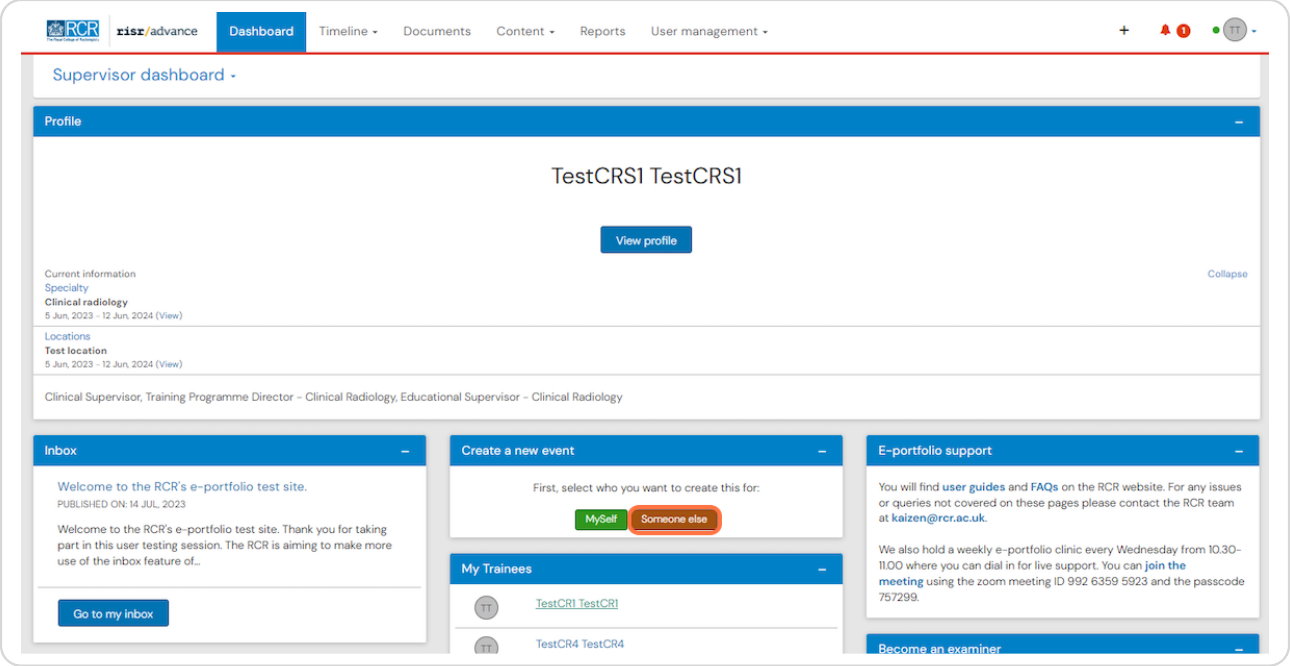
Creating an educational supervisor's structured report

28 Steps

Created by	Creation Date	Last Updated
WDAT	July 19, 2023	July 19, 2023

STEP 1

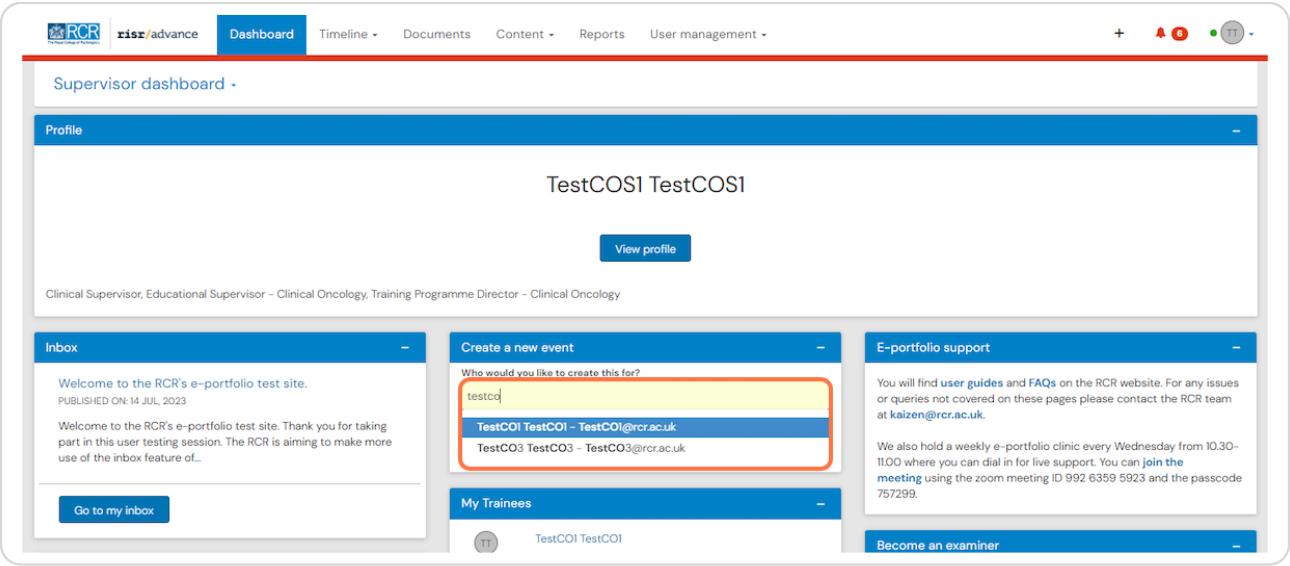
From your dashboard, click on Someone else under Create a new event



STEP 2

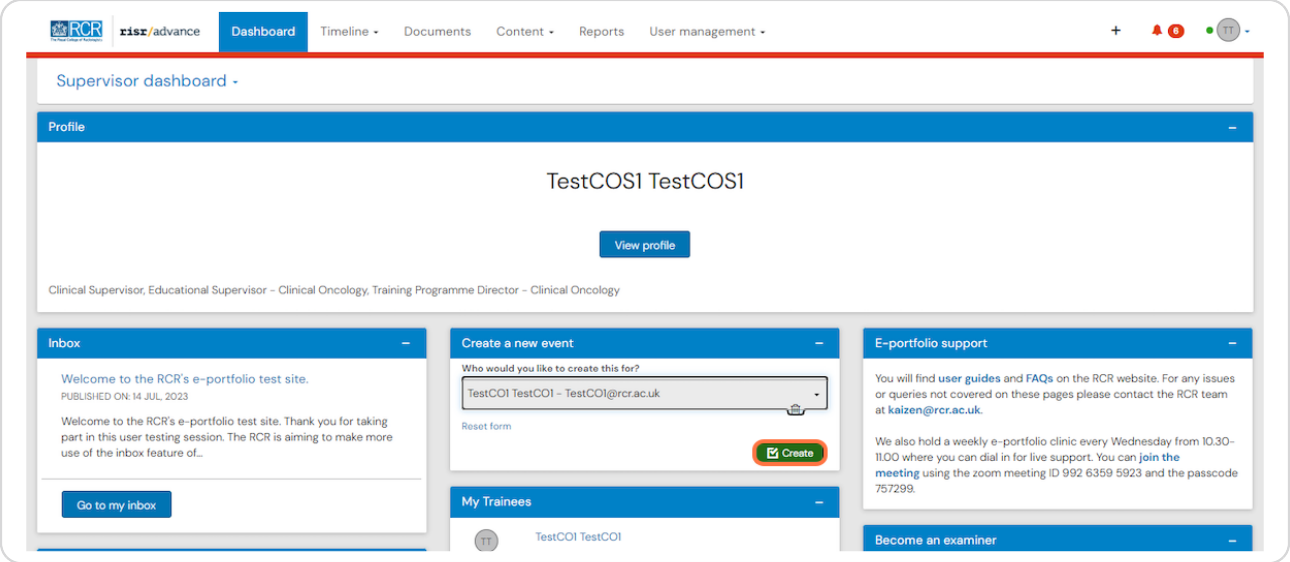
Enter the name of the trainee you would like to create a report for

As you start typing a list of matching names will appear. You can select the appropriate trainee from this list.



