

Learning Agreement

Menu / Learning / Placement

Create LA

- From the summary page click *Create Learning Agreement* button

Objective setting meeting

- Click on the *Objective setting* tab
- Enter meeting date
- Actions required to meet Learning Objectives – use the down arrows to open and close these areas. Fill in only the boxes that help you record the discussion with your AES
- Write your comments
- Save as draft
- **OR** Sign off to send to your AES (Click *Yes – I would like to sign off now* then Click *Sign Off*)
- **OR** Sign off with your AES (Click *Yes – I would like to sign off now*. Then your AES should add his/her ISCP password and then click *Sign Off*)

When signed off by both you can access the *Interim Review*.

Learning Agreement continued

Interim Review (mid-point of placement)

- Click on the *Interim review* tab
- Enter the meeting date.
- Add updates in actions boxes.
- Comment and sign off as before.

Final Review (end of placement)

- As above
- There is an additional requirement for at least one Clinical Supervisor's report

AES Report

When the AES has completed the report from their account it will be viewable in your account comprising the following additional information:

AES's overall statement

Note of any Serious Untoward Events

Learning Agreement Outcome

- Add your comments and sign off.

Portfolio

Menu / Portfolio

Assessments once validated (by your assessor) or Other Evidence committed by you are stored in your portfolio.

Different areas can be viewed by a series of filters:

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

OR

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

OR

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

Your selections determine the evidence displayed beneath.

You can retract evidence from here to amend it if necessary.

MSF

Menu / Add / Evidence / MSF

Create MSF

- Select your training level (year).
- Click the *Create MSF* button
- Read the guidance
- Click the orange *Start self-rating* button
- Add your ratings and click *Save*
- Use the back arrow to return to the raters page.
- Click *Add rater* / select rater (use their email) / select their role / click *Save and send email invitation*.
- When you have enough evaluations click to submit your MSF to your AES.

You should meet with your AES to discuss your MSF. It will appear in your portfolio when you and your AES have signed it off.

Training History

Menu / Dashboard / Training History

You can:

- View your placements in chronological order.
- Add placements.
- Complete the JCST survey.
- Open/edit a placement – click in the placement area.
- To amend validated placements, first click to *Retract* it at the bottom of the page then *Press to Confirm Retraction* and click the down arrow and confirm or cancel). You will need to re-submit and your TPD will need to re-validate.

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

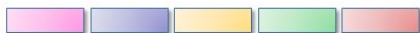
Add operations to eLogbook

Menu / Add / Other Forms / 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.

- Click *Add Operations* in the left-hand menu of eLogbook and complete the details.

Trainee Pocket Guide



ISCP www@iscp.ac.uk

JCST www.jcst.org

Helpdesk email:

helpdesk@iscp.ac.uk

Helpdesk phone:

020 7869 6299

View your Dashboard

Menu / Dashboard / Notices

- **Alerts / Notices / Warnings** – click these hyperlinks to action.
- **Work in Progress** – click on grey drafts or green submitted to open, view, retract or delete tasks.
- **Progress in my current placement** – view your LA status in different placements.

Add a placement

Click Menu / Add / Placement

Fill in one form for each placement

1st part

The first set of information is general.

The fields are filtered according to your choices as you go.

- 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.

2nd part

- Supervisors: Type a name or email or choose from recently selected users.
- If one person fulfils both AES / CS roles you should choose an additional person as CS (required for the Learning Agreement).
- Click hyperlinks to read *Statements of Health & Probity* and *Educational Contract*.
- Tick to agree them.
- Click submit to TPD to validate your placement.

WBA

Menu / Add / under Evidence select the method from the list

- Add the assessment date.
- Select your rater / add name or email.
- Add the hospital if not pre-populated.
- Your rater can add feedback in any of 4 fields – whether with you or after you submit the form to them.
- *Trainee feedback* - add comments.
- *Trainee reflections* –optional. These can be public (viewable by those who can see your portfolio) or private. Like all training records, these may be subject to scrutiny by other parties for legal reasons, ensure reflections are anonymised. See [AoMRC guide](#).
- Add ratings:

N = Not assessed/observed /

D = Development required /

S = Satisfactory /

O = Outstanding

- Add the *details* of the event
- Add the *Global summary* (overall rating)
- CBDs and CEXs can be linked with a list of critical conditions in each specialty
- Some PBAs will be identified as index procedures in each specialty

Until validated (or retracted), WBAs appear on your dashboard. When validated WBAs appear in your portfolio. The menu shows your WBA count.

Other evidence

Menu / Add / under Other Evidence select from the list

All evidence forms work in the same way:

- Select the date.
- Fill in all applicable fields.
- *Reflecting on this activity* – This is optional and can be public (viewable by those who can see your portfolio) or private. Like all training records this may be subject to scrutiny by other parties for legal reasons, ensure reflections are anonymised. See [AoMRC guide](#).

Attachments allows you to upload documents associated with your activity.

- Click the Orange *Attach* button and browse as normal.
- *Commit the evidence* –save as draft or commit to your portfolio.
- From your portfolio *retract* the evidence to amend it.