Trainee

ISCP Step by Step Guide

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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.
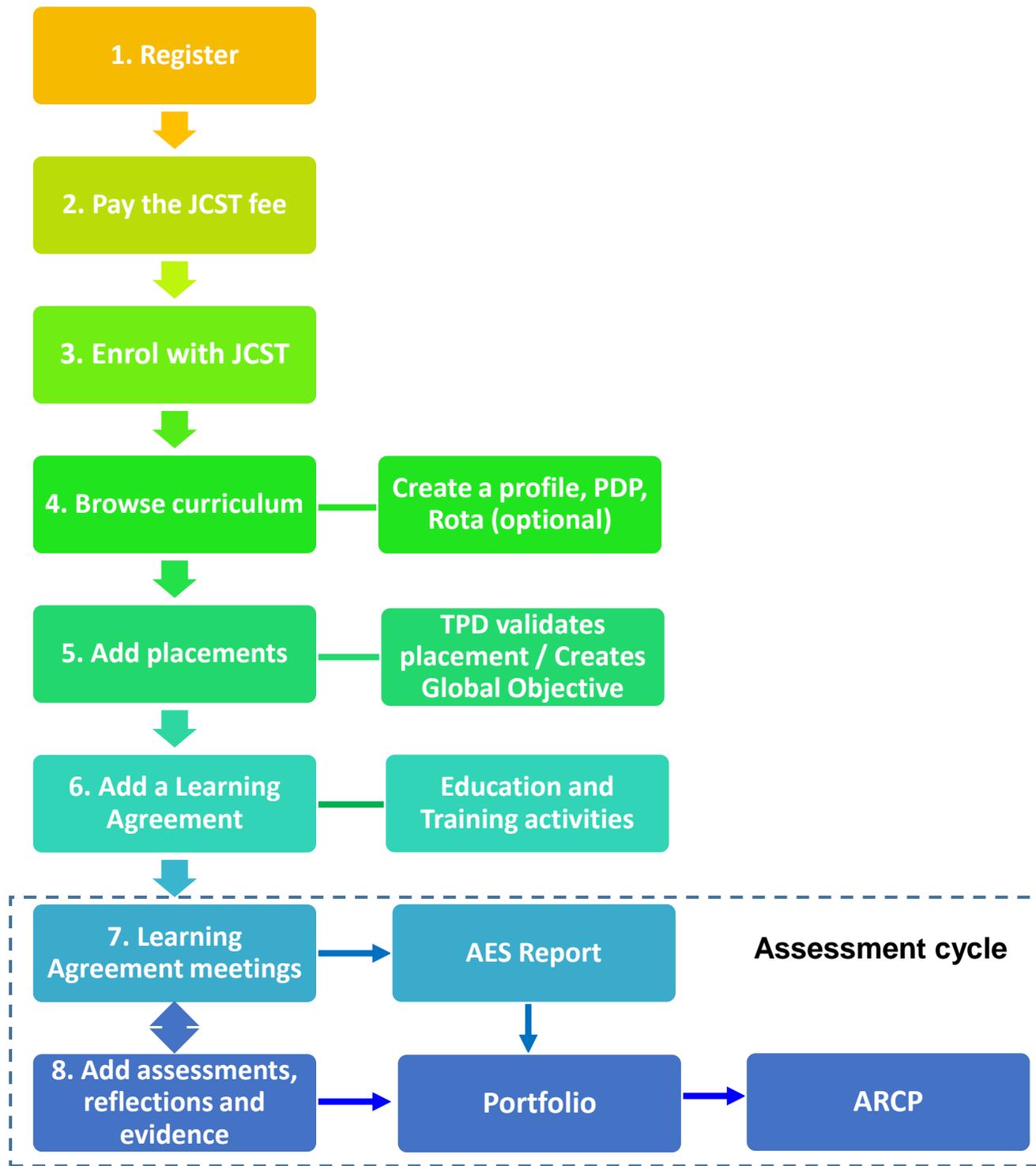
General navigation

