

Creating an educational supervisor's structured report

28 Steps

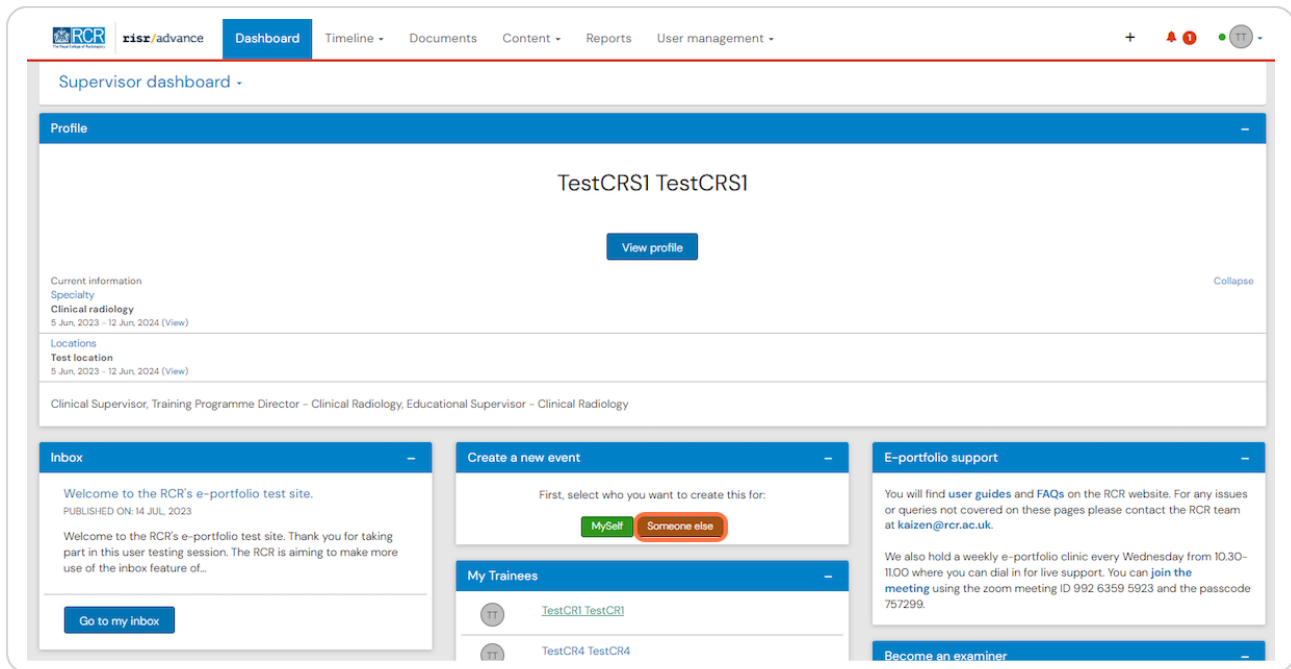
Created by
WDAT

Creation Date
July 19, 2023

Last Updated
July 19, 2023

STEP 1

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

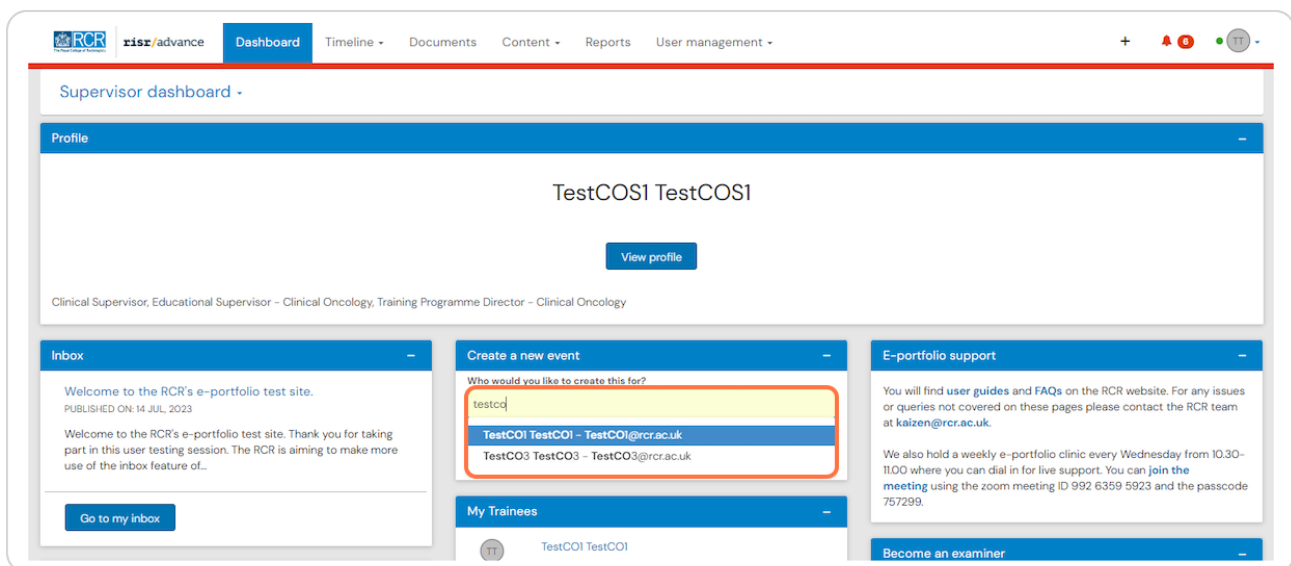


The screenshot shows the RCR e-portfolio supervisor dashboard. The main profile area displays 'TestCRSI TestCRSI' with a 'View profile' button. Below this, the 'Current information' section lists 'Specialty: Clinical radiology' and 'Locations: Test location'. The 'Clinical Supervisor, Training Programme Director - Clinical Radiology, Educational Supervisor - Clinical Radiology' role is also shown. In the 'Create a new event' section, the prompt 'First, select who you want to create this for:' is followed by two buttons: 'MySelf' and 'Someone else', with 'Someone else' highlighted in orange. The 'My Trainees' section lists 'TestCR1 TestCR1' and 'TestCR4 TestCR4'. Other sections include 'Inbox' with a 'Go to my inbox' button and 'E-portfolio support' with contact information.

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.



This screenshot shows the same dashboard as Step 1, but with the 'Create a new event' section active. The text 'testco' is entered into the search field, and a dropdown menu is displayed with two options: 'TestCO1 TestCO1 - TestCO1@rcr.ac.uk' and 'TestCO3 TestCO3 - TestCO3@rcr.ac.uk'. The first option is highlighted in blue. The 'My Trainees' section now only shows 'TestCO1 TestCO1'. The rest of the dashboard layout remains the same.

STEP 3

Once you have selected the trainee, click on **Create**

