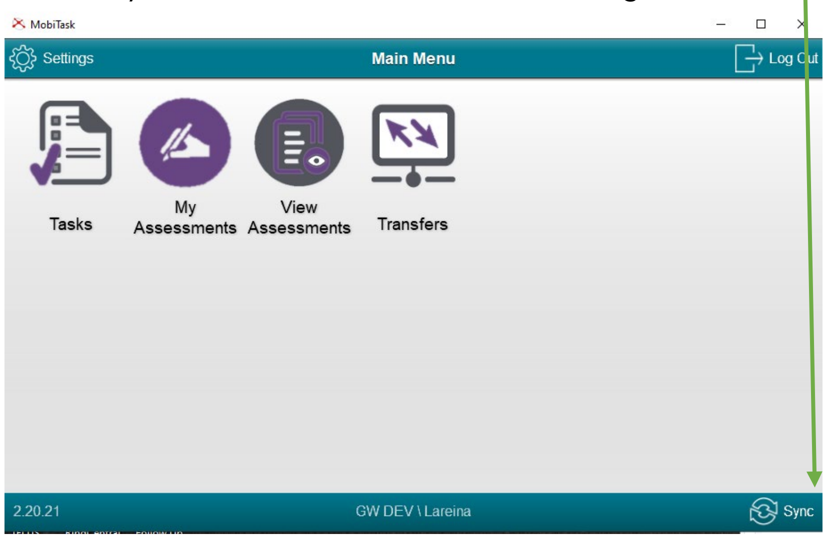
2. **<u>Templates</u>**: As described previously are "pre-started" forms filled with common information. Each user can create their own templates; there are no "standard" templates in the system.

3. **Outbox**: These are forms that have been "submitted" by the user, but have not been processed yet by the server. For instance, if a user is working offline, then their items will be stored here until they are connected and those items can be synced with the server.
4. **Sent**: Forms that have are confirmed to have been received by the server. Essentially a historical log for work completed by the user on the device.

Note: all items in the Transfers boxes are local only to the device they were created on, so if a user works on multiple devices, those items are not synchronized between them.

Sync:

1. An important feature to frequently use is the Sync button. This is only required for the MobiTask app, not the GroveWare web browser.
2. The Sync button is located in the button right-hand side of the app.



3. Every time you login - sync your device to ensure you have the latest data.
4. When you submit a form or report in MobiTask – **always Save, Submit and Sync**.

Submit a Chart Stimulated Recall (CSR) Form

1. Log into MobiTask app.
2. **Sync** your device to ensure you have the latest data.
3. Select the 'My Assessments' icon, and select the applicant from the dropdown menu titled 'Select Assessment.'
4. Select **Chart Stimulated Recall** from the filtered form options below:
    - Note: the **'*'** next to a field indicates that it is mandatory and must be filled out.
5. Select the appropriate date of review.

6. Enter Chart ID or Patient's Initials.
7. Enter patient's Date of Birth (DOB)
8. Enter Date of Visit.
9. Enter patient location (i.e. Clinic, Acute Care in-patient, ER, or Long Term Care in-patient).
10. Complete form fields.
11. Click **Action** on top-right screen
12. Select either:
    - **Save** (as draft)
    - **Save as Template** (you'll use this again & again)
    - **Submit** (complete and send to CPSA)

    *See below section for definitions and further instructions.
13. Press **Sync**.

Always: Save, Submit, Sync!

We expect our Supervisors to pull 10-15 charts per week.

Out of these 10-15 charts, select only 2 - 3 to review & discuss with the applicant once a week. You must submit a CSR form for each chart you discuss with the applicant.

By the end of the assessment we require 12 – 15 CSR forms.

*Depending on how the applicant is progressing in the assessment, additional CSR forms may be requested.

Submit an Interim & Final SPA Report

1. Log into MobiTask app.
2. Sync your device to ensure you have the latest data.
3. Select the 'My Assessments' icon, and select the applicant from the dropdown menu titled 'Select Assessment.'
4. Select **Interim/Final SPA Report** from the filtered form options below:
    - Note: the '*' next to a field indicates that it is mandatory and must be filled out.
5. Select the appropriate date of entry.
6. Select form Type:
    - ☐ Interim Report
    - ☐ Final Report

7. Complete all sections of the SPA Report by selecting the drop down arrow to the following headers:
    I. History taking
    II. Physical examination & Techniques
    III. Diagnostic & problem definition
    IV. Communication & relationship Skills
    V. Investigation & management
    VI. Medical knowledge
    VII. Public health, medico-legal & ethical
    VIII. Follow-up
    IX. Professionalism
8. For each of the above categories, provide a brief summary of how the candidate is performing overall in this category.
9. Select any/all resources you used to assess applicant, if applicable.
10. Select overall evaluation rating, 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.*
11. Enter Strengthens, Weaknesses, and any Professional Development you believe is required or beneficial.
12. 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 SPA:
- **Interim Report: 6 week mark**
- **Final Report: 12 week mark**

Save, Save as Template, or Submit

When you click the Action button, you're presented with a sub-set of options which include:

1. **Save** the form as a work in progress to be completed later. Only the device that the form was filled out on knows about the "saved" forms. They can be found under **Transfers >> Drafts**.

2. **Save as Template** if you have to fill out the same form many times with some information that rarely changes. You can open a blank form, fill out the common information and then save it as a template. Rather than opening a blank form next time you want to fill it out, go to **Transfers >> Templates** and open the template instead. This generates a new form instance, but pre-filled with the information you entered in the template.

3. **Submit** the form when it is complete and ready to be submitting to CPSA. Once submitted, it cannot be changed or edited again, unless there is a process step that allows it. This is the equivalent of filing a paper form with the office.