Assigning supervisors and training posts

18 Steps

Created by	Creation Date	Last Updated
WDAT	June 6, 2023	July 27, 2023

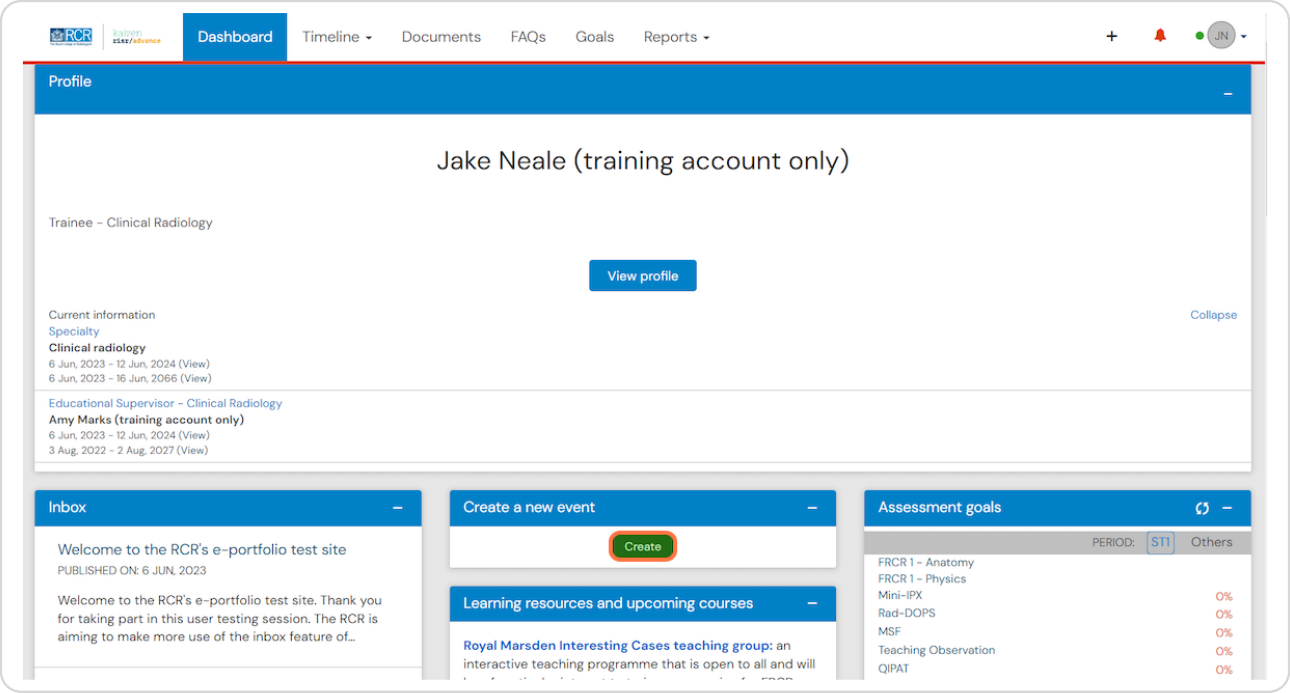
Assign your educational supervisor

7 Steps

STEP 1

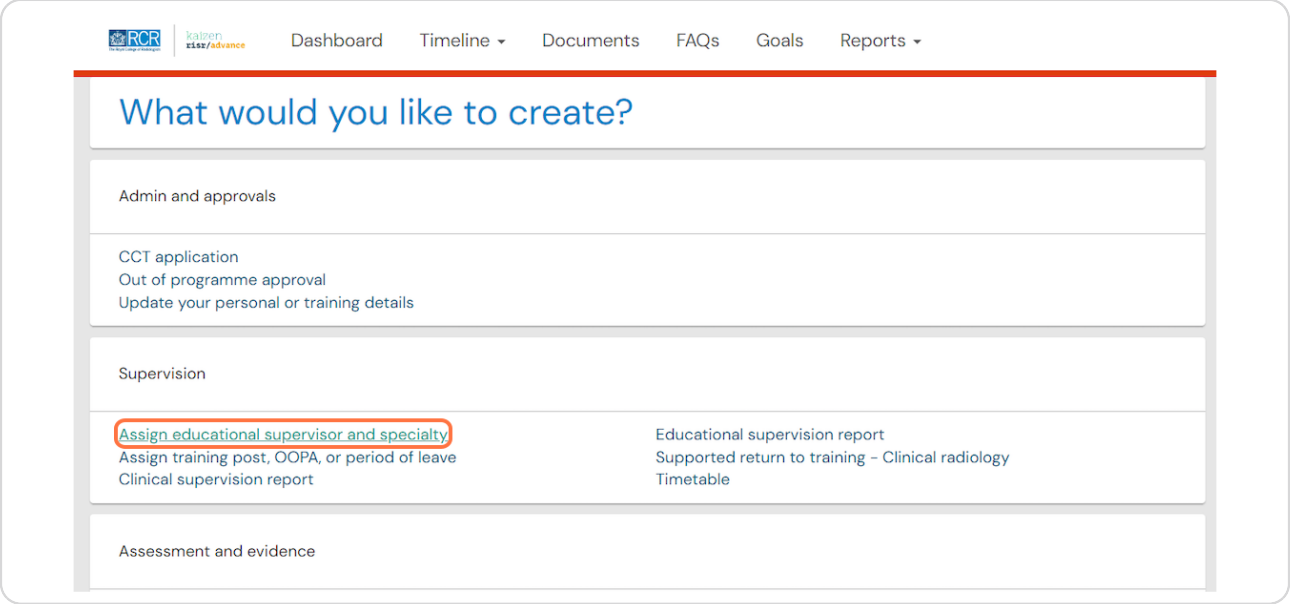
From your dashboard click on Create

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



STEP 2

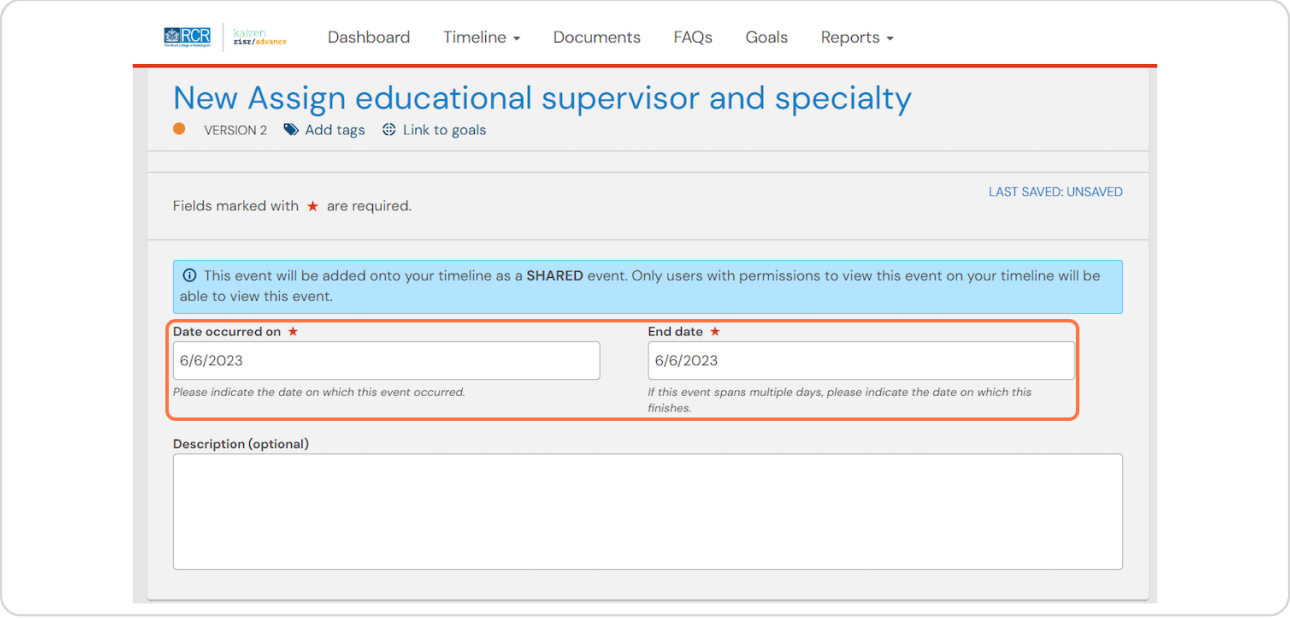
