

# Learning Evaluation Assessment Platform



# Agenda

- Introduction
- Installation & Accessibility of LEAP
- NHG LEAP Login
- Completing Assessments & Triggering Forms
- Forwarding of Form
- Logging of Duty Hours
- Things to Note for Duty Hours
- Contact Info for Enquiries



# Introduction

**NHG LEAP is a platform for resident to view and complete assessments, case/procedure logs, scholarly activities and duty hours logs.**

It allows residents to:

- Be notified of any pending or missed training requirements
- Complete pending or missed requirements immediately via smartphone, tablet or web browser
- Access and track evaluations, case/ procedure logs, scholarly activities via smartphone, tablet or web browser
- Log Duty Hours
- View and edit personal profile (photo and contact numbers)
- View frequently used learning sites or weblink



# Installation & Accessibility

- The mobile application is only available for residents in both **iOS** and **Android** version.
- NHG LEAP is accessible via both **NHG Intranet** and **Internet platform**.
- Accessing via web portal URL:  
<https://mobile.nhg.com.sg/apps/nhgleap/nhggmelearning>



## Instructions for iOS user:

**NHG LEAP app is not available in Apple App Store.**

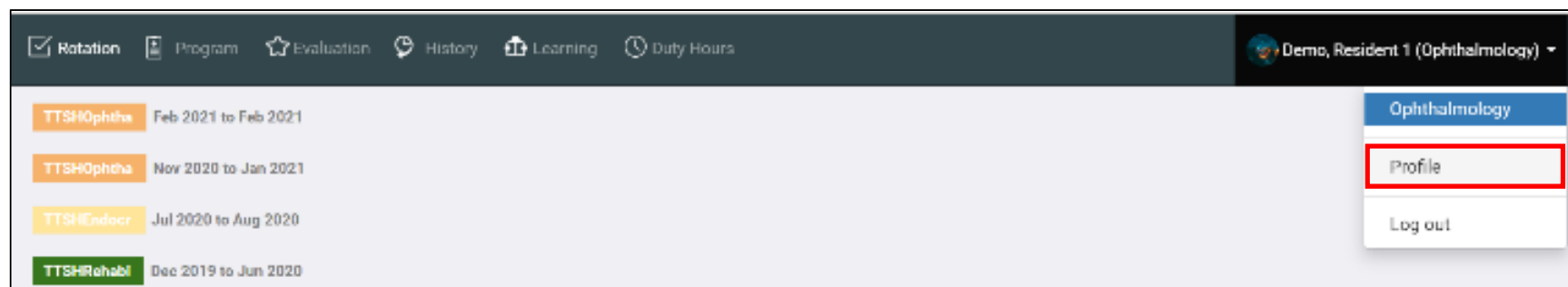
**Step 1:** Please login into NHG LEAP via web portal on your desktop/laptop.

Web portal URL:

<https://mobile.nhg.com.sg/apps/nhgleap/nhggmelearning>

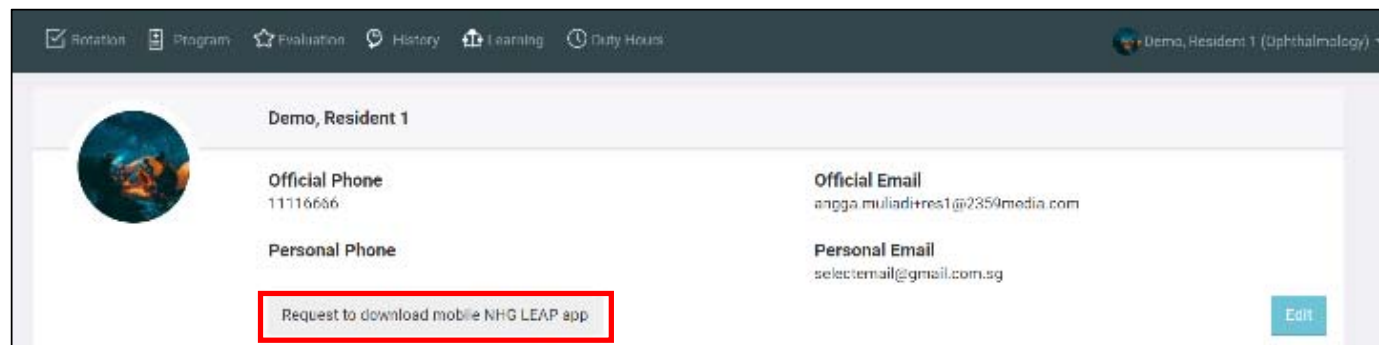
# Instructions for iOS user:

Step 2: Navigate to 'Profile' page as shown below:



# Instructions for iOS user:


**Step 3:** Click 'Profile' page and you will see a 'Request to download NHG LEAP app' button. Click on it to obtain the redemption code through your official email.






