

Completing a reflection

8 Steps

Created by

WDAT

Creation Date

June 30, 2023

Last Updated

June 30, 2023

STEP 1

From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen

The screenshot shows the RCR e-portfolio dashboard for a user named TestCR3. The top navigation bar includes the RCR logo, 'aisz/advance', and a 'Dashboard' tab. The main content area displays the user's profile, including their specialty (Clinical Radiology) and educational supervisor (TestCRS3). Below the profile, there are three main sections: 'Inbox' with a welcome message, 'Create a new event' with a prominent 'Create' button, and 'Assessment goals' which lists various goals and their completion status.

Assessment goal	PERIOD	ST3	Others
FRCR 2A		ACHIEVED	
Mini-IPX		ACHIEVED	
Rad-DOPS		ACHIEVED	
MSF		0%	
Teaching Observation		0%	
QIPAT		0%	

STEP 2


Click on Reflection in the create menu

The screenshot shows a 'What would you like to create?' menu with several categories. The 'Reflection' category at the bottom is highlighted with a red box. The categories and their items are:

- Admin and approvals**
- CCT application**
 - Out of programme approval
 - Update your personal or training details
- Supervision**
 - Assign educational supervisor and specialty
 - Assign training post, OOPA, or period of leave
 - Clinical supervision report
 - Educational supervision report
 - PDP goals
 - Supported return to training - Clinical radiology
 - Timetable
- Assessment and evidence**
 - Mini Imaging Interpretation Exercise (Mini-IPX)
 - MSF
 - Multi-disciplinary team meeting assessment (MDTA)
 - Quality Improvement Project/Audit Assessment Tool (QIPAT)
 - Rad-DOPS
 - Supporting Evidence
 - Teaching Observation
- Reflection** (highlighted)

STEP 3

Enter the date for the reflection

 **risc/advance** [Dashboard](#) [Timeline](#) [Documents](#) [FAQs](#) [Goals](#) [Reports](#)

New Reflection

● VERSION 17 [Add tags](#) [Link to Goals](#)

Fields marked with ★ are required. LAST SAVED: UNSAVED

ⓘ This event will be added onto your timeline as a **SHARED** event. Only users with permissions to view this event on your timeline will be able to view this event. [Click here to change to private](#)

<p>Date occurred on ★</p> <input type="text" value="30/6/2023"/> <p><small>Please indicate the date on which this event occurred.</small></p>	<p>End date ★</p> <input type="text" value="30/6/2023"/> <p><small>If this event spans multiple days, please indicate the date on which this finishes.</small></p>
--	---

Description (optional)

STEP 4

A number of pre-set reflection templates are available for you to choose from. These are based on a toolkit for reflection produced by the Academy of Medical Royal colleges.

You can find a link to the toolkit and to GMC guidance on reflective practice within the form

The screenshot shows the 'New Reflection' form in the RCR e-portfolio system. The form is titled 'New Reflection' and includes a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The form is marked as 'VERSION 17' and has 'Add tags' and 'Link to Goals' options. A note indicates that fields marked with a red asterisk are required. The form includes a 'Date occurred on' field (30/6/2023) and an 'End date' field (30/6/2023). A 'Description (optional)' text area is present. A red box highlights the text area and the dropdown menu for 'Which reflection template would you like to complete?'. The dropdown menu is currently empty. Below the dropdown menu is an 'Attach files' button. At the bottom of the form are 'Submit' and 'Save as draft' buttons.

STEP 5

For each template you will find links to guidance on completing this type of reflection and completed examples

We recommend that all trainees read ['The reflective practitioner'](#), which has been developed jointly by the Academy of Medical Royal Colleges (AoMRC), the UK Conference of Postgraduate Medical Deans (COPMeD), the General Medical Council (GMC), and the Medical Schools Council. This guidance supports doctors in training on how to reflect as part of their practice and training.

The AoMRC have also developed a [reflective practice toolkit](#) to support reflection. The templates for reflection provided in this form are based on this toolkit.

Please note that factual details relating to patients should not be recorded in the e-portfolio, and you should anonymise your reflections as far as possible. Reflections do not need to contain the full details of experiences or events – the focus should be on learning outcomes and action plans.

Which reflection template would you like to complete? *

"What, why, how" reflection ▼

Reflection based on the What, Why, How approach.

[AoMRC provide guidance on completing this type of reflection and a completed example.](#)

What do you want to reflect on?

This should contain enough information to allow you to recall the event.

STEP 6

You can select Free text reflection if you do not wish to use one of the pre-set templates

We recommend that all trainees read ['The reflective practitioner'](#), which has been developed jointly by the Academy of Medical Royal Colleges (AoMRC), the UK Conference of Postgraduate Medical Deans (COPMeD), the General Medical Council (GMC), and the Medical Schools Council. This guidance supports doctors in training on how to reflect as part of their practice and training.

The AoMRC have also developed a [reflective practice toolkit](#) to support reflection. The templates for reflection provided in this form are based on this toolkit.

Please note that factual details relating to patients should not be recorded in the e-portfolio, and you should anonymise your reflections as far as possible. Reflections do not need to contain the full details of experiences or events – the focus should be on learning outcomes and action plans.

Which reflection template would you like to complete? *

Free text reflection ▼

Please enter your reflection below

STEP 7

You can click on **Attach files** to attach any relevant documents to your reflection

So, what is the importance of this? So, what more do I need to know about this? So, what have I learned about this? So, what does this imply for me?

Now what? (proposes a way forwards following the event)

Now what could I do? Now what should I do? Now what would be the best thing to do? Now what will I do differently next time?

Attach files

Submit Save as draft

STEP 8

Click on **Submit**

We recommend that all trainees read ['The reflective practitioner'](#), which has been developed jointly by the Academy of Medical Royal Colleges (AoMRC), the UK Conference of Postgraduate Medical Deans (COPMeD), the General Medical Council (GMC), and the Medical Schools Council. This guidance supports doctors in training on how to reflect as part of their practice and training.

The AoMRC have also developed a [reflective practice toolkit](#) to support reflection. The templates for reflection provided in this form are based on this toolkit.

Please note that factual details relating to patients should not be recorded in the e-portfolio, and you should anonymise your reflections as far as possible. Reflections do not need to contain the full details of experiences or events – the focus should be on learning outcomes and action plans.

Which reflection template would you like to complete? ★

Free text reflection ▼

Please enter your reflection below

Attach files

Submit Save as draft