Click on Assign educational supervisor and specialty



STEP 3

Enter the start and end dates for the period of educational supervision

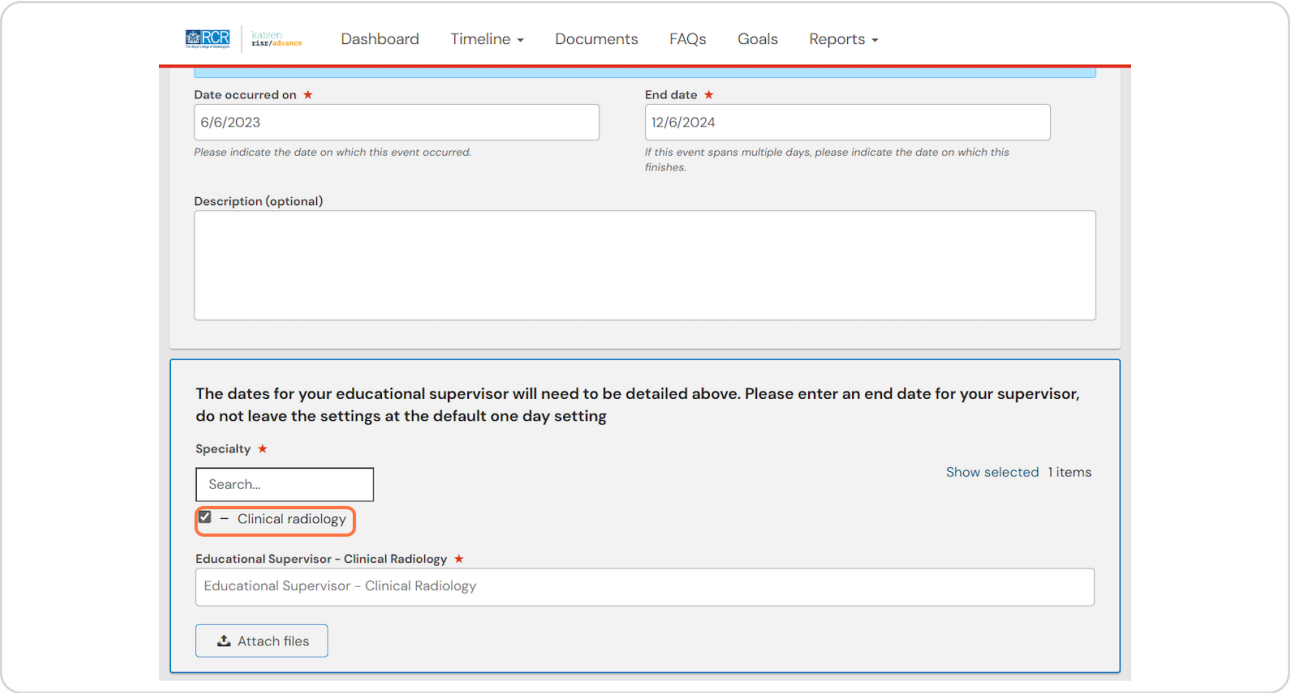
Your educational supervisor will only be able to access your e-portfolio within the date range you set, so please ensure that your start and end dates cover the full period for which they will be your supervisor



