

NHG Education

Learning Evaluation Assessment Platform



Residents' User Guide

Version 1.1

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1. Introduction

NHG LEAP allows residents to:

- 1.1. Be notified of any pending or missed requirements (Program and Rotation Requirements)
- 1.2. Respond to pending or missed evaluations immediately via their smartphone or iPad
- 1.3. Record and track Case Logs, Procedure Logs and Scholarly Activities via smartphone or tablets.
- 1.4. View past submissions
- 1.5. Access to learning sites or external links as provided by their Program Coordinators
- 1.6. View and edit personal profile (photo and contact numbers only)

2. Installation and Accessibility

- 2.1. The Mobile application is only available for residents at the moment in both iOS and Android version.
- 2.2. Search “NHG LEAP” in App Store (iOS user) or Google Play store (Android user) and download the NHG LEAP application.
- 2.3. Accessing via web portal URL:
<http://m.ihis.com.sg/nhggmelearning/>

3. NHG LEAP

3.1. Login via NHG ADID Single Sign-On. Please refer to Figure 1: Login Screen.

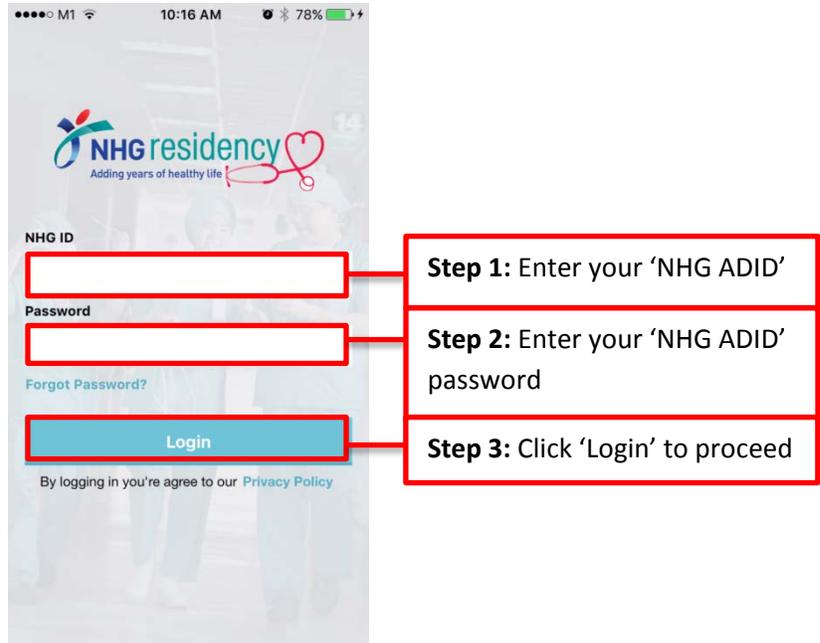


Figure 1: Login Screen

3.2. PDPA Agreement

3.2.1. Upon successful first time login, a PDPA Agreement will be shown. Please refer to Figure 2.

3.2.2. Click on ‘Agree’ button to proceed. Clicking on ‘Disagree’ will close the application.

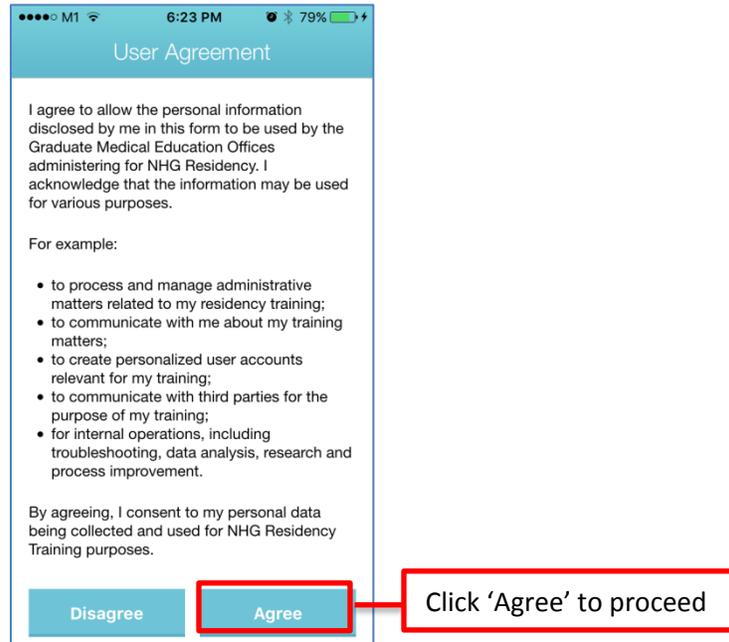


Figure 2: PDPA Agreement

3.3. Features Available in NHG LEAP Mobile Application

3.3.1. The features are Rotation, Program, History, Learning and Profile.

3.4. Navigation

3.4.1. Upon successful login, tap on the icons in the menu bar at the bottom of the screen to navigate. Please refer to Figure 3.



Figure 3: Menu Bar

3.4.2. At the Program Screen, swipe left to navigate to next tab. Swipe right to navigate to the previous tab. Please refer to Figure 4.

