

# Training Programme Director

## ISCP Step by Step Guide



## List of contents

- [Introduction](#)
- [General navigation](#)
- [Key terms](#)
- [System steps diagram](#)
- [Dashboard](#)
- [Validate Placements](#)
- [My Trainees](#)
- [Global Objectives](#)
- [View portfolio](#)
- [ARCP Management](#)
- [Batch Delegation](#)
- [Global Objective template](#)
- [View placements](#)
- [Rate others](#)
- [Send messages](#)
- [Other menu items](#)



# Introduction

Version 10 of the ISCP, available from August 2016, is a re-design and rebuild of the web-based training management system which supports the curriculum. We hope you will find it easier to use, more intuitive and quicker.

Some of the improvements are:

- Multiple document upload in areas such as *Other evidence*
- Increased storage space of documents (up to 5MB each and in total 200MB).
- Simultaneous trainee-trainer sign off of tasks such as *Learning Agreement* meetings
- Optimisation for use on mobile devices
- Ability for a single login to cover both the surgical and dental user view

This guide focuses on the areas of the ISCP that you will use most frequently. From time to time, as further releases provide new interactive tools and electronic processes, this guide will be updated.

## General navigation

- All mandatory fields are underlined in orange.
- Not completing mandatory fields will result in an error message and required fields will be shaded pink. The required items will be listed at the top of the page.
- When you see this icon,  hovering on it will provide some help text.
- Tabs for sending us your *Feedback* and finding more *Help* can be seen on the right-hand side of each page. Help text is not yet available on all pages.
- Text entry fields in the system can search as you type for a person or place e.g. when sending a message to another person or adding an assessor.
- Links across the site **look like this**.
- Areas of the site show a downward arrow  for accessing more content on a page. Click on the arrow to open further content and click on it again to close it.
- Browsers; note that v10 does not support Internet Explorer version 7 or below.
- The ISCP Helpdesk is available 9am-5pm Monday to Friday and can be contacted by phoning **020 7869 6299** or emailing [helpdesk@iscp.ac.uk](mailto:helpdesk@iscp.ac.uk)

## Key terms

**Commit:** Enables the trainee to store a task s/he has completed in the portfolio without any actions required by other users e.g. uploading information about a course in *Other Evidence*.

**Retract:** Enables the trainee to retrieve an item s/he has committed to the portfolio or submitted to another user who has validated it, in order to amend/delete it.

**Send:** Refers mainly to messages that you give to another person to view.

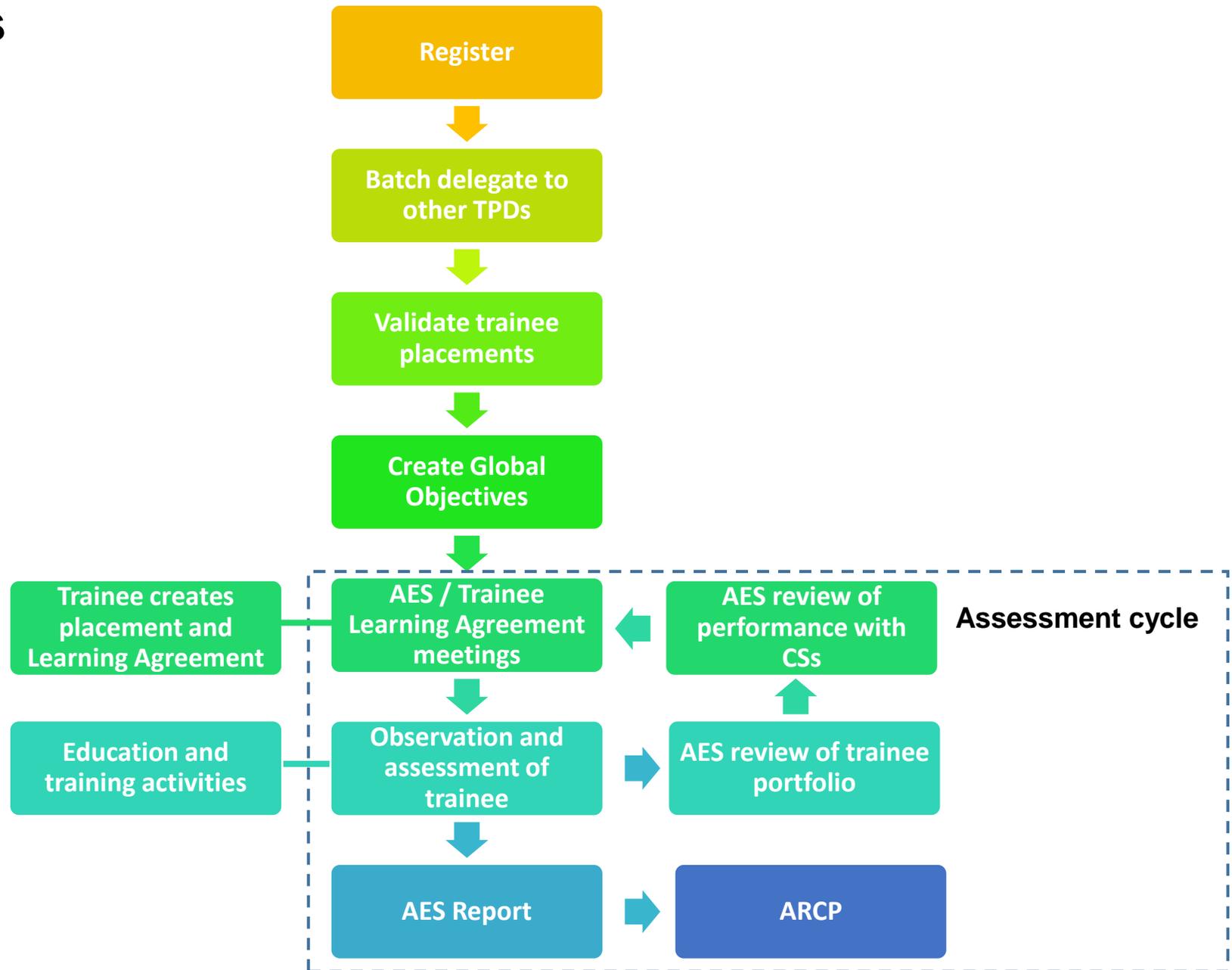
**Save as draft:** Enables you to save content and finish later.

**Sign off:** Indicates that you agree to content e.g. details in a Learning Agreement meeting.

**Submit:** Enables you to send a completed task to another user for the next step in a process e.g. to a trainee for their comments in your AES Report.

**Validate:** Enables you to confirm content is correct e.g. a WBA by a rater.

# System steps



ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME- DASHBOARD- MY TRAINEES-

INFORMATION

- > Notices
- > Messages

1 MY DETAILS

- > Personal details
- 3 > My Roles
- > My Profile - Coming Soon

Dashboard

Alerts, Warnings and Notices 2

Alert(s)

You have 1 trainee placement(s) to validate

Warning(s)

Please tell us your training role

Notice(s)

You have 1 unread message(s)

You have 6 trainees whose ARCP(s) have not yet been signed off

Action required! Read and agree to the latest site terms and conditions. I Agree to the terms and conditions [X]

3

ISCP Terms and Conditions

1. General

1.1 Our website is aimed at those requiring information on and/or assistance in relation to surgical training in the United Kingdom or Ireland, whether on one of the Specialist Surgical Registers or otherwise.

1.2 Where in these terms and conditions surgical matters are referred to, including surgical training, surgical trainees and the surgical syllabuses, this should be taken to comprise all users of this system, including but not limited to dental matters (e.g. dental training, the dental syllabus and dental trainees).

1.3 Please read these terms and conditions carefully as they govern our relationship with you in relation to this website. If you have any questions about them or do not wish to accept them, please contact our helpdesk at [helpdesk@iscp.ac.uk](mailto:helpdesk@iscp.ac.uk) or on 020 7869 6299 before using this website.

1.4 We may change these terms and conditions at any time by updating this page, in which case we will inform you through an alert when you log on. However you should also check this page annually to review these terms and conditions to ensure you are happy with any changes. Using or accessing this website indicates your acceptance of these terms and conditions. If you do not accept these terms and conditions, please do not continue to use this website.

