



Training Tracking System User Guide
User Management – Scheduling - Assessment
(Program Assistant)
2024



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1- Log In

- Use your SCFHS network account and password to log in.
- Access the login page ([Here](#))

2- Home Page/ Program Profile

- After logging in, you'll land on the home page.
- Select the 'Program Assistant' view in the top-right corner for your profile overview.
- Click the 'Post Graduate' button on the left sidebar.
- Click on the Training 'Programs' to access the Program Assistants Profile & Functions.
- 'Program Profile' tab Provides an overview of the program and its details.

Hello Program Assistance

Welcome To Mumaris+

Practitioner **Program Assistant**

You still have not registered any CPD hours

[Add CPD Hours](#)

Frequently Asked Questions (FAQ)

How can I modify my personal details?

What is the difference between Registration and Renew Registration?

What is the difference between Registration and Update Classification?

Do you need more help?

920019393

pcd@scfhs.org.sa

You can get the Registration now
It is an assessment process that involves a rigorous, and comprehensive evaluation through Mumaris+ to get Registered

[Get your Registration](#)

The Process of Getting Registered

- 1 Apply**
It starts with uploading all of your qualifications / work related documents then sent to review.
- 2 Get your Registration**
After reviewing your application yougramu will get the right classification based on your application/certificate or the test.
- 3 Maintain your Registration**
You need to Maintain your Registration by filling CPD hours goals before 2 years ending to maintain your Registration valid.

Active Requests **Saved Drafts**

No Data Found

Hello Program Assistance

Welcome To Mumaris+

Practitioner **Program Assistant**

Selected Program
Internal Medicine

Internal Medicine

My Trainers

Name	Specialty	No. of Rotations
ST Second Trainer ID: 23532656		4
QT QA Trainer Three ID: 24532981	Anesthesia	2
TT Trainer Test ID: 24533042	Anesthesia	1
QT QA Trainer Five ID: 24532992	Anesthesia	2

My Trainings

Training	Progress	Submitted
CBD	0 / 458 Completed	0 Submitted
COT	0 / 427 Completed	0 Submitted
DOPs	0 / 216 Completed	0 Submitted
ITER	0 / 499 Completed	0 Submitted
mini-CEX	0 / 564 Completed	0 Submitted
Rotation/Faculty Evaluation	0 / 466 Completed	0 Submitted

The screenshot shows the 'Program Assistant' view of the Mumaris+ interface. The left sidebar contains navigation options like Home, Profile, Services, Requests, Payments, Certificates, Exams, CPTD Hours, Post Graduate, Center, Matching, Offers, and Log Out. The main content area is titled 'Welcome To Mumaris+' and includes tabs for Program Profile, User Management, Schedule, Assessments, and My Requests. The 'Program Profile' tab is active, displaying three sections: Program Details, Program Rotations, and Promotion Criteria. Each section contains a table with columns for Name, ID, and a 'Hide Details' link.

Program Details		
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details

Program Rotations		
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details

Promotion Criteria		
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details
test	23423	Hide Details

3- User Management

- The User Management page has three sections: **Trainer**, **Trainee**, and **Program Assistant**. Each section lists active users, showing their name, ID, and additional details accessible via the square icon on the right. A search function is available in the upper-right corner.

The screenshot shows the 'User Management' page in the Mumaris+ interface. The left sidebar is the same as the previous screenshot. The main content area is titled 'Welcome To Mumaris+' and includes tabs for User Management, Schedule, Assessments, and My Requests. The 'User Management' tab is active, displaying a 'Dashboard' section with a search bar and a 'Add New Trainer' button. Below this, there are three sections: Trainers, Trainees, and Program Assistant, each with a table of active users.



3.1. Trainer

- View a list of all trainers.
- To assign a trainer, enter their Mumaris+ ID.
- The system retrieves their name, specialty, and rank automatically.
- Select the rotations they will oversee
- Then click "Confirm Details" to add them to the Trainers list.
- Edit trainer profiles using the square icon.

The screenshot displays the 'User Management' section of a web application. At the top, there are navigation tabs: 'User Management', 'Schedule', 'Assessments', and 'My Requests'. Below these, a breadcrumb trail shows 'Dashboard > User Management'. The main heading is 'User Management'. There are three sub-tabs: 'Trainers', 'Trainees', and 'Program Assistant'. The 'Trainers' tab is active, showing a list of trainers with their IDs and names. A modal window titled 'Add New Trainer' is open, featuring a 'Trainer Details' section with a text input field labeled 'Enter SCFHS ID'. A red box highlights a square icon in the top right corner of the modal, with a blue arrow pointing to it from the right. The modal also includes 'Cancel' and 'Next' buttons at the bottom.