- 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**.
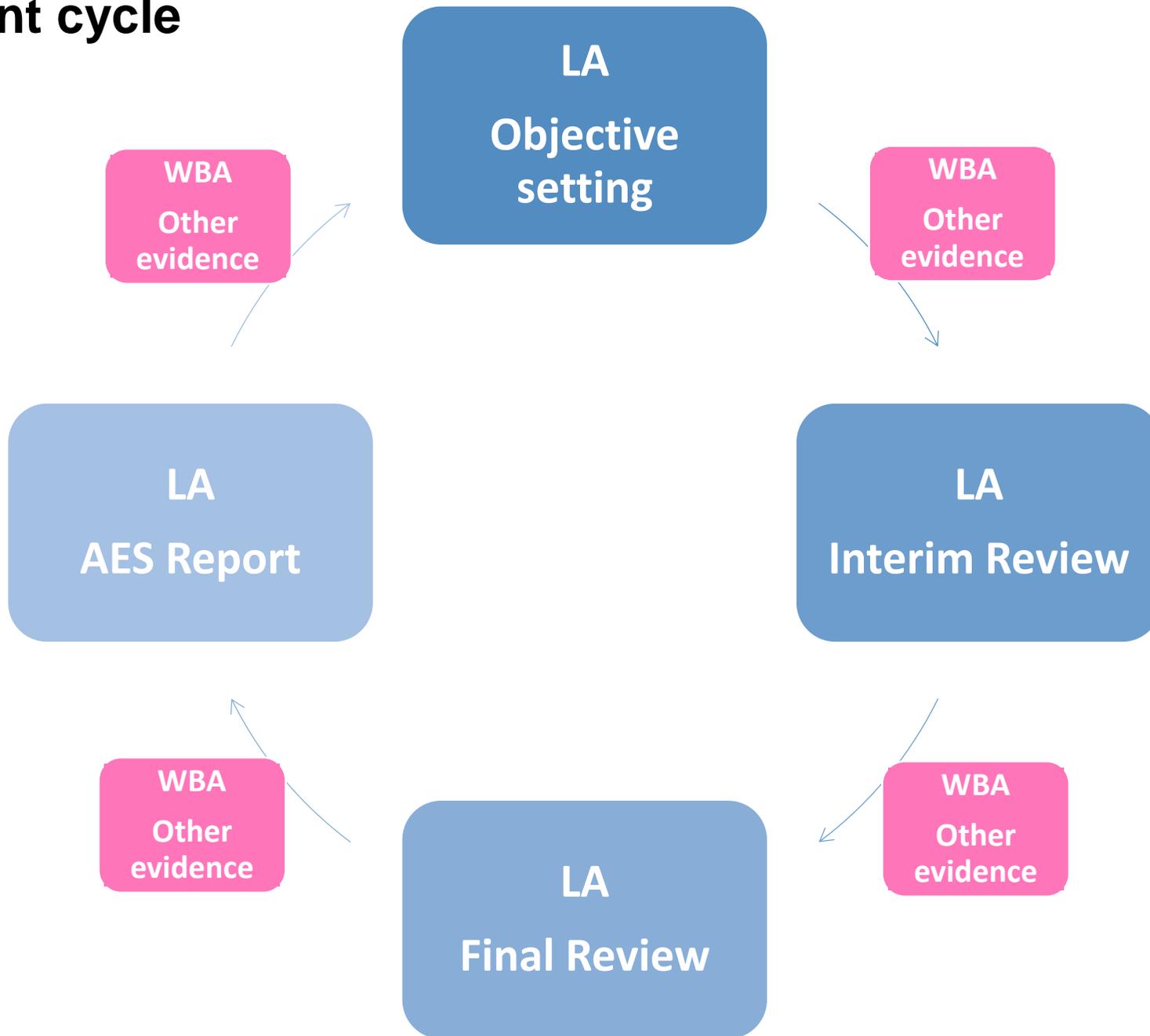
Key terms

Commit: Enables you to store a task you completed in your portfolio without any actions required by other users e.g. uploading information about a course in *Other Evidence.*

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

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

Save as draft: Enables you to save content and finish later. Drafts do not appear in your portfolio and, therefore, cannot be seen by those who can view your portfolio. You can access your drafts in your *Dashboard / Work in Progress*.

Sign off: Indicates that you agree to content e.g. 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 rater for the validation of a workplace-based assessment (WBA).

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

System steps

Trainee actions

1. Register

2. Pay the JCST fee

3. Enrol with JCST

4. Browse curriculum — **Create a profile, PDP, Rota (optional)**

5. Add placements — **TPD validates placement / Creates Global Objective**

6. Add a Learning Agreement — **Education and Training activities**

7. Learning Agreement meetings → **AES Report**

Assessment cycle

8. Add assessments, reflections and evidence → **Portfolio** → **ARCP**

Assessment cycle

Logging in will take you to your personalised *Dashboard* showing information you need to act on, including links to interactive areas.

