Training Programme Director

ISCP Step by Step Guide

List of contents

Introduction

Version 10 of the ISCP, available from August 2016, is a re-design and rebuild of the web-based training management system which supports the curriculum. We hope you will find it easier to use, more intuitive and quicker.

Some of the improvements are:
➢ Multiple document upload in areas such as *Other evidence*
➢ Increased storage space of documents (up to 5MB each and in total 200MB).
➢ Simultaneous trainee-trainer sign off of tasks such as *Learning Agreement* meetings
➢ Optimisation for use on mobile devices
➢ Ability for a single login to cover both the surgical and dental user view

This guide focuses on the areas of the ISCP that you will use most frequently. From time to time, as further releases provide new interactive tools and electronic processes, this guide will be updated.

General navigation

- All mandatory fields are underlined in orange.

- Not completing mandatory fields will result in an error message and required fields will be shaded pink. The required items will be listed at the top of the page.

- When you see this icon, ❓ hovering on it will provide some help text.

- Tabs for sending us your *Feedback* and finding more *Help* can be seen on the right-hand side of each page. Help text is not yet available on all pages.

- Text entry fields in the system can search as you type for a person or place e.g. when sending a message to another person or adding an assessor.

- Links across the site look like this.

- Areas of the site show a downward arrow ⌄ for accessing more content on a page. Click on the arrow to open further content and click on it again to close it.

- Browsers; note that v10 does not support Internet Explorer version 7 or below.

- The ISCP Helpdesk is available 9am-5pm Monday to Friday and can be contacted by phoning **020 7869 6299** or emailing **helpdesk@iscp.ac.uk**

Key terms

Commit: Enables the trainee to store a task s/he has completed in the portfolio without any actions required by other users e.g. uploading information about a course in *Other Evidence.*

Retract: Enables the trainee to retrieve an item s/he has committed to the portfolio or submitted to another user who has validated it, in order to amend/delete it.

**Send**: Refers mainly to messages that you give to another person to view.

Save as draft: Enables you to save content and finish later.

Sign off: Indicates that you agree to content e.g. details in a Learning Agreement meeting.

Submit: Enables you to send a completed task to another user for the next step in a process e.g. to a trainee for their comments in your AES Report.

Validate: Enables you to confirm content is correct e.g. a WBA by a rater.

System steps
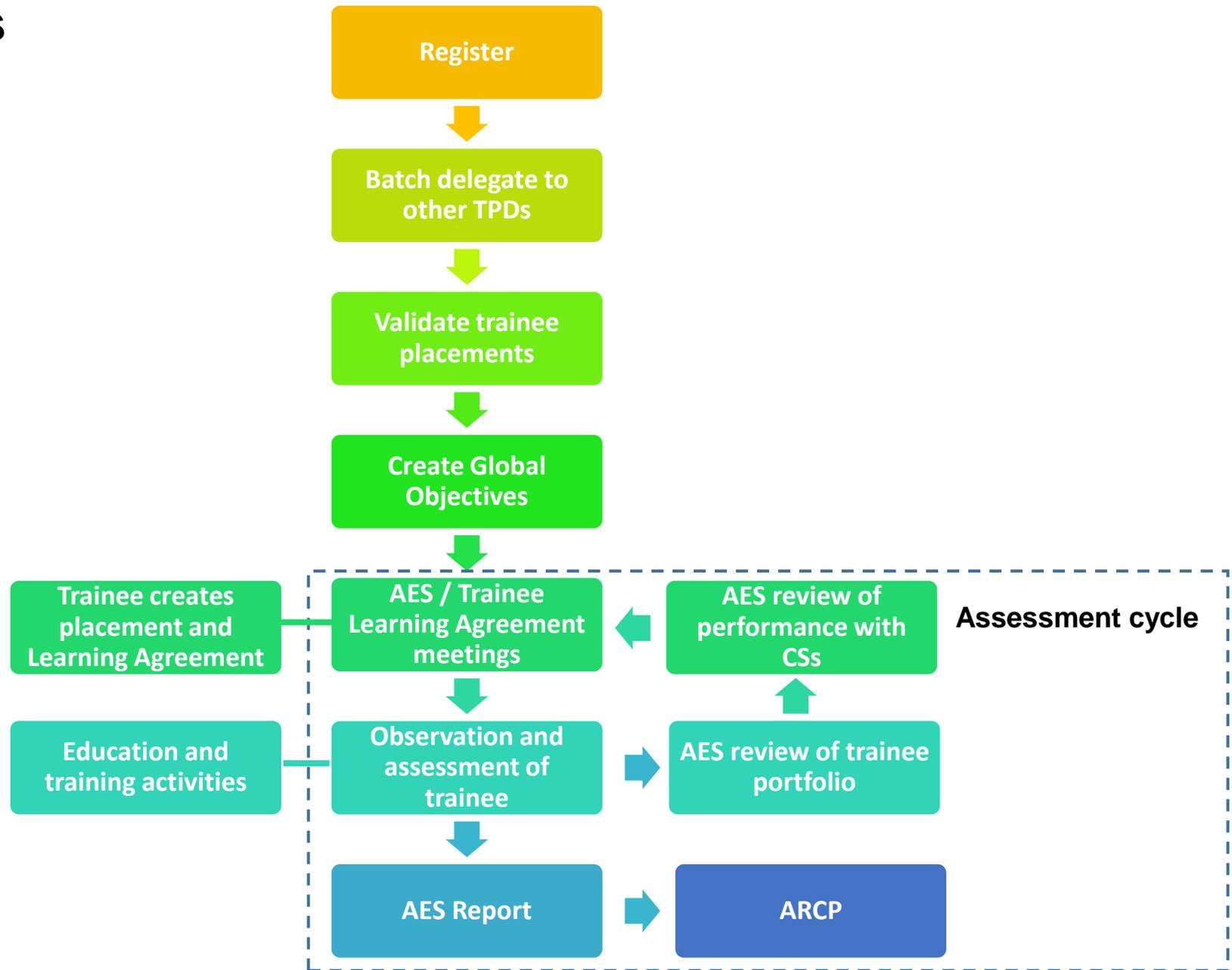
ISCP
INTERCOLLEGIATE
SURGICAL
CURRICULUM
PROGRAMME