# Instructions for iOS user:

Step 4: Check your email using your mobile and follow the instructions to download NHG LEAP app using the hyperlink.

Your NHG LEAP redemption code for mobile device is here!  Inbox x

**NHG LEAP** <donotreply\_nhgleap@nhg.com.sg>  
 to me ▾

Dear **EYE, EYE,**

We have received your request to download the mobile NHG LEAP app for your mobile device.

If you are using iOS device:  
Please click on the link below to redeem the application. Please note that this redemption code is unique and is generated for one-time activation.  
[https://buy.itunes.apple.com/WebObjects/MZFinance\\_woa/wa/freeProductCodeWizard?code=99YRFJJMPLTM](https://buy.itunes.apple.com/WebObjects/MZFinance_woa/wa/freeProductCodeWizard?code=99YRFJJMPLTM)

If you are using Android device:  
Please click on the link below to download the application.  
<https://play.google.com/store/apps/details?id=com.nhg>

Alternatively, you can search for NHG Leap in Play Store on your Android device for the download.

Please ignore this email if you have already downloaded the application.

Should you require further assistance, please contact your programme coordinator.

Best Regards,  
NHG LEAP team.

Email example of an unique hyperlink sent via email to download LEAP app for iPhone users; Please note to use Safari web browser to access the link.



## Instructions for Android user:

- Search “NHG LEAP” in Google Play store and download the NHG LEAP application. Alternatively, you can scan the QR code below to download the app:





# NHG LEAP Login: Email Login

NHG LEAP allows dual login using the user account:

- Email Login
- NHG ADID Login\*

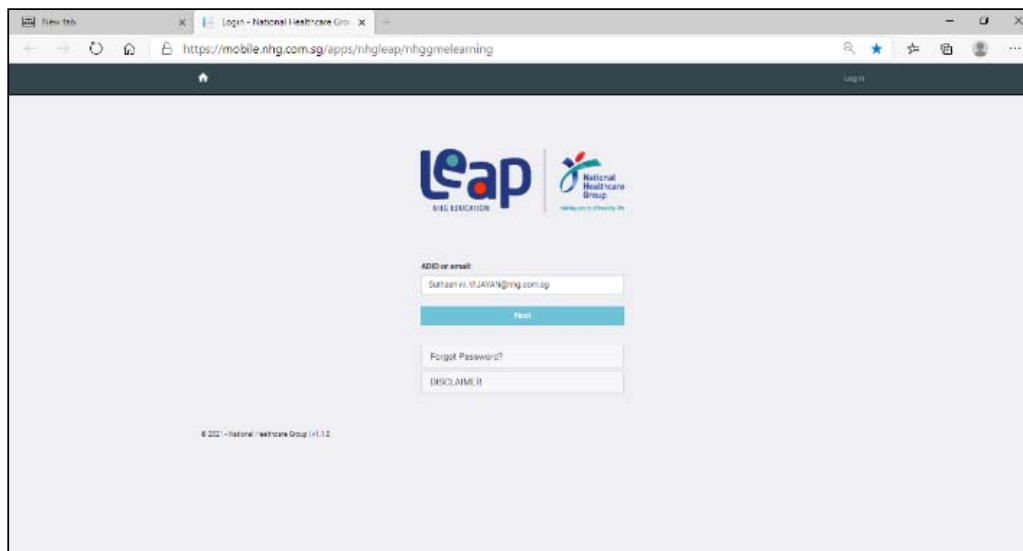
*Note: You are strongly encouraged to login using 'Email login' as your ADID may be cancelled/ reset when you are out posted to different institution.*



# NHG LEAP Login: Email Login

1. Login using Official Email Address
2. Enter your official email address (e.g. *Marilyn\_Monroe@mohh.com.sg*). Tap 'Next'.

