

DOCUMENTS AVAILABLE ON THE PUBLIC SITE

You can access downloadable workplace-based assessment (WBA) forms which you can complete and maintain in your own system.

[Case Based Discussion \(CBD\)](#)

[Clinical Evaluation Exercise \(CEX\)](#)

[Direct Observation of Procedural Skills \(DOPS\)](#)

[Procedure Based Assessment \(PBA\)](#)

[Observation of Teaching \(OoT\)](#)

[Assessment of Audit \(AoA\)](#)

[Multi-source Feedback \(MSF\)](#)

USING THE ISCP ELECTRONIC PORTFOLIO

Alternatively, registering with the ISCP (and paying the [JCST fee](#)) provides you with an electronic portfolio and the ability to create online assessments. It also gives you a scale of options:

- You can simply scan and upload paper-based WBAs to your ISCP portfolio
- You can complete WBAs online with people who you want to assess you
- You can create Learning Agreements to record appraisal meetings with a line manager / supervisor and progress against objectives

[Note that the people you interact with online will also need to be registered on the ISCP. Those in training roles will not need to pay the fee]

1. Registering on the ISCP

- Go to the ISCP [homepage](#) and select [Register here](#).
- Click on the left-hand box (stating 'I will be using the ISCP for my professional practice, to create a portfolio and also rate other (fee payable)').

The screenshot shows the ISCP registration page. At the top left is the ISCP logo and text: 'INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME'. At the top right are links for 'REGISTER', 'HOME', and 'HELP'. The main heading is 'Register to use the ISCP website'. Below this is a question: 'How will you be using the ISCP website?'. Underneath the question is the text 'Please choose an option:'. There are two buttons: the left one is 'I will be using the ISCP for my professional practice, to create a portfolio and also rate others (fee payable)' and is circled in red; the right one is 'I will be using the ISCP to rate, supervise or manage others only (no fee payable)'. The word 'OR' is placed between the two buttons.

In the new page:

- Tick the box for surgical practitioner.
- Add your personal details against all fields underlined in orange.
- In Medical Numbers / *Other* add your professional registration number (e.g. HCPC, NMC, GPhC. This will help other users find you in the system (e.g. to choose you as a rater). Never use personal data such as your date of birth.
- Use your work email address
- Set a password (for security it should ideally contain at least 8 characters, 1 uppercase and 1 lowercase letter, 1 number and 1 non-alpha-numeric character)
- Click register when finished.

About you

Type of trainee Surgical trainee
 Dental trainee

Surname

Forename(s)

Title

Date of birth ?

Gender

Medical numbers

Please complete as appropriate, please enter at least one number

GMC

IMC

GDC

IDC

Other

Type	Number
<input type="text"/>	<input type="text"/>

Log on and contact details

The details you will use to log into the ISCP website

Email address


Confirm email address

Guidance for choosing a strong password from Cyber Aware.

Password (Minimum 10 characters)

Confirm password

Register

Note: Across the site the  icon indicate help or an explanation – click on the icon to see help text

2. Your dashboard

Once registered you will have your own dashboard and, depending on the tools you use, you might see:

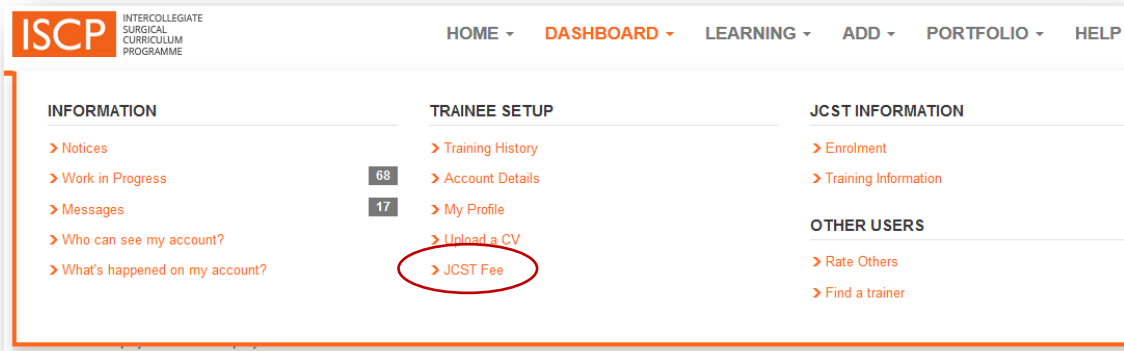
- Alerts and notices - indicating actions to take, click on them to hyperlink to those areas.
- Work in progress - indicating tools you have saved as draft and those (like WBAs) that you have submitted to raters. Click on the boxes for further detail.
- Progress in my current placement – indicating how far your [Learning Agreement](#) has progressed in your current placement (optional elements).