Trainers	Trainees	Program Assistant
ST Second Trainer ID: 23532656		
TT Third Trainer ID: 23532657		
NK Nursing Khalid ID: 24532064		
QT1 QA Trainer Three ID: 24532981		
QT5 QA Trainer six ID: 24532993		
QT7 QA Trainer two ID: 24532980		
QT9 QA Trainer five ID: 24532992		



مجتمع صحي بكفاءة

الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

Add New Trainer

Trainer Details

Enter SCFHS ID

16rp0005034

Trainer Name

AXYa AXYisa

Classification Rank

Pharmacist

Classification Specialty

Anesthesia

Rotation Details

Rotation Details

Cancel

Confirm details

Rotation Details

Rotation Details

☐ |

Orientation

☐ Research

☐ High Risk Pregnancy Clinic

☐ Women Health

<div><div>QTF</div><div>QA Trainer five</div><div>ID: 24532992</div></div>	<div><div>AA</div><div>AXYa AXYisa</div><div>ID: 16rp0005034</div></div>	<div><div>☰</div><div>Add / Edit Rotation</div><div>View Profile</div></div>
--	--	--



Unassign Trainer:

- To delete a trainer, you must first unassign all rotations associated with them.
- Once all rotations are unassigned, the trainer will be removed from your training list.
- Similarly, the unassigned rotations will no longer appear in the trainer's list.

Edit Rotation [X]

Rotation Name
Acute kidney injury (AKI) Unassign Rotation

Rotation Name
Adult Cardiology Unassign Rotation

+ Assign New Rotation

Edit Rotation [X]

Rotation Name
Acute kidney injury (AKI) Unassign Rotation

Rotation Name
Adult Cardiology Unassign Rotation

+ As

Confirmation [X]

✓ Are you sure you want to unassign the rotation?

Confirm Close



3.2. Trainee

- View all trainees, including their name, level, and training status.
- You can view details via the 'View Details' button, which leads to the trainee's profile, including personal information, contact details, and assessment history.

The screenshot shows the 'User Management' section of a web application. It includes a navigation bar with 'User Management', 'Schedule', 'Assessments', and 'My Requests'. Below the navigation bar, there's a 'Dashboard > User Management' breadcrumb and a 'User Management' header. A search bar and a user profile icon (NK) are on the right. The main content area has tabs for 'Trainers', 'Trainees', and 'Program Assistant', with 'Trainees' selected. An 'Add New Trainee' button is on the right. A table lists four trainees, each with a circular profile icon, name, ID, level, status, and a 'View Details' button. The first trainee, BAHILAH ALABDULLATIF, has her 'View Details' button highlighted with a red box.

Name	Level	Status	
BAHILAH ALABDULLATIF ID: 21270419	D1	Under Training	View Details
ABEER ALNAHLI ID: 20195857	D1	Under Training	View Details
AESHAH ALRUWAYSHD ID: 20198545	D1	Under Training	View Details
AHEM ALANAZI ID: 19041654	D1	Under Training	View Details

The screenshot shows the 'Trainee Details' profile for BAHILAH ALABDULLATIF. It includes a header with her name and ID, and a navigation bar with 'Personal Information', 'History', and 'Rotations'. The 'Personal Information' tab is selected, showing fields for Profile ID, Full Name in English, and Full Name in Arabic. The 'Training' tab shows fields for Program, Program Assistant, and Level. The 'Contact Information' tab is also visible. Each section has a 'Hide Details' button.

My Trainees > Trainee Details

BAHILAH ALABDULLATIF
ID: 21270419

Personal Information [Hide Details](#)

Profile ID: 21270419

Full Name in English: BAHILAH ALABDULLATIF

Full Name in Arabic:

Training [Hide Details](#)

Program: Midwifery Nursing

Program Assistant: King Saud University Medical City-Riyadh

Level: D1

Contact Information [Hide Details](#)



Assign Outside Rotation



- To assign trainees to an outside rotation, go to the 'User Management' page.
- Click 'View Details' on the trainee's page.
- This opens the trainee's personal information page.
- Click 'Send Outside Rotation' on the top-right corner.
- Fill the required info and click 'Next'

User Management | Schedule | Assessments | My Requests


Dashboard > User Management

User Management

Trainers | **Trainees** | Program Assistant

Name	Level	Status	
 BAHILAH ALABDULLATIF ID: 21270419	D1	Under Training	View Details
 ABEER ALNAKHLI ID: 20195857	D1	Under Training	View Details

