

Creating PDP and clinical rotation goals

20 Steps

Created by

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Creation Date

June 8, 2023

Last Updated

August 29, 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 trainee named Jake Neale. The dashboard is divided into several sections:

- Profile:** Displays the user's name (Jake Neale), role (Trainee - Clinical Radiology), and a 'View profile' button.
- Current information:** Shows the user's specialty (Clinical radiology) and educational supervisor (Amy Marks).
- Inbox:** Contains two welcome messages from the RCR's e-portfolio test site.
- Create a new event:** A prominent green 'Create' button is visible.
- Learning resources and upcoming courses:** A section titled 'Royal Marsden Interesting Cases teaching group' provides information about an interactive teaching programme.
- Assessment goals:** A table showing progress on various goals for periods ST1 and ST3.

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 PDP goals in the supervision section

You can also create PDP goals from the link in the Goals section of this page

What would you like to create?

- 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

STEP 3

Enter the start and end dates for the PDP goal period

New PDP goals

VERSION 1 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.

Date occurred on ★ **End date ★**

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)

Custom goals

Here you are able to create a set of custom goals. Enter a goal title to begin and then optionally attach a target for this goal.

STEP 4

Enter a title and description for your first goal

Custom goals

Here you are able to create a set of custom goals. Enter a goal title to begin and then optionally attach a target for this goal.

Goal #1 - goal 1

Goal title *

Goal 1

Goal description

Targets

Targets break down goals into smaller objectives. It is possible to have multiple targets attached to a single goal.

Add goal target (optional)

STEP 5

You can breakdown larger goals into individual targets by clicking on Add goal target (optional)

Goal #1 - Goal 1

Goal title *

Goal 1

Goal description

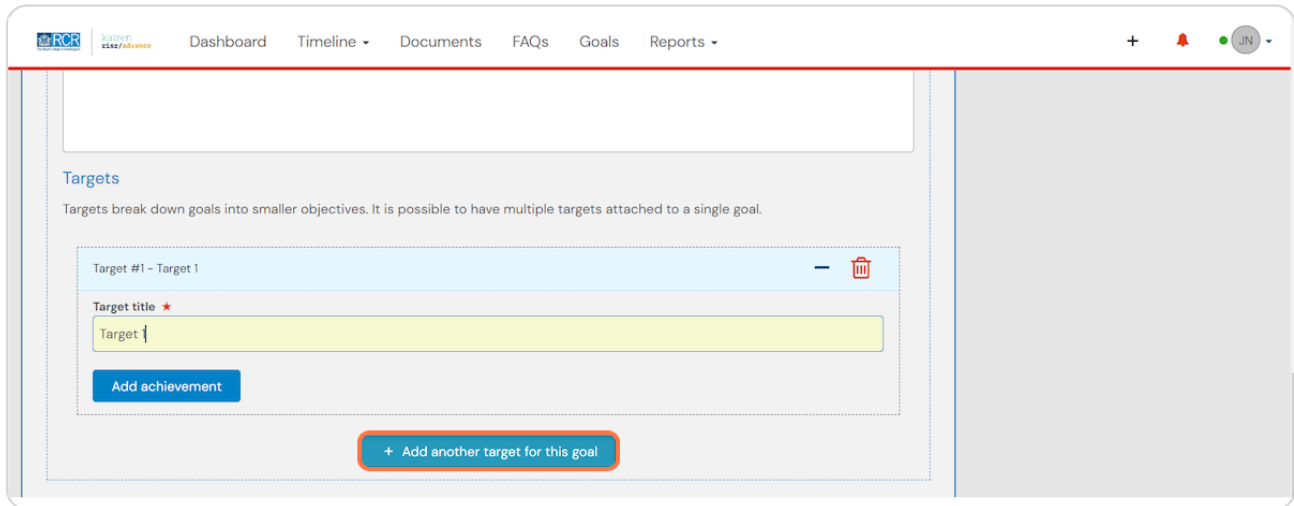
Targets

Targets break down goals into smaller objectives. It is possible to have multiple targets attached to a single goal.

