

ST3 - ST8
SPECIALIST TRAINING INFORMATION

OTOLARYNGOLOGY HEAD & NECK SURGERY

JUNE 2022

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ROYAL COLLEGE OF SURGEONS IN IRELAND



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WELCOME

Dear Trainee,

Congratulations on your appointment to the Specialist Training Programme in Otolaryngology, Head and Neck Surgery (ST3-ST8).

We take great pride in the efficient organisation and running of the intense six year programme.

As a specialty, we continually review the training programme and identify areas we can improve upon. Equally, we aim to introduce new incentives that will contribute to the quality of the training experience.

This guide will aid you as you move through each year of training as you will take different things from it at different times in your training. Please do take the time to read through the guide and keep it as a reference tool to aid you in your development

The ISCP website and the linked ORL-HNS curriculum will give you clear guidelines to the knowledge base and skills base that you need to acquire. It is your responsibility with your trainers to work your way through this curriculum to become a skilled Otolaryngology, Head & Neck surgeon.

Yours faithfully,

Professor Helena Rowley

Consultant Otolaryngology Head and Neck Surgeon

Programme Director for Otolaryngology, Head and Neck Surgery

IMPORTANT INFORMATION

Specialty Training Administrator for Otolaryngology Head and Neck Surgery for ST3 - ST8 Trainees:

Jackie Browne

RCSI Surgical Affairs, Royal College of Surgeons in Ireland

121/122 St. Stephen's Green, Dublin 2, Ireland

Tel: **01 402 2188 / 402 5191** E: **jackiebrowne@rcsi.com** W: **www.rcsi.ie**

1. MEETING WITH THE TRAINING PROGRAMME DIRECTOR (if required)

If you have any questions before starting the programme and/or wish to meet with the Training Programme Director, **Professor Helena Rowley** please contact your specialty Training Administrator to organise at jackiebrowne@rcsi.com.

2. INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME (ISCP)

As a Trainee on the Otolaryngology Head and Neck Surgical Training Programme, you will be required to use ISCP throughout your time in training. On starting on the programme you will need to **register** with the site (www.iscp.ac.uk) to setup your account.

Please do not pay the fee directly RCSI will cover this fee.

2.1 General Overview of the Intercollegiate Surgical Curriculum Programme (ISCP)

The Intercollegiate Surgical Curriculum Programme (ISCP) provides the approved framework for surgical training from ST3 to ST8 through to consultant level.

The curriculum guides and supports training up to Certificate of Satisfactory Completion of Specialist Training (CSCST) in a surgical specialty.

The curriculum enables trainees to develop as generalists within their chosen surgical specialty, to be able to deliver an on-call emergency service and to deliver more specialised services to a defined level.

The curriculum was founded on the following key principles, which support the achievement of these aims:

- A common framework across all the specialties within surgery.
- Curriculum standards that conform to the standards specified by the GMC/RCSI.
- Delivery of the curriculum by surgeons who are appropriately qualified to deliver surgical training.
- A robust assessment system to enable systematic progression through to completion of surgical specialty training.
- Regulation of progression through training by the achievement of outcomes that are specified within the specialty curricula.
- Formulation and delivery of surgical care by surgeons working in a multidisciplinary environment.
- Collaboration with those charged with delivering health services and training at all levels.

Each of the individual Surgical Curriculum are available on <https://www.iscp.ac.uk/iscp/surgical-curriculum-from-august-2021/about-the-surgical-curriculum/>

The ISCP platform provides a huge amount of information and resources for trainees and we would encourage you to engage with these prior to starting in your rotation. Reference guides and videos can be located [HERE](#)

In 2021, the curriculum was updated, whilst this won't impact you as a new user many of your trainers will be learning new skills and ways of assessment that have been updated in the curriculum. As a trainee you may need to guide them from time to time as they familiarise themselves with the 2021 updates.

2.2 ISCP Curriculum Assessment and Feedback

Central to the assessment framework is professional judgement. Assessors are responsible and accountable for judgements about trainee performance, leading to structured formative feedback to trainees. Trainees' reflection on feedback is also a necessary component of all assessments. The programme of assessment is described in each curriculum.

It is highly recommended that you cultivate **good organisational habits** from the start of the programme and keep up-to-date with your on and off-line paperwork, to ensure your trainers have the correct information available to them to assess and evaluate your progress through training.

Assessment and feedback comprises of an integrated framework of examinations, assessments in the workplace and judgements made about trainees during their approved programme of training.

All the assessments in the curriculum are designed to include a feedback element as well as to identify concerns in multiple ways, particularly:

- Learning agreement meetings
- Workplace-based assessments covering knowledge, clinical judgement, technical skills and professional behaviour and attitudes in conjunction with the RCSI surgical logbook of procedures to support the assessment of operative skills
- Examinations
- An annual review of competence progression (ARCP)

The key assessment is the **Multiple Consultant Report (MCR)** through which trainees are assessed on the high-level outcomes of the curriculum; the Capabilities in Practise (CiPs) and General Professional Capabilities (GPCs).

2.3 CIPS – Capabilities in Practise – the same 5 CIPS apply to each specialty.

1. Manages an outpatient clinic
2. Manages the unselected emergency take
3. Manages ward rounds and the ongoing care of the in-patients
4. Manages an operating list
5. Manages multi-disciplinary working

Each of the 5 CiPs is assessed via a supervision level chosen by the trainee's supervisors. These trainers determine how well a trainee can perform each CiP against the benchmark of a Day 1 Consultant.

~ **GPCs - General Professional Capabilities.** These are the professional standards that all doctors must adhere to. The GPCs are listed under 9 domains which represent professional behaviour for doctors. They can be marked for the trainee as **Appropriate for Phase of Development Required.**

The GPCs carry equal weight to the CiPs in a trainee's assessment. Professional skills are just as important as technical skills.

Both CIPs and GPCs are assessed via the Multiple Consultant report / MCR

2.4 Multiple Consultant Report (MCR)

The assessment of the Capabilities in Practice (CiPs) and Generic Professional Capabilities (GPCs) – the high-level outcomes of the curriculum – is through the Multiple Consultant Report (MCR). It involves the global professional judgement about a trainee's suitability to take on particular responsibilities or tasks that are essential to consultant practice. The professional judgement of a group of supervisors about a trainee in both their technical and professional skills is now key to a trainee's assessment.

The MCR assessment is carried out by the consultant Clinical Supervisors (CSs) involved with a trainee, with the Approved Educational Supervisor (AES) contributing as necessary to some domains (and particularly to GPC domains 6-9). The MCR includes a global rating in order to indicate how the trainee is progressing in each of the CiPs. This global rating is expressed as a recommendation:

2.5 Trainee Self-Assessment (SA)

Trainees must complete a Self-Assessment for each MCR. This form is identical to the form the Clinical supervisors use for the MCR report. The trainee's Self-Assessment captures his/her own impressions of their progression in training. A trainee should highlight which areas they believe they need to develop, and also those areas they believe they are good. By describing self-identified areas for development with free text or CiP/GPC or GPC descriptors.

The completed SA will be compared with the supervisors MCR report at the trainees feedback meeting, allowing time to generate discussion and highlight areas where further action is needed so that the trainee can progress according to his /her own needs. Wide discrepancy between the self-assessment and the MCR allows identification of over or under confidence and for support to be given accordingly.

2.6 Work based Assessments (WBA)

WBAs are primarily aimed at aiding learning through constructive feedback that identifies areas for development. They provide trainees with educational feedback from skilled clinicians that should result in reflection on practice and an improvement in the quality of care. **WBAs are only mandatory for the assessment of the critical conditions and index procedures.** They may also be useful to evidence progress in targeted training where this is required e.g. for any areas of concern. They should be collated in your learning portfolio and are regularly reviewed during each placement, providing evidence that informs the judgement of the AES reports for the ARCP.

2.7 Case Based Discussions (CBD's)

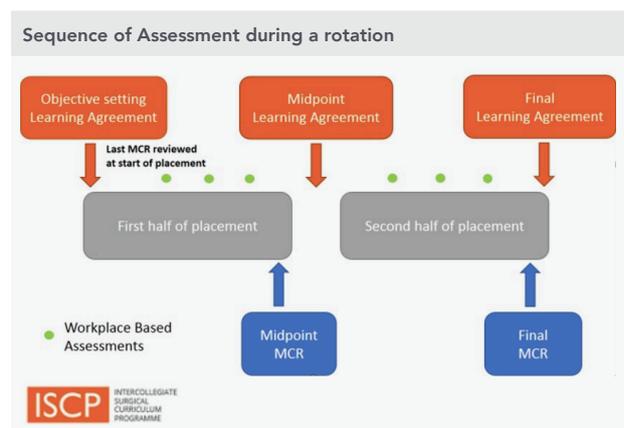
The Case Based Discussions (CBD's) assess the performance of trainees in their management of a patient case to provide an indication of competence in areas such as clinical judgement, decision-making and application of medical knowledge in relation to patient care. The CBD process is a structured, in-depth discussion between the trainee and a consultant supervisor.

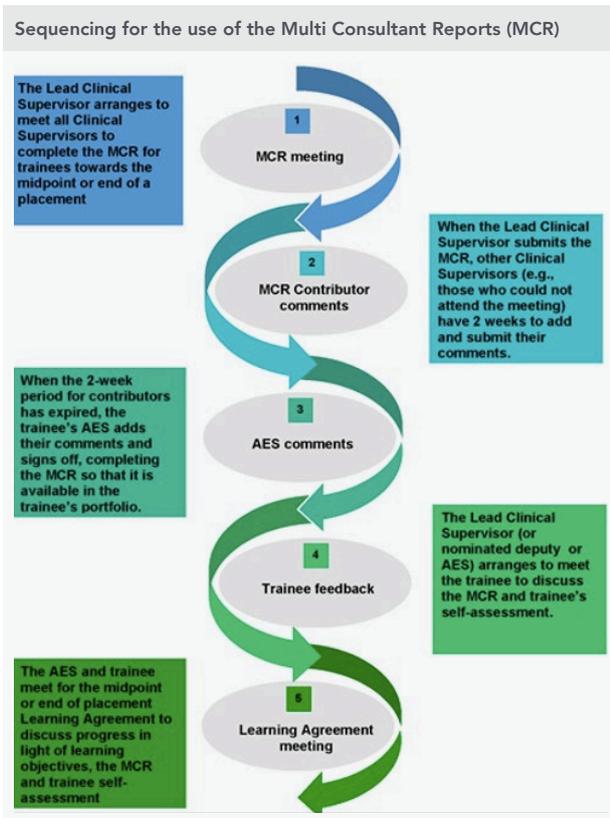
2.8 The Learning Agreement (LA)

The learning agreement is a formal process of goal setting and review meetings that underpin training and is formulated through discussion. The process ensures adequate supervision during training provides

continuity between different placements and supervisors and is one of the main ways of providing feedback to trainees. There are three learning agreement meetings in each placement between the trainee and Assigned Educational Supervisor (AES) and these are recorded in the trainee's learning portfolio

The Learning Agreement (LA) is fundamental to the whole training process. And it works in conjunction with the MCR. The aim of the LA is to develop the trainee's progression incrementally throughout their training. Each process in the LA adds to or feeds into the next, for example, the Objective Setting of the LA feeds into the MCR. The MCR feeds into the Learning Agreement meetings which in turn feed into the AES report which then feeds into the ARCP process. Each individual step along the LA trail adds to and enhances the trainee's progression towards the end goal - that of a day one consultant.