HOME▾   DASHBOARD▾   MY TRAINEES▾

INFORMATION   (1)   **MY DETAILS**
> Notices   > Personal details
> Messages   [3]   > My Roles
                          > My Profile - Coming Soon

Dashboard   (2)

Alerts, Warnings and Notices ❓

Alert(s)

You have 1 trainee placement(s) to validate

Warning(s)

Please tell us your training role

Notice(s)

You have 1 unread message(s)

You have 6 trainees whose ARCP(s) have not yet been signed off

Action required! Read and agree to the latest site terms and conditions.   (3)   I Agree to the terms and conditions [X]

ISCP Terms and Conditions

1.   General

1.1   Our website is aimed at those requiring information on and/or assistance in relation to surgical training in the United Kingdom or Ireland, whether on one of the Specialist Surgical Registers or otherwise.

1.2   Where in these terms and conditions surgical matters are referred to, including surgical training, surgical trainees and the surgical syllabuses, this should be taken to comprise all users of this system, including but not limited to dental matters (e.g. dental training, the dental syllabus and dental trainees).

1.3   Please read these terms and conditions carefully as they govern our relationship with you in relation to this website. If you have any questions about them or do not wish to accept them, please contact our helpdesk at **helpdesk@iscp.ac.uk** or on 020 7869 6299 before using this website.

1.4   We may change these terms and conditions at any time by updating this page, in which case we will inform you through an alert when you log on. However you should also check this page annually to review these terms and conditions to ensure you are happy with any changes. Using or accessing this website indicates your acceptance of these terms and conditions. If you do not accept these terms and conditions, please do not continue to use this website.

1.5   You must not misuse the website, including, without limitation, by hacking into it nor attempt to affect the website and/or its operation by any denial-of-service attack or similar or comparable act or omission.

2.   Information about us

2.1   We are The Royal College of Surgeons of England , a body set up by Royal Charter and a registered charity, whose address is 35 - 43 Lincoln 's Inn Fields, London, WC2A 3PE .

2.2   We manage this website on behalf of the Intercollegiate Surgical Curriculum Programme ('ISCP'), a collaboration between us, The Royal College of Surgeons of Edinburgh, The Royal College of Physicians and Surgeons of Glasgow and The Royal College of Surgeons in Ireland together with the ten Specialty Surgical Associations.

2.3   The Specialty Surgical Associations are: (1) The Associations of Surgeons of Great Britain and Northern Ireland, (2) The British Orthopaedic Association, (3) The British Association of Oral and Maxillofacial Surgeons, (4) The British Association of Otolaryngologists - Head and Neck Surgeons, (5) The British Association of Plastic Reconstructive and Aesthetic Surgeons, (6) The British Association of Paediatric Surgeons, (7) The Society of British Neurological Surgeons, (8) The British Association of Urological Surgeons, (9) The Society of Cardiothoracic Surgery in Great Britain and Ireland and (10) The Vascular Society of Great Britain and Ireland (The Vascular Society).

2.4   You can contact us by email at **helpdesk@iscp.ac.uk** or by telephone on 020 7869 6299.

3.   Your use of this website and our intellectual property rights

3.1   We have made this website available to you for your own non-commercial use in relation to the specialist training of surgeons. We may modify, withdraw or deny access to this website at any time, including varying charges for its use or other restricted access. In relation to substantial changes, where this relates to areas for which you are currently dependent upon this website, we will try to give you as much reasonable notice of the proposed change(s) as practicable.

3.2   This website and all the materials contained in it are protected by intellectual property rights, including copyright, and either belong to us or are licensed to us to use (which may

Logging in takes you to your personalised *Dashboard*. Clicking on *Dashboard* in the main menu takes you back here from other areas.

The menu also shows you numbers of items against areas awaiting attention such as new messages (1).

Your dashboard displays:

Alerts under the pink band for important tasks that require an action. Typically these may be assessments for your validation.

Notices under the blue band for information and may also require an action. Typically these may be new messages for you to read.

Warnings under a yellow band for alerts reaching their due time.

These do not disappear until you have taken the action.

The first time you login you will see a link to agree a new set of Terms and Conditions of the v10 website, you can click the link to read and accept (3).

Other menu items are:

• *Personal details* – shows you the account details with which you registered.

• *My Roles* – lists your ISCP roles and any other key positions of responsibility you occupy that you wish to add.

One of your first alerts on your dashboard may be to validate a trainee's placement (1).

As Training Programme Director (TPD), you will have been identified automatically by the trainee when s/he creates a placement in a specialty, training level and region.

- Click on the link from the dashboard or go to *My Trainees* and then under *Tools*, *Validate Trainee Placement(s)* (2).

- Click one of two buttons to either say *Yes, this is my trainee*

OR

- *No, this is not my trainee* (3).

Saying *No* will return the placement to the trainee with a message to check their details.

Validating a placement enables you to view the trainee's portfolio and carry out other functions for that person.

Dashboard

Alerts, Warnings and Notices

Alert(s)

You have 1 trainee placement(s) to validate **1**

Warning(s)

Please tell us your training role

Notice(s)

You have 1 unread message(s)

You have 6 trainees whose ARCP(s) have not yet been signed off

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME▾   DASHBOARD▾   MY TRAINEES▾

MY TRAINEES

> As Training Programme Director   [1]

TOOLS   **2**

> Validate Trainee Placement(s)   [1]
> Batch Delegate Trainees

RATE OTHERS

> Validate WBAs / MSFs

Trainee placement validation

The following trainee(s) have selected you as their Training Programme Director. Please choose an action for each trainee.

