



# **Preliminary Clinical Assessment (PCA) GroveWare Web Guide**

## PCA Applicant Guidance

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Registration Assessments  
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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 1.2:** Competency observations
- **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](mailto: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 Assessment<sup>1</sup>:
  - 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 Procedural Form \(DOPS\)](#)

### 1.2 Competency observations

Assessors are asked to identify, observe and assess applicant competencies through the 8 Sentinel Habits. The skills and habits that are important in a good physician are represented within the following 8 Sentinel Habits (Competencies).

**The 8 Sentinel Habits (Competencies) are:**

Sentinel Habit	Description
<b>Incorporates patient context</b>	Does the applicant explore how the illness is affecting the patient, the expectations of the physician at the visit, what supports are in place and engage the patient in the care plan?
<b>Relevant hypotheses</b>	The applicant's use of history, physical exam and investigations to come up with a relevant differential diagnosis. A foundational element of clinical reasoning.
<b>Uses best practice to manage</b>	The applicant's knowledge of and use of current best medical treatment, including following clinical practice guidelines.

<sup>1</sup> 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.

<b>Selects appropriate focus</b>	The applicant’s ability to determine what needs to be looked at first and what can wait based upon risk and probability. Typically assessed when dealing with complex presentations and patients with multiple complaints. A further way of assessing the applicant’s clinical reasoning.
<b>Key features for procedures</b>	The applicant’s knowledge of when procedures are indicated, how they obtain informed consent, how they technically perform procedures, how they address patients during the procedure, and whether they inform patients about potential complications and/or appropriate follow-up.
<b>Respect and responsibility</b>	The applicant’s demonstration of courtesy, respect (including punctuality), honesty, boundaries and integrity.
<b>Verbal/written communication</b>	How well the applicant communicates with patients, staff and colleagues. Do they listen to the patient, do they use common language and ensure the patient understands them and do they ensure they understand the patient? Do they document their findings (positive and negative) appropriately and legibly and can they give a concise accurate presentation of a case so that another physician seeing their patient would be able to understand what occurred at the visit?
<b>Seeks guidance and feedback</b>	Does the applicant know their limits and when to ask for help? Do they take feedback and incorporate it into their practice? Do they know how to look up something they don’t know?

To help you better understand the expected level of care for a family physician practicing in Canada prior to beginning your assessment, we suggest you familiarize yourself with the [College of Family Physicians of Canada’s 99 Priority Topics and Evaluation Objectives](#).

## 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.
- 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

## 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)
- Sentinel habit identification
- Clinical domain selection
- Feedback provided to you regarding your performance
- Overall rating of your level of competence

## 4.2 Direct Observation of Procedural Skills (DOPS) Forms (Family Medicine only)

[Click here](#) to review this form. This will be completed through a form in GrovesWare.

## 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 for each specific sentinel habit 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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