STEP 3

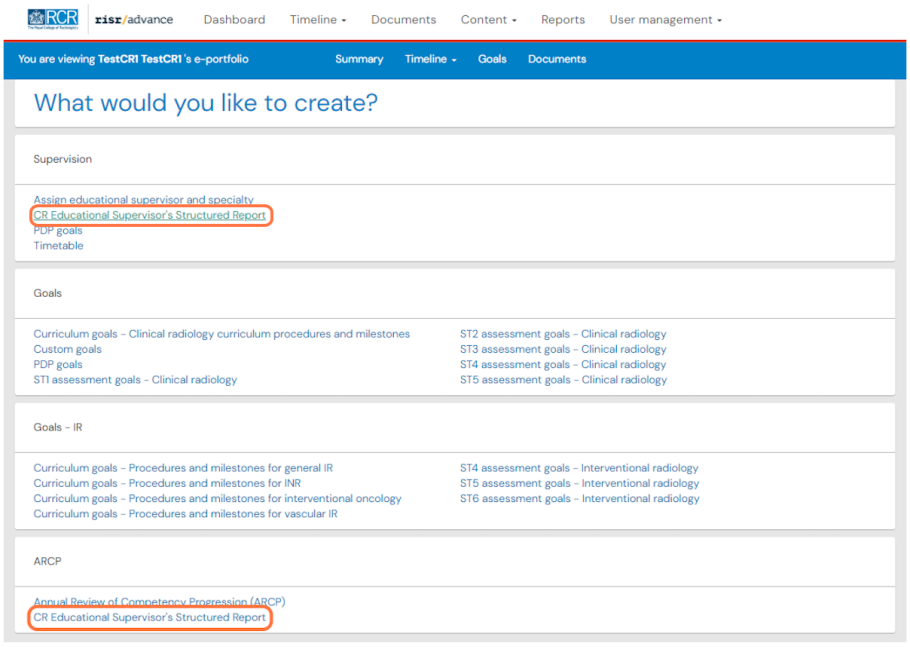
Once you have selected the trainee, click on Create



STEP 4

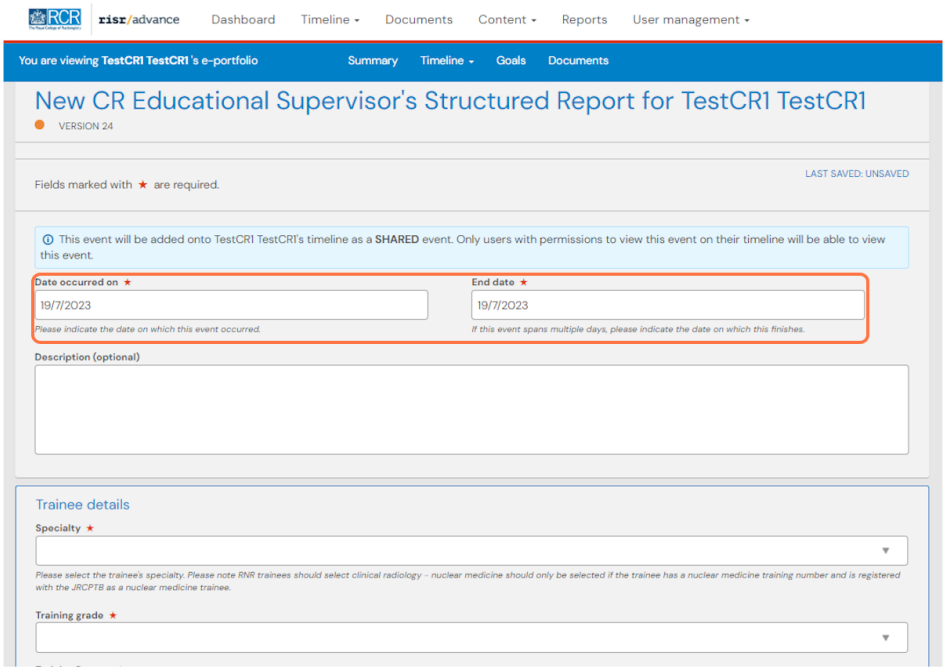
Click on the Educational Supervisor's Structured Report

You will find this in the supervision category and also under the ARCP category. You can use either link.



STEP 5

Enter the date range covered by the report



STEP 6

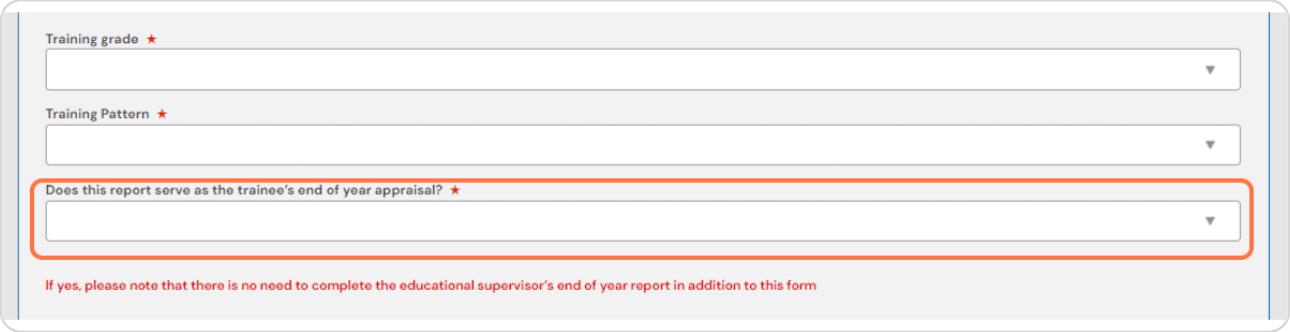
Clinical radiology supervisors will be asked to select the trainee's specialty

The selection here effects the options that appear later in the form. It is essential that the correct specialty is selected here in order for the correct options to appear for interventional radiology and nuclear medicine trainees.