## Web Platform



## App Platform



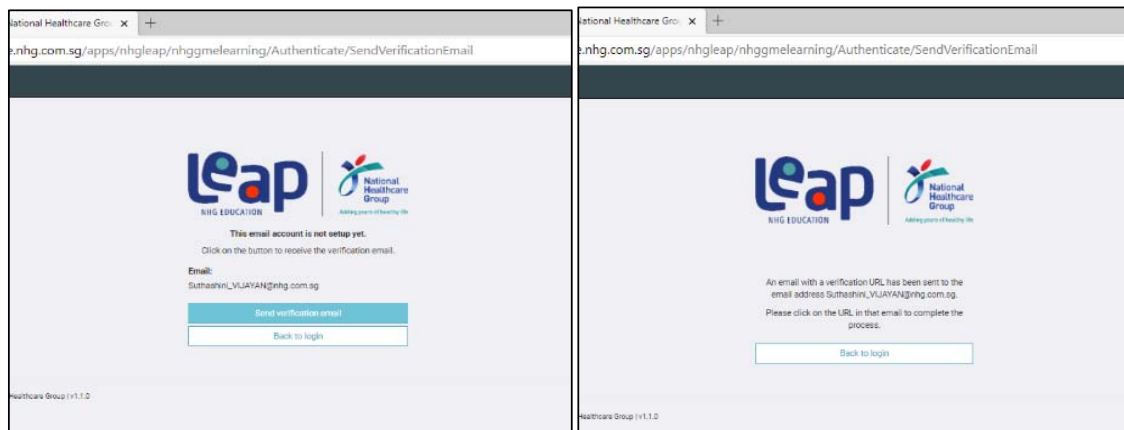


# NHG LEAP Login: Email Login

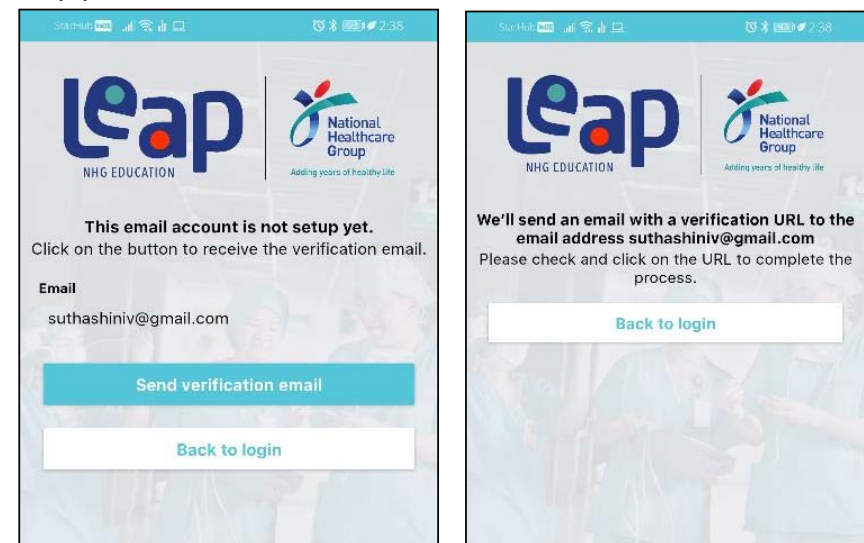
## 3. Setup Official Email Account with LEAP

If your email login has not been setup in LEAP previously, tap 'Send verification email', to verify the email address that has been registered in LEAP for your account.

### Web Platform

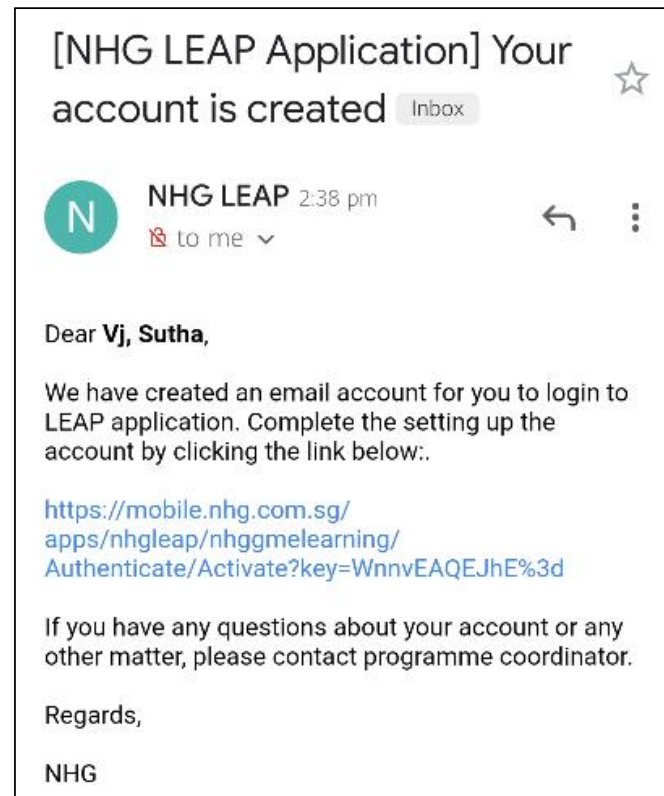


### App Platform



# NHG LEAP Login: Email Login

4. Go to your official email and click on the link in the email.





# NHG LEAP Login: Email Login

5. LEAP will prompt you to enter a password. Create a new password and click 'Set Password'.
6. Click 'Back to login' to login to LEAP with your email and the new password.

