

Assigning supervisors and training posts

18 Steps

Created by

WDAT

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June 6, 2023

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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

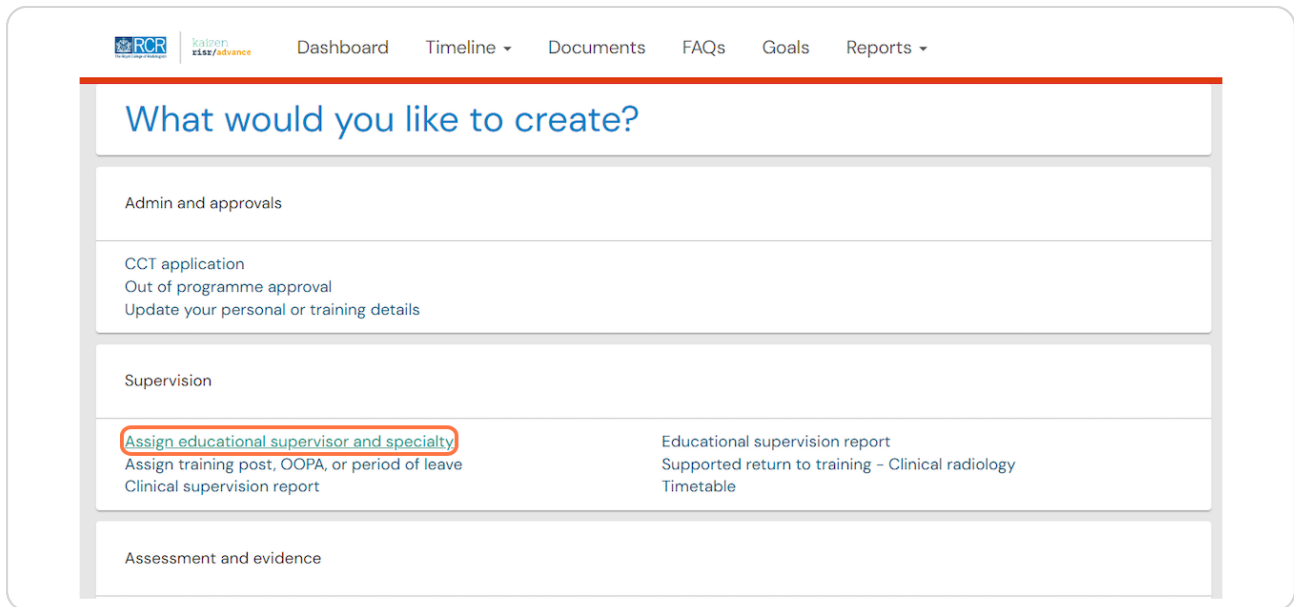
The screenshot displays the RCR e-portfolio dashboard for a user named Jake Neale (training account only). The dashboard is organized into several sections:

- Profile:** Shows the user's name, specialty (Clinical Radiology), and a 'View profile' button.
- Current information:** Lists the user's specialty (Clinical radiology) and associated dates.
- Educational Supervisor:** Lists the supervisor's name (Amy Marks) and associated dates.
- Inbox:** Contains two messages from the RCR, including a welcome message and a thank you message for participating in a user testing session.
- Create a new event:** A prominent button with a green 'Create' label.
- Learning resources and upcoming courses:** Lists a teaching group: 'Royal Marsden Interesting Cases teaching group: an interactive teaching programme that is open to all and will...'
- Assessment goals:** A table showing progress on various goals for the period 'ST1'.

Assessment goal	Progress
FRCR 1 - Anatomy	0%
FRCR 1 - Physics	0%
Mini-IPX	0%
Rad-DOPS	0%
MSF	0%
Teaching Observation	0%
QIPAT	0%