All the assessments in the curriculum are designed to include a feedback element as well as to identify concerns in multiple ways:

Learning agreement: appraisal meetings with the AES at the beginning, middle and end of each placement

Work Based Assessments (WBA's): immediate verbal dialogue after a learning episode

Case Based Discussions (CBD's): meeting with a consultant trainer to discuss the management of a patient case

Multiple Source Feedback (MSF): meeting with the Approved Educational Supervisor (AES) to discuss the trainee's self-assessment and team views

Multiple Consultant Report (MCR) (mid-point formative): meeting with the Approved Educational Supervisor (AES) or Clinical Supervisor (CS) to discuss the trainee's self-assessment and CSs' views on Capabilities in Practise (CiPs)

Multiple Consultant Report (MCR) (final formative, contributing to the Approved Educational Supervisors (AES's) summative Report): meeting with the AES or CS to discuss the trainee's self-assessment and CSs' views on Capabilities in Practise (CiPs)

Formal examinations: summative feedback on key areas of knowledge and skills

Annual Review of Competence Progression (ARCP): a feedback meeting with the Training Programme Director (TPD) or their representative following an Annual Review of Competence Progression (ARCP).

Constructive feedback is expected to include three elements:

- i. a reflection on performance
- ii. identification of the trainee's achievements, challenges and aspirations and
- iii. an action plan.

Every time you start a new placement in a training unit you will need to set it up on ISCP. You will be advised who your Approved Educational Supervisor (AES) is as well as your Lead Clinical Supervisor (LCS) both of which you'll need when setting up your placement on ISCP. Note, only add clinical supervisors to your placement that you will be actually working with and not everyone on the team. You can always add more people as your progress through the placement.

ASSIGNED EDUCATIONAL SUPERVISORS

Beaumont Hospital

Prof Rory McConn Walsh

St James's Hospital

Mr Paul Lennon

St Vincents University Hospital

Mr Tom Moran

Tallaght University Hospital

Mr Shawkat Abdulrahman

The Mater Misericordiae University Hospital

Mr Stephen Kieran

Temple Street

Ms Colleen Heffernan

South Infirmary Victoria University Hospital

Ms Ann O'Connor

Royal Victoria Eye & Ear Hospital

Mr Paul Lennon

University Hospital Waterford

Ms Emer Lang

Crumlin Children's Hospital

Ms Rania Mehenna

Sligo University Hospital

Ms Mary Bresnihan

Midland Regional Hospital Tullamore

Mr Leonard O'Keeffe

University Hospital Galway

Prof Ivan Keogh

2.9 RCSI ISCP Support

RCSI is committed to offering support and training to all trainees and trainers using ISCP and on occasion run training sessions on ISCP.

Our ISCP Trainer is **Dr Helen Harty** is contactable at helenharty7@gmail.com

You can also contact the ISCP Helpdesk on **0044 207 869 6299** or helpdesk@iscp.ac.uk who are available to support queries from all trainees and trainers.

If you or your specialty colleagues wish to have an organised training session please contact your specialty administrator, jackiebrowne@rcsi.com who will help to facilitate this.

2.10 ISCP account * post CSCST

Upon successful completion of the training programme you can contact the ISCP helpdesk to change your user type from trainee to consultant. This means that your training records are merely hidden. Your user type can be transferred back to trainee if you require access your training account/data. Please note that RCSI do not hold a copy of your training record.

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#### 3. RCSI LOGBOOK

RCSI has developed its own RCSI logbook and trainees progressing from CST will continue to use this logbook to record activities as normal. The logbook will be available to view by your Training Programme Directors and Trainers for key events such as ARCPs.

A reporting function is available on the logbook for your ARCP (Print ISCP Report), here you will select the date range and export your logbook for upload to ISCP in advance of your meeting. The steps to complete this can be found in appendix 3.

If you have not previously used RCSI Logbook you will need to access the logbook via mSurgery.ie via your RCSI account.

All Trainees commencing Specialty Training at ST3 are required to log procedures on the RCSI Logbook. Any queries regarding accessing the platform please contact your specialty administrator [jackiebrowne@rcsi.com](mailto:jackiebrowne@rcsi.com) who can help with this. Please refer to Appendix 3 for more information.

#### 4. ANNUAL REVIEW OF COMPETENCY PROGRESSION (ARCP)

The Training Committee will hold an Interim & Annual ARCP meeting to review your ISCP Portfolio twice a year, once in December (interim review) and the second in June (Annual review). You will need to ensure all your evidence of training i.e. the MCR, Learning Agreement meeting, AES Report, Work Based Assessments, MSF, other evidence etc. are all completed and available a week prior to your review date to allow the Panel Members time to assess the evidence provided before meeting with you at the ARCP.

There are five ARCP outcomes that can be awarded to a trainee at ARCP and they are

- ~ **ARCP 1** - Satisfactory Progress  
Achieving progress and competencies at the expected rate.
- ~ **ARCP 2** - Unsatisfactory Progress  
Development of specific competencies required additional training time not required.
- ~ **ARCP 3** – Unsatisfactory Progress  
Inadequate progress by the trainee – additional training time required.
- ~ **ARCP 4** – Released from training programme without specified competencies, Either trainees own reasons removed from programme following ongoing concerns.
- ~ **ARCP 5** – \*Incomplete evidence presented – additional training time may be required  
\*Incomplete and the trainee has a time frame typically 10 days to get their portfolio together, following this period an ARCP 1,2,3 or 4 is awarded.
- ~ **ARCP 6** – Recommendation for completion of training.

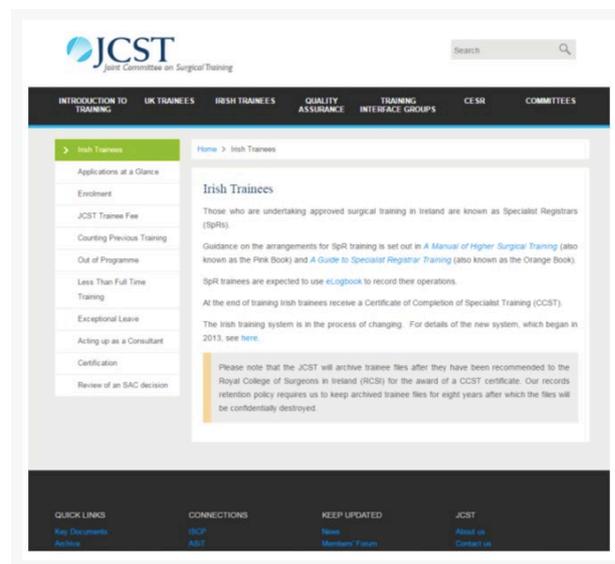
#### 5. JOINT COMMITTEE ON SURGICAL TRAINING (JCST)

The JCST is an advisory body to the four surgical Royal Colleges of the UK and Ireland for all matters related to surgical training and works closely with the Surgical Specialty Associations (SACs) in Great Britain and Ireland. The JCST is the parent body of the Specialty Advisory Committees (SACs).

Click [here](#) for the link to JCST website for Republic of Ireland Trainees: Once you have your Certificate of Completion of Basic Surgical Training (CCBST) or Core Surgical Training Certificate (CST) to your Specialty Administrator [jackiebrowne@rcsi.com](mailto:jackiebrowne@rcsi.com).

If you entered the specialty programme via the Pathway programme (ST2) please contact the CST Administrator **Sara Gross** at [saragross@rcsi.com](mailto:saragross@rcsi.com) for your certificate it's not automatically sent.

The JCST require a copy of your CST/CCBST certificate in order to enrol you with the Specialty Advisory Committee (SAC) and formally advise you of your CCST date.



## 6. FRCS – INTERCOLLEGIATE EXAM IN OTOLARYNGOLOGY H&N SURGERY

The Joint Committee on Intercollegiate Examinations (JCIE) is responsible, to the four surgical Royal Colleges of Great Britain and Ireland for the supervision of standards, policies, regulations and professional conduct of the Specialty Fellowship examinations also known as the "Exit Examination or FRCS Specialty. [www.jcie.org.uk](http://www.jcie.org.uk) is an excellent resource for those applying to take their Intercollegiate exam and all trainees should familiarise themselves with this website.

You can only apply for FRCS Part 1 in ST7 or ST8 and FRCS Part 2 once you've passed Part 1. This is specifically to ensure that the trainee has met the competencies outlined in the Curriculum.



## 7. CERTIFICATE OF SATISFACTORY COMPLETION OF SURGICAL TRAINING (CSCST)

The JCST initiates the certification process 6 months before the end of your training.

At your final ARCP your ISCP Portfolio is reviewed by the panel and once an ARCP outcome 6 has been awarded the specialty administrator contacts the JCST to request the final sign off. If the JCST/SAC believe you have met all the criteria outlined in the curriculum for sign off they will recommend you to the Royal College of Surgeons in Ireland for the award of a Certificate of Satisfactory Completion of Specialist Training (CCST)

## 8. RCSI TRAINEE PORTAL – CONNECT SA

When you log into your trainee portal using your RCSI credentials you will see your current placement and a history of all placements displayed. You can also use the trainee portal to sign up for your classes, mandatory workshops, Human Factors etc. and it allows you to upload specific documentation related to your training journey and use as a document library.

The screenshot shows the 'CONNECT SA TRAINEE PORTAL' interface. It includes a navigation menu with 'Documents', 'Class sign up', 'Help content', and 'Sign out'. The main content area is titled 'Trainee details' and shows a dropdown menu for 'Programme' set to 'TEST Programme 2021' and 'Current ST year' set to 'ST 3'. Below this is an 'Allocations' table with columns for 'ST year', 'Year', 'Training post', and 'AES'. A single row is visible for ST 3 in 2020 with a training post ID and an 'Add AES' button. A 'Deviations' table below it has columns for 'ST year', 'Year', and 'Deviations', with one row for ST 3 in 2020 showing 'Out of Programme Research - 13/07/2020 to 11/07/2021'. At the bottom, there are links for 'Forgotten password', 'Contact us', and 'Cookie consent'.

## 9. HUMAN FACTORS IN PATIENT SAFETY (HFPS) MANDATORY TRAINING

A programme of professional training in Human Factors in Patient Safety principles is a mandatory component of training for all surgical trainees commencing at Core Training and continuing up to the final year ST8 Specialty Training. The programme is delivered at No 26 RCSI by trained faculty members and adjunct Consultant trainers.