The screenshot shows the 'Supervisor dashboard' for a user named 'TestCOSI TestCOSI'. The dashboard includes a navigation menu at the top with options like 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is divided into several sections: 'Profile' (with a 'View profile' button), 'Inbox' (with a 'Go to my inbox' button), 'Create a new event' (with a dropdown menu showing 'TestCOSI TestCOSI - TestCOSI@rcr.ac.uk' and a 'Create' button), 'My Trainees' (with a dropdown menu showing 'TestCOSI TestCOSI'), 'E-portfolio support' (with links to user guides and FAQs), and 'Become an examiner'.

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.

The screenshot shows the 'What would you like to create?' page in the RCR e-portfolio. The page is divided into several categories: 'Supervision', 'Goals', 'Goals - IR', and 'ARCP'. Under 'Supervision', there is a link for 'Assign educational supervisor and speciality' which is circled in red, and a link for 'CR Educational Supervisor's Structured Report' which is also circled in red. Under 'ARCP', there is a link for 'Annual Review of Competency Progression (ARCP)' and a link for 'CR Educational Supervisor's Structured Report' which is circled in red.

STEP 5

Enter the date range covered by the report

You are viewing TestCR1 TestCR1's e-portfolio

Summary Timeline Goals Documents

New CR Educational Supervisor's Structured Report for TestCR1 TestCR1

VERSION 24

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto TestCR1 TestCR1's timeline as a SHARED event. Only users with permissions to view this event on their timeline will be able to view this event.

Date occurred on ★ 19/7/2023 **End date ★** 19/7/2023

Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Trainee details

Specialty ★

Please select the trainee's specialty. Please note RNR trainees should select clinical radiology – nuclear medicine should only be selected if the trainee has a nuclear medicine training number and is registered with the JRCPTB as a nuclear medicine trainee.

Training grade ★

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.

