ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

Step Guide

to navigating the 2021 curriculum

Trainees
Assigned Educational Supervisors
Clinical Supervisors

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Key

Trainee	
Assigned Educational Supervisor (AES)	
Clinical Supervisor (CS)	

1. Overview

(Please note that timings are approximate)

PLACEMENT START

Step 1	10 minutes
Trainee	Set up placement • Transition to new curriculum • List AES • List all CSs + AES (min 2) • Submit placement
Step 2	5 minutes
Trainee	• Create Learning Agreement • Select Lead CS

LA - OBJECTIVE SETTING

Step 3	30 minutes
Trainee	Complete objective setting with AES • Review MCR / Self-Assessment • Set objectives • Sign off
Step 3	30 minutes per trainee
Assigned Educational Supervisor	Complete objective setting with trainee • Review MCR / Self-Assessment • Set objectives • Sign off

Step 4	15 minutes
Trainee	Complete midpoint Self-Assessment

Step 4	10 minutes per trainee
Lead Clinical Supervisor	Complete midpoint MCR (Arrange MCR meeting in advance) • Access MCR via dashboard link • Complete MCR with CS group • Submit

Step 4	10 minutes per trainee
Other Clinical Supervisors	Complete midpoint MCR • Attend MCR meeting

Step 5	10 minutes per trainee
Other Clinical Supervisors	Agree MCR (even if present at meeting) • Option to agree/disagree and comment

Step 6	10 minutes per trainee
Assigned Educational Supervisor	Sign off midpoint MCR • Access MCR via dashboard link • Add global comments • Comment on progress in GPCs 6-9 • Sign off

Step 7	30 minutes per trainee
Lead Clinical Supervisor	• Arrange a feedback session with the trainee to discuss the MCR and self-assessment.

LA – MIDPOINT REVIEW

Step 8	30 minutes
Trainee	Complete midpoint review with AES • Review progress against objectives • Agree any actions necessary • Sign off
Step 8	**30 minutes per trainee**
Assigned Educational Supervisor	Complete midpoint review with trainee • Review progress against objectives • Agree any actions necessary • Sign off

FINAL MCR

Step 9	15 minutes
Trainee	Complete final Self-Assessment
Step 9	**10 minutes per trainee**
Lead Clinical Supervisor	Complete final MCR (Arrange MCR meeting in advance) • Access MCR via dashboard link • Complete MCR with CS group • Submit
Step 9	**10 minutes per trainee**
Other Clinical Supervisors	Complete final MCR • Attend MCR meeting

Step 10	10 minutes per trainee
Other Clinical Supervisors	Agree MCR (even if present at meeting) • Option to agree/disagree and comment

Step 11	10 minutes per trainee
Assigned Educational Supervisor	Sign off final MCR • Access MCR via dashboard link • Add global comments • Comment on progress in GPCs 6-9 • Sign off

Step 13	30 minutes per trainee
Lead Clinical Supervisor	• Arrange a feedback session with the trainee to discuss the MCR and self-assessment.

LA – FINAL REVIEW

Step 14	30 minutes
Trainee	Complete final review with AES • Review MCR • Review progress against objectives • Sign off

Step 14	30 minutes per trainee
Assigned Educational Supervisor	Complete final review with trainee • Review MCR • Review progress against objectives • Sign off

LA – AES REPORT

Step 15	30 minutes per trainee
Assigned Educational Supervisor	Complete AES Report • Sign off

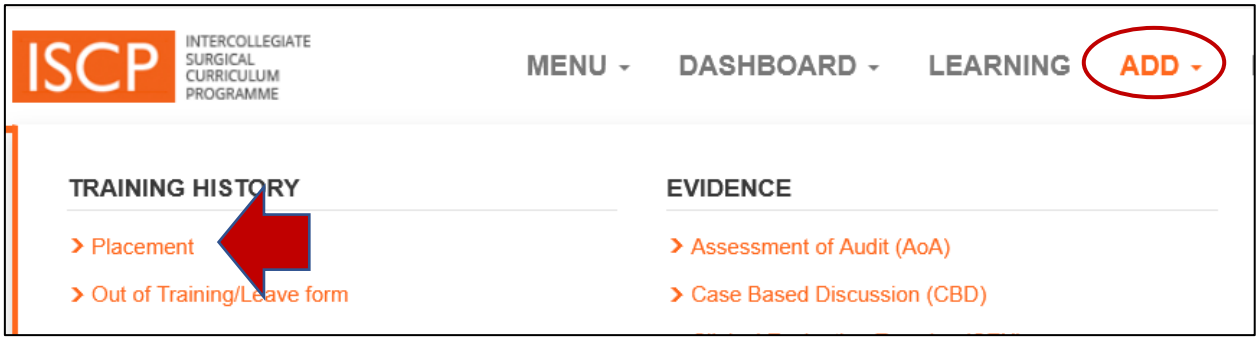
Step 15	30 minutes
Trainee	Sign off AES Report • Comment and Sign off

PLACEMENT END

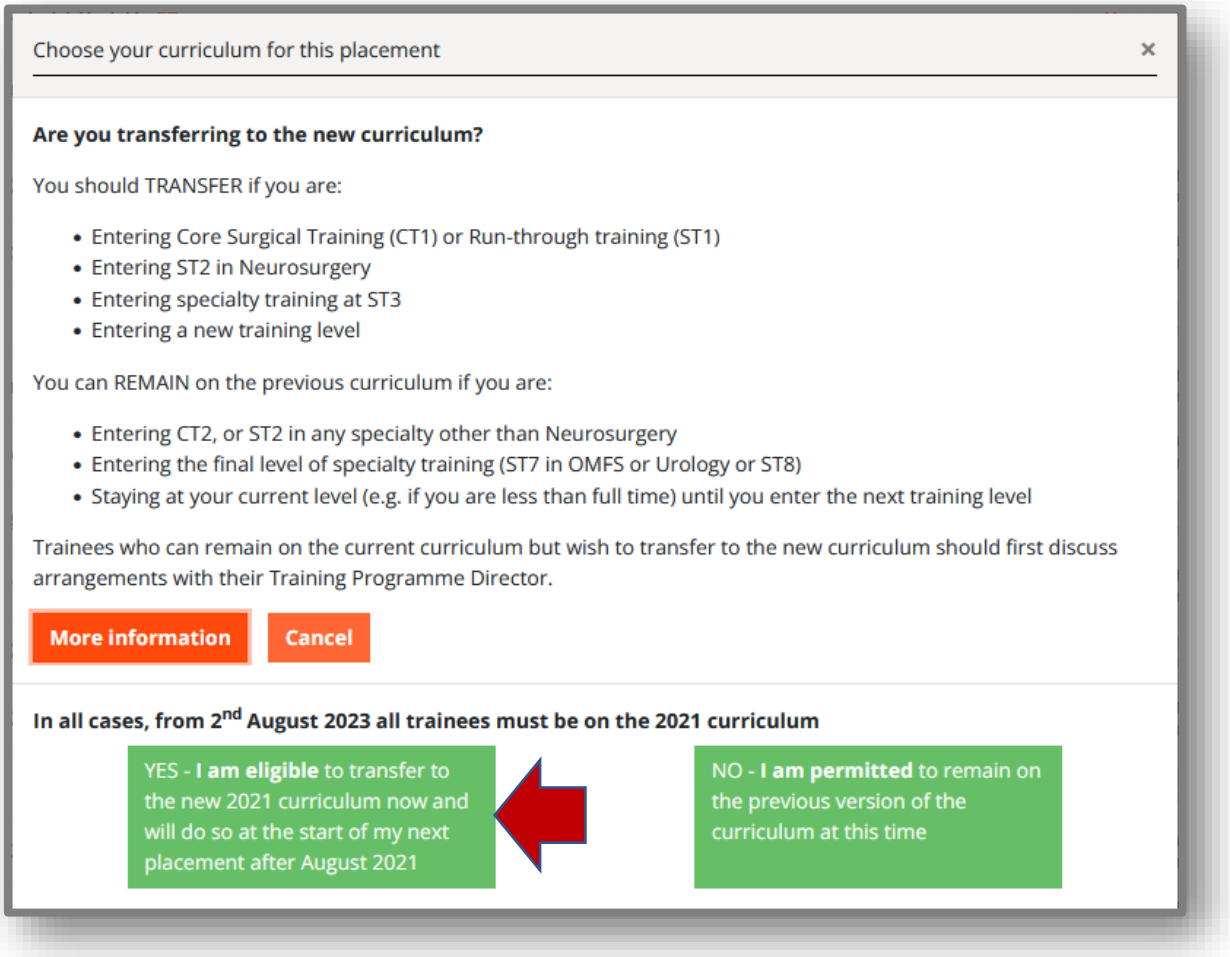
2. Trainee screen navigation

Step 1 Set up placement

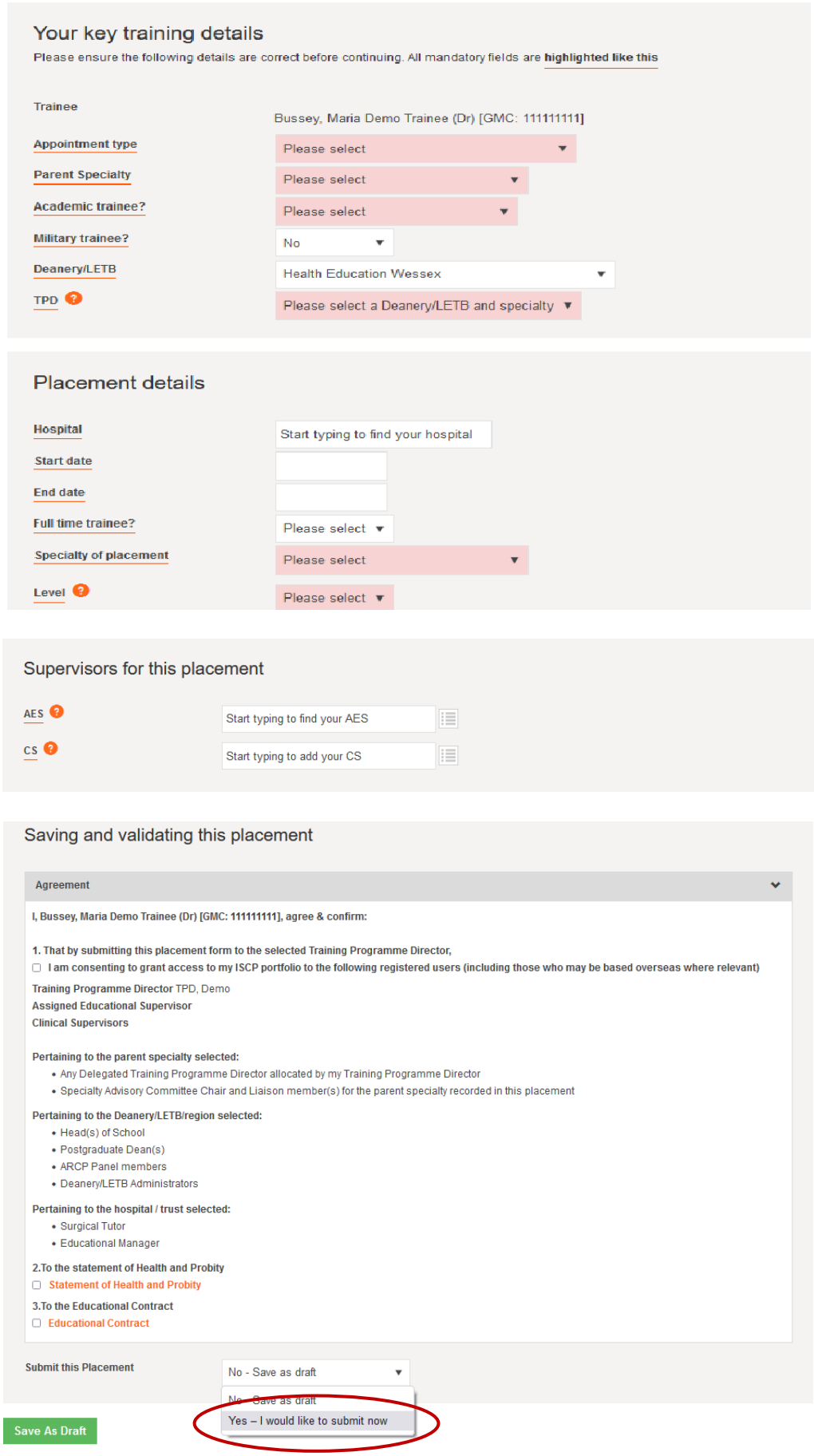
From the menu click **ADD** / **Placement**



