User Guide

2026

Flexible Training Digital Environment Service - Mumaris+ Platform

User Guide



الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

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About the Service

The Flexible Training Digital Environment (F-Med HUB) is a digital learning service that supports the flexible pathway within the Saudi Board Program in Family and Community Medicine. It enables primary healthcare physicians to undertake structured, competency-based training in the workplace while continuing their clinical duties. The service follows a Hub-and-Spoke model, bringing together Entrustable Professional Activities (EPAs), Workplace-Based Assessments (WBAs), an electronic portfolio (e-Portfolio), academic mentoring and feedback, and dashboards for tracking progress in one place

Item	Details
Beneficiaries	Trainees
Service Requirements	Enrollment in the Family and Community Medicine Program through the flexible training pathway via participating healthcare organizations
Service Fees	No fees
Access Channel	Mumaris+ platform ⟶ Services

Trainee Journey

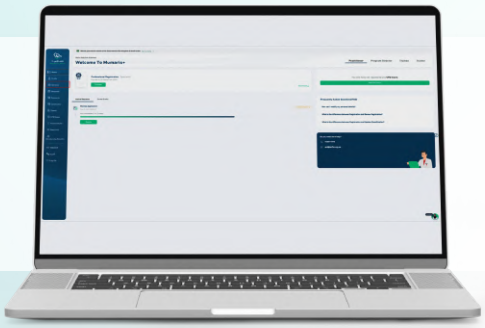
1. The participating healthcare organization nominates eligible physicians to join the flexible pathway.
2. The physician is registered and linked to their workplace, training center, trainers, and supervisors. Their account is activated, and their training phase and Entrustable Professional Activities (EPAs) are assigned.
3. The trainee completes learning activities and assessments alongside their clinical duties.
4. The trainee completes EPAs and Workplace-Based Assessments (WBAs) with accredited trainers and supervisors, and uploads evidence, certificates, and achievements.
5. The trainee receives feedback and academic mentoring, and uses the dashboards to track their development plan and progress.
6. Program directors and participating organizations monitor the trainee's performance and support decisions regarding their progression and completion of the program.

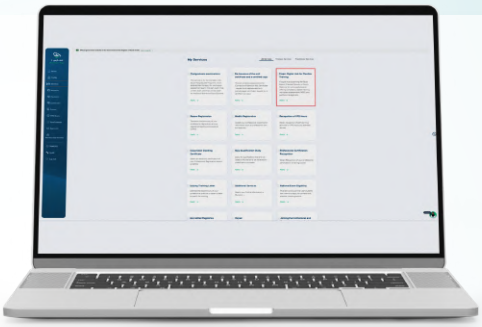
Accessing the Service

You can access the service through the Mumaris+ platform in three steps. The platform then automatically redirects you to the F-Med HUB training environment.

1 Step 1: Open the Services Menu

Log in to the Mumaris+ platform, then select Services from the side menu.



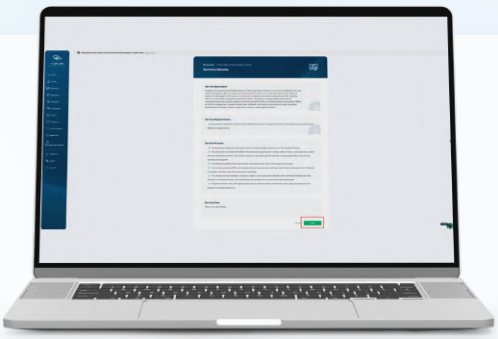


2 Step 2: Select the Flexible Training Digital Environment Service

On the My Services page, under the All Services or Trainee Services tab, find the Flexible Training Digital Environment service card, then click Apply.

3 Step 3: Review the Service Details and Proceed

The Service Details page displays the service description, requirements, procedures, and fees. Review the details, then click Apply at the bottom of the page.