The Human Factors in Patient Safety programme provides a greater awareness of risk and error in the workplace by providing trainees with skills required to mitigate risk and prevent adverse outcomes. The programme supports the professional development of trainees and seeks to reinforce and ensure a culture of patient safety for the benefit of hospital patients. The RCSI Human Factors in Patient Safety programme also has a unique focus on non-technical skills, such as communication, teamwork, decision-making, leadership and managing stress emphasising how these skills facilitate better performance and enhanced self-care.

Training sessions use a combination of interactive classroom-based and experiential teaching methods. Classes are kept to a maximum of 25 attendees or less to allow for role-play, high fidelity simulation and repeated skills practice. Emergency Medicine, Ophthalmology, Radiology and Surgical trainees attend sessions together at Senior House Officer and Registrar level which stimulates multidisciplinary communication and reflection on clinical practice. Sessions are facilitated by a Human Behaviour specialist and a consultant in Surgery, Emergency Medicine, Radiology and Ophthalmology where appropriate. Each trainee must attend all mandatory components of training which have been tailored to their training level and their specialty.

The curriculum is mapped to a taxonomy of professional outcomes which have been categorised into **eight pillars**.

### Otolaryngology Head and Neck Surgical Training

Programme have a bespoke HFPS training day for all trainees ST3-ST6 which usually runs in RCSI (in person) in March, date and venue will be provided once confirmed and will be published in the Specialty Calendar of Events.

The bespoke training day for ST3 - ST6 trainees will cover

- Leadership
- Safety Management Systems
- 21st Century Professionalism

- Advanced Communication: Advocacy & Negotiation
- Bias & Diversity Training

And will include Simulation Training (Face to Face) on MASCOT 1, MASCOT 2, Decision Making and Managing Adverse Events

The HFPS Programme for 2022-2023 for ST7 and ST8 level trainees is outlined below for your information. On entering ST7 trainees need to select either Cycle 1 or Cycle 2 and complete the two modules in that cycle in ST7. On entering ST8 trainees need to select the next Cycle and complete the two modules in that Cycle in their final year. All four modules need to be completed for Final sign off in ST8. Available dates are published on the trainee portal and classes need to be booked through the portal.

#### HFPS PROGRAMME

**ST7 & ST8** - Both of the following modules depending on which cycle is running:

##### Cycle 1

- ~ Train the Trainer
- ~ Evaluating Performance

##### Cycle 2

- ~ Preparation for Practice
- ~ Presentation & Consultant Interview Prep

The curriculum is mapped to a taxonomy of professional outcomes which have been categorised into **eight pillars**

#### PILLARS OF PROFESSIONAL OUTCOMES

Attitudes, Behaviours and Performance

Cognition and Problem Solving

Professionalism

Safety Management Systems

Communication

Team work

It is important that you notify your Medical Manpower Manager and Consultant Trainers of the dates you have agreed to attend well in advance.

Should you have any queries in relation to your classes please contact the Human Factors administrator directly: / Human Factors in Patient Safety - [humanfactors@rcsi.ie](mailto:humanfactors@rcsi.ie)

## 10. RESEARCH METHODOLOGY COURSE FOR SURGICAL TRAINEES

The Irish Surgical Postgraduate Training Committee is committed to ensuring that surgical trainees have good exposure to academic surgery as an integral part of surgical training. As a first step, a taught course in research methodology was introduced in 2015.

This is a modular programme which runs over four days in ST3 and ST4 (i.e. two days in each training year). The programme gives a comprehensive introduction to research methodology relevant to surgeons. After ST4, some trainees may opt to take time out of surgical training to pursue an MD or PhD through full time research for two years.

However this taught programme is intended for all surgical trainees, even if they do not plan to pursue an MD or PhD later. The ISPTC has deemed this programme mandatory for all ST3 trainees in all specialities and you are required to complete the 4 modules in order to be "signed off" in your ARCP at the end of ST4. However, those trainees who have already completed a taught MCh, or MD or PhD are exempted from the research methodology course as they have already completed a similar course as part of their higher degree. Trainees commencing in ST3 will be contacted with details of the course including exemption details.

A copy of the Research Methodology exemption form can be downloaded from mSurgery link: <https://msurgery.ie/home/specialist-training/financial-support/>

Modules need to be completed in order 1,2,3,4 with each module building on the previous one.

The dates for the Research Methodology modules 2022/23 have been confirmed and are as below:

**Module 1:** 20 October 2022

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**Module 3:** 24 November 2022

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**Module 2:** 9 February 2023

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**Module 4:** 21 April 2023

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All of these classes are being run online via Moodle.

## 11. SPECIALTY TRAINING DAYS – MANDATORY TRAINING

The following Mandatory Training days take place each year and your attendance is required.

### MANDATORY

Head & Neck Surgery Course – Every November

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Facial Plastic Surgery Course – Every March

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Temporal Bone & Mastoid Surgery Dissection Course – Every May

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Paediatric Airway Course – Every two years

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Functional Endoscopic Sinus Surgery Course – Every February

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Annual SpR mock clinical exam – Every May

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MCQ mock exam – Every November

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HFPS Workshop training day – one a year

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HFPS ENT simulation training day – usually March

## 12. OUT OF PROGRAMME TRAINING (OOPT)

If deemed appropriate by the Training Committee, Trainees can apply for time Out Of Programme (OOPT) on fellowships, both in the UK and overseas, to count towards training.

To apply for OOP Training you will need to:

- ~ Discuss your intention at the idea stage with your Training Programme Director (TPD) and gain their support before you start applying for fellowships.
- ~ Put your application in writing to RCSI and the training Committee, outlining the details of your proposal for OOPT i.e. start and end date, location, to be counted toward training or not. There is no guarantee your application will be approved by the Committee and may depend on other factors.
- ~ Once you have support of the Training Committee you need to make an application in writing to the SAC via the JCST outlining the prospectus of the fellowship in comparison to RCSI Training Programme. The SAC will review and award an outcome.

The maximum amount of OOPT a trainee can take is 12 months across the whole training programme if they want it to be counted towards training. The SAC must prospectively approve any OOPT activity if you intend it to count towards certification.

When applying for OOPT you need to provide the following with your application.

| Out of programme training application checklist                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Up-to-date CV                                                                                                                                                    |  |
| Signed offer letter                                                                                                                                              |  |
| Letter of Support from Training Programme Director showing the exact dates of your Fellowship/OOPT period and whether the time out is counting towards training. |  |
| Educational contract signed by you and your fellowship supervisor, which includes details of learning agreements and objectives and your timetable.              |  |
| Job description                                                                                                                                                  |  |
| Name and contact details of your fellowship supervisor                                                                                                           |  |

## 13. RETROSPECTION

The Otolaryngology Head and Neck Surgical Training Programme is a six-year full time training programme but applications for retrospection will be considered by the Training Committee.

## 14. FUNDING

Funding is available to Higher Surgical Trainees via a number of different funding streams. Please see table below for a brief overview of available funds.

The guidelines and refund forms along with more information can be accessed on either RCSI mSurgery link <https://msurgery.ie/home/specialist-training/financial-support/> Or the HSE Link <https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/>

### SPECIALIST TRAINING FUND

- ~ Run by RCSI on behalf of HSE/NDTP.
- ~ For training courses/activities, equip, books, expenses.
- ~ €500 per year per Trainee.
- ~ Funding roles over year-on-year if not used but the expense being claimed must occur in the training year the claim is made.

### CLINICAL COURSES AND EXAMS FUND

- ~ Run by HSE/NDTP for courses and exams only on the approved CCERS list.  
<https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/ccers-march-2021-.pdf>
- ~ €450 per claim, no restrictions on how many claims you may submit per year.
- ~ Trainees must claim for this fund through the HR Departments in their hospital within six months of attending the exam/course.

### SURGICAL LOUPES FUND

- ~ Total Fund Amount divided between all applicants on a pro rata basis. Amount received dependant on number of claims made
- ~ The Surgical Loupes window of application opens in February for approx. 6 weeks and application form can be found on the mSurgery link above along with guidance document.
- ~ Trainees must submit application and loupes receipt in order to qualify for funding to their Specialty Administrator.

## RCSI supports Trainees fees for:

### INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME (ISCP)

- ~ Available to ST3-ST8 (dependant on Specialty).
- ~ €300 per year.

### STATISTICAL PACKAGE FOR SOCIAL SCIENCES (SPSS Statistics Package)

- ~ Available to all Trainees on the HST Programme and should help with research. To download using your RCSI log on through <https://vle.rcsi.ie/>, follow the path:
  - > Support > IT Support > 4. RCSI Software Library
  - > SPSS
- ~ Normal purchase cost €1100 per Trainee

### ENDNOTE

- ~ Available to all Trainees on the HST Programme and should help with research. To download using your RCSI log on through <https://vle.rcsi.ie/>, follow the path:
  - > Support > IT Support > 4. RCSI Software Library
  - > Endnote
- ~ Normal purchase cost €300 per Trainee.

**Please Note:** While it is our intention to meet funding requirements, funding is subject to review and annual approval by the HSE/NDTP on an annual basis.

## 15. STUDENT CARD/LIBRARY

You will need an RCSI email to access journals on the RCSI website, electronic library and also to gain entry to the library. Your student identification card for the HST Training Programme in will be issued to you at induction.

~~~~~

16. THE IRISH SURGICAL TRAINING GROUP (ISTG)

The Irish Surgical Training Group (ISTG) is a group of Surgical Trainees who represent all trainees in all sub-specialties in Ireland from ST1 - ST8. The aims of the group are as follows:

- ~ To provide leadership for Surgical Trainees of all disciplines.
- ~ To represent the voices of Surgical Trainees as key stakeholders in planning of surgical training with all ~ training bodies and committees.
- ~ To provide a forum for the discussion of surgical training issues through meetings:
 - **Training information evening and AGM:** get the inside track on life as senior Trainee on your sub-specialty of interest.
 - **Annual meeting of ISTG and Bosco O'Mahoney lecture:** part of Charter day meeting: themed meeting on issues affecting surgical Trainees, reports from recent fellowships.
 - **Annual Trainee dinner and presentation of Silver Scalpel Award.**

The ISTG can provide support and advice to Trainees and can be contacted at irishsurgicaltraininggroup@gmail.com. It would be a good idea to email this group and request they put you on their mailing list.

17. MATERNITY LEAVE /CHILDCARE

As Maternity Leave also affects the CCST date, you will be required to **inform your Programme Director** and your RCSI **Specialty Administrator** of your Maternity leave, start and finish dates when you have them. Trainees must also inform their **employer** as per their HSE contracts.

Childcare:

RCSI provides a subsidy and has an agreement in place Giraffe Crèches (at its Dublin sites) for a limited number of childcare places for children of RCSI staff and registered full-time students in the Schools of Medicine (including Physician Associates programme), Physiotherapy, Pharmacy and School of Postgraduate Studies students studying full-time on a Research programme i.e. MCh by Research, MSc by Research, MD and PhD. Please note this offer does not extend to Postgraduate Surgical or Emergency Medicine Trainees who are not in full time education in RCSI.