Select the lefthand **YES** box to transition to the new curriculum

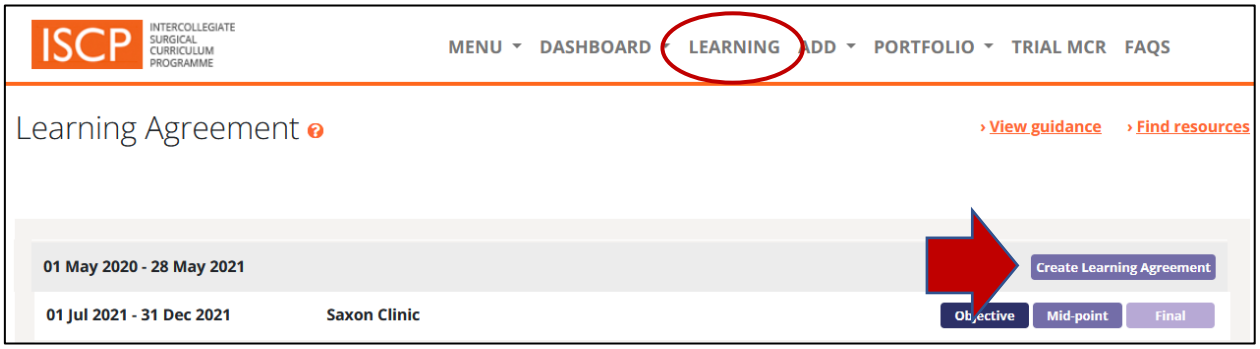


Complete the placement form



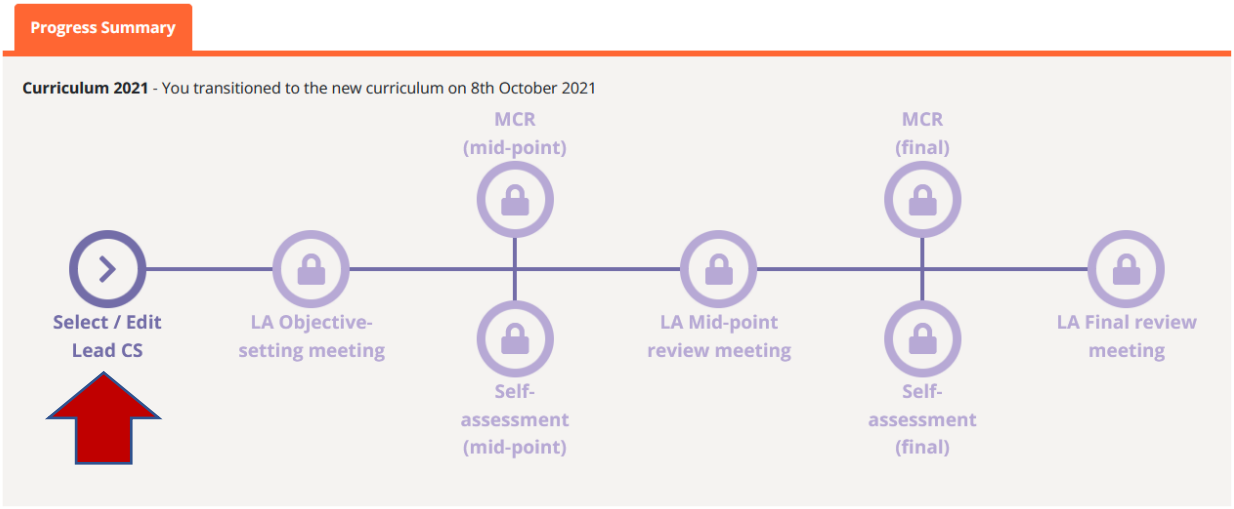
Step 2 Create the Learning Agreement

Click on **LEARNING** in the menu / Click **Create Learning Agreement**

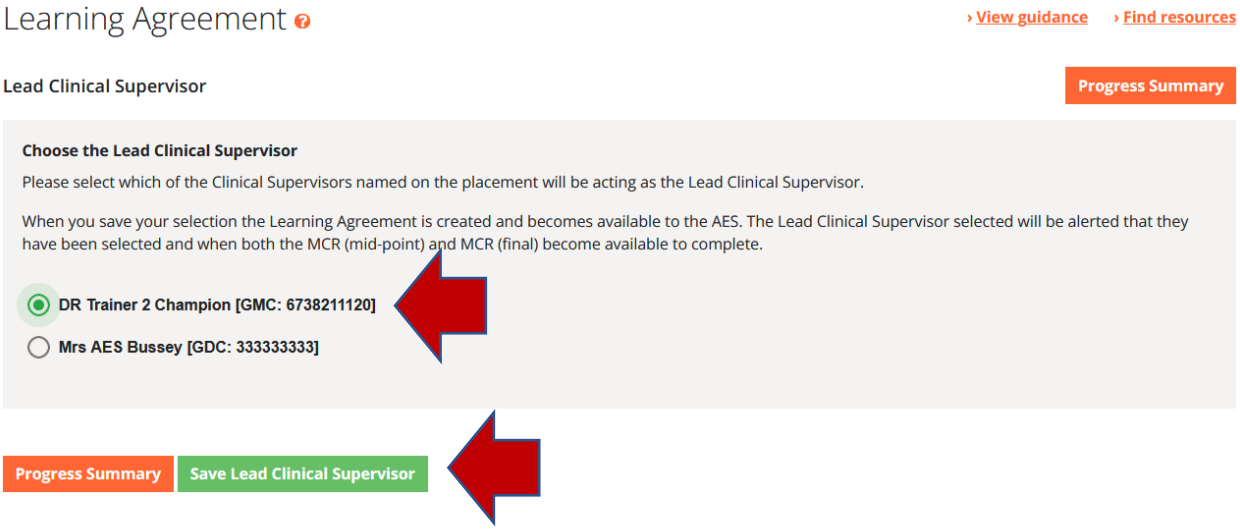


Select Lead Clinical Supervisor

Click the marble – **Select / Edit Lead CS**

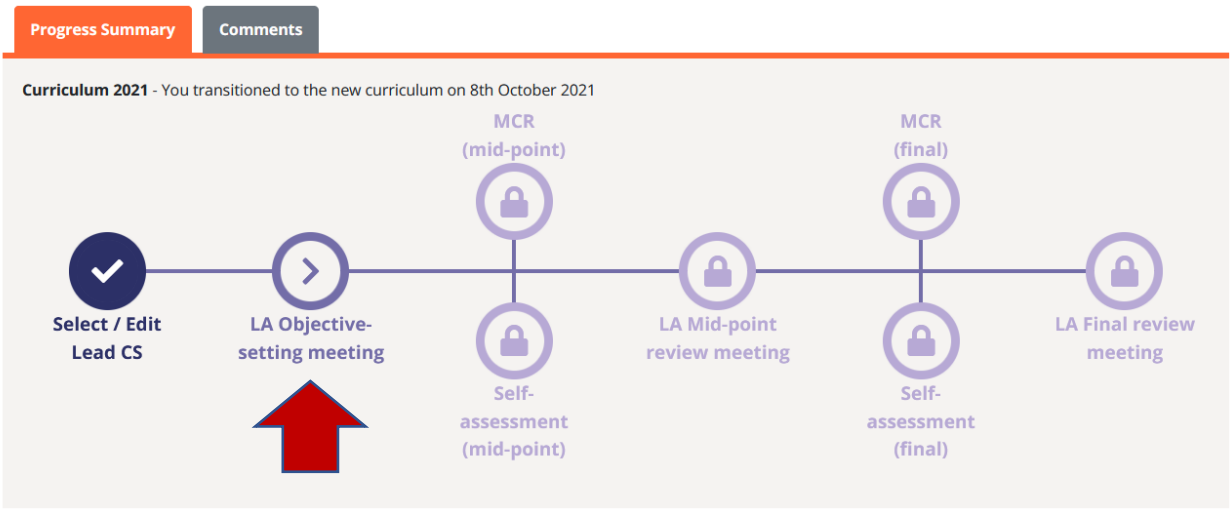


Select the radio button next to the name and click the green **Save Lead Clinical Supervisor** button. You can change the Lead CS in the same way at any time.