Bussey, Maria Demo Trainee (Dr) [GMC: 111111111]

General Surgery , Surgical StR

Deanery/LETB   NHS Education for Scotland - East Region
Placement details   Ninewells Hospital / 01 Jan 2016 – 31 Dec 2016 / General Surgery / ST3
Supervisors   AES: AES, Bussey (Mrs) [GMC: 333333333] / CS: AES, Bussey (Mrs) [GMC: 333333333],Clinical Supervisor 1, Bussey (Mrs) [GMC: 444444444]

Other details

[Yes - This Is My Trainee] [No - This Is Not My Trainee] **3**

- *My Trainees* is the area that you will use most frequently as TPD. From here you can access all your trainees and carry out TPD functions.

  The number in the menu next to your role indicates the number of trainees you manage within that role (1).

- Click on *As Training Programme Director.*

  Three tabs divide your trainees by a time period and indicate the number of trainees within that area (2).

  Current includes trainees whose placements are in progress.

  Historic includes trainees whose placements have expired but by not more than 12 months after which you will no longer be able to view them.

  Future includes trainees you will be managing in the next 6 months.

  Colour-coding (3) indicates the status of their portfolio for last login (LOG), last workplace assessment recorded, placement set up, Learning Agreement status and last ARCP outcome. Red indicates that an area requires attention by the trainee.

  Your trainees are listed within each tab and you can filter them by specialty and name.

- Click on the area showing the trainee details.

  This leads you to a trainee summary page. If the trainee has uploaded a CV you can view it by clicking on the orange link (4).

- Click on the tabs at the top of the summary page to use Global Objectives, view the Portfolio, manage ARCPs, delegate access to this trainee to other TPDs and send this trainee a message.
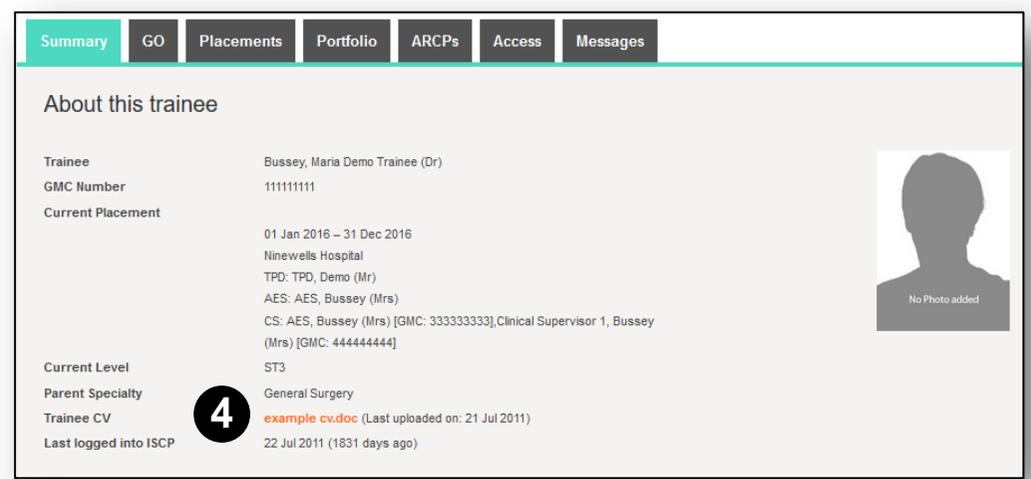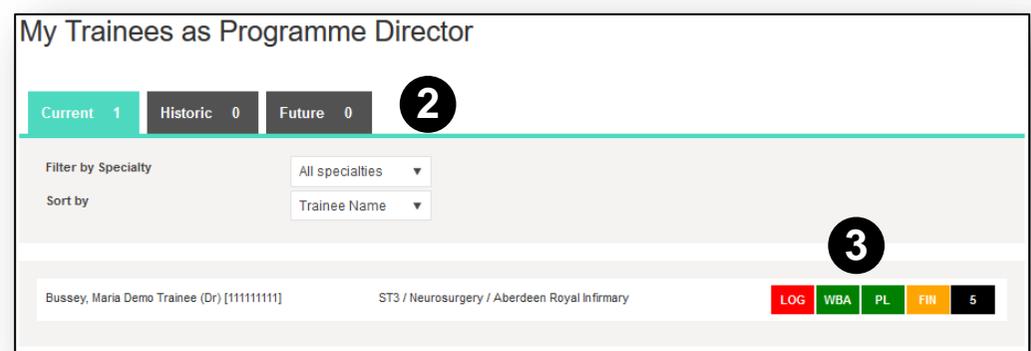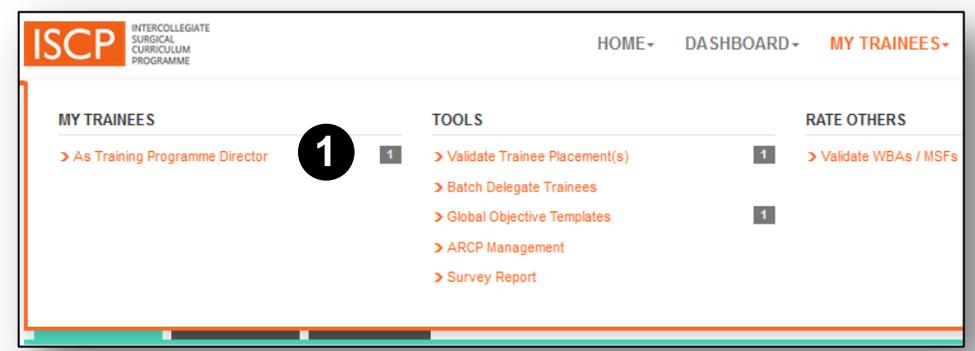
①

As Training Programme Director, you can use the Global Objective (GO) tool to set a global statement for a trainees by stage of training.