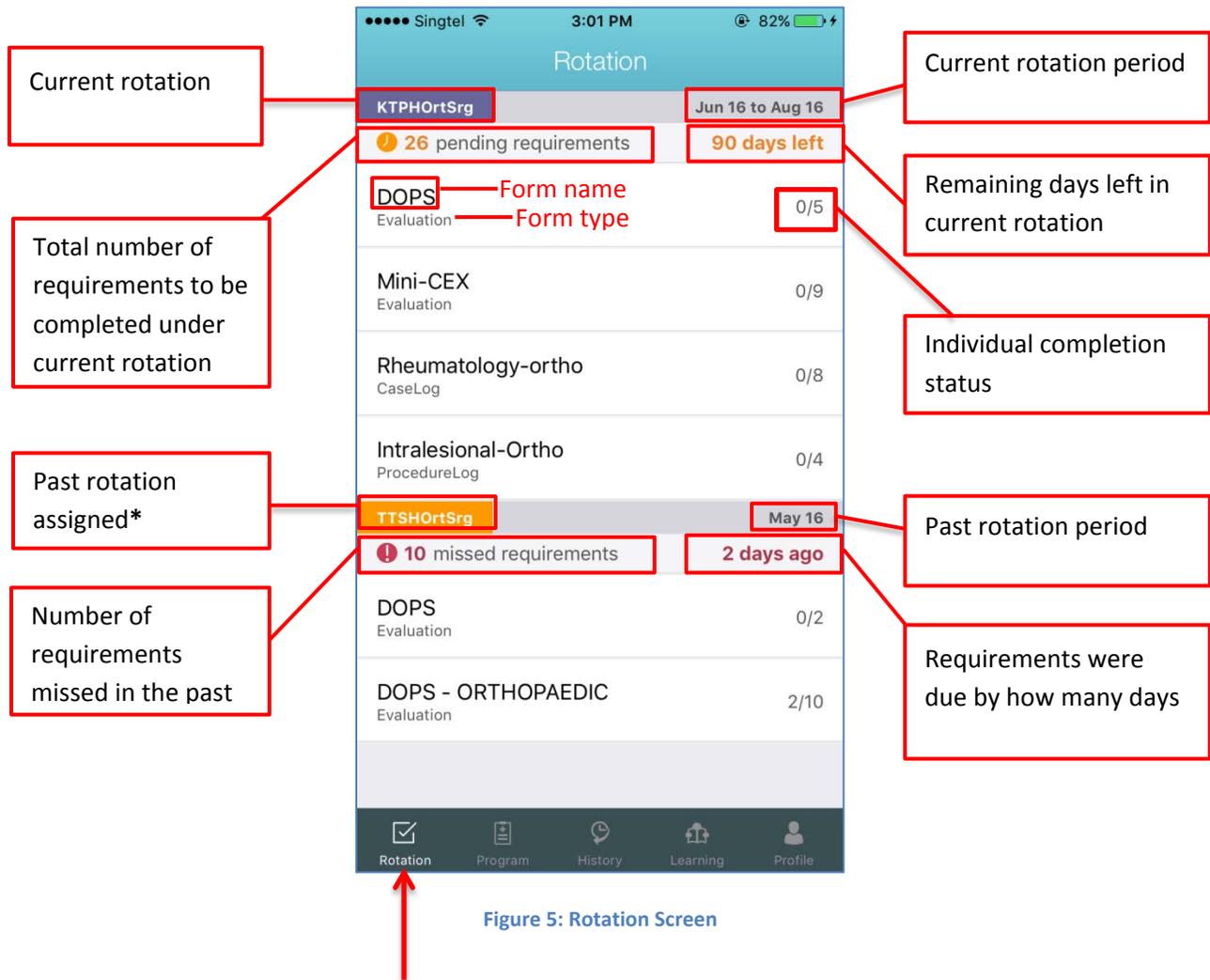


Figure 4: Navigate Left or Right

3.5. Rotation

3.5.1. Rotation screen is the default landing page upon a successful login to the app.

3.5.2. Rotation screen provides an overview of pending and missed requirements grouped by Rotation, with current Rotation at the top of the page. Please refer to Figure 5.



*Note: Past rotation will only appear if there are missed requirements.

3.6. Program

The 'Program' screen consolidates all requirements of the program and any rotations that you have been assigned with. The forms are then being sorted out and categorized in 5 different categories: Case Logs, Procedure Logs, Evaluation Forms and Scholarly Activities.

3.6.1. Case Logs

3.6.1.1. By default, you will be at the ‘Case Logs’ tab after clicking on the ‘Program’ tab. Please refer to Figure 6.

3.6.1.2. The message “You don’t have any <item>” will be displayed if there is nothing assigned. The behavior applies to Case Log, Procedure Log, Evaluations and Scholarly Activities tabs.