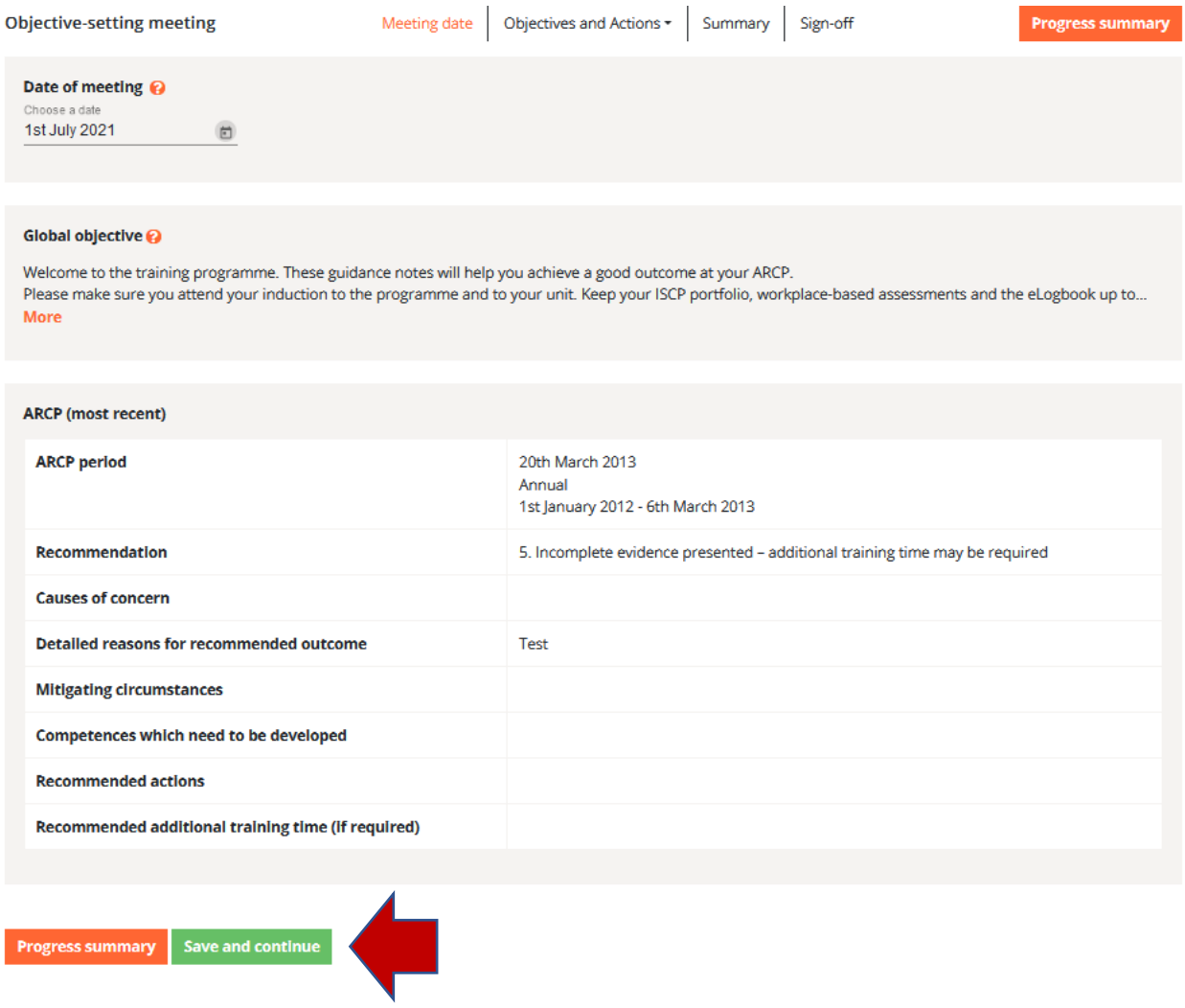


Step 3 Complete the objective setting meeting with AES

Click the **LA Objective-setting meeting** marble.



Enter the date on the cover page and click the green **Save and continue** button.



Set objectives for the GPCs.

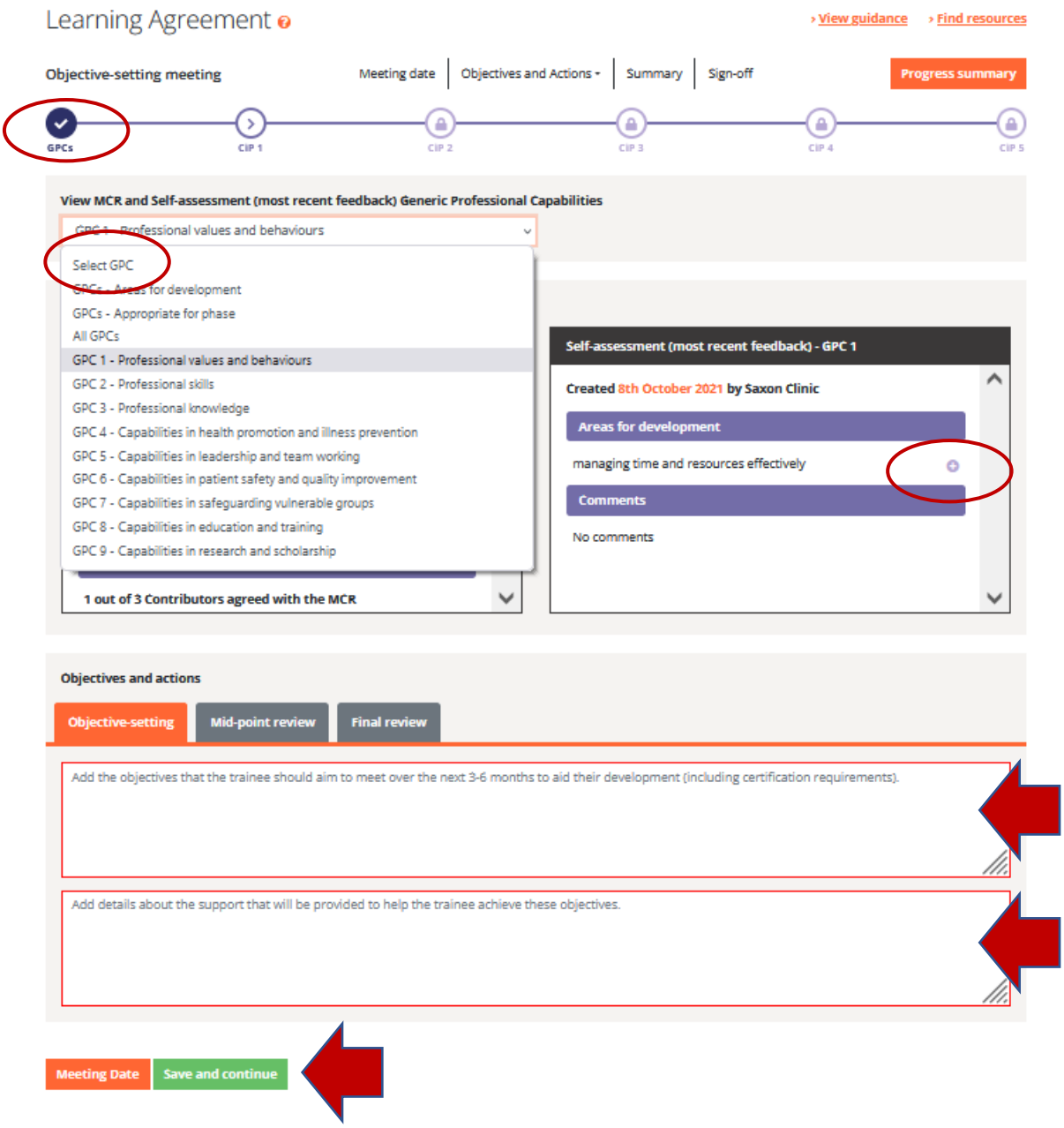
Previous MCRs will display (except for the first objective setting meeting following transition to the new curriculum).

Use the drop down box select a view of the GPCs as rated in the MCR. You can use these as a reference for setting new objectives.

Agree with your AES, set objectives in the first box. You can click the plus signs next to MCR descriptors to add them to the objectives box.

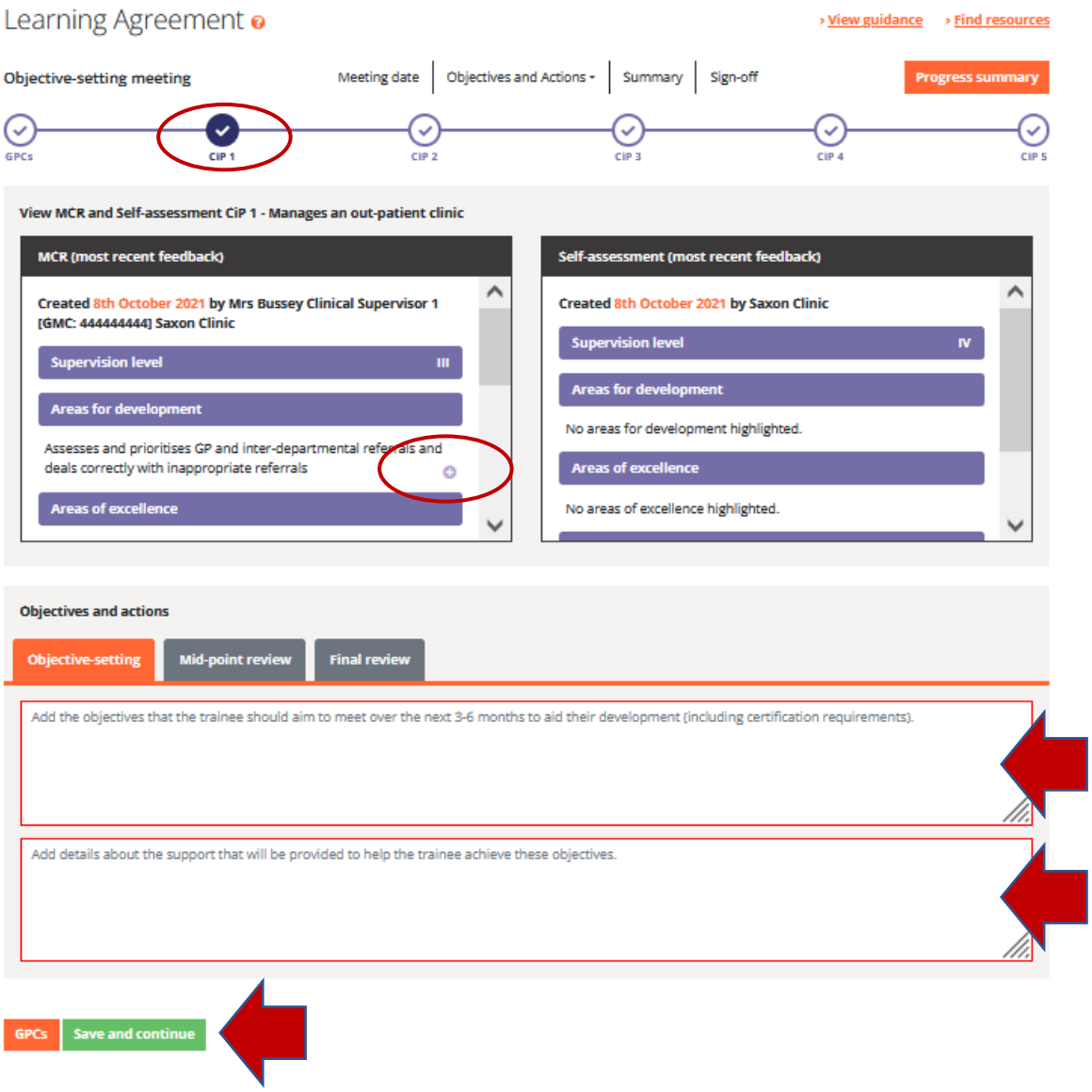
Agree with your AES the support you will need to achieve the objectives. This might include workplace-based assessment, courses, learning opportunities.

Click the green **Save and continue** button when finished.

