

Step Guide




to navigating the 2021 curriculum

Trainees
Assigned Educational Supervisors
Clinical Supervisors

Contents

1. Overview.....	3
2. Trainee screen navigation.....	7
3. Assigned Educational Supervisor screen navigation	16
4. Lead Clinical Supervisor screen navigation	22
5. Clinical Supervisor screen navigation	25

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 <ul style="list-style-type: none"> • Transition to new curriculum • List AES • List all CSs + AES (min 2) • Submit placement 	
Step 2		5 minutes
Trainee	<ul style="list-style-type: none"> • Create Learning Agreement • Select Lead CS 	

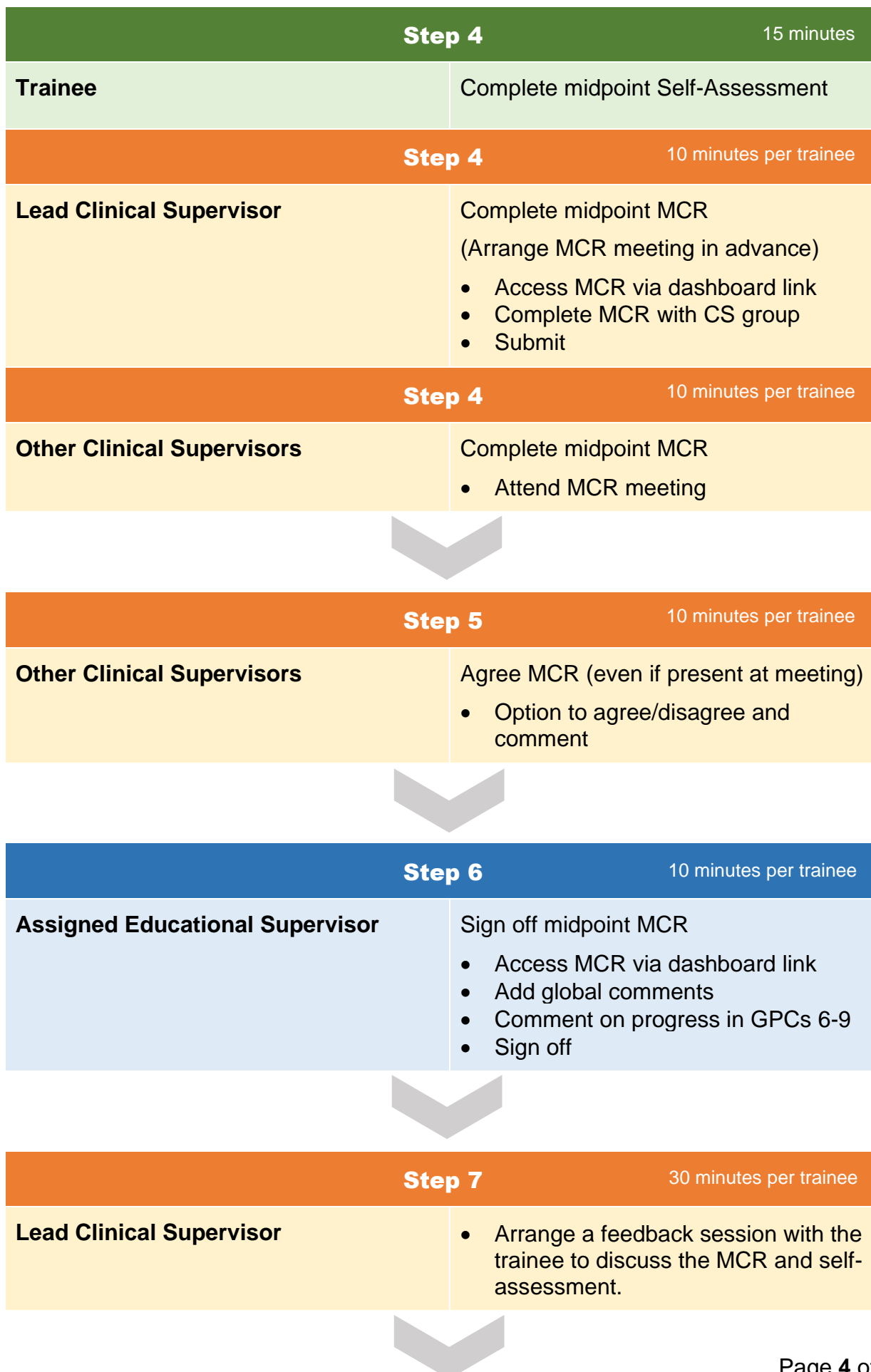


LA - OBJECTIVE SETTING

Step 3		30 minutes
Trainee	Complete objective setting with AES <ul style="list-style-type: none"> • Review MCR / Self-Assessment • Set objectives • Sign off 	
Step 3		30 minutes per trainee
Assigned Educational Supervisor	Complete objective setting with trainee <ul style="list-style-type: none"> • Review MCR / Self-Assessment • Set objectives • Sign off 	



MIDPOINT MCR



LA – MIDPOINT REVIEW

Step 8		30 minutes
Trainee	Complete midpoint review with AES	<ul style="list-style-type: none"> • Review progress against objectives • Agree any actions necessary • Sign off
