

## 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](http://www.iscp.ac.uk)

JCST [www.jcst.org](http://www.jcst.org)

Helpdesk email:

[helpdesk@iscp.ac.uk](mailto: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.