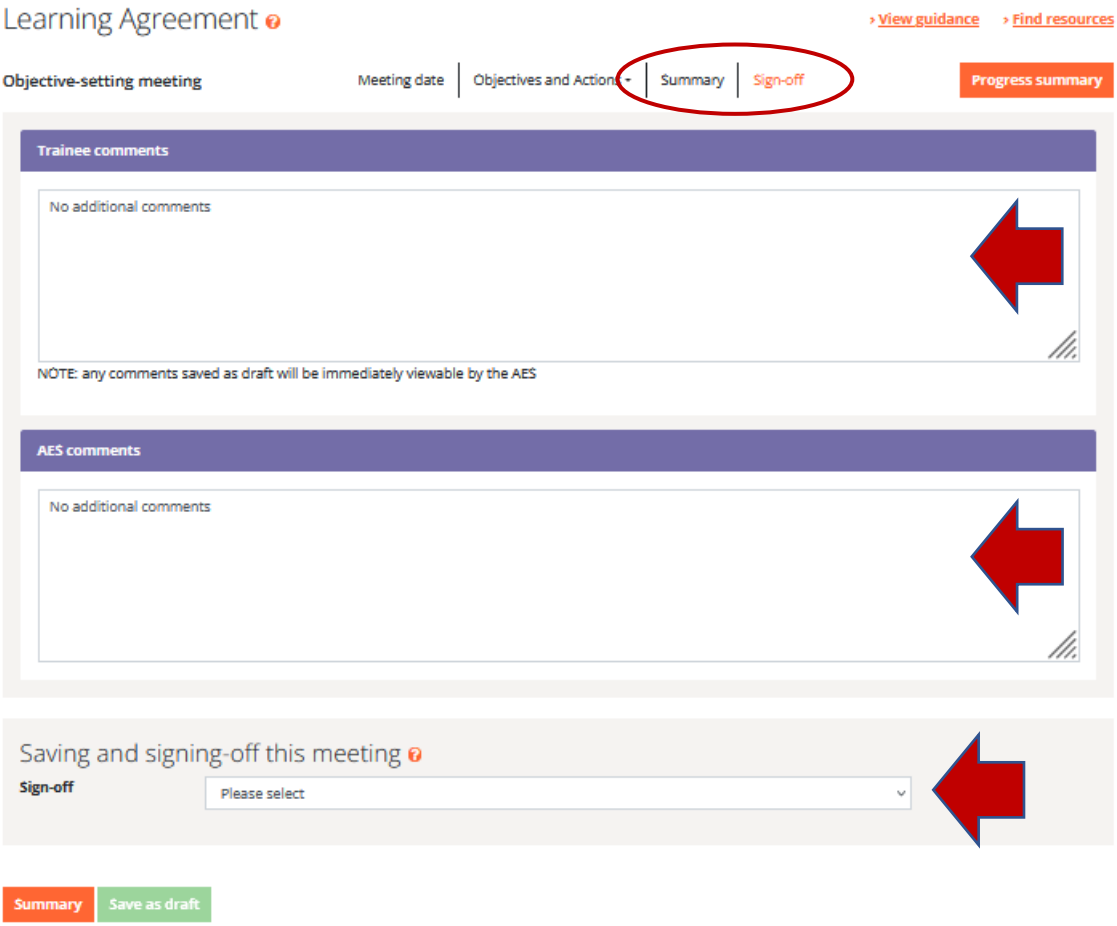


Do the same with each of the CiPs.

Objectives may cover knowledge, clinical skills, decision-making, operative skills, index procedures/PBAs, critical conditions/CEX/CBDs, exams, courses and projects as relevant to each CiP.



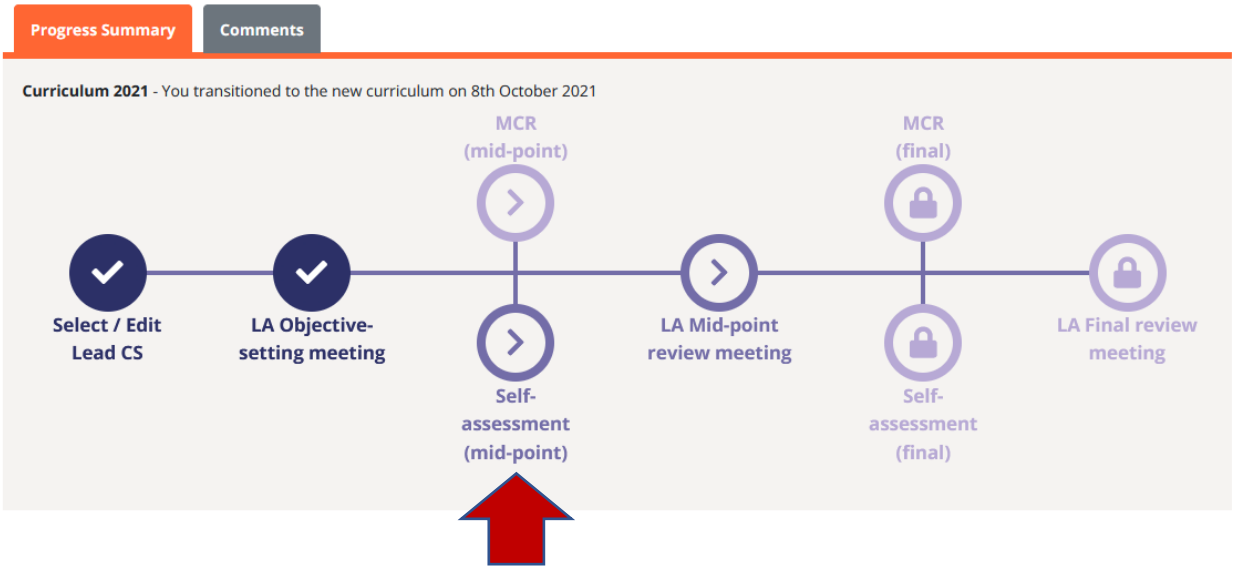
Check the **Summary** page and then the **Sign-off** page.



Step 4 Complete midpoint Self-Assessment

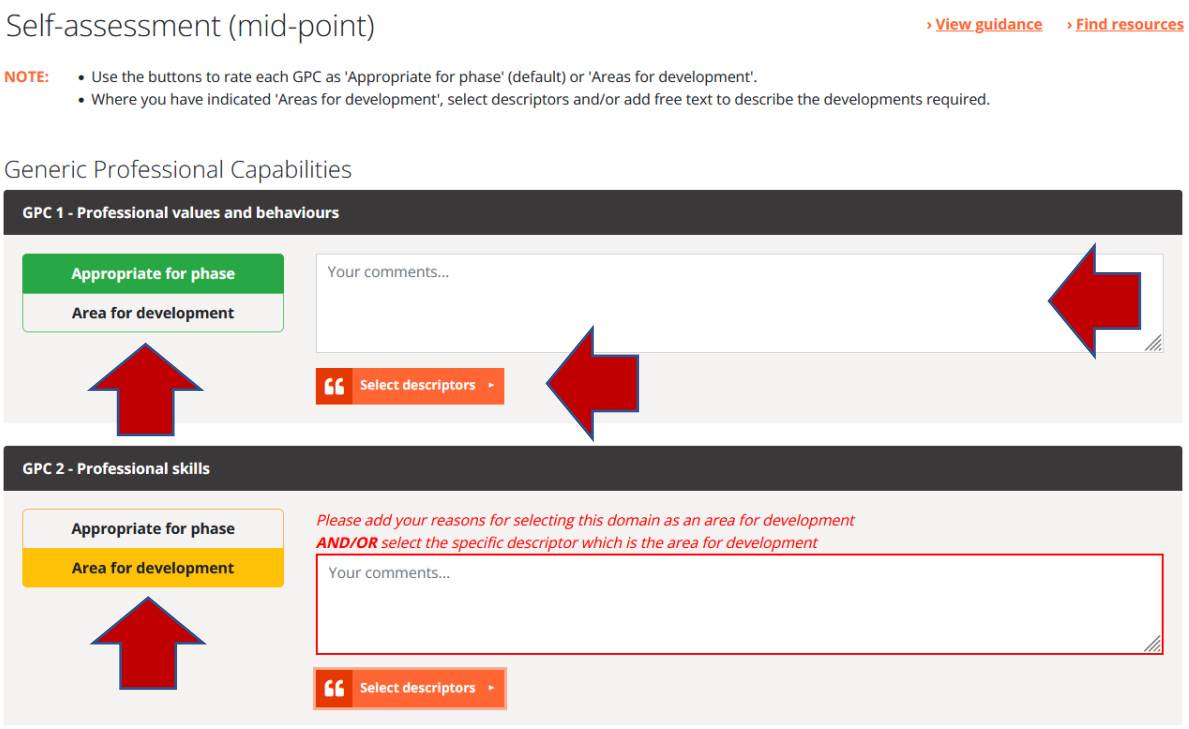
From the menu, click **LEARNING** / Click on the purpose **Mid-point** tab next to the relevant placement.

Click on the **Self-assessment (mid-point)** marble. Hovering on the marbles provides more information on the status of each stage.

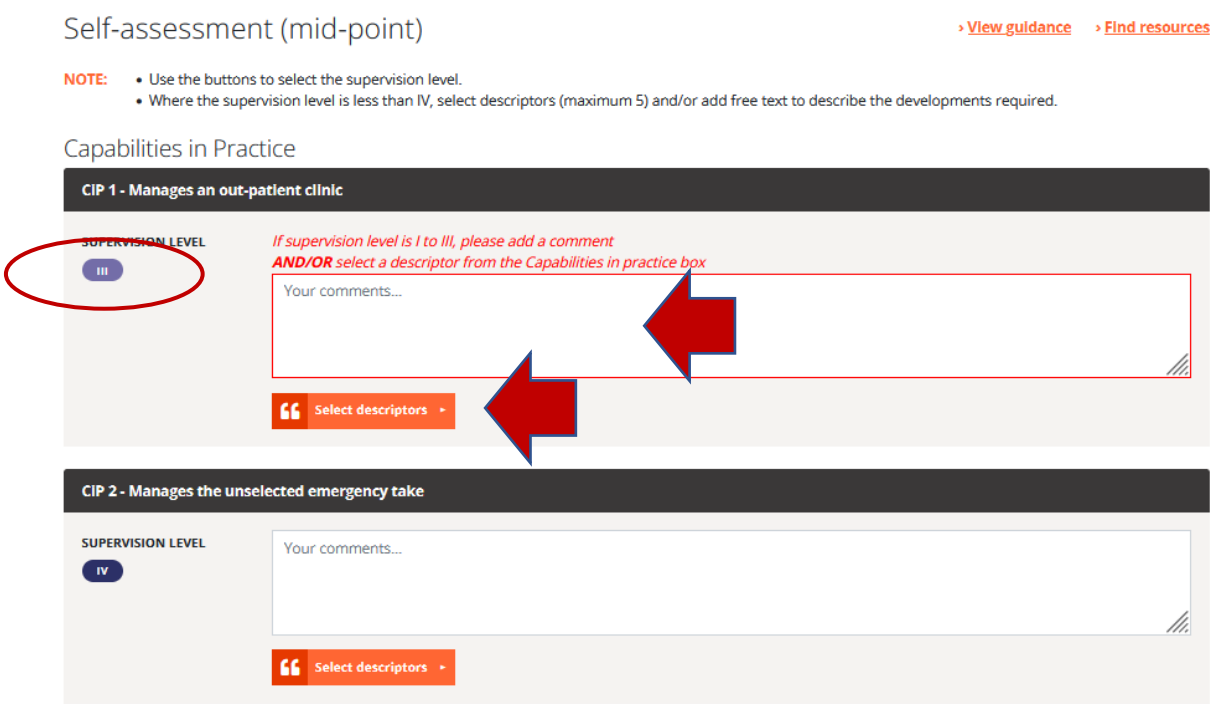


Complete the Self-Assessment form.