STEP 7

Enter the trainee's details and indicate whether the structured report will act as the trainee's end of year appraisal

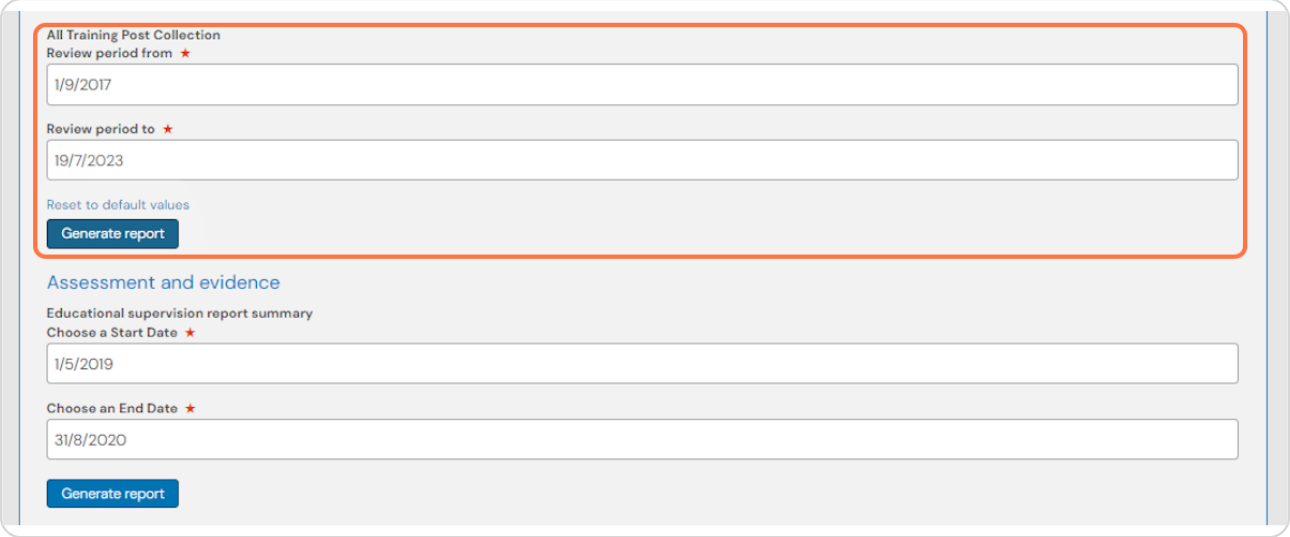
If the timing of the two reports coincides, there is no need to complete a separate end of year appraisal.



STEP 8

The structured report form uses the e-portfolio's reporting feature to pull information about the trainee into this form. Enter the required date range and click Generate report

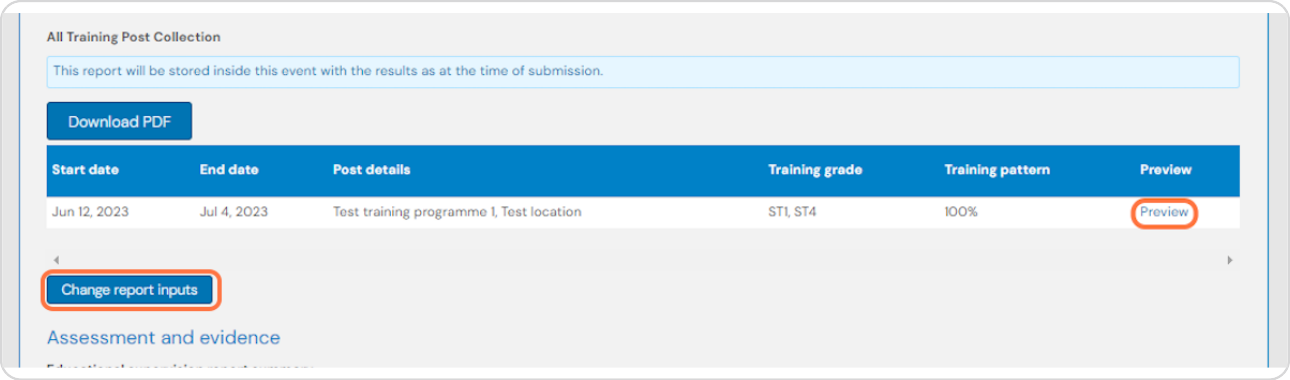
Do this for all required reports.



STEP 9

A table summarising the relevant trainee information for the time period selected will appear.

Clicking on preview will allow you to view the detail of any information listed without navigating away from the structured report form. You can change the date inputs by clicking on Change report inputs.



STEP 10

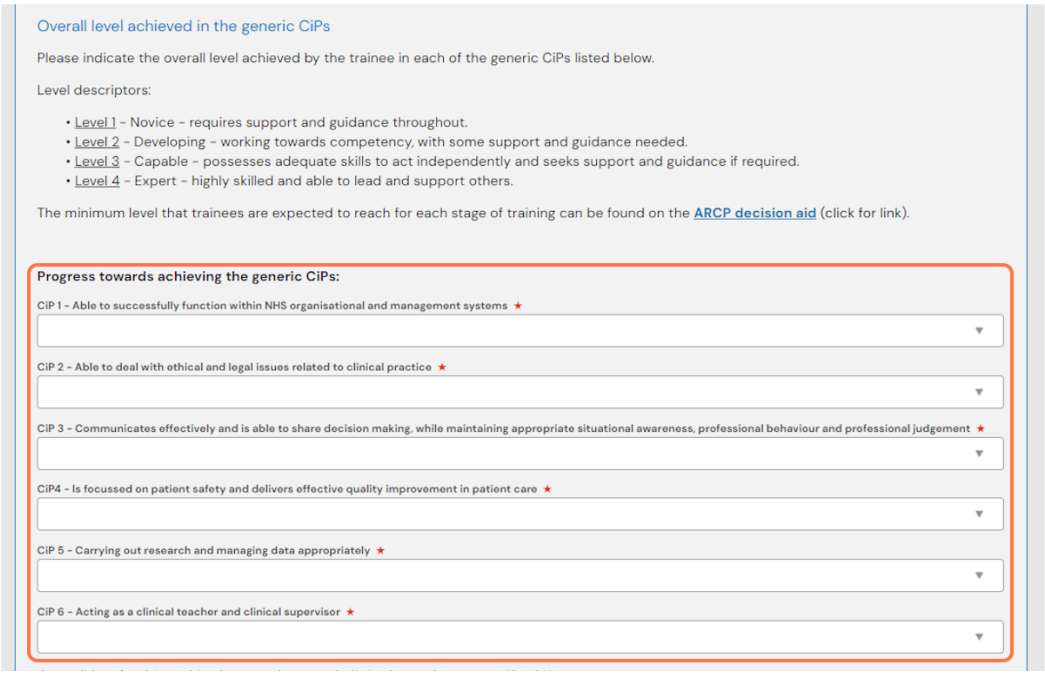
Complete the remaining sections of the form to comment on the trainee's assessments and progress

STEP 11

To record the trainee's progress towards the CiPs, select the relevant entrustment level from the drop down box for each CiP

You will find the descriptors for the entrustment levels and a link to the ARCP decision aid in the text above the CiPs. The decision aid will open in a separate window for easy reference to the minimum expected level for each training grade.

Clinical radiology supervisors will also be asked to indicate the entrustment level achieved in the relevant procedures and milestones.



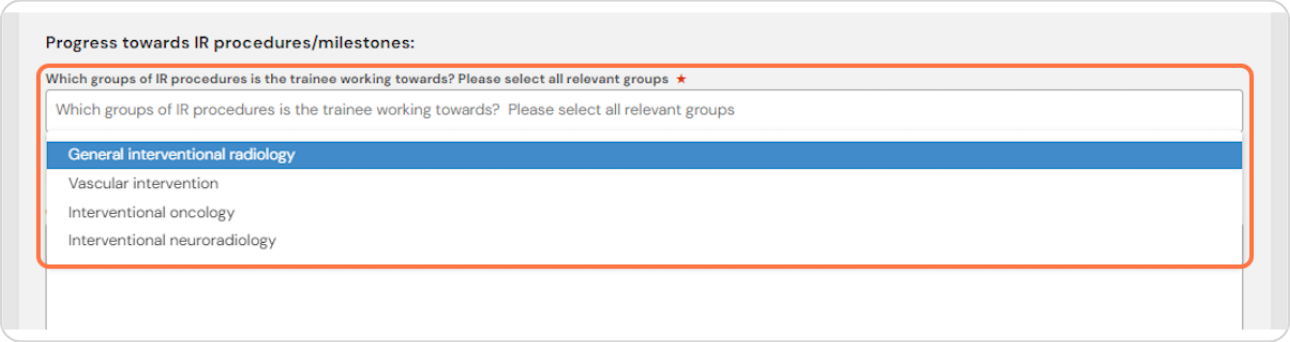
STEP 12

Please note:

- **Interventional radiology CiPs** will only appear if this has been selected as the specialty at the start of the form
- **Clinical oncology specialty-specific CiPs** will only appear if the training grade selected is ST4 or above. These CiPs are not formally assessed at ST3.