3.6.1.3. Figure 6 shows an example where there are Case Logs requirement assigned.

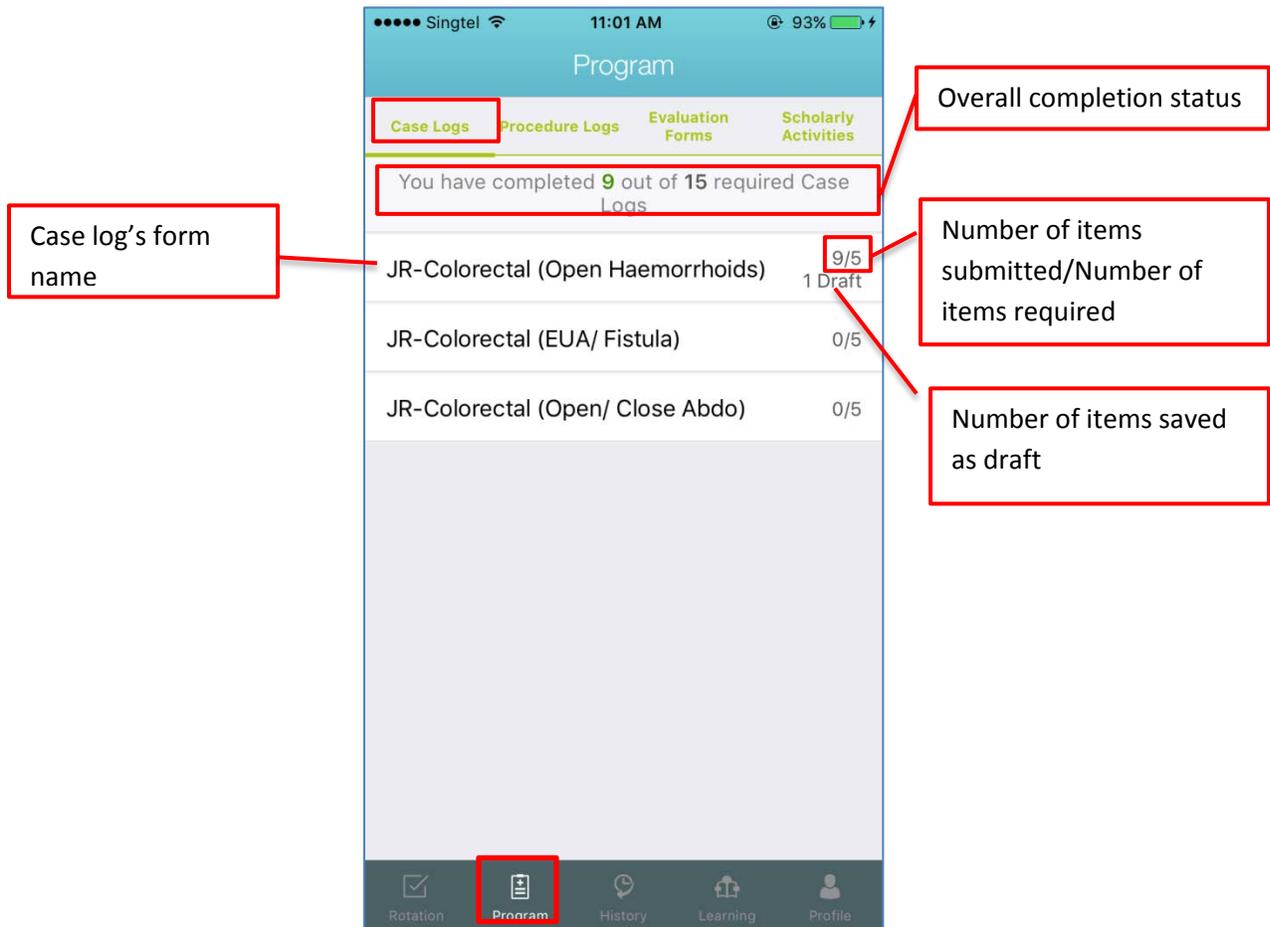


Figure 6: Case Logs Screen

3.6.2. Procedure Logs

3.6.2.1. Figure 7 shows an example where there is no Procedure Logs requirement assigned.

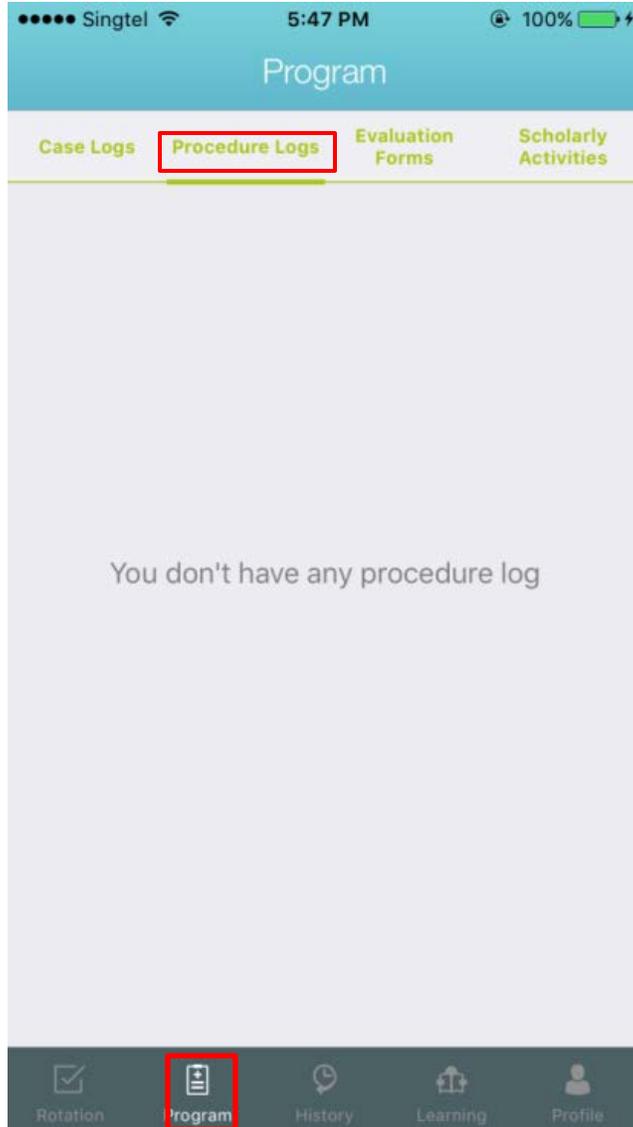


Figure 7: Procedure Logs Screen

3.6.3. Evaluation Forms

3.6.3.1. Figure 8 shows the Evaluation Forms screen. To respond to the evaluation, tap onto the evaluation name.