Individual Global Objective

From the trainee summary page you can set a GO for this trainee.

- Click the GO tab (1).

You will be able to set a GO for each training level.

- Click to either *Create new* or in the space of an existing one to overwrite it (2).

- You can give it a title to differentiate it from others.

- You can type a statement and use a range of styling tools. You can also paste text from elsewhere.

- Alternatively, choose a template you created earlier from the drop down box to pre-populate this GO (see GO Template). You can then also overwrite it to tailor it for this trainee.

②

③

Filtering views

Evidence of the trainee's learning appears in the trainee's portfolio. Different areas of the portfolio can be viewed through a series of filters.

Go to the trainee's summary page and choose the placement tab by clicking; *My Trainees* / *As Training Programme Director* / *Current* tab / Click on the relevant trainee / Click on the *Portfolio* tab.

You will see a series of filters.

In *Viewing* – Use the drop down box to select what you want to view, areas include (1):

ARCPs
Global Objectives
Learning Agreements
Topics and Progress
Evidence (by WBA method)
Evidence / Other Evidence
eLogbook
Journals
PDPs
Rotas

Use the *Custom Date Range* – Click the checkbox and select a custom *from* and *to* period (2) OR

Select a *Time period* – Click the drop down box to choose a pre-established period by *placement*, *level*, *ARCP* or *Everything* (default) (3).

Your selections will determine the evidence displayed in the area below.

The tools you may frequently view are Topics and Progress, Evidence and eLogbook:

Viewing Topics and Progress

- The syllabuses listed (1) are those with topics against which the trainee has specifically linked evidence during the time period selected. Click the down arrow to see the topics and evidence.

- In each syllabus the topics and evidence are displayed. The number shows the number of items there. Click on the number to see a list of the evidence in a new window and again on the down arrow to open up each piece of evidence (2).

- For each syllabus the default view is the topics against which there is evidence. (3) The printed header shows the number of topics with evidence against the total number of topics. By ticking in the checkbox you can see all topics in that syllabus whether with or without evidence against them (3).

- Only the AES can award outcomes in the left hand box (4).

Outcomes are (5):
Grey – not started;
Yellow – in progress;
Green – Satisfactory;
Red - Unsatisfactory.

Syllabus and Stage	Outcomes recorded by AES
Cardiothoracic Surgery (2015) » Professional/Leadership Skills	
Core Surgical Training (2013) » Professional/ Leadership Skills	
Core Surgical Training (2010) » Core Surgical Training Modules	

11 out of 25 topics within this stage either have evidence or an outcome recorded.
☐ Click here to show all topics within this stage of training.

⬇ Hover over or click the outcome to view its history. To edit outcomes, select a placement from the time period where you are recorded as the AES.

Outcome	Generic Module 1 > Basic sciences	WBAs	Evidence
✓	Applied anatomy	0	1

Examinations	1 record(s)
28 Feb 2011	MRCS Part A
Date	28 Feb 2011
Title and section passed	MRCS Part A
Awarding body	Royal College of Surgeons of England
Topics Selected	• Core Surgical Training (2010) » Core Surgical Training Modules ○ Generic Module 1 » Basic sciences ▪ Applied anatomy ▪ Imaging ▪ Microbiology ▪ Pathology ▪ Pharmacology ▪ Physiology

Set an outcome for this placement
☐ ◩ ✓ ⚠ **Satisfactory**

Trainees are expected to take ownership of their training, including ensuring enough assessments are carried out. However, trainers also have a responsibility to engage with trainees in completing their WBAs. If trainees are having difficulty in getting their trainers to engage, they may need support from their TPD.

Viewing Evidence

- Choose the evidence type from the *Viewing* list (1).

- Select a Custom or Specified time period.

The first area on the resulting page displays (2):

- The number of assessments done in the selected period.

- The number of assessments that were carried out and validated by a Consultant rater.

- The average time taken for validation by all raters (ideally this should be less than 28 days).

- A visual of the global ratings of each assessment and you can scroll along the timeline.

The second area on the page (3) displays a list of the assessments showing their date, rater and global rating.

- Use the drop down arrows to open each assessment.

Note that the trainee can retract a piece of evidence if they subsequently need to amend it. If it has already been validated, you will receive a system message informing you that it has been retracted (4).

Viewing the eLogbook

- Choose eLogbook from the *Viewing* list (1).

- Select a Custom or Specified time period (2).

The report displays the procedures recorded by the trainee in each specialty with numbers at different supervision levels.

Those under *E* for emergency are coloured red. Use the scroll button at the side to move up and down the page (3).

The ARCP management tool follows the COPMeD Gold Guide . It enables the TPD to set up and record an ARCP, drawing on the trainee's portfolio for a specified period. The ARCP can be an annual or interim process.

From the menu, click *My Trainees*, then, under *Tools*, *ARCP Management* (1). You can also navigate through each trainee's summary page (see *My Trainees*).

Setting up a new ARCP

The TPD can delegate this task to the Deanery/TPD administrator who also has access rights.

• Click + *Add a new ARCP* link (2).

Complete the details on the form (3):

• Add the date by clicking in the space for the calendar tool.

• Type the venue.

• Select the period to be covered by the ARCP by selecting the *from* and *to* date in the calendar.

• Select the Deanery/LETB, from your personalised list.

• Choose panel members; type a name then click on the name when it appears. Panel members must be registered with the ISCP in order to appear in the list. Alternatively you can choose from your recently selected users list.

• Assign their role and use the radio button to show the Chair of the panel.

• Type the names of any lay members as they do not need to be registered on the ISCP.
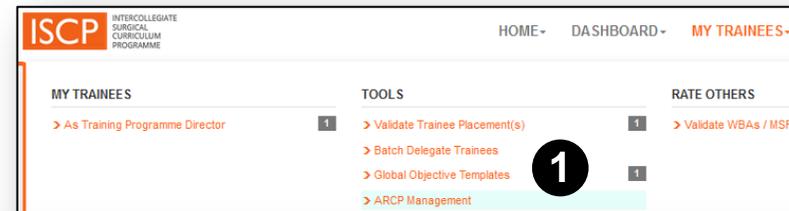
Setting up a new ARCP cont.