My Trainees > Trainee Details

 BAHILAH ALABDULLATIF
ID: 21270419

[Send Outside Rotation](#)

Personal Information | History | Rotations

Personal Information

Profile ID: 21270419

Full Name in English: BAHILAH ALABDULLATIF

Full Name in Arabic:

Training

Program: Midwifery Nursing

Program Assistant: King Saud University Medical City-Riyadh

Level: D1

Contact Information

Send Outside Rotation

Rotation: Leadership & Management

City: Riyadh

Center: King Fahad Medical City-Riyadh

Trainer: Select Trainer (Optional)

Cancel | **Next**

4- Schedule Views:

- The user can view and search the schedule in three different formats: Weekly, Monthly, and Yearly, by navigating through the top bar.
- Additionally, the user can view details of each rotation scheduled for the year in various formats.
- Block details are displayed when clicking on any rotation in the schedule.

Weekly View:

User Management	Schedule	Assessments	My Requests
-----------------	-----------------	-------------	-------------

Weekly	Monthly	Yearly	Manage Schedule
---------------	---------	--------	-----------------

Nov 24 – 30, 2024

Sunday			November 24, 2024
all-day		Orientation	
Monday			November 25, 2024
all-day		Orientation	
Tuesday			November 26, 2024
all-day		Orientation	
Wednesday			November 27, 2024
all-day		Orientation	
Thursday			November 28, 2024
all-day		Orientation	
Friday			November 29, 2024
all-day		Orientation	
Saturday			November 30, 2024
all-day		Orientation	

Monthly View:


User Management |
 Schedule |
 Assessments |
 My Requests

Weekly Monthly Yearly Manage Schedule

November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 Orientation	28	29 Research	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

< >



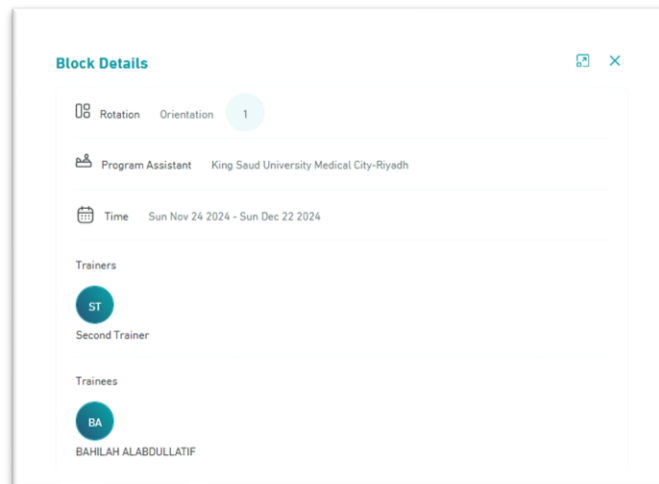
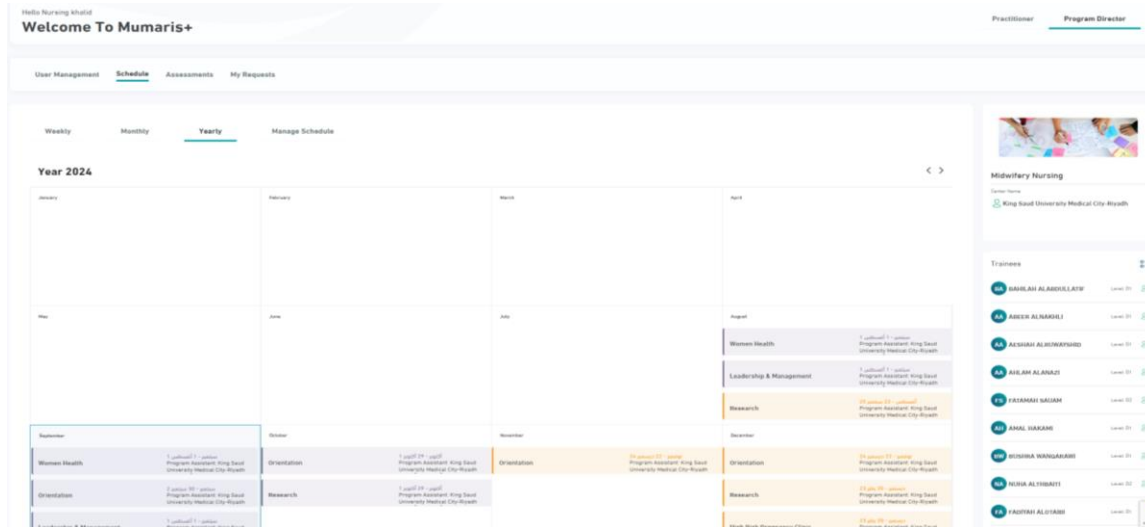
Midwifery Nursing

