



Preliminary Clinical Assessment (PCA) GroveWare Web Guide

PCA Family Medicine & Specialist Applicant Guidance

Registration Assessments
December 2025

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Background

GroveWare is an online platform that supports CPSA's Preliminary Clinical Assessment (PCA) Assessors by focusing attention on relevant assessment opportunities in the clinical setting throughout the three-month assessment process.

Assessors use GroveWare to submit their assessment findings and documentation to CPSA. As the PCA Applicant, you can view these assessment notes and forms at any time, but cannot edit or comment on submissions.

Purpose

This guidance is intended to help you understand the reporting forms and estimated intervals that your assessor will follow when using GroveWare to submit assessment findings to CPSA. This guidance also provides you with information on how to use and navigate the GroveWare platform, so that you can review the notes/reports your assessor has submitted to CPSA.

This guidance document will assist PCA Applicants with understanding:

- **Section 1.0:** What is reported through GroveWare
 - **Section 1.1:** Reporting frequency
- **Section 2.0:** Applicant's GroveWare responsibilities
- **Section 3.0:** How to log into GroveWare
- **Section 4.0:** How to use the dashboard
 - **Section 4.1:** Assessment Notes
 - **Section 4.2:** DOPS Forms
 - **Section 4.3:** Interim & Final Reports
- **Section 5.0:** Steps following PCA

For assistance or more information, contact CPSA's Registration team at registrationassessments@cpsa.ab.ca.

1.0. What is reported through GroveWare

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

1.1 Reporting frequency

- Daily reporting allows for observation and interpretation of your performance
- Formal reporting of progress is done in keeping with the following intervals during the three-month Preliminary Clinical Assessment¹:
 - Interim reporting occurs at the mid-way point of assessment (approximately 6 weeks)
 - The Final Report occurs at the conclusion of the assessment
- Your assessor(s) will also enter the following forms throughout the duration of your PCA:
 - Assessment Notes (similar to a field note)
 - Direct Observation of Procedural Skills (DOPS) Form

2.0. Applicant's GroveWare responsibilities

While undergoing a Preliminary Clinical Assessment (PCA) with CPSA, you will be provided confidential access to GroveWare so that you may review the Assessment Forms that your assessor has submitted to CPSA.

Important: Access to GroveWare does not imply that an assessor is required to give additional feedback, nor should this be an expectation from applicants.

As the applicant, it is your responsibility to:

- Review GroveWare entries on a regular basis throughout your assessment
 - CPSA **will not** notify you about the status of current or recently added notes

¹ Although the Preliminary Clinical Assessment, if required, and the Probationary 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.

- Treat GroveWare access responsibly and professionally
 - You **are not** permitted to request that the assessor make any modifications to the assessment notes or reports

3.0. How to log into GroveWare

To log into GroveWare, [visit this link](#) and enter your login credentials:

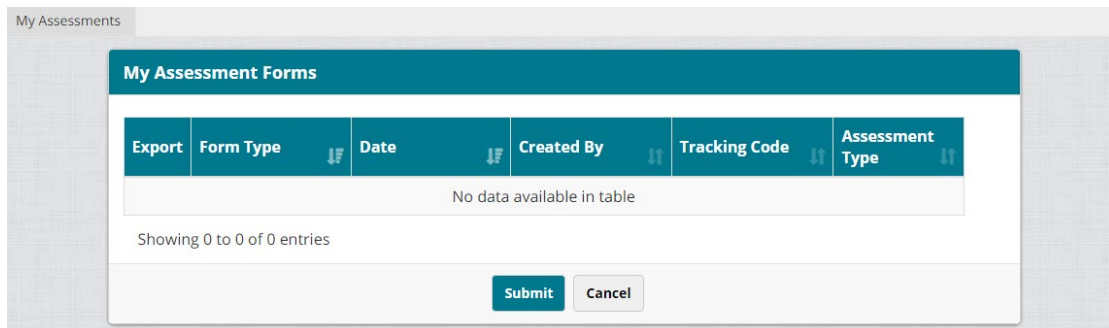
- **Your username:** Your CPSA email address
- **Your password:** Your CPSA Tracking number: **CPSA.#####**
 - Please use your six-digit CPSA tracking number and include **CPSA.** before the number

Important: You can only access GroveWare on a desktop web browser. GroveWare is not accessible through mobile devices. You must use either the Chrome or Microsoft Edge browser to log in.

4.0. How to use the GroveWare dashboard

After you log in, you will see a dashboard titled **My Assessment Forms**. This dashboard allows you to review read-only versions of the forms your assessor has submitted to CPSA. All of these forms can be downloaded/extracted as PDF copies. These forms include:

- Assessment Notes
- DOPS Forms
- Interim and Final Reports



My Assessments

My Assessment Forms

Export	Form Type	Date	Created By	Tracking Code	Assessment Type
No data available in table					

Showing 0 to 0 of 0 entries

Submit Cancel

4.1 Assessment Notes

Throughout your assessment, your assessor will provide their observations as Assessment Notes. Your assessor is expected to enter one to two Assessment Notes by the end of the first week of your PCA. Your Assessment Notes will include:

- A brief description of what your assessor observed
- The location of the observation (i.e. Clinic, Acute Care in-patient, ER, or Long-Term Care in-patient)
- Feedback provided to you regarding your performance
- Overall rating of your level of competence

4.2 Direct Observation of Procedural Skills (DOPS) Forms

Your DOPS Form will be completed within GroveWare.

- [Click here](#) to review the Family Medicine DOPS Form.
- [Click here](#) to review the Specialist DOPS Form.

4.3 Interim and Final Reports

At the mid-point (6 weeks) and the final-point (12 weeks) of your PCA, your assessor will make an overall determination of your performance over that period of time.

At the time the reports are due, your assessor will review their reporting with you. They will then confirm with us that they have met with you to review the reports and will sign and submit them to CPSA.

5.0. Steps following PCA

After your assessor has submitted their reports, all forms will be reviewed by CPSA and used by the Assistant Registrar. These forms, in addition to other considerations, will determine your eligibility for licensure on the Provisional Register – Conditional Practice.

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

Questions or concerns? If you have any concerns throughout the assessment process, you must first discuss your concerns with your assessor. If the concerns are not resolved, you may bring the matter to the attention of the Assistant Registrar, Registration or his/her designate.

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