The first time you login you'll be asked to agree a new set of terms and conditions of the v10 website.

Clicking on *Dashboard* in the main menu also shows you the numbers of items against each dashboard area.

Alerts under the pink band indicate important tasks that require an action. They do not disappear until you have taken the action.

Notices under the blue band, are for information and may also require an action.

Warnings under a yellow band, indicate actions reaching their due time.

Work in Progress - colour codes items that are currently incomplete either in grey (saved by you in draft form) or green (submitted by you to another user who has not yet completed).

Progress in my current placement – allows you to filter your placements and see the status of your Learning Agreements.

WORK IN PROGRESS

From your Dashboard / Work in Progress, you can click on each row to see further information.

The resulting page will list all your work in progress. Click on a row to open the item and complete from there.

ADD A PLACEMENT

Click *Add* in the main menu, then *Placement*.

Fill in one form for each placement.

The first set of information general.

- Use the drop down boxes to make your selections and complete all the fields.

- The fields are filtered according to your choices as you go e.g. choosing *Core StR* as an appointment type will only display *Core Surgical Training* as a *Parent Specialty*.

- Select the TPD. If you are not in a training post, choose TPD, Demo.

- Click *Confirm* to move to the next stage of adding placement details and supervisors.

ADD A PLACEMENT

- Supervisors: Type a name or choose from recently selected users (1).

- You can choose multiple people as AES or CS. If a single person fulfils both roles you will need to choose another person for one of the roles in order to satisfy the conditions of the Learning Agreement for the placement.

- Tick to agree the *Statements of Health & Probity* and *Educational Contract.*

- To amend a placement go to Dashboard / Training History from the main menu. Be careful if deleting a placement as this will also delete that placement's Learning Agreement.

- Your TPD will be able to validate your placement.

Click *Dashboard* in the main menu, then *Training History*.

- All your placements will appear here in chronological order, with the latest at the top.

- You can add placements from here too (1).

- You will see a button to complete the JCST survey (2). We value your views so please complete this at the end of each placement. An alert about this will also appear on your dashboard at the end of the placement.

- Click in the placement area to open it.

TRAINING HISTORY

- If your TPD has not yet validated the placement you can delete it or amend the details then save as draft or re-submit.

- If your TPD has validated the placement you will need to click to *Retract* at the bottom of the page then *Press to Confirm Retraction* (otherwise click the down arrow and cancel). The fields can then be amended or the placement can be deleted.

- Be careful if deleting a placement as this will also delete that placement's Learning Agreement.

- To delete the placement, take the step above then scroll to the bottom of the retracted placement and click *Delete* and *Press to Confirm Deletion* (otherwise click the down arrow and cancel).

Creating a Learning Agreement

The LA is an appraisal tool, supporting your meetings with your AES. It comprises three meetings and your Assigned Educational Supervisor's (AES) end of placement report.

After creating a placement you can create an LA for it.

From the menu, Click *Learning* then click on the placement date which is an orange hyperlink (1).

In the next summary page click the green button *Create Learning Agreement* (2).

Then click on the *Objective setting* tab, which is the first meeting.

Objective setting meeting

The top part of your form will show the placement details (1).

Global Objectives: The second shaded area is for your Training Programme Director's Global Objective (GO), which enables her/him to state overarching requirements for trainees by stage training level. If your TPD has issued a GO it will appear here (2).

Enter the date of the meeting with your AES (3).

Objective setting meeting

Actions required to meet Learning Objectives: These areas open and close with down/up arrows on the right-hand side (1). They are designed only as prompts and only need to be filled in to help you record what needs to happen during the placement and to look back on later. You do not need to add text in every box. The box size will increase as you type.

Curriculum objectives – Text boxes for Knowledge, Clinical Skills, Operative Skills, Professional Behaviour Skills, Workplace Based Assessment.

Portfolio evidence – Text boxes for Examinations, Courses, Audits, Research, Projects, Presentations/Posters, Publications, Trainee's Teaching, Conferences/meetings, Feedback from patients.

Educational programme – Text boxes for Timetable/on-call rota, Internal teaching/meetings, external conferences/meetings.

Other – Text boxes for CPD, Quality Improvement, Significant events, Reflective Practice.