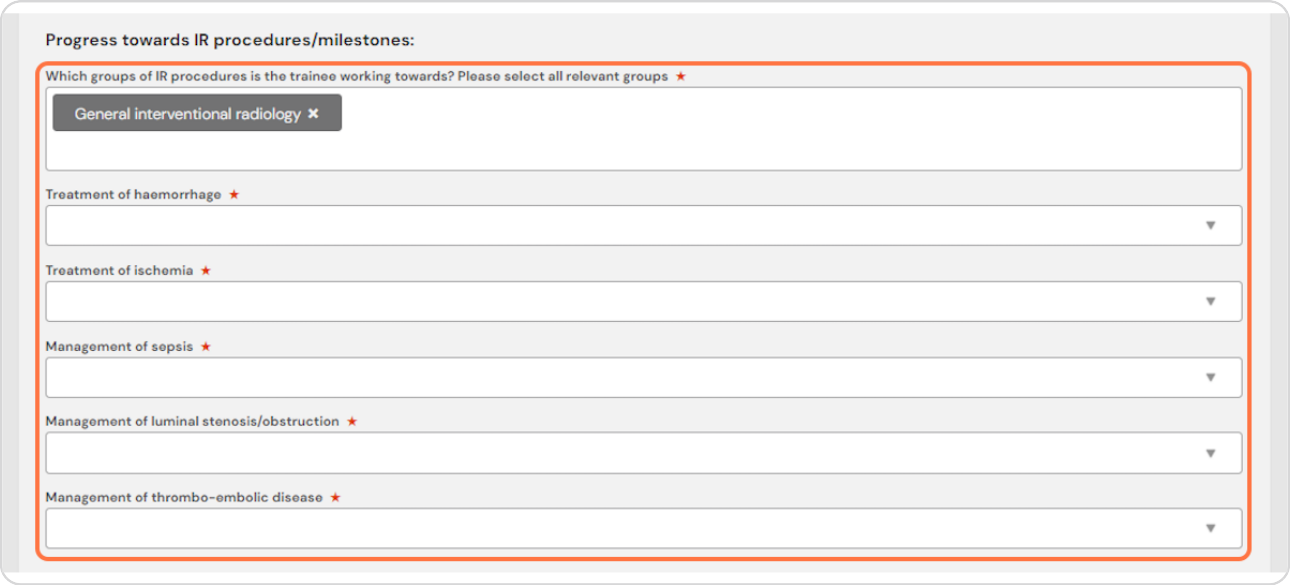
STEP 13

For interventional radiology trainees, please select the group of IR proce-dures relevant for this trainee from the drop down box



STEP 14

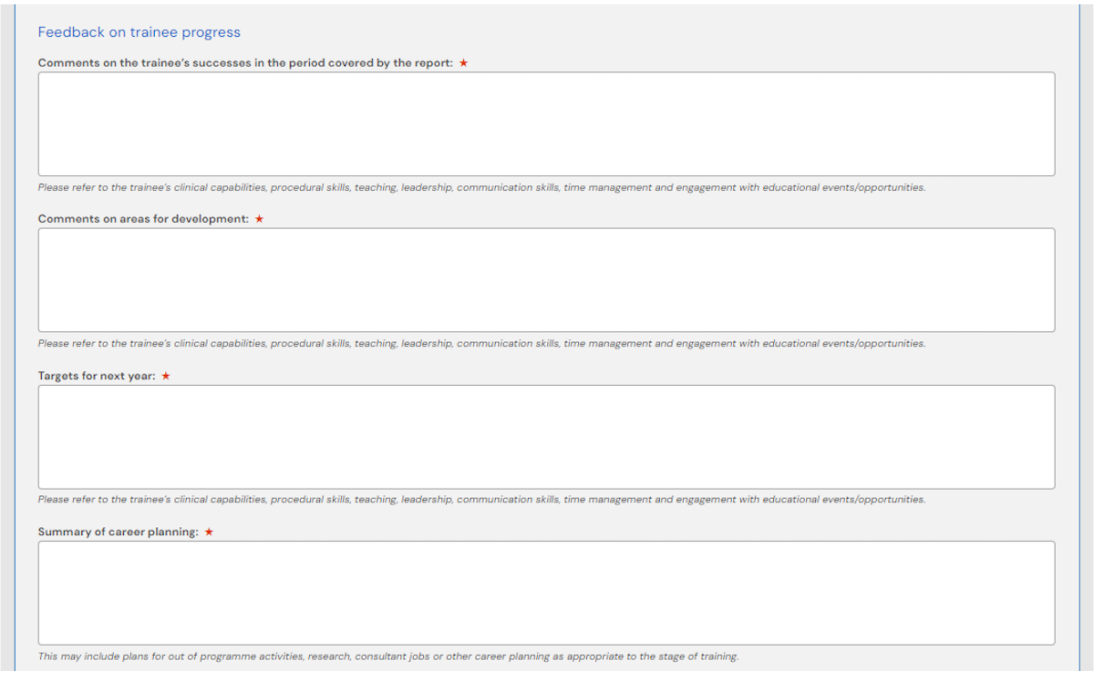
Based on your selection, the relevant procedures will be listed for you to indicate the entrustment level achieved



STEP 15

Complete the remaining sections to summarise your feedback on the trainee's progress

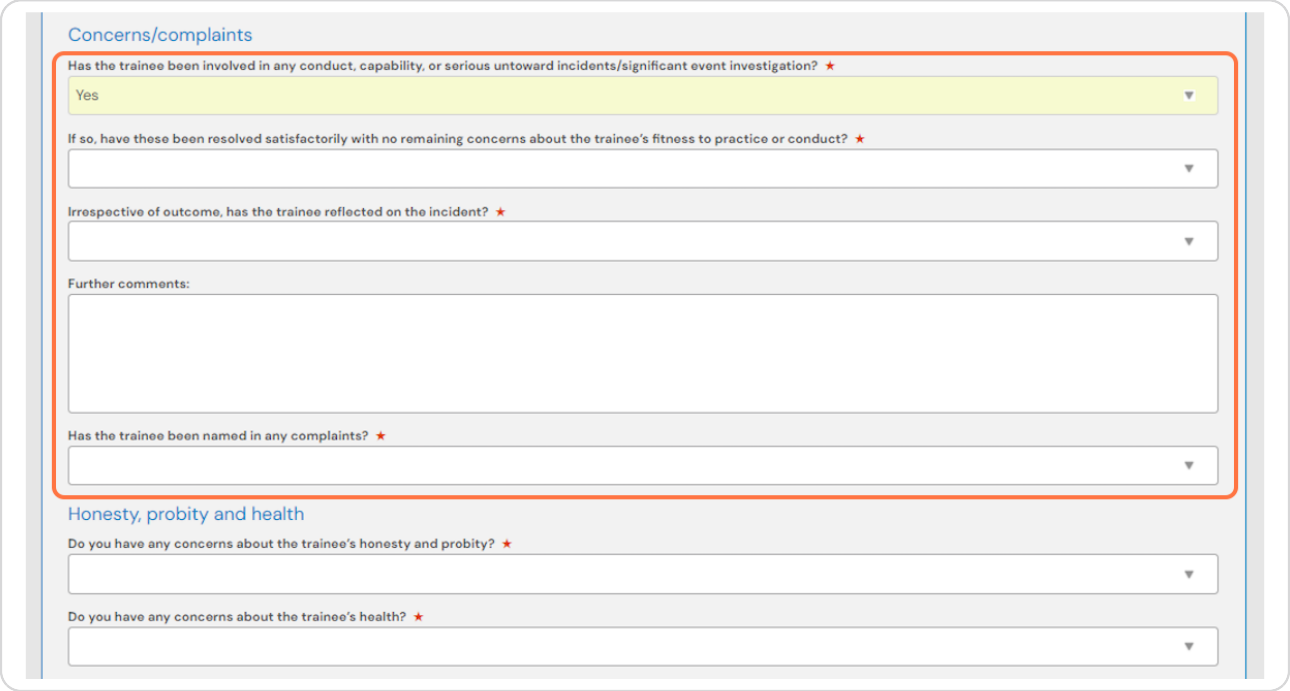
Any detail you can give here will help the ARCP panel to understand the trainee's progress and make an overall judgement at ARCP.



