



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



Content:

1. Log in	3
2. Home Page/ Program	3
3. User Management	5
3.1. Trainer:	6
▪ View	
▪ Assign	
▪ Edit	
3.2. Trainee:	8
▪ View	
▪ Assign Outside Rotation	
3.3. Program Assistant:	10
▪ View	
▪ Assign	
▪ Edit	
4. Schedule Views	11
5. Manage Schedule	13
5.1. Schedule Block	
5.2. Edit Block	
6. My Requests	19
6.1. Send Out Trainees Progress	
6.2. External Trainees Request	
7. Assessments	22
7.1. ITER Assessment	
7.2. Logbook & WBA (Work-Based Assessment)	
7.3. Rotations & Faculty Evaluation	
8. FAQs	32

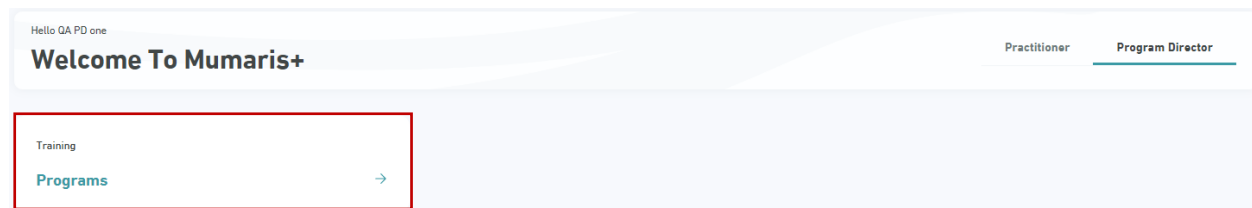
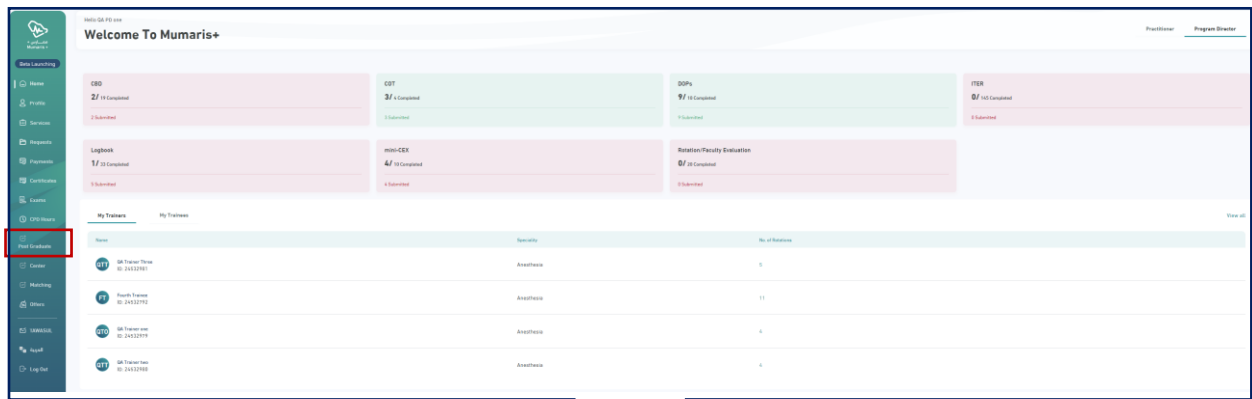
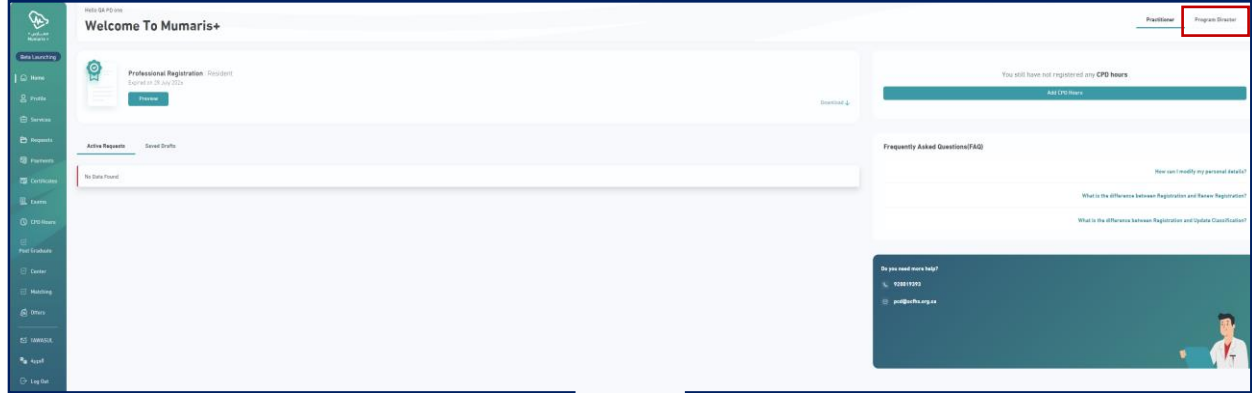


1- Log In

- 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 Director' 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 Director Profile & Functions.
- 'Program Profile' tab Provides an overview of the program and its 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.