Objective setting meeting

- You and your AES have a separate area to add individual comments.

- You can *Save as draft* to come back to later.

- You and your AES will need to sign off the meeting, you need to sign off first or you can do this together in either of your accounts.

- **Trainee as first sign off :** (1) Click *Yes – I would like to sign off now*. Click *Sign Off.*

- An email will go from the system to the AES with a link to sign off the meeting. However, at any time the AES can sign off from your account.

- **Trainee/AES sign off together:** (2) Click *Yes – I would like to sign off now*. The AES should add his/her ISCP password. Click *Sign Off.*

- When signed off, the meeting becomes read only and you can automatically access the next stage; the *Interim Review* meeting.

Interim Review

The meeting should occur at about the mid-point of the placement to check that progress is in line with your initial objectives and agree further actions.

- Enter the meeting date.

- The *Topics and Progress* section shows you all the portfolio evidence that you have linked to syllabus topics. Click the down arrow to open then on the number to see a list of the evidence in a new window (1). Click again on the down arrow to open up each piece of evidence.

- From their own account, your AES can award outcomes against syllabus topics (2). Outcomes can be: *Grey – not started; Yellow – in progress; Green – Satisfactory and Red - Unsatisfactory*.

- An outcome of *Satisfactory* indicates that you have achieved the level of performance that is satisfactory for your level (year) of training.

- The AES can also award outcomes in the final meeting and directly into your portfolio.

Interim Review

- **Actions required to meet Learning Objectives**: You can see the text you added in the Objective Setting stage to enable you and your AES to look back on and now there is a second column of boxes which you can use to update each area. Type within any of the boxes and the box size will increase as you type.

- **Comments:** This section asks an additional question about whether there have been any unresolved causes of concern and this must be answered. Use the down arrow to answer, a *Yes* will provide a text box for you to provide a brief description and must be filled in (1).

- You and your AES should comment and sign off as before.

Final Review

The final review occurs towards the end of the placement. You and your AES should review progress against your objectives and the evidence in your portfolio.

- This meeting has the additional mandatory requirement for at least one Clinical Supervisor's report – you will not be able to sign off without it (1). The CS(s) you designated in your placement (who must not be your AES) will be able to make a CS report through their own account.

- Actions text boxes; You will see the text you added in the previous meetings and have a third column of boxes (3) to update each area, providing information for the AES's report.

- Your AES should award outcomes against topics as for the Interim Review (2).

- You and your AES should comment and sign off in the same way as the other meetings.

AES Report

The final stage of the Learning Agreement is the AES Report which is the key component for the ARCP panel. It summarises the information from the previous stages. It is only when the AES has completed the report (from their account only) that it will be viewable in your account. You will be able to make comments and sign off. The report comprises the following:

- Date

- CS reports

- Outcomes set by the AES for syllabus topics against which you have linked evidence in the placement

- Actions set – the text added in text boxes in previous meetings

- Your AES's overall statement (1)

- Statement about involvement in any Serious Untoward Events/Investigations and if resolved (2)

- LA Outcome – one of three statements (3)

From the main menu, click *Add* then, under *Evidence*, select the WBA from the list. Although each WBA is designed for a different training situation the forms all work similarly (MSF is covered elsewhere):

(1)
- Click in the date field to add the assessment date from the date picker.
- Type your rater's name and click on the name when it appears.
- Your most recent hospital may automatically appear, otherwise type and click as above.

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

(3) *Trainee feedback* - add your own comments.

(4) *Trainee reflections* – are optional. Choose to make this public (viewable by those who can see your portfolio) or private*.

* Ensure reflections are fully anonymised e.g. say 'patient x' instead of names or numbers. Like all training records, reflections may be subject to scrutiny by other parties for legal reasons. Formal guidance on this area will be forthcoming from the Academy of Medical Royal Colleges.

(1) *Ratings* are normally assessed against the stage of training and comprise:

N = *Not assessed/observed*

D = *Development required*

S = *Satisfactory*

O = *Outstanding*

(2) *Details* of the event.

(3) *Global summary*– is an overall rating from four levels that map to the stage of training.

Topics allows you to link this evidence with a syllabus topic.

- Click the orange *View syllabus* button.

- You will see the latest syllabus you have been working to. Click the down arrow to choose topics from other syllabuses (1).