STEP 4

Select your specialty from the list

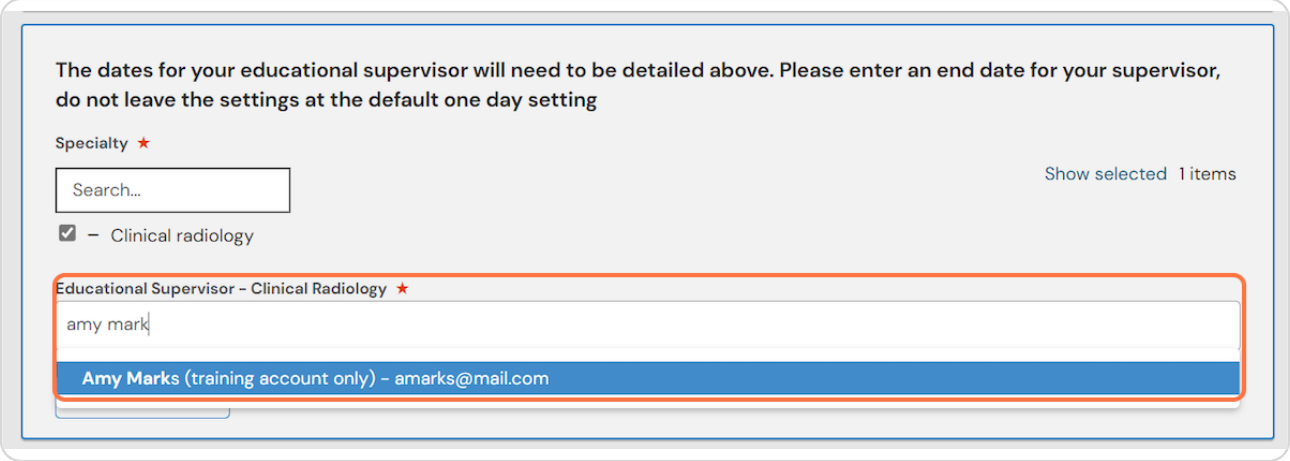
Only specialty options relevant to your role will be visible



STEP 5

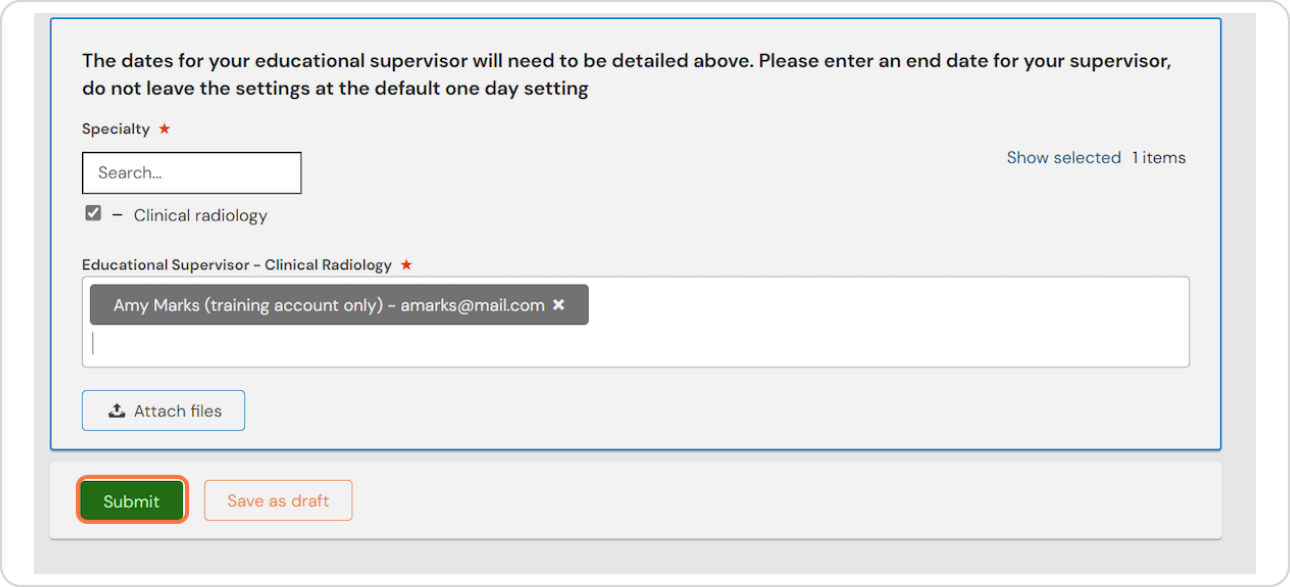
Enter your educational supervisor's name

As you type a list of matching supervisors in your training programme will appear. Select the appropriate supervisor



