

How to submit a workplace-based assessment

This document provides guidance for how to submit a workplace-based assessment, such as a DOPS, OCE or CBD.

When you and your Training Officer have agreed that you will perform an observed assessment – such as a DOPS, OCE or CBD – we recommend that you send a submission for that assessment to your assessor **before** the event, attaching the appropriate workplace-based assessment feedback form to the submission.

Blank copies of the workplace-based assessment feedback forms can be download from OneFile via the 'Resources' link in the left-hand menu. Click on 'Resources' then 'STP Trainee Resources' then 'Assessment Feedback Forms'.

If you wish to submit some additional evidence to your assessor about the DOPS, OCE or CBD (such as a video or audio recording from the event) then we recommend that you make this submission **after** the event.

How to submit a workplace-based assessment – Step-by-step

- 1) Login to OneFile at <https://login.onefile.co.uk>
- 2) Once logged in, click 'Submissions' in the left-hand menu bar, and then click on 'Create Submission'. See Figure 1.

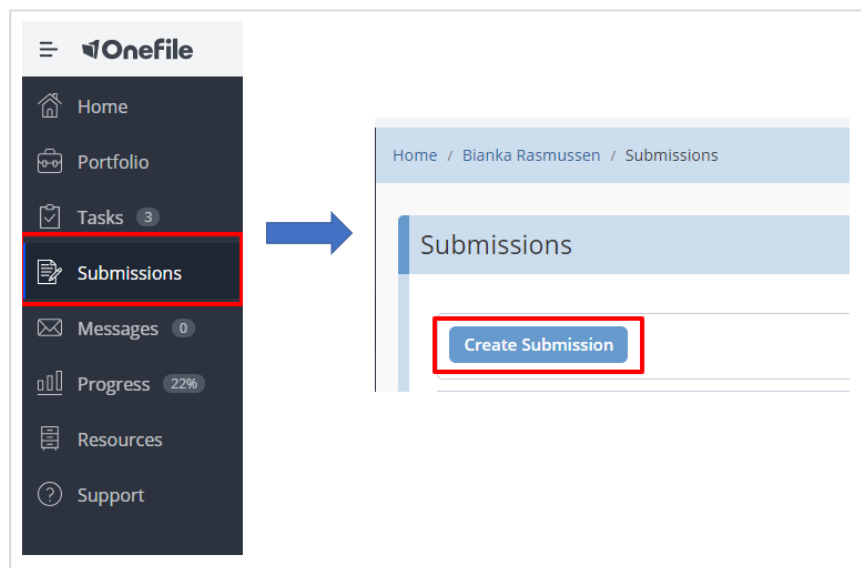


Figure 1

- 3) In OneFile's 'Primary Method' drop-down list, you need to confirm what type of assessment you are submitting; see Figure 2. It is very important that you select the type of assessment that your submission relates to. If you are submitting a DOPS, OCE or CBD you must not select 'Competency' or 'Multi-Source Feedback' from this list. After selecting your assessment type, click 'Start'