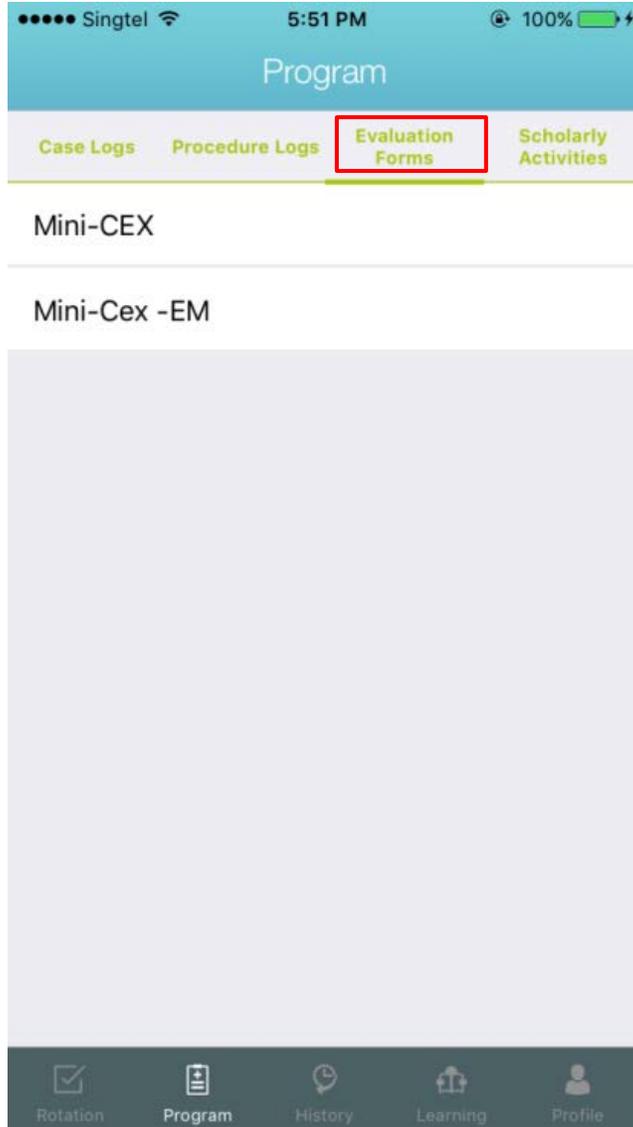


Figure 8: Evaluation Forms Screen

3.6.4. Scholarly Activities

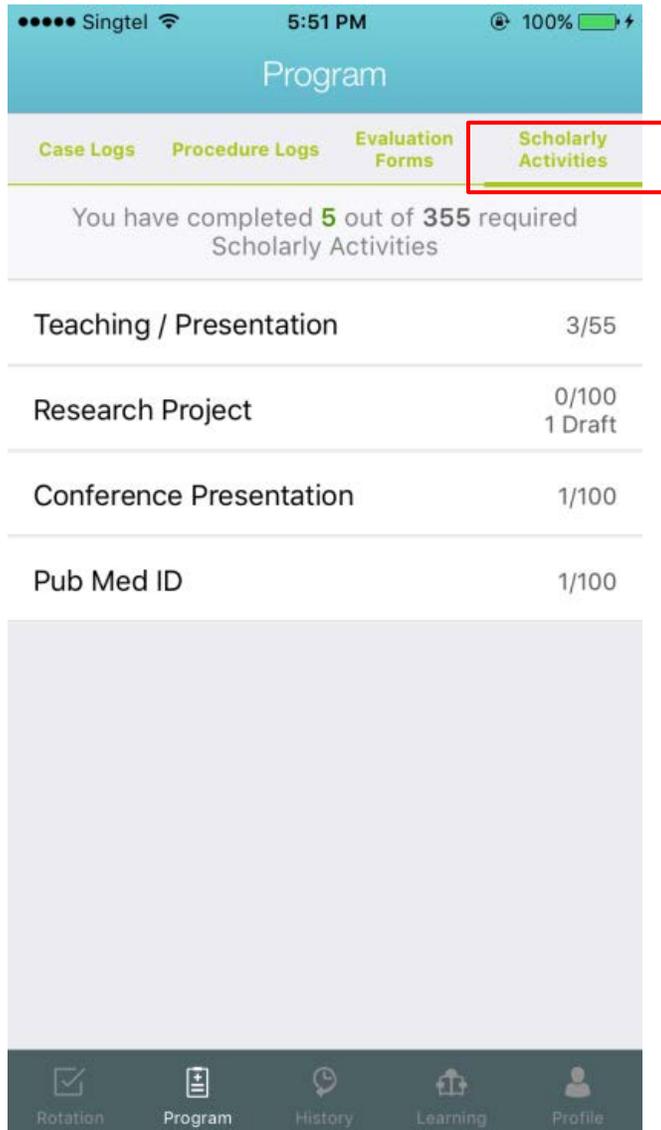


Figure 9: Scholarly Activities Screen

3.6.5. Elective Items

3.6.5.1. Any requirement that falls under “Elective Programs (Optional)” meant will not affect the total count of the Program or Rotation requirements. Please refer to Figure 10