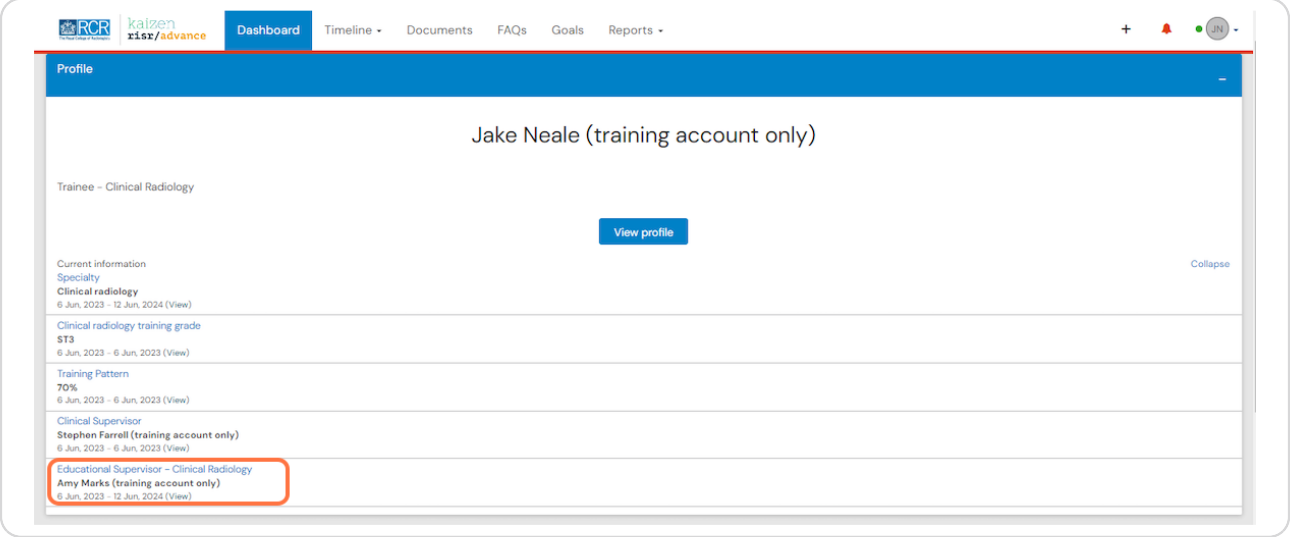
STEP 6

Click on Submit to assign your supervisor



STEP 7

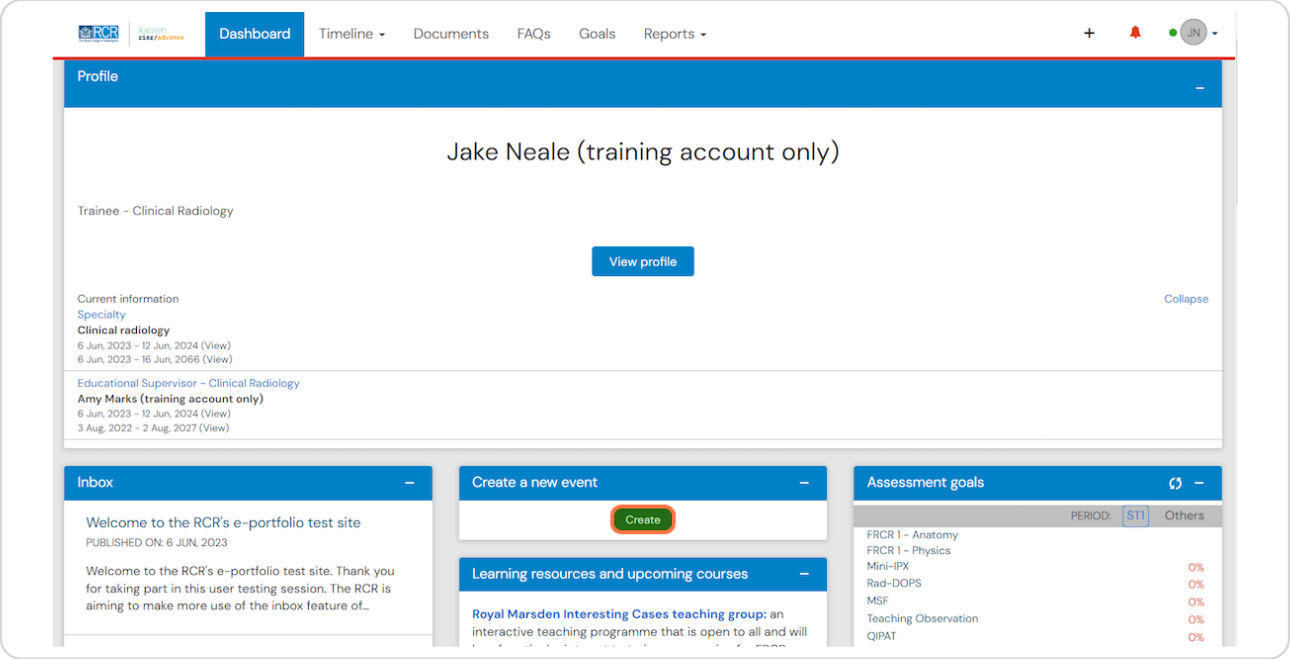
Your currently assigned educational supervisor(s) will appear on your dashboard profile