Under *Trainees who will be assessed at this ARCP* (1).

- Select trainees by period - *Current / Future / Historic*:

  Current - trainees whose placements are in progress.

  Historic - trainees whose placements have expired but by not more than 12 months.

  Future - trainees you will be managing in the next 6 months.

- Select the specialty from your personalised list.

- Select the level from your personalised list.

- The list below will show trainee names populated according to your selection and you can then select either an annual or interim review (each has a slightly different ARCP form) (2) .

- Save the ARCP meeting. You will be able to edit the details at any time up to final sign off.

  Your ARCP will appear in your *In Progress* tab (3). This area shows required actions (4) and you can open the ARCP and edit it until it is signed off.

Viewing an ARCP

- Click on *My Trainees* from the main menu and *ARCP Management* (1)

- ARCPs appear in the *In Progress* tab until they have been signed off by all relevant parties after which they appear in the *Completed* tab (2).

- Click on the down arrow to see the list (3).

- Click on an ARCP to open it, as you click the area will change colour (4).

- The ARCP, when opened, contains 4 tabbed areas (5).

From the menu, click My Trainees then *ARCP Management* (1)

Your list defaults to your *In Progress* ARCPs (2).

To edit the ARCP set up details click on the orange *Edit ARCP Meeting* (3).

To record the ARCP event click on the area for the trainee which then highlights in blue (4).

The ARCP contains four tabs; *ARCP set up*, *Trainee progress*, *Recommendations and sign off* and *Additional Comments* (5)

ARCP Set up tab

The first part of the form shows summary information.

ARCP Information will be pre-populated with training information already entered (6). Further information can be added including:

• Days out of training (numbers only field).

• GMC Training Programme Approval Number.

Under *Relevant dates for this ARCP*:

Trainee Placements are listed in the box on the left-hand side. Those not covered by the ARCP are greyed out (7).

Previous ARCP dates and outcomes are listed in the box on the right-hand side (8).

Trainee Progress tab

The first section shows summary information.

Trainee progress works in the same way as [portfolio viewing](#) and allows systematic consideration of the trainee's portfolio evidence. You will see a series of filters.

- In *Viewing* – Use the drop down box to select the areas you want to view; these include (1):

    ARCPs
    Global Objectives
    Learning Agreements
    Topics and Progress
    Evidence (by WBA method)
    Evidence / Other Evidence
    eLogbook
    Journals
    PDPs
    Rotas

- Use the *Custom Date Range* – Click the checkbox and select a custom *from* and *to* period (2 / 3). OR

- Select a *Time period* – Click the drop down box to choose a pre-established period by *placement, level, ARCP* or *Everything* (default) (4).

- Your selections determine the evidence that is displayed in the area below. For example, you may wish to select to view the eLogbook by the current ARCP period (5).

Note: If you have any queries during an ARCP the ISCP Helpdesk would be happy to help. You can call us on **020 7869 6299**.

| ARCP Setup | Trainee Progress | Recommendation and Sign off | Additional Comments (0) |

Trainee	Bussey, Maria Demo Trainee (Dr) [GMC: 111111111] NTN:
Specialty	Neurosurgery
Enrolment Status	Not Enrolled
ARCP type	Annual v3
Meeting details	28 Jul 2016
Period covered	01 Jan 2016 to 31 Dec 2016
Created by	TPD, Demo (Mr) [GMC: 123456]
Related documents	JCST Certification Guidelines / Surgical a

Completion of Training date:

Please select
Progress
  ARCP
  Global Objectives
  Learning Agreements
  Topics and Progress
Evidence
  AoA
  CBD
  CEX
  CEX for Consent
  DOPS
  MSF
  OoT
  PBA
  Other Evidence
Other Forms
  eLogbook

Trainee Progress

Viewing	Topics and Progress
Use Custom Date Range	☐
Time period	01 Jan 2016 – 31 Dec 2016 : Annual ARCP: 28 Jul 2016

01 Feb 2011 – 22 Jul 2016 : At any time
Please select
Placement
  20 Jul 2016 – 31 Jul 2018 : Aberdeen Royal Infirmary
  01 Jan 2016 – 31 Dec 2016 : Ninewells Hospital
  05 Aug 2015 – 15 Dec 2015 : Northampton General Hospital
  17 Sep 2012 – 31 Oct 2012 : Cumberland Infirmary
  01 May 2011 – 31 Jul 2011 : Aberdeen Royal Infirmary
  01 Feb 2011 – 30 Apr 2011 : Aberdeen Royal Infirmary
Level
  01 Jan 2016 – 31 Jul 2018 : ST3
  01 Feb 2011 – 15 Dec 2015 : CT1
ARCP
  01 Jan 2012 – 06 Mar 2013 : Annual ARCP: 20 Mar 2013
  01 Oct 2012 – 31 Oct 2012 : Interim ARCP: 10 Jan 2013
  01 Oct 2012 – 31 Oct 2012 : Annual ARCP: 12 Jan 2013
  01 Feb 2011 – 31 Jul 2011 : Annual ARCP: 31 Aug 2012
  01 Feb 2011 – 30 Apr 2011 : Interim ARCP: 03 Mar 2011
Everything
  01 Feb 2011 – 22 Jul 2016 : At any time

Viewing	Topics and Progress
Use Custom Date Range	☑
Period	_____ to _____ Go

Trainee Progress

Viewing	eLogbook
Use Custom Date Range	☐
Time period	01 Feb 2011 – 26 Jul 2016 : At any time

	Total	O ?	A ?	STS ?	STU ?	PPT ?	P ?	T ?	PCC ?	PAT ?	U ?	E ?
General Surgery												
Abscess - acute anorectal	1	0	0	0	1	0	0	0	0	0	0	0
Aorto-intestinal fistula repair	1	0	1	0	0	0	0	0	0	0	0	1
Wound - dehiscence - resuture	1	0	1	0	0	0	0	0	0	0	0	1
Total for General Surgery	3	0	2	0	1	0	0	0	0	0	0	2
Urology												
Biopsy of testis	2	0	2	0	0	0	0	0	0	0	0	

Recommendation and Sign off tab

The first part of the form shows summary information.