Step 8		30 minutes per trainee
Assigned Educational Supervisor	Complete midpoint review with trainee	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Access MCR via dashboard link • Complete MCR with CS group • Submit
Step 9		10 minutes per trainee
Other Clinical Supervisors	Complete final MCR	<ul style="list-style-type: none"> • Attend MCR meeting



Step 10		10 minutes per trainee
Other Clinical Supervisors	Agree MCR (even if present at meeting)	<ul style="list-style-type: none"> • Option to agree/disagree and comment



Step 11 10 minutes per trainee	
Assigned Educational Supervisor	Sign off final MCR <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Review MCR • Review progress against objectives • Sign off

Step 14 30 minutes per trainee	
Assigned Educational Supervisor	Complete final review with trainee <ul style="list-style-type: none"> • Review MCR • Review progress against objectives • Sign off

LA – AES REPORT



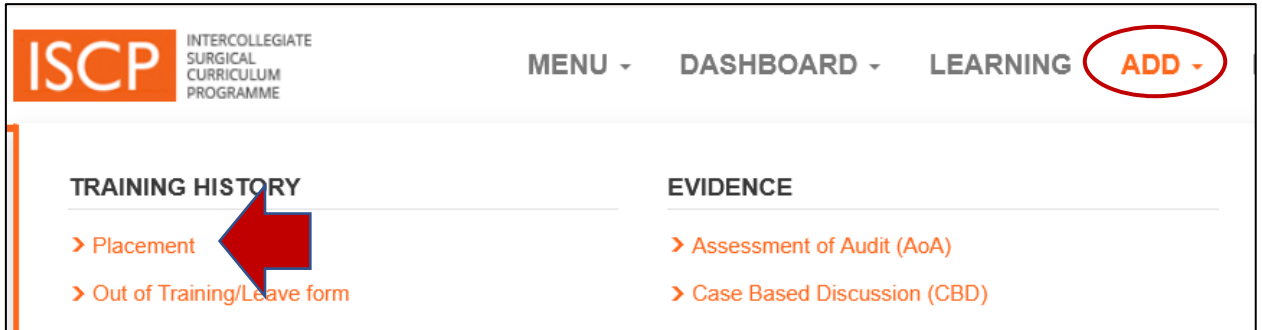
Step 15 30 minutes per trainee	
Assigned Educational Supervisor	Complete AES Report <ul style="list-style-type: none"> • Sign off

Step 15 30 minutes	
Trainee	Sign off AES Report <ul style="list-style-type: none"> • Comment and Sign off