STEP 8

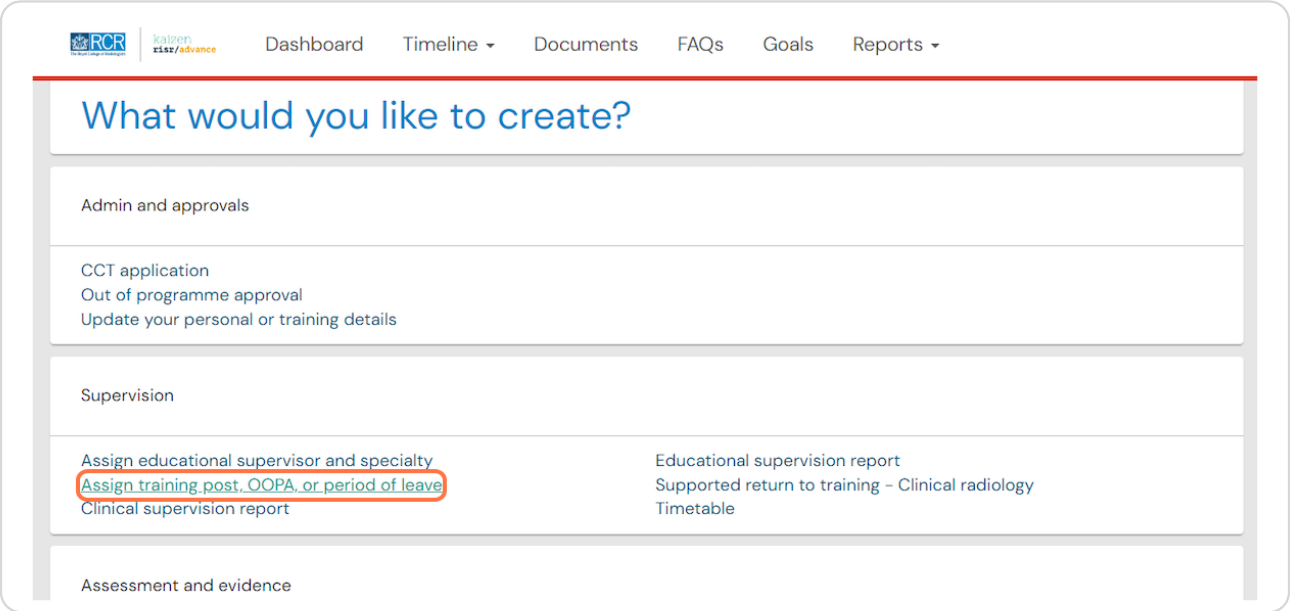
From your dashboard click on Create

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



STEP 9

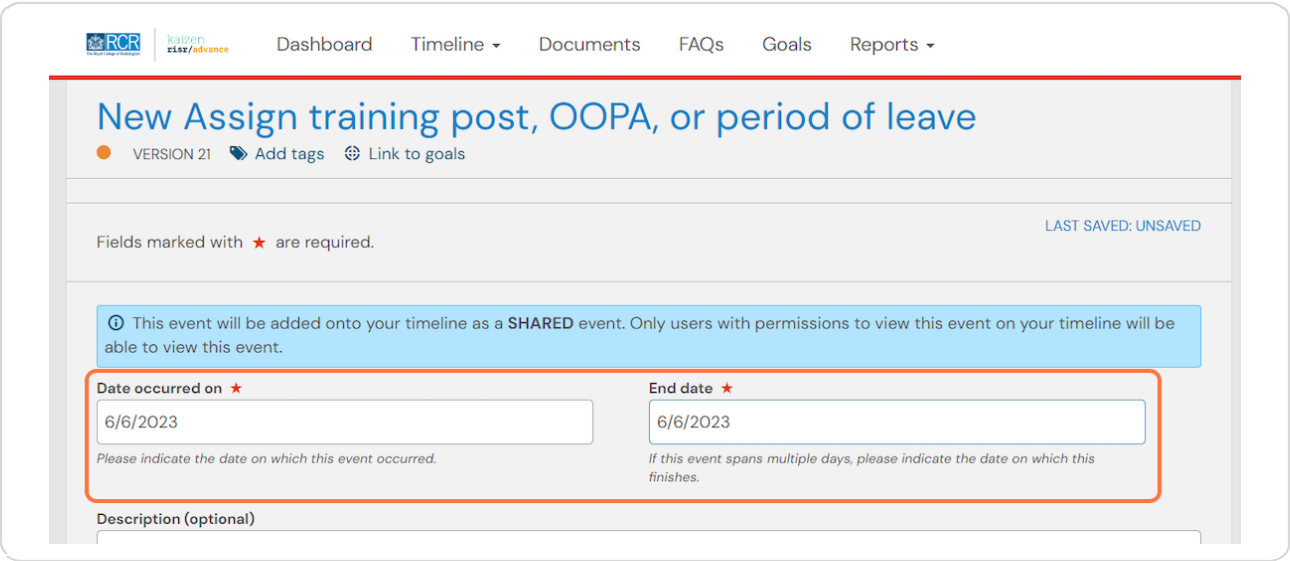
Click on Assign training post, OOPA, or period of leave