Center Name
King Saud University Medical City-Riyadh

Trainees

- 10 BAHILAH ALABDELLATIF Level: D1 ✔
- 11 ABEER ALNADILI Level: D1 ✔
- 12 AISIYAH ALHONAYED Level: D1 ✔
- 13 AHILAH ALANAZI Level: D1 ✔
- 14 FATMAHA SAUDAH Level: D1 ✔
- 15 AMAL HAKAMI Level: D1 ✔
- 16 RUZHRA WANGSARANI Level: D1 ✔

Yearly View:



5- Manage Schedule:

5.1. Schedule Block:

- To start scheduling, click on the **Schedule Block** option and select the start date for the new block. After choosing a date, click **Next**. The end date will be automatically determined based on predefined program durations (four, five, or six weeks).

Note: The system calculates the end date based on the specified block duration. Once the end date is reached, the block cannot be edited, but users will still have access to view the rotation details.

- Users cannot schedule a rotation that has the same start date as a previous rotation or if there are any conflicts or duplications.
- After selecting the start date, the PA should:
 - Choose a **rotation type**.
 - Assign a **Senior Trainer** for the rotation. The system will automatically list all trainers associated with that rotation.
 - Users can select or deselect any trainer not required for that rotation.
 - Use the “**Trainee Level**” search bar to filter trainees as needed.
 - Click **Next** to proceed.

Note:

- ✓ The **Senior Trainer** is responsible for submitting the final evaluation to the PD. They have access to all assessments completed by other trainers and can either incorporate the assessments into their own or create a new evaluation before submitting it to the PD.
- ✓ Trainers selected in the checklist can complete assessments; however, their evaluations must first be reviewed and approved by the Senior Trainer.
- ✓ The selected trainers will receive an **ITER assessment** at the end of the block.
- ✓ Providing details for trainee entries is flexible; you can add information for one or multiple trainees at a time.



- Review the details on the **Summary Details** page, which includes rotation, assigned Program Assistant, timing, and involved trainees/trainers.
- Click **Finish** to confirm.
- A notification will be sent to all assigned users, and the finalized schedule will be available in the **Yearly View**.

Rotation Name	Start Date	End Date	Edit Block
Orientation	24/11/2024	22/12/2024	Edit Block
Orientation	01/10/2025	29/10/2025	Edit Block
Research - High Risk Pregnancy Clinic	23/12/2024	20/01/2025	Edit Block
Research - Orientation - High Risk Pregnancy Clinic	01/08/2025	29/08/2025	Edit Block
High Risk Pregnancy Clinic - Women Health	21/01/2025	18/02/2025	Edit Block
Women Health - Leadership & Management	01/09/2024	01/08/2024	Edit Block
Orientation - Research - High Risk Pregnancy Clinic	02/09/2024	30/09/2024	Edit Block
Research	25/08/2024	22/09/2024	Edit Block
High Risk Pregnancy Clinic	19/08/2024	01/08/2024	Edit Block
Orientation - Research	01/10/2024	29/10/2024	Edit Block