Add goal target (optional)

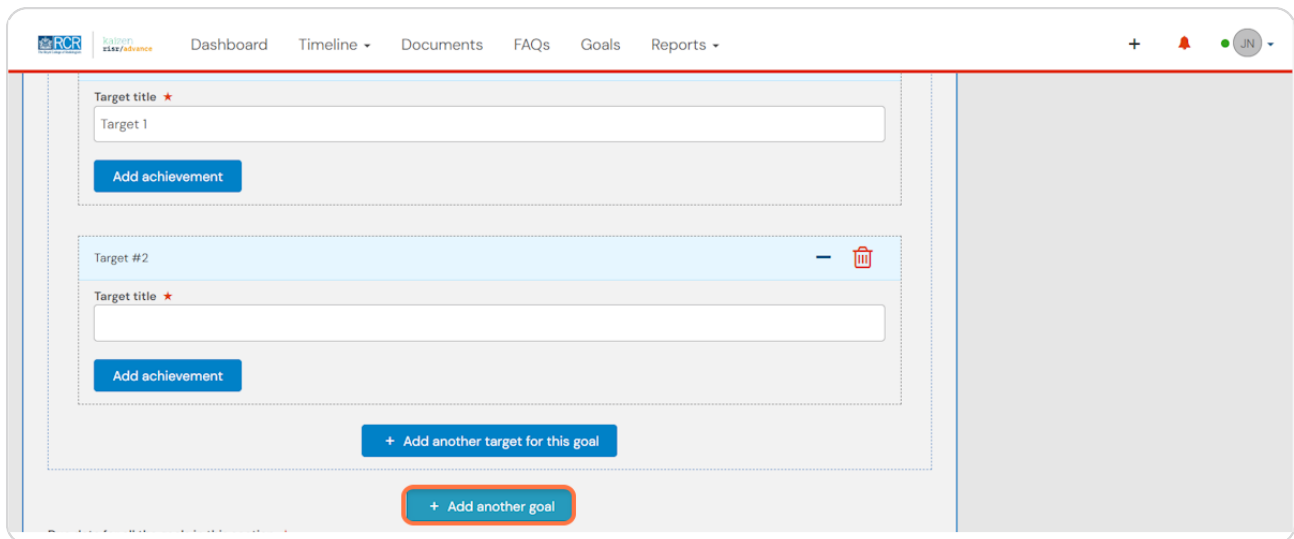
STEP 6

Clicking on **Add another target for this goal** will allow you to add multiple targets for one goal



STEP 7

Clicking on **Add another goal** will allow you to add additional goals to this goal set



STEP 8

Enter the due date for all the goals in this goal set

All goals in a goal set must have the same due date. Separate goal sets will need to be created for goals with different due dates

Goal #2 - Goal 2

Goal title *

Goal 2

Goal description

Targets

Targets break down goals into smaller objectives. It is possible to have multiple targets attached to a single goal.

Add goal target (optional)