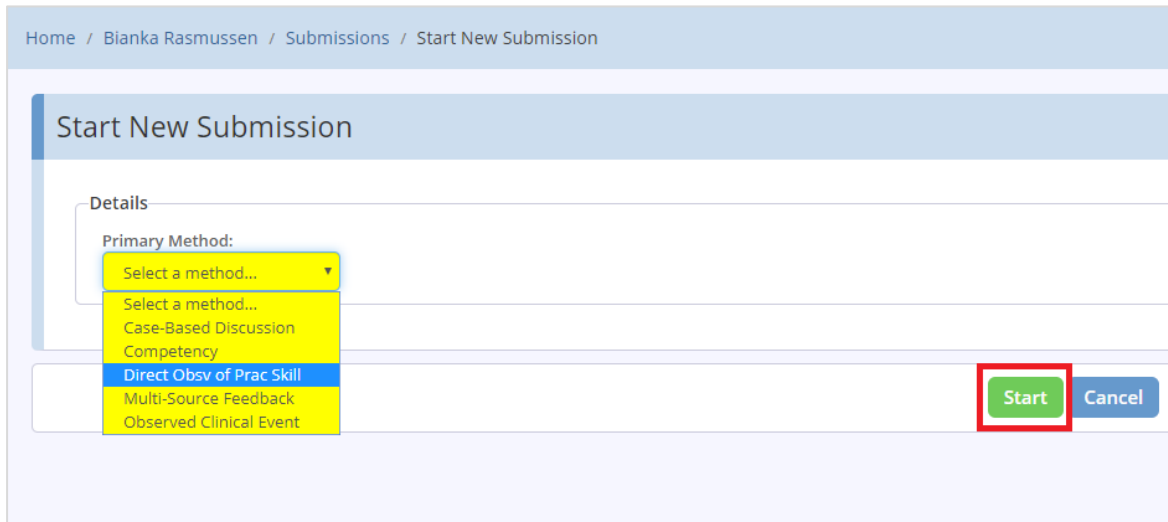


Figure 2

- 4) Now, enter a title or description for your assessment. Then click 'Start'. See Figure 3.

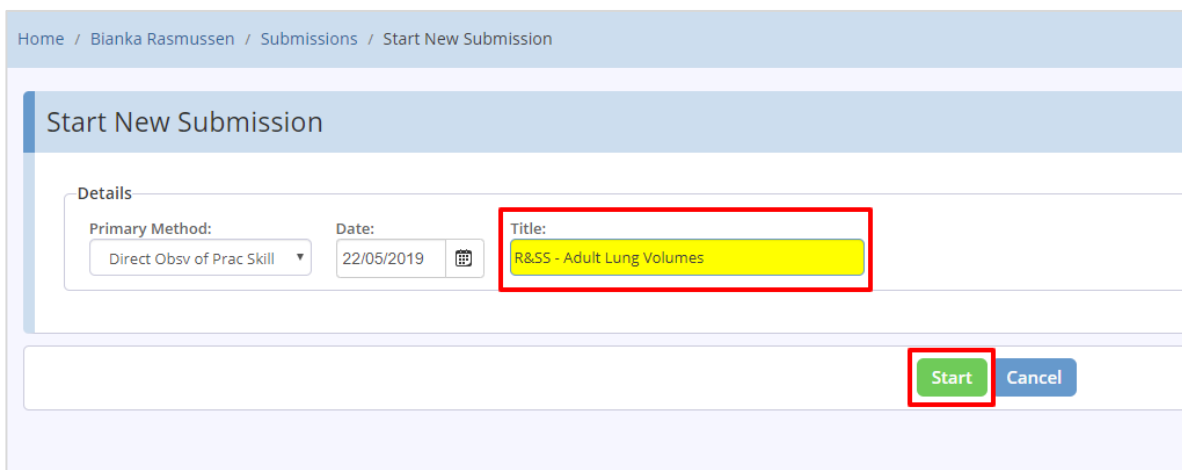


Figure 3

5) Now, you need to select the specific assessment that you are making this submission for. To begin this selection, click 'Set Criteria' under 'Competencies & Standards'. See Figure 4.

