# 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: <u>http://m.ihis.com.sg/nhggmelearning/</u>

#### 3. NHG LEAP

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

••••• M1	
Adding years of healthy life	
NHG ID	Step 1: Enter your 'NHG ADID'
Password Forgot Password?	<b>Step 2:</b> Enter your 'NHG ADID' password
Login	Step 3: Click 'Login' to proceed
By logging in you re agree to our Privacy Policy	

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.



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.





#### 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

●●●●● Singtel 🗢	5:51	PM	100% +						
Program									
Case Logs Proce	dure Logs	Evaluation Forms	Scholarly Activities						
You have con S	npleted <b>5</b> cholarly /	out of <b>355</b> Activities	required						
Teaching / Pres	entation		3/55						
Research Proje	ct		0/100 1 Draft						
Conference Pre	esentatio	n	1/100						
Pub Med ID			1/100						
	Ø	ŵ	4						
Rotation Program	n Histo	ry Learni	ng Profile						

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

•••• M1 ᅙ	6:24	арм о	* 79% 📑 +				
Program							
Case Logs	Procedure Logs	Evaluation Forms	Scholarly Activities				
You h	nave comple required (	eted <b>11</b> out Case Logs	of <b>20</b>				
Severe Respiratory Syndrome 5/5 5 Draft							
Osteopo	1/10 7 Draft						
Format			5/5 3 Draft				
Ele	ective Progra	ams (Optior	nal)				
Atrial Fib	orillation		0/15 9 Draft				
	-						
Rotation F	Program Hist						

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.

••••• M1 ᅙ	6:28 PM	@∦8	32% 💼 🗲
	History		
SHSHQIntMed		Mar 16 to	May 16
Mini CEX for	Incoming		5
Autospy			3
Mini CEX for	internal Me	edicine	2
Administer in	tradermal	inj	1
DOPS			1
SHSHQIntMed		Mar 15 to	May 15
Mini CEX for	Incoming		2
Severe Respi	ratory Syn	drome	1
SHSHQIntMed			Jun 15
Mini CEX for	Internal Me	dicine	1
	<b>P</b> History		

Figure 12: History Screen

••••• M1	♥ \$ 82% <b> *</b> tory
Mar 16	
Mini CEX for Incoming	22/3/2016 Submitted
Apr 16	
Mini CEX for Incoming	7/4/2016 Submitted
Mini CEX for Incoming	7/4/2016 Submitted
Mini CEX for Incoming	8/4/2016 Submitted
Mini CEX for Incoming	11/4/2016 Submitted



Figure 13: Submission History Screen

Figure 14: Form Submitted Screen

●●●● M1 🗢   10:58 AM   Ø ¥ 97% 🛄	● • • • • • • • M1 🗢 11:00 AM 🛛 🕸 🖇 98
Mini CEX for Incoming	Cancel Mini CEX for Inco Up
NHG, Resident	NHG, Resident
PROGRAM RESIDENT YEAR ROTATION	ed PROGRAM RESIDENT YEAR ROTAT
Q1.	Q1.
Some input text	Some input text
Some input text	Some input text
• one • two	• one • two
some of text	some of text
1. one	1. one
yongkru	Update
	Cancel

- 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.

••••• Singtel 🗢	9:30 AM	⊕ 43% → +	••••• Singtel 🗢	9:31 AM	④ 43% → +	•••••	Singtel 🗢	9:33 AM	۲	44% 💽 +
				Profile				Profile		
3, Resid	ent		Official Phone			Pro	gram Name			
			91234567			0	rthopaedic Su	rgery		
Address			Personal Email			Reg	istration Type	•		
Address Street Si		and file	resident3@gmail	.com		Fi				-
Address Unit No	Opdate	profile	Personal Phone			Res	Updat	te contac	ct	
123	photo		81234567			2	numb	ers		
Basic Qualification			Postal Code			Res	idency Year			
MBBS			123456			1				
Country Of School			Postgrad Year			Yea	r Of Graduatio	on		
United Arab Emira	ates		1			2	014-01-01			
Date Of Birth			Program Name	Logout fr	rom					
1999-02-01			Orthopaedic Sur	applicati	on		c	hange Passw	ord	_
Gender			Registration Type			Ľ		Logout		
Rotation Program	P 🖞	hing Profile	Rotation Program	P f	hing Profile	Rota	tion Program	(C) History	f Learning	<b>L</b> Profile