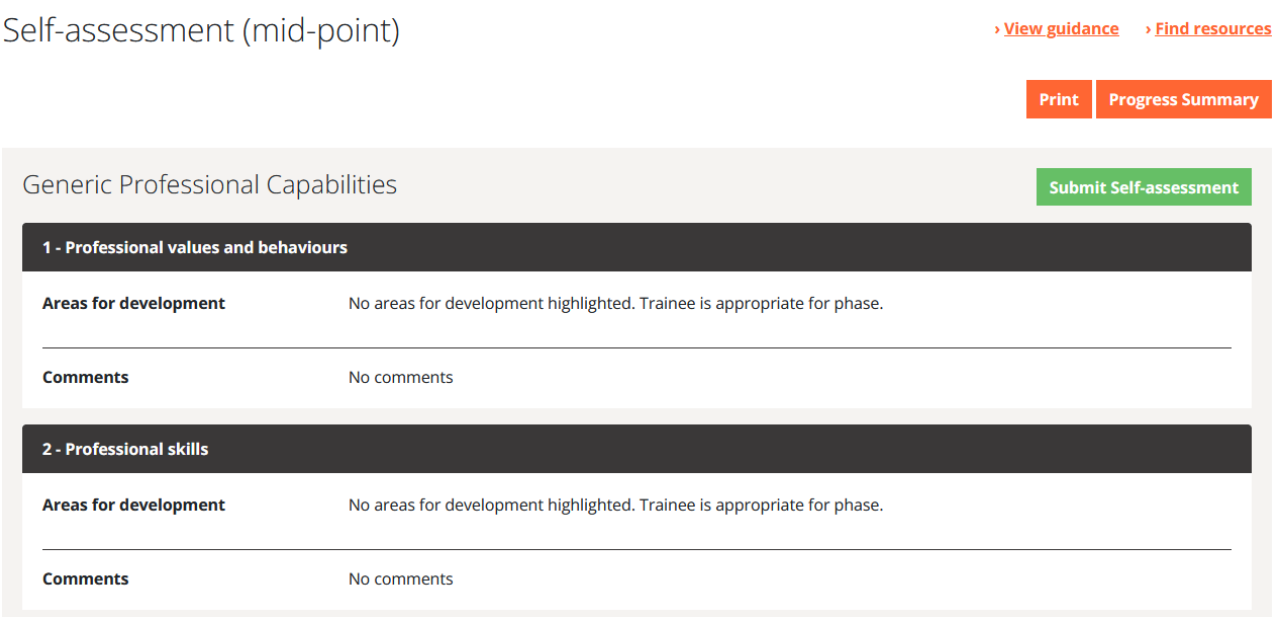
Rate GPC domains 1-9. The default rating is **Appropriate for phase**. Use free text to explain specific achievements. Alternatively, select **Area for development** which requires explanatory commentary. Use free text or browse descriptors to describe any development needs. Click the green **Save and continue** button at the bottom to continue to the CiPs.



Do the same for each CiP, using free text or descriptors (maximum 5) to explain any ratings lower than **IV**. Excellence ratings can also be selected.



Check the resulting summary and then click the green **Submit Self-assessment** button.



When the MCRs are available for you to view, you will receive this alert on your dashboard:

The MCR (mid-point) has now been signed off by [AES NAME GMC NUMBER] and can be found in your portfolio.

The MCR (final) has now been signed off by [AES NAME GMC NUMBER] and can be found in your portfolio.

You should receive a feedback session with the Lead CS or other nominated supervisor to discuss the MCR and your self-assessment.

Repeat the above steps for the midpoint learning agreement, final self-assessment and final learning agreement.

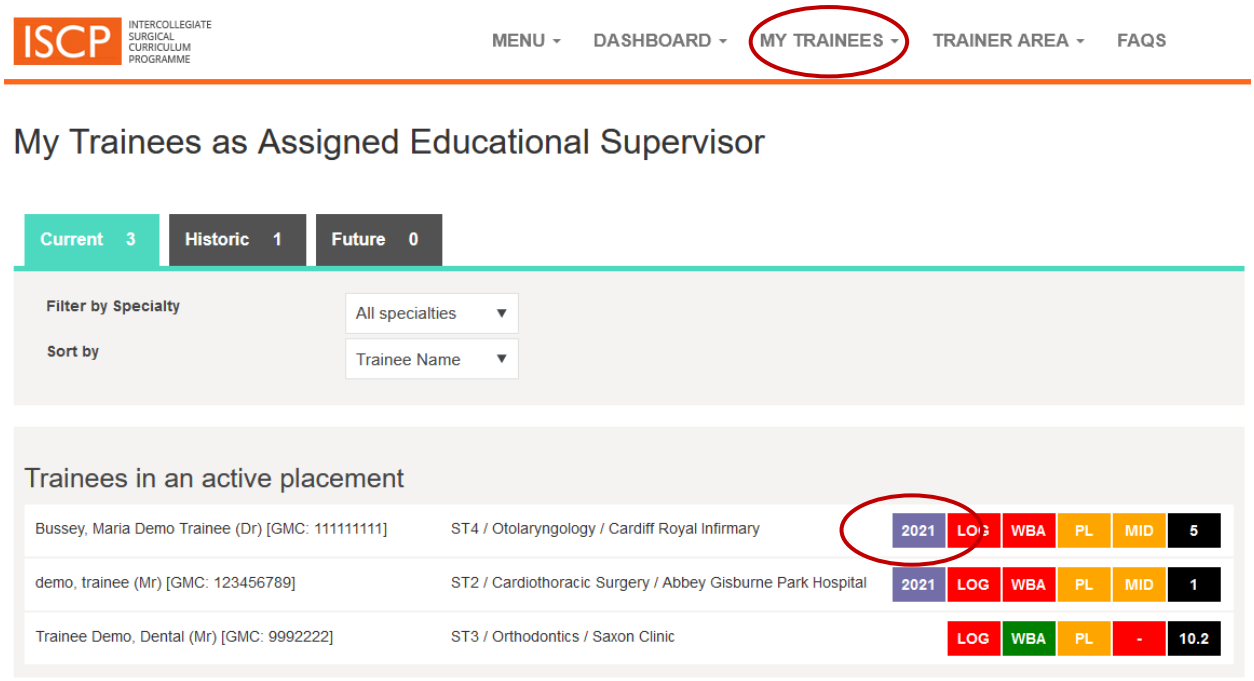
3. Assigned Educational Supervisor screen navigation

You will be able to see whether your trainees have transitioned to the new curriculum by clicking **MY TRAINEES** from the menu and then As Assigned Educational Supervisor.

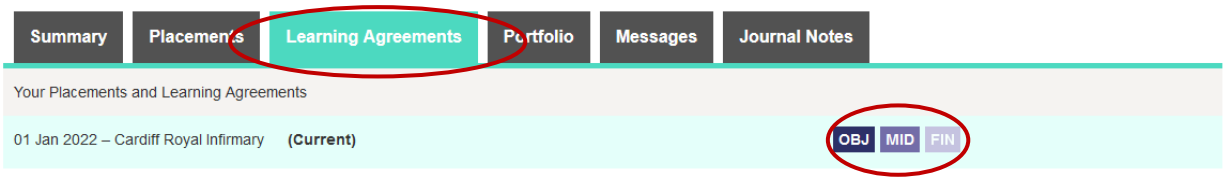
The resulting page shows that trainees with the purple **2021** tab are now on the new curriculum. They will have a new style learning agreement which focuses objectives on achieving the GPCs and CiPs.

These trainees will also need be assessed with the new Multiple Consultant Report (MCR) which you will have responsibility for signing off after submission by the Lead Clinical Supervisor. The midpoint and final MCRs must be completed before the midpoint and final learning agreements respectively.

Select the trainee / placement.

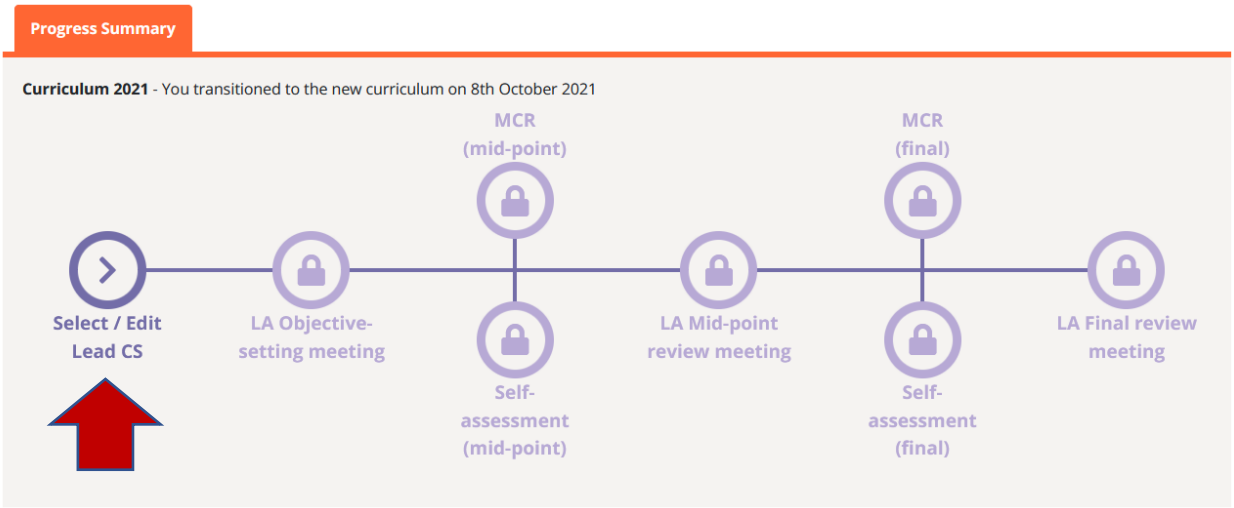


Click the **Learning Agreements** tab and then the learning agreement meeting (**OBJ** for objective setting, **MID** for midpoint review or **FIN** for final review).