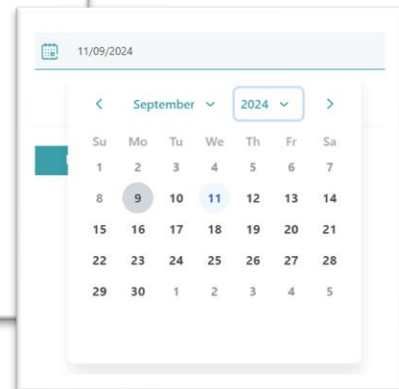
Schedule New Block

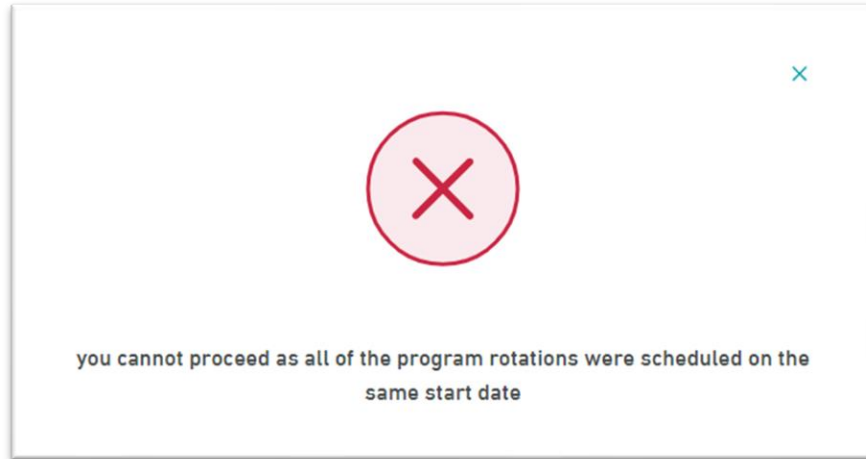
Block Details

Timeline: [Progress bar with 4 dots]

Rotation: [Dropdown menu]

New





Schedule New Block 🗖️ ✕

Trainee Details 👤 Trainee Level

Progress: ✓ ● ○ ○

AA	ABEER ALNAKHLI D1	Select Rotation ▼	Select Trainer ▼
Already has a scheduled rotation conflict with the specified date			
AA	AESHAH ALRUWAYSHID D1	Select Rotation ▼	Select Trainer ▼
Already has a scheduled rotation conflict with the specified date			
AA	AHLAM ALANAZI D1	Select Rotation ▼	Select Trainer ▼
Already has a scheduled rotation conflict with the specified date			
AH	AMAL HAKAMI D1	Select Rotation ▼	Select Trainer ▼
BA	BAHILAH ALABDULLATIF D1	Select Rotation ▼	Select Trainer ▼

Navigation: << < 1 2 3 > >>



Schedule New Block



Trainee Details



Trainee Level ▾

Level D1

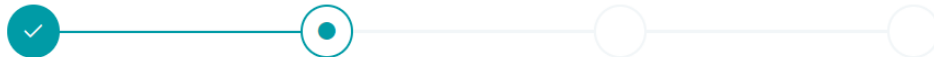
Level D2

Schedule New Block



Trainee Details

Trainee Level ▾



BW

BUSHRA WANQARAWI
D1

Select Rotation

Orientation

Select Senior Trainer

Nursing khalid

FA

FADIYAH ALOTAIBI
D1

Select Rotation

FS

FATAMAH SAUAM
D2

Select Rotation

Already has a scheduled rotation conflict with the specified date

Search icon

Close icon

<input type="checkbox"/>	Second Trainer	✗
<input type="checkbox"/>	Third Trainer	+
<input checked="" type="checkbox"/>	Nursing khalid	✗
<input type="checkbox"/>	QA Trainer six	✗
<input type="checkbox"/>	AXYa AXYisa	✗



Schedule New Block

Summary Details

✓

✓

●

○

Rotation

Women Health

High Risk Pregnancy Clinic

2

Program Assistant

King Saud University Medical City-Riyadh

Time

Sun Sep 15 2024 - Sun Oct 13 2024

Trainer

QA Trainer six

Assigned Trainees

BAHILAH ALABOULLATIF

1

Trainer

Third Trainer

Assigned Trainees

AMAL HAKAMI

1

Back

Finish

Schedule New Block

✓

✓

✓

Your blocking scheduling is confirmed!

Email sent

You will receive related notifications on your email. Nursing-RSU@mail4qa.com

Rotation

Women Health

High Risk Pregnancy Clinic

2

Program Assistant

King Saud University Medical City-Riyadh

Time

Sun Sep 15 2024 - Sun Oct 13 2024

Trainer

QA Trainer six

Assigned Trainees

BAHILAH ALABOULLATIF

1

Trainer

Third Trainer

Assigned Trainees

AMAL HAKAMI

1



5.1. Edit Block:

- To modify an existing block, navigate to the Manage Schedule page.
- Select the specific block you wish to edit, then click the Edit Block button. This action will return you to the previous view where you initially set up the block.
- In this view, you can:
 - Update the rotations or trainers assigned to the block.
 - Modify the details of current trainees or add new trainees as needed.
- Once you have made the necessary changes, click Save to confirm.
- After saving, the updated information will be reflected in the profiles of all relevant users and in their schedules.