A mobile app screenshot showing the password setup screen. At the top, there is a dark grey header with a white hamburger menu icon. Below the header, the Leap logo and the National Healthcare Group logo are displayed. The text reads: "Please enter password to complete setting up the account for **suthashiv@gmail.com**". There are two input fields for "Password:" and "Confirm password:", both with masked characters (dots). A blue button labeled "Set password" is at the bottom. The footer contains the text "© 2020 - National Healthcare Group | v1.1.0".

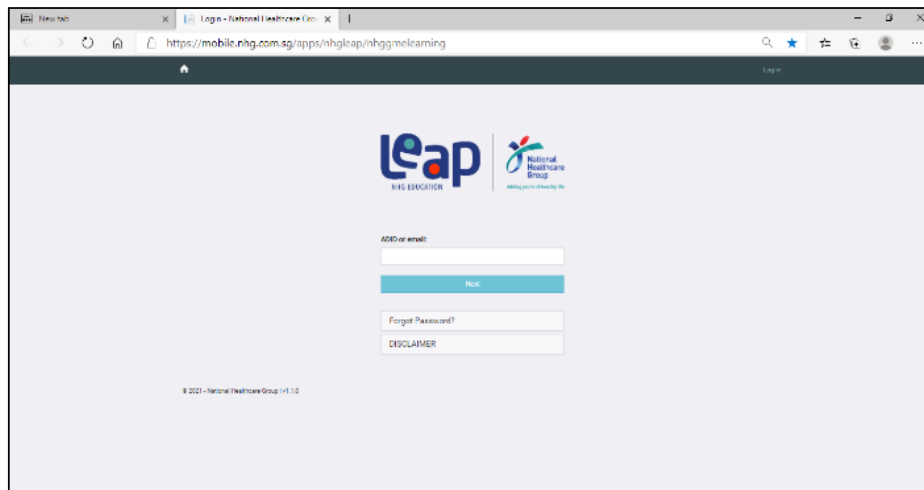
A mobile app screenshot showing the account creation success screen. At the top, there is a dark grey header with a white hamburger menu icon. Below the header, the Leap logo and the National Healthcare Group logo are displayed. The text reads: "Your account was successfully created". A white button with a blue border labeled "Back to login" is centered. The footer contains the text "© 2020 - National Healthcare Group | v1.1.0".



# NHG LEAP Login: ADID Login

1. Login using NHG ADID
2. Enter your NHG ADID and the password used for your Windows login.  
Click 'Next'.

## Web Platform



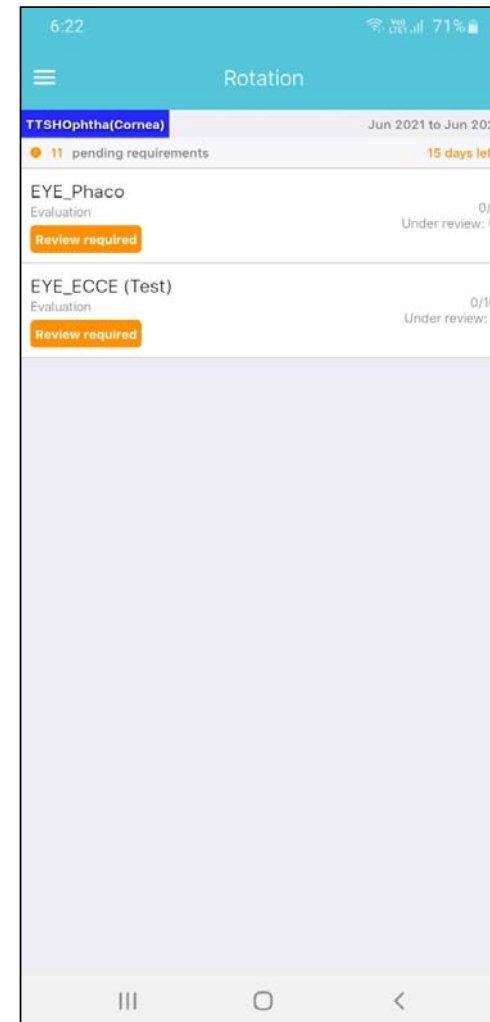
## App Platform



# Completing Assessments & Triggering Forms

1. After you have logged in successfully, you will be able to see the list of pending evaluations that you need to complete for your current rotation.