~~~~~

## 18. JOB SHARING

Postgraduate Trainees can now avail of job-sharing opportunities for a set period of time. Job-sharing works on the basis that **two Trainees will share one full-time post** with each Trainee working 50% of the hours. The aim of the job-sharing policy is to retain doctors within the medical workforce who are unable to continue training on a full-time basis.

Please see **mSurgery** Link:

~ [www.msurgery.ie](http://www.msurgery.ie)

## 19. HSE NATIONAL FLEXIBLE TRAINING SCHEME

The HSE National Flexible Training Scheme for Higher Specialist Trainees is a national scheme managed and funded by the Health Service Executives National Doctors Training and Planning (NDTP) Unit. The scheme provides for **a limited number of supernumerary places** to facilitate doctors at higher specialist training level to continue their training in a flexible manner for a set period of time.

The guide sets out the current details of the National Flexible Training Scheme and provides information for Trainees about the programme and the application process. Applications generally open at the beginning of August and close at the end of December for the training year commencing the following July.

Please see mSurgery Link:

<https://msurgery.ie/wp-content/uploads/2019/09/Flexible-Training-Policy-2020.pdf>

## 20. ALTERNATIVE FLEXIBLE TRAINING ARRANGEMENTS

Trainees wishing to avail of flexible training options with the HSE supernumerary offering should discuss options with their Training Programme Director and Hospital Medical Manpower Manager.

Other alternatives can be explored for e.g. a 4 day week, week on week off in line with both your training requirements and those of the hospital you work in. Trainees can also avail of job-sharing opportunities for a set period of time.

The aim of any approach to flexible training is to retain doctors within the medical workforce who are unable to continue training on a full-time basis. It is important to note that any flexible training option approved will result in an extension to your CCST date.

Please see mSurgery Link:

~ [www.msurgery.ie](http://www.msurgery.ie)

~ [www.msurgery.ie/postyear](http://www.msurgery.ie/postyear)

## 21. POST REASSIGNMENT REQUEST

The post reassignment process has been established to support Trainees who have had an **unforeseen and significant change in their personal circumstances** since the commencement of their current training programme (ST1 - ST8) which requires a change to the agreed post/rotation.

This process is managed by Postgraduate Training and governed by the specialty and ISPTC. Please see [here](#) for further details and an application form.

## 22. CAREER BREAK INFORMATION FOR NCHDS

NCHDs who **travel abroad** can now apply for a career break and if approved will remain on the superannuation scheme. For the HSE circular in relation to career breaks please see <https://healthservice.hse.ie/staff/leave/career-breaks/>. NCHDs wishing to avail of a career break under this arrangement must apply to their **Employer** in sufficient time before the expiry of their current contract. For those NCHDs participating in a Specialist Training Scheme they must also apply to the relevant postgraduate medical training body and obtain the formal written approval of the relevant postgraduate medical training body. This formal written approval must be attached to the career break application to their employer. Please see [here](#) for the list of agencies with public service employees funded by the HSE.

## 23. EXCEPTIONAL LEAVE

You can be granted **3 months exceptional leave for illness/exceptional circumstances**. This will add 3 months to your expected CCST date.

The SAC require a letter from you outlining the reasons for the exceptional leave and what you will be doing during this time. A letter from the TPD is also required to confirm their agreement for you to take exceptional leave and confirm your new completion date. Trainees must also inform their employer as per their HSE contracts.

## **24. RCSI SURGICAL FELLOWSHIPS AND AWARDS**

The College is committed to encouraging the acquisition of **additional training and skills** outside the structured programmes of the College and, to this end, provides a range of **scholarships and grants** in postgraduate surgery to assist surgeons-in-training and recently-appointed Consultant Surgeons to gain additional expertise in centres of excellence overseas. Applicants must be Fellows or Members of the Royal College of Surgeons in Ireland who are in good standing. Please see [here](#) for further information.

## 25. KEY EVENTS IN THE TRAINING CALENDAR

| SEPTEMBER                                                                                                                                                      | NOVEMBER                                                                                                                                                         | JANUARY                                                                                                                                                        | MARCH                                                                                                                                                         | MAY                                                                                                                                                                                            | JUNE                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Grand Rounds every Friday</b><br>07.00 am-08.00 am                     | <br><b>Grand Rounds every Friday</b><br>07.00 am-08.00 am                       | <br><b>Grand Rounds every Friday</b><br>07.00 am-08.00 am                     | <br><b>Grand Rounds every Friday</b><br>07.00 am-08.00 am                    | <br><b>Grand Rounds every Friday</b><br>07.00 am-08.00 am                                                   | <br><b>Grand Rounds every Friday</b><br>07.00 am-08.00 am         |
| <br><b>Sir Peter Freyer Surgical Symposium 2022</b><br>2 & 3 Sept 2022        | <br><b>Millin Meeting 2022</b><br>Date TBC                                      | <b>FEBRUARY</b><br><br><b>Grand Rounds every Friday,</b><br>07.00 am-08.00 am | <br><b>Sylvester O'Halloran meeting 2023</b><br>Date TBC                     | <br><b>Core Curriculum Temporal Bone &amp; Mastoid Surgery Dissection Surgical Course</b><br>18-19 May 2023 | <br><b>ST3 Induction/ CST2 Information Session</b><br>23 Jun 2023 |
| <b>OCTOBER</b><br><br><b>Grand Rounds every Friday,</b><br>07.00 am-08.00 am | <br><b>Core Curriculum Head and Neck Anatomy Course</b><br>18 Nov 2022          | <br><b>RCSI Charter Day</b><br>Date TBC                                      | <br><b>Core Curriculum Facial Plastics Course</b><br>Date TBC                | <br><b>Annual SpR Exam</b><br>20 May 2023                                                                  |                                                                                                                                                      |
| <br><b>Waterford Surgical Meeting 2022</b><br>Date TBC                      | <br><b>ISCP Portfolio deadline</b><br>2nd Friday                              | <br><b>Core Curriculum FESS Course</b><br>14 & 15 Feb 2023                  | <b>APRIL</b><br><br><b>Grand Rounds every Friday,</b><br>07.00 am-08.00 am | <br><b>Annual ARCP</b><br>26 May 2023                                                                     |                                                                                                                                                      |
| <br><b>MCQ Practice Exam</b><br>Date TBC                                    | <b>DECEMBER</b><br><br><b>Grand Rounds every Friday,</b><br>07.00 am-08.00 am |                                                                                                                                                                | <br><b>RAMI Spring Meeting</b><br>Date TBC                                 |                                                                                                                                                                                                |                                                                                                                                                      |
| <br><b>Annual IOS Conference</b><br>14 & 15 October '22 Belfast             | <br><b>Interim ARCP</b><br>02 Dec 2022                                        |                                                                                                                                                                |                                                                                                                                                               |                                                                                                                                                                                                |                                                                                                                                                      |
|                                                                                                                                                                | <br><b>Winter RAMI</b><br>Date TBC                                            |                                                                                                                                                                |                                                                                                                                                               |                                                                                                                                                                                                |                                                                                                                                                      |

**Please Note:** The events shown above take place every year and typically they occur the same week every year. Most of the training days will take place in person at RCSI and a lot of the national meetings will take place in venues around the country and may be a mixture of in person and Hybrid which the organisers will advise. Any events listed as TBC will have their confirmed dates published on the Event Calendar circulated in September.

## 26. IMPORTANT CONTACT DETAILS

### Training Programme Director

Prof Helena Rowley

E: [helenarowley@hotmail.com](mailto:helenarowley@hotmail.com)

### Surgical Training Office

1st Floor 121 St. Stephens Green

### Specialty Training Administrator for Otolaryngology Head & Neck Surgery

Ms. Jackie Browne

E: [jackiebrowne@rcsi.com](mailto:jackiebrowne@rcsi.com) Tel: 01 402 2188

### Intercollegiate Surgical Curriculum Programme (ISCP)

Helpdesk Opening Times are:

Monday to Friday, 09.00 am – 17.00 pm

T: 0044 20 7869 6299

E: [helpdesk@iscp.ac.uk](mailto:helpdesk@iscp.ac.uk) W: [www.iscp.ac.uk](http://www.iscp.ac.uk)

### Human Factors & Operative Skills

E: [humanfactors@rcsi.ie](mailto:humanfactors@rcsi.ie) E: [oss@rcsi.ie](mailto:oss@rcsi.ie)

### Joint Committee on Surgical Training

34-35 Lincoln's Inn Fields, London, WC2A 3PE, England

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

### Committee & Trainee Services Manager

Ms Verity Walker

T: 0044 20 7869 6245 E: [vwalker@jcst.org](mailto:vwalker@jcst.org)

### RCSI Reception

121 Stephens Green - Tel: 01 402 2422

123 Stephens Green - Tel: 01 402 2263

### RCSI IT Department

Ground Floor, RCSI House, 121 St Stephens Green,  
Dublin 2

T: 01 402 2273 E: [helpdesk@rcsi.ie](mailto:helpdesk@rcsi.ie)

### RCSI Library

T: 01 402 2409 E: [librarysec@rcsi.ie](mailto:librarysec@rcsi.ie)

W: [www.rcsi.ie/library](http://www.rcsi.ie/library)

### RCSI Student Academic and Regulatory Affairs Office (SARA)

1<sup>st</sup> Floor, 123 St Stephens Green, Dublin 2

T: 01 402 2222 E: [ssgsara@rcsi.ie](mailto:ssgsara@rcsi.ie)

# APPENDICES

## APPENDIX 1:

### OTOLARYNGOLOGY CRITICAL CONDITIONS

Otolaryngology manages a large number of individual conditions as described in the syllabus. Assessment of a trainee's ability to manage these is through the supervision level decisions made when assessing the shared CiPs. Otolaryngology also has a list of critical conditions which are of significant importance for patient safety and to demonstrate a safe breadth of practice.

These critical conditions will be assessed individually by means of the Case Based Assessment (CBD) and Clinical Evaluation Exercise (CEX) which will both provide formative feedback to the trainee and feed into the summative assessments of the AES and ARCP.

To ensure that trainees have the necessary skills in the critical conditions, by certification (the end of phase 3) there should be documented evidence of performance at the level of a day-one consultant to level 4 of the CEX or CBD: Appropriate for certification (see CBD/CEX forms for the full list of levels).