STEP 10

Enter the start and end dates for the period of clinical supervision

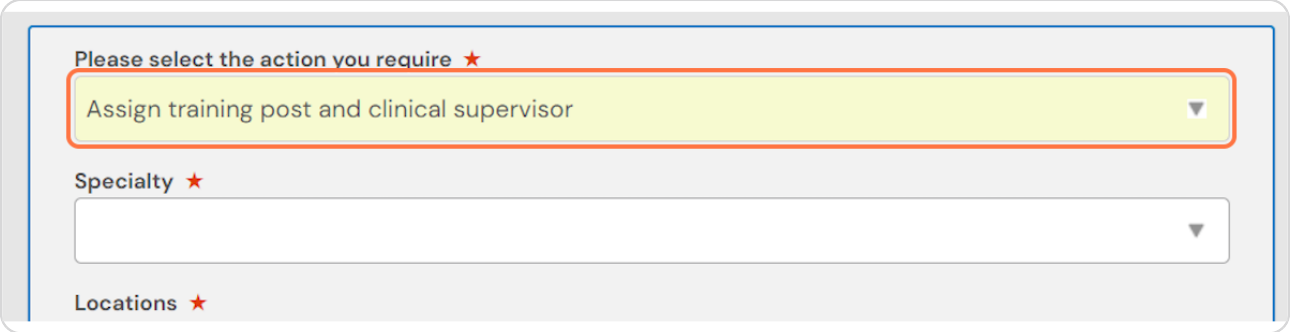
Your clinical supervisor will only be able to access your e-portfolio within the date range you set, so please ensure that your start and end dates cover the full period for which they will be your supervisor. End of post reports will only be available to clinical supervisors during this date range so please bear this in mind when scheduling any end of post appraisal.



STEP 11

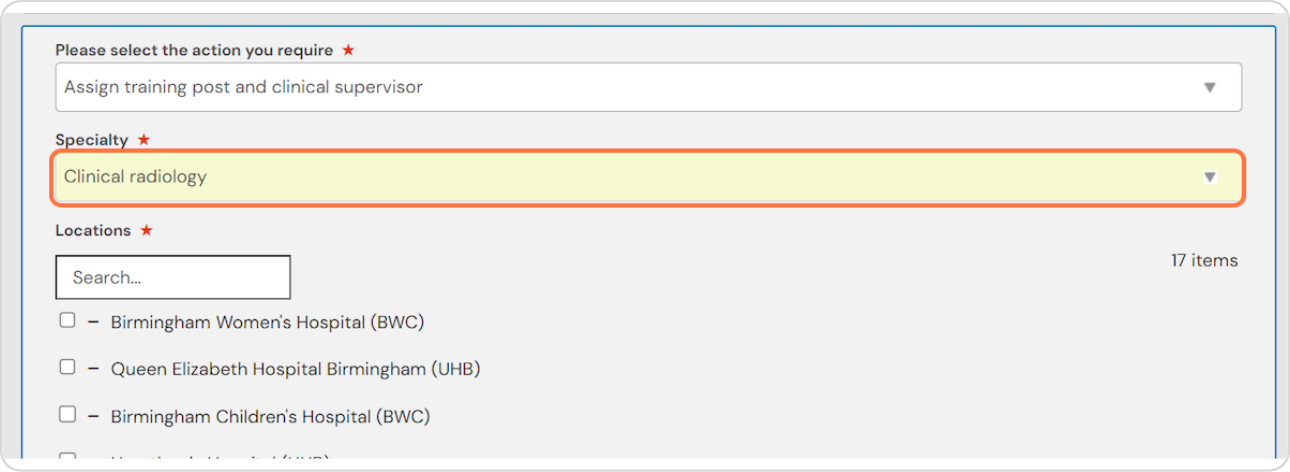
Select Assign training post and clinical supervisor from the drop down menu

This menu will also allow you to add a period of leave or out of programme activity