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 Mumaris+ User Management interface. A modal titled "Add New Trainer" is open, showing a form to enter a SCFHS ID. Below the modal, a table lists existing trainers with their IDs and names. The interface includes a sidebar with navigation options and a top navigation bar with user information and role selection.

Trainers	Trainees	Program Assistant
ST Second Trainer ID: 23532656		
TT Third Trainer ID: 23532657		
NK Nursing Khalid ID: 24533064		
QT7 QA Trainer Three ID: 24532981		
QTS QA Trainer six ID: 24532993		
QTT QA Trainer two ID: 24532980		
QTF QA Trainer five ID: 24532992		



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>Add / Edit Rotation</div><div>View Profile</div></div>
<div><div>AA</div><div>AXYa AXYisa</div><div>ID: 16rp0005034</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' dashboard in the Mumaris+ system. The user is logged in as 'Nursing khalid' and is viewing the 'Trainees' tab. The dashboard includes a sidebar with navigation options like Home, Profile, Services, Requests, Payments, Certificates, Exams, CPD Hours, Program, Offers, TAWASUL, and Log Out. The main content area displays a table of trainees with columns for Name, Level, and Status. Each trainee entry has a 'View Details' button. The first trainee listed is BAHILAH ALABDULLATIF with ID 21270419, Level D1, and Status UnderTraining.

Name	Level	Status	Action
BAHILAH ALABDULLATIF ID: 21270419	D1	UnderTraining	View Details
ABEER ALNAHLI ID: 20195857	D1	UnderTraining	View Details
AESHAH ALRUWAYSHID ID: 20198545	D1	UnderTraining	View Details
AHLAM ALANAZI ID: 19041654	D1	UnderTraining	View Details

The screenshot shows the 'Trainee Details' page for BAHILAH ALABDULLATIF (ID: 21270419). The page is divided into three main sections: Personal Information, Training, and Contact Information. The Personal Information section includes fields for Profile ID (21270419), Full Name in English (BAHILAH ALABDULLATIF), and Full Name in Arabic. The Training section includes fields for Program (Midwifery Nursing), Program Assistant (King Saud University Medical City-Riyadh), and Level (D1). The Contact Information section is currently hidden. The page also features a 'History' and 'Rotations' tab.

Section	Field	Value
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		



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	UnderTraining	View Details
 ABEER ALNAKHLI ID: 20195857	D1	UnderTraining	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

Send Outside Rotation

Rotation:

City:

Center:

Trainer:

Cancel

3.3. Program Assistant:

- View all Program Assistants.
- To assign one, click 'Assign / Reassign Program Assistant' and enter their Mumaris+ ID.
- The assigned assistant will appear on the list and will have administrative privileges.
- Edit Program Assistant details and view their profiles as needed.

The screenshot displays the Mumaris+ web application interface. On the left is a teal sidebar with navigation links: Home, Profile, Services, Requests, Payments, Certificates, Exams, and CPD Hours. The main content area shows a 'Welcome To Mumaris+' header with user roles 'Practitioner' and 'Program Director'. Below this is a 'User Management' section with tabs for 'Trainers', 'Trainees', and 'Program Assistant'. A list of users is shown, including 'QA Center admin one' with ID 24532989. A red box highlights a menu icon next to this user. A dropdown menu is shown with options 'Edit Program Assistant' and 'View Profile'. Below this, the 'My Trainees' section shows 'Trainee Details' for 'QA Center admin one', including personal information (Profile ID, Full Name in English/Arabic) and training details (Program, Program Assistant, Level).



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:

Weekly View: The interface displays a weekly schedule for November 24-30, 2024. The schedule is organized by day (Sunday to Saturday) and time (all-day). The right sidebar shows a list of trainees under the Midwifery Nursing program.

Monthly View:

Monthly View: The interface displays a monthly calendar for November 2024. The calendar shows dates from 27 to 16, with a list of trainees on the right sidebar.