1. Adult airway obstruction (malignancy, inhalation injury etc.)
2. Paediatric airway obstruction
3. Upper aero-digestive tract foreign body and chemical injury (including batteries)
4. Acute infections of the upper aero-digestive tract including tonsillitis & supraglottitis
5. Deep neck space abscess and necrotising fasciitis
6. Management of tonsillar haemorrhage and other major upper aerodigestive tract haemorrhage
7. Blunt and penetrating trauma to the neck
8. Epistaxis including sphenopalatine artery ligation
9. Complications of acute and chronic sinusitis including orbital cellulitis
10. Complications of ear sepsis including acute mastoiditis and necrotising otitis externa
11. Acute balance disorder including vestibulopathy, and diagnostic understanding of brain stem stroke and multiple sclerosis
12. Sudden onset sensorineural hearing loss

**APPENDIX 2:****INDEX PROCEDURES - OTOLARYNGOLOGY**

Otolaryngology requires technical skills to be achieved across a wide range of operative procedures as described in the syllabus. Assessment of a trainee's ability to carry out this full range of procedures is covered by the supervision level decisions made when assessing the shared CiPs. These assess not only the necessary technical skills but the totality of capabilities required to carry them out.

The index procedures are of significant importance for patient safety and to demonstrate a safe breadth of practice. They will be assessed individually by means of the Procedure Based Assessment (PBA) which will both provide formative feedback to the trainee and feed into the summative assessments of the AES report and ARCP. There should be evidence that an indicative one or more operation in each group has been assessed and at level 4a/b of the PBA (simulated operations are not accepted for this level 4 evidence requirement):

- **Level 4a:** Procedure performed fluently without guidance or intervention
- **Level 4b:** As 4a and was able to anticipate, avoid and/or deal with common problems/complications. (see the PBA form for the full list of levels)

Trainees should have undertaken an indicative 2000 operations during training (as principal or main assisting surgeon) to include :

|                                                                                              |           |
|----------------------------------------------------------------------------------------------|-----------|
| <b>Mastoid Operations</b>                                                                    | <b>10</b> |
| as main surgeon                                                                              |           |
| <b>Major neck operations</b>                                                                 | <b>10</b> |
| as main surgeon                                                                              |           |
| <b>Tracheostomies</b>                                                                        | <b>10</b> |
| as main surgeon                                                                              |           |
| <b>Paediatric Endoscopies (inc. flexible)</b>                                                | <b>10</b> |
| as main surgeon                                                                              |           |
| <b>Septorhinoplasties</b>                                                                    | <b>10</b> |
| as main surgeon                                                                              |           |
| <b>Functional Endoscopic Sinus Surgery</b>                                                   | <b>10</b> |
| as only scrubbed surgeon                                                                     |           |
| <b>Removal of foreign bodies from airway (including nasal foreign bodies and fish bones)</b> | <b>10</b> |
| as main surgeon                                                                              |           |

Appendix 1 Critical Conditions and Appendix 2 Index Procedures have been taken from the Curriculum 2021. The full Curriculum for Otolaryngology can be found on the ISCP Website at the following link  
<https://www.iscp.ac.uk/media/1106/otolaryngology-curriculum-aug-2021-approved-oct-20.pdf>

**APPENDIX 3:  
COMPLETE STEP GUIDE TO THE LA-MCR-SA**

**PLACEMENT START**

| STEP 1         |                                                                                                                               | 10 minutes |
|----------------|-------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Trainee</b> | <b>Set up placement</b><br>~ Transition to new curriculum<br>~ List AES<br>~ List all CSs + AES (min 2)<br>~ Submit placement |            |

| STEP 2         |                                                 | 5 minutes |
|----------------|-------------------------------------------------|-----------|
| <b>Trainee</b> | ~ Create Learning Agreement<br>~ Select Lead CS |           |

**LA - OBJECTIVE SETTING**

| STEP 3         |                                                                                                                                 | 30 minutes |
|----------------|---------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Trainee</b> | <b>Complete objective setting with AES</b><br>~ Objectives for GPCs / each CiP<br>~ Support to achieve objectives<br>~ Sign off |            |

| STEP 3                                 |                                                                                                                                     | 30 minutes per trainee |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Assigned Educational Supervisor</b> | <b>Complete objective setting with trainee</b><br>~ Objectives for GPCs / each CiP<br>~ Support to achieve objectives<br>~ Sign off |                        |

| STEP 4         |                                          | 15 minutes |
|----------------|------------------------------------------|------------|
| <b>Trainee</b> | <b>Complete midpoint Self-Assessment</b> |            |

| STEP 4                          |                                                                                                                                                   | 10 minutes per trainee |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Lead Clinical Supervisor</b> | <b>Complete midpoint MCR (Arrange MCR meeting in advance)</b><br>~ Access MCR via dashboard link<br>~ Complete MCR on behalf of group<br>~ Submit |                        |

| STEP 4                            |                                                      | 10 minutes per trainee |
|-----------------------------------|------------------------------------------------------|------------------------|
| <b>Other Clinical Supervisors</b> | <b>Complete midpoint MCR</b><br>~ Attend MCR meeting |                        |

| STEP 5                            |                                                                                         | 10 minutes per trainee |
|-----------------------------------|-----------------------------------------------------------------------------------------|------------------------|
| <b>Other Clinical Supervisors</b> | <b>Agree MCR (even if present at meeting)</b><br>~ Option to agree/disagree and comment |                        |

| STEP 6                                 |                                                                                                                                                                             | 10 minutes per trainee |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Assigned Educational Supervisor</b> | <b>Sign off midpoint MCR (After step 5 or 2 weeks after step 4)</b><br>~ Access MCR via dashboard link<br>~ Add global comments<br>~ Add progress in GPCs 6-9<br>~ Sign off |                        |

| STEP 7                          |                                                                                            | 30 minutes per trainee |
|---------------------------------|--------------------------------------------------------------------------------------------|------------------------|
| <b>Lead Clinical Supervisor</b> | <b>Arrange a feedback session with the trainee to discuss the MCR and self-assessment.</b> |                        |

**LA - MIDPOINT REVIEW**

| STEP 8         |                                                                                                                             | 30 minutes |
|----------------|-----------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Trainee</b> | <b>Complete midpoint review with AES</b><br>~ Review progress in GPCs / CiPs<br>~ Agree any actions necessary<br>~ Sign off |            |

| STEP 8                                 |                                                                                                                                 | 30 minutes |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Assigned Educational Supervisor</b> | <b>Complete midpoint review with trainee</b><br>~ Review progress in GPCs / CiPs<br>~ Agree any actions necessary<br>~ Sign off |            |

**LA – MIDPOINT REVIEW**



**LA – FINAL REVIEW**

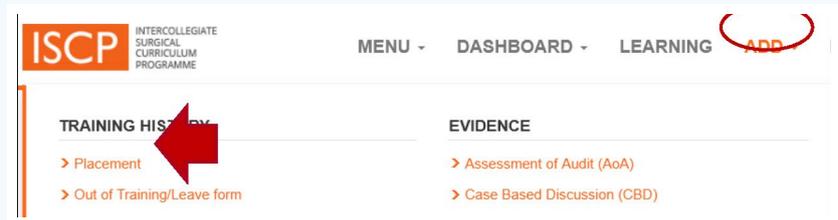
**PLACEMENT ENDS**

### 3A. TRAINEE SCREEN NAVIGATION

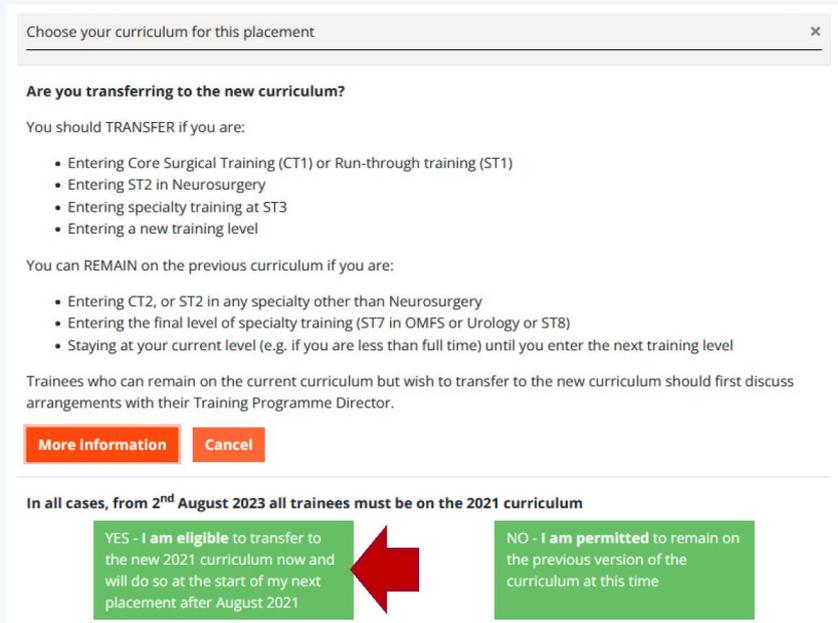
#### STEP 1

#### Set up placement

From the menu click ADD / Placement



Select the lefthand YES box to transition to the new curriculum



Complete the placement form.

### 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** Please select

**Parent Specialty** Please select

**Academic trainee?** Please select

**Military trainee?** No

**Deanery/LETB** Health Education Wessex

**TPD** Please select a Deanery/LETB and speciality

---

### Placement details

**Hospital** Start typing to find your hospital

**Start date**

**End date**

**Full time trainee?** Please select

**Specialty of placement** Please select

**Level** Please select

---

### Supervisors for this placement

**AES** Start typing to find your AES

**CS** Start typing to add your CS

### Saving and validating this placement

Agreement

I, Bussey, Maria Demo Trainee (Dr) [GMC: 111111111], agree & confirm:

1. That by submitting this placement form to the selected Training Programme Director,

I am consenting to grant access to my ISCP portfolio to the following registered users (including those who may be based overseas where relevant)

Training Programme Director TPD, Demo  
Assigned Educational Supervisor  
Clinical Supervisors

**Pertaining to the parent specialty selected:**

- Any Delegated Training Programme Director allocated by my Training Programme Director
- Specialty Advisory Committee Chair and Liaison member(s) for the parent specialty recorded in this placement

**Pertaining to the Deanery/LETB/region selected:**

- Head(s) of School
- Postgraduate Dean(s)
- ARCP Panel members
- Deanery/LETB Administrators