Rotation Name	Start Date	End Date	
Orientation	24/11/2024	22/12/2024	Edit Block
Orientation	01/10/2025	29/10/2025	Edit Block
Research , High Risk Pregnancy Clinic	23/12/2024	20/01/2025	Edit Block
Research , Orientation , High Risk Pregnancy Clinic	01/08/2025	29/08/2025	Edit Block
High Risk Pregnancy Clinic , Women Health	21/01/2025	18/02/2025	Edit Block

Edit Block



Trainee Level

Add Trainee



BAHILAH ALABDULLATIF
D1

Select Rotation

Orientation



Select Trainer

Second Trainer



ABEER ALNAKHLI
D1

Select Rotation

Women Health



Select Trainer

Third Trainer



Save



6- My Requests:

6.1. Send Out Trainees Progress

- To track the status of the trainees who have been sent outside rotations, click 'My Requests'
- Next click 'Send Out Trainees'
- More information can be accessed through the 'View Details' button.

Program Profile User Management Schedule Assessments <u>My Requests</u>					
Send Out Trainees External Trainees Pending Evaluations					
Trainee Name	Rotation Name	Transferred Center Name	Created Date	Status	
QA Trainee two	Emergency Room	King Abdulaziz Medical City-Riyadh	8 days ago	Rejected	View Details
QA Trainee one	Emergency Room	King Abdulaziz Medical City-Riyadh	7 days ago	Rejected	View Details
DASD ASDS	Cardiology	King Abdulaziz Medical City-Riyadh	4 days ago	Approved	View Details
QA Trainee one	Cardiology	King Abdulaziz Medical City-Riyadh	4 days ago	Rejected	View Details
QA Trainee Three	Cardiology	King Abdulaziz Medical City-Riyadh	3 days ago	Under Process	View Details
DASD ASDS	Cardiology	King Abdulaziz Medical City-Riyadh	8 days ago	Approved	View Details

Request Details

Created Date

8 days ago

Status

Rejected

Trainee

QA Trainee two

Original Center

King Fahad Medical City-Riyadh

Transferred Center

King Abdulaziz Medical City-Riyadh

Rotation

Emergency Room

Transferred Program Director Name

Transferred Program Assistant Name

Title

Transfer rejection

Description

Transfer rejection

Message

Your transfer request has been rejected

Rejection Reason

Comment

asddaaaaa



6.2. External Trainees Request:

Approve:

- To accept external trainees, click 'My Requests'
- Then 'External Trainees'
- Click the 'Approve/Reject' button
- A popup message will appear when clicking 'Approve'

Send Out Trainees	External Trainees	Pending Evaluations		
Trainee Name	Rotation Name	Transferred Center Name	Status	
QA Trainee two	Emergency Room	King Abdulaziz Medical City-Riyadh	Under Process	Approve / Reject
QA Trainee one	Emergency Room	King Abdulaziz Medical City-Riyadh	Under Process	Approve / Reject
DASD ADSD	Cardiology	King Abdulaziz Medical City-Riyadh	Approved	View Details

Send Outside Rotation

Request Details

Trainee	RAED ALTOWAIRKI
Rotation	ICU
City	Riyadh
Center Name	King Fahad Medical City-Riyadh
Trainer	
Transferred Program Assistant Name	
Transferred Program Director Name	

Cancel

Reject

Approve



Send Outside Rotation

Center transfer request is approved!

Email sent
You will receive related notifications on your email: qa-pd1@mail4qa.com

Request Details

Trainee	RAED ALTDWAIRKI
Rotation	ICU
City	Riyadh
Center Name	King Fahad Medical City-Riyadh
Trainer	
Transferred Program Assistant Name	
Transferred Program Director Name	

Reject:

- To accept external trainees, click 'My Requests'
- Then 'External Trainees'
- Click the 'Approve/Reject' button
- When clicking 'Reject' you must fill out the 'Reason for Rejection'

Send Outside Rotation

Please select your reason for rejection

Reasons to Reject *

Please feel free to explain your reasoning

Explain rejection reason

Cancel

Confirm



Send Outside Rotation

Center transfer request is rejected!

Email sent

You will receive related notifications on your email: qa-pd1@mail4qa.com

Request Details

	Trainee	RAED ALTOWAIRKI
	Rotation	ICU
	City	Riyadh
	Center Name	King Fahad Medical City-Riyadh
	Trainer	
	Transferred Program Assistant Name	
	Transferred Program Director Name	

Cancel

7- Assessments:

7.1. ITER Assessment

- The ITER (In-Training Evaluation Report) assessment is automatically sent to the selected trainers after the block end date.
- ITER is sent to the selected group of trainers. The ITER is sent to the trainers once the block ends.
- The assessment form reflects the program and rotation.

- **PA:** The PA can view a list of assessments and filter by trainee or status but cannot take any action.

