Summative Assessment (SUMA)
Assessor GroveWare Web & MobiTask Guide

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 throughout the Summative Assessment (SUMA). Your reporting, along with other information about the member, will be reviewed by a Summative Assessment Committee and will help inform the final decision on the member's status by CPSA's Assistant Registrar of Registration.

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

The types of forms 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.

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

Guide Contents

GroveWare – Web Based

Logging into GroveWare

Use either *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

My Assignments

To view your active assessments and enter a form, select:

1. Registration Assessments or Reg Assessment Home
2. Click My Assessments
3. Select Assessment by clicking dropdown and click the appropriate assessment.
4. Select appropriate assessment form.

Home

Home

Reg Assessment Home

My Tasks

Show [50] entries

Program	Activity Type	Clinic ID	Clinic Name	Description	Generated	Due Date	Action
				No Activities Found			

Showing 0 to 0 of 0 entries

Home   Registration Assessments

Registration Assessments - Navigation

My Assessments   **Active Assessments**

SUMA Forms

The forms you must complete will auto populate based on what type of assessor you are:

- Assessor for a Family Medicine SUMA or
- Assessor for a Specialty SUMA

Family Medicine SUMA Forms	Specialty SUMA Forms
1. Chart Stimulated Recall	1. Chart Stimulated Recall
2. Communication & Professionalism	2. Communication & Professionalism
3. Patient Chart Summary	3. Patient Chart Summary
4. Summative Assessment Chart Review	4. Summative Assessment Chart Review
5. Co-Workers & Allied Health Staff	5. Co-Workers & Allied Health Staff
6. Direct Observation	6. Direct Observation
7. Standard of Practice Review	7. Standard of Practice Review
8. Direct Observation Procedural Skills FM	8. Direct Observation Procedural Skills SPEC
	Anesthesiology Summative Assessment (only for Anesthesiology): 9. Anesthesiology Summative Assessment
	Diagnostic Radiology Summative Assessment (only for Diagnostic Radiology): 9. Diagnostic Imaging Report 10. Direct Observation Patient Interaction DI 11. Direct Observation Interpretation
	Pathology Summative Assessment (only for Pathology): 9. Anatomical & General Pathology Assessment 10. Anatomical Pathology Assessment Specific Testing 11. Forensic Pathology Assessment 12. General Pathology Assessment Specific Testing

	13. Hematological Pathology Assessment

Active Assessments

- Under the 'Active Assessments' menu item at the top of the screen, you will see all your active assessments forms.
- Each time you complete a form and submit it, the document appears in the 'Active Assessments' table.
- You can filter based on: Name, Assessment level or Form Type.

Submitting a Form

1. Select the member's name from the dropdown menu titled 'Select Assessment.'
2. Select the **form** you want to complete.
3. Member is auto-populated in field.
4. Select the appropriate date of entry.
5. Complete form fields.
6. Click Submit.

Note: the '*' next to a field indicates that it is mandatory and must be filled out.

*Important: When completing Forms 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!

MobiTask

Client
College of Physicians and Surgeons of Alberta

Server(s) and Keyword

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

Mobile Device (Tablet/Phone1) 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

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[1] We no longer support BB10 or QNX operating Systems. We only support full version Android OS. We do not support Verizon Ellipses tablets or Amazon branded tablets not running a full Android OS version.

Windows or OSX Download Instructions

1. Download and Install Adobe AIR[2] from here:
   https://airsdk.harman.com/runtime

2. Download and Install[3] MobiTask from here[4]:
   https://groveware.com/download/MobiTask.air

3. Once installed, an icon on your desktop will appear to run the app in the future[5]

MobiTask Configuration Instructions

Configuration of Application

Steps

1. Open **MobiTask**[6]
2. Click the **Setup** icon
   a. Enter the keyword: **834370**.
   b. Click **Apply**
      1. *Fail*: If the keyword does not exist it will throw an error[7]. 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.

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

[3] 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\

[4] 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.

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

[6] **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.