Trainee details

Specialty ★

Interventional radiology

Please select the trainee's specialty. Please note RNR trainees should select clinical radiology – nuclear medicine should only be selected if the trainee has a nuclear medicine training number and is registered with the JRCPTB as a nuclear medicine trainee.

Training grade ★

Training Pattern ★

Does this report serve as the trainee's end of year appraisal? ★

If yes, please note that there is no need to complete the educational supervisor's end of year report in addition to this form

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.

Training grade ★

Training Pattern ★

Does this report serve as the trainee's end of year appraisal? ★

If yes, please note that there is no need to complete the educational supervisor's end of year report in addition to this form

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.

All Training Post Collection

Review period from ★

1/9/2017

Review period to ★

19/7/2023

Reset to default values

Generate report

Assessment and evidence

Educational supervision report summary

Choose a Start Date ★

1/5/2019

Choose an End Date ★

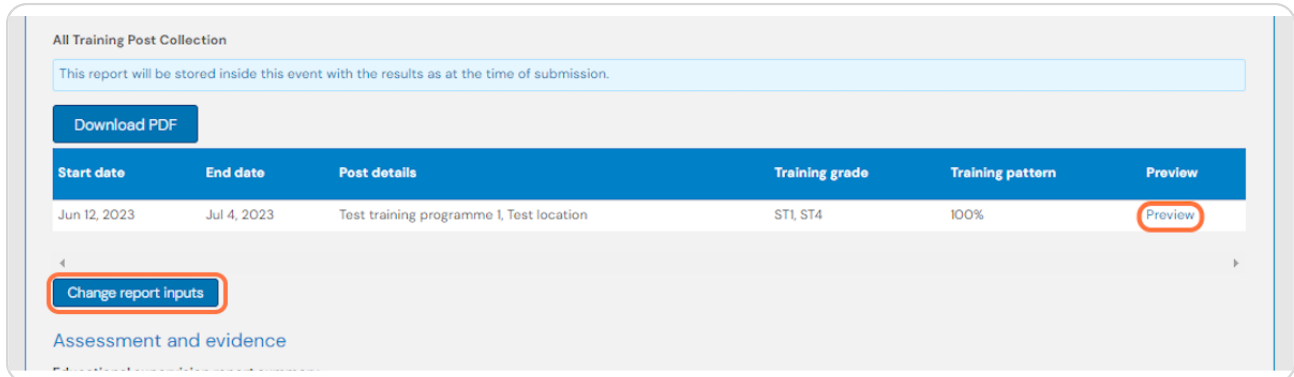
31/8/2020

Generate report

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.



All Training Post Collection

This report will be stored inside this event with the results as at the time of submission.

Download PDF

Start date	End date	Post details	Training grade	Training pattern	Preview
Jun 12, 2023	Jul 4, 2023	Test training programme 1, Test location	ST1, ST4	100%	Preview

Change report inputs

Assessment and evidence

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.

Overall level achieved in the generic CiPs

Please indicate the overall level achieved by the trainee in each of the generic CiPs listed below.

Level descriptors:

- **Level 1** – Novice – requires support and guidance throughout.
- **Level 2** – Developing – working towards competency, with some support and guidance needed.
- **Level 3** – Capable – possesses adequate skills to act independently and seeks support and guidance if required.
- **Level 4** – Expert – highly skilled and able to lead and support others.

The minimum level that trainees are expected to reach for each stage of training can be found on the [ARCP decision aid](#) (click for link).

Progress towards achieving the generic CiPs:

CIP 1 – Able to successfully function within NHS organisational and management systems ★

CIP 2 – Able to deal with ethical and legal issues related to clinical practice ★

CIP 3 – Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement ★

CIP4 – Is focussed on patient safety and delivers effective quality improvement in patient care ★

CIP 5 – Carrying out research and managing data appropriately ★

CIP 6 – Acting as a clinical teacher and clinical supervisor ★

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 procedures relevant for this trainee from the drop down box

Progress towards IR procedures/milestones:

Which groups of IR procedures is the trainee working towards? Please select all relevant groups *

Which groups of IR procedures is the trainee working towards? Please select all relevant groups

- General interventional radiology
- Vascular intervention
- Interventional oncology
- Interventional neuroradiology

STEP 14

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

Progress towards IR procedures/milestones:

Which groups of IR procedures is the trainee working towards? Please select all relevant groups *

General interventional radiology ✕

Treatment of haemorrhage *

Treatment of ischemia *

Management of sepsis *

Management of luminal stenosis/obstruction *

Management of thrombo-embolic disease *

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.