STEP 16

The next section of the form asks you to provide details of any compliments, concerns or investigations

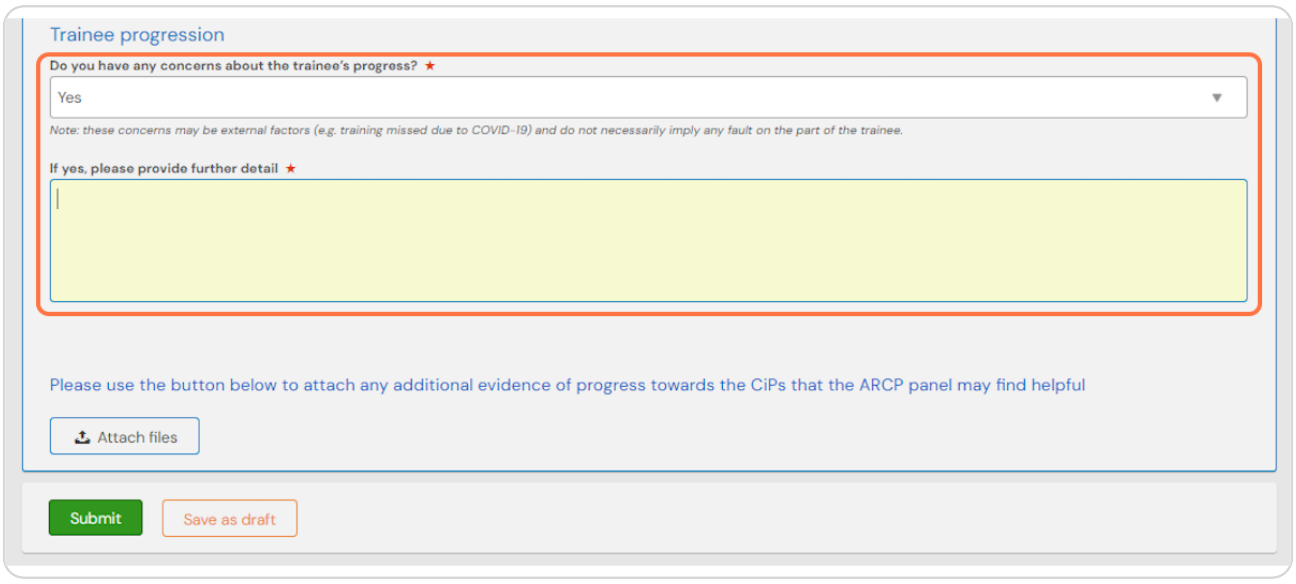
Selecting Yes for any of these options will open up further sections for you to record the relevant details.



STEP 17

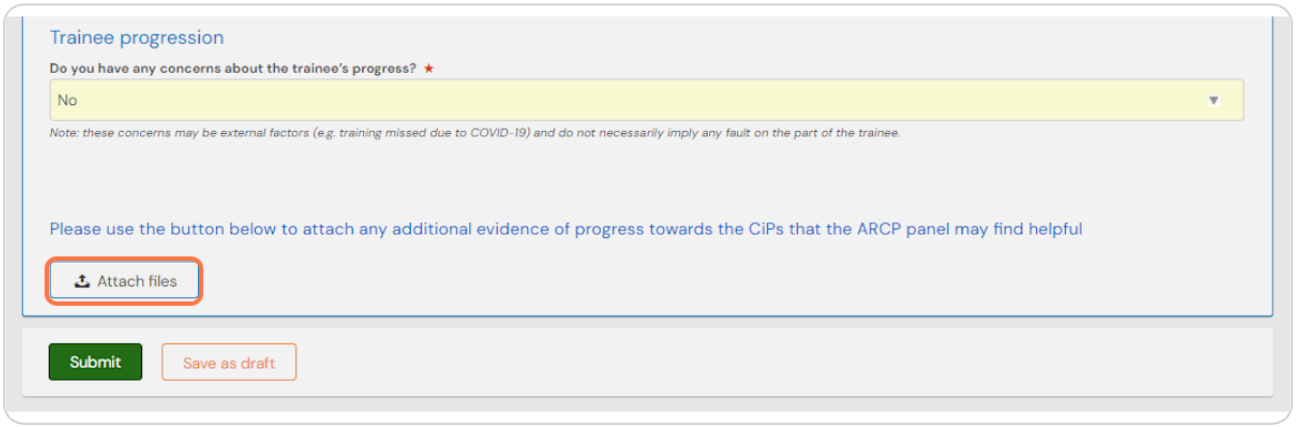
Please state whether you have any concerns about the trainee's progress

If you select Yes, a box will appear for further comments. It is important to identify any potential concerns as early as possible in order to effectively support the trainee. Any detail you can include here will also help the ARCP panel to understand the trainee's progress and make an overall judgement at ARCP.



STEP 18

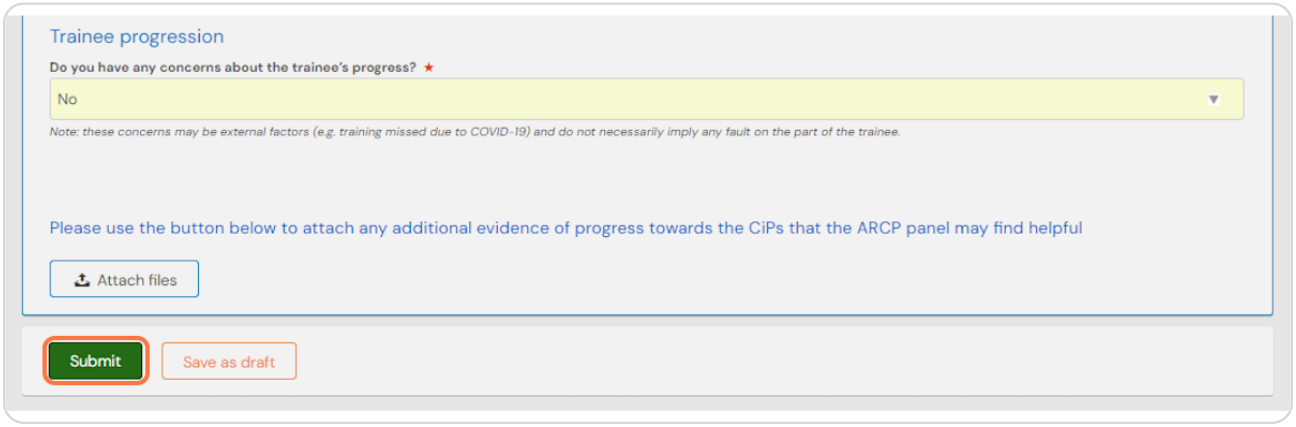
You can attach any relevant documents to the report by clicking on Attach files



STEP 19

To complete the report and publish it to the trainee's timeline click on Submit

You can click Save as draft if you wish to complete the form at a later date.