**Pertaining to the hospital / trust selected:**

- Surgical Tutor
- Educational Manager

2. To the statement of Health and Probity

Statement of Health and Probity

3. To the Educational Contract

Educational Contract

Submit this Placement

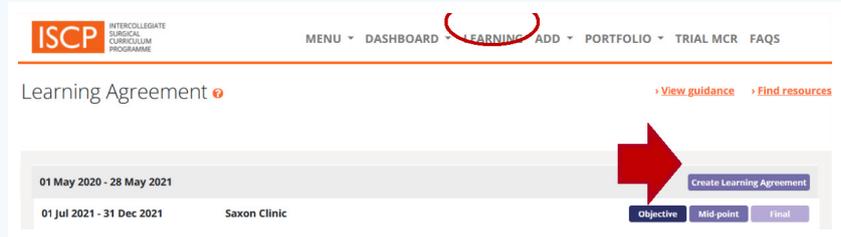
No - Save as draft

Yes - I would like to submit now

Save As Draft

**STEP 2**  
**Create the Learning Agreement**

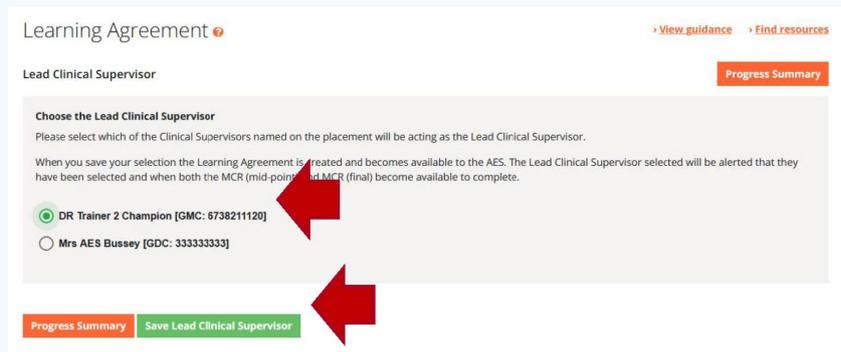
Click on **LEARNING** in the menu /  
Click **Create Learning Agreement**



**Select Lead Clinical Supervisor**  
Click the marble – **Select / Edit Lead CS**



Select the radio button next to the name and click the green **Save Lead Clinical Supervisor button**. You can change the Lead CS in the same way at any time.



**STEP 3**  
**Complete the objective setting meeting with AES**

Click the **LA Objective-setting meeting** marble.



Enter the date on the cover page and click the green **Save and continue** button.

Objective-setting meeting Meeting date Objectives and Actions Summary Sign-off Progress summary

**Date of meeting**  
Choose a date  
1st July 2021

**Global objective**  
Welcome to the training programme. These guidance notes will help you achieve a good outcome at your ARCP. Please make sure you attend your induction to the programme and to your unit. Keep your ISCP portfolio, workplace-based assessments and the eLogbook up to...  
[More](#)

| ARCP (most recent)                                 |                                                                             |
|----------------------------------------------------|-----------------------------------------------------------------------------|
| ARCP period                                        | 20th March 2013<br>Annual<br>1st January 2012 - 6th March 2013              |
| Recommendation                                     | 5. Incomplete evidence presented - additional training time may be required |
| Causes of concern                                  |                                                                             |
| Detailed reasons for recommended outcome           | Test                                                                        |
| Mitigating circumstances                           |                                                                             |
| Competences which need to be developed             |                                                                             |
| Recommended actions                                |                                                                             |
| Recommended additional training time (if required) |                                                                             |

Progress summary Save and continue

### Set objectives for the GPCs.

Previous MCRs will display (except for the first objective setting meeting following transition to the new curriculum).

Use the drop down box select a view of the GPCs as rated in the MCR. You can use these as a reference for setting new objectives.

Agree with your AES, set objectives in the first box. You can click the plus signs next to MCR descriptors to add them to the objectives box.

Agree with your AES the support you will need to achieve the objectives. This might include workplace-based assessment, courses, learning opportunities.

Click the green **Save and continue** button when finished.

Learning Agreement View guidance Find resources

Objective-setting meeting Meeting date Objectives and Actions Summary Sign-off Progress summary

GPCs CIP 1 CIP 2 CIP 3 CIP 4 CIP 5

**View MCR and Self-assessment (most recent feedback) Generic Professional Capabilities**

Professional values and behaviours  
Areas for development  
Appropriate for phase  
All GPCs

Select GPC

- GPC 1 - Professional values and behaviours
- GPC 2 - Professional skills
- GPC 3 - Professional knowledge
- GPC 4 - Capabilities in health promotion and illness prevention
- GPC 5 - Capabilities in leadership and team working
- GPC 6 - Capabilities in patient safety and quality improvement
- GPC 7 - Capabilities in safeguarding vulnerable groups
- GPC 8 - Capabilities in education and training
- GPC 9 - Capabilities in research and scholarship

1 out of 3 Contributors agreed with the MCR

**Self-assessment (most recent feedback) - GPC 1**  
Created 8th October 2021 by Saxon Clinic

Areas for development  
managing time and resources effectively

Comments  
No comments

**Objectives and actions**  
Objective-setting Mid-point review Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

Meeting Date Save and continue

Do the same with each of the CiPs.

Objectives may cover knowledge, clinical skills, decision-making, operative skills, index procedures/PBAs, critical conditions/CEX/CBDs, exams, courses and projects as relevant to each CiP.

Learning Agreement

[View guidance](#) [Find resources](#)

Objective-setting meeting | Meeting date | Objectives and Actions | Summary | Sign-off | [Progress summary](#)

GPCS CIP 1 CIP 2 CIP 3 CIP 4 CIP 5

View MCR and Self-assessment CIP 1 - Manages an out-patient clinic

**MCR (most recent feedback)**

Created 8th October 2021 by Mrs Bussey Clinical Supervisor 1 (GMC: 44444444) Saxon Clinic

Supervision level III

Areas for development

Assesses and prioritises GP and inter-departmental referrals and deals correctly with inappropriate referrals

Areas of excellence

**Self-assessment (most recent feedback)**

Created 8th October 2021 by Saxon Clinic

Supervision level IV

Areas for development

No areas for development highlighted.

Areas of excellence

No areas of excellence highlighted.

Objectives and actions

Objective-setting | Mid-point review | Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

GPCS Save and continue

Check the Summary page and then the **Sign-off** page.

Learning Agreement

[View guidance](#) [Find resources](#)

Objective-setting meeting | Meeting date | Objectives and Actions | Summary | Sign-off | [Progress summary](#)

Trainee comments

No additional comments

NOTE: any comments saved as draft will be immediately viewable by the AES

AES comments

No additional comments

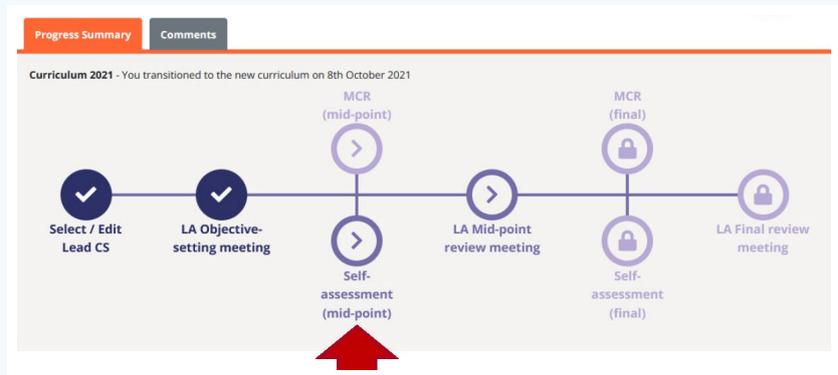
Saving and signing-off this meeting

Sign-off Please select

Summary Save as draft

**STEP 4**  
**Complete midpoint**  
**Self-Assessment**

From the menu, click **LEARNING** /  
Click on the purpose **Mid-point** tab next to the relevant placement.  
Click on the **Self-assessment (mid-point)** marble. Hovering on the marbles provides more information on the status of each stage.



**Complete the Self-Assessment form.**

Rate GPC domains 1-9. The default rating is **Appropriate for phase**. Use free text to explain specific achievements. Alternatively, select **Area for development** which requires explanatory commentary. Use free text or browse descriptors to describe any development needs. Click the green **Save and continue** button at the bottom to continue to the CiPs.

Self-assessment (mid-point) [View guidance](#) [Find resources](#)

**NOTE:**

- Use the buttons to rate each GPC as 'Appropriate for phase' (default) or 'Areas for development'.
- Where you have indicated 'Areas for development', select descriptors and/or add free text to describe the developments required.

Generic Professional Capabilities

**GPC 1 - Professional values and behaviours**

Appropriate for phase  
Area for development

Your comments...

Select descriptors

**GPC 2 - Professional skills**

Appropriate for phase  
Area for development

Please add your reasons for selecting this domain as an area for development AND/OR select the specific descriptor which is the area for development

Your comments...

Select descriptors

Do the same for each CiP, using free text or descriptors (maximum 5) to explain any ratings lower than **IV**. Excellence ratings can also be selected.

Self-assessment (mid-point) [View guidance](#) [Find resources](#)

**NOTE:**

- Use the buttons to select the supervision level.
- Where the supervision level is less than IV, select descriptors (maximum 5) and/or add free text to describe the developments required.

Capabilities in Practice

**CIP 1 - Manages an out-patient clinic**

SUPERVISION LEVEL  
III

If supervision level is I to III, please add a comment AND/OR select a descriptor from the Capabilities in practice box

Your comments...

Select descriptors

**CIP 2 - Manages the unselected emergency take**

SUPERVISION LEVEL  
IV

Your comments...

Select descriptors

Check the resulting summary and then click the green **Submit Self-assessment** button.

Self-assessment (mid-point) [View guidance](#) [Find resources](#)

[Print](#) [Progress Summary](#)

Generic Professional Capabilities [Submit Self-assessment](#)

| 1 - Professional values and behaviours |                                                                         |
|----------------------------------------|-------------------------------------------------------------------------|
| Areas for development                  | No areas for development highlighted. Trainee is appropriate for phase. |
| Comments                               | No comments                                                             |

| 2 - Professional skills |                                                                         |
|-------------------------|-------------------------------------------------------------------------|
| Areas for development   | No areas for development highlighted. Trainee is appropriate for phase. |
| Comments                | No comments                                                             |

When the MCRs are available for you to view, you will receive this alert on your dashboard:

**The MCR (mid-point) has now been signed off by [AES NAME GMC NUMBER] and can be found in your portfolio.**

**The MCR (final) has now been signed off by [AES NAME GMC NUMBER] and can be found in your portfolio.**

**You should receive a feedback session with the Lead CS or other nominated supervisor to discuss the MCR and your self-assessment.**

**Repeat the above steps for the midpoint learning agreement, final self-assessment and final learning agreement.**

### 3B. ASSIGNED EDUCATIONAL SUPERVISOR SCREEN NAVIGATION

You will be able to see whether your trainees have transitioned to the new curriculum by clicking MY TRAINEES from the menu and then As Assigned Educational Supervisor.

The resulting page shows that trainees with the purple 2021 tab are now on the new curriculum. They will have a new style learning agreement which focuses objectives on achieving the GPCs and CiPs.