The screenshot shows the ISCP (Intercollegiate Surgical Curriculum Programme) dashboard. At the top, there is a navigation bar with 'HOME', 'DASHBOARD', 'LEARNING', 'ADD', 'PORTFOLIO', and 'HELP'. The main content area is titled 'Dashboard' and is divided into several sections:

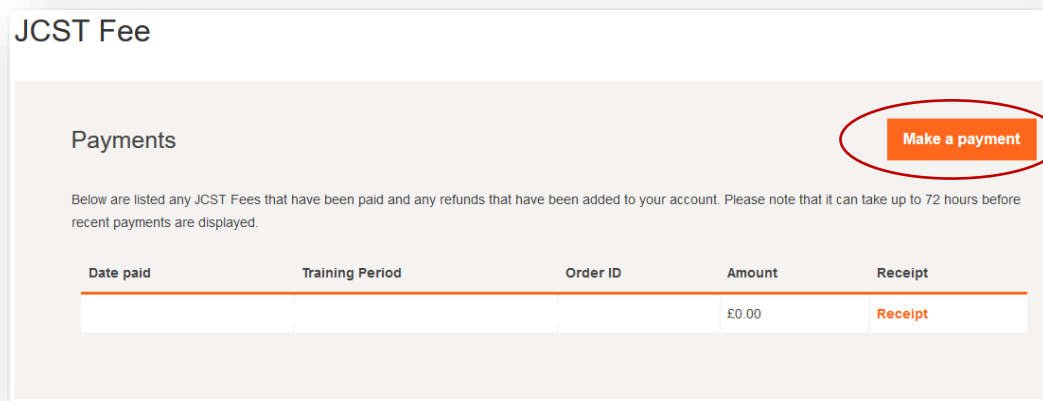
- Alerts, Warnings and Notices:** This section contains three alerts:
 - Please enrol with the JC&T
 - You have 2 WBA(s) to validate
 - You have 4 ARCPs that require your sign off
- Notice(s):** This section contains one notice:
 - You have 16 unread message(s)
- Work in Progress:** This section shows a table of records that are either 'Draft' or have been 'Submitted to your rater'. The table lists various components and their counts in 'Draft' and 'Submitted' columns.
- Progress in my current placement:** This section shows the progress of the current placement at Milton Keynes General Hospital, starting from 04 Jan 2016. It lists several milestones with their completion status:
 - Placement validated: Complete (green checkmark)
 - Learning Agreement created: Complete (green checkmark)
 - Objective Setting Complete: Complete (green checkmark)
 - Interim Meeting Complete: Complete (green checkmark)
 - Final Meeting Complete: Complete (green checkmark)
 - AE8 Report Ready / In Progress: In Progress (blue hourglass icon)
- Your personal storage space:** This section shows that the user has 0% of their 200MB storage space used (46MB).