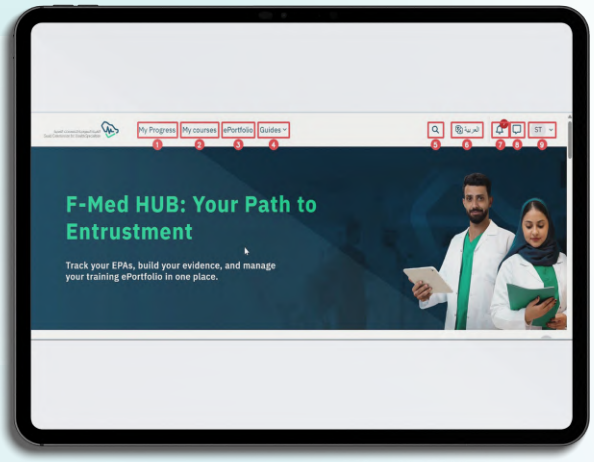
After clicking Apply, the Flexible Training Digital Environment service opens in a new tab, displaying its home page.

Exploring the Service Features

The Flexible Training Digital Environment service consists of two parts: the Learning Environment (programs, courses, and assessments) and the ePortfolio for documenting and sharing evidence and achievements. The service interface is in English. You can switch to Arabic at the top of the page.

Main Interface

The top menu appears on all service pages and provides direct access to the main features.



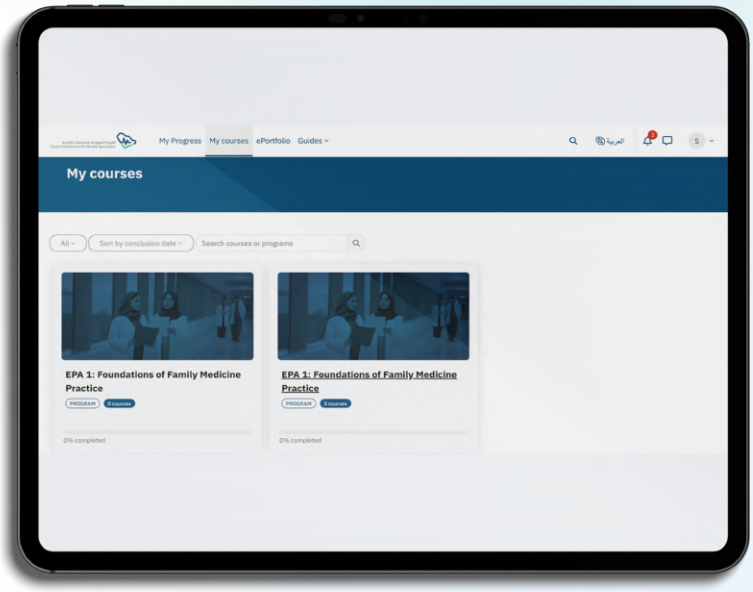
Home page of the Flexible Training Digital Environment service, with numbered items in the top menu.

No.	Item	Function
1	My Progress	Track ongoing courses and the completion percentage for each
2	My courses	View enrolled programs and courses, with sorting and search options
3	ePortfolio	Access the ePortfolio
4	Guides	Access the service user guides
5	Search	Search within the service
6	Arabic	Switch the interface language
7	Notifications	Receive alerts about assessments, feedback, and updates
8	Messages	Access private messages within the service
9	Profile	Access the personal account menu

Programs and Their Phases

From My Courses, select the program you are enrolled in, such as EPA 1: Foundations of Family Medicine Practice. Each program consists of three phases that must be completed in sequence.

1. Induction Phase: Units Mastery Evaluation: The introductory phase, which includes online learning, on-site training, and formative assessments.
2. COC Assessment: The final assessment for the phase.
3. EPA Entrustment: A review by the Entrustment Committee to approve the trainee's entrustment for the professional activity.