These trainees will also need to be assessed with the new Multiple Consultant Report (MCR) which you will have responsibility for signing off after submission by the Lead Clinical Supervisor. The midpoint and final MCRs must be completed before the midpoint and final learning agreements respectively.

Select the **trainee / placement**.

Click the **Learning Agreements** tab and then the learning agreement meeting (OBJ for objective setting, MID for midpoint review or FIN for final review).

#### STEP 1 AND 2

Setting up a placement, creating a learning agreement and selecting the Lead CS are completed by the trainee. You and the trainee can then start the learning agreement and may share a screen to go through the objective setting form.

You or the trainee can amend the Lead CS if necessary - Click the marble for Select / Edit Lead CS

Select the radio button next to the name and then click the green **Save Lead Clinical Supervisor** button. You or the trainee can change the Lead CS in the same way at any time.

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

MENU - DASHBOARD - MY TRAINEES - TRAINER AREA - FAQs

### My Trainees as Assigned Educational Supervisor

Current 3 Historic 1 Future 0

Filter by Specialty: All specialties  
Sort by: Trainee Name

Trainees in an active placement

|                                                  |                                                             |      |     |     |    |     |      |
|--------------------------------------------------|-------------------------------------------------------------|------|-----|-----|----|-----|------|
| Bussey, Maria Demo Trainee (Dr) [GMC: 111111111] | ST4 / Otolaryngology / Cardiff Royal Infirmary              | 2021 | LOG | WBA | PL | MID | 5    |
| demo, trainee (Mr) [GMC: 123456789]              | ST2 / Cardiothoracic Surgery / Abbey Gisburne Park Hospital | 2021 | LOG | WBA | PL | MID | 1    |
| Trainee Demo, Dental (Mr) [GMC: 9992222]         | ST3 / Orthodontics / Saxon Clinic                           |      | LOG | WBA | PL | -   | 10.2 |

Summary Placements Learning Agreements Portfolio Messages Journal Notes

Your Placements and Learning Agreements

01 Jan 2022 - Cardiff Royal Infirmary (Current)

LOG MID

Progress Summary

Curriculum 2021 - You transitioned to the new curriculum on 8th October 2021

MCR (mid-point) MCR (final)

Select / Edit Lead CS LA Objective-setting meeting Self-assessment (mid-point) LA Mid-point review meeting Self-assessment (final) LA Final review meeting

Learning Agreement

View guidance Find resources

Lead Clinical Supervisor Progress Summary

Choose the Lead Clinical Supervisor

Please select which of the Clinical Supervisors named on the placement will be acting as the Lead Clinical Supervisor.

When you save your selection the Learning Agreement is created and becomes available to the AES. The Lead Clinical Supervisor selected will be alerted that they have been selected and when both the MCR (mid-point) and MCR (final) become available to complete.

DR Trainer 2 Champion [GMC: 673821120]

Mrs AES Bussey [GDC: 33333333]

Progress Summary Save Lead Clinical Supervisor

**STEP 3**  
**Complete the objective setting meeting**

Click the **LA Objective-setting** meeting marble.



Enter the date on the cover page and click the green **Save and continue** button

Objective-setting meeting Meeting date | Objectives and Actions - | Summary | Sign-off Progress summary

**Date of meeting**

Choose a date  
1st July 2021

**Global objective**

Welcome to the training programme. These guidance notes will help you achieve a good outcome at your ARCP. Please make sure you attend your induction to the programme and to your unit. Keep your ISCP portfolio, workplace-based assessments and the eLogbook up to... [More](#)

**ARCP (most recent)**

|                                                           |                                                                             |
|-----------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>ARCP period</b>                                        | 20th March 2013<br>Annual<br>1st January 2012 - 6th March 2013              |
| <b>Recommendation</b>                                     | 5. Incomplete evidence presented - additional training time may be required |
| <b>Causes of concern</b>                                  |                                                                             |
| <b>Detailed reasons for recommended outcome</b>           | Test                                                                        |
| <b>Mitigating circumstances</b>                           |                                                                             |
| <b>Competences which need to be developed</b>             |                                                                             |
| <b>Recommended actions</b>                                |                                                                             |
| <b>Recommended additional training time (if required)</b> |                                                                             |

Progress summary Save and continue

Set objectives for the GPCs.

Previous MCRs will display (except for the first objective setting meeting following transition to the new curriculum).

Use the drop down box select a view of the GPCs as rated in the MCR. You can use these as a reference for setting new objectives.

With your trainee, set objectives in the first box. You can click the plus signs next to MCR descriptors to add them to the objectives box.

With your trainee determine the support they will need to achieve the objectives. This might include workplace-based assessment, courses, learning opportunities.

Set objectives for the GPCs.

The screenshot displays the 'Learning Agreement' interface. At the top, there is a navigation bar with tabs for 'Objective-setting meeting', 'Meeting date', 'Objectives and Actions', 'Summary', and 'Sign-off'. A 'Progress summary' button is also visible. Below the navigation bar, a progress indicator shows a series of steps: GPCs (highlighted with a red circle), CIP 1, CIP 2, CIP 3, CIP 4, and CIP 5. The main content area is titled 'View MCR and Self-assessment (most recent feedback) Generic Professional Capabilities'. It features a dropdown menu for selecting a GPC, currently set to 'GPC 1 - Professional values and behaviours'. A list of GPCs is shown, including 'Areas for development', 'Appropriate for phase', and 'All GPCs'. To the right, a 'Self-assessment' panel shows 'Created 8th October 2021 by Saxon Clinic' and 'Areas for development' with the text 'managing time and resources effectively'. Below this, there is a 'Comments' section with 'No comments'. At the bottom, the 'Objectives and actions' section has three tabs: 'Objective-setting', 'Mid-point review', and 'Final review'. The 'Objective-setting' tab is active, showing two text input fields with red arrows pointing to them. The first field is for adding objectives, and the second is for adding support details. At the bottom left, there are 'Meeting Date' and 'Save and continue' buttons, with a red arrow pointing to the 'Save and continue' button.

Do the same with each of the CIPs.

Objectives may cover knowledge, clinical skills, decision-making, operative skills, index procedures/PBAs, critical conditions/CEX/CBDs, exams, courses and projects as relevant to each CiP.

Learning Agreement [View guidance](#) [Find resources](#)

Objective-setting meeting Meeting date Objectives and Actions Summary Sign-off Progress summary

GPCs CIP-1 CIP-2 CIP-3 CIP-4 CIP-5

View MCR and Self-assessment CIP 1 - Manages an out-patient clinic

**MCR (most recent feedback)**  
Created 8th October 2021 by Mrs Bussey Clinical Supervisor 1 [GMC: 44444444] Saxon Clinic  
Supervision level III  
Areas for development  
Assesses and prioritises GP and inter-departmental referrals and deals correctly with inappropriate referrals  
Areas of excellence

**Self-assessment (most recent feedback)**  
Created 8th October 2021 by Saxon Clinic  
Supervision level IV  
Areas for development  
No areas for development highlighted.  
Areas of excellence  
No areas of excellence highlighted.

Objectives and actions  
Objective-setting Mid-point review Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

GPCs Save and continue

Check the **Summary** page and then go to the **Sign-off** page. The trainee will have first sign off of objective setting and the midpoint review. You will have first sign off of the final review because it incorporates your AES report.

Learning Agreement [View guidance](#) [Find resources](#)

Objective-setting meeting Meeting date Objectives and Actions Summary Sign-off Progress summary

Trainee comment  
No additional comments

NOTE: any comments saved as draft will be immediately viewable by the AES

AES comments  
No additional comments

Saving and signing-off this meeting [View guidance](#)

Sign-off Please select

Summary Save as draft

**Step 4 (the midpoint MCR) is completed by Lead CS / Clinical Supervisors.**

**STEP 5  
Sign off the MCR**

You will see the following alerts on your dashboard. Click these links to add information about the trainees, progress in GPCs 6-9, add general comments and sign off the MCR.

**The MCR (midpoint) created by [TITLE LEAD CS GMC: NUMBER], as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER] is now ready for final sign-off.**

**The MCR (final) created by [TITLE LEAD CS GMC: NUMBER], as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER] is now ready for final sign-off.**

**Alternatively, go to the trainee's learning agreement and click on the MCR marble. This will also show you the status of the MCR.**

**Follow the same steps for the midpoint and final learning agreement and MCRs.**

---

### 3C. LEAD CLINICAL SUPERVISOR SCREEN NAVIGATION

When **Steps 1-3** have been completed by trainee and Assigned Educational Supervisor, you will be able to complete the midpoint MCR which is recommended for placements of 6 months or longer.

You may wish to set up the MCR meetings well in advance to ensure attendance. They can be virtual or physical meetings. You will need to share your screen.

You will see the following alerts on your dashboard, indicating that you have been selected as the Lead CS for specific trainees:

**You have been selected as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER]. Click here to see your responsibilities in this role.**

Clicking the link will take you to [MCR guidance](#)

When the MCR is ready, clicking on the following links will take you to the relevant MCR:

**The MCR (mid-point) for your trainee [TRAINEE NAME GMC NUMBER] is available for you to complete.  
The MCR (final) for your trainee [TRAINEE NAME GMC NUMBER] is available for you to complete.**

In the MCR meeting, open the MCR (and screen-share if possible), complete it on behalf of the group.

Rate GPC domains 1-9. The default rating is Appropriate for phase. You can add free text to elaborate. Use free text or click on descriptors to add them as development needs. Adding descriptors is only necessary for development needs. Do the same for each CiP, using free text or descriptors (max 5) to explain any ratings lower than IV. Excellence ratings can also be selected. There are additional specialty-specific CiPs for Cardiothoracic Surgery, Paediatric Surgery and Plastic Surgery.

You will not be able to access it after it is submitted, until it is signed off by the AES. Therefore, take time to look over the summary with the group before you submit it.

### Generic Professional Capabilities

#### GPC 1 - Professional values and behaviours

Appropriate for phase  
Area for development

Your comments...

Select descriptors

#### GPC 2 - Professional skills

Appropriate for phase  
Area for development

Your comments...

Select descriptors

#### GPC 3 - Professional knowledge

Appropriate for phase  
Area for development

Your comments...

Select descriptors

#### GPC 4 - Capabilities in health promotion and illness prevention

Appropriate for phase  
Area for development

Your comments...

### Capabilities in Practice

#### CIP 1 - Manages an out-patient clinic

SUPERVISION LEVEL  
IV

Your comments...

Select descriptors

#### CIP 2 - Manages the unselected emergency take

SUPERVISION LEVEL  
IV

Your comments...

Select descriptors

#### CIP 3 - Manages ward rounds and the on-going care of In-patients

SUPERVISION LEVEL  
IV

Your comments...

Select descriptors

#### CIP 4 - Manages an operating list

SUPERVISION LEVEL  
IV

Your comments...

