ISCP Pocket User Guide for JCST Liaison Member Report

Version 3

- 1. Login with your usual ISCP login details www.iscp.ac.uk
- 2. Select 'JCST Liaison Member report' from your 'Trainer Area'

	EVIDENCE COLLECTION	QUESTIONNAIRES
This part of the ISCP is intended to allow the collection of evidence by trainers to help them show to the GMC that they are eligible to be recognised as trainers.	> Trainer Dashboard	> Trainee Questionnaires
	> Trainer Profile	> Trainer Questionnaires
	> Assessment Summaries	EIND OTHER TRAINERS
	> Reflective Notes	

If you do not have a Trainer Profile, a message is shown. Click to set up your profile. This is quick to set-up and needed the first time only.

No Trainer Profile You do not appear to have a profile within the Trainer Portfolio area of the website. Please click here to save your profile Save Profile dd a new Liaison Member Report'.				
their LETB/Deanery, whether through attending <i>i</i> is collated to produce an annual report for each s training that the JCST is required to submit to the LM reports should preferably be written using the	RCPs, visits or STC meetings, but, at the very least, should submit an annual report to the SACUCST. Information from the LM reports peedaty. The specially reports, in turn, provide the information for the JCST Annual Specialty Report (ABR) on the state of surgical GMC. JCST template and meet net include any traines identifiable data e.g. names, GMC numbers, NTNs or ARCP eutomes. The + / -			
fields should be used to highlight whether specifi training programme. When completing the form f	c aspects of the training programme are particularly good or bad. The free text comments are very heipful in assessing the quality of the or your LM region, it may be helpful to consider the following:			
Always think of the report in every interaction consider the big picture: from what you see a who will be competitive at consultant interview Look at the JGST survey results, which you ca Calaborate with the TPD to ensure that similar Feedback from the trainer expresentative on Although any concerns about bullying and units.	(ou) have with the TPO, traines and LETBDeanery and make a note of taxoes as you see them. If hear of the training posts and trainees in your takation region, you should consider whether the programme is producing individuals is in all of the components of the specially in access via your (DE account, and the QMC survey results to view the trainings opinions of the training programme. I information and a consistent view of the programme is provided for incorporation into the Annual LETB-Deanery Reports to the GMC. Is BTC is very helpful when completing your report, we all to its very helpful when completing your report,			
You can submit your completed LM forms to the wait until the ASR deadline is looming. You shoul full a picture as possible is provided.	UCST Guelly Manager or the relevant Committee & Trainee Services Manager at any time during the training year; you do not need to d also submit any additional relevant material, for example, the report of a LETB/Deaney visit to the training programme, to ensure as			

4. Complete a report

- Add a TPD name by typing the name or GMC number in the search field and selecting the correct name. The selected name will show in the 'Users you have chosen' dropdown list. Repeat to add additional TPDs.
- Delete a TPD name by selecting the relevant name shown under 'Users you have chosen', and then clicking the cross symbol to delete the name.
- Click anywhere on a grey report section header to expand the section.
 Select '+' or '-' and type free text. It is not mandatory for any item in this section to be completed.
- Click 'Save Form As Draft' to save work in progress. Draft reports are listed on the SAC Liaison Member Report main page with an 'Edit' button allowing access for further editing and access to delete draft reports.

- 5. Submit a report to JCST
 - Click 'Finish and Submit Form' to send an email notification to JCST (<u>specialties@jcst.org</u> and <u>qa@jcst.org</u>) that a form is completed.
 - Historic submitted report are listed on the SAC Liaison Member Report main page with a 'View' button allowing access to view read-only copies.

G JCST Liaison Member report 2019

Liaison Member	Demo, PD (Mr) [GMC: 9991111]	
Specialty	Cardiothoracic Surgery 🔻	
Deanery / LETB	Iceland Deanery	
Name(s) of TPD(s)	Start typing to find a user	Users you have chosen
Programme		Users you have chosen
	Demo text	Demo, Demo, (DR), [GMC: 12334465] Demo, Demo, (DR), [GMC: 0000000]
Date of event in liaison region	30 Sep 2019	
Append File	Choose file 2019 LM form.docx	
Please remember to consult the outcomes of the JC respectively.	ST and GMC surveys before completing your report	t. These can be accessed via the ISCP and GMC website
Training Support		Comments
Teaching & Learning		Comments
The Wider Learning Environment		Comments
The Guality of Training		Comments
ARCPs and Specialist Training Committee (STC)		Comments
LM Invitation to STC meetings and ARCPs		Demo text Demo text Demo text Demo text Demo text Demo text Demo text Demo text
ARCP process and structure		Demo text
BTC meeting content, membership and admin support		Demo text Demo text
For General Surgery programmes only		Comments
Ceneral Comments Damis tal Damis text Demis text Demis text Demis text Damis text Demis text Demis text Demis text Damis text Demis text Demis text Demis text Demis Damis text Demis text	error text Demo text Demo text Demo text Demo text texmo text Demo text Demo text Demo text Demo text texmo text Demo text Demo text Demo text Demo text texmo text Demo text Demo text Demo text texmo text Demo text Demo text Demo text texmo text	at Dermo tast Dermo tast Dermo tast d Berno tast Dermo tast Dermo tast d Dermo tast Dermo tast Dermo tast d Dermo tast Dermo tast Dermo tast
Delete Form Are you sure you want to delete this	Lisison Member Report?	Yes, Delete X No, Cancel

6. Edit or delete a submitted report

- A submitted cannot be edited. Users will need to delete the form and submit a new report if needed (see 'download and print' before deleting).
- 7. Downloading and Printing
 - Open Google Chrome and click 'Ctrl + P' on your keyboard to open print window.

8. Viewing LM reports submitted (SAC Chairs and QA Leads only)

 Log in to your account, select 'Trainer Area' then 'JCST Liaison Member Report Overview'