STEP 2

Click on Assign educational supervisor and specialty



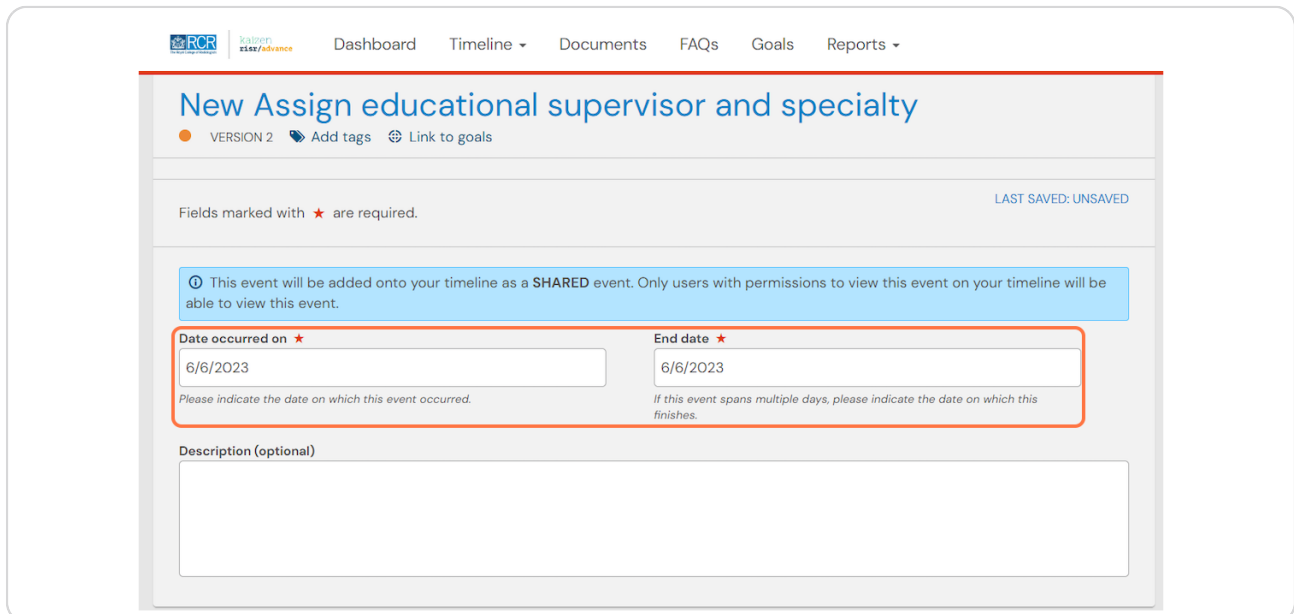
The screenshot shows the RCR e-portfolio dashboard with a navigation bar at the top containing 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The main content area is titled 'What would you like to create?' and lists several options:

- Admin and approvals
- CCT application
- Out of programme approval
- Update your personal or training details
- Supervision
 - Assign educational supervisor and specialty** (highlighted with a red box)
 - Educational supervision report
 - Supported return to training - Clinical radiology
 - Timetable
- Assessment and evidence

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



The screenshot shows the 'New Assign educational supervisor and specialty' form. The navigation bar is the same as in Step 2. The form title is 'New Assign educational supervisor and specialty' with 'VERSION 2', 'Add tags', and 'Link to goals' options. A note states 'Fields marked with ★ are required.' and 'LAST SAVED: UNSAVED'. A blue information box says: '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.' The 'Date occurred on ★' field contains '6/6/2023' and the 'End date ★' field contains '6/6/2023'. Below these fields is a 'Description (optional)' text area.

STEP 4

Select your specialty from the list

Only specialty options relevant to your role will be visible

RCR radiation lists/advance Dashboard Timeline Documents FAQs Goals Reports

Date occurred on ★ 6/6/2023
Please indicate the date on which this event occurred.

End date ★ 12/6/2024
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

The dates for your educational supervisor will need to be detailed above. Please enter an end date for your supervisor, do not leave the settings at the default one day setting

Specialty ★
Search... Show selected 1 items

- Clinical radiology

Educational Supervisor - Clinical Radiology ★
Educational Supervisor - Clinical Radiology

Attach files

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

The dates for your educational supervisor will need to be detailed above. Please enter an end date for your supervisor, do not leave the settings at the default one day setting

Specialty ★
Search... Show selected 1 items

- Clinical radiology

Educational Supervisor - Clinical Radiology ★
amy mark

Amy Marks (training account only) - amarks@mail.com

STEP 6

Click on Submit to assign your supervisor

The dates for your educational supervisor will need to be detailed above. Please enter an end date for your supervisor, do not leave the settings at the default one day setting

Specialty ★

Show selected 1 items

– Clinical radiology

Educational Supervisor – Clinical Radiology ★

Amy Marks (training account only) - amarks@mail.com ✕

STEP 7

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

Royal College of Radiologists | kaizen | RCR | Dashboard | Timeline | Documents | FAQs | Goals | Reports

Profile

Jake Neale (training account only)

Trainee – Clinical Radiology

Current information Collapse

Specialty
Clinical radiology
6 Jun, 2023 – 12 Jun, 2024 (View)

Clinical radiology training grade
ST3
6 Jun, 2023 – 6 Jun, 2023 (View)

Training Pattern
70%
6 Jun, 2023 – 6 Jun, 2023 (View)