Figure 19: Profile Screen

#### 3.10. Form Submission

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



#### 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.

••••• Singtel 🗢	3:35 PM	93% +	••••• Singtel 🗢	4:48 PM	100%	
Cancel	DOPS - ORTHO	Send	Cancel		Send	
Q3.			Q3.			
Identified gaps plans. To be sp Satisfactory so	and remedial improve pecified for Unsatisfact ores:	ment ory and	Identified gap plans. To be s Satisfactory s	es and remedial improve specified for Unsatisfac scores:	ement tory and	
nt process is t	o avoid unpleasant sur	prises. 🔘	The core be	nefit of enabling a trans	parent proc	
Previou	15		Previo	us		
		-	⇒			Click 'Send' to submit the form
QWE	RTYU	ΙΟΡ				
ASD	FGHJ	KL		Send		Click 'Cancel'
★ Z X	C V B N	M		Sector Sector		to go back to
123 🌐 👰	space	return		Cancel		the question
Figure 22: D	OPS-ORTHO Fo	rm Screen	Figure 23:	Submitting of F	orm 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.

••••• Singtel 🗢 3:49 PM @ 97%	••••• Singtel হ	5:36 PM	100%      +	
Cancel DOPS - ORTHO Sen	Cancel		Send	
Q1.	Q1.			
GENERAL	GENERAL			
Procedure Name:	Procedure Nar	ne:		
Athroscopy	Arthroscopy			
Q2.	Q2.			
PRE-OPERATIVE KNOWLEDGE	PRE-OPERATI	VE KNOWLEDGE		
Indication:	Indication:	Click 'Don	í't	
Unsatisfactory	Unsatisf	<sup>acton</sup> Save Draf	ť to	Click 'Save
O Satisfactory	O Satisfact	° exit the fo	orm	Draft' to save
Competent	Compete	ent		the form as
○ N/A	N/A			draft
		Don't Save Draft		
Next		Save Draft		
		Save Drait	-	Click 'Cancel'
		Cancel		to go back to
Figure 27: Form Screen	Figure 28: For	m Screen – Sav	e Draft	the question

#### 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".

Searching 11:44 AM	83% +	••••• Singtel 🗢 1	1:46 AM 🛞 8	3% 💶 🔍	····· Singtel 중	11:46 AM	֎ 83%■
		SR-Colorecta	а (Open Haemo	<b>—</b>	S JR-COlore	ectal (Open Hael	no
GS GOALS & OBJECTIVES (V2)	1/6/2016	GS GOALS & OBJEC	CTIVES (V2) 1/6/	/2016	GS GOALS & OB	JECTIVES (V2)	1/6/201
GS GOALS & OBJECTIVES (V2)	2/6/2016	GS GOALS & OBJEC	2/6/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	/2016	GS GOALS & OB	JECTIVES (V2)	2/6/201
GS GOALS & OBJECTIVES (V2)	2/6/2016	GS GOALS & OBJEC	2/6/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	/2016	GS GOALS & OB	JECTIVES (V2)	2/6/201
GS GOALS & OBJECTIVES (V2)	2/6/2016	GS GOALS & OBJEC	2/6/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	/2016	GS GOALS & OB	JECTIVES (V2)	2/6/201
GS GOALS & OBJECTIVES (V2)	2/6/2016	GS GOALS & OBJEC	2/6/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	/2016	GS GOALS & OB	JECTIVES (V2)	2/6/201
GS GOALS & OBJECTIVES (V2)	2/6/2016	GS GOALS & OBJEC	2/6/	/2016	GS GOALS & OB	JECTIVES (V2)	2/6/201
GS GOALS & OBJECTIVES (V2)	2/6/2016	GS GOALS & OBJEC	2/6/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	/2016	GS GOALS & OB	JECTIVES (V2)	2/6/201
GS GOALS & OBJECTIVES (V2)	2/6/2016	GS GOALS & OBJEC	2/6/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	/2016	GS GOALS & OB	JECTIVES (V2)	2/6/201
GS GOALS & OBJECTIVES (V2)	2/6/2016	GS GOALS & OBJEC	2/6/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	/2016	GS GOALS & OB	JECTIVES (V2)	2/6/201
GS GOALS & OBJECTIVES (V2)	3/6/2016 Draft	GS GOALS & OBJEC	3/6/	/2016 Draft	GS GOALS & OB	JECTIVES (V2)	3/6/201 Dra
GS GOALS & OBJECTIVES (V2)	6/6/2016 Unsynced	GS GOALS & OBJEC	CTIVES (V2)	/2016 ncing	GS GOALS & OB	JECTIVES (V2)	6/6/201 Dra
Figure 29: Form Lis	sting Screen -	Figure 30:	Form Listing So	reen -	Figure 31: F	orm Listing S	creen -
Unsync	ed		Syncing				