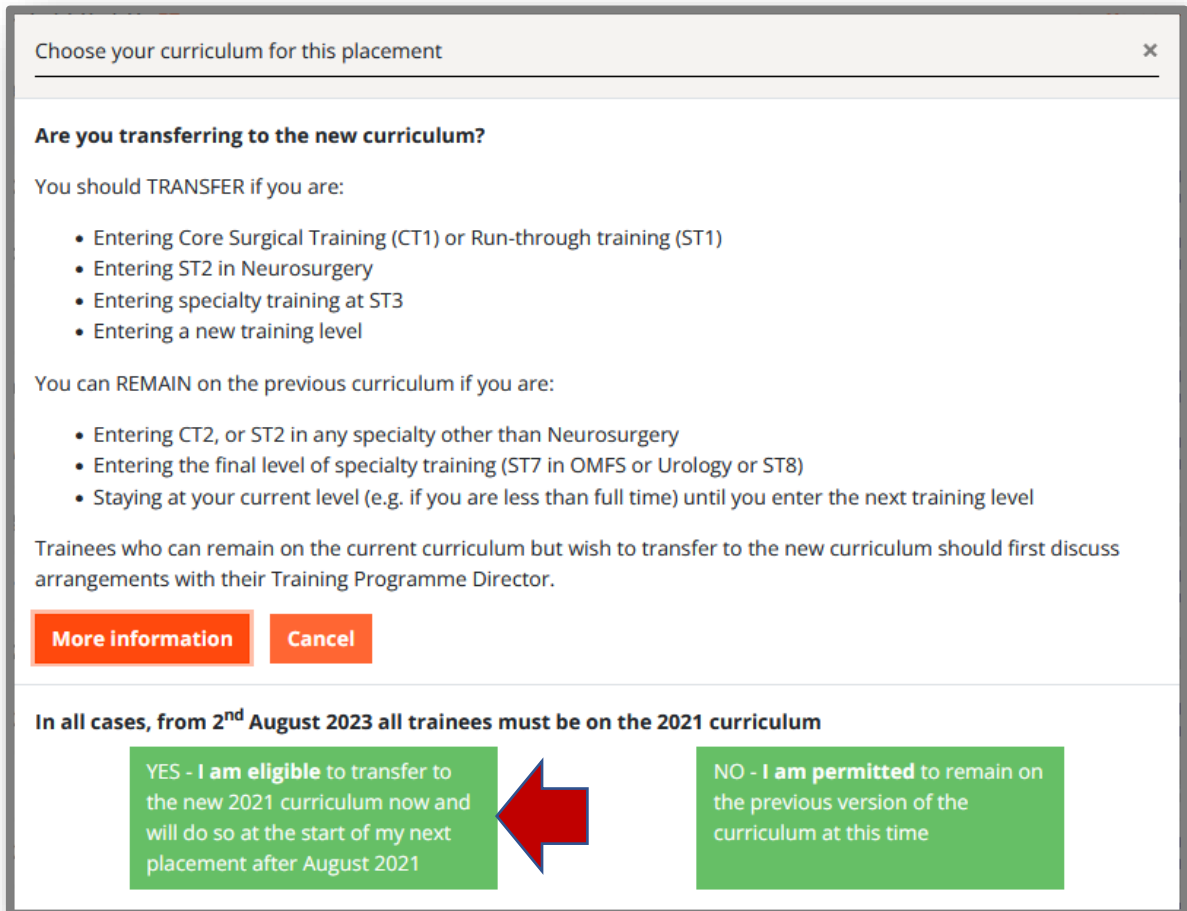
2. Trainee screen navigation

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

Your key training details

Please ensure the following details are correct before continuing. All mandatory fields are **highlighted like this**

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

Appointment type Please select ▼

Parent Specialty Please select ▼

Academic trainee? Please select ▼

Military trainee? No ▼

Deanery/LETB Health Education Wessex ▼

TPD Please select a Deanery/LETB and specialty ▼

Placement details

Hospital Start typing to find your hospital

Start date []

End date []

Full time trainee? Please select ▼

Specialty of placement Please select ▼

Level Please select ▼

Supervisors for this placement

AES Start typing to find your AES []

CS Start typing to add your CS []

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 ISCP portfolio to the following registered users (including those who may be based overseas where relevant)

Training Programme Director TPD, Demo
Assigned Educational Supervisor
Clinical Supervisors

Pertaining to the parent specialty selected:

- Any Delegated Training Programme Director allocated by my Training Programme Director
- Specialty Advisory Committee Chair and Liaison member(s) for the parent specialty 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