1.5 You must not misuse the website, including, without limitation, by hacking into it nor attempt to affect the website and/or its operation by any denial-of-service attack or similar or comparable act or omission.

2. Information about us

2.1 We are The Royal College of Surgeons of England, a body set up by Royal Charter and a registered charity, whose address is 35 - 43 Lincoln's Inn Fields, London, WC2A 3PE.

2.2 We manage this website on behalf of the Intercollegiate Surgical Curriculum Programme ("ISCP"), a collaboration between us, The Royal College of Surgeons of Edinburgh, The Royal College of Physicians and Surgeons of Glasgow and The Royal College of Surgeons in Ireland together with the ten Specialty Surgical Associations.

2.3 The Specialty Surgical Associations are: (1) The Associations of Surgeons of Great Britain and Northern Ireland, (2) The British Orthopaedic Association, (3) The British Association of Oral and Maxillofacial Surgeons, (4) The British Association of Otolaryngologists - Head and Neck Surgeons, (5) The British Association of Plastic Reconstructive and Aesthetic Surgeons, (6) The British Association of Paediatric Surgeons, (7) The Society of British Neurological Surgeons, (8) The British Association of Urological Surgeons, (9) The Society of Cardiothoracic Surgery in Great Britain and Ireland and (10) The Vascular Society of Great Britain and Ireland (The Vascular Society).

2.4 You can contact us by email at [helpdesk@iscp.ac.uk](mailto:helpdesk@iscp.ac.uk) or by telephone on 020 7869 6299.

3. Your use of this website and our intellectual property rights

3.1 We have made this website available to you for your own non-commercial use in relation to the specialist training of surgeons. We may modify, withdraw or deny access to this website at any time, including varying charges for its use or other restricted access. In relation to substantial changes, where this relates to areas for which you are currently dependent upon this website, we will try to give you as much reasonable notice of the proposed change(s) as practicable.

3.2 This website and all the materials contained in it are protected by intellectual property rights, including copyright, and either belong to us or are licensed to us to use (which may

Logging in takes you to your personalised *Dashboard*. Clicking on *Dashboard* in the main menu takes you back here from other areas.

The menu also shows you numbers of items against areas awaiting attention such as new messages (1).

Your dashboard displays:

**Alerts** under the pink band for important tasks that require an action. Typically these may be assessments for your validation.

**Notices** under the blue band for information and may also require an action. Typically these may be new messages for you to read.

**Warnings** under a yellow band for alerts reaching their due time.

These do not disappear until you have taken the action.

The first time you login you will see a link to agree a new set of Terms and Conditions of the v10 website, you can click the link to read and accept (3).

Other menu items are:

- *Personal details* – shows you the account details with which you registered.
- *My Roles* – lists your ISCP roles and any other key positions of responsibility you occupy that you wish to add.

# VALIDATE TRAINEE PLACEMENTS

One of your first alerts on your dashboard may be to validate a trainee's placement (1).

As Training Programme Director (TPD), you will have been identified automatically by the trainee when s/he creates a placement in a specialty, training level and region.

- Click on the link from the dashboard or go to *My Trainees* and then under *Tools*, *Validate Trainee Placement(s)* (2).

- Click one of two buttons to either say *Yes, this is my trainee*

OR

- *No, this is not my trainee* (3).

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 person.

Dashboard

Alerts, Warnings and Notices

Alert(s)

You have 1 trainee placement(s) to validate

Warning(s)

Please tell us your training role

Notice(s)

You have 1 unread message(s)

You have 6 trainees whose ARCP(s) have not yet been signed off

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME- DASHBOARD- MY TRAINEES-

MY TRAINEES TOOLS RATE OTHERS

> As Training Programme Director 1 > Validate Trainee Placement(s) 1 > Validate WBAs / MSFs

> Batch Delegate Trainees

Trainee placement validation

The following trainee(s) have selected you as their Training Programme Director. Please choose an action for each trainee.

Bussey, Maria Demo Trainee (Dr) [GMC: 111111111]  
General Surgery , Surgical ST3

Deanery/LETB NHS Education for Scotland - East Region

Placement details Ninewells Hospital / 01 Jan 2016 - 31 Dec 2016 / General Surgery / ST3

Supervisors AES: AES, Bussey (Mrs) [GMC: 33333333] / CS: AES, Bussey (Mrs) [GMC: 33333333] Clinical Supervisor 1, Bussey (Mrs) [GMC: 44444444]

Other details

Yes - This Is My Trainee No - This Is Not My Trainee 3

- *My Trainees* is the area that you will use most frequently as TPD. From here you can access all your trainees and carry out TPD functions.

The number in the menu next to your role indicates the number of trainees you manage within that role (1).

- Click on *As Training Programme Director*.

Three tabs divide your trainees by a time period and indicate the number of trainees within that area (2).

**Current** includes trainees whose placements are in progress.

**Historic** includes trainees whose placements have expired but by not more than 12 months after which you will no longer be able to view them.

**Future** includes trainees you will be managing in the next 6 months.

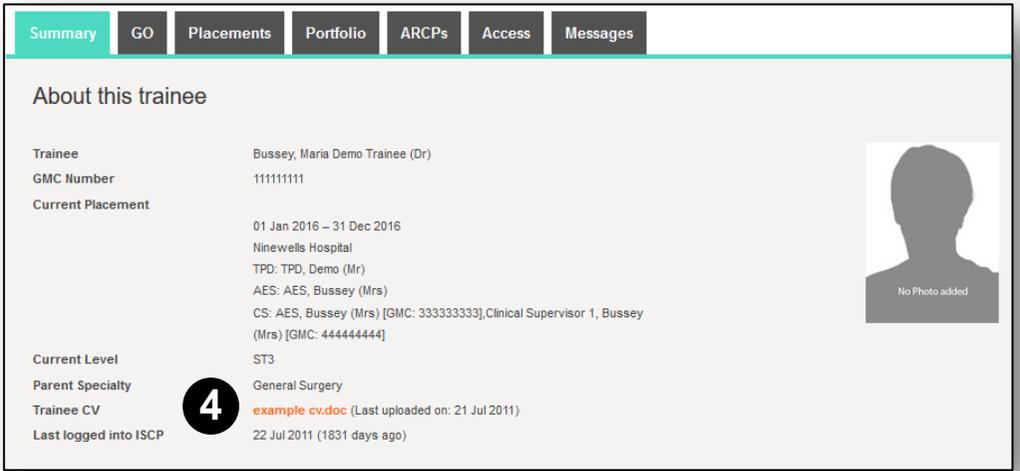
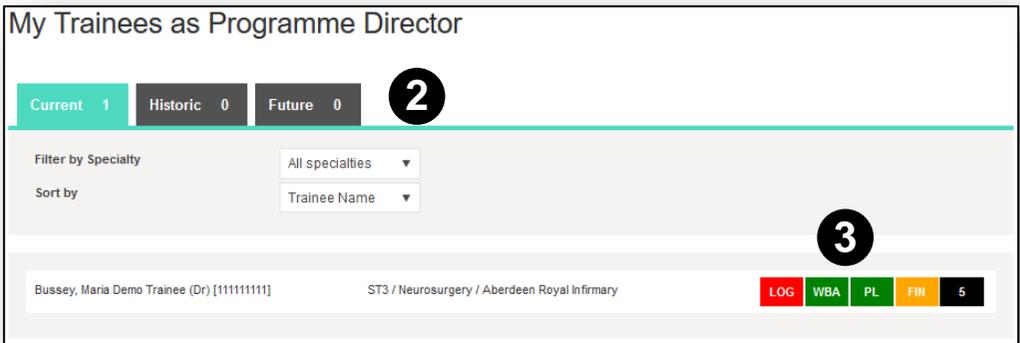
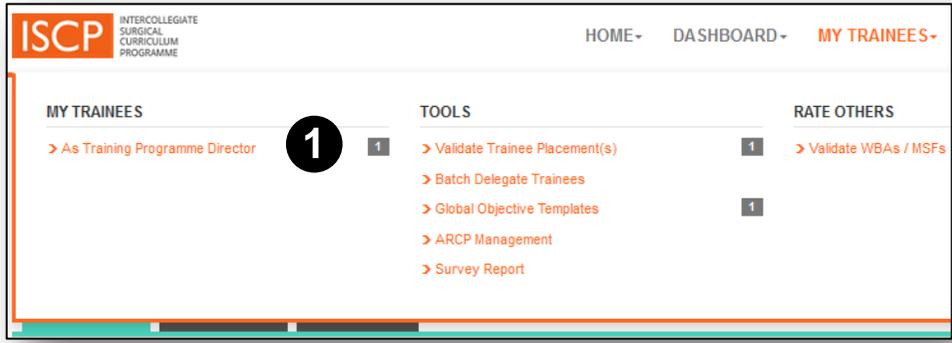
**Colour-coding** (3) indicates the status of their portfolio for last login (LOG), last workplace assessment recorded, placement set up, Learning Agreement status and last ARCP outcome. Red indicates that an area requires attention by the trainee.