Approved clinical training gained during the period to be viewed:

This area lists the placements that occurred within the ARCP period.

- You can amend the In/Out of Programme drop down box in each placement and alter the percentage training time.

Previous ARCP(s):

This area shows previous ARCPs, outcome and sign off status.

| ARCP Setup | Trainee Progress | Recommendation and Sign off | Additional Comments (0) |

Trainee	Bussey, Maria Demo Trainee (Dr) [GMC: 111111111]	NTN:
Specialty	Neurosurgery	
Enrolment Status	Not Enrolled	Expected Completion of Training date:
ARCP type	Annual v3	
Meeting details	28 Jul 2016	Venue: Office 1
Period covered	01 Jan 2016 to 31 Dec 2016	
Created by	TPD, Demo (Mr) [GMC: 123456]	
Related documents	JCST Certification Guidelines / Surgical and Dental N Code Forms	

Approved clinical training gained during the period to be reviewed

The following placements occurred during the ARCP period

Placement/Post/Experience	From	To	In/Out of Programme	FT/PT as percentage	Survey status
Aberdeen Royal Infirmary Neurosurgery	20 Jul 2016	31 Jul 2018	In Programme ▼	100 %	Survey not started
Ninewells Hospital General Surgery	01 Jan 2016	31 Dec 2016	In Programme ▼	100 %	Survey not started

Previous ARCP(s)

Meeting Date	Type	Outcome	Start Date	End Date	Sign Off Status
20 Mar 2013	Annual	5. Incomplete evidence presented – additional training time may be required	01 Jan 2012	06 Mar 2013	Completed
12 Jan 2013	Annual	1. Achieving progress and competences at the expected rate	01 Feb 2011	31 Oct 2012	Awaiting Trainee sign off
10 Jan 2013	Interim	1. Achieving progress and competences at the expected rate	01 Feb 2011	31 Oct 2012	Awaiting Trainee sign off
31 Aug 2012	Annual	1. Achieving progress and competences at the expected rate	01 Feb 2011	31 Jul 2011	Awaiting Trainee sign off

Recommendation and Sign off tab cont.

Under *ARCP Recommendation:*

- Click in the *Outcome* box to select from the outcomes list (**mandatory field**) (1).

  The outcome selected determine other fields which appear further down. For example selecting an outcome 8 (OOPR) enables you to add information about extra months counted towards training.

- Outcomes 2, 3, 4, 5, 7.2, 7.3, 7.4, 8 (OOPC) and 9 require supporting information. Please fill in these areas as fully as possible (2).

ARCP Recommendation ❶

Outcome — Please select ▼

Please select
Satisfactory Progress
1 . Achieving progress and competences at the expected rate
Unsatisfactory Progress
2 . Development of specific competences required – additional training time not required
3 . Inadequate progress by the trainee – additional training time required
4 . Released from training programme with or without specified competences
Insufficient Evidence
5 . Incomplete evidence presented – additional training time may be required
Recommendation for completion of the training programme (core or higher)
6 . Gained all required competences for the programme
Outcomes for trainees out of programme or not in run-through training
7.1 . Satisfactory progress in or completion of the LAT / FTSTA placement.
7.2 . Development of Specific Competences Required – additional training time not required LAT / FTSTA placement
7.3 . Inadequate progress by the trainee – additional training time LAT / FTSTA placement
7.4 . Incomplete Evidence Presented - LAT / FTSTA placement
Out of Programme not contributing to completion of the training programme
8 . OOPE (Experience)
8 . OOPR (Research)
8 . OOPC (Career Break)
Top-up training
9 . Top-up training

Supporting Information

Detailed reasons for recommended outcome

Mitigating circumstances

Competencies which need to be developed

Recommended actions

Recommended additional training time (if required)

For trainees given an unsatisfactory review outcome ❷

U1 ☐ **Record Keeping and Evidence**
Trainee failed to satisfactorily maintain their Royal College/Faculty E-Portfolio including completing the recommended number of Work Placed Based Reviews; Audits; Research; structured Education Supervisors report; in accordance with recommendations for that particular Year of Training in line with the Royal College/Faculty curriculum requirements.

U2 ☐ **Inadequate Experience**
Training post (s) did not provide the appropriate experience for the year of training being assessed in order to progress. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.

U3 ☐ **No Engagement with Supervisor**
Trainee failed to engage with the assigned Educational Supervisor or the training curriculum in accordance with the Royal College/Faculty requirements for that particular year.

U4 ☐ **Trainer Absence**
Nominated Educational Supervisor or Trainer did not provide the appropriate training and support to the Trainee because of their absence on a sabbatical; through illness or other reasons; and no nominated ESupvr deputy took over to ensure that an appropriate level of training was maintained. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.

U5 ☐ **Single Exam Failure**
Trainee failed to satisfy the respective Royal College/Faculty examination requirements to progress to the next year of training.

U6 ☐ **Continual Exam Failure**
Trainee failed to pass the respective Royal College/Faculty examination within the allowable number of examination attempts following a number of re-sits and is therefore unable to progress any further in this Specialty.

U7 ☐ **Trainee requires Deanery Support**
Trainee has issues to do with their Professional personal skills for example: - behaviour / conduct / attitude / confidence / time keeping / communications skills etc and requires the support of the Deanery Performance Team.

U8 ☐ **Other reason (please specify)**

Recommendation and Sign off tab cont.