Submit this Placement
No - Save as draft ▼
No - Save as draft
Yes - I would like to submit now

Save As Draft

Step 2 Create the Learning Agreement

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

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

MENU ▾ DASHBOARD ▾ **LEARNING** ▾ ADD ▾ PORTFOLIO ▾ TRIAL MCR FAQs

Learning Agreement ⓘ [View guidance](#) [Find resources](#)

01 May 2020 - 28 May 2021

01 Jul 2021 - 31 Dec 2021 Saxon Clinic

Create Learning Agreement

Objective Mid-point Final

Select Lead Clinical Supervisor

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

Progress Summary

Curriculum 2021 - You transitioned to the new curriculum on 8th October 2021

MCR (mid-point) MCR (final)

Select / Edit Lead CS LA Objective-setting meeting Self-assessment (mid-point) LA Mid-point review meeting Self-assessment (final) LA Final review meeting

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.

Learning Agreement ⓘ [View guidance](#) [Find resources](#)

Lead Clinical Supervisor Progress Summary

Choose the Lead Clinical Supervisor

Please select which of the Clinical Supervisors named on the placement will be acting as the Lead Clinical Supervisor.

When you save your selection the Learning Agreement is created and becomes available to the AES. The Lead Clinical Supervisor selected will be alerted that they have been selected and when both the MCR (mid-point) and MCR (final) become available to complete.

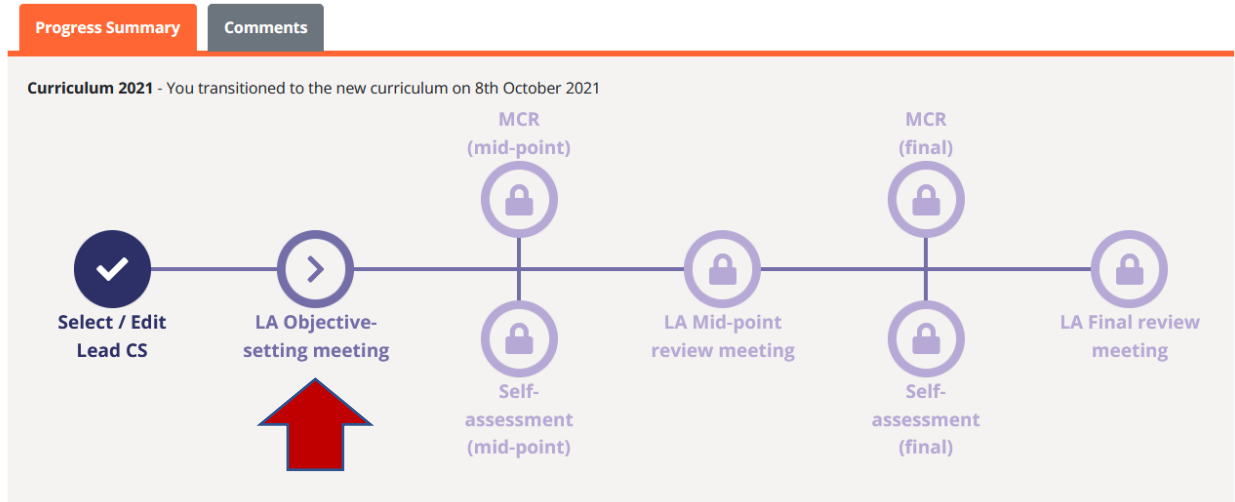
DR Trainer 2 Champion [GMC: 6738211120]

Mrs AES Bussey [GDC: 333333333]

Progress Summary **Save Lead Clinical Supervisor**

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.

Objective-setting meeting Meeting date | Objectives and Actions ▾ | Summary | Sign-off Progress summary

Date of meeting ?
 Choose a date
 1st July 2021 🗓

Global objective ?
 Welcome to the training programme. These guidance notes will help you achieve a good outcome at your ARCP.
 Please make sure you attend your induction to the programme and to your unit. Keep your ISCP portfolio, workplace-based assessments and the eLogbook up to...
[More](#)

ARCP (most recent)

ARCP period	20th March 2013 Annual 1st January 2012 - 6th March 2013
Recommendation	5. Incomplete evidence presented – additional training time may be required
Causes of concern	
Detailed reasons for recommended outcome	Test
Mitigating circumstances	
Competences which need to be developed	
Recommended actions	
Recommended additional training time (If required)	

Progress summary Save and continue

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.