3. Pay the JCST fee (required)

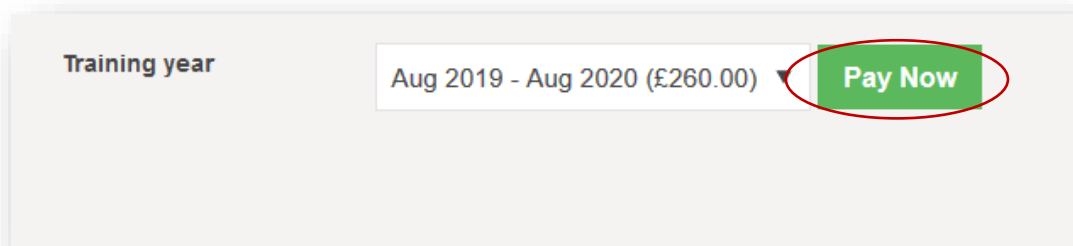
The annual JCST fee provides access to the interactive elements of the web-based curriculum, portfolio and training management system. To pay the fee, log into your ISCP account and, from the menu, go to DASHBOARD and select JCST fee.



Click the orange button to make a payment.



Choose the relevant academic year and click the green 'pay now' button to use your debit or credit card.



More information about the fee can be found [here](#).

4. Creating a WBA

- From the menu, select ADD
- Choose the assessment method under EVIDENCE to open the assessment form and record details of your assessment
- You can save the form in draft or submit it to your rater. The form will appear in your work in progress dashboard until it is validated by your rater. If it has not been validated by a rater within 2 weeks you will be able to send a reminder to your rater.

The screenshot displays the ISCP (Intercollegiate Surgical Curriculum Programme) dashboard. At the top left is the ISCP logo. The navigation bar includes links for HOME, DASHBOARD, LEARNING, ADD (highlighted in orange), PORTFOLIO, and HELP. The main content area is divided into three columns: TRAINING HISTORY, EVIDENCE, and OTHER EVIDENCE. The EVIDENCE column is highlighted with a light blue background, and the 'Case Based Discussion (CBD)' option is selected.

TRAINING HISTORY	EVIDENCE	OTHER EVIDENCE
<ul style="list-style-type: none">> Placement> Out of Training/Leave form	<ul style="list-style-type: none">> Assessment of Audit (AoA)> Case Based Discussion (CBD)> Clinical Evaluation Exercise (CEX)> Clinical Evaluation Exercise for Consent (CEXC)> Direct Observation of Procedural Skills (DOPS)> Multi-Source Feedback (MSF)> Observation of Teaching (OoT)> Procedure Based Assessment (PBA)	<ul style="list-style-type: none">> Audit> Awards and Prizes> Courses / e-learning> Examinations> External conference / Meeting> Internal meeting / Teaching attended> Patient feedback received> Positions of responsibility> Presentation> Project> Publication> Research> Teaching sessions by trainee> Significant event / Critical incident> Miscellaneous

5. Adding Other Evidence

You can create records of other training activity under OTHER EVIDENCE. For example, the Miscellaneous form allows you to upload paper-based WBAs or record any activity not listed from the menu (e.g. your trust appraisal).

- Add a start and end date for the activity using the calendar selector e.g. *the date of your WBA assessment*
- Give the activity a title e.g. *CBD assessment: post-operative clinic*
- Add a brief summary of the activity
- Add reflective comments
- Attach any supporting documents by clicking the orange Attach button e.g. *your scanned WBA form*

Miscellaneous

About this activity

Start date

End date

Title

Brief Summary of evidence

Reflecting on this activity

What did I learn from this experience?

What did I do well?

What do I need to improve or change?

Action plan

Attachments

Attach

.46MB of 200MB used

Commit this evidence to your portfolio

Commit to Portfolio

No - Save as draft

Save As Draft

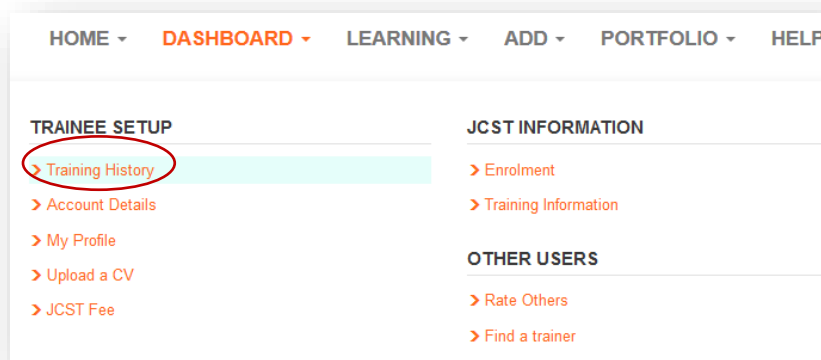
OTHER OPTIONAL ELEMENTS

6. Adding a placement

Use this if you want to create a Learning Agreement with a supervisor or line manager.

