

Viewing Topics and Progress

You will see a list of syllabuses the trainees has been working to.

- Click the down arrow to see syllabus topics and evidence.
- Click on the numbered WBAs or Evidence to see a list of the evidence in a new window
- Click again on the down arrow to open up each piece of evidence
- Click the checkbox to see all syllabus topics
- Only the AES can award outcomes:: *Grey – not started; Yellow – in progress; Green – Satisfactory; Red - Unsatisfactory.*

Viewing Evidence

View:

- no. assessments done in the selected period;
- no. assessments done / validated by a consultant rater;
- average time taken for validation by all raters (ideally < 28 days);
- bar chart of the global ratings of each assessment - you can scroll along the timeline.

Use the drop down arrows to open each assessment.

Viewing the eLogbook

The report displays the procedures recorded by the trainee in each specialty with numbers at different supervision levels.

- Use the scroll button at the side to move up and down the page

ARCP

Click Menu / My Trainees / ARCP Management

You can also navigate through each trainee's summary page.

Use the tool to set up and record an annual or interim ARCP.

Set up a new ARCP

- Click + *Add a new ARCP*

Complete the details on the form for date, venue, review period, Deanery/LETB, panel members (all but lay members must be registered on the ISCP), panel roles, Chair, names of lay members.

Under *Trainees who will be assessed at this ARCP*

- Select trainees by period - *Current / Future / Historic*
- Select the specialty
- Select the training level

These choices will populate a list of trainee names from which you can then select either an annual or interim review.

- Save the ARCP meeting. You can edit the details at any time up to final sign off.

Your ARCP will appear in ARCP Management / *In Progress* tab which where you can open record the ARCP.

To edit the ARCP set up details click on the orange *Edit ARCP Meeting*

View and record an ARCP

Click My Trainees / ARCP Management

- Click on the down arrow of any ARCP from the list to see a list of trainees
- Click each trainee area to open an ARCP
- Click through the 4 tabs of the ARCP:

ARCP Set up tab

- Add days out of training (numbers only) and GMC Training Programme Approval Number.

Trainee Progress tab

View in the same way as the portfolio.

Recommendation and Sign off tab

- Add the trainee's ARCP outcome under ARCP Recommendation (mandatory field)

The outcome you select will determine other fields which appear further down e.g.

- Enter the recommended date for completion of training
- Enter the next training level
- Select yes/no to academic component
- State whether the trainee was present (mandatory field)
- Enter the date of the next review if applicable
- Revalidation - details can be updated.
- Record unresolved causes of concern
- Confirm ARCP Panel by ticking names
- Confirm lay members if relevant
- The named TPD must sign off (mandatory field)

The ARCP will then be available to the trainee for his/her sign off.

Additional Comments tab - enables the panel and trainee to make comments at any time and will be visible to all.

WBA

If you act as a rater for WBAs, you will be alerted on your dashboard when a WBA is ready for your validation.

Alternatively, click Menu / *My Trainees / Validate WBAs / MSFs.*

The trainee may have already populated many of the fields.

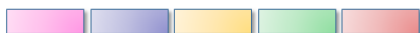
Rater feedback - add your written comments in one or more boxes (mandatory field)

Ratings –click *N = Not assessed/observed / D = Development required / S = Satisfactory / O = Outstanding.*

Global summary – click whether the trainee was below, at or above their training level.

Sign off

TPD Pocket Guide to v10



ISCP www@iscp.ac.uk

JCST www.jcst.org

Helpdesk email:

helpdesk@iscp.ac.uk

Helpdesk phone:

020 7869 6299

View your Dashboard

Login or Click Menu / Dashboard / Notices

NB the menu displays numbers of items against different areas

Your dashboard displays **Alerts / Notices / Warnings** – actions according to priority with hyperlinks.

These do not disappear until you have taken the action.

Validate trainees and their placements

Click Menu / My Trainees and under Tools click / Validate trainee placement(s)

Click either *Yes, this is my trainee* OR *No, this is not my trainee*

Saying *No* will return the placement to the trainee with a message to check their details.

Validating a placement enables you to view the trainee's portfolio and carry out other functions for that trainee.

My trainees

Click Menu / My Trainees / As Training Programme Director

3 tabs divide your trainees by a time period. Each list can be filtered by speciality and name.

Colour-coded boxes indicate the trainee's status with required actions. Hover for help text.

- Click on the area showing the trainee details. This leads to a trainee summary page.
- Click on the tabs at the top of the summary page to go to Global Objectives / Placements / Portfolio / ARCPs / Delegate access / Messages

Global Objective template

Click Menu / My Trainees / Global Objective Templates

To set a generic statement for a group of trainees:

- Click to *Add A New Global Objective Template*
- Give it a title to differentiate it from others
- Type a statement. Please note that only short texts can be pasted here
- Click in the drop down box to select *Yes* or *No* to make it available.

Global Objective

Click Menu / My Trainees / As Training Programme Director / Trainee

To set a global statement for a single trainee per training level:

- Click the GO tab
- Click to either *Create new* or overwrite an existing one
- Give it a title to differentiate it from others
- Type a statement. Please note that only short texts can be pasted here.
- Alternatively, choose a template from the drop down box and tailor it for the trainee

View placements

Click Menu / My Trainees / As Training Programme Director / Trainee

- Click the *Placements* tab to see list of placements
- Click on the area showing these details to open the placement
- Click the back arrow key next to *Placement* to go back a step

Batch delegate

Click Menu / My Trainees / Batch Delegate Trainees

To assign a selection of trainees to other TPDs to manage:

- Type the name of the Delegated Programme Director or their GMC number or select them from your user list.

You can filter the resulting trainee list by level and hospital

- Click in the area where the trainee appears. The change of colour indicates they are delegated and your action is automatically saved.
- To un-delegate, click the area again.

NB: You can also use the *Access* tab on the trainee's summary page.

View Portfolio

Click My Trainees / As Training Programme Director / Trainee / Portfolio tab

Different areas of the trainee's portfolio can be viewed through a series of filters.

In the **Viewing** drop down box select an area to view.

EITHER use the **Custom Date Range** – click the checkbox and select a custom *from* and *to* period

OR select a **Time period** – click the drop down box to choose a pre-established period

Your selections will determine the evidence displayed in the area below.