The other clinical supervisors (including those who were unable to attend the meeting) will receive the following alert/link on their dashboards from which they will be able to open the MCR and make any extra comments within two weeks of submission:

**[LEAD CS NAME GMC NUMBER], as Lead Clinical Supervisor, has invited you to add comments to an MCR (mid-point/final) for [TRAINEE NAME GMC NUMBER] within the next 2 weeks.**

When all clinical supervisors have commented or when the two-week period has expired, the MCR will be available to the AES to comment and sign off.

You will receive the following alert/link to the final version in the trainee's portfolio. At this point, you should arrange a to have a feedback session with the trainee to discuss the MCR and self-assessment.

**The MCR (mid-point/final) for your trainee [TRAINEE NAME GMC NUMBER] has now been signed off by the trainee's AES [AES NAME GMC NUMBER] and can be found in the trainee's portfolio.**

Guide to feedback session with trainees

**Follow the same steps for the final MCR.**

---

### 3D. CLINICAL SUPERVISOR SCREEN NAVIGATION

**STEPS 1-3** are completed by the trainee and Assigned Educational Supervisor.

#### STEP 4 Complete the MCR

When steps 1-4 have been completed by trainee and Assigned Educational Supervisor, you will be able to meet with other clinical supervisors to complete the midpoint MCR which is recommended for placements of 6 months or longer.

The Lead CS will arrange the MCR meeting which may be a virtual or physical meeting. Please see the [MCR guidance](#) for more information.

The Lead CS will complete the MCR in the meeting on behalf of the group (screen-sharing if possible).

Rate GPC domains 1-9. The default rating is **Appropriate for phase**. You can add free text to elaborate. Use free text or click on **Select descriptors** to add them as development needs. Adding descriptors is only necessary for development needs.

The screenshot displays a web-based form titled "Generic Professional Capabilities". It is organized into four distinct sections, each representing a different GPC domain. Each section has a dark header bar with the domain name. Below each header, there is a rating selection area with two options: "Appropriate for phase" (highlighted in green) and "Area for development" (highlighted in grey). To the right of the rating is a text input field labeled "Your comments...". At the bottom of each section is a red button with a quote icon and the text "Select descriptors".

- GPC 1 - Professional values and behaviours**
- GPC 2 - Professional skills**
- GPC 3 - Professional knowledge**
- GPC 4 - Capabilities in health promotion and illness prevention**

**Do the same for each CiP**, using free text or descriptors (max 5) to explain any ratings lower than IV. Excellence ratings can also be selected. There are additional specialty-specific CiPs for Cardiothoracic Surgery, Paediatric Surgery and Plastic Surgery.

The screenshot displays the 'Capabilities in Practice' section of a training portfolio. It contains four entries, each with a title, a supervision level, and a comment box. The entries are:

- CIP 1 - Manages an out-patient clinic**: Supervision Level IV, comment box with 'Your comments...' placeholder, and a 'Select descriptors' button.
- CIP 2 - Manages the unselected emergency take**: Supervision Level IV, comment box with 'Your comments...' placeholder, and a 'Select descriptors' button.
- CIP 3 - Manages ward rounds and the on-going care of in-patients**: Supervision Level IV, comment box with 'Your comments...' placeholder, and a 'Select descriptors' button.
- CIP 4 - Manages an operating list**: Supervision Level IV, comment box with 'Your comments...' placeholder, and a 'Select descriptors' button.

#### STEP 5

##### **Agree / Disagree with MCR (even if present at the MCR meeting)**

After the meeting you will receive the following alert/link on your dashboard from which you will be able to open the MCR and make any extra comments within two weeks of submission. You have the option to agree, disagree and add comments. Please use the link even if you have no additional comments.

**[LEAD CS NAME GMC NUMBER], as Lead Clinical Supervisor, has invited you to add comments to an MCR (mid-point/final) for [TRAINEE NAME GMC NUMBER] within the next 2 weeks.**

#### STEP 6

Is completed by the AES. When all clinical supervisors have commented or when the two-week period has expired, the MCR will be available to the AES to comment and sign off. After AES sign off you will be alerted when the MCR is viewable from the trainee's portfolio:

**The MCR (mid-point/final) for your trainee [TRAINEE NAME GMC NUMBER] has now been signed off by the trainee's AES [AES NAME GMC NUMBER] and can be found in the trainee's portfolio**

**Follow the same steps for the final MCR.**

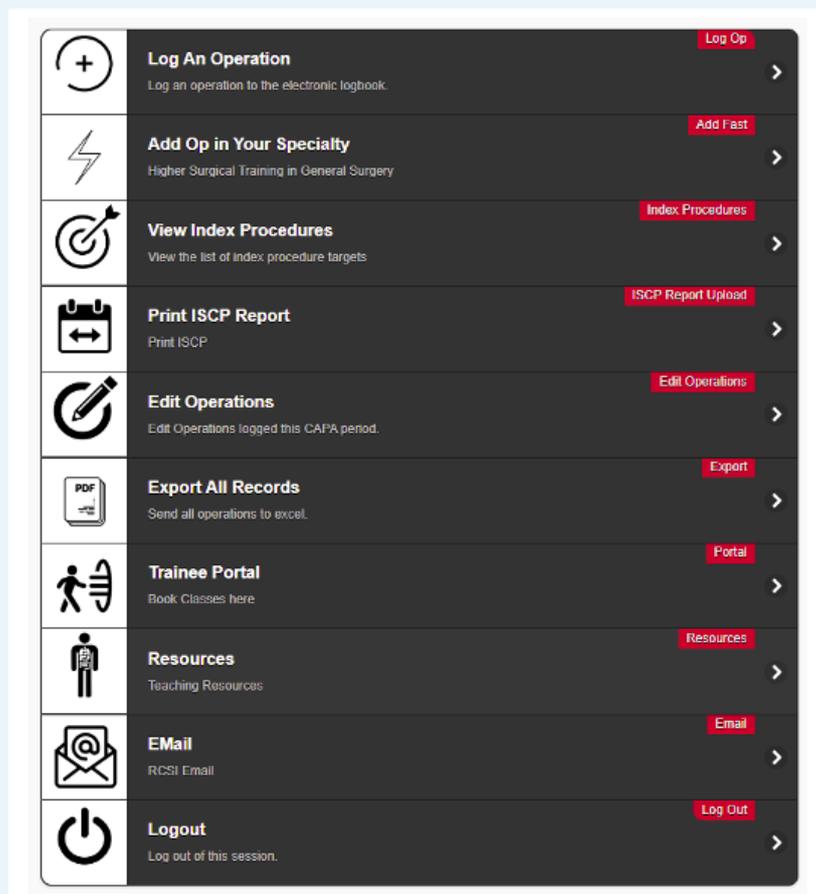
**APPENDIX 4:**  
**RCSI HST LOGBOOK**

The HST Logbook will be familiar to anyone who has completed Core Surgical Training. The core operation logging is identical but there are different options available.

**On a desktop – the menu will appear like this:**



**On a mobile the menu will appear like this:**



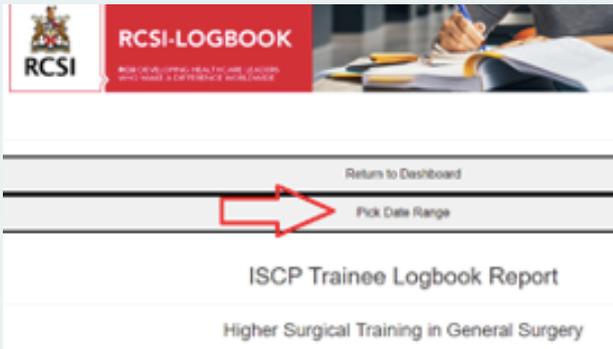
|                                                                                     |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <b>Log An Operation</b><br>Log an operation to the electronic logbook.         | Use this to record an operation into the logbook. You will be able to select any specialty.                                                                                                                                                                                                                                                                                                                  |
|    | <b>Add Op in Your Specialty</b><br>Higher Surgical Training in General Surgery | Almost the same as 'Log an Operation' but it will not offer you to select from the list of specialties. This will also load quicker because it doesn't need to request the full list of operations.                                                                                                                                                                                                          |
|    | <b>View Index Procedures</b><br>View the list of index procedure targets       | This will display the list of operations that your specialty has selected as index procedures. For example, if there is a target for your training programme of 50 lap chole operations, then it will display that target number and all the operations in the logbook that count to that group as there will be variations on the procedure (open/closed etc).                                              |
|   | <b>Print ISCP Report</b><br>Print ISCP                                         | This functions both as a summary of all your operations including list of ops, consolidation list and index procedure report. When approaching ARCP you can use this screen to download a PDF that can be uploaded to ISCP.<br><br>To do this, use the date range option at the top of the screen, select the appropriate dates for the assessment period, right click and select 'print' and 'save to pdf'. |
|  | <b>Edit Operations</b><br>Edit Operations logged this CAPA period.             | You can use this screen to make changes to any operations you have logged.                                                                                                                                                                                                                                                                                                                                   |
|  | <b>Export All Records</b><br>Send all operations to excel.                     | This will create an excel sheet of every operation you have logged in the logbook regardless of the time.                                                                                                                                                                                                                                                                                                    |
|  | <b>Trainee Portal</b><br>Book Classes here                                     | Because RCSI use a single sign on, if you are logged into the RCSI logbook you can use this to connect to the trainee portal and you will not be asked to login again.                                                                                                                                                                                                                                       |
|  | <b>Resources</b><br>Teaching Resources                                         | A collection of useful resources for trainees including surgical training videos, 360 videos, online anatomy etc.                                                                                                                                                                                                                                                                                            |
|  | <b>Email</b><br>RCSI Email                                                     | Because RCSI use a single sign on, if you are logged into the RCSI logbook you can use this to connect to your online and you will not be asked to login again.                                                                                                                                                                                                                                              |
|  | <b>Logout</b><br>Log out of this session.                                      | Log out of the Logbook and all RCSI online software.                                                                                                                                                                                                                                                                                                                                                         |

### Uploading a report to ISCP

1. Click on ISCP Report



2. Select the Date Range Button

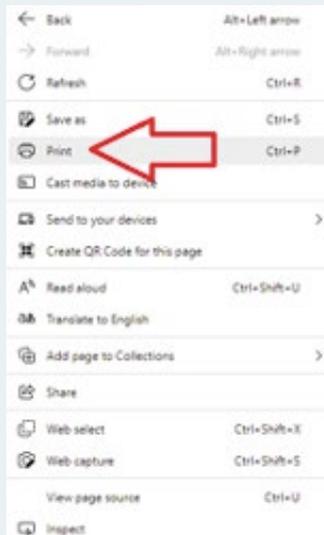


3. Select the start and end date as advised for this ARCP Period



4. Print to PDF

Right click anywhere and select 'Print' from the menu.



5. Select "Print to PDF" or "Save to PDF" as the option.



6. Upload to ISCP:

This will save a pdf report that can be uploaded to ISCP.





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