Program Profile	User Management	Schedule	Assessments	My Requests
-----------------	-----------------	----------	--------------------	-------------

Related assessments									
ITER	Logbook	Rotation/Faculty Evaluation	WBA	<div> <div>Trainee</div> <div>Status</div> </div>					

ITER (8)

You have Completed 8/28 ITER.

Name	Senior Trainer	Trainee Name	Rotation Name	Program	Final Score	Start Date	End Date	Status	
ITER - "Vascular surgery" rotation - "Cardiac surgery" program	QA Trainer one	QA Trainee one	Vascular Surgery	Cardiac Surgery	0 %	01/10/2024	01/01/2024	Trainer Draft	View Details
Cardiac Anesthesia- CS	QA Trainer Three	QA Trainee one	Cardiac Anesthesia	Cardiac Surgery	33 %	01/12/2024	01/01/2024	Rejected by PD	View Details
Cardiac Surgery ITER- ICU rotation	QA Trainer Three	QA Trainee one	ICU	Cardiac Surgery	75 %	08/06/2025	01/01/2024	Approved by PD	View Details
ITER - "Academic" rotation - "Cardiac surgery" program	QA Trainer one	QA Trainee one	Academic	Cardiac Surgery	100 %	01/10/2025	01/01/2024	Trainer Draft	View Details
ITER - "Pediatric cardiac intensive care" rotation - "Cardiac surgery" program	QA Trainer one	QA Trainee two	Pediatric Cardiac Intensive care	Cardiac Surgery	0 %	01/01/2025	01/01/2024	Trainer Draft	View Details
ITER - "Thoracic surgery" rotation - "Cardiac surgery" program	QA Trainer two	QA Trainee two	Thoracic Surgery	Cardiac Surgery	33 %	01/02/2025	01/01/2024	Approved by PD	View Details
ITER - "CCU" rotation - "Cardiac surgery" program	QA Trainer two	QA Trainee two	Cardiology / Coronary cardiac unit (CCU)	Cardiac Surgery	0 %	02/03/2025	01/01/2024	Submitted by Trainer	View Details

Statuses include:

- **Trainer Draft:** The trainer has started the evaluation but has not submitted it yet.
 - **Submitted by Trainer:** Ready for evaluation for PD.
 - **Approved by PD:** Past evaluations that have been approved by PD.
 - **Rejected by PD:** Past evaluations that have been Rejected by PD.
 - **Request Review:** Trainee requests a second assessment.
- The information displayed includes the assessment name, senior trainer, trainee name, rotation name, program, score, and the start and end dates. For more detailed information, click the 'View Details' button.

ITER - "CCU" rotation - "Cardiac surgery" program	QA Trainer two	QA Trainee two	Cardiology / Coronary cardiac unit (CCU)	Cardiac Surgery	0 %	02/03/2025	01/01/2024	Submitted by Trainer	View Details
---	----------------	----------------	--	-----------------	-----	------------	------------	----------------------	------------------------------




- The PA can view the trainers' evaluations and easily navigate through them by clicking the [highlighted button below](#).

Trainer(s)
Dr. QA Trainer Three

Dates
Oct 26 2024

Program
Cardiac Surgery

test title



NO 1

YES 2

Q1

Hide Details ^

1- Domain & Comments: Professional Approach (to include communication, consent and consideration of the patient.)

2

2- Domain & Comments: Professional Approach (to include communication, consent and consideration of the patient.)

1

Q2

Hide Details ^

q2

3

PD comment

Trainee Comment

Back



Trainers Evaluations

QA Trainer one
QA Trainer two

Assessment is Approved by PD

APPROVED BY PD

Score: 50%

test title

NO 1
YES 2

Q1

1- Domain & Comments: Professional Approach (to include communication, consent and consideration of the patient.)

2- Domain & Comments: Professional Approach (to include communication, consent and consideration of the patient.)

1
1

Q2

q2

1

Note:

- ✓ The **Senior Trainer** is selected during the scheduling process.
- ✓ The selected trainers will receive an **ITER assessment** at the end of the block.
- ✓ The **Senior Trainer** is responsible for submitting the final evaluation to the PD. They have access to all assessments completed by other trainers and can either incorporate the assessments into their own or create a new evaluation before submitting it to the PD.
- ✓ Trainers selected in the checklist can complete assessments; however, their evaluations must first be reviewed by the Senior Trainer.