(An example on the landing page is shown here)





# Completing Assessments & Triggering Forms

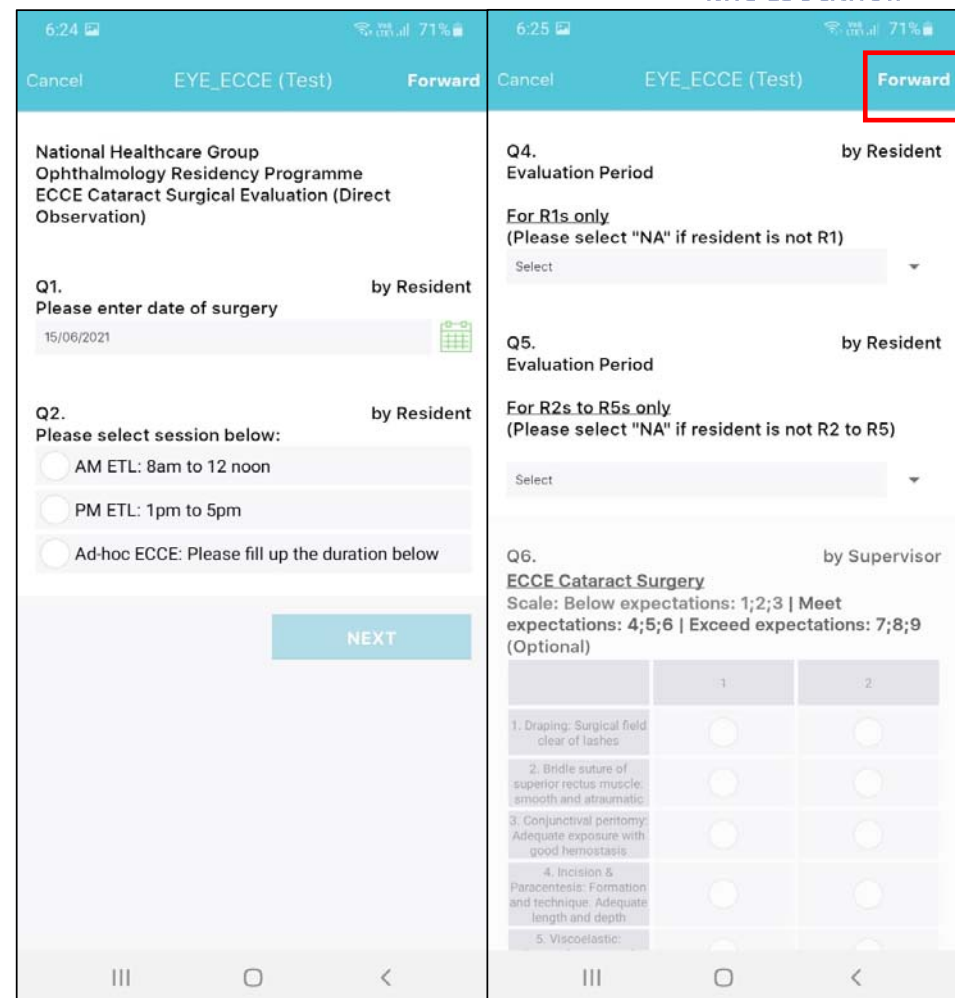


2. Click on the form you need to complete and you will see an empty screen. To proceed, please click on the '+' button on the top right corner (highlighted in red).



# Completing Assessments & Triggering Forms

- To complete forms, fill up the questions and click 'Submit' button.
- Some forms may be set to be filled up by both Resident and Supervisor. For such form, you will see 'Forward' button on the top right corner of the form.



6:24 71%  
Cancel EYE\_ECCE (Test) Forward

National Healthcare Group  
Ophthalmology Residency Programme  
ECCE Cataract Surgical Evaluation (Direct Observation)

Q1. Please enter date of surgery **by Resident**  
15/06/2021

Q2. Please select session below: **by Resident**  
 AM ETL: 8am to 12 noon  
 PM ETL: 1pm to 5pm  
 Ad-hoc ECCE: Please fill up the duration below

NEXT

6:25 71%  
Cancel EYE\_ECCE (Test) **Forward**

Q4. Evaluation Period **by Resident**  
For R1s only  
(Please select "NA" if resident is not R1)  
Select

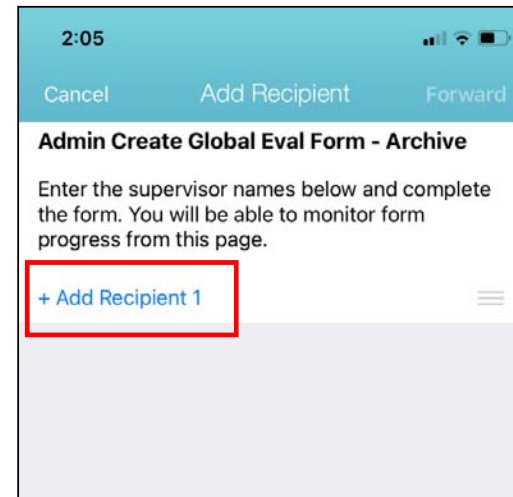
Q5. Evaluation Period **by Resident**  
For R2s to R5s only  
(Please select "NA" if resident is not R2 to R5)  
Select