Your trainees are listed within each tab and you can filter them by specialty and name.

- Click on the area showing the trainee details.

This leads you to a trainee summary page. If the trainee has uploaded a CV you can view it by clicking on the orange link (4).

- Click on the tabs at the top of the summary page to use Global Objectives, view the Portfolio, manage ARCPs, delegate access to this trainee to other TPDs and send this trainee a message.



As Training Programme Director, you can use the Global Objective (GO) tool to set a global statement for a trainees by stage of training.

## Individual Global Objective

From the trainee summary page you can set a GO for this trainee.

- Click the GO tab (1).

You will be able to set a GO for each training level.

- Click to either *Create new* or in the space of an existing one to overwrite it (2).
- You can give it a title to differentiate it from others.
- You can type a statement and use a range of styling tools. You can also paste text from elsewhere.
- Alternatively, choose a template you created earlier from the drop down box to pre-populate this GO ([see GO Template](#)). You can then also overwrite it to tailor it for this trainee.

The screenshot shows the 'Summary' page for a trainee. The 'GO' tab is highlighted in green and has a circled '1' next to it. The page displays the following information:

|                       |  |
|-----------------------|--|
| Trainee               | Bussey, Maria Demo Trainee (Dr)  |
| GMC Number            | 111111111  |
| Current Placement     | 01 Jan 2016 – 31 Dec 2016<br>Ninewells Hospital<br>TPD: TPD, Demo (Mr)<br>AES: AES, Bussey (Mrs)<br>CS: AES, Bussey (Mrs) [GMC: 333333333], Clinical Supervisor 1, Bussey (Mrs) [GMC: 444444444] |
| Current Level         | ST3  |
| Parent Specialty      | General Surgery  |
| Trainee CV            | <a href="#">example cv.doc</a> (Last uploaded on: 21 Jul 2011)   |
| Last logged into ISCP | 22 Jul 2011 (1831 days ago)  |

The screenshot shows the 'GO' tab selected. It displays a list of Global Objectives for different training levels:

| Level | Title             | Modified by                  |
|-------|-------------------|------------------------------|
| CT1   | untitled          | Demo, PD (Mr) [GMC: 9991111] |
| CT2   | untitled          | TPD, Demo (Mr) [GMC: 123456] |
| ST1   | ST3 2015 template | TPD, Demo (Mr) [GMC: 123456] |
| ST2   | Create new...     |                              |

The screenshot shows the 'Global Objective' creation form. A dropdown menu for selecting a template is highlighted with a circled '3'. The form includes the following fields:

- Template: Please select
- Title: ?
- Supporting Statement: A rich text editor with various formatting tools.

A 'Save And Publish' button is located at the bottom left of the form.

## Filtering views

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

Go to the trainee's summary page and choose the placement tab by clicking; *My Trainees / As Training Programme Director / Current* tab / Click on the relevant trainee / Click on the *Portfolio* tab.

You will see a series of filters.

In **Viewing** – Use the drop down box to select what you want to view, areas include (1):

- ARCPs
- Global Objectives
- Learning Agreements
- Topics and Progress
- Evidence (by WBA method)
- Evidence / Other Evidence
- eLogbook
- Journals
- PDPs
- Rotas

Use the **Custom Date Range** – Click the checkbox and select a custom *from* and *to* period (2) OR

Select a **Time period** – Click the drop down box to choose a pre-established period by *placement*, *level*, *ARCP* or *Everything* (default) (3).

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

The screenshot shows the 'Portfolio' tab for a trainee named 'Bussey, Maria Demo Trainee (Dr)'. The interface includes a navigation bar with tabs: Summary, GO, Placements, Portfolio, ARCPs, Access, and Messages. The main content area is titled 'About this trainee' and lists details such as GMC Number (111111111), Current Placement (01 Jan 2016 – 31 Dec 2016 at Ninewells Hospital), Current Level (ST3), Parent Specialty (General Surgery), Trainee CV (example cv.doc), and Last logged into ISCP (22 Jul 2011).

Below this, there are three filter sections:

- Viewing:** A dropdown menu (1) currently set to 'Topics and Progress'. A list of options is shown, including Global Objectives, Learning Agreements, Topics and Progress, Evidence (AaA, CBD, CEX, etc.), and Other Evidence.
- Use Custom Date Range:** A checkbox (2) that is currently unchecked.
- Time period:** A dropdown menu (3) currently set to '01 Feb 2011 – 26 Jul 2016 : At any time'. A list of options is shown, including placement, level, ARCP, and Everything.

At the bottom, there is a 'Viewing' section with a dropdown set to 'Topics and Progress', a checked 'Use Custom Date Range' checkbox, and a 'Go' button.

The tools you may frequently view are Topics and Progress, Evidence and eLogbook:

## Viewing Topics and Progress

- The syllabuses listed (1) are those with topics against which the trainee has specifically linked evidence during the time period selected. Click the down arrow to see the topics and evidence.
- In each syllabus the topics and evidence are displayed. The number shows the number of items there. Click on the number to see a list of the evidence in a new window and again on the down arrow to open up each piece of evidence (2).
- For each syllabus the default view is the topics against which there is evidence. (3) The printed header shows the number of topics with evidence against the total number of topics. By ticking in the checkbox you can see all topics in that syllabus whether with or without evidence against them (3).
- Only the AES can award outcomes in the left hand box (4).

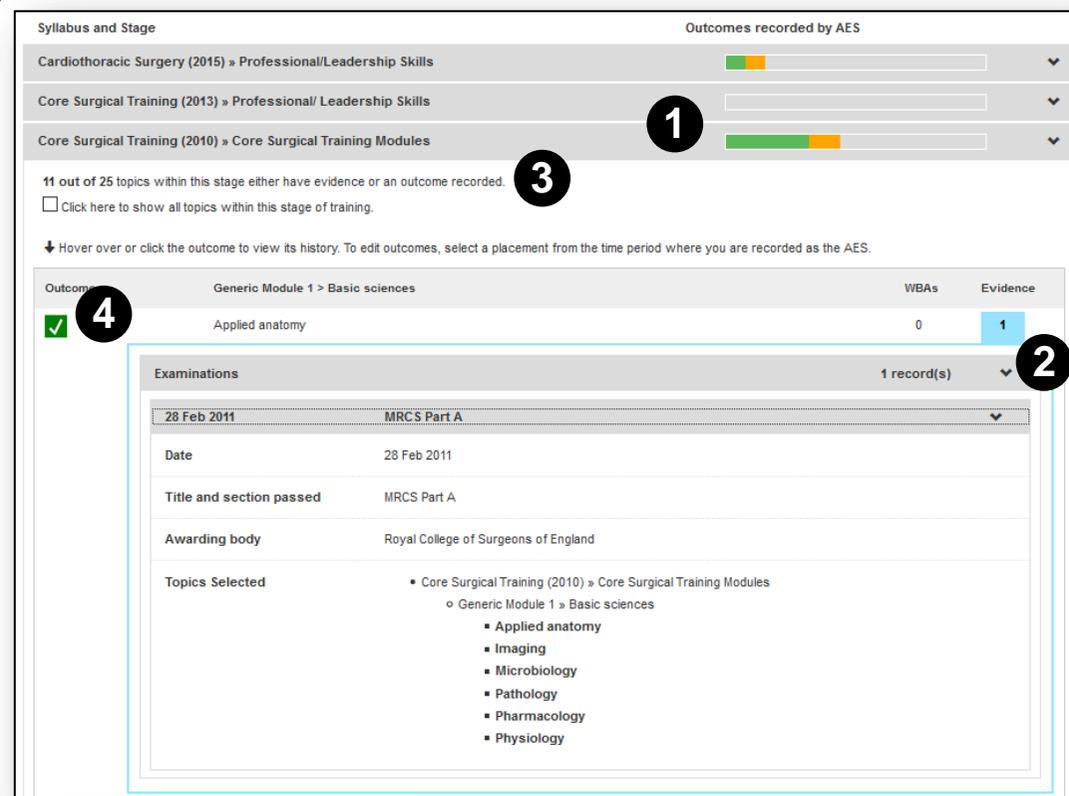
Outcomes are (5):

