GroveWare is an online system that will help you, as a CPSA Supervisor, 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.

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.

Guide Contents

Logging into GroveWare

Use Chrome or Microsoft Edge to access GroveWare: https://forms.cpsa.ca

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.
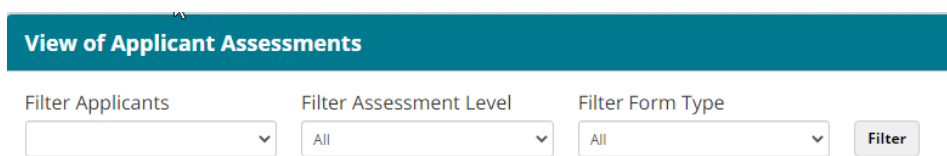

My Assignments

- Select an assessment and the Assessment Type and Applicant Type will auto-populate.
- The forms you will need to complete for CPSA are:
    - Chart Stimulated Recall Forms
    - Interim and Final SPA Reports

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.

Submit a Chart Stimulated Recall (CSR) Form

1. Select the applicant from the dropdown menu titled 'Select Assessment.'
2. Select **Chart Stimulated Recall** 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 review.
4. Enter Chart ID or Patient's Initials.
5. Enter patient's Date of Birth (DOB)
6. Enter Date of Visit.
7. Enter patient location (i.e. Clinic, Acute Care in-patient, ER, or Long Term Care in-patient).
8. Complete form fields.
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. Click Submit.

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.

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*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!

Submit an Interim & Final SPA Report

1. Select the applicant from the dropdown menu titled 'Select Assessment.'
2. Select **Interim/Final SPA 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. 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
6. For each of the above categories, provide a brief summary of how the candidate is performing overall in this category.
7. Select any/all resources you used to assess applicant, if applicable.
8. 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.*

9. Enter Strengthens, Weaknesses, and any Professional Development you believe is required or beneficial.
10. 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.

11. 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**
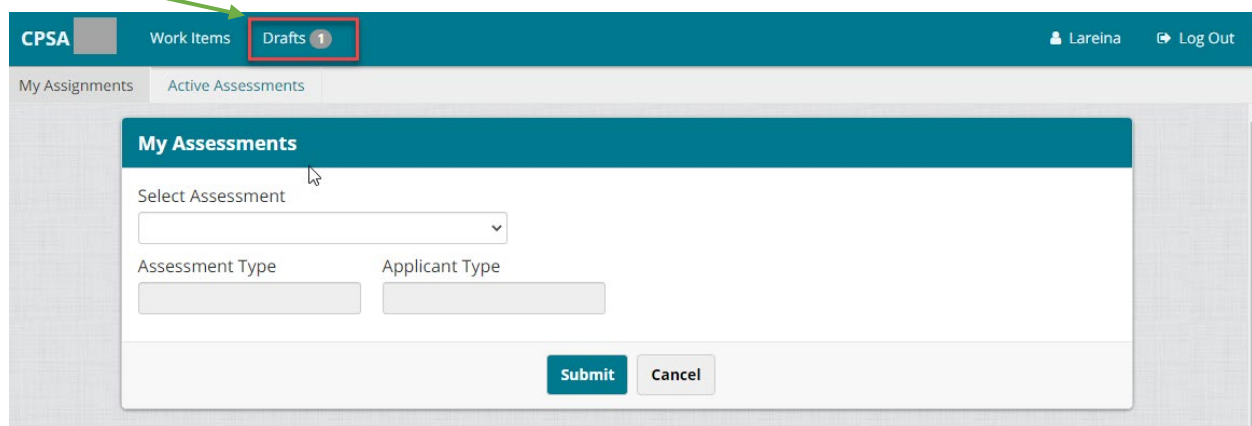- **Final Report: 12 week mark**

*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:

To submit the 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.