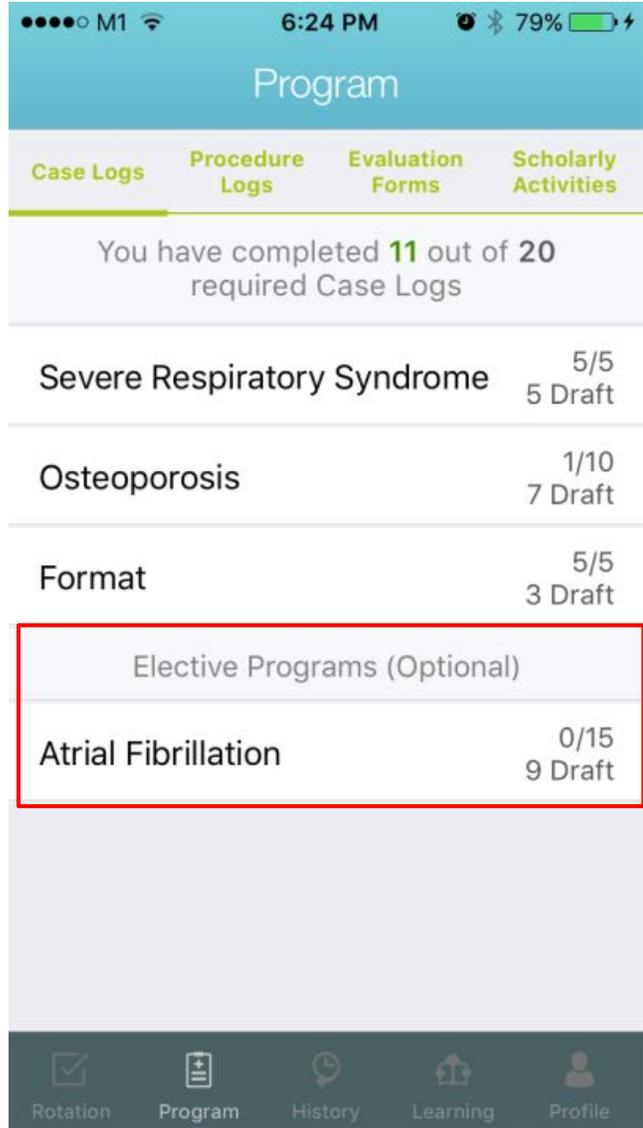


Figure 10: Example of ‘Elective’ items

3.7. History

3.7.1. Record of submissions

3.7.1.1. All submission will be recorded and reflected in the History tab.

3.7.1.2. The submissions are arranged in chronological order, with latest submission at the bottom

3.7.2. Grouping

3.7.2.1. The submissions are grouped based on the rotation that it was submitted for. Please refer to Figure 11.

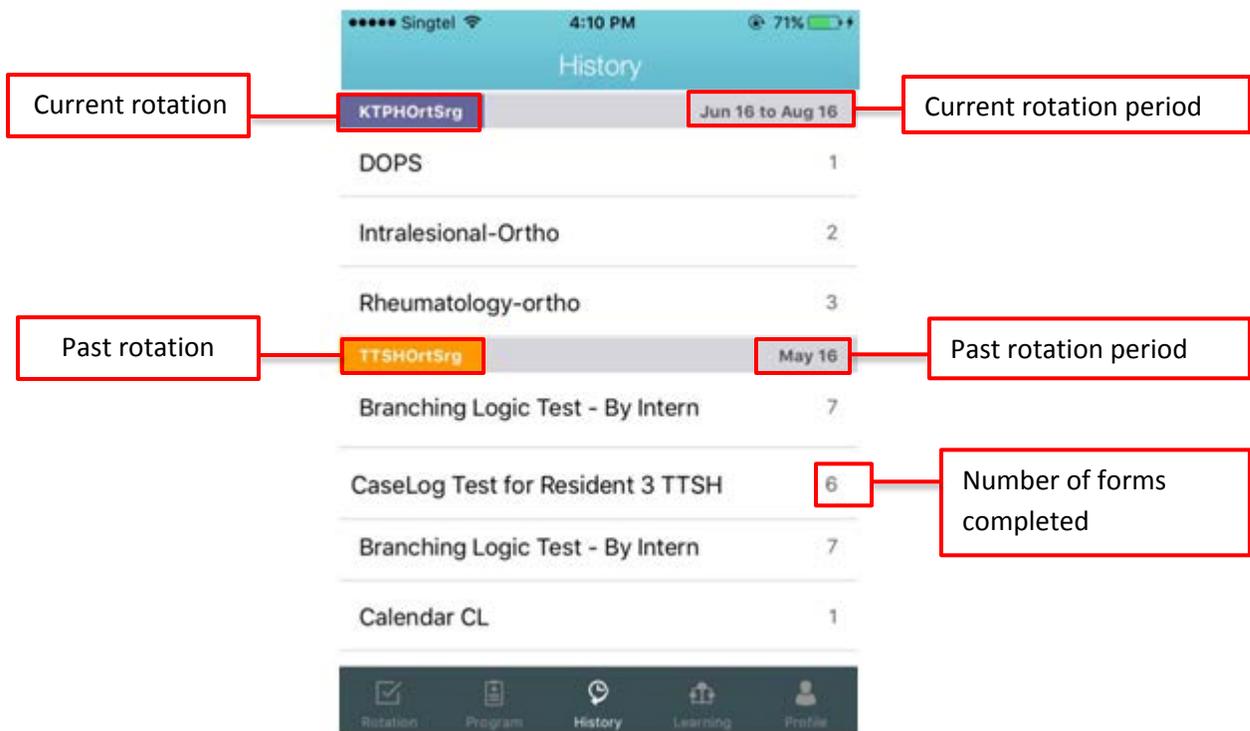


Figure 11: History Screen

3.7.3. View form contents

- 3.7.3.1. Tap into any of the form will allow you to view the contents of the submitted form.
- 3.7.3.2. **Step 1:** Click on ‘Mini CEX for Incoming’
- 3.7.3.3. **Step 2:** Click on ‘Mini CEX for Incoming’ 22/3/2016
- 3.7.3.4. And you may view the form.
- 3.7.3.5. You may edit your form under History provided the submitted forms are allowed for editing. You may tap on any fields and start editing, and finally submit the update to the server.

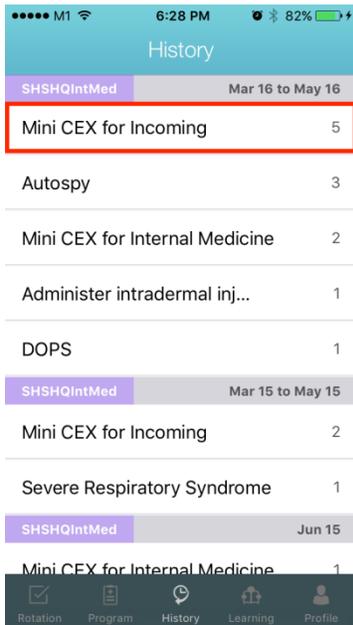


Figure 12: History Screen

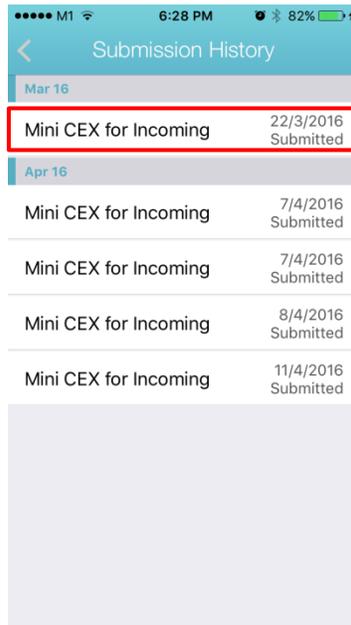


Figure 13: Submission History Screen

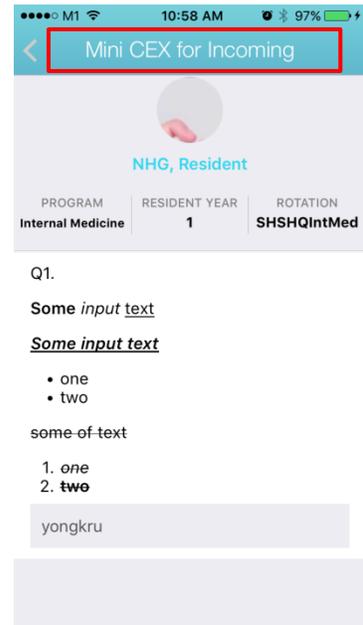


Figure 14: Form Submitted Screen



Figure 15: Edit Text Screen

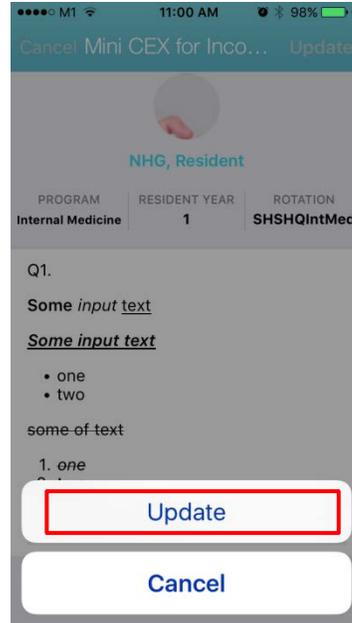


Figure 16: Update Modified Form Screen

3.7.4. History Submissions are Non-Editable

- 3.7.4.1. You will get to see a pop up message if the form is non-editable. Please refer to Figure 17.

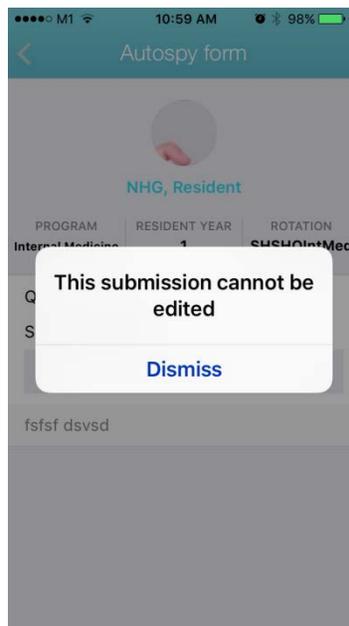


Figure 17: Non-Editable Form Screen

3.8. Learning

3.8.1. ‘Learning’ tab consists of useful links curated by your Program Coordinator.
Please refer to Figure 18.