Feedback on trainee progress

Comments on the trainee's successes in the period covered by the report: ★

Please refer to the trainee's clinical capabilities, procedural skills, teaching, leadership, communication skills, time management and engagement with educational events/opportunities.

Comments on areas for development: ★

Please refer to the trainee's clinical capabilities, procedural skills, teaching, leadership, communication skills, time management and engagement with educational events/opportunities.

Targets for next year: ★

Please refer to the trainee's clinical capabilities, procedural skills, teaching, leadership, communication skills, time management and engagement with educational events/opportunities.

Summary of career planning: ★

This may include plans for out of programme activities, research, consultant jobs or other career planning as appropriate to the stage of training.

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.

Concerns/complaints

Has the trainee been involved in any conduct, capability, or serious untoward incidents/significant event investigation? *

Yes

If so, have these been resolved satisfactorily with no remaining concerns about the trainee's fitness to practice or conduct? *

Irrespective of outcome, has the trainee reflected on the incident? *

Further comments:

Has the trainee been named in any complaints? *

Honesty, probity and health

Do you have any concerns about the trainee's honesty and probity? *

Do you have any concerns about the trainee's health? *

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.

Trainee progression

Do you have any concerns about the trainee's progress? ★

Yes ▼

Note: these concerns may be external factors (e.g. training missed due to COVID-19) and do not necessarily imply any fault on the part of the trainee.

If yes, please provide further detail ★

Please use the button below to attach any additional evidence of progress towards the CiPs that the ARCP panel may find helpful

[Attach files](#)

[Submit](#) [Save as draft](#)

STEP 18

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

Trainee progression

Do you have any concerns about the trainee's progress? ★

No ▼

Note: these concerns may be external factors (e.g. training missed due to COVID-19) and do not necessarily imply any fault on the part of the trainee.

Please use the button below to attach any additional evidence of progress towards the CiPs that the ARCP panel may find helpful

[Attach files](#)

[Submit](#) [Save as draft](#)

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.

Trainee progression

Do you have any concerns about the trainee's progress? *

No

Note: these concerns may be external factors (e.g. training missed due to COVID-19) and do not necessarily imply any fault on the part of the trainee.

Please use the button below to attach any additional evidence of progress towards the CiPs that the ARCP panel may find helpful

Attach files

Submit Save as draft

Editing drafts

3 Steps

STEP 20

From your dashboard, click on the bell icon

RCR | rcr/advance | Dashboard | Timeline | Documents | Content | Reports | User management

Supervisor dashboard

Profile

TestCRS1 TestCRS1

View profile

Current information
Specialty
Clinical radiology
5 Jun, 2023 - 12 Jun, 2024 (View)

Locations
Test location
5 Jun, 2023 - 12 Jun, 2024 (View)

Clinical Supervisor, Training Programme Director - Clinical Radiology, Educational Supervisor - Clinical Radiology

Inbox

Welcome to the RCR's e-portfolio test site.
PUBLISHED ON: 14 JUL, 2023

Welcome to the RCR's e-portfolio test site. Thank you for taking

Create a new event

First, select who you want to create this for:

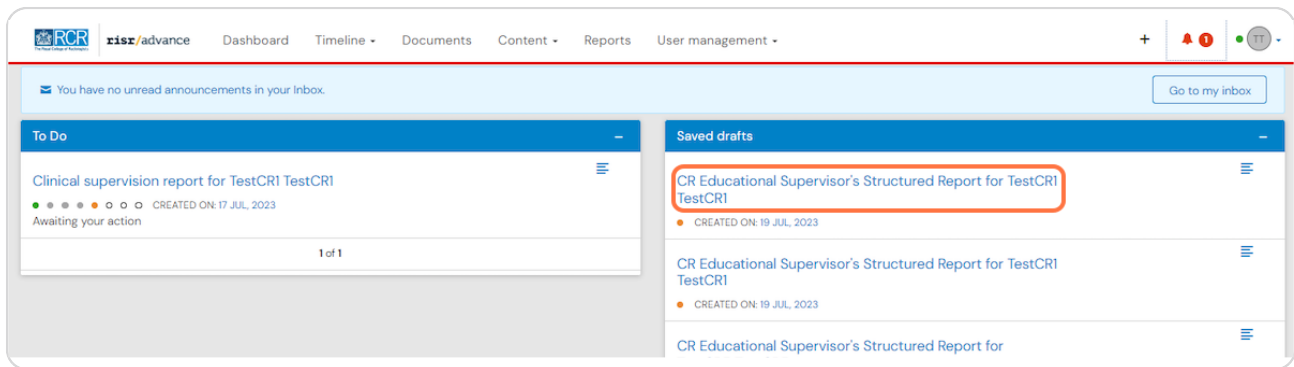
MySelf Someone else

E-portfolio support

You will find user guides and FAQs on the RCR website. For any issues or queries not covered on these pages please contact the RCR team at kaizen@rcr.ac.uk.

STEP 21

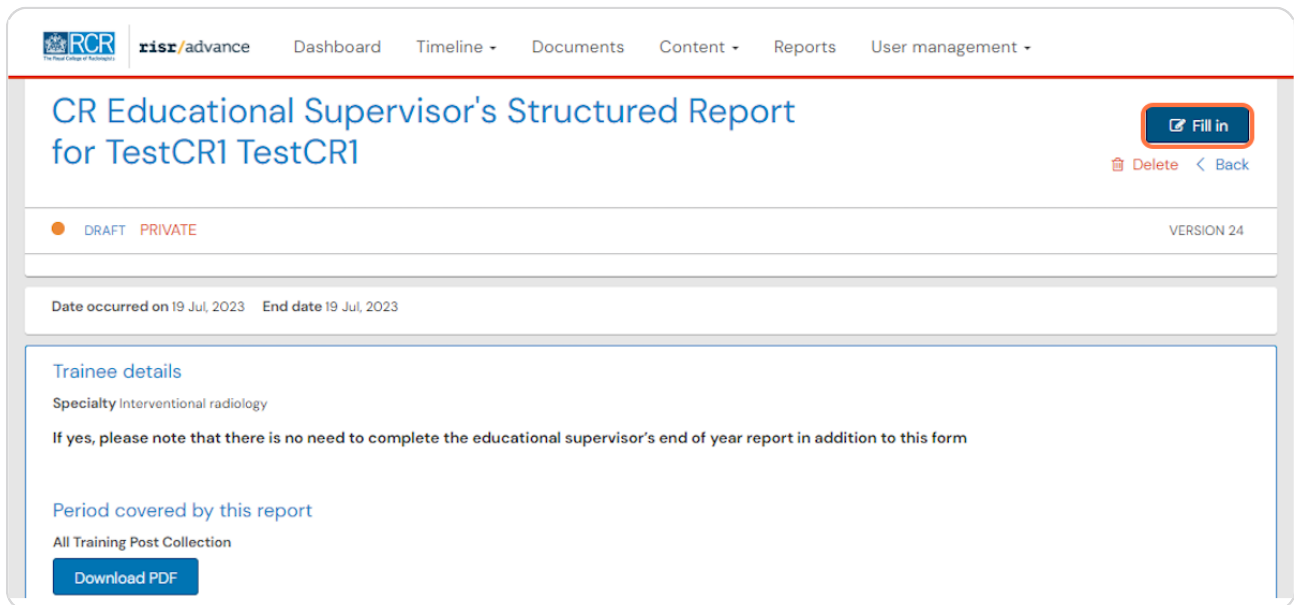
Find the required report in your Saved drafts list and click on it



The screenshot shows the RCR/advance dashboard. At the top, there is a navigation bar with the RCR logo, 'risr/advance', and menu items: Dashboard, Timeline, Documents, Content, Reports, and User management. A notification bar indicates 'You have no unread announcements in your Inbox' with a 'Go to my inbox' button. Below this, there are two main sections: 'To Do' and 'Saved drafts'. The 'To Do' section shows a task: 'Clinical supervision report for TestCR1 TestCR1', created on 17 JUL, 2023, with a status of 'Awaiting your action'. The 'Saved drafts' section shows three entries, all titled 'CR Educational Supervisor's Structured Report for TestCR1 TestCR1', created on 19 JUL, 2023. The top entry is highlighted with a red box.