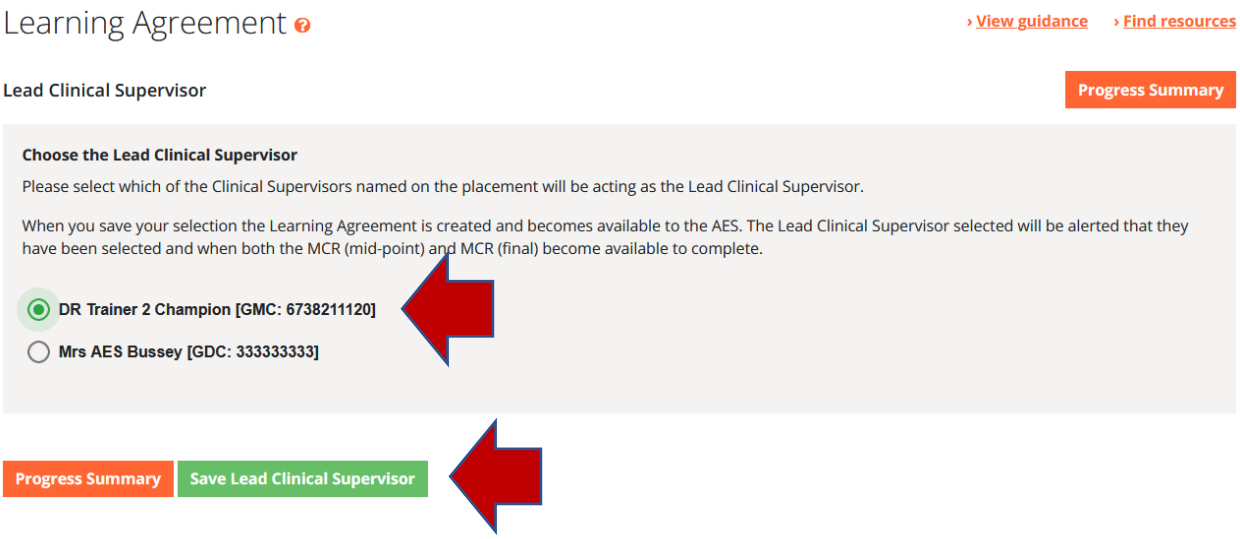


Steps 1 and 2, setting up a placement, creating a learning agreement and selecting the Lead CS are completed by the trainee. You and the trainee can then start the learning agreement and may share a screen to go through the objective setting form.

You or the trainee can amend the Lead CS if necessary - Click the marble for **Select / Edit Lead CS**

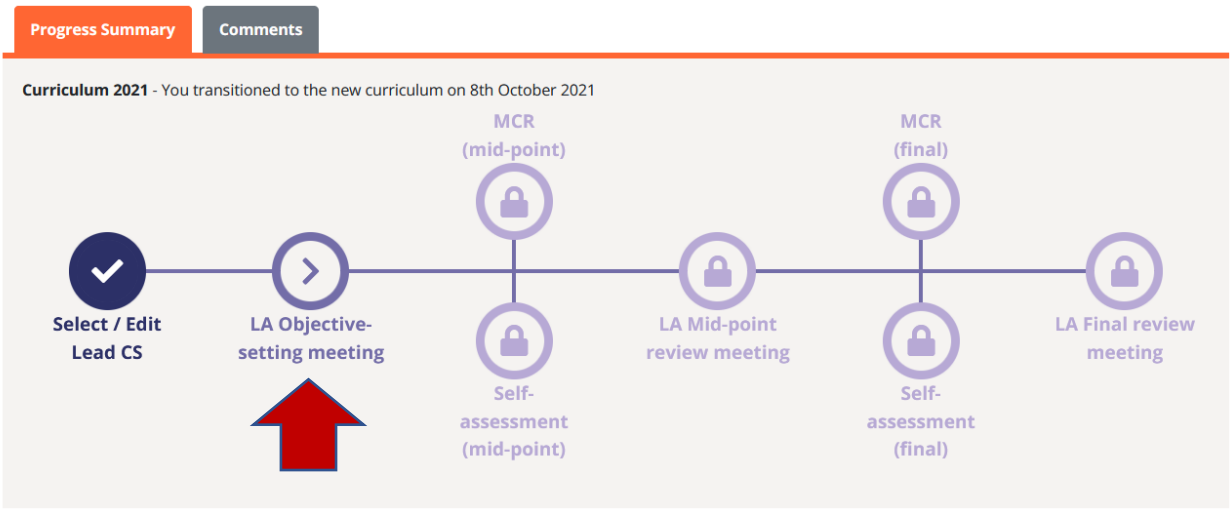


Select the radio button next to the name and then click the green **Save Lead Clinical Supervisor** button. You or the trainee can change the Lead CS in the same way at any time.

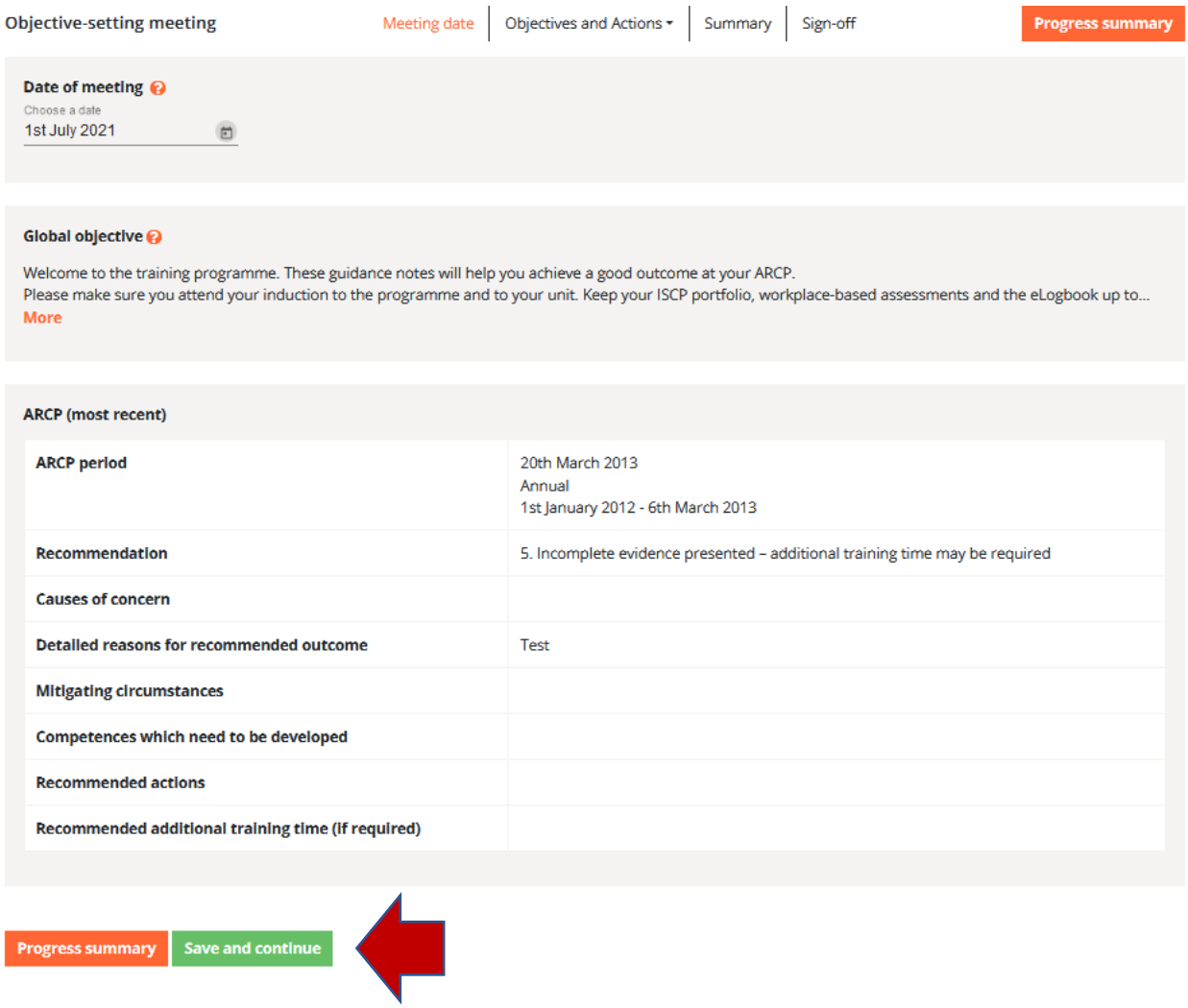


Step 3 Complete the objective setting meeting

Click the LA **Objective-setting meeting** marble.



Enter the date on the cover page and click the green **Save and continue** button.



Set objectives for the GPCs.

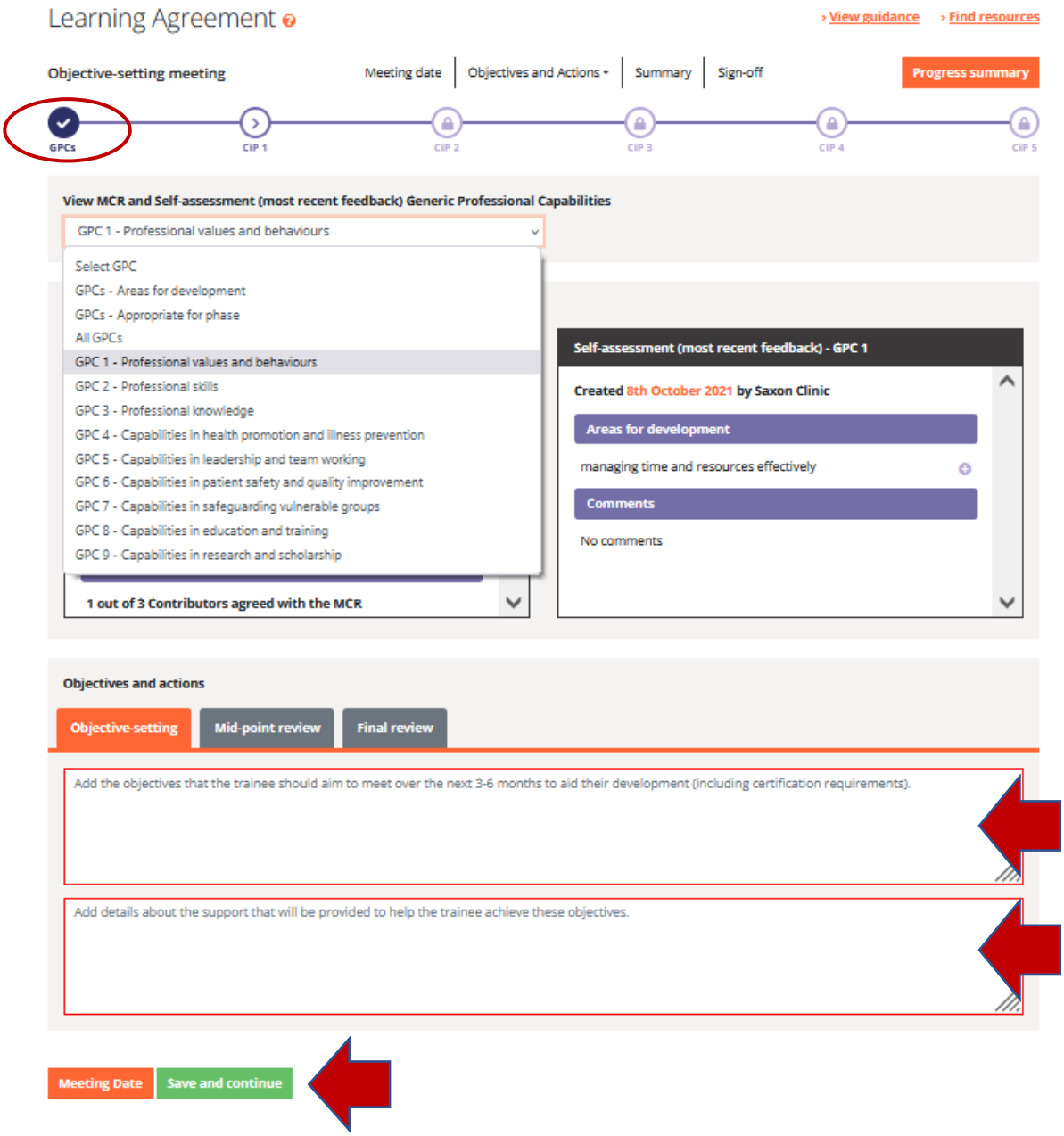
Previous MCRs will display (except for the first objective setting meeting following transition to the new curriculum).

