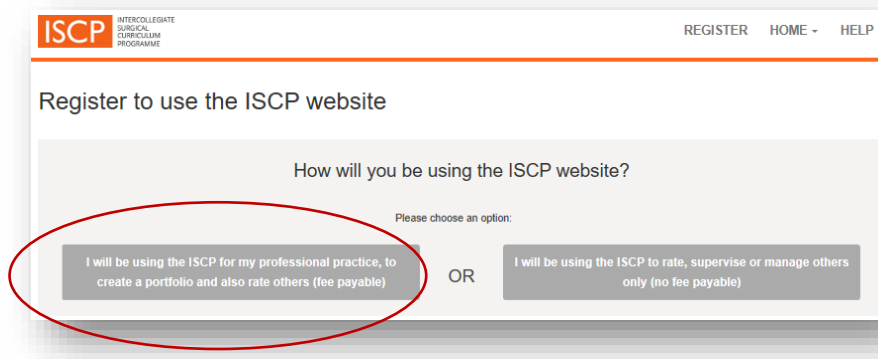


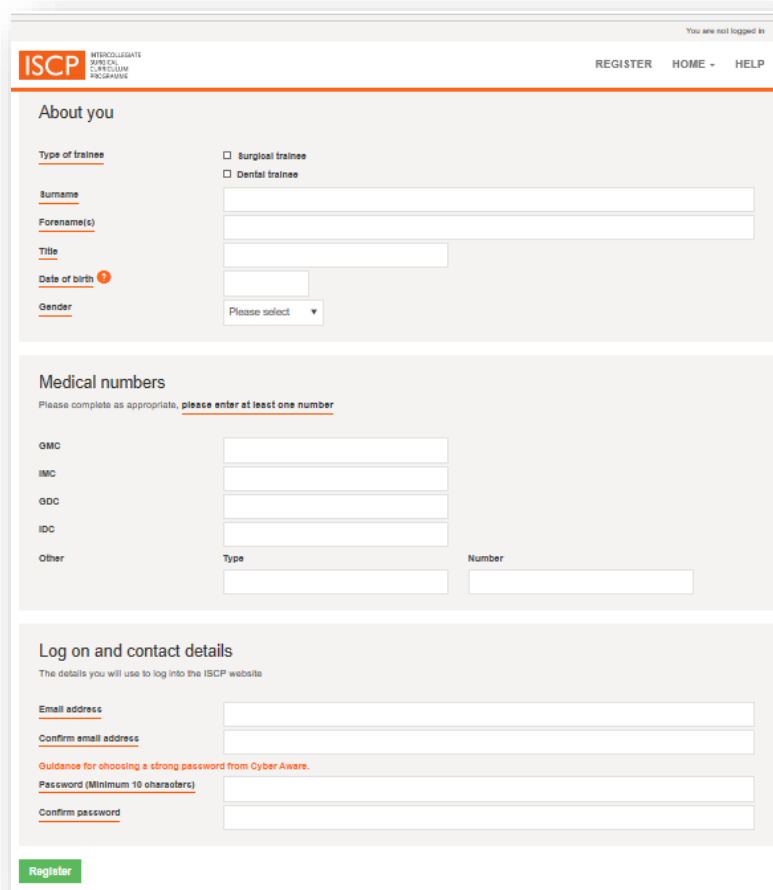
1. Registering on the ISCP

- Go to the ISCP homepage at www.iscp.ac.uk. From the menu, select REGISTER.
- 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)').



In the new page:

- Tick the box for surgical trainee (although you are not a trainee, this allows you access to a 'learning portfolio').
- Add your personal details against all fields underlined in orange. Putting your GMC number in the GMC field will enable your ISCP account to link with your eLogbook. You can register with the ELogbook at www.elogbook.org.
- Use your work email address
- Click register when finished.



2. Your dashboard

Once registered you will have your own dashboard and, depending on the tools you have utilised, 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 workplace-based assessments) 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 (both of these are optional elements).

The screenshot shows the ISCP Dashboard with the following sections:

- Alerts, Warnings and Notices:** Alerts include "Please enrol with the JCST", "You have 2 WEA(s) to validate", and "You have 4 ARCPs that require your sign off". Notices include "You have 16 unread message(s)".
- Work in Progress:** A table showing records submitted to raters. The table has columns for the record type and counts in Draft and Submitted states.
- Progress in my current placement:** A dropdown menu shows "04 Jan 2016 - Milton Keynes General Hospital". A checklist shows progress: Placement validated, Learning Agreement created, Objective Setting Complete, Interim Meeting Complete, Final Meeting Complete, and AEB Report Ready / In Progress.
- Your personal storage space:** Shows 0% usage of 46MB out of 200MB.