STEP 22

Click on Fill in to continue working on the report

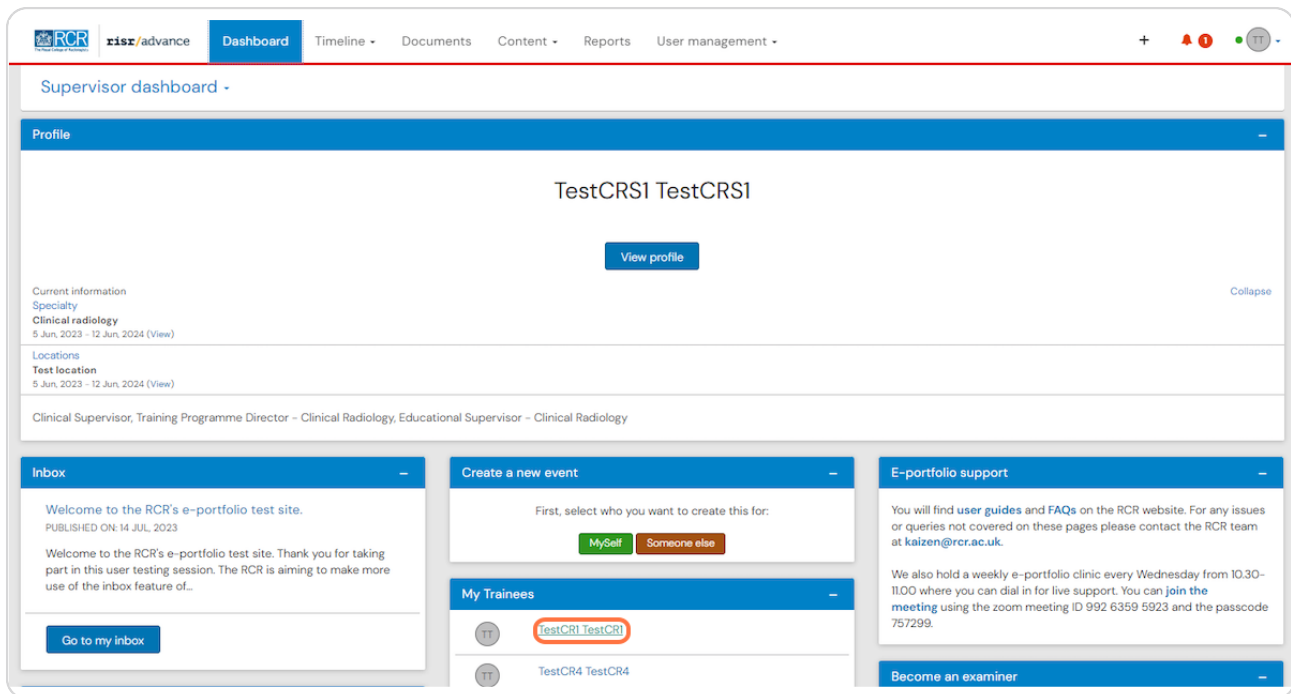


The screenshot shows the RCR/advance dashboard with the 'CR Educational Supervisor's Structured Report for TestCR1 TestCR1' form. The form title is 'CR Educational Supervisor's Structured Report for TestCR1 TestCR1'. There is a 'Fill in' button highlighted with a red box, along with 'Delete' and 'Back' buttons. Below the title, there is a status bar showing 'DRAFT PRIVATE' and 'VERSION 24'. The form content includes 'Date occurred on 19 Jul, 2023' and 'End date 19 Jul, 2023'. Under 'Trainee details', the 'Specialty' is 'Interventional radiology'. A note states: 'If yes, please note that there is no need to complete the educational supervisor's end of year report in addition to this form'. Under 'Period covered by this report', it says 'All Training Post Collection' and there is a 'Download PDF' button.