Yearly View:

WELCOME TO MUMARIS+

Practitioner Program Director

User Management **Schedule** Assessments My Requests

Weekly Monthly **Yearly** Manage Schedule

Year 2024

January	February	March	April
May	June	July	August
September	October	November	December

Women Health 1 session
Program Assistant King Saud University Medical City-Riyadh

Orientation 1 session
Program Assistant King Saud University Medical City-Riyadh

Research 25 sessions
Program Assistant King Saud University Medical City-Riyadh

Leadership & Management 1 session
Program Assistant King Saud University Medical City-Riyadh

High Risk Prenatal Clinic 25 sessions
Program Assistant King Saud University Medical City-Riyadh

Midwifery Nursing

Center Name
King Saud University Medical City-Riyadh

Trainers

BAHILAH ALABDULLATIF	Level: D1
ABDEER ALNABHILI	Level: D1
ACHSANI ALMUNAWWIHI	Level: D1
ASHLAM ALANJALI	Level: D1
FAIZANAH SALAM	Level: D2
ANAL DAKARE	Level: D1
HOSHNA WANGARABI	Level: D1
NURA ALTHIBATI	Level: D2
FAIZANAH ALTHIBATI	Level: D1

Block Details

08 Rotation Orientation 1

Program Assistant King Saud University Medical City-Riyadh

Time Sun Nov 24 2024 - Sun Dec 22 2024

Trainers

ST
Second Trainer

Trainees

BA
BAHILAH ALABDULLATIF

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 Program Director (PD) 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	23/09/2024	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

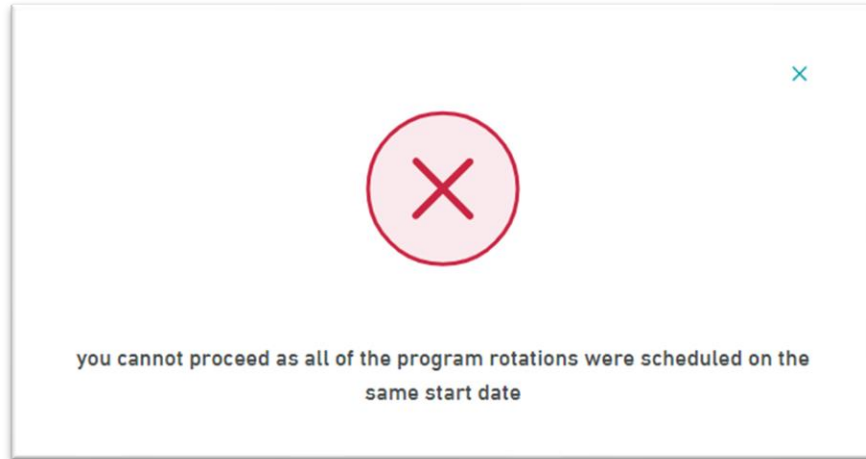
Block Details

[Add](#)

11/09/2024

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5



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

FA

FADIYAH ALOTAIBI

D1

Select Rotation

FS

FATAMAH SAUAM

D2

Select Rotation

Already has a scheduled rotation conflict with the specified date

Select Senior Trainer

Nursing khalid

Second Trainer

Third-Trainer

Nursing khalid

QA Trainer six

AXYa AXYisa



Schedule New Block

Summary Details

✓

✓

●

○

08 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 QTS QA Trainer six

Assigned Trainees BA BAHILAH ALABOULLATIF 1

Trainer TT Third Trainer

Assigned Trainees AH AMAL HAKAMI 1

Back

Finish

Schedule New Block

Your blocking scheduling is confirmed!

Email sent

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

08 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 QTS QA Trainer six

Assigned Trainees BA BAHILAH ALABOULLATIF 1

Trainer TT Third Trainer

Assigned Trainees AH AMAL HAKAMI 1

18

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

 BA BAHILAH ALABDULLATIF
D1

Select Rotation

Orientation



Select Trainer

Second Trainer


 AA 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.

Hello QA PD one

Welcome To Mumaris+

Practitioner

Program Director

Program Profile

User Management

Schedule

Assessments

My Requests

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 ADSD	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 ADSD	Cardiology	King Abdulaziz Medical City-Riyadh	8 days ago	Approved	View Details

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

Cancel

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 assessment form reflects the program and rotation.

Trainers: The ITER is sent to the trainers once the block ends.

- PD:** The PD can view a list of assessments and filter by trainee or status.



Hello QA PD one
Welcome To Mumaris+

Practitioner Program Director

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

Related assessments

ITER Logbook Rotation/Faculty Evaluation WBA

Traine Status

ITER (0)

You have Completed 8/29 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

Statues include:

- **Trainer Draft:** The trainer has started the evaluation but has not submitted it yet.
 - **Submitted by Trainer:** Ready for evaluation.
 - **Approved by PD:** Past evaluations that have been approved.
 - **Rejected by PD:** Past evaluations that have been Rejected.
 - **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 or to take action, 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 PD 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

01 102 203 3

Q3

Hide Details ^

Test Q1	2
Test Q2	2
Test Q3	2

PD comment

Trainee Comment

Back

Accept

Reject

Return




مجتمع صحي بكفاءة

If the status of the evaluation is 'Submitted by Trainer' or 'Request Evaluation' the PD can review and select one of three actions:

1. **Accept:**

- PD adds comments in the designated section, which will be visible to the trainer.
- PD clicks "Confirm Acceptance," and the evaluation goes to the trainee, who can accept or request another evaluation.