Record Type	Draft	Submitted
AOA	1	1
ARCP	8	0
Audit	1	0
CBD	2	1
CEX	1	0
DOPB	2	0
MSF	23	0
MSF self assessment	2	0
OoT	1	0
PBA	23	0
Teaching sessions by trainee	1	0

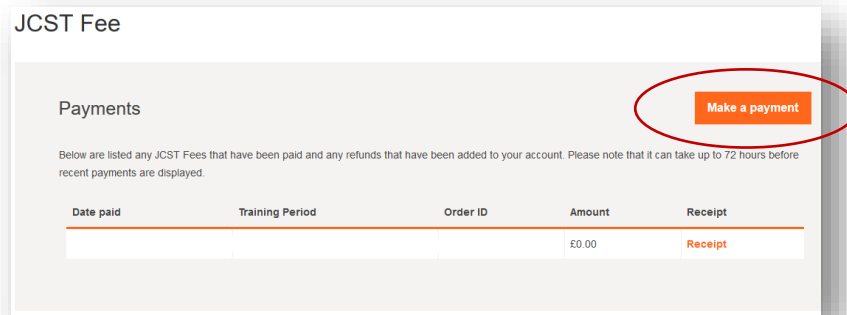
3. Pay the JCST fee (required)

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.

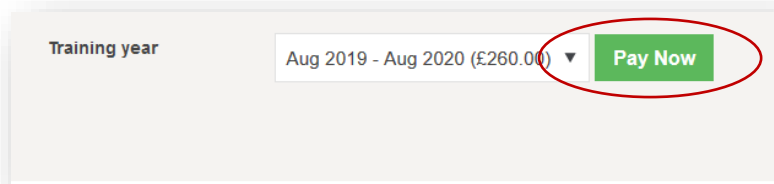
The screenshot shows the ISCP Dashboard menu with the following sections:

- INFORMATION:** Notices, Work in Progress (68), Messages, Who can see my account?, What's happened on my account?
- TRAINEE SETUP:** Training History, Account Details, My Profile, Upload a CV, **JCST Fee** (circled in red).
- JCST INFORMATION:** Enrolment, Training Information.
- OTHER USERS:** Rate Others, Find a trainer.

Click the orange button to make a payment.



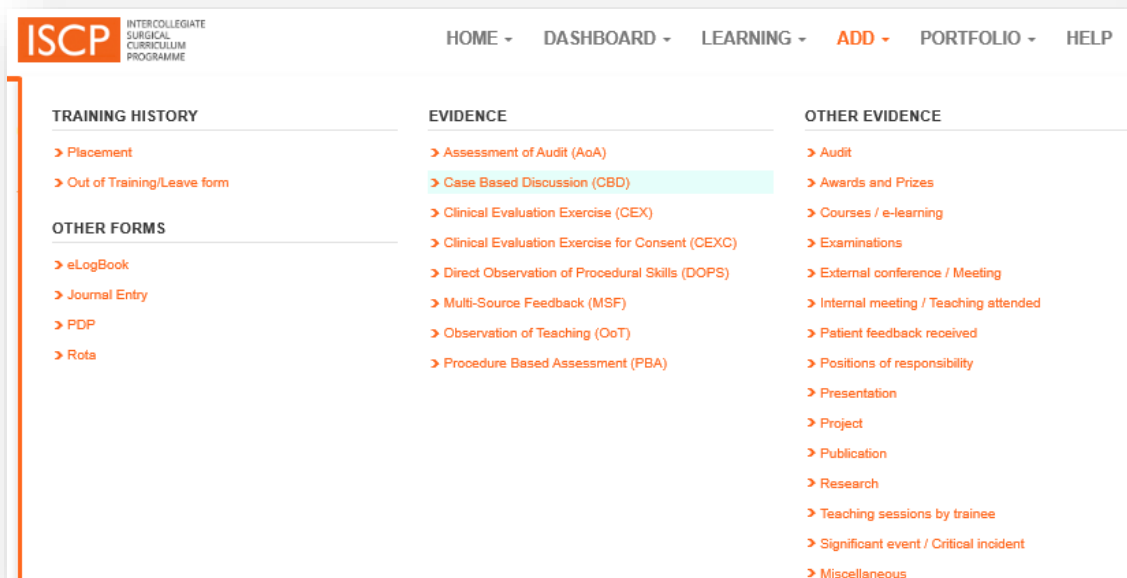
Choose the relevant academic year and click the green 'pay now' button to use your debit or credit card.