Learning Agreement  [View guidance](#) [Find resources](#)

Objective-setting meeting | Meeting date | Objectives and Actions | Summary | Sign-off | **Progress summary**

GPCs | CIP 1 | CIP 2 | CIP 3 | CIP 4 | CIP 5

View MCR and Self-assessment (most recent feedback) Generic Professional Capabilities

GPC 1 - Professional values and behaviours

Select GPC

- GPCs - Areas for development
- GPCs - Appropriate for phase
- All GPCs
- GPC 1 - Professional values and behaviours
- GPC 2 - Professional skills
- GPC 3 - Professional knowledge
- GPC 4 - Capabilities in health promotion and illness prevention
- GPC 5 - Capabilities in leadership and team working
- GPC 6 - Capabilities in patient safety and quality improvement
- GPC 7 - Capabilities in safeguarding vulnerable groups
- GPC 8 - Capabilities in education and training
- GPC 9 - Capabilities in research and scholarship

1 out of 3 Contributors agreed with the MCR

Self-assessment (most recent feedback) - GPC 1

Created 8th October 2021 by Saxon Clinic

Areas for development

managing time and resources effectively

Comments

No comments

Objectives and actions

Objective-setting | Mid-point review | Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

Meeting Date | **Save and continue**

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.

Learning Agreement > [View guidance](#) > [Find resources](#)

Objective-setting meeting Meeting date | Objectives and Actions - | Summary | Sign-off Progress summary

GPCs CIP 1 CIP 2 CIP 3 CIP 4 CIP 5

View MCR and Self-assessment CiP 1 - Manages an out-patient clinic

MCR (most recent feedback)

Created 8th October 2021 by Mrs Bussey Clinical Supervisor 1 [GMC: 444444444] Saxon Clinic

Supervision level III

Areas for development

Assesses and prioritises GP and inter-departmental referrals and deals correctly with inappropriate referrals +

Areas of excellence

Self-assessment (most recent feedback)

Created 8th October 2021 by Saxon Clinic

Supervision level IV

Areas for development

No areas for development highlighted.

Areas of excellence

No areas of excellence highlighted.

Objectives and actions


Objective-setting Mid-point review Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

GPCs Save and continue

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

Learning Agreement  [View guidance](#) [Find resources](#)

Objective-setting meeting Meeting date | Objectives and Actions | **Summary** | Sign-off Progress summary