*Grey – not started;*

*Yellow – in progress;*

*Green – Satisfactory;*

*Red - Unsatisfactory.*



Syllabus and Stage

Outcomes recorded by AES

Cardiothoracic Surgery (2015) » Professional/Leadership Skills

Core Surgical Training (2013) » Professional/ Leadership Skills

Core Surgical Training (2010) » Core Surgical Training Modules

11 out of 25 topics within this stage either have evidence or an outcome recorded.

Click here to show all topics within this stage of training.

↓ Hover over or click the outcome to view its history. To edit outcomes, select a placement from the time period where you are recorded as the AES.

Outcome Generic Module 1 > Basic sciences WBA's Evidence

Applied anatomy 0 1

Examinations 1 record(s)

28 Feb 2011 MRCS Part A

| Date        | Title and section passed | Awarding body                        | Topics Selected  |
|-------------|--------------------------|--------------------------------------|--|
| 28 Feb 2011 | MRCS Part A              | Royal College of Surgeons of England | <ul style="list-style-type: none"> <li>Core Surgical Training (2010) » Core Surgical Training Modules               <ul style="list-style-type: none"> <li>Generic Module 1 » Basic sciences                   <ul style="list-style-type: none"> <li>Applied anatomy</li> <li>Imaging</li> <li>Microbiology</li> <li>Pathology</li> <li>Pharmacology</li> <li>Physiology</li> </ul> </li> </ul> </li> </ul> |

Set an outcome for this placement

Satisfactory

Trainees are expected to take ownership of their training, including ensuring enough assessments are carried out. However, trainers also have a responsibility to engage with trainees in completing their WBAs. If trainees are having difficulty in getting their trainers to engage, they may need support from their TPD.

### Viewing Evidence

- Choose the evidence type from the *Viewing* list (1).
- Select a Custom or Specified time period.

The first area on the resulting page displays (2):

- The number of assessments done in the selected period.
- The number of assessments that were carried out and validated by a Consultant rater.
- The average time taken for validation by all raters (ideally this should be less than 28 days).
- A visual of the global ratings of each assessment and you can scroll along the timeline.

The second area on the page (3) displays a list of the assessments showing their date, rater and global rating.

- Use the drop down arrows to open each assessment.

Note that the trainee can retract a piece of evidence if they subsequently need to amend it. If it has already been validated, you will receive a system message informing you that it has been retracted (4).

The screenshot shows a web interface for viewing evidence. At the top, there are tabs for 'Summary', 'Placements', 'Learning Agreements', 'Portfolio', and 'Messages'. The 'Portfolio' tab is active. Below the tabs, there is a 'Viewing' section with a dropdown menu set to 'CBD'. A 'Use Custom Date Range' checkbox is unchecked. The 'Time period' is set to '01 Feb 2011 - 22 Jul 2016 : At any time'. A dropdown menu for 'Evidence' is open, showing options: 'AoA', 'CBD' (highlighted with a '1'), 'CEX', 'CEX for Consent', 'DOPS', 'MSF', 'OoT', 'PBA', and 'Other Evidence'.

Below this, a summary bar shows '74 CBD(s) were recorded in this period' (with a '2') and '66 validated by a Consultant'. It also displays 'Average time taken from the assessment date to the assessment being validated' as '83 day(s)'. A bar chart shows performance levels for assessments in reverse date order, with ratings ranging from 3 to 4.

A table lists assessments with columns for date, type, rater, and global rating. Two rows are visible: '20 Jul 2016' by 'Demo, Consultant (Dr) [GMC: 1111112]' with a 'Level 4' rating, and '01 Feb 2011' by 'Bussey, Maria Demo AES (Mrs) [GMC: 11111112]' with a 'Level 4' rating. A '3' is placed over the table area.

The detailed view of the '20 Jul 2016' assessment shows fields for Hospital (Aberdeen Royal Infirmary), Development needs, Recommended actions, Clinical Setting (ASB), Emergency \ Elective (Emergency), Performed in a simulated setting (No), Complexity of the case (1. Appropriate for early years training), Summary of the problem (accident bad leg), Focus of clinical encounter (Medical record keeping, Clinical assessment, Professionalism), and Ratings (O1: S, O2: S, O3: S, O4: S). A 'Global summary' shows 'Level 0: Below that expected for early years training'. 'CBD Details' include trainee and rater information. 'Topics Selected' include 'Cardiothoracic Surgery (2015) - Professional/Leadership Skills' with sub-topics like 'Being a good communicator', 'Good Clinical Care', 'Keeping up to date', and 'Probity and Ethics'. A 'Retract' button is visible at the bottom left, with a '4' next to it.



The ARCP management tool follows the COPMeD [Gold Guide](#). It enables the TPD to set up and record an ARCP, drawing on the trainee's portfolio for a specified period. The ARCP can be an annual or interim process.

From the menu, click *My Trainees*, then, under *Tools*, *ARCP Management* (1). You can also navigate through each trainee's summary page (see [My Trainees](#)).

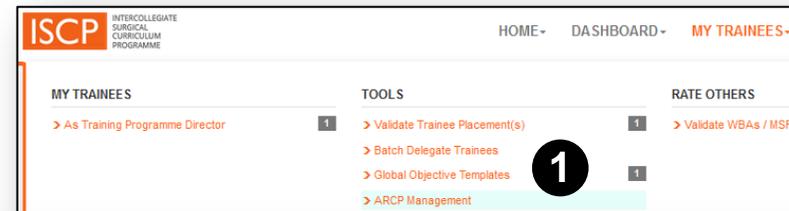
### Setting up a new ARCP

The TPD can delegate this task to the Deanery/TPD administrator who also has access rights.

- Click + *Add a new ARCP* link (2).

Complete the details on the form (3):

- Add the date by clicking in the space for the calendar tool.
- Type the venue.
- Select the period to be covered by the ARCP by selecting the *from* and *to* date in the calendar.
- Select the Deanery/LETB, from your personalised list.
- Choose panel members; type a name then click on the name when it appears. Panel members must be registered with the ISCP in order to appear in the list. Alternatively you can choose from your recently selected users list.
- Assign their role and use the radio button to show the Chair of the panel.
- Type the names of any lay members as they do not need to be registered on the ISCP.



## Setting up a new ARCP cont.

Under *Trainees who will be assessed at this ARCP* (1).

- Select trainees by period - *Current / Future / Historic*:
  - Current** - trainees whose placements are in progress.
  - Historic** - trainees whose placements have expired but by not more than 12 months.
  - Future** - trainees you will be managing in the next 6 months.
- Select the specialty from your personalised list.
- Select the level from your personalised list.
- The list below will show trainee names populated according to your selection and you can then select either an annual or interim review (each has a slightly different ARCP form) (2) .
- Save the ARCP meeting. You will be able to edit the details at any time up to final sign off.

Your ARCP will appear in your *In Progress* tab (3). This area shows required actions (4) and you can open the ARCP and edit it until it is signed off.