+ Add another goal

Due date for all the goals in this section *

12/6/2024

Attach files

Submit Save as draft

STEP 9

Click on Submit

+ Add another goal

Due date for all the goals in this section *

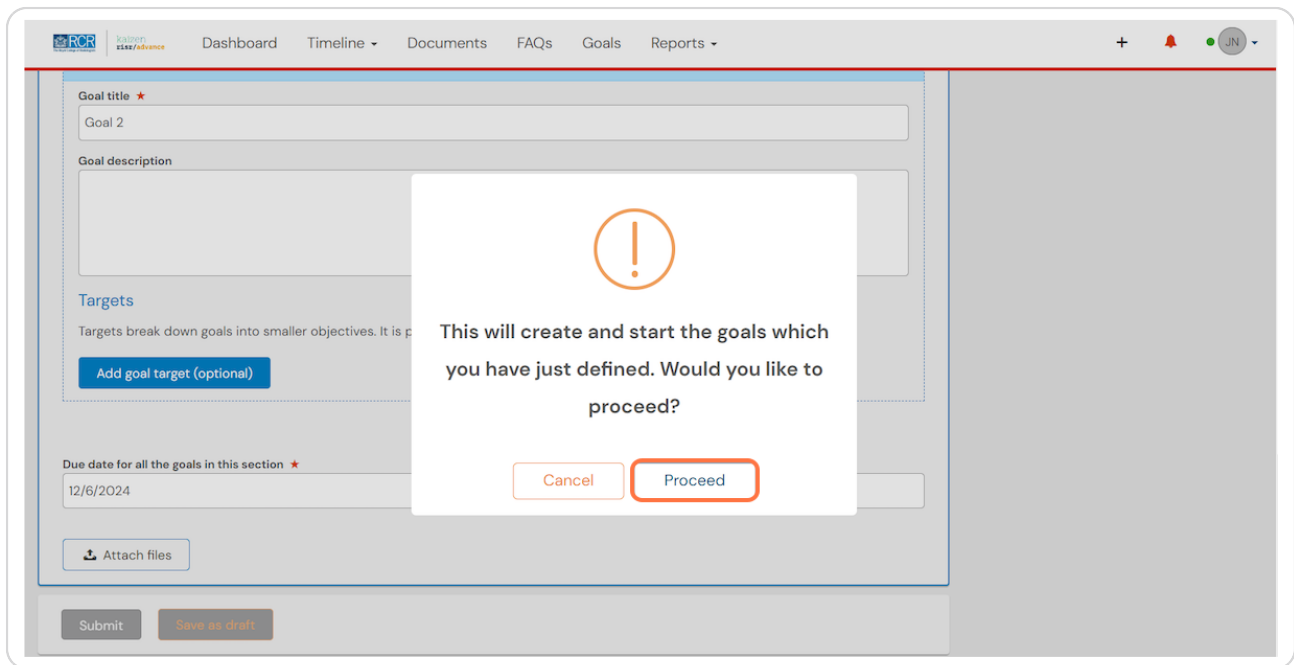
12/6/2024

Attach files

Submit Save as draft

STEP 10

Click on Proceed



The screenshot shows a web application interface for creating goals. The top navigation bar includes the RCR logo, the text "Rajson 2024/2025", and menu items: Dashboard, Timeline, Documents, FAQs, Goals, and Reports. A user profile icon with the initials "JIN" is in the top right corner. The main content area is a form for creating a goal, with fields for "Goal title" (containing "Goal 2"), "Goal description", "Targets" (with a sub-header and a description: "Targets break down goals into smaller objectives. It is p..."), and "Due date for all the goals in this section" (containing "12/6/2024"). There is an "Add goal target (optional)" button and an "Attach files" button. At the bottom of the form are "Submit" and "Save as draft" buttons. A white confirmation dialog box is centered over the form, featuring an orange exclamation mark icon and the text: "This will create and start the goals which you have just defined. Would you like to proceed?". The dialog box has two buttons: "Cancel" and "Proceed", with the "Proceed" button highlighted by an orange border.

STEP 11

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. It also shows current information (Specialty: Clinical radiology, 6 Jun, 2023 - 12 Jun, 2024) and educational supervisor information (Amy Marks (training account only), 6 Jun, 2023 - 12 Jun, 2024).
- Inbox:** Contains a welcome message from the RCR's e-portfolio test site, published on 6 Jun, 2023. A 'Go to my inbox' button is located at the bottom.
- Create a new event:** A prominent green 'Create' button is visible.
- Learning resources and upcoming courses:** A section titled 'Royal Marsden Interesting Cases teaching group' is highlighted, describing an interactive teaching programme for FRCR exams.
- Assessment goals:** A table showing progress for various goals. The table is organized by period (ST1 and ST3) and includes a 'Others' column.

PERIOD:	ST1	Others
FRCR 1 - Anatomy		
FRCR 1 - Physics		
Mini-IPX		0%
Rad-DOPS		0%
MSF		0%
Teaching Observation		0%
QIPAT		0%
PERIOD:	ST3	Others

STEP 12

Click on Clinical rotation goals in the supervision section

You can also create clinical rotation goals from the link in the Goals section of this page

What would you like to create?

- Admin and approvals
- CCT application
- CCT date calculation
- Out of programme approval
- Set training grade
- Update your personal or training details

Supervision

Assign educational supervisor	Educational supervision report
Assign training post, OOPA, or period of leave	PDP goals
Clinical rotation goals	Supported return to training - Clinical radiology
Clinical supervision report	Timetable

STEP 13

Enter the start and end dates for the clinical rotation goal period

New Clinical rotation goals

VERSION 3 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.

Date occurred on ★ **End date ★**

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)

STEP 14

Enter a title and description for your first goal

Custom goals

Here you are able to create a set of custom goals. Enter a goal title to begin and then optionally attach a target for this goal.

Goal #1 - goal 1

Goal title *

Goal 1

Goal description

Targets

Targets break down goals into smaller objectives. It is possible to have multiple targets attached to a single goal.

Add goal target (optional)

STEP 15

You can breakdown larger goals into individual targets by clicking on Add goal target optional