STEP 23

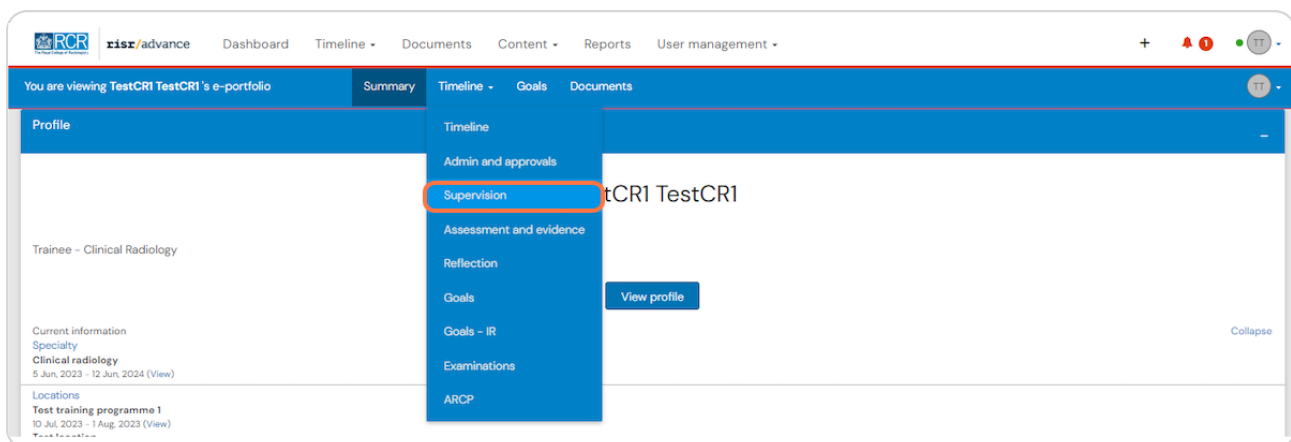
From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard



STEP 24

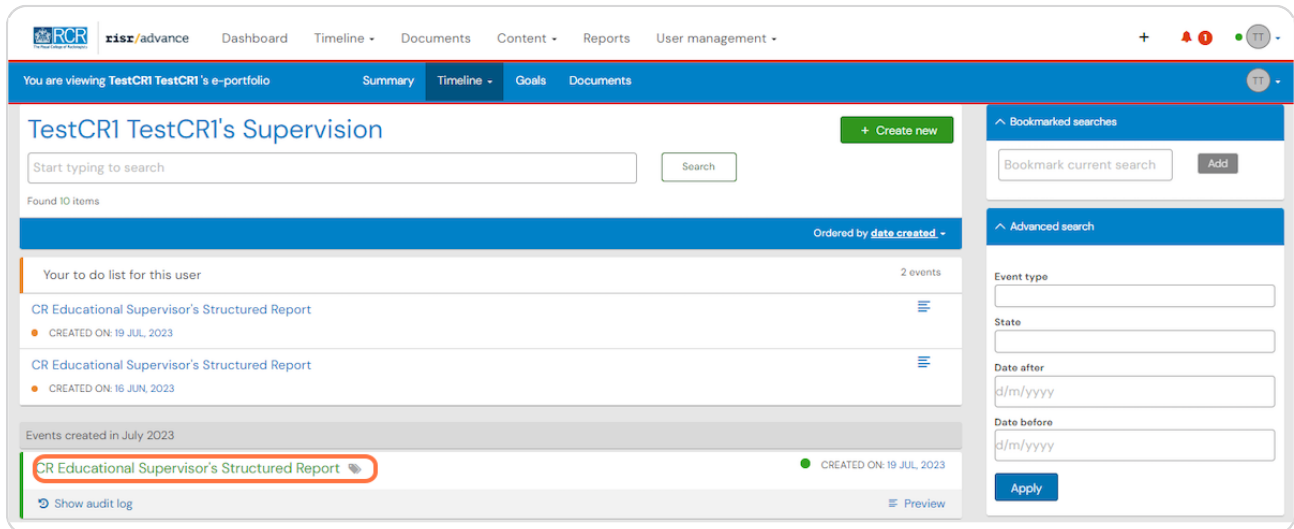
Click on Timeline on the trainee's summary dashboard and select Supervision