Save ARCP Meeting

| Date                       | Period | Type                           | Status |
|----------------------------|--------|--------------------------------|--------|
| 11 Jul 2016                |        | 1 ARCP                         |        |
| 04 Jul 2016                |        | 9 ARCP(s)                      |        |
| 05 Aug 2015 to 02 Aug 2016 | Annual | Awaiting Deanery/LETB sign off | 4      |
| 05 Aug 2015 to 02 Aug 2016 | Annual | Awaiting Deanery/LETB sign off |        |

## Viewing an ARCP

- Click on *My Trainees* from the main menu and *ARCP Management* (1)
- ARCPs appear in the *In Progress* tab until they have been signed off by all relevant parties after which they appear in the *Completed* tab (2).
- Click on the down arrow to see the list (3).
- Click on an ARCP to open it, as you click the area will change colour (4).
- The ARCP, when opened, contains 4 tabbed areas (5).

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME- DASHBOARD- MY TRAINEES-

MY TRAINEES TOOLS RATE OTHERS

> As Training Programme Director 1

> Validate Trainee Placement(s) 1

> Batch Delegate Trainees

> Global Objective Templates 1

> ARCP Management 1

> Validate WBAs / MSFs

ARCP Management

In Progress Completed

+ 2 ARCP

11 Jul 2016 1 ARCP 3

21 Jun 2016 4 ARCP(s) 1 required action(s)

05 Aug 2015 to 02 Aug 2016 Annual Outcome not yet recorded

11 Jul 2016 1 ARCP

04 Jul 2016 9 ARCP(s)

05 Aug 2015 to 02 Aug 2016 Annual Awaiting Deanery/LETB sign off

05 Aug 2015 to 02 Aug 2016 Annual Awaiting Deanery/LETB sign off 4

ARCP Setup Trainee Progress Recommendation and Sign off Additional Comments (1)

Trainee NTN:

Specialty

Enrolment Status Expected Completion of Training date:

ARCP type

Meeting details Venue:

Period covered

Created by

Related documents JCST Certification Guidelines / Surgical and Dental N Code Forms

From the menu, click My Trainees then *ARCP Management* (1)

Your list defaults to your *In Progress* ARCPs (2).

To edit the ARCP set up details click on the orange *Edit ARCP Meeting* (3).

To record the ARCP event click on the area for the trainee which then highlights in blue (4).

The ARCP contains four tabs; *ARCP set up*, *Trainee progress*, *Recommendations and sign off* and *Additional Comments* (5).

### ARCP Set up tab

The first part of the form shows summary information.

*ARCP Information* will be pre-populated with training information already entered (6). Further information can be added including:

- Days out of training (numbers only field).
- GMC Training Programme Approval Number.

Under *Relevant dates for this ARCP*:

Trainee Placements are listed in the box on the left-hand side. Those not covered by the ARCP are greyed out (7).

Previous ARCP dates and outcomes are listed in the box on the right-hand side (8).

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HOME- DASHBOARD- MY TRAINEES-

MY TRAINEES TOOLS RATE OTHERS

> As Training Programme Director 1

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> Batch Delegate Trainees

> Global Objective Templates 1

> ARCP Management 1

> Validate WBAs / MSFs

ARCP Management

In Progress Completed

+ Add ARCP 2

28 Jul 2016 Office 1 1 ARCP 1 required action(s)

Edit ARCP Meeting 3

Bussey, Maria Demo Trainee (Dr) [GMC: 111111111] 01 Jan 2016 to 31 Dec 2016 Annual Outcome not yet recorded 4

ARCP Setup Trainee Progress Recommendation and Sign off Additional Comments (0) 5

Trainee Bussey, Maria Demo Trainee (Dr) [GMC: 111111111] NTN:

Specialty Neurosurgery

Enrolment Status Not Enrolled Expected Completion of Training date:

ARCP type Annual v3

Meeting details 28 Jul 2016 Venue: Office 1

Period covered 01 Jan 2016 to 31 Dec 2016

Created by TPD, Demo (Mr) [GMC: 123456]

Related documents JCST Certification Guidelines / Surgical and Dental N Code Forms

ARCP Information

Type of ARCP Annual 6

Period covered from 01 Jan 2016

Period covered to 31 Dec 2016

Level being assessed ST3

Days out of training since last review 2

GMC Training Programme Approval Number

Relevant dates for this ARCP 7

| Placement                  | Hospital                     | Previous ARCP periods covered 8 | Outcome | Type    |
|----------------------------|------------------------------|---------------------------------|---------|---------|
| 20 Jul 2016 to 31 Jul 2018 | Aberdeen Royal Infirmary     | 01 Jan 2012 to 06 Mar 2013      | 5       | Annual  |
| 01 Jan 2016 to 31 Dec 2016 | Ninewells Hospital           | 01 Feb 2011 to 31 Oct 2012      | 1       | Annual  |
| 05 Aug 2015 to 15 Dec 2015 | Northampton General Hospital | 01 Feb 2011 to 31 Oct 2012      | 1       | Interim |
| 17 Sep 2012 to 31 Oct 2012 | Cumberland Infirmary         | 01 Feb 2011 to 31 Jul 2011      | 1       | Annual  |

Save ARCP



## Recommendation and Sign off tab

The first part of the form shows summary information.

*Approved clinical training gained during the period to be viewed:*

This area lists the placements that occurred within the ARCP period.

- You can amend the In/Out of Programme drop down box in each placement and alter the percentage training time.

*Previous ARCP(s):*

This area shows previous ARCPs, outcome and sign off status.

| ARCP Setup        | Trainee Progress   | Recommendation and Sign off           | Additional Comments (0) |
|-------------------|--|---------------------------------------|-------------------------|
| Trainee           | Bussey, Maria Demo Trainee (Dr) [GMC: 111111111] NTN:                            |                                       |                         |
| Specialty         | Neurosurgery   |                                       |                         |
| Enrolment Status  | Not Enrolled   | Expected Completion of Training date: |                         |
| ARCP type         | Annual v3  |                                       |                         |
| Meeting details   | 28 Jul 2016  | Venue: Office 1                       |                         |
| Period covered    | 01 Jan 2016 to 31 Dec 2016   |                                       |                         |
| Created by        | TPD, Demo (Mr) [GMC: 123456]   |                                       |                         |
| Related documents | <a href="#">JCST Certification Guidelines / Surgical and Dental N Code Forms</a> |                                       |                         |

Approved clinical training gained during the period to be reviewed

The following placements occurred during the ARCP period

| Placement/Post/Experience                | From        | To          | In/Out of Programme | FT/PT as percentage | Survey status      |
|--|-------------|-------------|---------------------|---------------------|--------------------|
| Aberdeen Royal Infirmary<br>Neurosurgery | 20 Jul 2016 | 31 Jul 2016 | In Programme ▼      | 100 %               | Survey not started |
| Ninewells Hospital<br>General Surgery    | 01 Jan 2016 | 31 Dec 2016 | In Programme ▼      | 100 %               | Survey not started |

Previous ARCP(s)

| Meeting Date | Type    | Outcome   | Start Date  | End Date    | Sign Off Status           |
|--------------|---------|---|-------------|-------------|---------------------------|
| 20 Mar 2013  | Annual  | 5. Incomplete evidence presented – additional training time may be required | 01 Jan 2012 | 06 Mar 2013 | Completed                 |
| 12 Jan 2013  | Annual  | 1. Achieving progress and competences at the expected rate                  | 01 Feb 2011 | 31 Oct 2012 | Awaiting Trainee sign off |
| 10 Jan 2013  | Interim | 1. Achieving progress and competences at the expected rate                  | 01 Feb 2011 | 31 Oct 2012 | Awaiting Trainee sign off |
| 31 Aug 2012  | Annual  | 1. Achieving progress and competences at the expected rate                  | 01 Feb 2011 | 31 Jul 2011 | Awaiting Trainee sign off |

## Recommendation and Sign off tab cont.

Under *ARCP Recommendation*:

- Click in the *Outcome* box to select from the outcomes list (**mandatory field**) (1).

The outcome selected determine other fields which appear further down. For example selecting an outcome 8 (OOPR) enables you to add information about extra months counted towards training.

- Outcomes 2, 3, 4, 5, 7.2, 7.3, 7.4, 8 (OOPC) and 9 require supporting information. Please fill in these areas as fully as possible (2).

