

MCR demo step by step guide

This step-by-step guide is provided to assist you in navigating the multiple consultant report (MCR) demo / Trainee self-assessment demo that is now available through your ISCP user account.

IMPORTANT: Please note this is only a demo and any data generated through this process will not be saved on the ISCP system or impact trainee portfolios.

MCR demo works best on the most recent versions of the following browsers: Google chrome, Firefox or Microsoft Edge. Please make sure your browser is up-to-date.

IMPORTANT: Please make sure you disable any ad-blocker add-ons before using the online MCR form.

1. Navigate and start report

- Log in to your account on ISCP.
- Go to link: <https://www.iscp.ac.uk/mcr>

IMPORTANT: Make sure you log into your user account before accessing the MCR link.

- **Non-trainees only (i.e. if you are an AES, CS, TPD etc.):** select the trainee you want to create a report for
- **All users:** select 'create MCR'.

2. Complete an MCR report / trainee self-assessment

GPCs

- On the first page, you will access the Generic Professional Capabilities (GPCs). There are 9 GPCs in total.
- For each GPC, 'Appropriate for stage' is the default rating. You can alternatively select 'Areas for development'.
- If you select 'Areas for development,' then feedback shall be required. You can add free text in the comments box. You can also select descriptors (from the Descriptors box).

MCR for Bussey, Maria Demo Trainee (Dr) [GMC: 111111111] Back to trainee placements

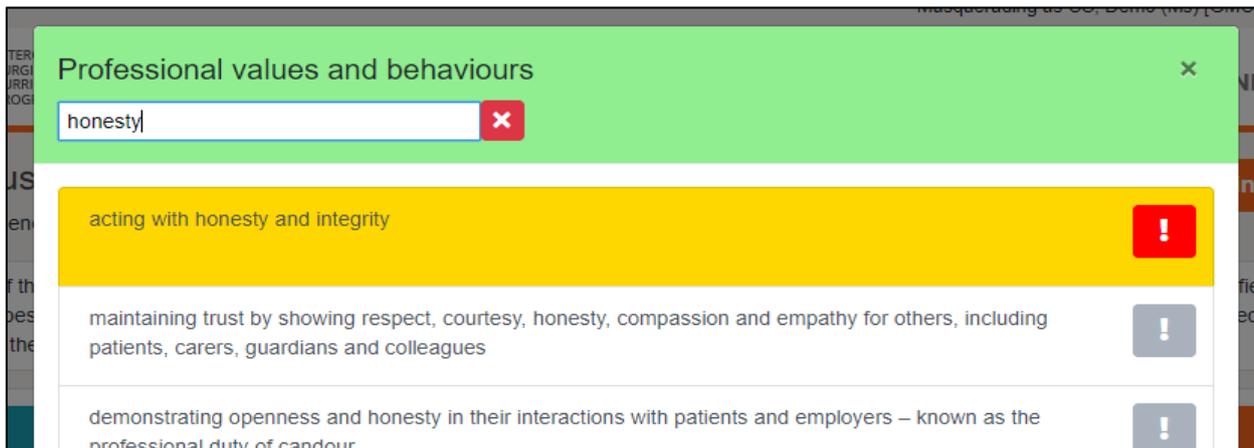
at Milton Keynes General Hospital from Jan 4, 2016 to Dec 31, 2019

Please indicate if there are concerns or areas for development in any of the 9 Generic Professional Capabilities (GPCs) listed below. If any are identified you can select descriptors that best describe that area of concern/area for development from the professional competencies box for that GPC. Free text can be added if required. You can also refer to the CR box to see what is required for certification in each relevant GPC.

Professional Values	<div style="border: 1px solid #ccc; padding: 2px;"> Appropriate for stage <input type="radio"/> </div> <div style="border: 1px solid #ccc; padding: 2px;"> Areas for development <input checked="" type="radio"/> </div>	<p style="color: red; font-size: small;">Please add your reasons for concern OR select the competency which is the area of concern</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;">Your comments...</div>	Descriptors
Professional Skills	<div style="border: 1px solid #ccc; padding: 2px;"> Appropriate for stage <input type="radio"/> </div> <div style="border: 1px solid #ccc; padding: 2px;"> Areas for development <input type="radio"/> </div>	<div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;">Your comments...</div>	Descriptors

If you want to shorten the list of descriptors to find a specific theme, you can filter them by typing in the search box at the top of the pop up box as shown below.

- Select the exclamation mark symbol if you wish to add this descriptor to the areas for development on the MCR form for the relevant GPC.



- Certification requirements (Cert Req) may be indicated next to the descriptors, this means there are requirements that need to be considered when accessing that specific GPC.



- When you have completed feedback for any relevant GPCs, select save and continue at the bottom of the screen to go to the CiPs section.



CiPs

- On the second page of the MCR report, there are capabilities in practice (CiPs), five CiPs in total.
- Select a supervision level for each CiP (between levels I to V) with level IV being 'Able and trusted to act unsupervised' and level V being 'Performs beyond the level expected of a day one consultant'.
- If you give a CiP a level III or lower then feedback is required. Like the GPCs, it is possible to add free text or select descriptors from the descriptors box but your choice of descriptors is limited to five for focus during the next 3-6 months.
- As well as 'Areas for development', it is possible to show where performance has been excellent.

Managing an out patient clinic

Supervision level
III

Your comments...

Descriptors

Cert Req

Areas of excellence:

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

Areas for development:

- Assesses new and review patients, using a structured history and a focused clinical examination to perform a full clinical assessment and determines the appropriate plan of action, explains to patient and carries out the plan.

- It is possible to navigate back to the GPCs by selecting 'Back to edit GPCs'
- Once you have finished adding supervision levels and feedback to each CiP then select 'save and finish'.

3. MCR summary and printing report

- The final page of the MCR is a summary report of all feedback given in relation to each GPC and CiP.
- It is possible to print the completed MCR report using the green print button.

4. Your feedback

- Once you have completed the MCR / trainee self-assessment demo, please complete the accompanying survey and let us know what you think here:
<https://www.surveymonkey.co.uk/r/5XLWNJX>

Thank you.