Trainee comments

No additional comments

NOTE: any comments saved as draft will be immediately viewable by the AES

AES comments

No additional comments

Saving and signing-off this meeting 

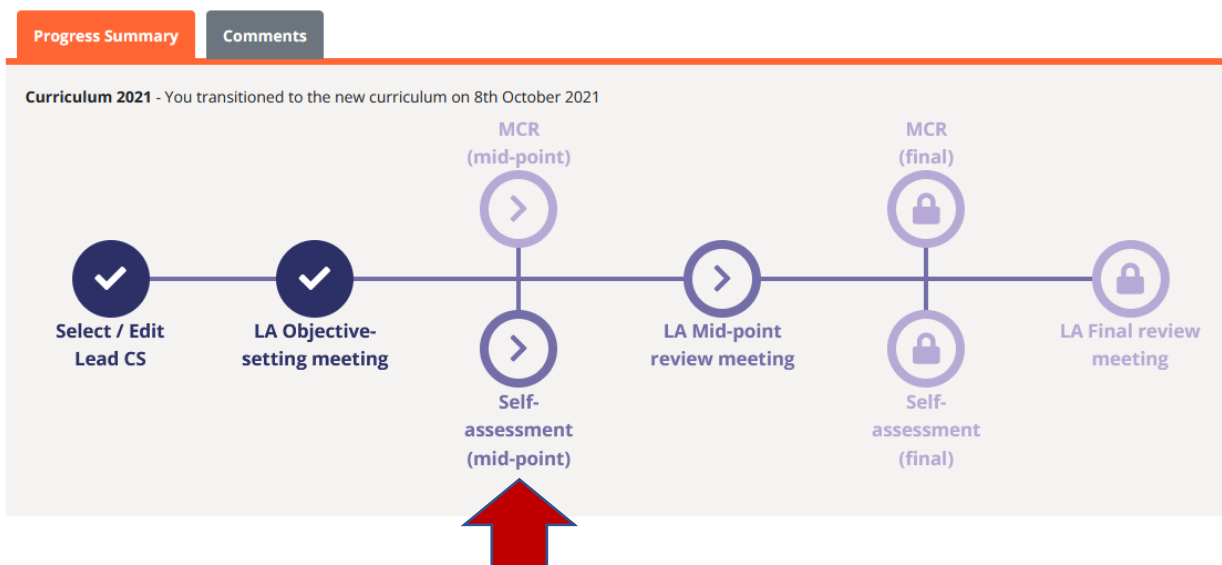
Sign-off

Summary Save as draft

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.

Self-assessment (mid-point)

[View guidance](#) [Find resources](#)

- NOTE:**
- Use the buttons to rate each GPC as 'Appropriate for phase' (default) or 'Areas for development'.
 - Where you have indicated 'Areas for development', select descriptors and/or add free text to describe the developments required.

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

*Please add your reasons for selecting this domain as an area for development
AND/OR select the specific descriptor which is the area for development*

Your comments...

Select descriptors >

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.

Self-assessment (mid-point)

[View guidance](#) [Find resources](#)

- NOTE:**
- Use the buttons to select the supervision level.
 - Where the supervision level is less than IV, select descriptors (maximum 5) and/or add free text to describe the developments required.

Capabilities in Practice

CIP 1 - Manages an out-patient clinic

SUPERVISION LEVEL

III

*If supervision level is I to III, please add a comment
AND/OR select a descriptor from the Capabilities in practice box*

Your comments...

Select descriptors >

CIP 2 - Manages the unselected emergency take

SUPERVISION LEVEL

IV

Your comments...

Select descriptors >

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

Self-assessment (mid-point)

[View guidance](#) [Find resources](#)

[Print](#) [Progress Summary](#)

Generic Professional Capabilities [Submit Self-assessment](#)

1 - Professional values and behaviours

Areas for development	No areas for development highlighted. Trainee is appropriate for phase.
Comments	No comments

2 - Professional skills

Areas for development	No areas for development highlighted. Trainee is appropriate for phase.
Comments	No comments

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 to 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.

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

MENU ▾ DASHBOARD ▾ **MY TRAINEES ▾** TRAINER AREA ▾ FAQs

My Trainees as Assigned Educational Supervisor

Current 3 Historic 1 Future 0

Filter by Specialty: All specialties ▾
Sort by: Trainee Name ▾

Trainees in an active placement

Bussey, Maria Demo Trainee (Dr) [GMC: 111111111]	ST4 / Otolaryngology / Cardiff Royal Infirmary	2021	LOG	WBA	PL	MID	5
demo, trainee (Mr) [GMC: 123456789]	ST2 / Cardiothoracic Surgery / Abbey Gisburne Park Hospital	2021	LOG	WBA	PL	MID	1
Trainee Demo, Dental (Mr) [GMC: 9992222]	ST3 / Orthodontics / Saxon Clinic		LOG	WBA	PL	-	10.2