### ARCP Recommendation

1

Outcome

Please select

Please select

#### Satisfactory Progress

1 . Achieving progress and competences at the expected rate

#### Unsatisfactory Progress

2 . Development of specific competences required – additional training time not required

3 . Inadequate progress by the trainee – additional training time required

4 . Released from training programme with or without specified competences

#### Insufficient Evidence

5 . Incomplete evidence presented – additional training time may be required

#### Recommendation for completion of the training programme (core or higher)

6 . Gained all required competences for the programme

#### Outcomes for trainees out of programme or not in run-through training

7.1 . Satisfactory progress in or completion of the LAT / FTSTA placement.

7.2 . Development of Specific Competences Required – additional training time not required LAT / FTSTA placement

7.3 . Inadequate progress by the trainee – additional training time LAT / FTSTA placement

7.4 . Incomplete Evidence Presented - LAT / FTSTA placement

#### Out of Programme not contributing to completion of the training programme

8 . OOPE (Experience)

8 . OOPR (Research)

8 . OOPC (Career Break)

#### Top-up training

9 . Top-up training

### Supporting Information

Detailed reasons for recommended outcome

Mitigating circumstances

Competencies which need to be developed

Recommended actions

Recommended additional training time (if required)

#### For trainees given an unsatisfactory review outcome

2

- U1  **Record Keeping and Evidence**  
Trainee failed to satisfactorily maintain their Royal College/Faculty E-Portfolio including completing the recommended number of Work Placed Based Reviews; Audits; Research; structured Education Supervisors report; in accordance with recommendations for that particular Year of Training in line with the Royal College/Faculty curriculum requirements.
- U2  **Inadequate Experience**  
Training post (s) did not provide the appropriate experience for the year of training being assessed in order to progress. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.
- U3  **No Engagement with Supervisor**  
Trainee failed to engage with the assigned Educational Supervisor or the training curriculum in accordance with the Royal College/Faculty requirements for that particular year.
- U4  **Trainer Absence**  
Nominated Educational Supervisor or Trainer did not provide the appropriate training and support to the Trainee because of their absence on a sabbatical, through illness or other reasons; and no nominated ESUpvr deputy took over to ensure that an appropriate level of training was maintained. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.
- U5  **Single Exam Failure**  
Trainee failed to satisfy the respective Royal College/Faculty examination requirements to progress to the next year of training.
- U6  **Continual Exam Failure**  
Trainee failed to pass the respective Royal College/Faculty examination within the allowable number of examination attempts following a number of re-sits and is therefore unable to progress any further in this Specialty.
- U7  **Trainee requires Deanery Support**  
Trainee has issues to do with their Professional personal skills for example: - behaviour / conduct / attitude / confidence / time keeping / communications skills etc and requires the support of the Deanery Performance Team.
- U8  **Other reason (please specify)**

## Recommendation and Sign off tab cont.

Under *ARCP Recommendation*:

- Enter the recommended date for completion of training.
- Enter the next training level.
- Select whether the trainee has an academic component.
- State whether the trainee was present or absent from the ARCP (**mandatory field**).
- Enter the date of the next review if one is set.

ARCP Recommendation

|   |                      |
|---|----------------------|
| <u>Outcome</u>                          | Please select        |
| Recommended Completion of Training date | <input type="text"/> |
| Grade/Level at next rotation            | Please select        |
| Academic progression                    | Please select        |
| <u>Trainee Attendance</u>               | Please select        |
| Date of next review                     | <input type="text"/> |

Please select

Please select

Please select

Please select

Please select

Please select

Not applicable

Continue academic component

Do not continue academic component

Academic component completed

## Recommendation and Sign off tab cont.

*Revalidation* - details can be updated.

*Unresolved causes of concern?* Record any that occurred (1). A Yes answer enables you to add a comment.

*Confirm ARCP Panel:* Attendance of panel members can be confirmed by ticking those who attended from the list.

NB: Other people who attended who were not originally listed can only be added in the [summary page](#) and adding them there will add their names to all trainees with this ARCP schedule.

*Confirm ARCP lay members:* confirm any differences by overwriting in the text box.

*Sign off and Complete:* the TPD and trainee must sign off the ARCP. Deanery/LETB Administrator sign off is optional once the TPD has signed off.

The trainee's sign off indicates that they understand the recommendations arising from the review. It does not imply they accept or agree with them and they can have the recommendation reviewed as well as the right of appeal as delineated in the Gold Guide.

## Additional Comments tab

This area enables anyone who has access to the ARCP to make comments at any time, including after signing off and the comments are visible to all.

### Revalidation

Information is available in the trainee's Enhanced Form R, in the employer's Exit Report (and the Exception Exit Report when there is a concern) and in the Clinical Supervisor's Report and Assigned Educational Supervisor's Report.

Documentation considered

- Exit Report
- Exception Report
- Form R Part B
- Supervisor Reports
- Other

Unresolved causes of concern?

Please select



Date of previous revalidation (if applicable)

Date of expected revalidation

1

Unresolved causes of concern?

Please select

Detailed causes of concern

Yes - there are current known unresolved causes for concern

Please select

Yes - there are current known unresolved causes for concern

No - there are not current known unresolved causes for concern

2

### Confirm ARCP panel

Please confirm all panel members who were in attendance for this trainee's ARCP.

Panel Member

Role

Chair

TPD, Demo (Mr) [123456]

Training Programme Director

### Confirm ARCP lay members

Please confirm all lay members who were in attendance for this trainee's ARCP.

Lay Members

Professor D Brown

### Sign off and Complete

Sign off comments

Sign off

No - Save as draft

TPD sign off is required for all outcomes

Trainee sign off is required for all outcomes.

The trainee signature on the form indicates that they understand the recommendations arising from the review. It does not imply they accept or agree with them and they can have the recommendation reviewed as well as the right of appeal as delineated in Gold Guide

Deanery/LETB Administrator sign off is required once the TPD has signed off

Save As Draft

# BATCH DELEGATE TRAINEES

As Training Programme Director, you can use the batch delegate tool to assign a selection of trainees to other TPDs to manage.

- From the menu, click *My Trainees* then *Batch Delegate Trainees* (1).
  - Type the name of the Delegated Programme Director or their GMC number (2).
  - Or select them from your recently selected users list.
- Your trainees are listed.
- If you have a long list of trainees you can filter them by level and hospital (3).
  - Click in the area where the trainee appears.
  - The area changes colour to indicate that the trainee has been delegated and your action is automatically saved.
  - To un-delegate, click the area again.
  - You can also delegate trainees from an individual trainee's [summary page](#), by clicking the *Access* tab (4).

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME - DASHBOARD - MY TRAINEES -

MY TRAINEES TOOLS RATE OTHERS

> As Training Programme Director 1 > Validate Trainee Placement(s) 1 > Validate WBAs / MSFs

> Batch Delegate Trainees

### Batch Delegate Trainees

Step 1. Choose a Training Programme Director to delegate trainees to

Delegated PD   **2**

Demo, Dental PD, (Miss), [GDC: 8887777]

[Browse all available](#)

Step 2. Choose which trainees you would like to delegate to the above Programme Director

Select from your list of trainees below which trainees you wish to [delegate to another Programme Director](#)

Filter by  and  **3**

Bussey, Maria Demo Trainee (Dr) [GMC: 111111111] [u] ST3 Neurosurgery Aberdeen Royal Infirmary (ABERDEEN)  
Current DPDs: Miss Dental PD Demo

Summary GO Placements Portfolio ARCPs Access Messages

Delegated Programme Director(s)  **4** 

[Add these DPDs to this trainee](#)

| Person   | Role / Duration  | What can this person do?   |
|--|--|--|
| AES, Bussey (Mrs) [GMC: 333333333]                   | Assigned Educational Supervisor <br>01 Jan 2016 – 31 Dec 2016 | View my Portfolio<br>Create Learning Agreements<br>Create AES Reports<br>Set outcomes for Topics |
| AES, Bussey (Mrs) [GMC: 333333333]                   | Clinical Supervisor <br>01 Jan 2016 – 31 Dec 2016             | View my Portfolio<br>Record Placement Reports  |
| Clinical Supervisor 1, Bussey (Mrs) [GMC: 444444444] | Clinical Supervisor <br>01 Jan 2016 – 31 Dec 2016             | View my Portfolio<br>Record Placement Reports  |

As Training Programme Director, you can use the Global Objective (GO) tool to set a global statement for trainees by their stage of training.