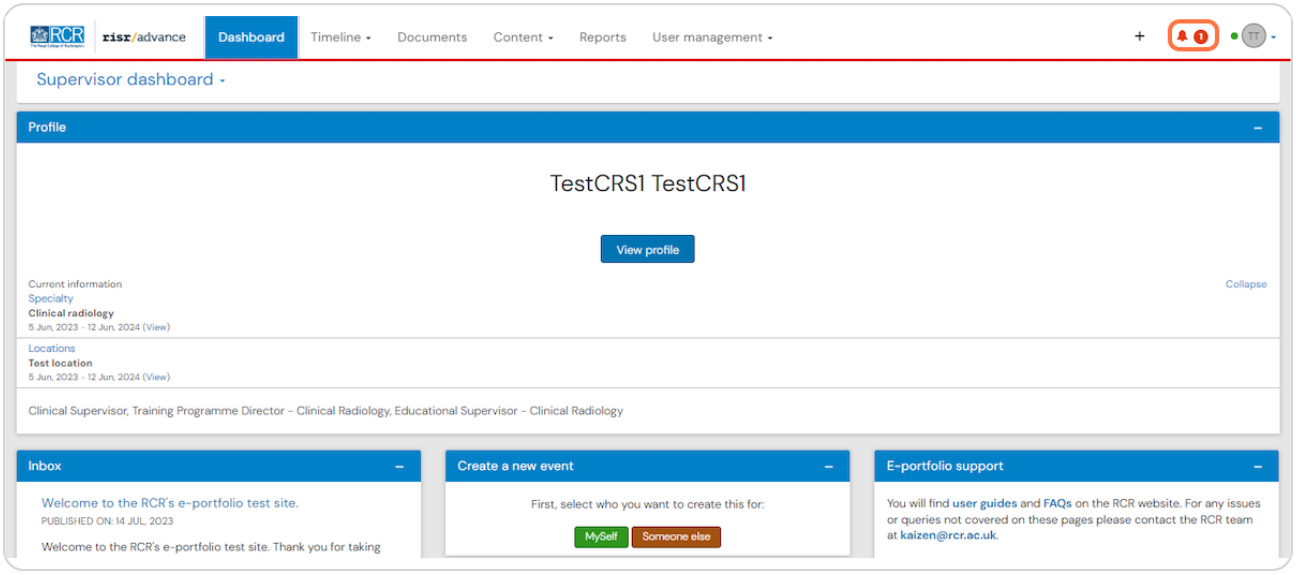


Editing drafts

3 Steps

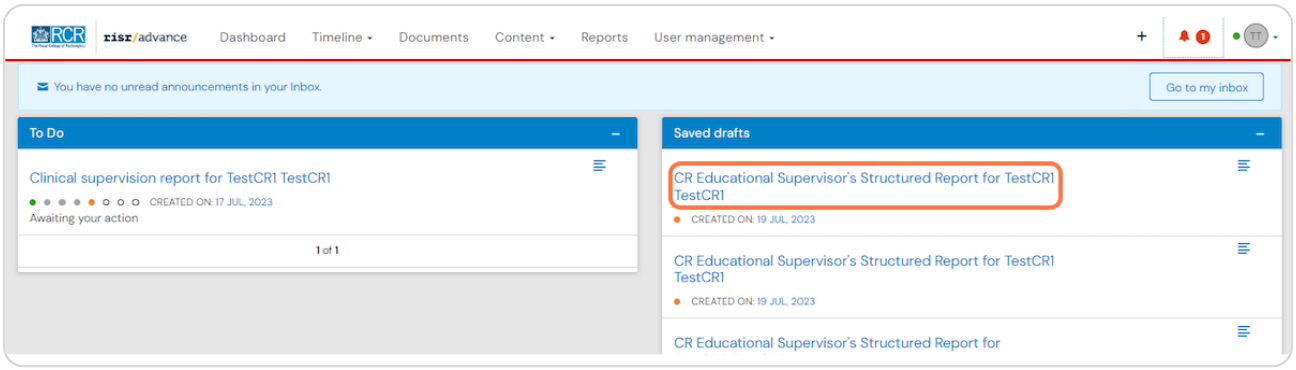
STEP 20

From your dashboard, click on the bell icon



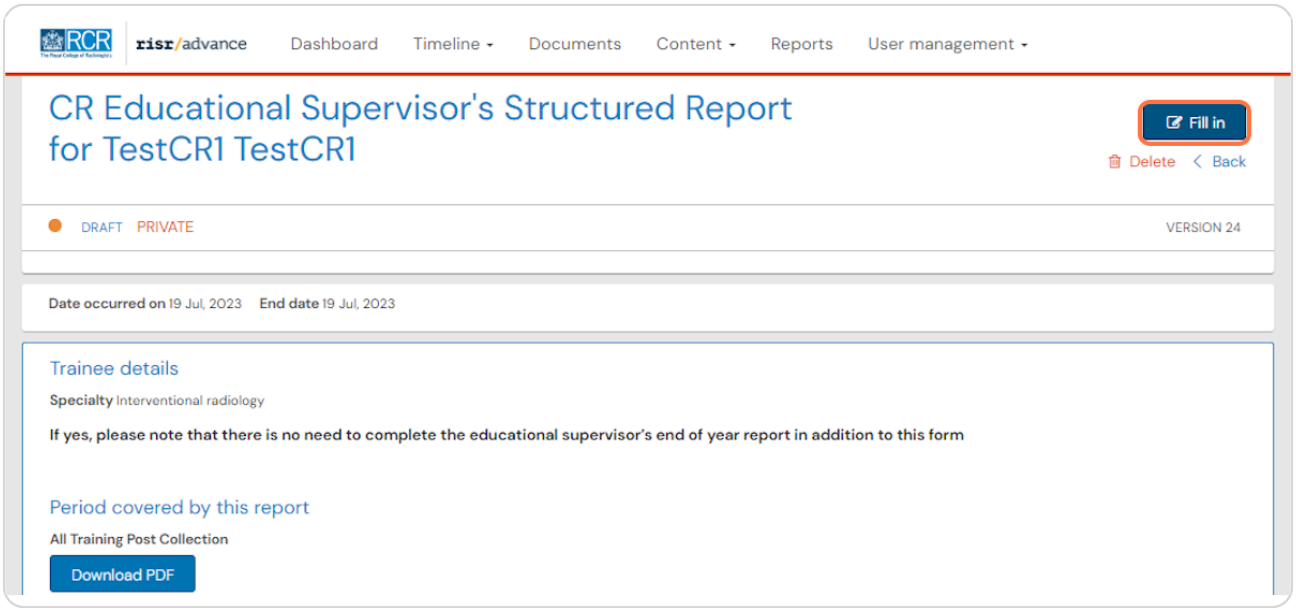
STEP 21

Find the required report in your Saved drafts list and click on it



STEP 22

Click on Fill in to continue working on the report