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

4. Adding a workplace-based assessment or other evidence

- From the menu, select ADD
- Choose the assessment method under EVIDENCE to open the assessment form and record details of your assessment
- Choose other forms to record your other activity under OTHER EVIDENCE.

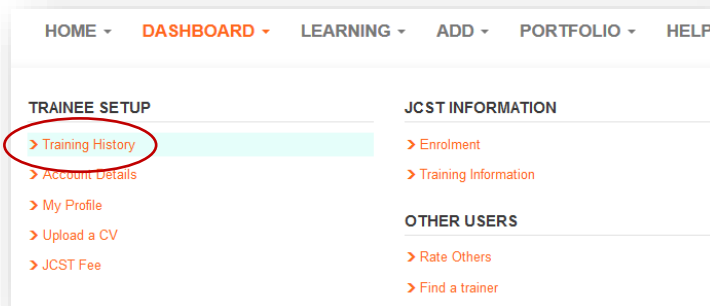


OTHER OPTIONAL ELEMENTS

5. Adding a placement

Adding a placement enables you to record your evidence by a chosen time period such for a year between appraisals. It also allows you to create a Learning Agreement, if you want to record progress meetings with someone who has agreed to act as a supervisor.

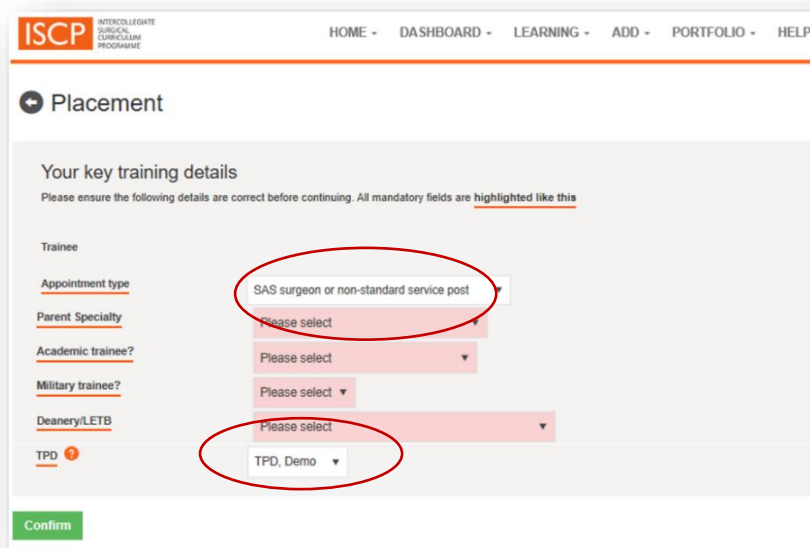
- From the menu, select DASHBOARD then select Training History



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 'SAS surgeon or non standard service post'
- TPD – select 'TPD, Demo' (this placeholder replaces the need to use a Training Programme Director)
- Click to confirm

A screenshot of a web application form titled 'Placement'. The form is for 'Your key training details' and includes a note: 'Please ensure the following details are correct before continuing. All mandatory fields are highlighted like this'. The form has several fields, each with a red underline indicating it is mandatory: 'Appointment type' (dropdown menu with 'SAS surgeon or non-standard service post' selected), 'Parent Specialty' (dropdown menu with 'Please select'), 'Academic trainee?' (dropdown menu with 'Please select'), 'Military trainee?' (dropdown menu with 'Please select'), 'Deanery/LETB' (dropdown menu with 'Please select'), and 'TPD' (dropdown menu with 'TPD, Demo' selected). A green 'Confirm' button is at the bottom left of the form.

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

- Level – select Other

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

The AES and CS fields are for named consultant trainers you nominate who are willing to act for you in these roles. They will also need to be registered with the ISCP.

The AES's main role is to oversee educational progression and, through the Learning Agreement, set objectives and report on whether they have been met. The CS's main role is to record ad hoc 'CS reports' of training activity (at least one of which is mandatory for completion of the Learning Agreement). From August 2020, CSs will have a more significant role in providing a multiple consultant report (MCR) at two points in each placement.

- AES – Type the consultant trainer's name into the AES field or, if their name is a common one, paste their email address into that field to ensure you select the correct person.
- CS - You can use the same person as your Clinical Supervisor.

The screenshot shows the 'Supervisors for this placement' section. It contains two input fields: 'AES' and 'CS'. Both fields have a search icon and a list icon.

- The three tick boxes shown in the picture below are required under the general data protection regulation (GDPR). This area shows 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 cannot be validated and 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 I&CP 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 Supervisors 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

6. Creating a Learning Agreement (optional)

The Learning Agreement is an appraisal process involving three meetings with the 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

7. Help

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