Q6. **by Supervisor**  
**ECCE Cataract Surgery**  
Scale: Below expectations: 1;2;3 | Meet expectations: 4;5;6 | Exceed expectations: 7;8;9 (Optional)

	1	2
1. Draping: Surgical field clear of lashes	<input type="radio"/>	<input type="radio"/>
2. Bridle suture of superior rectus muscle: smooth and atraumatic	<input type="radio"/>	<input type="radio"/>
3. Conjunctival peritomy: Adequate exposure with good hemostasis	<input type="radio"/>	<input type="radio"/>
4. Incision & Paracentesis: Formation and technique: Adequate length and depth	<input type="radio"/>	<input type="radio"/>
5. Viscoelastic:	<input type="radio"/>	<input type="radio"/>

# Forwarding of Forms

1. Fill up the required questions to be filled by Resident and click 'Forward' button at the top right corner.
2. Click '+Add Recipient 1'. You will be prompted to key in your supervisor's name or email address.
3. Click 'Forward' button to submit the form.



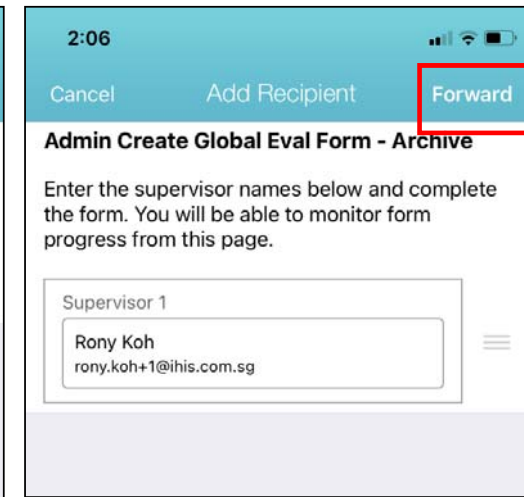
2:05

Cancel Add Recipient Forward

**Admin Create Global Eval Form - Archive**

Enter the supervisor names below and complete the form. You will be able to monitor form progress from this page.

+ Add Recipient 1



2:06

Cancel Add Recipient Forward

**Admin Create Global Eval Form - Archive**

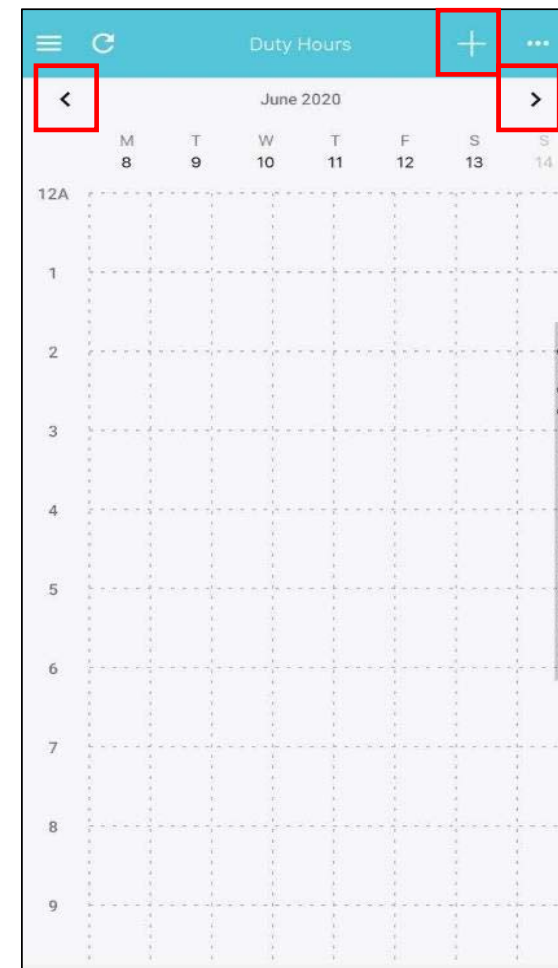
Enter the supervisor names below and complete the form. You will be able to monitor form progress from this page.

