

Learning Agreement

Menu / Learning / Placement

Create LA

- From the summary page click *Create Learning Agreement* button

Objective setting meeting

- Click on the *Objective setting* tab
- Enter meeting date
- Actions required to meet Learning Objectives – use the down arrows to open and close these areas. Fill in only the boxes that help you record your discussion.
- Write your comments
- Save as draft

OR

- Sign off without AES:
 - Click *Yes – I would like to sign off now*
 - Click *Sign Off*

OR

- Sign off with AES:
 - Click *Yes – I would like to sign off now*.
 - AES adds ISCP password.
 - Click *Sign Off*.

When signed off by both you can access the *Interim Review*.

Learning Agreement contd/

Interim Review (mid-point)

- Click on the *Interim review* tab
- Enter the meeting date.
- *Topics and Progress* section shows you all the portfolio evidence that you have linked to syllabus topics.
- Click the down arrow
- Click on the number to see a list of the evidence.
- Click again on the down arrow to open up evidence.

Your AES can award outcomes against syllabus topics.

Outcomes can be: *Grey – not started; Yellow – in progress; Green – Satisfactory and Red - Unsatisfactory.*

- Add updates in actions boxes.
- Complete additional question about any unresolved causes of concern.
- Comment and sign off as before.

Final Review (end of placement)

- As above
- Additional requirement for at least one Clinical Supervisor's report

AES Report

When the AES has completed the report from their account it will be viewable in your account comprising:

Date / CS reports / topic outcomes / Actions textboxes / AES's overall statement / Statement about Serious Untoward Events / LA Outcome.

- Add your comments and sign off.

Portfolio

Click Menu / Portfolio

Evidence once validated (by your assessor) or committed (by you) is stored in your portfolio.

Different areas can be viewed by a series of filters:

- *Viewing* – Use the drop down box to select what you want to view.
- Click the checkbox and select a custom *from* and *to* period.

OR

- *Time period* – click the drop down box to choose time by *placement, level, ARCP* or *Everything*.

Your selections determine the evidence displayed beneath.

You can retract evidence from here e.g. amend.

MSF

Click Add / Evidence / MSF

Create MSF

- Enter the date and your training level (year).
- Click the *Create MSF* button.
- Click the red *Start* button to add self-assessment.
- Read guidance
- Add your ratings and click *Save*.
- Use the back arrow to return to the Raters page.
- Choose raters and click *Save MSF*. Or add rater's email if rater is not registered.
- When you have enough evaluations click to submit your MSF to your AES.

Your AES should meet with you to discuss, award an outcome and sign off.

Your MSF will appear in your portfolio.

Training History

Click Menu / Dashboard / Training History

You can:

- View your placements in chronological order.
- Add placements.
- Complete the JCST survey.
- Open/edit a placement – click in the placement area.
- To amend validated placements, first click to *Retract* at the bottom of the page then *Press to Confirm Retraction* and click the down arrow and confirm or cancel). Your TPD will need to re-validate.

! Be careful if deleting a placement as this will also delete that placement's Learning Agreement.

Add operations to eLogbook

Click Add / Other Forms / eLogbook

The first time you do this through the ISCP website you will need to log in to the eLogbook using the username and password with which you registered on eLogbook. Thereafter the link will be remembered.

- Click Add Operations in the left-hand menu of eLogbook and complete the details.

Trainee 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

Click Menu / Notices

- **Alerts / Notices / Warnings** – actions required with hyperlinks.
- **Work in Progress** – click on grey drafts or green submitted to open, view, retract or delete tasks.
- **Progress in my current placement** – view your LA status in different placements.

Add a placement

Click Menu / Add / Placement

Fill in one form for each placement

1st part

The first set of information general.

The fields are filtered according to your choices as you go.

- Select the TPD. If you are not in a training post, choose TPD, Demo.
- Click *Confirm* to move to the next stage of adding placement details and supervisors.

2nd part

- Supervisors: Type a name or choose from recently selected users.
- If one person fulfils both AES / CS roles you will need to choose an additional person as CS (for the Learning Agreement).
- Click hyperlinks to read *Statements of Health & Probity* and *Educational Contract*.
- Tick to agree them.
- Click submit to TPD to validate your placement.

WBA

Click Menu / Evidence / WBA method from list

- Add the assessment date.
- Type / select your rater's name.
- Add the hospital if not pre-populated.
- Your rater can add feedback in any of 4 fields – whether with you or after you submit the form to them.
- *Trainee feedback* - add comments.
- *Trainee reflections* –optional. These can be public (viewable by those who can see your portfolio) or private. Like all training records, these may be subject to scrutiny by other parties for legal reasons, ensure reflections are anonymised.
- Add ratings:

N = Not assessed/observed /

D = Development required /

S = Satisfactory /

O = Outstanding

- Add the *details* of the event.
- Add the *Global summary* (overall rating).

Topics allows you to link this evidence with a syllabus topic:

- Click the orange *View syllabus* button.
- Click on the latest syllabus then click the down arrow to choose topics from other syllabuses.
- Select topics.
- Click the orange *Done* button.
- Click save as draft or submit to rater.

Until validated (or retracted), WBAs appear on your dashboard. When validated WBAs appear in your portfolio. The menu shows your WBA count.

Other evidence

Click Menu / Add / *Other Evidence* / Evidence type from the list

All evidence forms work in the same way:

- Add the date from the date picker.
- Fill in all applicable fields.
- *Reflecting on this activity* – These are optional and can be public (viewable by those who can see your portfolio) or private. Like all training records this may be subject to scrutiny by other parties for legal reasons, ensure reflections are fully anonymised.

Topics allows you to link this evidence with a syllabus topic.

- Click the orange *View syllabus* button.
- Click on the latest syllabus and click the down arrow to choose topics from other syllabuses.
- Select topics.
- Click the orange *Done* button.

Attachments allows you to upload documents.

- Click the Orange *Attach* button and browse as normal.
- *Commit the evidence* –save as draft or commit to your portfolio.
- From your portfolio *retract* the evidence to amend it.