You can also set a global objective template which can be used for a number of trainees.

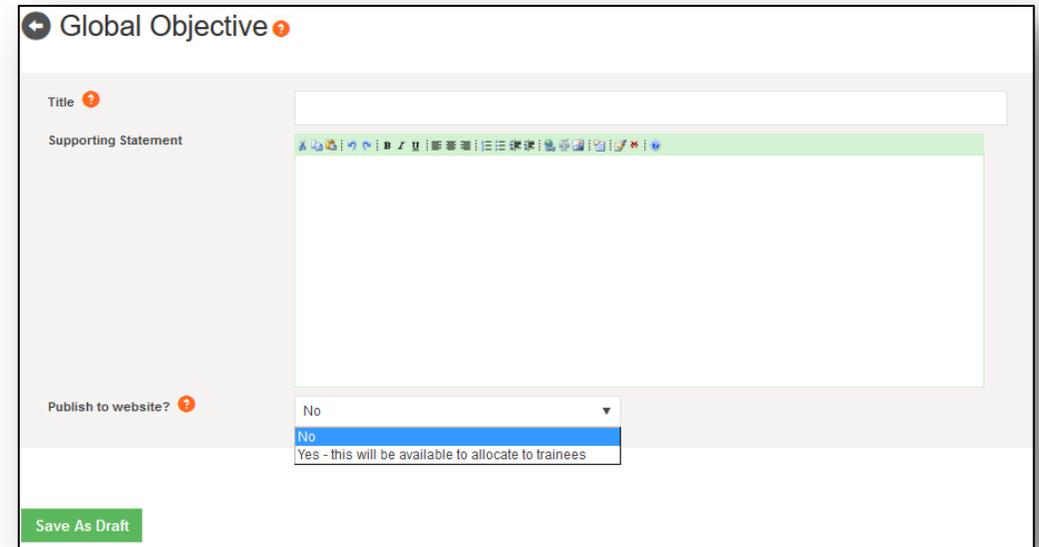
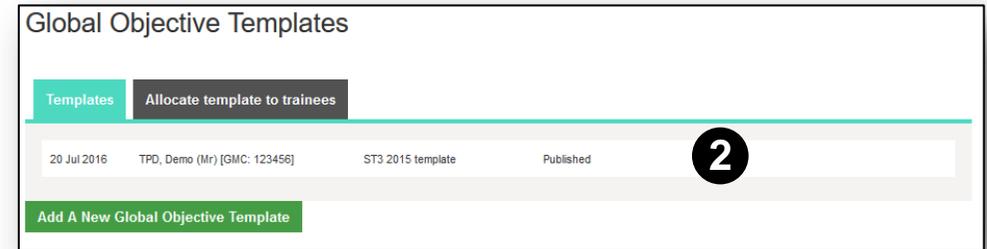
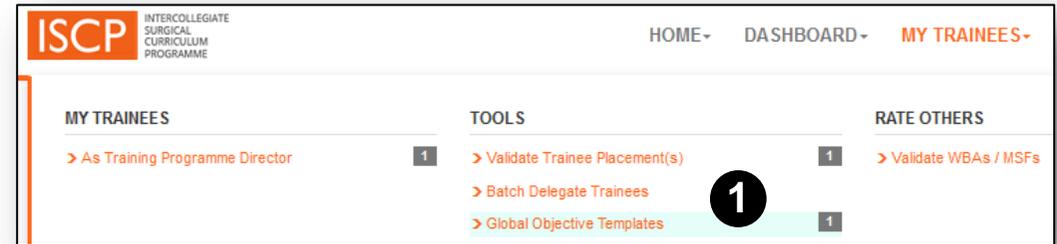
From the main menu go *My Trainees / Global Objective Templates (1)*.

All your templates are listed here(2) and you can have as many as you like.

- Click the green button to *Add A New Global Objective Template*.
- You can give it a title.
- You can type statement and use a range of styling tools. You can also paste text here from elsewhere.
- In the drop down box *Publish to website?* Either leave as draft by selecting *No*

OR

- Choose *Yes – this will be available to allocate to trainees*.





1

You can view a trainee's placements from the trainee summary page.

- Click the *Placements* tab (1).
- All the trainee's placements are listed with the latest at the top, showing date range, hospital, training level, specialty, supervisors and whether TPD-validated.
- Click on the area showing these details to open the placement to see the full content, the area changes colour (2).
- Click the back arrow key next to *Placement* to go back a step (3).

Summary GO Placements Portfolio ARCPs Access Messages

About this trainee

Trainee Bussey, Maria Demo Trainee (Dr)  
 GMC Number 111111111  
 Current Placement 01 Jan 2016 – 31 Dec 2016  
 Ninewells Hospital  
 TPD: TPD, Demo (Mr)  
 AES: AES, Bussey (Mrs)  
 CS: AES, Bussey (Mrs) [GMC: 33333333], Clinical Supervisor 1, Bussey (Mrs) [GMC: 44444444]

Current L  
 Parent Sp  
 Trainee CV  
 Last logge

Summary Placements Learning Agreements Portfolio Messages

|                           |  |   |           |
|---------------------------|--|---|-----------|
| 20 Jul 2016 – 31 Jul 2018 | Aberdeen Royal Infirmary<br>ST3 Neurosurgery | AES: Consultant, Demo (Mr) [GMC: 555-555-0199@example]<br>TPD: TPD, Demo (Mr) [GMC: 123456] | Validated |
| 01 Jan 2016 – 31 Dec 2016 | Ninewells Hospital<br>ST3 General Surgery    | AES: AES, Bussey (Mrs) [GMC: 333333333]<br>TPD: TPD, Demo (Mr) [GMC: 123456]                | Submitted |
|                           |  | AES: Demo, Consultant (Dr) [GMC: 1111112]<br>D: Demo, PD (Mr) [GMC: 9991111]                | Validated |

← Placement

Your key training details

Please ensure the following details are correct before continuing. All mandatory fields are highlighted like this

Trainee Bussey, Maria Demo Trainee (Dr) [GMC: 111111111]  
Appointment type Surgical StR  
Parent Specialty Neurosurgery  
Academic trainee? ACF(Academic Clinical Fellow)  
Military trainee? No  
Deanery/LETB NHS Education for Scotland - East Region  
TPD TPD, Demo (Mr) [GMC: 123456]

Placement details

Hospital Aberdeen Royal Infirmary (ABERDEEN)  
Start date 20 Jul 2016  
End date 31 Jul 2018  
Full time trainee? Yes  
Specialty of placement Neurosurgery  
Level ST3

Supervisors for this placement

AES Consultant, Demo (Mr) [GMC: 555-555-0199@example]  
CS Demo-Consultant, Northern (Miss) [GMC: 1313131]

Placement created on 20 Jul 2016 by Bussey, Maria Demo Trainee (Dr) [GMC: 111111111] [u]  
 Placement updated on 20 Jul 2016 by TPD, Demo (Mr) [GMC: 123456] [u]  
 Placement validated on 20 Jul 2016 by TPD, Demo (Mr) [GMC: 123456] [u]



ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME - DASHBOARD - MY TRAINEES -

Case Based Discussion (CBD)

RATE OTHERS  
> Validate WBAs / MSFs

About the assessment

Trainee: Demo2, LA (Mr) [GMC: 6665555] [u]

Assessment date: 17 May 2013

Rater: AES, Bussey (Mrs) [GMC: 333333333] [u]

Is this a reflective CBD? No

Hospital: Ryhope General Hospital (SUNDERLAND)

Rater feedback

Verbal and written feedback is a mandatory component of this assessment. Please use this space to record areas of strength and suggestions for development which were highlighted during discussion with the trainee.