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

Summary Placements **Learning Agreements** Portfolio Messages Journal Notes

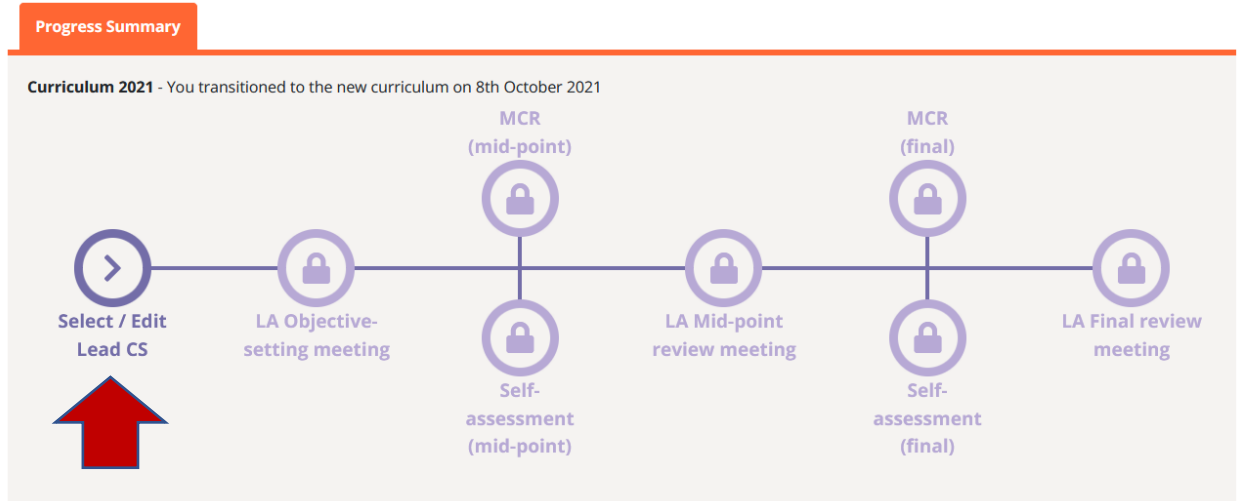
Your Placements and Learning Agreements

01 Jan 2022 – Cardiff Royal Infirmary (Current)

OBJ MID FIN

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.

Learning Agreement

[View guidance](#) [Find resources](#)

Lead Clinical Supervisor

[Progress Summary](#)

Choose the Lead Clinical Supervisor

Please select which of the Clinical Supervisors named on the placement will be acting as the Lead Clinical Supervisor.

When you save your selection the Learning Agreement is created and becomes available to the AES. The Lead Clinical Supervisor selected will be alerted that they have been selected and when both the MCR (mid-point) and MCR (final) become available to complete.

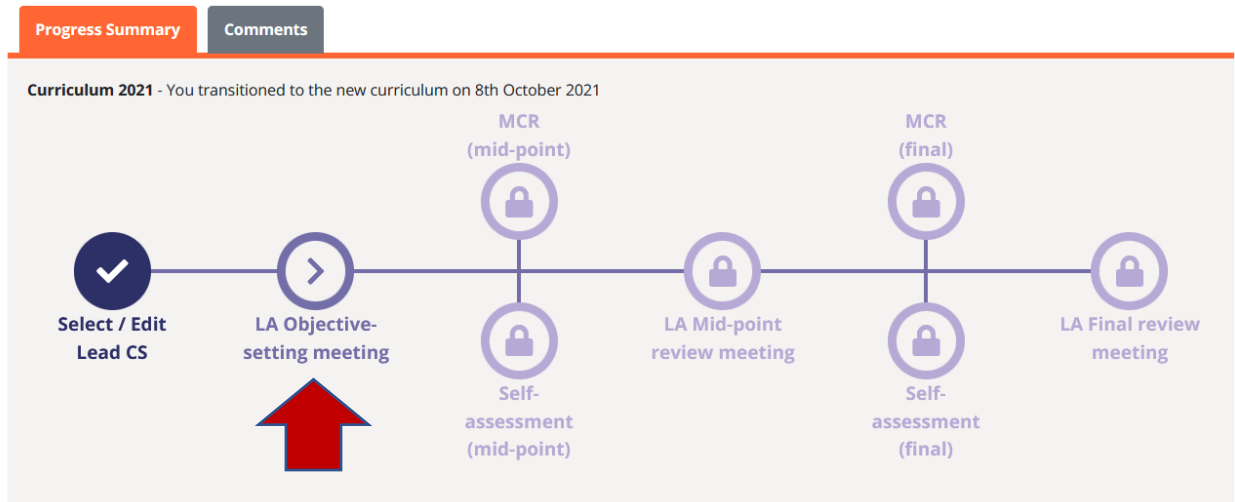
DR Trainer 2 Champion [GMC: 6738211120]

Mrs AES Bussey [GDC: 333333333]

[Progress Summary](#) [Save Lead Clinical Supervisor](#)

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.