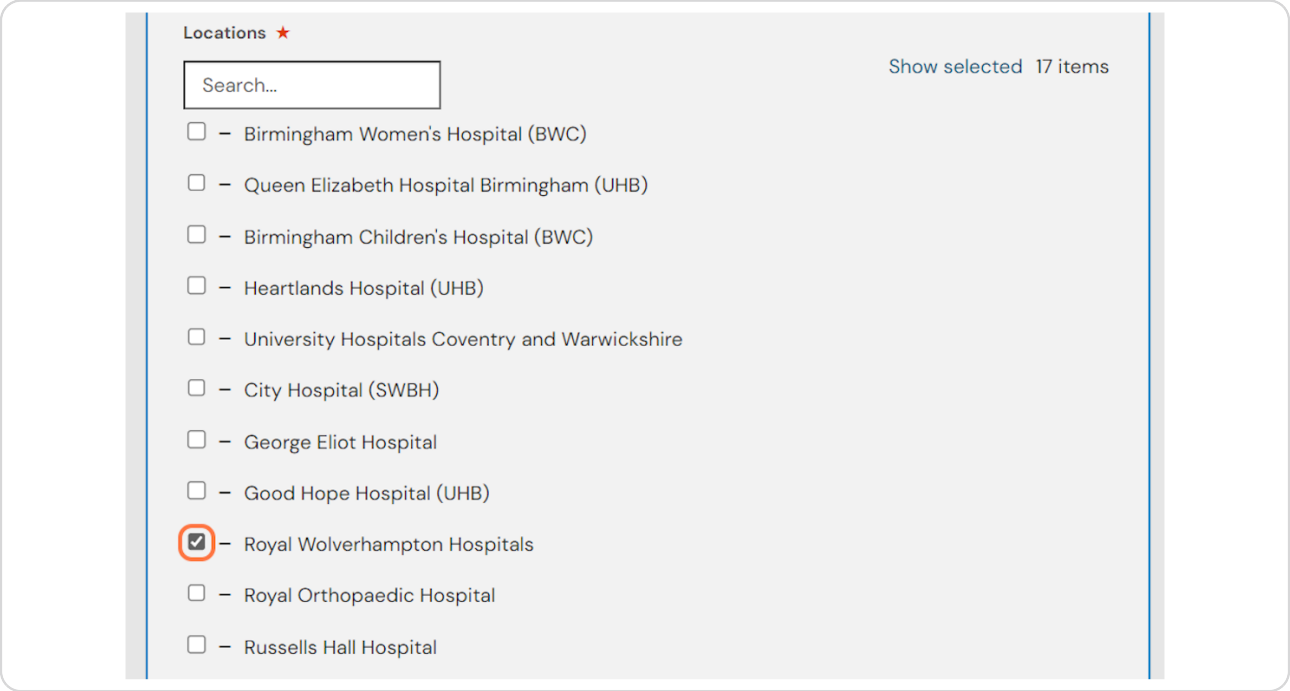
STEP 12

Select your specialty from the drop down list



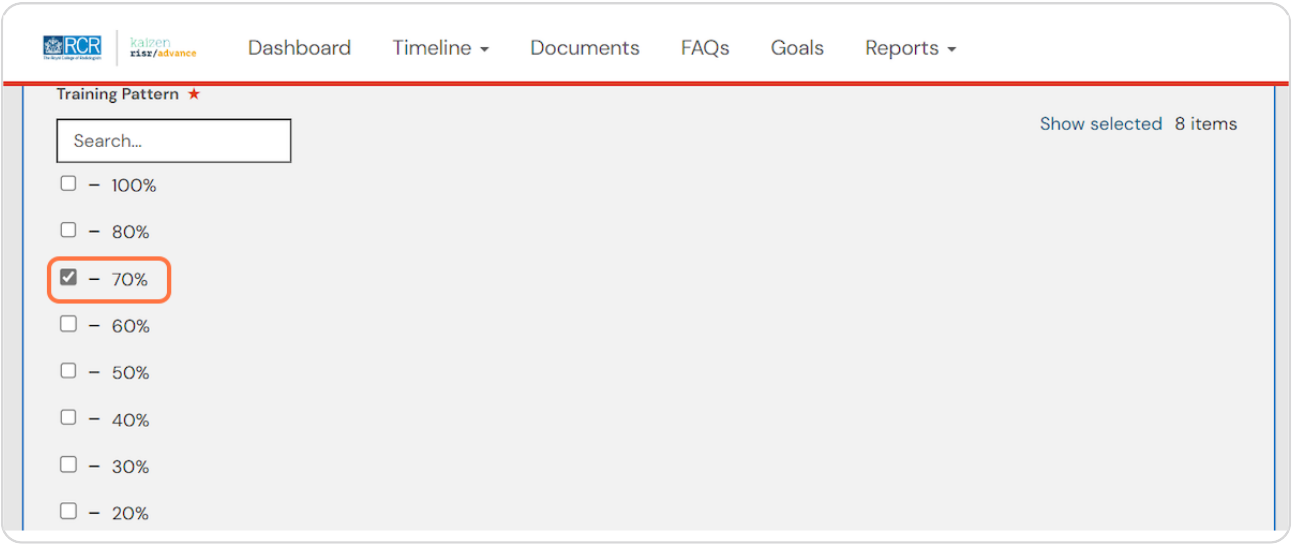
STEP 13

Select the location of your training post from the list



STEP 14

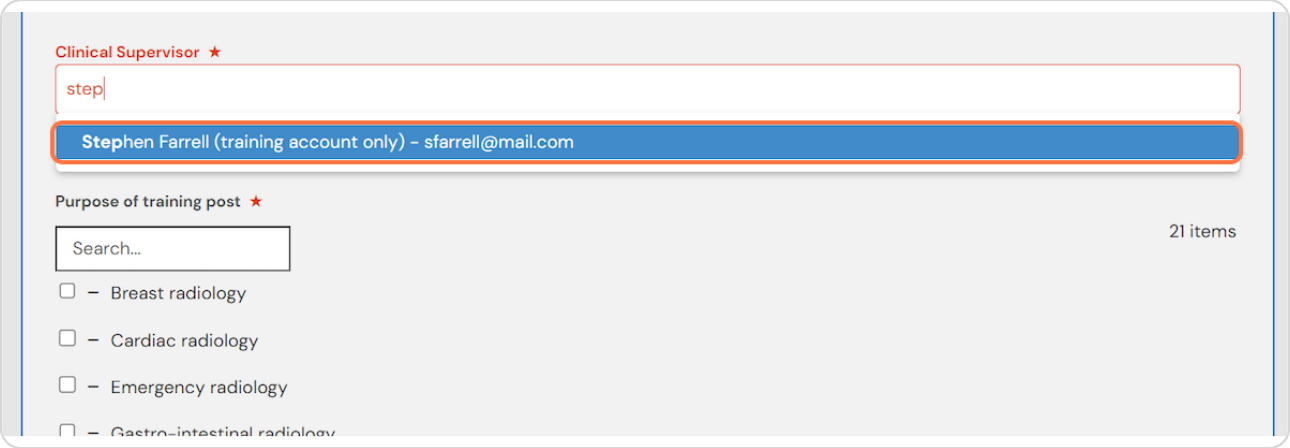
Select your training pattern from the list