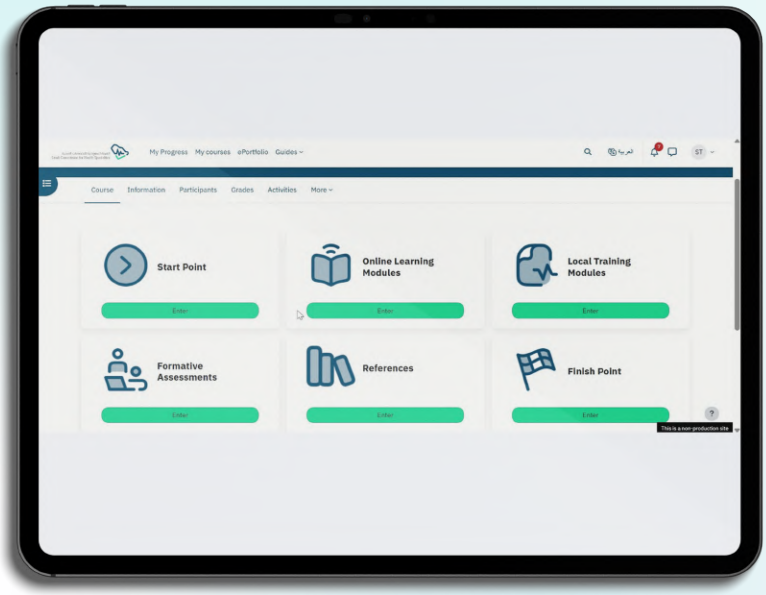


Program page: (1) the requirement to complete phases in sequence, (2) phases locked until the preceding phase is completed.

The **Information** tab on the program page displays a program overview, learning outcomes, learning materials, program structure, and the completion percentage for each phase.

Course Content

When you open a phase, the course page displays six sections. Click Enter to access each section.



The course page and its six sections

Section	Content
Start Point	The starting point, including an introductory video featuring Dr. Basma, the AI-powered virtual trainer
Online Learning Modules	Online learning modules, with the number of activities and completion percentage for each module
Local Training Modules	Workplace training modules, including Workplace-Based Assessment (WBA) assignments
Formative Assessments	Formative assessments for the professional activity
References	Scientific references and resources
Finish Point	The closing point of the phase

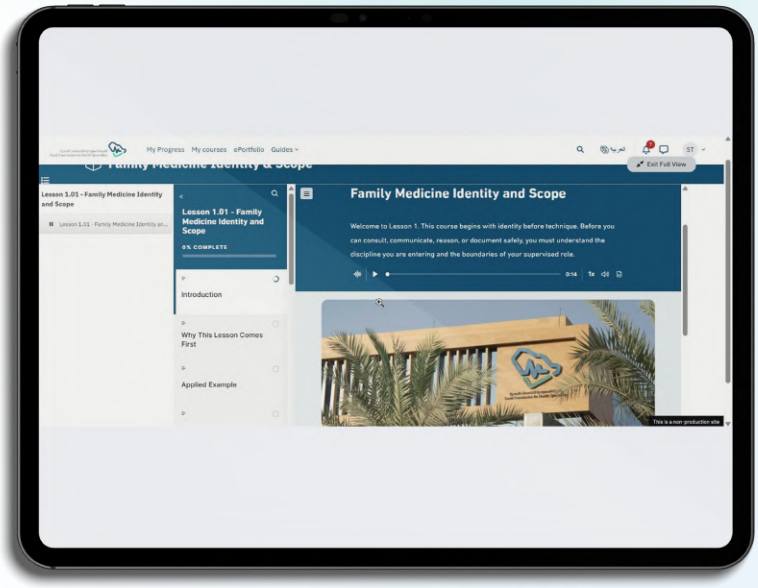
The tabs at the top of the course page include Information (course details, dates, and trainers), Participants (course participants), Grades (assessment grades), and Activities (activities grouped by type).

Online Learning Modules

Before you begin, each module displays its purpose, learning objectives, criteria for earning the Badge, and associated learning outcomes. Click Start Here to begin the module.

The interactive lessons then open and include:

- A side menu showing the lesson sections and completion percentage.
- Lesson text with audio narration and adjustable playback speed.
- Images, practical case studies, and short questions within the content.
- Options to enter full-screen mode and exit it using Exit Full View.