Under *ARCP Recommendation:*

- Enter the recommended date for completion of training.

- Enter the next training level.

- Select whether the trainee has an academic component.

- State whether the trainee was present or absent from the ARCP (**mandatory field).**

- Enter the date of the next review if one is set.

ARCP Recommendation

Outcome	Please select ▼
Recommended Completion of Training date	
Grade/Level at next rotation	Please select ▼
Academic progression	Please select ▼
Trainee Attendance	Please select ▼
Date of next review	

Academic progression dropdown:
- Please select
- Not applicable
- Continue academic component
- Do not continue academic component
- Academic component completed

Recommendation and Sign off tab cont.

Revalidation - details can be updated.

Unresolved causes of concern? Record any that occurred (1). A *Yes* answer enables you to add a comment.

Confirm ARCP Panel: Attendance of panel members can be confirmed by ticking those who attended from the list.

NB: Other people who attended who were not originally listed can only be added in the summary page and adding them there will add their names to all trainees with this ARCP schedule.

Confirm ARCP lay members: confirm any differences by overwriting in the text box.

Sign off and Complete: the TPD and trainee must sign off the ARCP. Deanery/LETB Administrator sign off is optional once the TPD has signed off.

The trainee's sign off indicates that they understand the recommendations arising from the review. It does not imply they accept or agree with them and they can have the recommendation reviewed as well as the right of appeal as delineated in the Gold Guide.

Additional Comments tab

This area enables anyone who has access to the ARCP to make comments at any time, including after signing off and the comments are visible to all.

Revalidation

Information is available in the trainee's Enhanced Form R, in the employer's Exit Report (and the Exception Exit Report when there is a concern) and in the Clinical Supervisor's Report and Assigned Educational Supervisor's Report.

Documentation considered
- ☐ Exit Report
- ☐ Exception Report
- ☐ Form R Part B
- ☐ Supervisor Reports
- ☐ Other

①

Unresolved causes of concern? ❶   Please select

Unresolved causes of concern? ❶	Yes - there are current known unresolved causes for concern ▼
Detailed causes of concern	Please select
	Yes - there are current known unresolved causes for concern
	No - there are not current known unresolved causes for concern

②

Date of previous revalidation (if applicable)

Date of expected revalidation

Confirm ARCP panel

Please confirm all panel members who were in attendance for this trainee's ARCP.

Panel Member	Role	Chair
☑ TPD, Demo (Mr) [123456]	Training Programme Director	✔

Confirm ARCP lay members

Please confirm all lay members who were in attendance for this trainee's ARCP.

Lay Members: Professor D Brown

Sign off and Complete

Sign off comments

Sign off   No - Save as draft ▼

ℹ TPD sign off is required for all outcomes

ℹ Trainee sign off is required for all outcomes.

The trainee signature on the form indicates that they understand the recommendations arising from the review. It does not imply they accept or agree with them and they can have the recommendation reviewed as well as the right of appeal as delineated in Gold Guide

ℹ Deanery/LETB Administrator sign off is required once the TPD has signed off

Save As Draft

As Training Programme Director, you can use the batch delegate tool to assign a selection of trainees to other TPDs to manage.

- From the menu, click *My Trainees* then *Batch Delegate Trainees* (1).

- Type the name of the Delegated Programme Director or their GMC number (2).

- Or select them from your recently selected users list.

  Your trainees are listed.

- If you have a long list of trainees you can filter them by level and hospital (3).

- Click in the area where the trainee appears.

- The area changes colour to indicate that the trainee has been delegated and your action is automatically saved.

- To un-delegate, click the area again.

- You can also delegate trainees from an individual trainee's summary page, by clicking the *Access* tab (4).

As Training Programme Director, you can use the Global Objective (GO) tool to set a global statement for trainees by their stage of training.

You can also set a global objective template which can be used for a number of trainees.

From the main menu go *My Trainees / Global Objective Templates* (1).

All your templates are listed here(2) and you can have as many as you like.

- Click the green button to *Add A New Global Objective Template*.

- You can give it a title.

- You can type statement and use a range of styling tools. You can also paste text here from elsewhere.

- In the drop down box *Publish to website?* Either leave as draft by selecting *No*