- Each of the 10 surgical specialties has its own syllabus divided into training stages. Syllabuses are from time to time updated in line with changes in the practice or structure of training. While some trainees need to be on older versions, in the interests of patient safety and educational quality, please use the most recent version in accordance with GMC guidance: http://www.gmc-uk.org/20121130_Moving_to_current_curriculum_GMC_position_statement_Nov_2012.pdf.pdf_56437784.pdf

- You can then select topics (2).

- Click the orange *Done* button when finished and the topics will appear in the WBA form.

Saving and validating

- Each WBA should be completed as soon as possible after the event and it should be validated by your rater within 28 days.

- You can save the WBA as draft or submit to your rater. Once submitted, your rater will receive an email and a dashboard alert to validate it. Your rater can validate the WBA from your account by adding their password after which it will appear in your portfolio.

- Until the WBA is validated it will appear on your dashboard and can be amended or deleted.

- Once validated the WBA will appear in your portfolio. From there it can also be retracted back to draft from (which will mean that your rater will need to revalidate when you re-submit).

- The number of WBAs in your portfolio will show in the main menu.

OTHER EVIDENCE

From the main menu, click *Add* then, under *Other Evidence*, select the individual piece of evidence form from the list. Although each is designed for a different training situation, the electronic forms work in the same way:

- *About this activity* - Add the date from the date picker and fill in the other details about the activity
- *Reflecting on this activity* – this is optional. Choose to make this public (viewable by those who can see your portfolio) or private*

* Ensure reflections are fully anonymised e.g. say 'patient x' instead of names or numbers. Like all training records, reflections may be subject to scrutiny by other parties for legal reasons. Formal guidance on this area will be forthcoming from the Academy of Medical Royal Colleges.

OTHER EVIDENCE

- *Topics* – this allows you to link this evidence with a syllabus topic.
- Click the orange *View syllabus* button.
- You will see the latest syllabus you have been working to. By clicking the down arrow you can choose from other syllabuses (1).
- You can then select on topics (2).
- Click the orange *Done* button. The topics will then appear in the WBA form.
- *Attachments* – you can upload documents in support of this evidence e.g. a course certificate or presentation slides. Click the Orange *Attach* button and browse as normal.
- *Commit the evidence* – you can save as draft or commit to your portfolio. From your portfolio you can also *retract* the evidence and amend at any time.

Click Portfolio from the main menu.

Evidence once validated (by your assessor) or committed (by you) is stored in your portfolio.

Click Portfolio from the main menu.

Different areas can be viewed by a series of filters:

- Click on the element of the portfolio you want to view.

- *Viewing* – Use the drop down box to select what you want to view.

- Click the checkbox and select a custom *from* and *to* period (1).

- *Time period* – Or click the drop down box to choose time by *placement*, *level*, *ARCP* or *Everything*.

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

Your selections will determine what you see displayed:

- Number of assessments recorded and validated.

- A bar chart showing the global rating received each assessment and when there are many bars you can scroll along the time period.

- You can open each assessment by clicking the down arrow and clicking again will close it.

Core Surgical Training (2010) » Core Surgical Training Modules

21 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 the full previous outcomes

Outcome	Generic Module 1 > Basic sciences	WBAs	Evidence
☑	Applied anatomy	37	3
☑	Physiology	10	0
☑	Pharmacology	8	2
☑	Pathology	3	1
☑	Microbiology	8	0
☑	Imaging	17	3

- Only the syllabuses within which there are topics which you have linked with evidence during the time period selected will be displayed.

- Each syllabus will be displayed with topics and evidence underneath (1).

- Click on the number to see a list of the evidence in a new window. Click again on the down arrow to open up each piece of evidence.

- For each syllabus the default view is the topics against which there is evidence.

- Alternatively, tick the checkbox to see all topics in that syllabus whether with or without evidence against them (2).

- Note that only your AES for the evidence completed in that placement can award outcomes in the left hand box (3). *Grey – not started; Yellow – in progress; Green – Satisfactory and Red - Unsatisfactory*.

VIEWING THE LOGBOOK IN THE PORTFOLIO 4/4

From the main menu click *Portfolio*, then Othe*r forms*, *eLogbook*.

- For the period selected you will be able to see the procedures logged in each surgical 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.