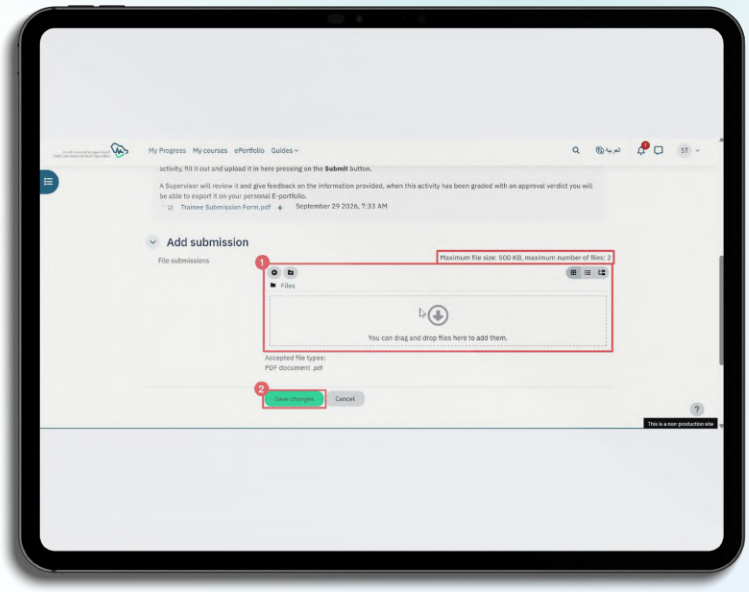
An interactive lesson within a learning module

Example: To earn the badge for Module 1.1, you must review all the core content.

Workplace-Based Assessment (WBA): Submitting an Assignment

Local Training Modules include practical assignments that you complete with real patients and then submit for assessment by your trainer.

1. Open the required module under Local Training Modules, then open the assignment, such as WBA 1.1 The Whole Person Consultation.
2. Read the assignment instructions and download the attached Trainee Submission Form.pdf.
3. Complete the form to demonstrate how you have applied your learning to actual cases.
4. Click Add submission, then attach the completed form in the upload area.
5. Click Save changes. The assignment status changes to Submitted for grading.



Assignment submission screen: (1) the file upload area and requirements, (2) the button to save the submission

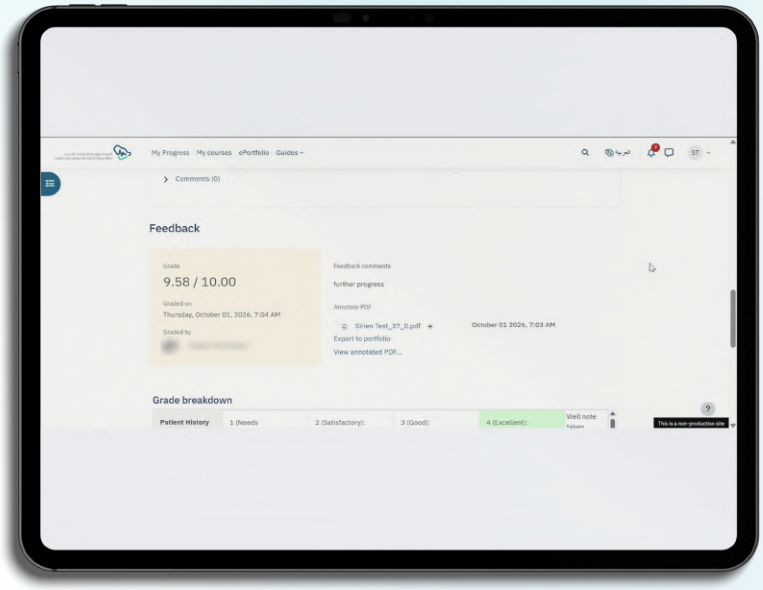
File Requirements	Value
Maximum File Size	KB 500
Number of Files	A maximum of 2 files

You can edit or remove your submission using **Edit submission** or **Remove submission**.

Receiving Assessment Results and Feedback

Your trainer assesses the assignment using a published rubric. You receive a notification when the assessment is complete. The Feedback section on the assignment page displays:

- Your grade, the assessment date, and the assessor's name.
- The assessor's feedback and an Annotated PDF containing their comments.
- A Grade breakdown for each criterion in the rubric.



The Feedback section after the assignment has been assessed.

Once the assignment is approved, you can export it to your ePortfolio using **Export to portfolio**.