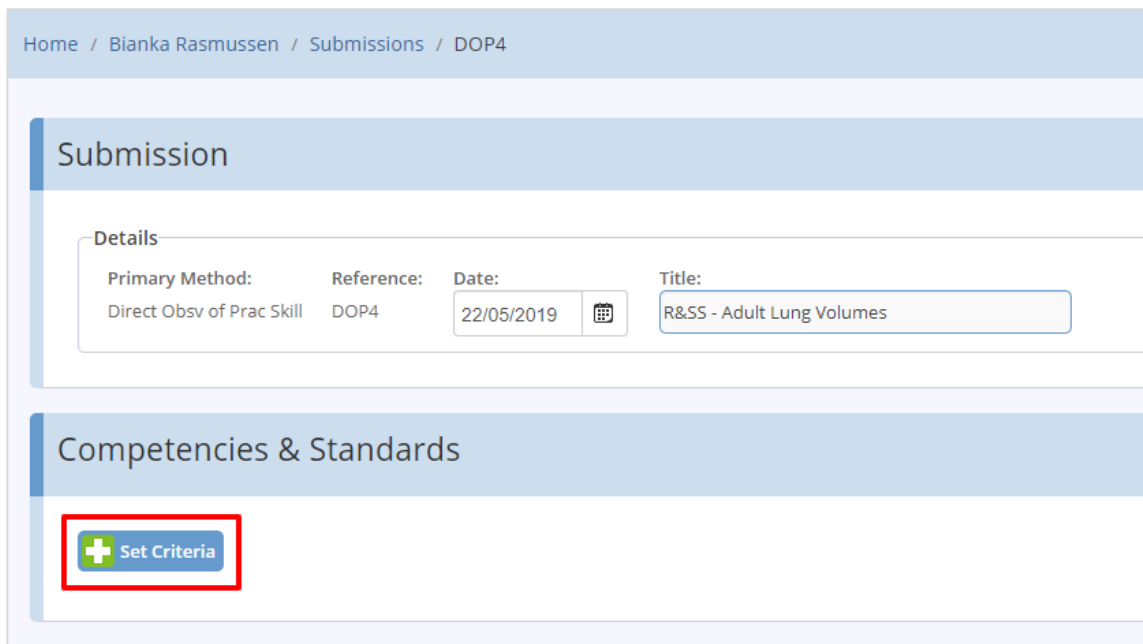


Figure 4

6) On the next screen you are presented with a list of all your modules. OneFile presents this in a Gap Analysis view or a Tree view. We recommend using the Gap Analysis View. Click on the module containing the specific assessment you wish to submit and then tick the box next to the specific assessment itself. When submitting workplace-based assessments, please only select one per submission i.e., do not request your assessor to sign off multiple DOPS/OCEs within one submission. After you have selected the specific assessment, click on the 'Back' button. See Figure 5.

Select	Assessments	Supporting Evidence	Progress
Complete 1 Case-Based Discussions			
<input type="checkbox"/>	CBD1 Complete CBD	CBD3	■
Complete 1 DOPS / OCEs			
<input type="checkbox"/>	DOPS1 Perform and analyse spirometry in an adult patient		■
<input checked="" type="checkbox"/>	DOPS2 Perform and analyse lung volumes in an adult patient		■
<input type="checkbox"/>	DOPS3 Perform and analyse gas transfer in an adult patient	DOP3	■
<input type="checkbox"/>	DOPS4 Administration and response to a bronchodilator		■
<input type="checkbox"/>	DOPS5 Perform and analyse limited multichannel sleep study in an adult patient		■
<input type="checkbox"/>	OCE1 An appropriate activity agreed with your Training Officer. Include details within your submission evidence		■
<input type="button" value="Save"/> <input checked="" type="button" value="Back"/>			

Figure 5

- 7) You should notice that the assessment or criteria you selected on the previous page now appears in light blue under 'Competencies and Standards'. If you need to amend this selection, simply click 'Set Criteria' again. See Figure 6.

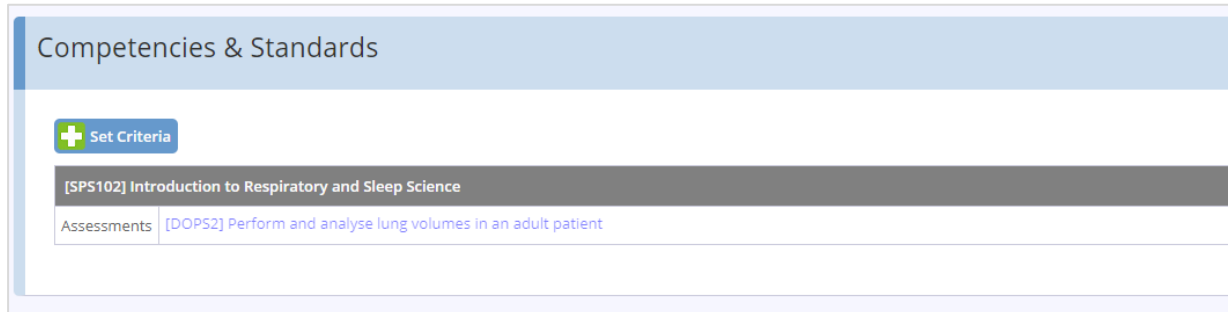


Figure 6

- 8) At this point you should also attach a blank workplace-based assessment feedback form, so that your assessor can provide as much feedback as possible. (Blank copies of the forms can be found in OneFile under Resources > STP Trainee Resources > Assessment Feedback Forms.)
- 9) If you have any evidence to submit towards this assessment (e.g., a video recording of your practical skill) you can submit it as an attachment and additionally you can supply some free text narrative in the free text evidence box.
- 10) We strongly recommend that you attach the guidance for assessors on signing off workplace assessments, which is available on the NSHCS Knowledgebase:

<https://nshcs.hee.nhs.uk/knowledgebase/how-to-sign-off-observational-assessments-in-onefile-assessors/>

<https://nshcs.hee.nhs.uk/knowledgebase/how-to-respond-to-a-submission-in-onefile/>

- 11) Review your submission to ensure you have added the appropriate attachments and selected the correct assessment that you wish to be signed off. Figure 7, below, shows a submission ready to be submitted.

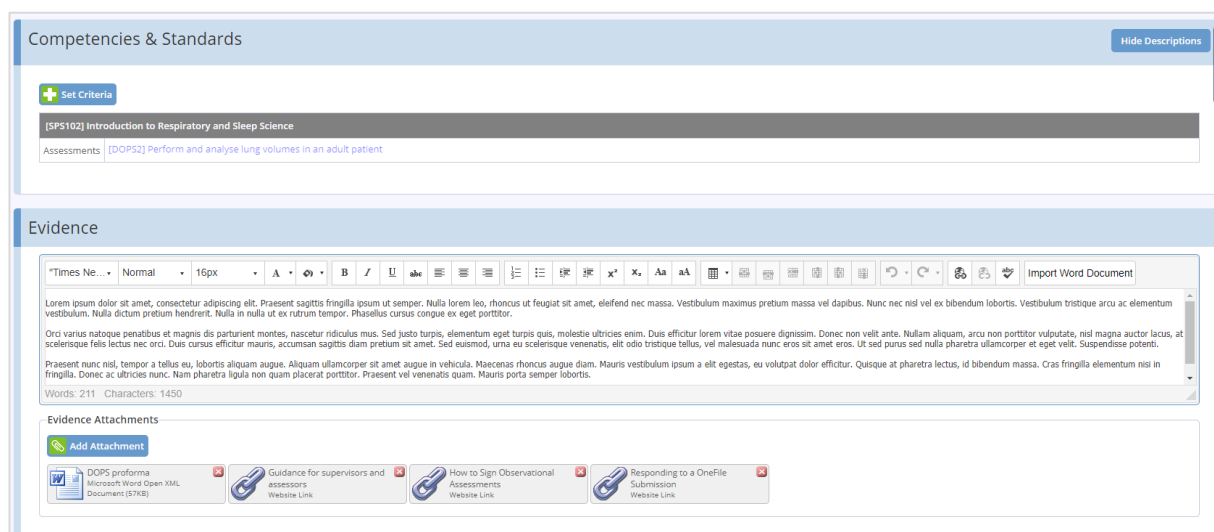


Figure 7

12) Once you are satisfied with your submission, scroll to the bottom of the page, and tick the signature box highlighted in yellow. This will indicate you are now submitting your assessment for review. See Figure 8.

Declaration & Signatures

Only sign here when you have finished with this submission and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	Bianka Rasmussen (Trainee)	<input checked="" type="checkbox"/>	22/05/2019 10:37
	Watson, Oscar (Assessor)	<input type="checkbox"/>	

Change assessor

Save & Refresh Save & Quit Delete Cancel

Figure 8

13) By default, your Training Officer will show as the assessor. If you want to change your assessor, click the 'Change Assessor' button. If your preferred assessor is not listed, you can nominate your chosen assessor at this point. If you do select a new assessor at this point, you MUST click 'Use this assessor' to save that assessor for this submission. See Figure 9.

Name

Bianka Rasmussen (Trainee)

Hill, Margaret (Assessor)

Use this assessor

Figure 9

14) Click 'Save & Quit' to formally submit your assessment to the assessor. See Figure 10.

Name	Signed on Completion
Bianka Rasmussen (Trainee)	<input checked="" type="checkbox"/>
Hill, Margaret (Assessor)	<input type="checkbox"/>

Change assessor

Save & Refresh Save & Quit Delete Cancel

Figure 10