OR

- Choose *Yes – this will be available to allocate to trainees*.
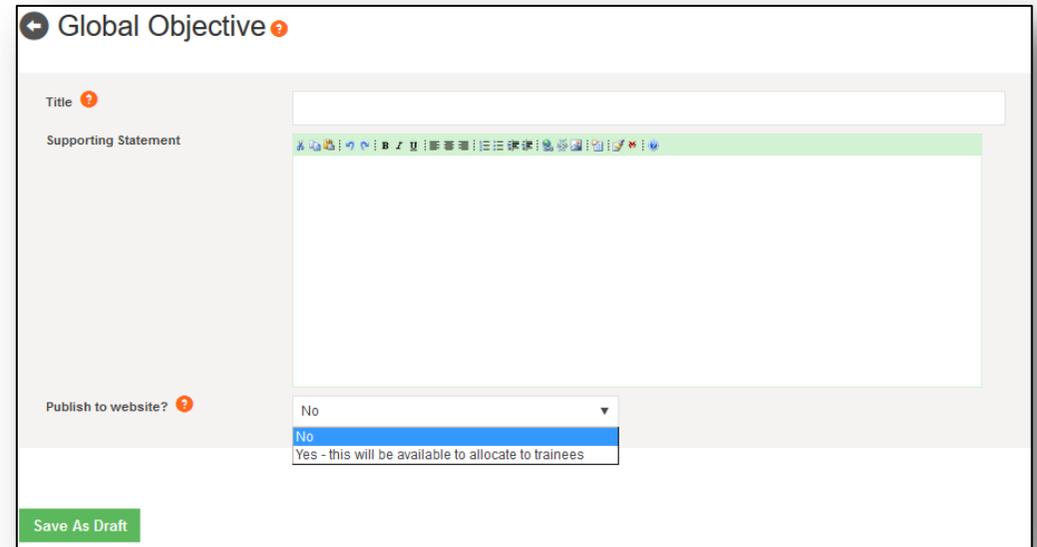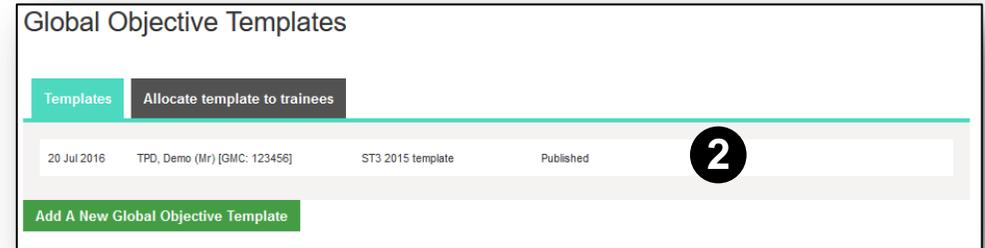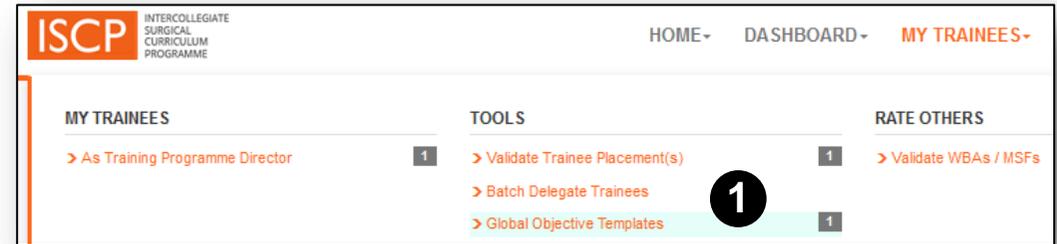
You can view a trainee's placements from the trainee summary page.

- Click the *Placements* tab (1).

- All the trainee's placements are listed with the latest at the top, showing date range, hospital, training level, specialty, supervisors and whether TPD-validated.

- Click on the area showing these details to open the placement to see the full content, the area changes colour (2).

- Click the back arrow key next to *Placement* to go back a step (3).

Trainees are expected to take ownership of their training, including ensuring enough assessments are carried out. However, trainers also have a responsibility to engage with trainees in completing their WBAs.

The trainee is responsible for creating the WBA after the event and the rater is responsible for validating it; ideally this should be done within 28 days of the event.

As a rater, you will be alerted to WBAs submitted to you for validation by an alert in your dashboard.

You can also find them from the menu. Click *My Trainees* then, under *Rate Others*, click *Validate WBAs / MSFs*.

The trainee may have already populated many of the fields.

The trainee should complete the following fields:

- Date of the assessment, rater's name and the hospital in which the assessment was done (1).

- Trainee feedback and trainee reflections – optional (2).

- Details of the event (3).

- Topics - syllabus topics against which the assessment provides evidence (4).

- Trainee sign off (5).

You should complete the following fields:

Rater feedback (1) – your written comments are the most important component and are, therefore, mandatory in at least one text box.

Ratings (2) – the trainee is normally assessed against the stage of training (except in PBAs). Click the relevant square for: *N = Not assessed/observed / D = Development required / S = Satisfactory / O = Outstanding.*

Global summary (3)– the overall rating is selected from four levels that map to the trainee's stage of training. Early in the training stage the trainee may be at or below the level for the stage, towards the middle and end they may be at their level or above. For example, a core trainee may achieve level 2 in most areas by the middle or end of CT2.

Sign off (4) Note that you can sign off here or at the same time as the trainee. The trainee can retract a WBA to amend it. If it's been validated you will be notified of a retraction via your dashboard.

RATE OTHERS / MULTISOURCE FEEDBACK (MSF)

The MSF is created by the trainee who conducts a self-assessment and chooses raters from a range of grades, one of whom must be her/his current AES:

Requirements for nominating rater:
- AES
- 2 Consultants
- 2 Senior nurses
- 2 Other doctors
- 2 Other healthcare professionals

If you are chosen as a rater, you will see an alert/link on your dashboard. Alternatively click *My Trainees* from the main menu then under *Rate Others*, select Validate WBAs / MSFs (1).

The form includes links to guidance notes (2).

- Click the boxes to complete your ratings:
  N = Not assessed/observed / D = Development required / S = Satisfactory / O = Outstanding (3).

- Provide written comments; for the trainee this is the most helpful component of formative assessment (4).

- You can save as draft to come back to later.

- Sign off.

From your dashboard you can send, receive, save drafts, create folders and view conversations with a person.

Compose new message

- Click the orange button (1)

- In the *To* box, the system will search for people as you type or you can choose from your recently selected users.

Folders: Allows you to file different messages under different headings.

- Name the folder and click *Create Folder* (2). The new folder name will appear below and show the number of messages filed. You can also delete folders here (and messages filed inside).

- To file a message, go to the inbox, select the message(s) to file by clicking the tick box, select the folder name in the drop down box and click the green *Move To Folder* button (3). Note that you can also delete messages in this way. Moved messages no longer appear in the inbox.

- To see the messages in a folder, click the *Folder* drop down box in your inbox.

- **Message threads** (4) Enables you to filter a conversation with someone. Choose the person from the drop down box. You can also continue the email conversation from here.

Other menu items

TOOLS

Survey Report – enables you to generate the survey results from trainee placements in your area.

Reports

Reports for trainers – Coming soon. Please us the site to make any suggestions.

TRAINER AREA

Portfolio for trainers – Coming soon. This area of the ISCP is intended to allow the collection of evidence by trainers to help them demonstrate to the GMC that they are eligible to be recognised as trainers. The code is under construction and further announcements will follow.