STEP 15

Enter your clinical supervisor's name

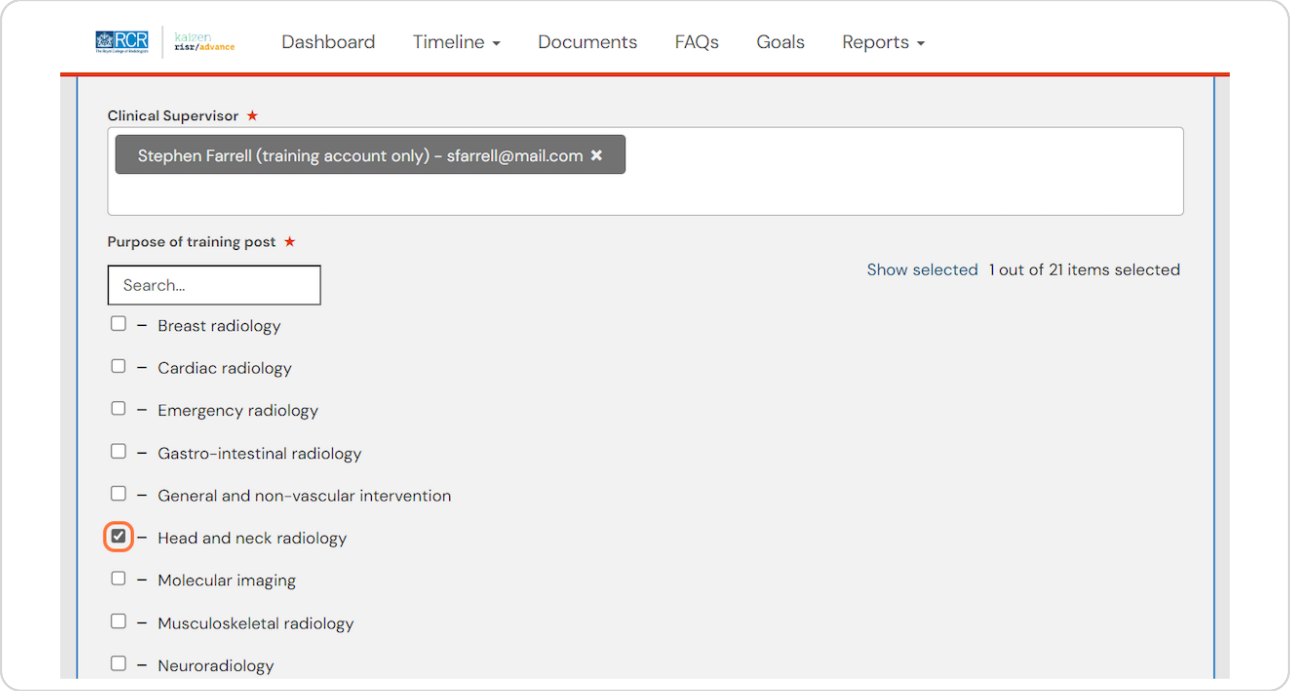
As you type a list of matching supervisors in your training programme will appear. Select the appropriate supervisor



STEP 16

Select the purpose of your training post from the list

You may select more than one option

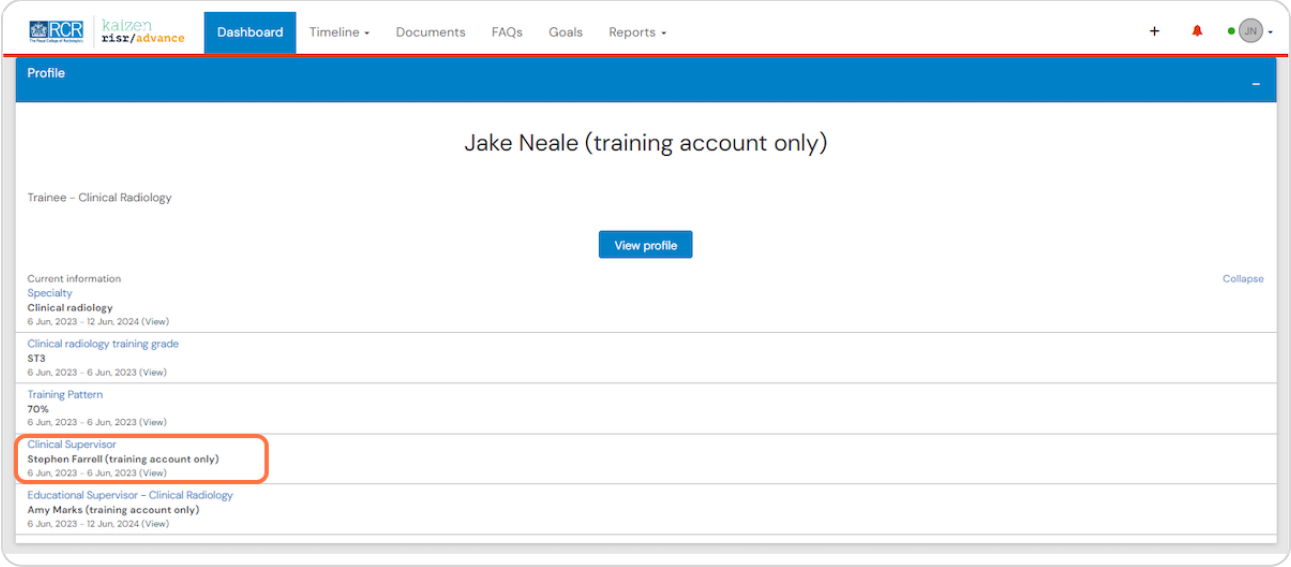


STEP 17

Click on Submit to assign your supervisor

STEP 18

Your currently assigned clinical supervisor(s) will appear on your dashboard profile



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