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME ▾   DASHBOARD ▾   LEARNING ▾   ADD ▾   **PORTFOLIO** ▾

PROGRESS	EVIDENCE		OTHER FORMS
> Global Objectives	> Assessment of Audit (AoA)	0	> eLogBook

Viewing: eLogbook ▾

Use Custom Date Range ☐

Time period: ▾

	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	0

Click *Add* from the main menu then under *Evidence*, select the MSF.
As the trainee, you will be responsible for initiating the MSF.

- Enter the date – click in the field for the date picker.

- Enter your training level (year).

- Click the green *Create MSF* button.

- Click on the red *Start* button on the next page to begin your self-assessment. The competencies are mapped to the GMC's Good Medical Practice framework. The form and ratings are the same as the versions your raters will receive.

- Rate yourself as *N = Not assessed/observed (*i.e. no experience of an area) / *D = Development required / S = Satisfactory / O = Outstanding.*

- Providing examples of your *D* and *O* ratings in *Other Information* (1) is a good opportunity to demonstrate reflective insight, self-awareness and empathy and ability to make some suggestions for future improvement.

- You will be able to save your assessment as draft or submit.

- Once submitted you will be able to view it or retract and amend until the MSF is submitted to your AES.

- Once your self-assessment is done, click *Save*.

- Use the back arrow to return to the Raters page.

- Nominate your raters by clicking and type in the Choose field (1) or using the user picker tool (2). You must click *Save MSF* at the bottom of the form.

- Rater names will appear in the right-hand space and indicate whether an evaluation is awaited (3) or received (4).

- You can remove a rater by clicking on the red ⊗ and nominating another person providing the original rater's evaluation has not been received. Remember to click to *Save* your changes.

- Only when you have enough evaluations will you see a button to submit your MSF to your AES (5). Unlike v9, your AES will not be able to see evaluations until you submit them.

- Your AES will be the first to receive your personalised consolidated feedback chart.

- The first part shows your self-rating compared with your team's ratings.

- The second part shows who your raters were and the positive and developmental feedback they gave.

- Your AES should meet with you to discuss these results and you may wish to prepare for this in advance.

- Your AES should award one overall outcome from three choices:
  - o Development required
  - o Satisfactory
  - o Outstanding
- Once your AES has provided an overall outcome and signed off, your MSF will appear in your portfolio.

MESSAGES

Click *Dashboard* in the main menu then *Messages*. This enables you to message other people's ISCP accounts. You can send, receive, save drafts, create folders and view conversations with a person.

Compose new message: Click in the orange button. In the *To* box, the system will search as you type or you can choose from your recently selected users (1).

Folders: Allows you to file different messages under different headings. Name the folder and click *Create Folder*. The new folder name will appear below and show the number of messages filed. You can also delete folders here (and messages filed). To file a message, go to the inbox, select the message(s) to file by clicking the tick box (2), select the folder name in the drop down box (3) and click the green *Move To Folder* button. 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.
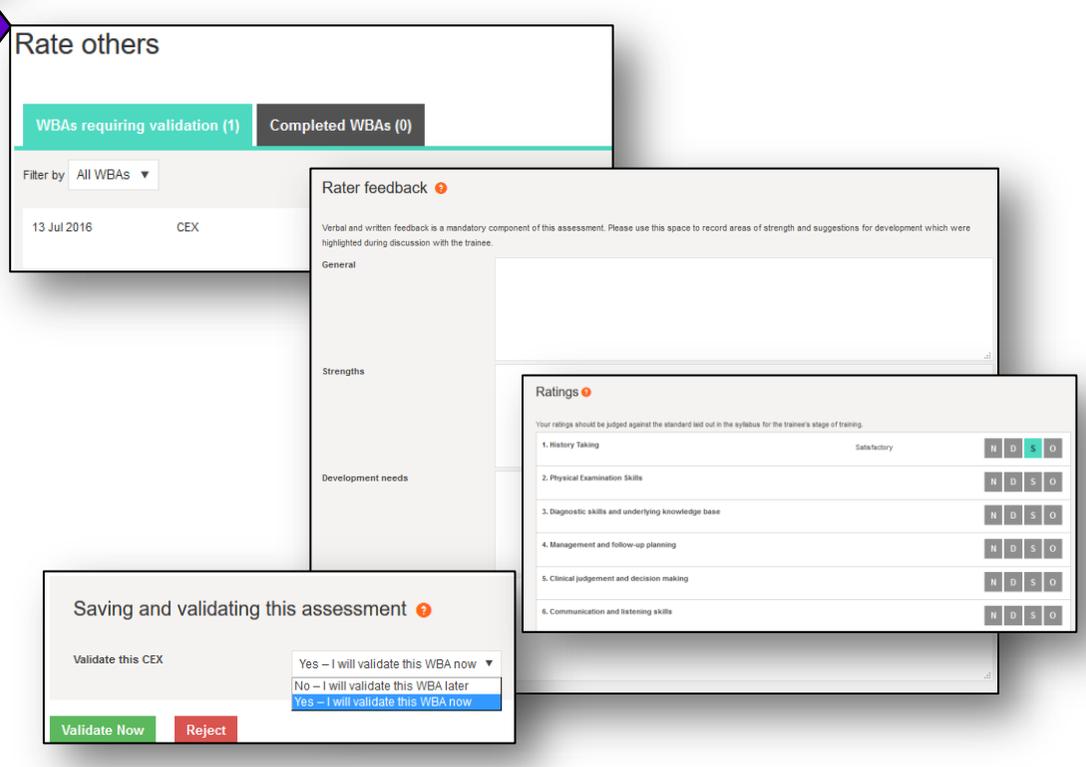
Message threads: Allows you to filter a conversation with someone. Choose the person from the drop down box (4). You can also continue the email conversation from here.