Approve Assessment



Are you sure you want to approve the following assessment:

Assessment Details

Status	Submitted by Trainer
Trainee Name	QA Trainee two
Rotation	
Score	0%

Please feel free to explain your Feedback

Add your comment here

Cancel

Confirm Acceptance




2. Reject:

- PD selects a new trainer and provides the reason for rejection then clicks 'Confirm'.
- The evaluation is then sent to the new trainer.

Reject Assessment

Trinee Details

 QA Trainee two

Program

Rotation

Cardiology / Coronary cardiac unit (CCU)

Total Score

0 %

Select Trainer

Select Trainer *

Please select your reason for rejection

Reasons for re-evaluation *

Reasons for re-evaluation

Please feel free to explain your reasoning

Add your comment here

Cancel

Confirm

3. Return:

- PD adds the reason for the return, then clicks 'Confirm' and the evaluation is sent back to the same trainer for modifications.

Return Assessment

Please select your reason for request

Reasons for re-evaluation *

Please feel free to explain your reasoning

Add your comment here

Cancel
Confirm

7.2. Logbook & WBA (Work-Based Assessment)

Logbook:

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

Hello QA PD one

Welcome To Mumaris+

Practitioner Program Director

Program Profile User Management Schedule Assessments My Requests

Related assessments

1 ITER 2 Logbook 3 Rotation/Faculty Evaluation 4 WBA

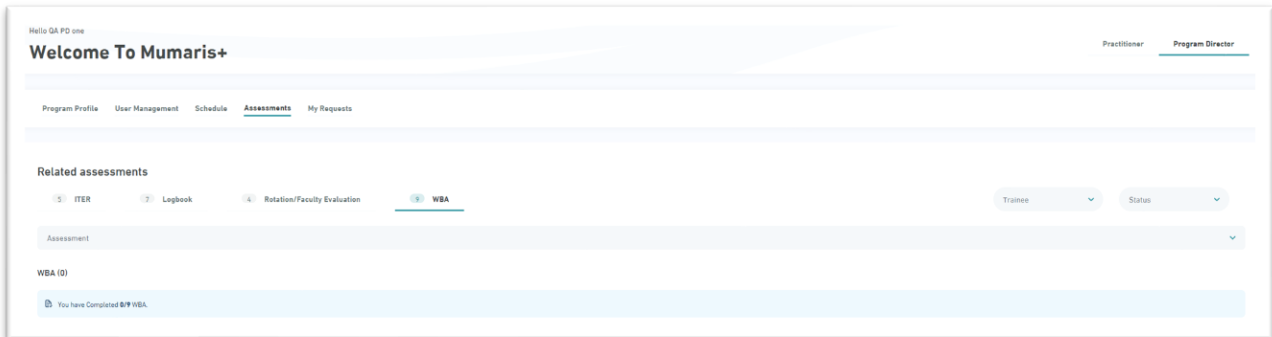
Trainee Status

Logbook (0)

You have Completed 0/7 Logbook

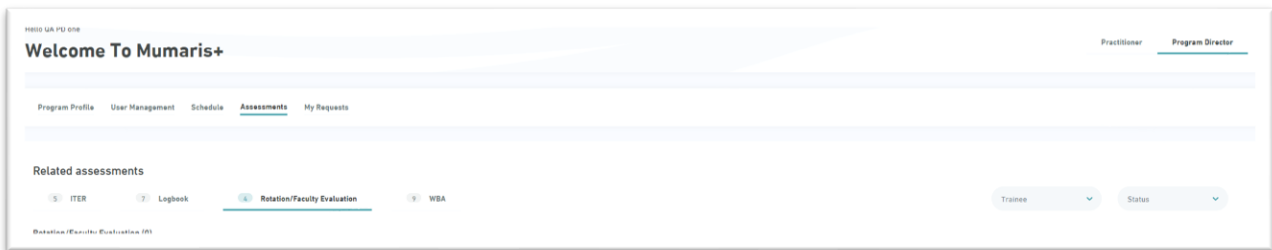
WBA (Work-Based Assessment):

- WBAs vary depending on the program and requirements set by the SCFHS Admin.
- PD:** 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:

- **What if the assigned Program Assistant does not have an SCFHS user ID?**

Create an account and register through the Mumaris+ platform to generate an SCFHS ID.

- **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