3.8.2. Click on the link and it will open in a browser.

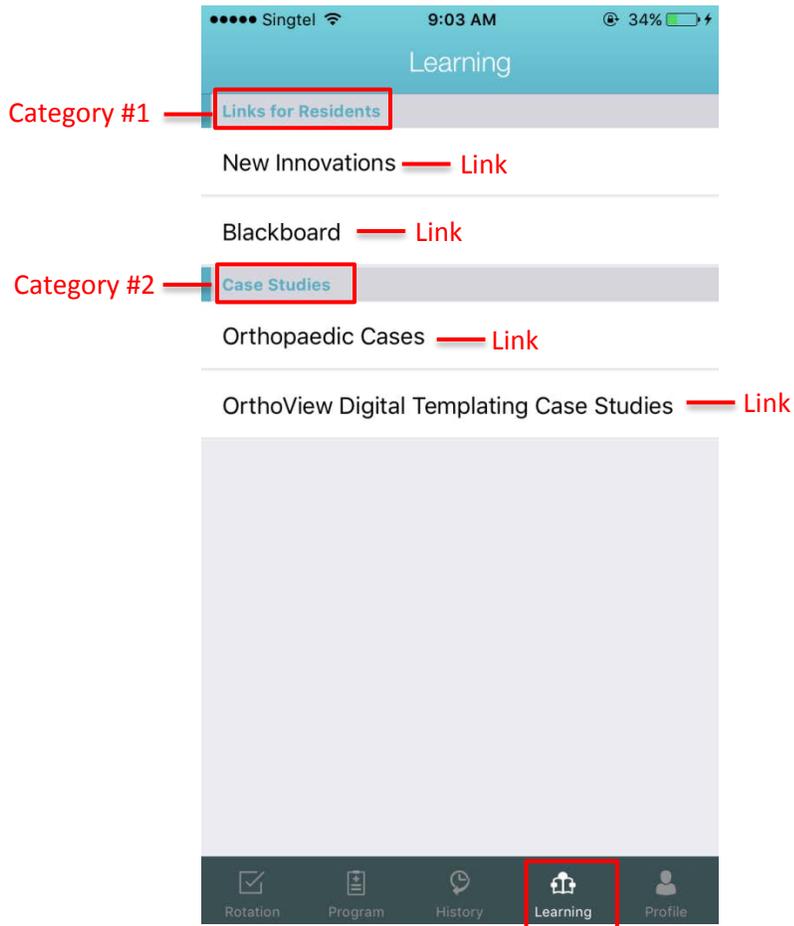


Figure 18: Learning Screen

3.9. Profile

- 3.9.1. View and update your profile photo by tapping on the profile photo area. Please refer to Figure 19.
- 3.9.2. View and update your contact numbers. Please refer to Figure 19.
- 3.9.3. Logout from the application via Profile. Please refer to Figure 19.