#### 4. Resident Web Access

- 4.1. Accessible Features
  - 4.1.1. Resident is able to login to the web portal (<u>http://m.ihis.com.sq/nhqqmelearninq/</u>) 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.

🗹 Rotation 🗄 Program 🍄 History 🏦	• Learning		🚯 2, Resident (Emergency Medicine) 🔻
KTPHAccEmg Jun 2016 to Oct 2016			6 pending requirements / 139 days left
Mini-Cex -EM Evaluation	Testing CaseLog 0/5	2/ 3	
TTSHEmgMed Apr 2016 to May 2016			2 missed requirements / 8 days ago
Mini-Cex -EM Evaluation	1/3		
© 2016 - National Healthcare Group			

Figure 32: Resident Web Access - Rotation

🗹 Rotation 🗄 Program	🎐 History 🤂 Learning	🚯 2, Resident (Emergency Medicine) 🔫
Case Logs		You have completed 5 out of 10 required case logs
Procedure Logs	Required	
Evaluation Forms	✓ <u>Testing</u>	5/10
Scholarly Activities		
© 2016 - National Healthcare Group		

Figure 33: Resident Web Access - Program Requirements

🗹 Rotation 🗄 Program 🗘 History 🏚 Learning	🦚 2, Resident (Emergency Medicine) 🕇
No associated rotation	
✓ Conference Presentation	1
V Teaching / Presentation	1
KTPHAccEmg Jun 2016 to Oct 2016	
V Conference Presentation	1
✓ Mini-Cex -EM	1
✓ Testing	5
TTSHEngMed Apr 2016 to May 2016	
V Mini-CEX (EM - DO NOT USE)	7
✓ Mini-Cex -EM	5
✓ Mini-Cex -EM	5
✓ Pub Med ID	1
V Teaching / Presentation	2
© 2016 - National Healthcare Group	

#### Figure 34: Resident Web Access – History

🗹 Rotation 🗄 Program 🛇 History 🏚 Learning	🔔 2, Resident (Emergenzy Madicine) 🗕
Online Systems	
NHG Blackboard	
New Innovations	
ACGME-I ADS	
Residency Website	
Residency Website	
Rosh Review	
Rosh Review	
© 2016 - National Healthcare Group	



Rotation 🗎 Program	History 🏦 Learning		🚯 2, Resident (Emergency Medicine) 👻
	2, Resident		
	Official Phone 97631356 Personal Phone 98765432	Official Email resident2@nhg.com.sg Personal Email resident3@nhg.com.sg	Edit
Parent Program Emergency Medicine			
<b>Residency Year</b> 1		Residency Start Date	
Postgrad Year		Address	
NRIC		Nationality	
Date of Birth		Gender	
Medical school		Year of graduation	

Figure 36: Resident Web Access - Profile