Clinical Supervisor
Stephen Farrell (training account only)
6 Jun, 2023 – 6 Jun, 2023 (View)

Educational Supervisor – Clinical Radiology
Amy Marks (training account only)
6 Jun, 2023 – 12 Jun, 2024 (View)

STEP 8

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 Jake Neale (training account only). The dashboard is divided into several sections:

- Profile:** Displays the user's name, role (Trainee - Clinical Radiology), and a 'View profile' button.
- Current information:** Shows the user's specialty (Clinical radiology) and a 'Collapse' button.
- Educational Supervisor:** Lists the user's educational supervisors and their respective periods.
- Inbox:** Contains welcome messages and a 'Published on' date.
- Create a new event:** Features a prominent 'Create' button.
- Learning resources and upcoming courses:** Lists various learning resources and courses.
- Assessment goals:** Displays a table of assessment goals with their completion percentages.

Assessment goal	Completion
FRCR 1 - Anatomy	0%
FRCR 1 - Physics	0%
Mini-IPX	0%
Rad-DOPS	0%
MSF	0%
Teaching Observation	0%
QIPAT	0%

STEP 9

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

The screenshot shows the RCR e-portfolio dashboard with a navigation bar at the top containing 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. Below the navigation bar is a large heading 'What would you like to create?'. Underneath, there are several categories of actions:

- 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** (highlighted with a red box)
 - Clinical supervision report
 - Educational supervision report
 - Supported return to training - Clinical radiology
 - Timetable
- Assessment and evidence

STEP 10

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

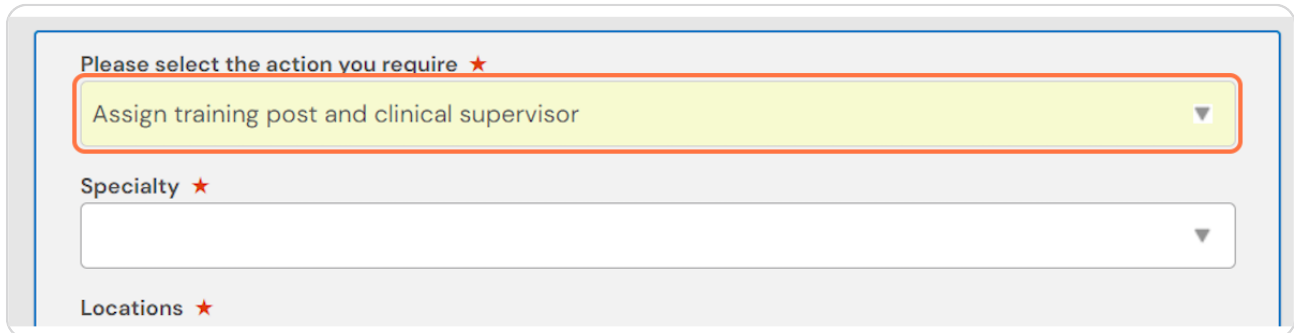
Your clinical supervisor will only be able to access your e-portfolio within the date range you set, so please ensure that your start and end dates cover the full period for which they will be your supervisor. End of post reports will only be available to clinical supervisors during this date range so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

The screenshot shows the 'New Assign training post, OOPA, or period of leave' form. At the top, there is a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. Below the navigation bar is the heading 'New Assign training post, OOPA, or period of leave'. Underneath, there are several options: 'VERSION 21', 'Add tags', and 'Link to goals'. A note states 'Fields marked with ★ are required.' and 'LAST SAVED: UNSAVED'. A blue box contains the text: '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.' Below this, there are two date input fields: 'Date occurred on ★' and 'End date ★'. Both fields are highlighted with a red box and contain the date '6/6/2023'. Below the 'Date occurred on' field, there is a note: 'Please indicate the date on which this event occurred.' Below the 'End date' field, there is a note: 'If this event spans multiple days, please indicate the date on which this finishes.' At the bottom, there is a 'Description (optional)' field.