Objective-setting meeting Meeting date | Objectives and Actions ▾ | Summary | Sign-off Progress summary

Date of meeting ⓘ
Choose a date
1st July 2021

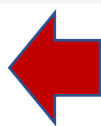
Global objective ⓘ
Welcome to the training programme. These guidance notes will help you achieve a good outcome at your ARCP.
Please make sure you attend your induction to the programme and to your unit. Keep your ISCP portfolio, workplace-based assessments and the eLogbook up to...
[More](#)

ARCP (most recent)

ARCP period	20th March 2013 Annual 1st January 2012 - 6th March 2013
Recommendation	5. Incomplete evidence presented – additional training time may be required
Causes of concern	
Detailed reasons for recommended outcome	Test
Mitigating circumstances	
Competences which need to be developed	
Recommended actions	
Recommended additional training time (If required)	

Progress summary

Save and continue



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.

Learning Agreement  [View guidance](#) [Find resources](#)

Objective-setting meeting | Meeting date | Objectives and Actions | Summary | Sign-off Progress summary

 GPCs

 CIP 1
 CIP 2
 CIP 3
 CIP 4
 CIP 5

View MCR and Self-assessment (most recent feedback) Generic Professional Capabilities

GPC 1 - Professional values and behaviours

Select GPC

- GPCs - Areas for development
- GPCs - Appropriate for phase
- All GPCs
- GPC 1 - Professional values and behaviours
- GPC 2 - Professional skills
- GPC 3 - Professional knowledge
- GPC 4 - Capabilities in health promotion and illness prevention
- GPC 5 - Capabilities in leadership and team working
- GPC 6 - Capabilities in patient safety and quality improvement
- GPC 7 - Capabilities in safeguarding vulnerable groups
- GPC 8 - Capabilities in education and training
- GPC 9 - Capabilities in research and scholarship

1 out of 3 Contributors agreed with the MCR

Self-assessment (most recent feedback) - GPC 1

Created 8th October 2021 by Saxon Clinic

Areas for development

managing time and resources effectively +

Comments

No comments

Objectives and actions

Objective-setting
Mid-point review
Final review


Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

Meeting Date
Save and continue

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.

Learning Agreement  [View guidance](#) [Find resources](#)

Objective-setting meeting | Meeting date | Objectives and Actions + | Summary | Sign-off | **Progress summary**

GPCs | **CIP 1** | CIP 2 | CIP 3 | CIP 4 | CIP 5

View MCR and Self-assessment CIP 1 - Manages an out-patient clinic

MCR (most recent feedback)	Self-assessment (most recent feedback)
<p>Created 8th October 2021 by Mrs Bussey Clinical Supervisor 1 [GMC: 444444444] Saxon Clinic</p> <p>Supervision level: III</p> <p>Areas for development</p> <p>Assesses and prioritises GP and inter-departmental referrals and deals correctly with inappropriate referrals</p> <p>Areas of excellence</p>	<p>Created 8th October 2021 by Saxon Clinic</p> <p>Supervision level: IV</p> <p>Areas for development</p> <p>No areas for development highlighted.</p> <p>Areas of excellence</p> <p>No areas of excellence highlighted.</p>

Objectives and actions

Objective-setting | Mid-point review | Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

GPCs | **Save and continue**

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.

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...

↘

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.

Capabilities in Practice

The screenshot displays four 'Capabilities in Practice' (CiP) cards, each with a dark header, a supervision level dropdown, a text area, and a 'Select descriptors' button.

- CIP 1 - Manages an out-patient clinic**: Supervision Level: IV. Text area: Your comments... Select descriptors button.
- CIP 2 - Manages the unselected emergency take**: Supervision Level: IV. Text area: Your comments... Select descriptors button.
- CIP 3 - Manages ward rounds and the on-going care of in-patients**: Supervision Level: IV. Text area: Your comments... Select descriptors button.
- CIP 4 - Manages an operating list**: Supervision Level: IV. Text area: Your comments... Select descriptors button.

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 NUMBER] 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.