General

Strengths

Development needs

Recommended actions

Ratings

Your ratings should be judged against the standard laid out in the syllabus for the trainee's stage of training.

|  |                      |   |   |   |   |
|--|----------------------|---|---|---|---|
| 1. Medical record keeping                          | Outstanding          | N | D | S | O |
| 2. Clinical assessment                             | Outstanding          | N | D | S | O |
| 3. Diagnostic skills and underlying knowledge base | Satisfactory         | N | D | S | O |
| 4. Management and follow-up planning               | Satisfactory         | N | D | S | O |
| 5. Clinical judgement and decision making          | Development required | N | D | S | O |
| 6. Communication and team working skills           | Development required | N | D | S | O |
| 7. Leadership skills                               | Development required | N | D | S | O |
| 8. Reflective practice/writing                     | Satisfactory         | N | D | S | O |
| 9. Professionalism                                 | Satisfactory         | N | D | S | O |

Global summary

Please select

Level 0: Below that expected for early years training

Level 1: Appropriate for early years training

Level 2: Appropriate for completion of early years training or early speciality training

Level 3: Appropriate for central period of speciality training

Level 4: Appropriate for Certification

Saving and validating this assessment

Validate this CBD

Yes - I will validate this WBA now

No - I will validate this WBA later

Yes - I will validate this WBA now

Validate Now

Reject

You should complete the following fields:

**Rater feedback (1)** – your written comments are the most important component and are, therefore, mandatory in at least one text box.

**Ratings (2)** – the trainee is normally assessed against the stage of training (except in PBAs). Click the relevant square for: *N = Not assessed/observed / D = Development required / S = Satisfactory / O = Outstanding.*

**Global summary (3)**– the overall rating is selected from four levels that map to the trainee's stage of training. Early in the training stage the trainee may be at or below the level for the stage, towards the middle and end they may be at their level or above. For example, a core trainee may achieve level 2 in most areas by the middle or end of CT2.

**Sign off (4)** Note that you can sign off here or at the same time as the trainee. The trainee can retract a WBA to amend it. If it's been validated you will be notified of a retraction via your dashboard.

# RATE OTHERS / MULTISOURCE FEEDBACK (MSF)

The MSF is created by the trainee who conducts a self-assessment and chooses raters from a range of grades, one of whom must be her/his current AES:

### Requirements for nominating rater:

- AES
- 2 Consultants
- 2 Senior nurses
- 2 Other doctors
- 2 Other healthcare professionals

If you are chosen as a rater, you will see an alert/link on your dashboard. Alternatively click *My Trainees* from the main menu then under *Rate Others*, select *Validate WBAs / MSFs* (1).

The form includes links to guidance notes (2).

- Click the boxes to complete your ratings:  
*N = Not assessed/observed / D = Development required / S = Satisfactory / O = Outstanding* (3).
- Provide written comments; for the trainee this is the most helpful component of formative assessment (4).
- You can save as draft to come back to later.
- Sign off.

ISCIP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME - DASHBOARD - MY TRAINEES -

RATE OTHERS

> Validate WBAs / MSFs

1

### Multi-Source Feedback (MSF)

About the MSF

Trainee: Busey Maria Demo Trainee  
Start Date: 26 Jul 2016  
Level: CT1

### FEEDBACK

- The primary purpose of this feedback is for the trainee's learning. You should undertake your assessment without discussion with either the trainee or other raters and your assessment should be judged against the standard set by other doctors at the same level with whom you work, or have worked.
- Please give specific examples of areas that you have rated as Outstanding or Development required
- Your anonymised comments will be passed on to the trainee. The trainee's Assigned Educational Supervisor (AES) may approach a rater for more information in cases where the rater has identified serious concerns
- Under the Data Protection Act of 1998, a trainee has the right to see a rater's evaluation. In this exceptional event, the rater will be notified by the AES before disclosure.
- MSF Guidance (please read this first)

### Ratings

Please provide at least one rating

#### Clinical Care

|  |   |   |   |   |
|--|---|---|---|---|
| 1. History taking and examination skills             | N | D | S | O |
| 2. Relevant knowledge and diagnosis skills           | N | D | S | O |
| 3. Ability to formulate appropriate management plans | N | D | S | O |
| 4. Procedural (technical) skills                     | N | D | S | O |
| 5. Record keeping (timely, accurate, legible)        | N | D | S | O |

#### Maintaining good medical practice

|   |   |   |   |   |
|---|---|---|---|---|
| 6. Ability to manage time and work under pressure         | N | D | S | O |
| 7. Decision making and implementation skills              | N | D | S | O |
| 8. Awareness of own limitations (willing to ask for help) | N | D | S | O |
| 9. Initiative and leadership skills                       | N | D | S | O |
| 10. Focus on patient safety (clinical governance)         | N | D | S | O |

#### Learning and teaching

|  |   |   |   |   |
|--|---|---|---|---|
| 11. Willingness to ask for feedback and to learn from it | N | D | S | O |
| 12. Teaching (enthusiasm and effectiveness)              | N | D | S | O |

#### Relationships with patients and colleagues

|   |   |   |   |   |
|---|---|---|---|---|
| 13. Communication with patients and their relatives | N | D | S | O |
| 14. Communication with colleagues                   | N | D | S | O |
| 15. Active involvement with your team               | N | D | S | O |
| 16. Accessibility and reliability                   | N | D | S | O |

#### Other Information

Please give specific examples relating to any area in which you feel this trainee is outstanding:

Please give specific examples relating to any area in which you feel that this trainee requires development:

Do you have any concerns about this doctor's ability or health?  
Environment observed

- Primary care
- A&E / Admissions
- Critical care
- MDT
- Clinic / Outpatients
- Theatre
- Ward
- Community
- Specialist practice
- Other

I have read the MSF guidance notes

Saving this Assessment

Submit this: No - Save as draft

Save

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

HOME DASHBOARD MY TRAINEES

INFORMATION

- > Notices
- > Messages

Messages

Compose new message

Inbox Message Threads Drafts Sent Folders

1

Messages moved to folders can be viewed by selecting the relevant folder below.

Folder: Inbox (1)

Select All

To: Enter text to find a person

Subject:

Message:

Send message now

No - Save as draft

Save As Draft

From your dashboard you can send, receive, save drafts, create folders and view conversations with a person.

### Compose new message

- Click the orange button (1)
- In the *To* box, the system will search for people as you type or you can choose from your recently selected users.

**Folders:** Allows you to file different messages under different headings.

- Name the folder and click *Create Folder* (2). The new folder name will appear below and show the number of messages filed. You can also delete folders here (and messages filed inside).

Inbox Message Threads Drafts Sent Folders

Create a new folder

New folder name:

2 Create Folder

Your folders

Click on a folder below to edit the name. To delete a folder and move all messages in that folder to your Inbox, press the (X) button.

Simulation event 0 message(s)

- To file a message, go to the inbox, select the message(s) to file by clicking the tick box, select the folder name in the drop down box and click the green *Move To Folder* button (3). Note that you can also delete messages in this way. Moved messages no longer appear in the inbox.

Inbox Message Threads Drafts Sent Folders

Messages moved to folders can be viewed by selecting the relevant folder below.

Folder: Inbox (3)

Select All

Please Select Move To Folder OR Delete Selected Messages

3

06 Jul 2016 14:10 Reminder to rate my MiniPat/MSF

- To see the messages in a folder, click the *Folder* drop down box in your inbox.

Inbox Message Threads Drafts Sent Folders

Sender/Recipient

4

AES, Bussey (Mrs)  
Consultant, Demo (Mr)  
Demo, Consultant (Dr)  
TPD, Demo (Mr)

- **Message threads** (4) Enables you to filter a conversation with someone. Choose the person from the drop down box. You can also continue the email conversation from here.

# Other menu items

## TOOLS

**Survey Report** – enables you to generate the survey results from trainee placements in your area.

## Reports

**Reports for trainers** – Coming soon. Please us the site to make any suggestions.

## TRAINER AREA

**Portfolio for trainers** – Coming soon. This area of the ISCP is intended to allow the collection of evidence by trainers to help them demonstrate to the GMC that they are eligible to be recognised as trainers. The code is under construction and further announcements will follow.