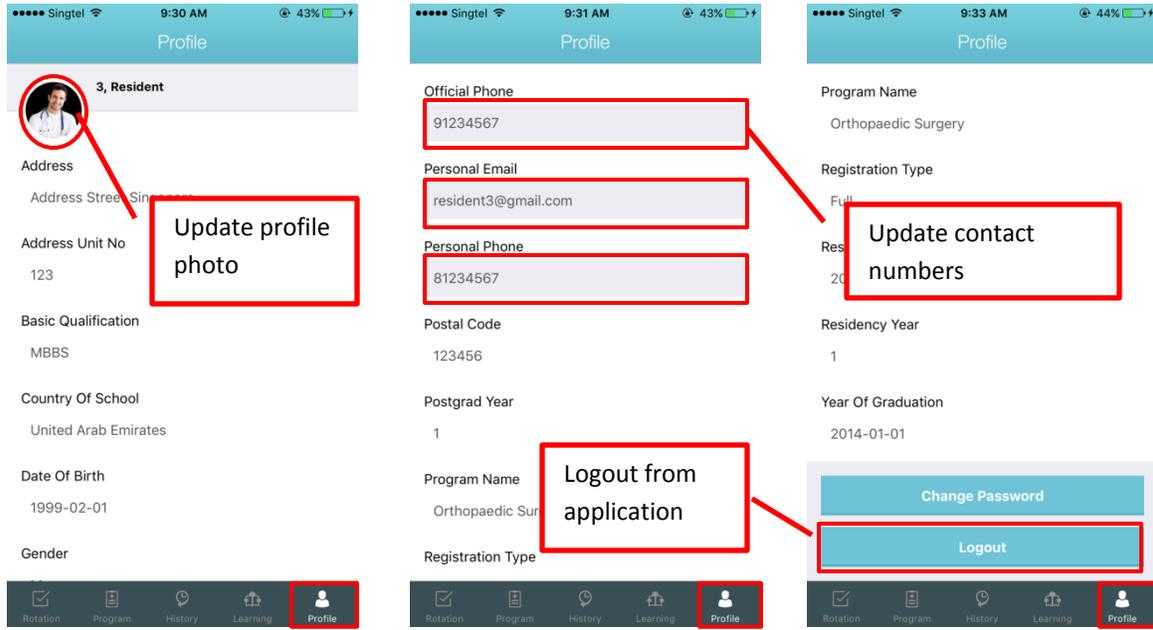


Figure 19: Profile Screen

3.10. Form Submission

3.10.1. Responding to Case Logs, Procedure Logs, Evaluations or Scholarly Activities

Step 1: Tap on selected category

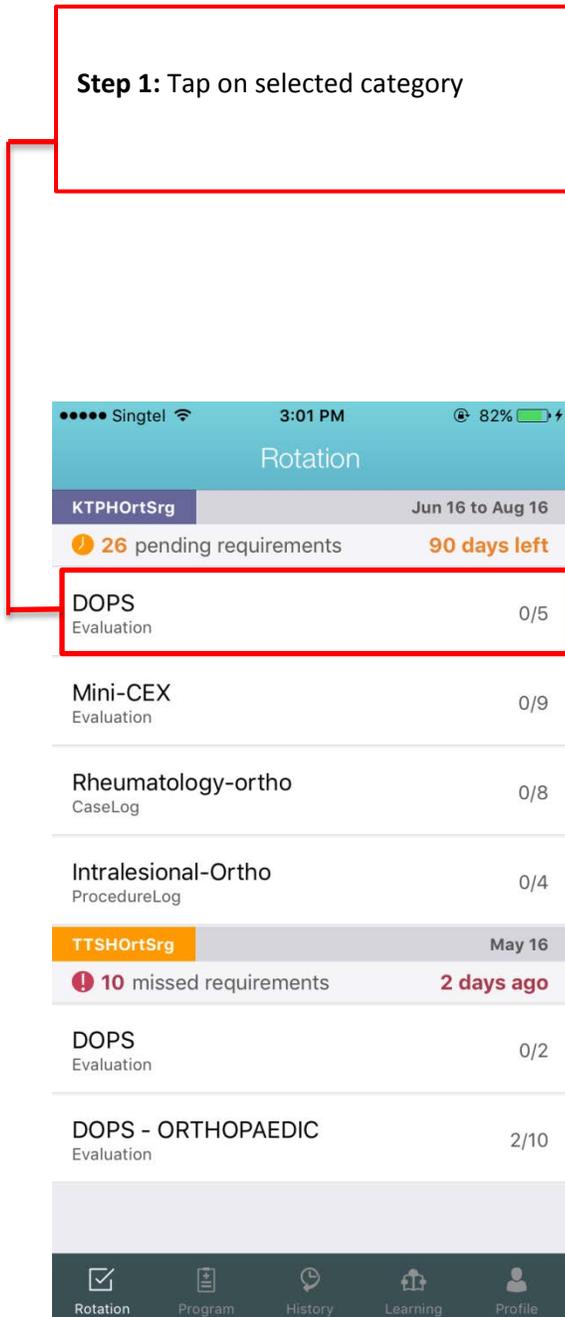


Figure 20: Rotation Screen

- One category may have 1 to many forms in it.
- In this example, only 1 form has been assigned in that category

Click '<' to go back



Step 2: Tap on the form to start attempt

Figure 21: Form Category Screen

3.10.2. Submission from Rotation and Program

3.10.2.1. There is no difference in submission of forms from Rotation and Program. If you create a draft in the rotation tab screen, you will similarly find the draft being listed in the same requirements within the Program tab screen.

3.10.2.2. Click on ‘Send’ button to submit the form. Please refer to Figure 22.

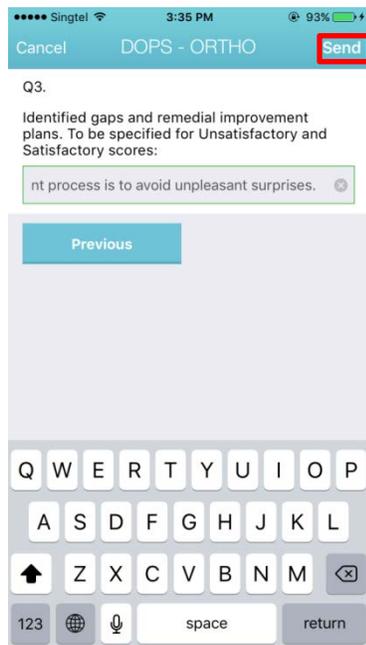


Figure 22: DOPS-ORTHO Form Screen

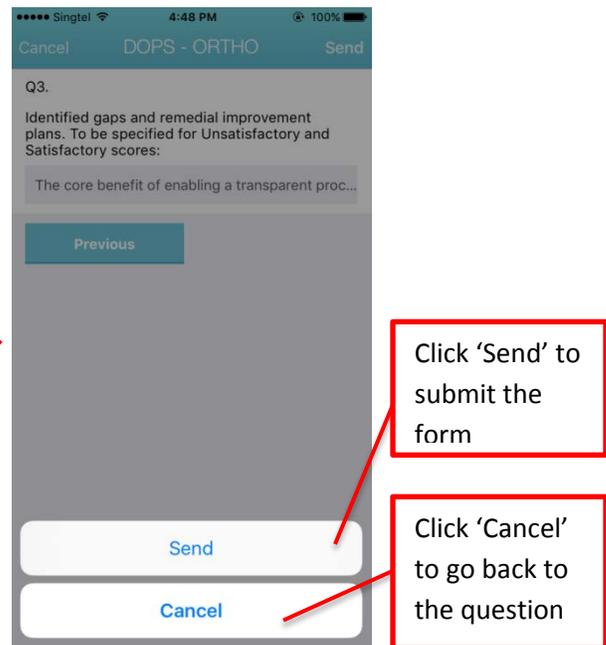


Figure 23: Submitting of Form Screen

3.10.2.3. If submission is successful, a success message will be displayed. Please refer to Figure 24.

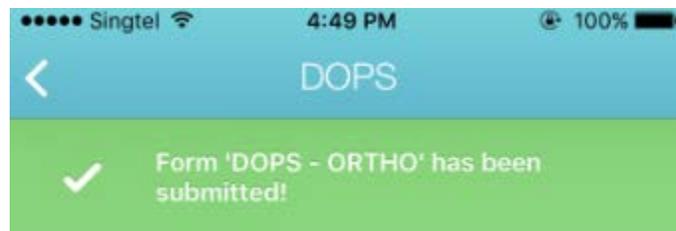


Figure 24: Form Submission Successful Screen

3.10.2.4. Note that the once the form has been submitted successfully, it will increment the counter of items completed.

3.10.3. Managing Your Forms

3.10.3.1. Date information is displayed beside the form name.

3.10.3.2. Forms can be saved as ‘Draft’. Form saved in ‘Draft’ mode will not contribute to the requirements counter until it had been submitted.