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



Please select the action you require ★

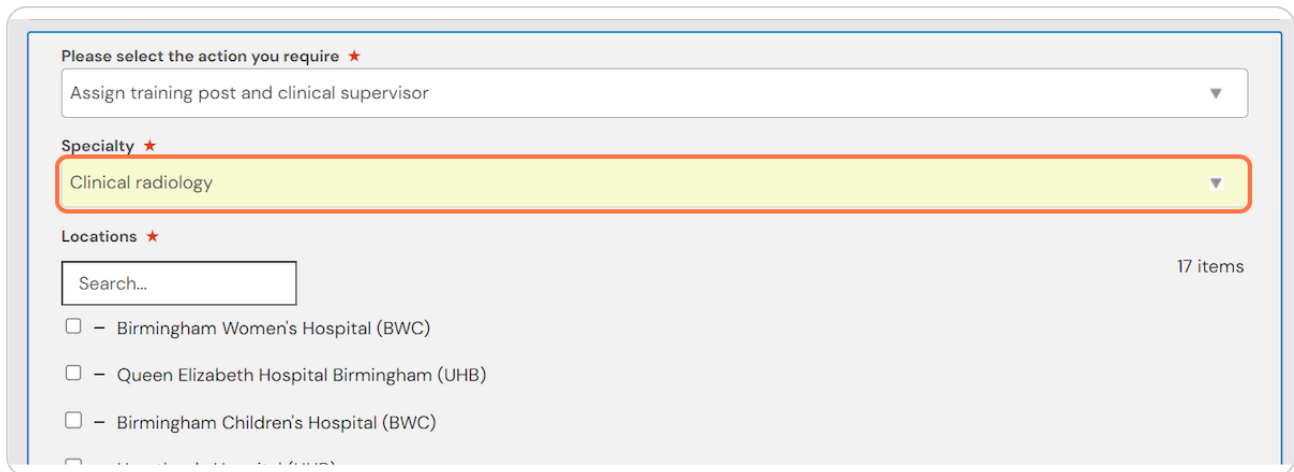
Assign training post and clinical supervisor ▼

Specialty ★

Locations ★

STEP 12

Select your specialty from the drop down list



Please select the action you require ★

Assign training post and clinical supervisor ▼

Specialty ★

Clinical radiology ▼

Locations ★

Search... 17 items

- Birmingham Women's Hospital (BWC)
- Queen Elizabeth Hospital Birmingham (UHB)
- Birmingham Children's Hospital (BWC)

STEP 13

Select the location of your training post from the list



Locations ★

Search... Show selected 17 items

- Birmingham Women's Hospital (BWC)
- Queen Elizabeth Hospital Birmingham (UHB)
- Birmingham Children's Hospital (BWC)
- Heartlands Hospital (UHB)
- University Hospitals Coventry and Warwickshire
- City Hospital (SWBH)
- George Eliot Hospital
- Good Hope Hospital (UHB)
- Royal Wolverhampton Hospitals
- Royal Orthopaedic Hospital
- Russells Hall Hospital

STEP 14

Select your training pattern from the list

  [Dashboard](#) [Timeline](#) [Documents](#) [FAQs](#) [Goals](#) [Reports](#)

Training Pattern ★

Search... Show selected 8 items

- 100%
- 80%
- 70%
- 60%
- 50%
- 40%
- 30%
- 20%

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

Clinical Supervisor ★

Stephen Farrell (training account only) - sfarrell@mail.com

Purpose of training post ★

 21 items

- Breast radiology
- Cardiac radiology
- Emergency radiology
- Gastro-intestinal radiology

STEP 16

Select the purpose of your training post from the list

You may select more than one option

Dashboard Timeline Documents FAQs Goals Reports

Royal College of Radiologists | RCR | kalpen | RCR/Advance

Clinical Supervisor ★

Purpose of training post ★

 Show selected 1 out of 21 items selected

- Breast radiology
- Cardiac radiology
- Emergency radiology
- Gastro-intestinal radiology
- General and non-vascular intervention
- Head and neck radiology
- Molecular imaging
- Musculoskeletal radiology
- Neuroradiology

STEP 17

Click on Submit to assign your supervisor

- General radiology
- Dental and maxillofacial radiology
- Hepatobiliary interventional radiology
- Interventional radiology
- Paediatric neuroradiology

[Attach files](#)

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

STEP 18

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

The screenshot shows a user dashboard for Jake Neale (training account only). The page includes a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The profile section displays the following information:

- Profile:** Jake Neale (training account only)
- Trainee - Clinical Radiology:** Includes a 'View profile' button.
- Current information:** Specialty: Clinical radiology (6 Jun, 2023 - 12 Jun, 2024). Collapse button.
- Clinical radiology training grade:** ST3 (6 Jun, 2023 - 6 Jun, 2023).
- Training Pattern:** 70% (6 Jun, 2023 - 6 Jun, 2023).
- Clinical Supervisor:** Stephen Farrell (training account only) (6 Jun, 2023 - 6 Jun, 2023). This row is highlighted with a red box.
- Educational Supervisor - Clinical Radiology:** Amy Marks (training account only) (6 Jun, 2023 - 12 Jun, 2024).

