

ePortfolio User Roles and Their Associated Activities:

Role Name	Role Activities
Learner	<ul style="list-style-type: none"> • View your program and stage information, your current status, and your discipline-specific learning plan. • Request, view and manage observations. • Add and view personal reflections. • Upload evidence. • View narrative feedback and supporting documentation related to your training.
Observer	<ul style="list-style-type: none"> • Complete new observations. • View and manage pending and completed observations. • Upload evidence related to a learner’s progress.
Program Administrator	<ul style="list-style-type: none"> • Manage residency program ePortfolio administration. • Provide first level ePortfolio support to program users. • Participate in competence committee meetings and record discussions and decisions for learner EPA achievement, status, and actions.
Program Director	<ul style="list-style-type: none"> • Track and support learner progress along EPAs and stages, and manage special cases. • Track program cohort/aggregate progress. • Prepare for competence committee meetings, record discussions and administer decisions for learner EPA achievement, status, and actions.
Postgraduate Dean and/or delegate	<ul style="list-style-type: none"> • Review program and integrated program progress. • Review competence committee decisions and approve learner status and actions.
Competence Committee Member	<ul style="list-style-type: none"> • Make assessment and progression decisions. • Designated members (presenters) present learner progress and updates to the committee at each meeting. • Assess learner achievement of EPAs. • Assign/approve learner status and actions (Note: Certain statuses and actions require further postgraduate dean approval). • Provide feedback to learners at each meeting.