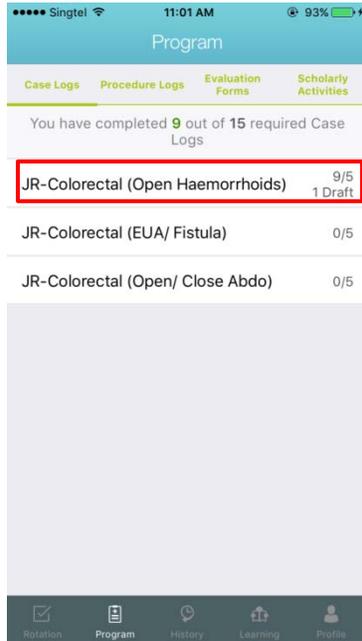


Figure 25: Case Logs Screen

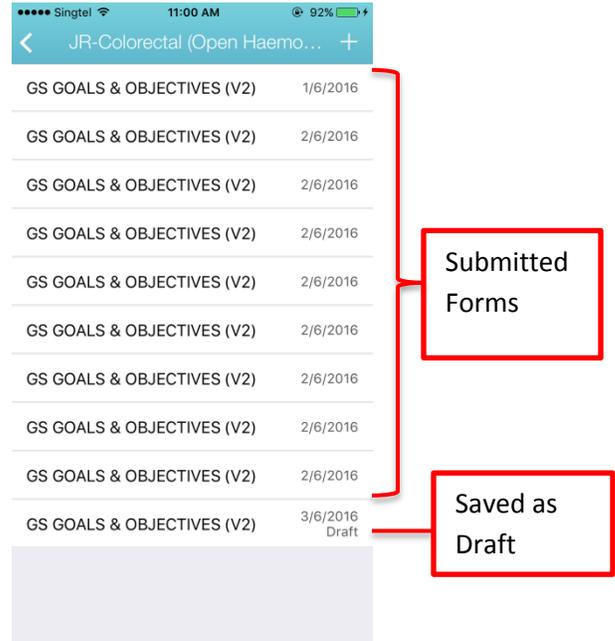


Figure 26: Form Listing Screen

3.10.4. Save Form as Draft (Online)

3.10.4.1. Click on ‘Cancel’ button to save as draft. Please refer to Figure 27.

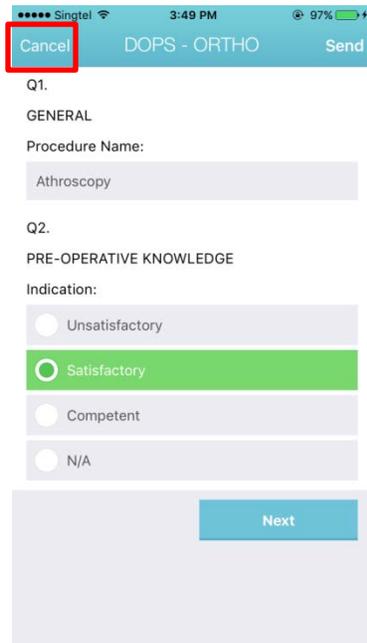


Figure 27: Form Screen

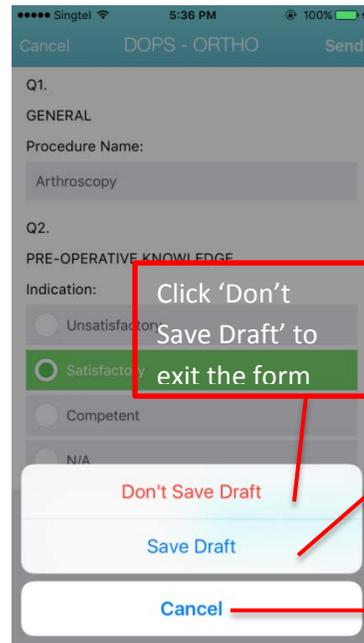


Figure 28: Form Screen – Save Draft

3.10.5. Offline Mode (No Internet Connectivity)

3.10.5.1. If the form has been enabled as ‘available for offline draft’, then you will be able to save the form as draft even when there is no internet connection.

3.10.5.2. For forms saved as offline draft, the status of the form will be shown as “Unsynced”. Please refer to Figure 29.

3.10.6. From Offline to Online Mode

3.10.6.1. When internet connectivity is back, the status of all “Unsynced” forms will change to “Syncing” and finally to “Draft”.



Figure 29: Form Listing Screen - Unsynced



Figure 30: Form Listing Screen - Syncing



Figure 31: Form Listing Screen - Draft

4. Resident Web Access

4.1. Accessible Features

- 4.1.1. Resident is able to login to the web portal (<http://m.ihis.com.sg/nhqgmelearning/>) using their NHG ADID login id and password.
- 4.1.2. The same Rotation and Program Requirements features, History, Learning and Profile features are accessible to the resident regardless of whether it is accessed through the web portal or mobile application.
- 4.1.3. Please refer to Figure 32: Resident Web Access - Rotation, Figure 33: Resident Web Access - Program Requirements, Figure 34: Resident Web Access – History, Figure 35: Resident Web Access – Learning and Figure 36: Resident Web Access - Profile.

The screenshot shows the 'Rotation' page for a resident. The top navigation bar includes 'Rotation', 'Program', 'History', and 'Learning'. The user is identified as '2, Resident (Emergency Medicine)'. The main content area is divided into two rotation periods:

- KTPHAccEmg (Jun 2016 to Oct 2016):** Shows progress for 'Mini-Cex -EM Evaluation' (0/5) and 'Testing CaseLog' (2/3). A summary indicates '6 pending requirements / 139 days left'.
- TTSHEmgMed (Apr 2016 to May 2016):** Shows progress for 'Mini-Cex -EM Evaluation' (1/3). A summary indicates '2 missed requirements / 8 days ago'.

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Figure 32: Resident Web Access - Rotation

The screenshot shows the 'Program Requirements' page. The top navigation bar is the same as in Figure 32. The user is identified as '2, Resident (Emergency Medicine)'. The main content area shows a sidebar with 'Case Logs', 'Procedure Logs', 'Evaluation Forms', and 'Scholarly Activities'. The 'Case Logs' section is active, displaying a progress bar for 'Required' case logs: 'You have completed 5 out of 10 required case logs'. Below this, a dropdown menu shows 'Testing' with a progress indicator of '5 / 10'.

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Figure 33: Resident Web Access - Program Requirements

Rotation	Activity	Count
No associated rotation	Conference Presentation	1
No associated rotation	Teaching / Presentation	1
KTPHAccEmg (Jun 2016 to Oct 2016)	Conference Presentation	1
KTPHAccEmg (Jun 2016 to Oct 2016)	Mini-Cex -EM	1
KTPHAccEmg (Jun 2016 to Oct 2016)	Testing	5
TTSHEmgMed (Apr 2016 to May 2016)	Mini-CEX (EM - DO NOT USE)	7
TTSHEmgMed (Apr 2016 to May 2016)	Mini-Cex -EM	5
TTSHEmgMed (Apr 2016 to May 2016)	Mini-Cex -EM	5
TTSHEmgMed (Apr 2016 to May 2016)	Pub Med ID	1
TTSHEmgMed (Apr 2016 to May 2016)	Teaching / Presentation	2

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Figure 34: Resident Web Access – History

Section	Item
Online Systems	NHG Blackboard
Online Systems	New Innovations
Online Systems	ACGME-I ADS
Residency Website	Residency Website
Rosh Review	Rosh Review

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Figure 35: Resident Web Access – Learning

2, Resident

Official Phone
97631356

Official Email
resident2@nhg.com.sg

Personal Phone
98765432

Personal Email
resident3@nhg.com.sg

[Edit](#)

Parent Program
Emergency Medicine

Residency Year 1	Residency Start Date
Postgrad Year 1	Address
NRIC	Nationality
Date of Birth	Gender
Medical school	Year of graduation

Figure 36: Resident Web Access - Profile