Supervisor 1

Rony Koh  
rony.koh+1@ihis.com.sg

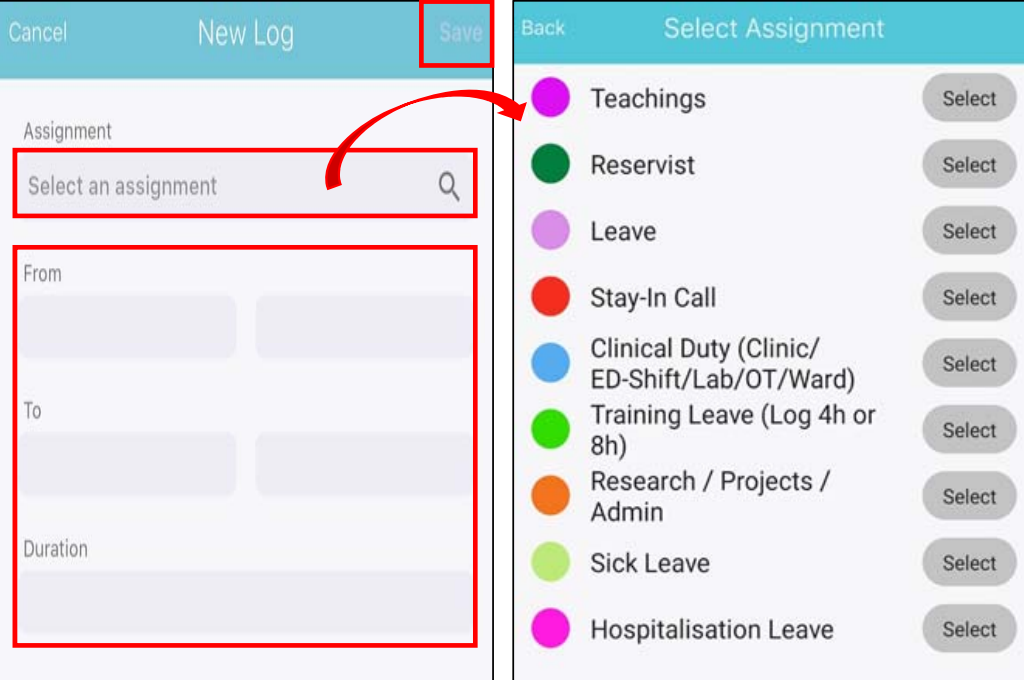
# Logging of Duty Hours (Method 1)

1. Under Menu, select 'Duty Hours' and it will bring you to the duty hour page. You will be able to see the calendar view of the week.
2. You may tap the left and right arrows to toggle between the dates.
3. Click on the '+' button to start logging your duty hours. You will be brought to the 'New Log' page.



# Logging of Duty Hours (Method 1)

4. Click on the 'Assignment' field to select the assignment for your duty hours log.
5. Fill up the date and time of your duty hours log.
6. Click 'Save' button on the top right corner.
7. Please note that you will still able to edit your logs after saving them.