It also enables you to display your evidence by a chosen time period such for a year between appraisals.

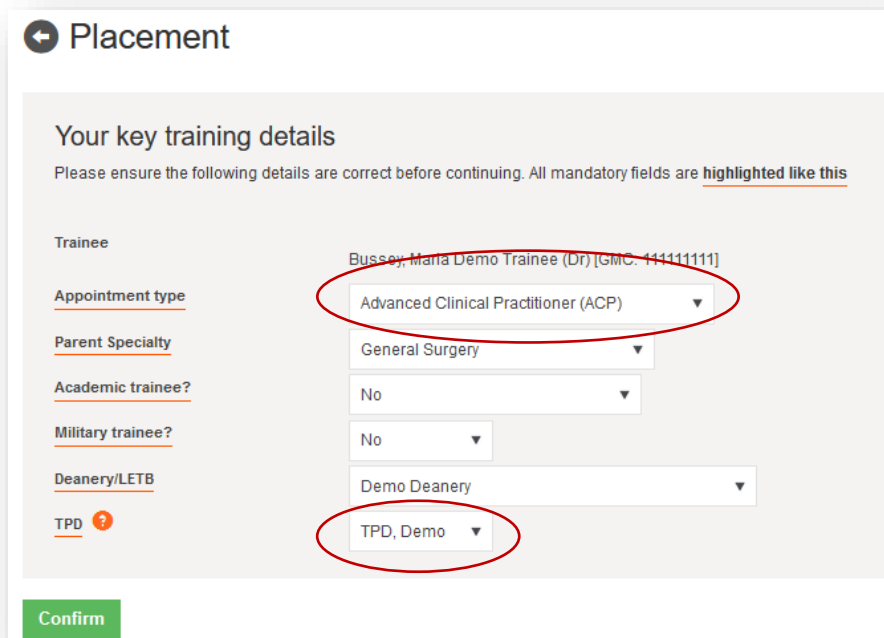
- From the menu, select DASHBOARD then select Training History



On the next screen click the orange button to 'Add a new placement'

Add the details of your post against all the fields underlined in orange:

- Appointment type - select 'Surgical Advanced Clinical Practitioner'
- TPD – select 'TPD, Demo' (this placeholder replaces the need to use a Training Programme Director)
- Click to confirm

A screenshot of a 'Placement' form. The title is 'Placement' with a back arrow. Below the title is the section 'Your key training details' with a note: 'Please ensure the following details are correct before continuing. All mandatory fields are highlighted like this'. The form contains several fields: 'Trainee' (Bussey, Maria Demo Trainee (Dr) [GMC: 41111111]), 'Appointment type' (Advanced Clinical Practitioner (ACP) - circled in red), 'Parent Specialty' (General Surgery), 'Academic trainee?' (No), 'Military trainee?' (No), 'Deanery/LETB' (Demo Deanery), and 'TPD' (TPD, Demo - circled in red). A green 'Confirm' button is at the bottom left.

On the next page complete the remaining details about your post:

- Level – select Other

The screenshot shows a form titled "Placement details" with several fields: "Hospital" (text input), "Start date" (text input), "End date" (text input), "Full time trainee?" (dropdown menu), "Specialty of placement" (dropdown menu), and "Level" (dropdown menu). The "Level" dropdown is open, displaying a list of options: "Please select", "CT1", "CT2", "ST1", "ST2", "ST3", "ST4", "ST5", "ST6", "ST7", "ST8", and "Other". The "Other" option is circled in red.

The AES field is for nominating a person who will be able to view your portfolio and oversee your progress through a learning agreement. They will need to be registered with the ISCP.