STEP 25

Select the required report from the trainee's timeline

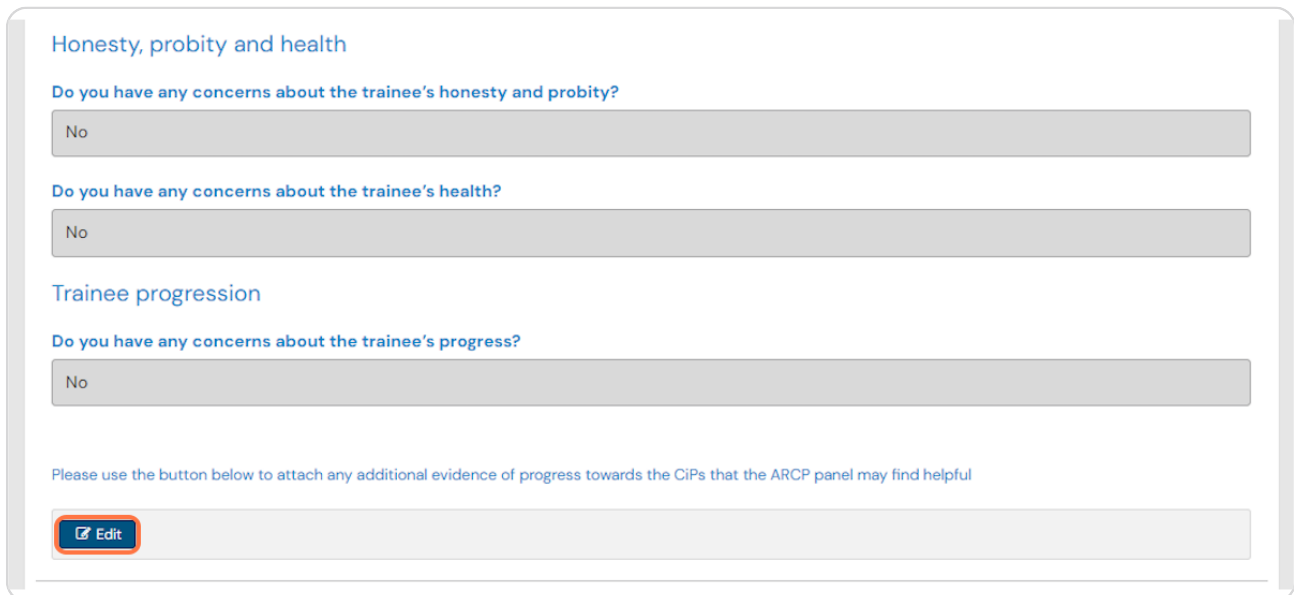
You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report



The screenshot shows the RCR e-portfolio interface for a user named TestCRI. The page title is "TestCRI TestCRI's Supervision". A search bar at the top contains the text "Start typing to search" and a "Search" button. Below the search bar, it says "Found 10 items". A list of reports is displayed, with the first two items being "CR Educational Supervisor's Structured Report" with creation dates of 19 JUL 2023 and 16 JUN 2023. A red box highlights the first report in the list. To the right of the list, there is an "Advanced search" panel with fields for "Event type", "State", "Date after" (with a date format "d/m/yyyy"), and "Date before" (with a date format "d/m/yyyy"). There is also a "Bookmark current search" button and an "Apply" button.

STEP 26

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



The screenshot shows a section of a report titled "Honesty, probity and health". It contains two questions: "Do you have any concerns about the trainee's honesty and probity?" and "Do you have any concerns about the trainee's health?". Both questions have a "No" response selected in a text input field. Below these questions is a section titled "Trainee progression" with a question: "Do you have any concerns about the trainee's progress?". This question also has a "No" response selected. At the bottom of the section, there is a text box with the instruction: "Please use the button below to attach any additional evidence of progress towards the CiPs that the ARCP panel may find helpful". Below this text box is an "Edit" button with a pencil icon, which is highlighted with a red box.

STEP 27

You will be able to edit your comments and attach files

Concerns/complaints

Has the trainee been involved in any conduct, capability, or serious untoward incidents/significant event investigation? ★

No ▼

Has the trainee been named in any complaints? ★

No ▼

Honesty, probity and health

Do you have any concerns about the trainee's honesty and probity? ★

No ▼

Do you have any concerns about the trainee's health? ★

No ▼

Trainee progression

Do you have any concerns about the trainee's progress? ★

No ▼

Note: these concerns may be external factors (e.g. training missed due to COVID-19) and do not necessarily imply any fault on the part of the trainee.

Please use the button below to attach any additional evidence of progress towards the CiPs that the ARCP panel may find helpful

[Attach files](#)

STEP 28

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

Trainee progression

Do you have any concerns about the trainee's progress? ★

No ▼

Note: these concerns may be external factors (e.g. training missed due to COVID-19) and do not necessarily imply any fault on the part of the trainee.

Please use the button below to attach any additional evidence of progress towards the CiPs that the ARCP panel may find helpful

[Attach files](#)

[Save](#) [Cancel](#)

Show less ^