[7] "Keyword not found, please review and try again."
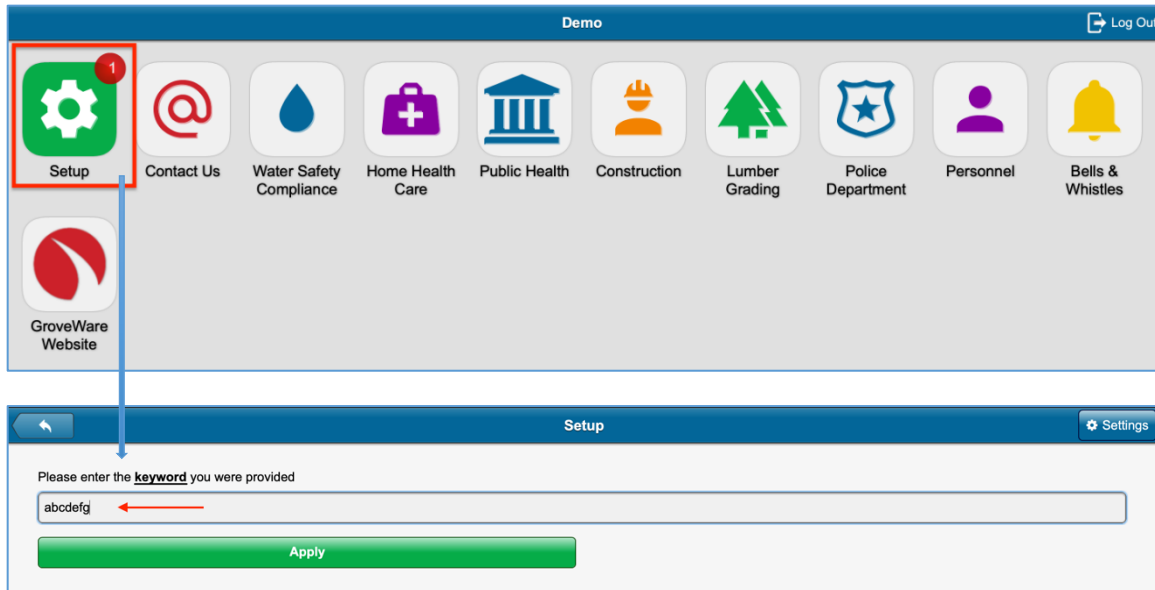
3. <u>Second Login to newly configured MobiTask:</u> From the Login Screen, you will see your company's logo. Login with the credentials provided by your administrator.[8]

4. <u>Once logged in</u>, the application will automatically sync for you to setup the application for use![9] When finished synchronization is complete you should receive a message stating that it was successful.

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[8] **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)

[9] **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

MobiTask Appendix A: Condensed Instructions for Users by Device Type[10]

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[11] 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 **<u>keyword</u>** 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. <u>Second Login to newly configured MobiTask:</u> Login with the credentials provided by your administrator.

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

[11] 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 Main Menu
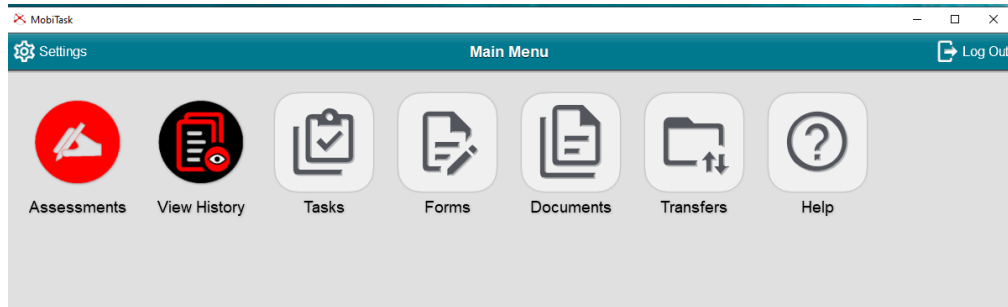
My Assessments

- Select the assessment.
- Click on the available form names to complete and submit either one of the forms outlined in the above page.
  - ***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.
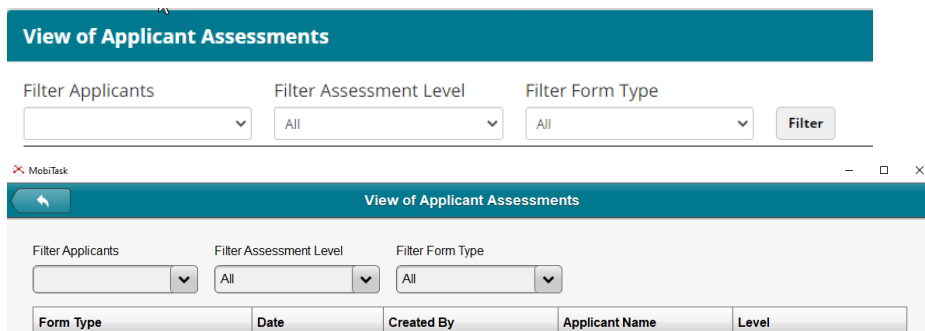

Tasks:

- 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 3 "/folders":
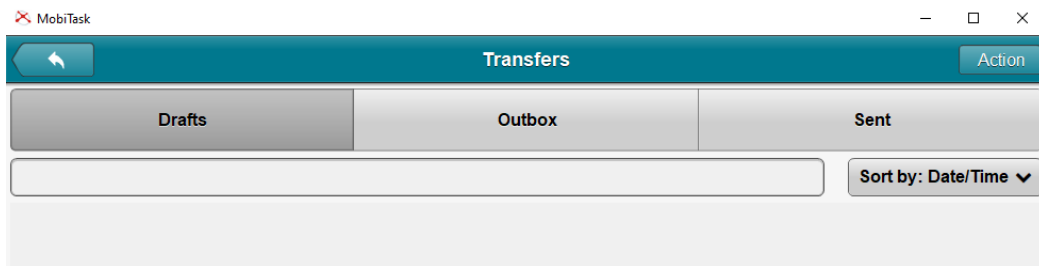
1. **<u>Drafts</u>**: Work in progress that has been saved to the device but not submitted. These are denoted by the green number in the top left corner of the Transfers Icon.
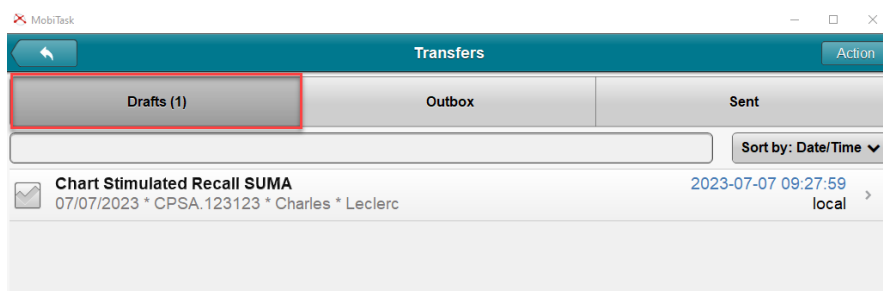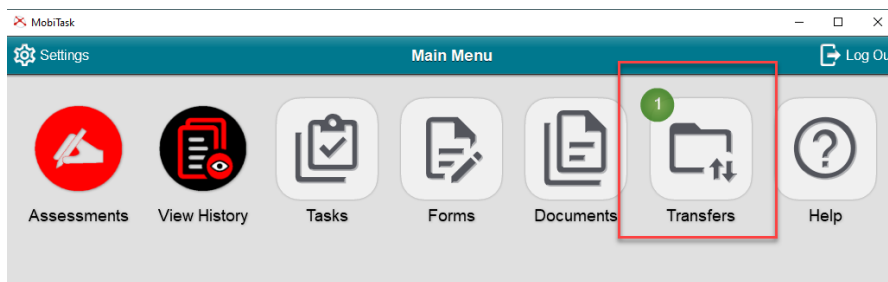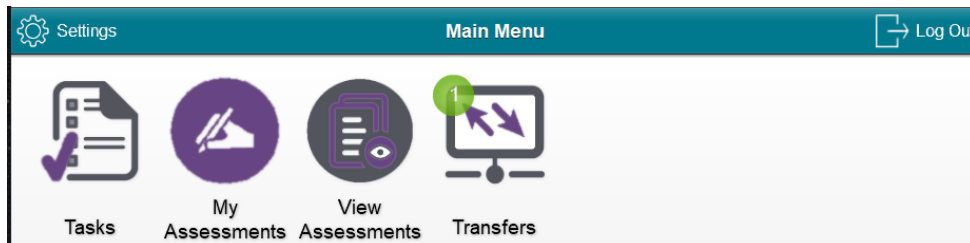
2. **<u>Outbox</u>**: These are forms that have been "submitted" by the user

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.

3. **<u>Sent</u>**: 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 in the button right-hand side of the app.
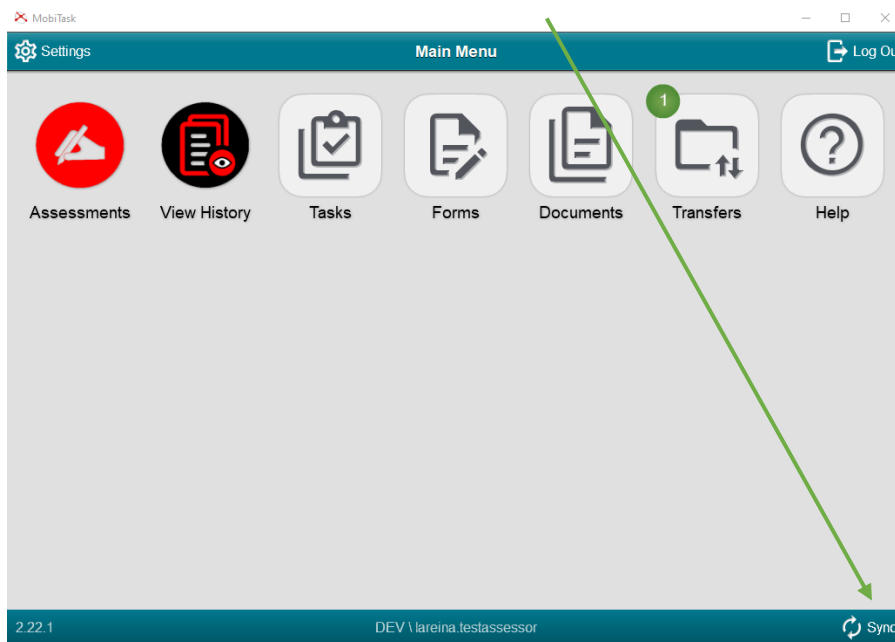
3. Every time you login, sync your device to ensure you have the latest data.
4. When you submit a form or report in MobiTask, always save, submit, and sync.