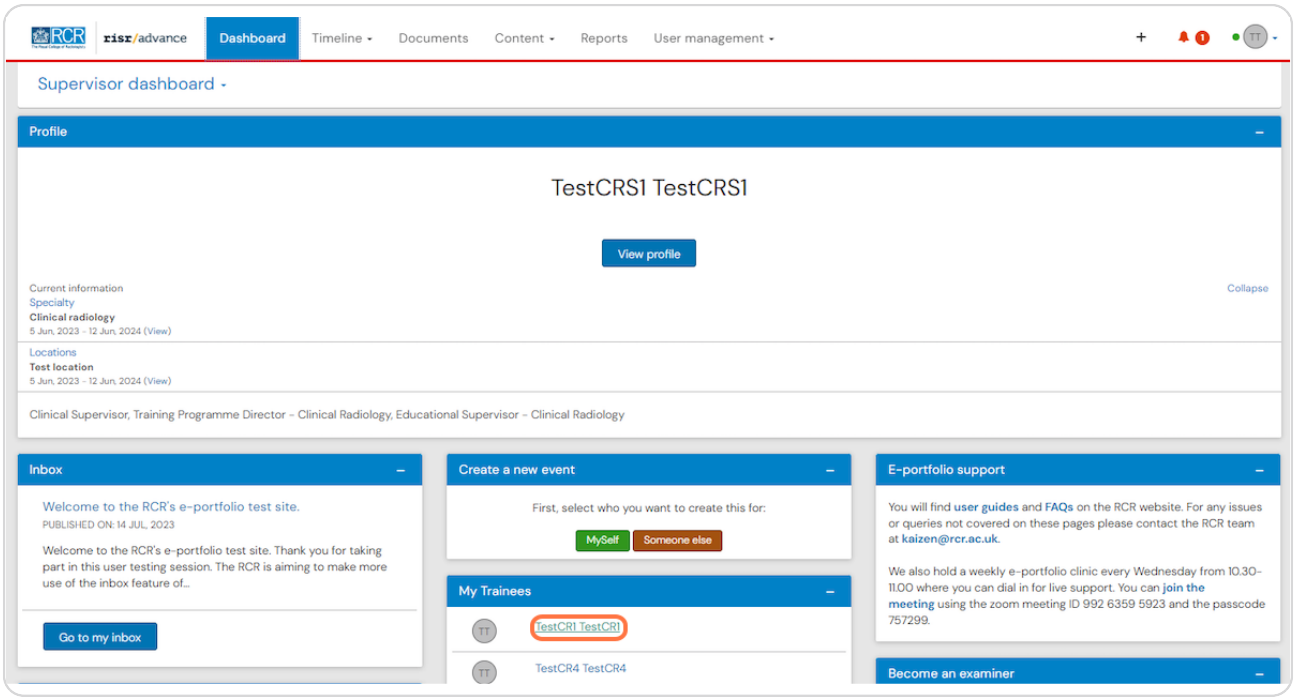
Editing completed reports

6 Steps

STEP 23

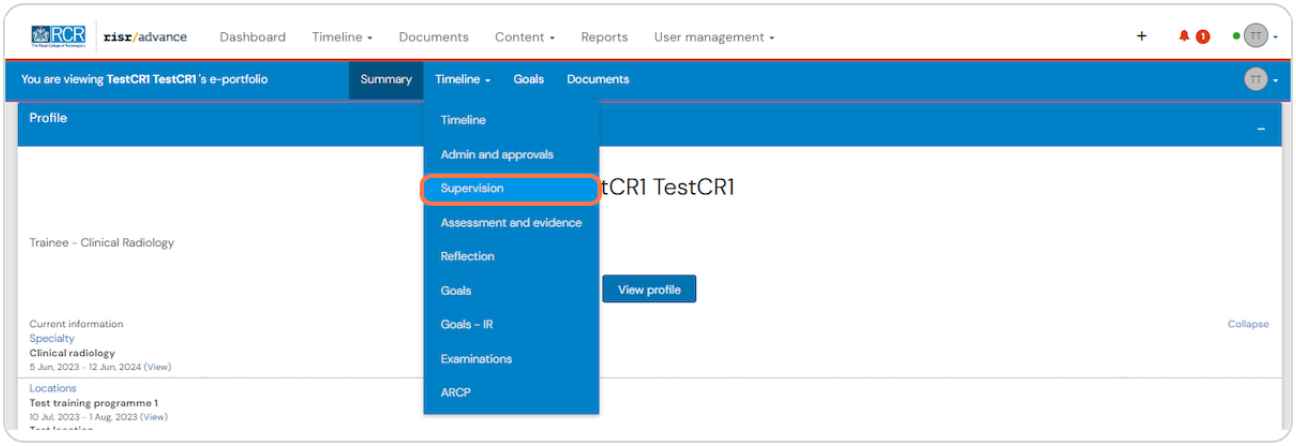
From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard



STEP 24

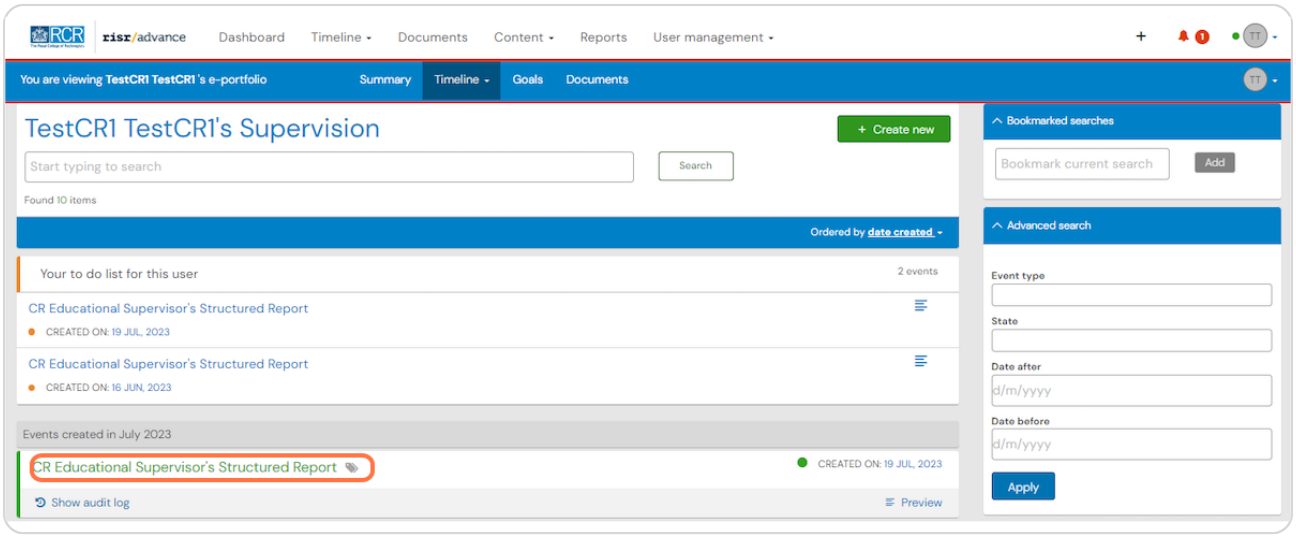
Click on Timeline on the trainee's summary dashboard and select Supervision