The CS field is for nominating other people who will be able to view your portfolio and make short CS reports about your progress which will sit in your learning agreement. From August 2021, CSs will have a more significant role in providing a multiple consultant report (MCR) at two points in each placement.

The same person can take both roles.

Type their names in the field or, if their name is a common one, type their email address, then select the them as they appear.

The screenshot shows a section titled "Supervisors for this placement". It contains two input fields: "AES" and "CS". Both fields have a search icon (magnifying glass) and a list icon (three horizontal lines). The "AES" field has a placeholder text "Start typing to find your AES" and the "CS" field has a placeholder text "Start typing to add your CS".

Saving the placement:

- The three tick boxes shown in the picture below are required under the general data protection regulation (GDPR) and they show you who will be able to view your portfolio.
- Submit the placement by choosing the second option for 'Yes – I would like to submit now'.
- Click 'Submit to TPD'. Because you selected 'TPD Demo' above the placement will be shown as 'submitted'.

Saving and validating this placement

Agreement ▼

I, Bussey, Maria Demo Trainee (Dr) [GMC: 111111111], agree & confirm:

1. That by submitting this placement form to the selected Training Programme Director,

I am consenting to grant access to my IBCP portfolio to the following registered users (including those who may be based overseas where relevant)

Training Programme Director TPD Demo
Assigned Educational Supervisor BusseyAES(Mrs)[GDC: 333333333]
Clinical Supervisor: BusseyAES(Mrs)[GDC: 333333333]

Pertaining to the parent speciality selected:

- Any Delegated Training Programme Director allocated by my Training Programme Director
- Specialty Advisory Committee Chair and Liaison member(s) for the parent speciality recorded in this placement

Pertaining to the Deanery/LETB/region selected:

- Head(s) of School
- Postgraduate Dean(s)
- ARCP Panel members
- Deanery/LETB Administrators

Pertaining to the hospital / trust selected:

- Surgical Tutor
- Educational Manager

2. To the statement of Health and Probity

Statement of Health and Probity

3. To the Educational Contract

Educational Contract

7. Creating a Learning Agreement (optional)

The Learning Agreement is an appraisal process involving three meetings with the person you nominated as AES. The first meeting is 'Objective Setting' to set objectives for the placement period. The second and third meetings are a 'Mid-Point Review' and a 'Final Review' of learning and assessment against these objectives followed by an AES Report at the end of the placement period.

- From the menu, select LEARNING.
- Click on the placement you created

[HOME](#) ▾
[DASHBOARD](#) ▾
[LEARNING](#) ▾
[ADD](#) ▾
[PORTFOLIO](#) ▾
[HELP](#)

YOUR PLACEMENTS AND LEARNING AGREEMENTS

> 03 Dec 2018 – Milton Keynes General Hospital (Current)
Objective
Interim
Final
Report

You will be able to set up the meetings and record your discussion. Each meeting must be signed off by you and your AES before the next meeting can be recorded.

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME ▾ DASHBOARD ▾ LEARNING ▾ ADD ▾ PORTFOLIO ▾ HELP ▾

← Learning Agreement ?

Your comments should not include names or numbers which could identify patients or staff.

This is the first stage of the Learning Agreement!

Summary Objective Setting Interim Review Final Review AES Report Comments

Trainee	Bussey, Maria Demo Trainee (Dr) [GMC: 111111111]
Placement details	03 Dec 2018 – 31 Dec 2020 / Milton Keynes General Hospital (MILTON KEYNES) / General Surgery / ST3
Trainers	TPD: TPD, Demo AES: CS, Demo (Ms) [GMC: 333333333] CS(s): Clinical Supervisor 1, Bussey (Mrs) [GMC: 444444444], Kaufmann, Sarah Jane (MISS) [GMC: 3129827]

Objective Setting Meeting Ready / In Progress

Interim Review Not available

Final Review Not available

AES Report Not available

8. Help

For further help and advice email the ISCP Helpdesk: helpdesk@iscp.ac.uk