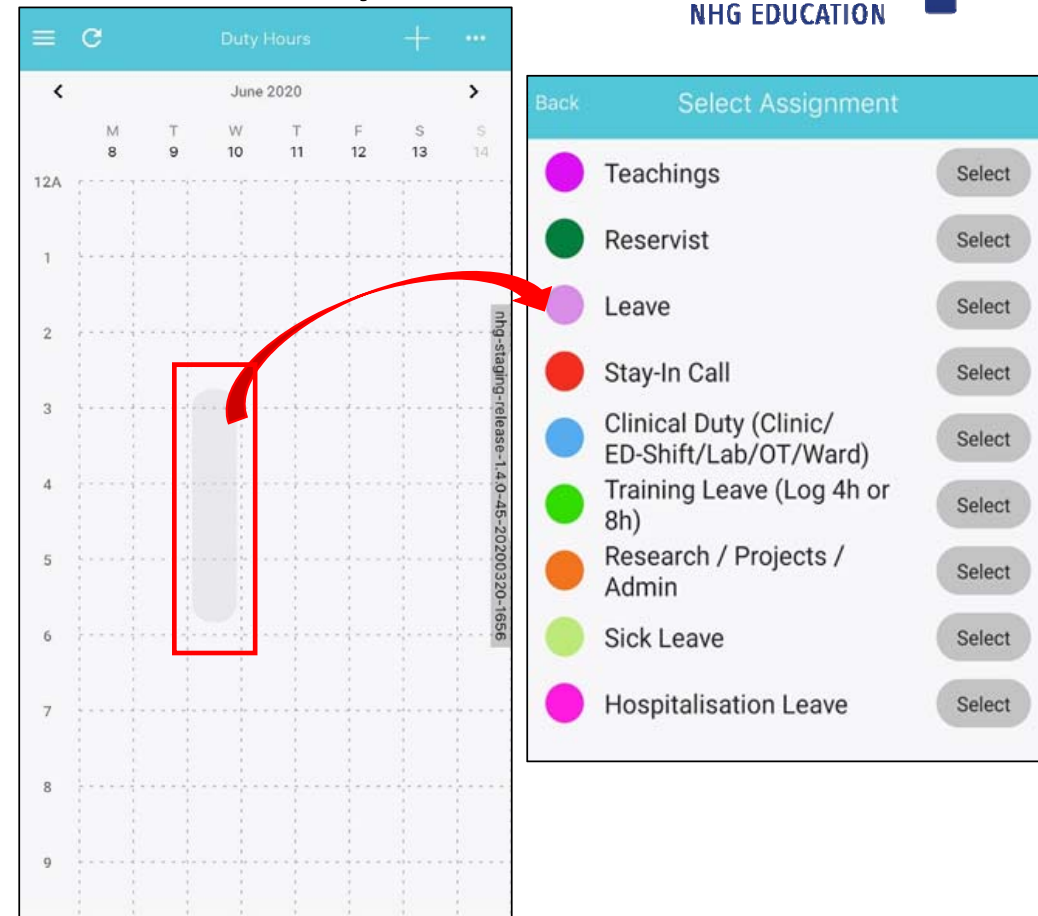


The image shows two screenshots from the Leap app. The left screenshot is titled 'New Log' and has a 'Save' button in the top right corner. Below the title is an 'Assignment' field with a search icon and the text 'Select an assignment'. Below this are 'From' and 'To' time selection fields, and a 'Duration' field. The right screenshot is titled 'Select Assignment' and shows a list of assignments with 'Select' buttons next to each:

- Teachings
- Reservist
- Leave
- Stay-In Call
- Clinical Duty (Clinic/ ED-Shift/Lab/OT/Ward)
- Training Leave (Log 4h or 8h)
- Research / Projects / Admin
- Sick Leave
- Hospitalisation Leave

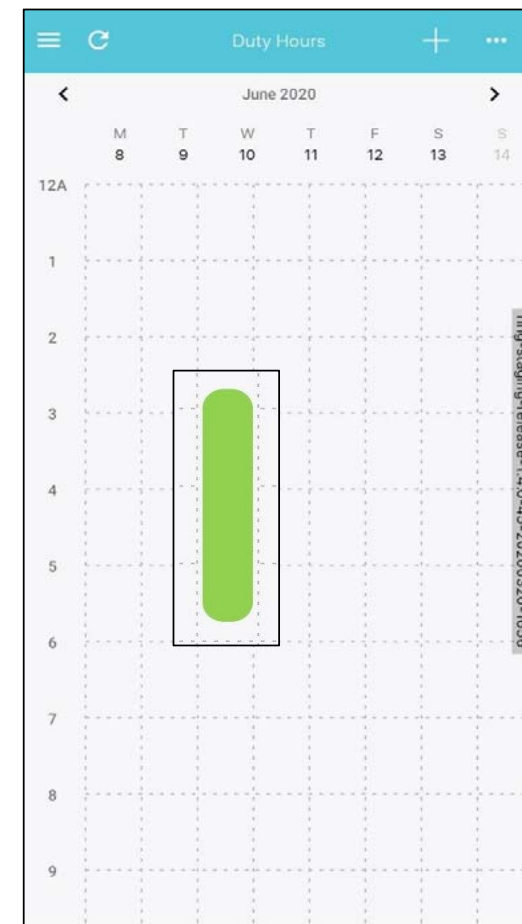
# Logging of Duty Hours (Method 2)

1. You may also choose log your duty hours by holding down the start time and drag your finger downwards to the end time. A shaded area will appear.
2. You will be prompted to select from the assignment of your duty hours log.



## Logging of Duty Hours (Method 2)

3. The app will return to the calendar view and the shaded area will be replaced by the selected assignment's colour.
4. You may proceed to log another assignment type.



# Things to Note for Duty Hours

- Key in duty hours continuously, even between different assignment types. Do not log a "break" in between.
  - ❖ For example, Clinical duty (8am – 12pm), followed by Teaching (12pm to 2pm) and Research (2pm – 3pm).
- For 'Training Leave', please key in either 4 hours (half day) or 8 hours (full day).
- You do not need to key in your off days. You may leave the period blank.
- Weekends and PHs are counted as 'Off' and not annual leave. Therefore, please do not log "Leave" on weekends and PHs.





# Contact Info for Enquiries

For any NHG LEAP issues encounter, kindly contact your **Programme Coordinator** to inform them and they will follow-up with NHG LEAP Point of Contact:

- **Ms. Selvia Kosim:**  
Geriatric Medicine, Infectious Disease, Rehabilitation Medicine, Renal Medicine
- **Ms. Sherene Lee:**  
Cardiology, Dermatology, Gastroenterology, General Surgery, Hand Surgery, Medical Oncology, Plastic Surgery, Rheumatology, Surgery in General, Urology
- **Ms. Shermaine Lim:**  
Advanced Internal Medicine, Family Medicine & Internal Medicine
- **Ms. Yoh Pek Hoon & Ms. Emily Lim:**  
Anesthesiology, Diagnostic Radiology, Emergency Medicine, Endocrinology, Ophthalmology, Orthopaedic Surgery, Otorhinolaryngology, Pathology, Respiratory Medicine