RATE OTHERS

Clicking *Dashboard* in the main menu then *Rate Others* enables you to rate your peers.

When a trainee has submitted an assessment to you as their rater you will receive an email and alert in your dashboard. The number of assessments awaiting your validation are also shown in the menu.

- In the *Rate Others* page click on an assessment and the form will appear with all the details the trainee has added. You can amend these (apart from trainee comments and reflections) if necessary.

- Your *Rater feedback* is the most important part of the assessment and it is, therefore, mandatory that you write in at least one text box.

- Also complete the *Ratings* section.

- In *Saving and validating*, you can click to validate now or later.

- You can also validate from the trainee's account if you are with the trainee – just add your comments and sign off by adding your password.

- You can also *Reject* it if there are errors. This will return it to the trainee.

JOURNAL ENTRY

Click *Add* in the main menu, then *Journal Entry* to record notes reflections on your practice.

- Add a title.

- Type in your entry*.

- Using the drop down box, select either *Save as draft* or *commit* to your portfolio (the date is automatically recorded).

- When you click to commit, you can choose, under *Portfolio Access,* to make the journal entry *private*. This means that only you can see it. Otherwise it is *visible* to anyone who can view your portfolio (see Dashboard / Who can see my account).

- Click *Commit to Portfolio.*

* Note that reflections are a formal educational requirement. They are better done after some consideration. Good reflection will include a brief description of the event, the outcome and what went well. You should expand on what you learnt and what steps you will take to improve practice. Ensure it is fully anonymised e.g. say 'patient x' instead of names or patient numbers. Like all training records, reflections may be subject to scrutiny by other parties for legal reasons. Take advice from a senior experienced colleague on cases that may be contentious or may result in an investigation. Formal guidance on this area will be forthcoming from the Academy of Medical Royal Colleges.

ADD AN OPERATION TO THE LOGBOOK

Click *Add* in the main menu, then, in *Other Forms*, click on *eLogbook*.

- The first time you do this through the ISCP website you will need to log in to the eLogbook using the username and password with which you registered on eLogbook. Thereafter the link will be remembered and you will be signed on automatically through this route.

- To add an operation, click Add Operations in the left-hand menu of eLogbook and complete the details.

- As these are separate systems, there may occasionally be a break in the linkage. In the rare event that you do experience any issues, please contact the ISCP Helpdesk team in the first instance - by phoning 020 7869 6299 or emailing helpdesk@iscp.ac.uk.

Other menu items

DASHBOARD

Who can see my account? – shows a list of people, positions and relevant dates

What's happened on my account? – shows your level of activity or task by month / year

Account details – shows the details with which you registered

My profile – optional information you can add about yourself, not shared with others

Upload a CV – enables you to upload your CV or replace with your latest CV

Trainee fee – enables you to pay the JCST fee

Enrolment – required only once if your trainee type is StR / SpR (Ireland)

LEARNING – Your global objectives and Learning Agreements in placements

Global Objectives – a global statement provided by your Training Programme Director, appears in your Learning Agreement and Portfolio

ADD

PDP – optional tool for setting short and long term goals. Useful for preparing for your Learning Agreement meeting.

Rota – optional tool for setting down your typical rota pattern.