[Assessments](#) > Assessment Details

ITER - "CCU" rotation - "Cardiac surgery" program

Assessment was Submitted by the Trainer

SUBMITTED BY TRAINER

Score: 0%

Trainer(s)
Dr. QA Trainer two

Dates
Oct 25 2024

Program
Cardiac Surgery

Section title 1 test

01 1

02 2

03 3

Q3

Hide Details ^

Test Q1

2

Test Q2

2

Test Q3

2

PD comment

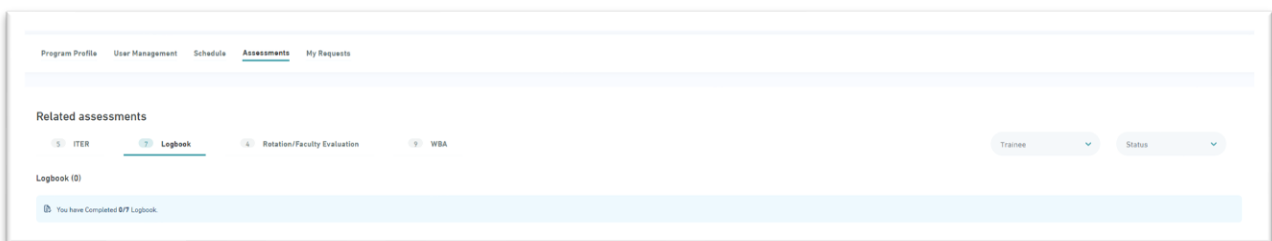
Trainee Comment



7.2. Logbook & WBA (Work-Based Assessment)

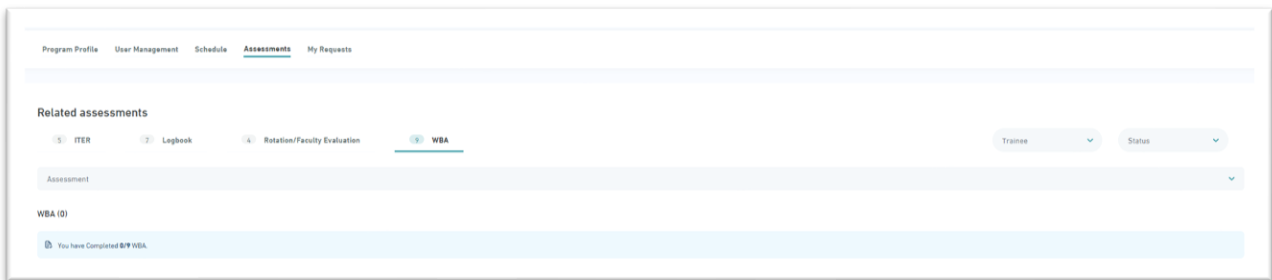
Logbook:

- **Trainee:** Submits the logbook anytime during the year.
- **Trainer:** Approves the logbook.
- **PA:** Can view the logbook and filter by trainee or status but cannot take any action.



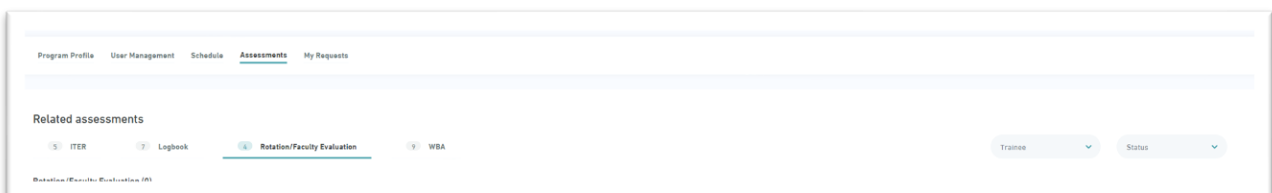
WBA (Work-Based Assessment):

- WBAs vary depending on the program and requirements set by the SCFHS Admin.
- **PA:** Can view the WBA list and filter by trainee or status, but no direct action is required.



7.3. Rotations & Faculty Evaluation

- This section provides a view of trainees' feedback on completed rotations and their trainers.





FAQs:

- **Do I have to add all the user's information?**

No, only the ID is required. The rest of the information will be retrieved from the Mumaris+ account.

- **Can I add a trainee through my account?**

No, trainee entries are made by the SCFHS training department and the specific program.

- **Can I edit rotations after the end date has passed?**

Once the end date is reached, the block cannot be edited. However, users can still view the details of the rotation.

- **Can I assign multiple trainers to a single block?**

Yes, you can assign multiple trainers, with one designated as the Senior Trainer. The Senior Trainer is responsible for submitting the final evaluation to the Program Director (PD) and has access to all assessments from other trainers. They can choose to incorporate those assessments or create their own before sending it to the PD.

- **Can I add multiple trainees at one time?**

Yes, you can enter details for one or multiple trainees simultaneously.



Thank You