Formative Assessments

The Formative Assessments section includes assessment tools associated with the professional activity:

- Clinical Encounter Card (CEC)
- Mini-CEX (Standard SaudiMED-FM Items)
- Chart Audit
- Portfolio Reasoning Task
- Reflective Entry

Grades and Activities

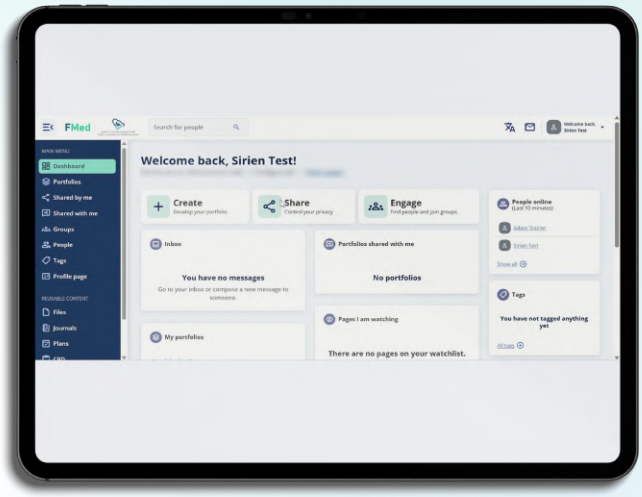
In the Grades tab on the course page, the User report displays all assessment items, including their weight, grade, range, percentage, and the assessor's feedback.

The Activities tab displays course activities grouped by type: Assignments, surveys (Feedback), Forums, Quizzes, Resources, and SCORM packages.

ePortfolio

The ePortfolio is your space to document, organize, and share evidence and achievements with trainers and supervisors. Access it by selecting ePortfolio from the top menu.

The dashboard provides three main shortcuts: Create to build your portfolio, Share to manage privacy and sharing, and Engage to connect with others and join groups. It also displays messages, portfolios shared with you, users currently online, and tags.

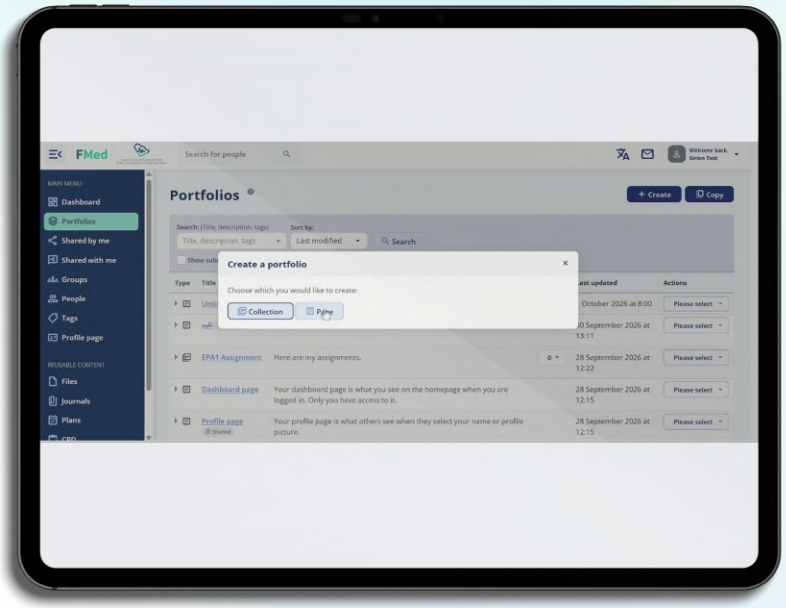


The ePortfolio dashboard.

Side Menu Item	Function
Dashboard	View the dashboard
Portfolios	View the portfolios and pages you have created
Shared by me	View content you have shared with others and manage access permissions
Shared with me	View content others have shared with you
Groups	View groups you belong to or have created
People	Search for users
Tags	View tags used to categorize content
Profile page	View your profile page
Files / Journals / Plans / CPD	Access reusable content: files, journals, plans, and continuing professional development (CPD)

Creating a Portfolio or Page

1. Select Portfolios from the side menu, then click Create.
2. Choose the content type: Collection (a group of pages) or Page (a single page).
3. Enter the page title, description, and tags, then click Save.
4. The new page appears in the Portfolios list. Open it to add content.