STEP 25

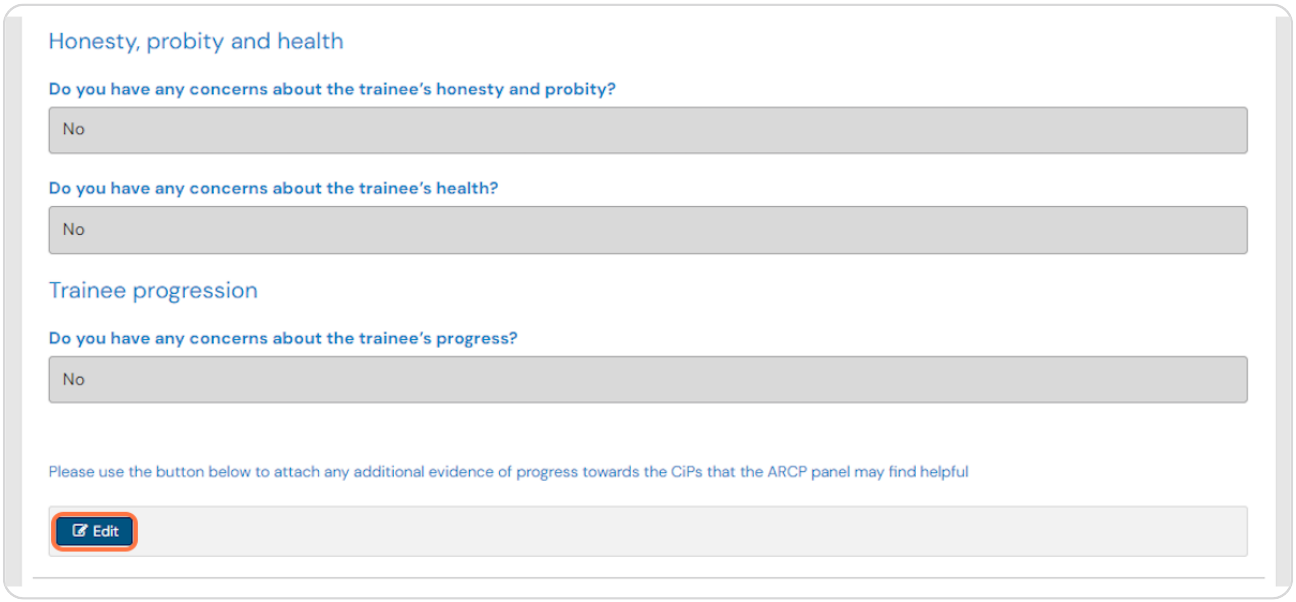
Select the required report from the trainee's timeline

You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report



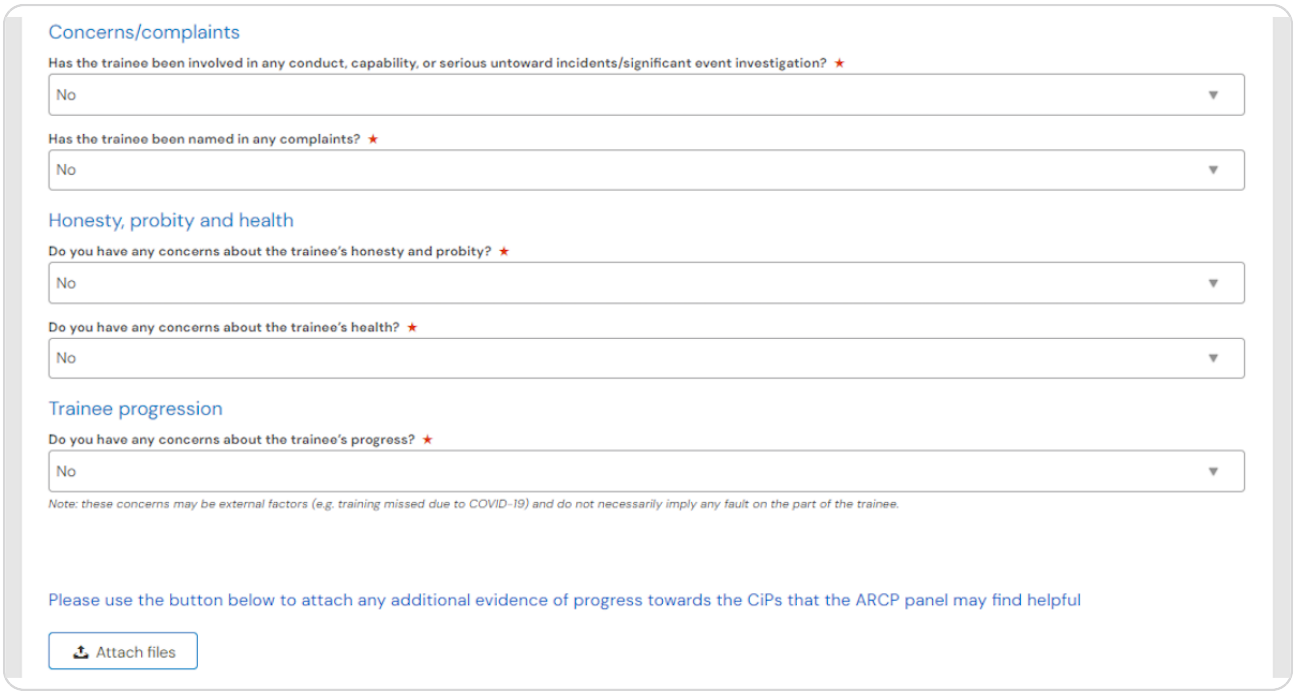
STEP 26

Scroll to the section of the report that you completed and click on Edit



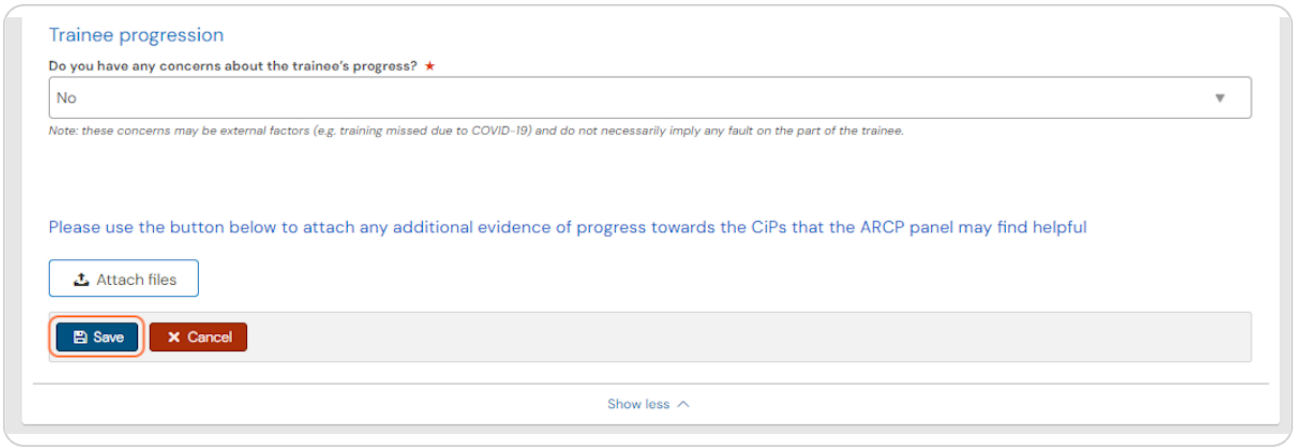
STEP 27

You will be able to edit your comments and attach files



STEP 28

Click on Save to publish the edited report to the trainee's timeline



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