Use the drop down box select a view of the GPCs as rated in the MCR. You can use these as a reference for setting new objectives.

With your trainee, set objectives in the first box. You can click the plus signs next to MCR descriptors to add them to the objectives box.

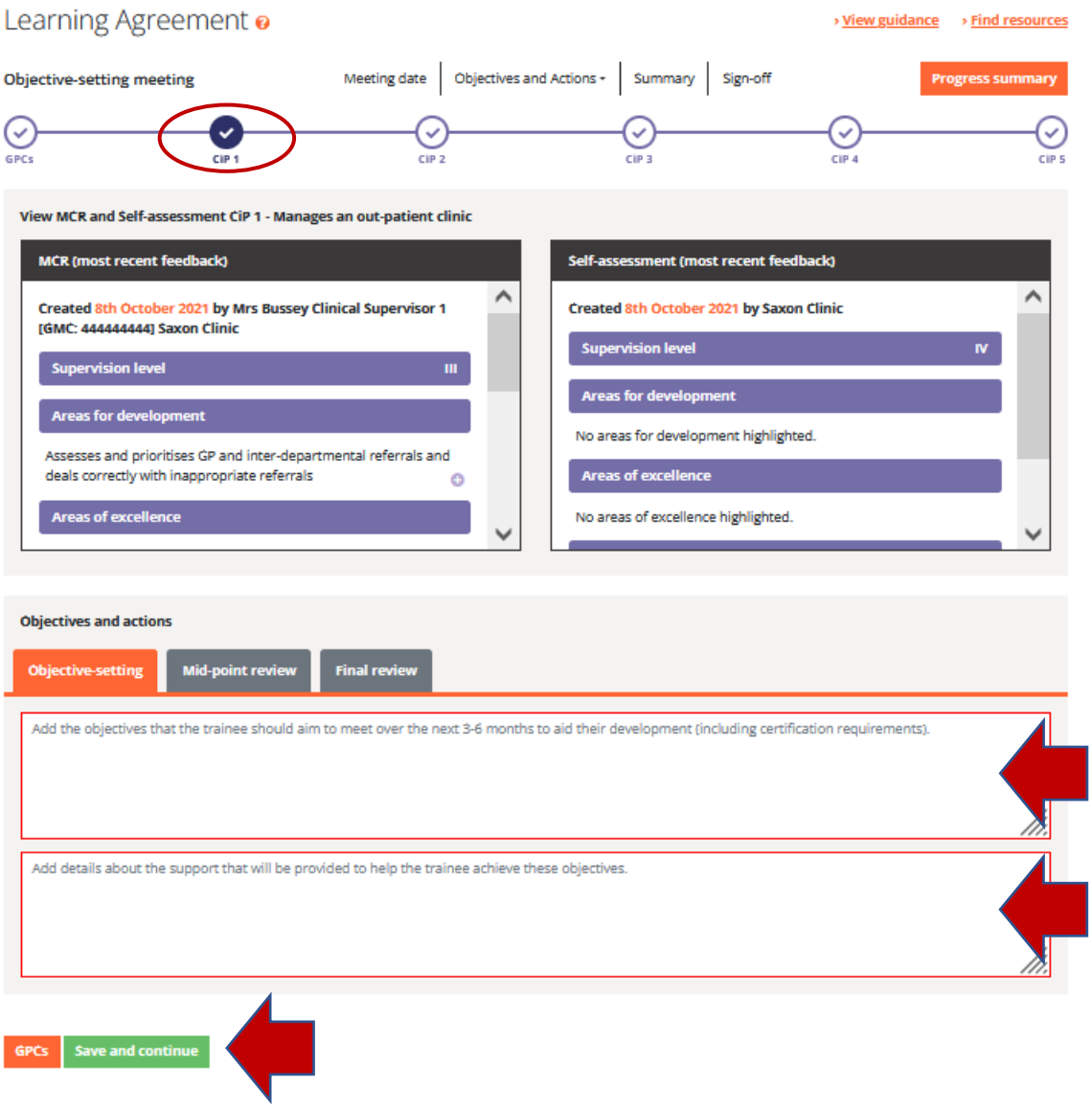
With your trainee determine the support they will need to achieve the objectives. This might include workplace-based assessment, courses, learning opportunities.

Click the green **Save and continue** button.

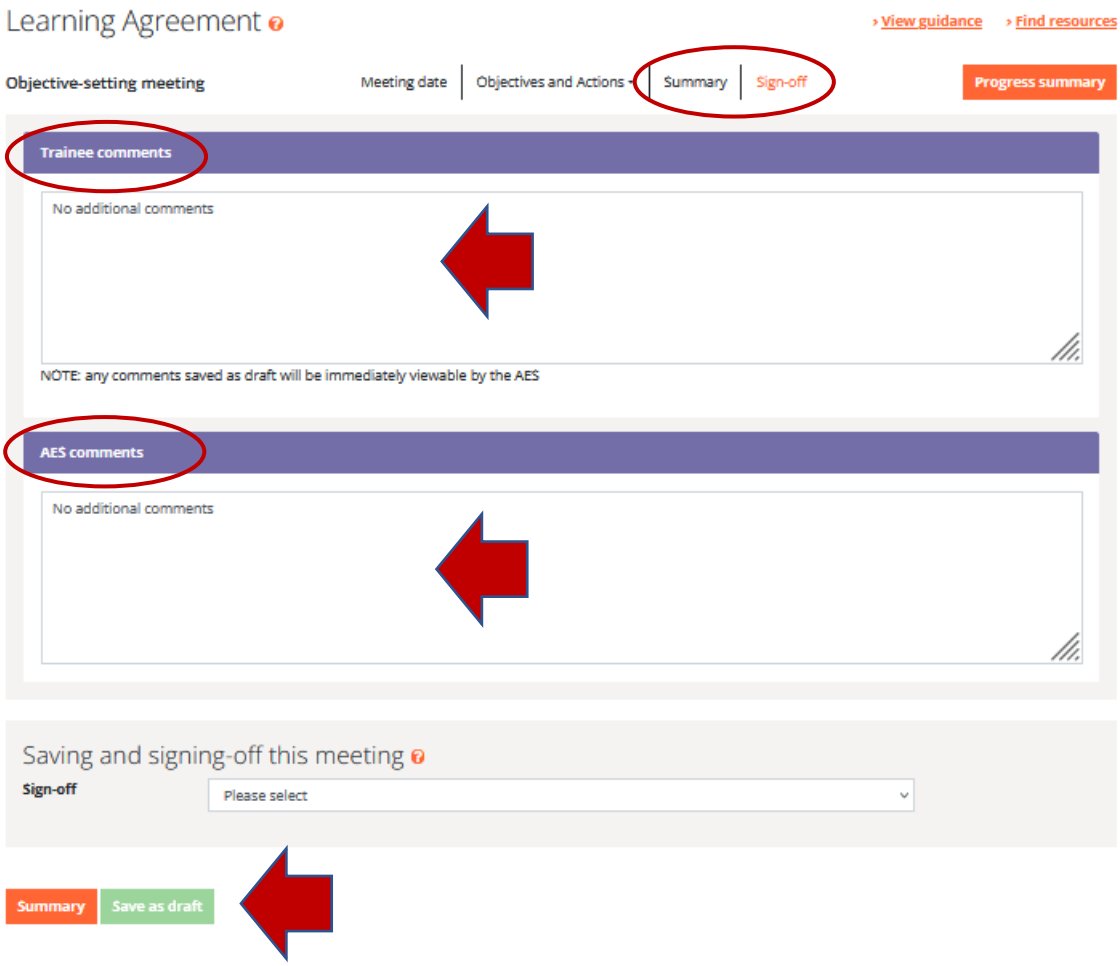


Do the same with each of the CiPs.

Objectives may cover knowledge, clinical skills, decision-making, operative skills, index procedures/PBAs, critical conditions/CEX/CBDs, exams, courses and projects as relevant to each CiP.



Check the **Summary** page and then go to the **Sign-off** page. The trainee will have first sign off of objective setting and the midpoint review. You will have first sign off of the final review because it incorporates your AES report.



Step 4 (the midpoint MCR) is completed by Lead CS / Clinical Supervisors.

Step 5 Sign off the MCR

You will see the following alerts on your dashboard. Click these links to add information about the trainees, progress in GPCs 6-9, add general comments and sign off the MCR.

The MCR (midpoint) created by [TITLE LEAD CS GMC: NUMBER], as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER] is now ready for final sign-off.

The MCR (final) created by [TITLE LEAD CS GMC: NUMBER], as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER] is now ready for final sign-off.

Alternatively, go to the trainee's learning agreement and click on the MCR marble. This will also show you the status of the MCR.

Follow the same steps for the midpoint and final learning agreement and MCRs.

4. Lead Clinical Supervisor screen navigation

When steps 1-3 have been completed by trainee and Assigned Educational Supervisor, you will be able to complete the midpoint MCR which is recommended for placements of 6 months or longer.

You may wish to set up the MCR meetings well in advance to ensure attendance. They can be virtual or physical meetings. You will need to share your screen.

You will see the following alerts on your dashboard, indicating that you have been selected as the Lead CS for specific trainees:

You have been selected as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER]. Click here to see your responsibilities in this role.