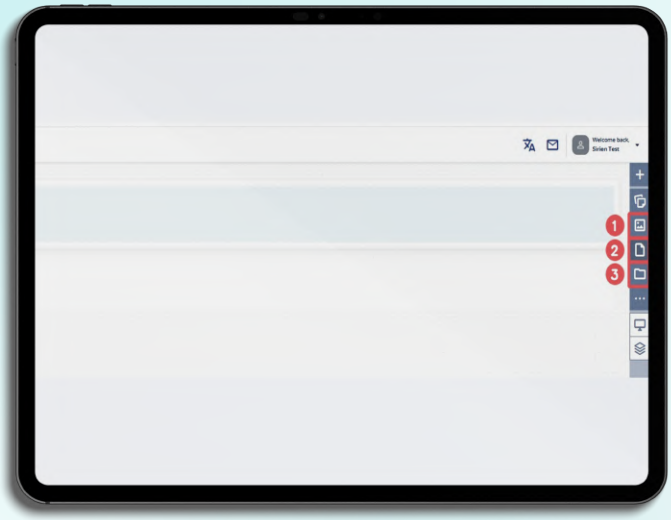


The portfolio creation window and content type selection.

The Portfolios page lists your portfolios. You can search by title, description, or tag, sort by the most recent modification, and duplicate an existing portfolio using Copy.

Attaching a File or Image to a Page: After you create a page, a toolbar appears in the top-right corner. Select the type of content you want to attach

- Image (1): Attach an image.
- File (2): Attach a file.
- Folder (3): Attach a folder containing multiple files.



Sharing a Portfolio

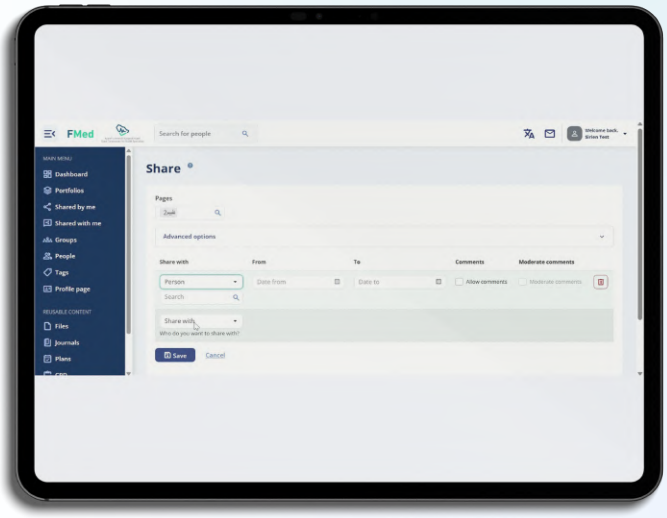
1.In Shared by me, click the sharing icon next to the page you want to share.

2. In the Share with field, choose who to share with, such as a specific person, then search for them by name.

3. Set the sharing period using From and To, if needed.

4.Enable Allow comments to allow comments, and Moderate comments to review comments before they appear.

5. Click Save.



The sharing screen for an ePortfolio page.

The **Shared by me** page lists who has access to each page. You can also create a **Secret URL** to share the page via a direct link.

Groups

In Groups, you can search for groups or create a new one by clicking Create group and entering the group name (required), associated organization, and group description.

Notes and Tips

- Complete the program phases in sequence. The next phase unlocks only after you complete the previous one.
- Check your notifications to see when your assignments have been assessed and review your trainer's feedback.
- You can switch the interface language to Arabic at any time from the top of the page.

Support and Assistance

Channel	Location
User Guides	The Guides menu in the Flexible Training Digital Environment service
Help Icon (?)	At the bottom of the Flexible Training Digital Environment service pages
Virtual Assistant "Ask Basma"	At the bottom of the Mumaris+ platform pages
Frequently Asked Questions	The home page of the Flexible Training Digital Environment service
Technical Support	Contact Us | SCFHS

THANK YOU

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