Clicking the link will take you to MCR guidance

When the MCR is ready, clicking on the following links will take you to the relevant MCR:

The MCR (mid-point) for your trainee [TRAINEE NAME GMC NUMBER] is available for you to complete.

The MCR (final) for your trainee [TRAINEE NAME GMC NUMBER] is available for you to complete.

In the MCR meeting, open the MCR (and screen-share if possible), complete it on behalf of the group.

Rate GPC domains 1-9. The default rating is Appropriate for phase. You can add free text to elaborate. Use free text or click on descriptors to add them as development needs. Adding descriptors is only necessary for development needs. Do the same for each CiP, using free text or descriptors (max 5) to explain any ratings lower than IV. Excellence ratings can also be selected. There are additional specialty-specific CiPs for Cardiothoracic Surgery, Paediatric Surgery and Plastic Surgery.

You will not be able to access it after it is submitted, until it is signed off by the AES. Therefore, take time to look over the summary with the group before you submit it.

Generic Professional Capabilities

GPC 1 - Professional values and behaviours

Appropriate for phase
Area for development

Your comments...

Select descriptors

GPC 2 - Professional skills

Appropriate for phase
Area for development

Your comments...

Select descriptors

GPC 3 - Professional knowledge

Appropriate for phase
Area for development

Your comments...

Select descriptors

GPC 4 - Capabilities in health promotion and illness prevention

Appropriate for phase
Area for development

Your comments...

Capabilities in Practice

CIP 1 - Manages an out-patient clinic

SUPERVISION LEVEL
IV

Your comments...

Select descriptors

CIP 2 - Manages the unselected emergency take

SUPERVISION LEVEL
IV

Your comments...

Select descriptors

CIP 3 - Manages ward rounds and the on-going care of in-patients

SUPERVISION LEVEL
IV

Your comments...

Select descriptors

CIP 4 - Manages an operating list

SUPERVISION LEVEL
IV

Your comments...

The other clinical supervisors (including those who were unable to attend the meeting) will receive the following alert/link on their dashboards from which they will be able to open the MCR and make any extra comments within two weeks of submission:

[LEAD CS NAME GMC NUMBER], as Lead Clinical Supervisor, has invited you to add comments to an MCR (mid-point/final) for [TRAINEE NAME GMC NUMBER] within 48 hours.

When all clinical supervisors have commented or when the two-week period has expired, the MCR will be available to the AES to comment and sign off.

You will receive the following alert/link to the final version in the trainee's portfolio. At this point, you should arrange a to have a feedback session with the trainee to discuss the MCR and self-assessment.

The MCR (mid-point/final) for your trainee [TRAINEE NAME GMC NUMER] has now been signed off by the trainee's AES [AES NAME GMC NUMBER] and can be found in the trainee's portfolio.

Guide to feedback session with trainees

Follow the same steps for the final MCR.

5. Clinical Supervisor screen navigation

Steps 1-3 are completed by the trainee and Assigned Educational Supervisor.

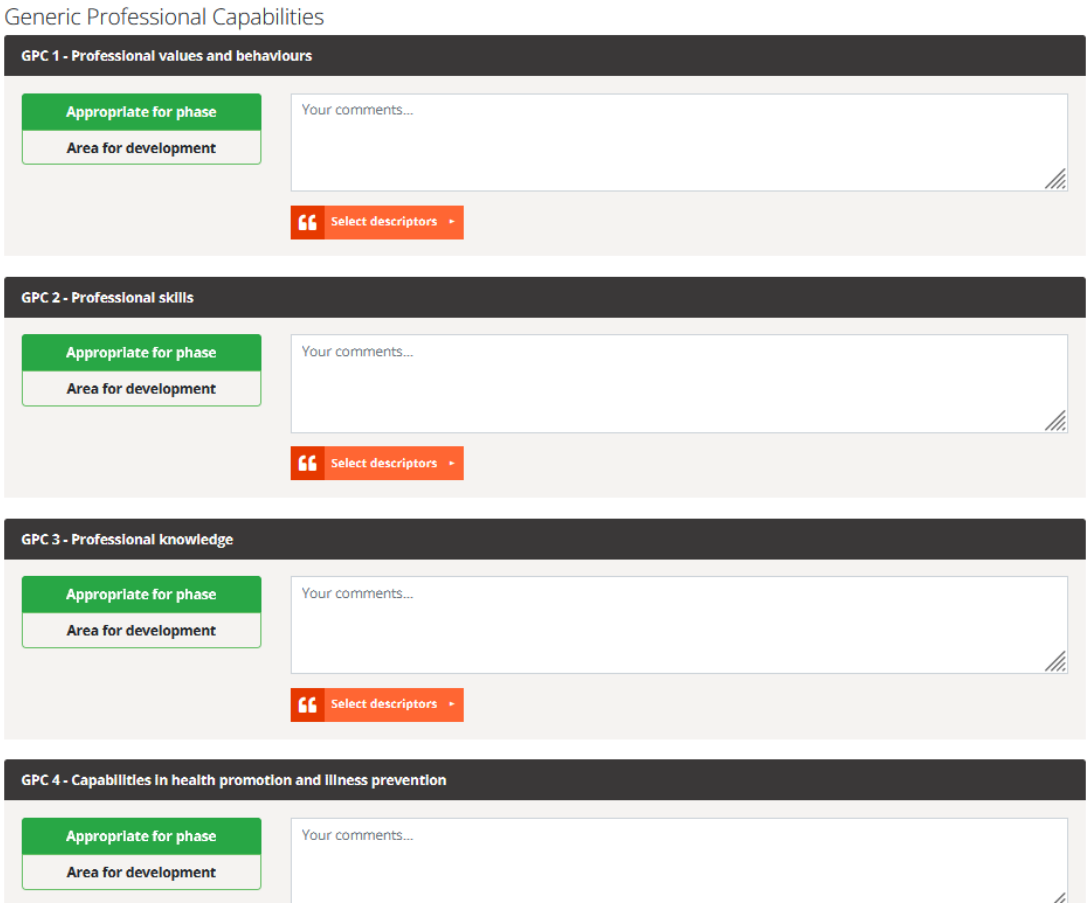
Step 4 Complete the MCR

When steps 1-4 have been completed by trainee and Assigned Educational Supervisor, you will be able to meet with other clinical supervisors to complete the midpoint MCR which is recommended for placements of 6 months or longer.

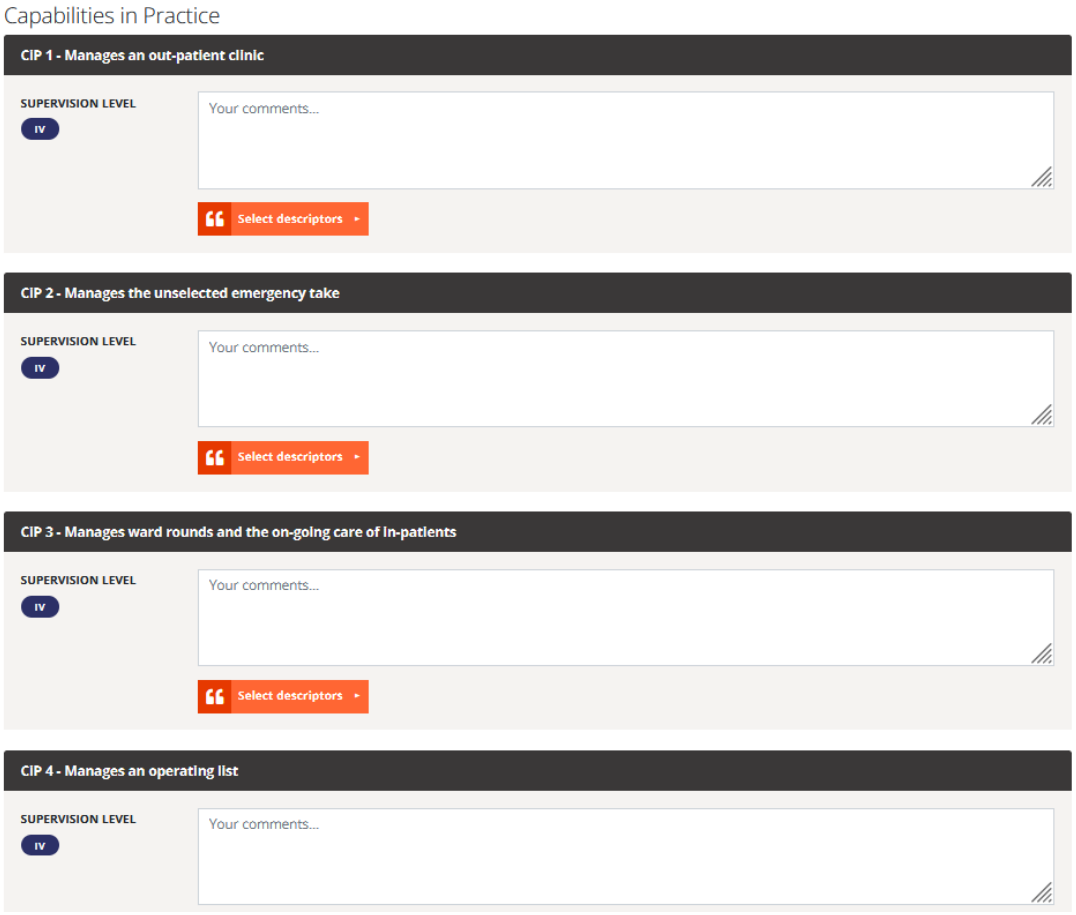
The Lead CS will arrange the MCR meeting which may be a virtual or physical meeting. Please see the MCR guidance for more information.

The Lead CS will complete the MCR in the meeting on behalf of the group (screen-sharing if possible).

Rate GPC domains 1-9. The default rating is **Appropriate for phase**. You can add free text to elaborate. Use free text or click on **Select descriptors** to add them as development needs. Adding descriptors is only necessary for development needs.



Do the same for each CiP, using free text or descriptors (max 5) to explain any ratings lower than **IV**. Excellence ratings can also be selected. There are additional specialty-specific CiPs for Cardiothoracic Surgery, Paediatric Surgery and Plastic Surgery.



Step 5 Agree / Disagree with MCR (even if present at the MCR meeting)

After the meeting you will receive the following alert/link on your dashboard from which you will be able to open the MCR and make any extra comments within two weeks of submission. You have the option to agree, disagree and add comments. Please use the link even if you have no additional comments.

[LEAD CS NAME GMC NUMBER], as Lead Clinical Supervisor, has invited you to add comments to an MCR (mid-point/final) for [TRAINEE NAME GMC NUMBER] within 48 hours.

Step 6 is completed by the AES. When all clinical supervisors have commented or when the two-week period has expired, the MCR will be available to the AES to comment and sign off. After AES sign off you will be alerted when the MCR is viewable from the trainee's portfolio:

The MCR (mid-point/final) for your trainee [TRAINEE NAME GMC NUMER] has now been signed off by the trainee's AES [AES NAME GMC NUMBER] and can be found in the trainee's portfolio

Follow the same steps for the final MCR.