Goal #1 - Goal 1

Goal title *

Goal 1

Goal description

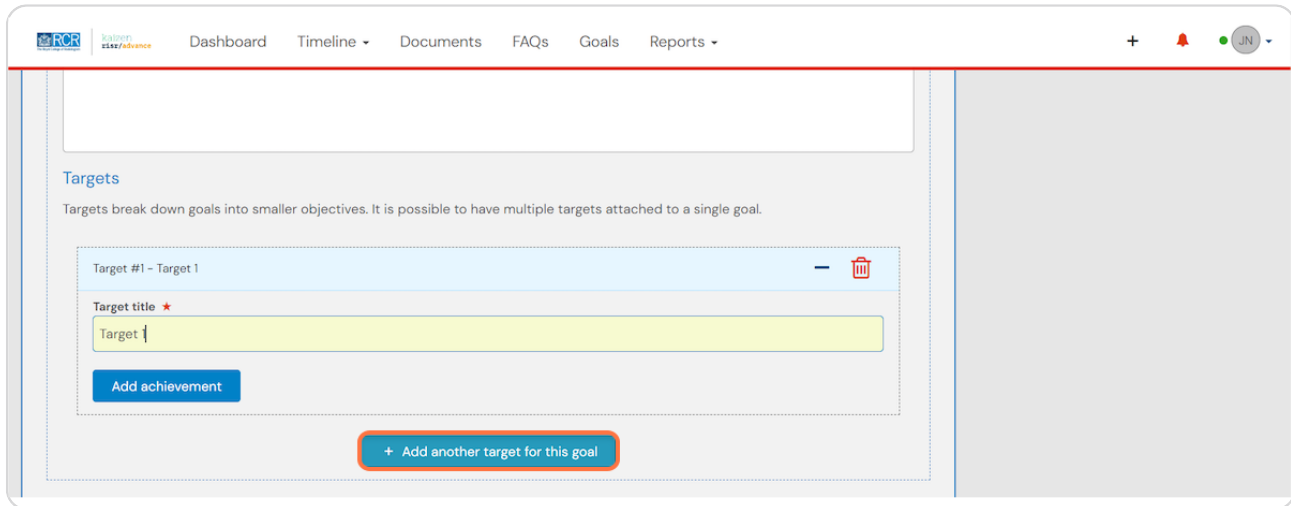
Targets

Targets break down goals into smaller objectives. It is possible to have multiple targets attached to a single goal.

Add goal target (optional)

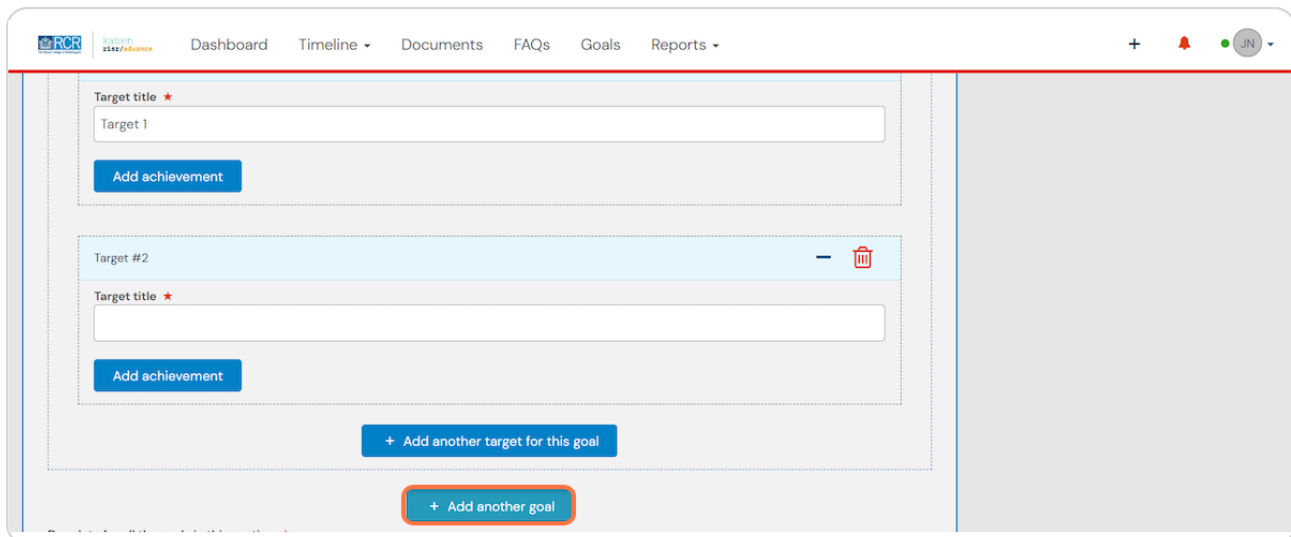
STEP 16

Clicking on **Add another target for this goal** will allow you to add multiple targets for one goal



STEP 17

Clicking on **Add another goal** will allow you to add additional goals to this goal set



STEP 18

Enter the due date for all the goals in this goal set

All goals in a goal set must have the same due date. Separate goal sets will need to be created for goals with different due dates

The screenshot shows the RCR 'star/advance' interface. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The main content area is titled 'Goal #2 - Goal 2'. It contains a 'Goal title' field with 'Goal 2', a 'Goal description' field, and a 'Targets' section with an 'Add goal target (optional)' button. Below this is a '+ Add another goal' button. A red box highlights the 'Due date for all the goals in this section' field, which contains '12/6/2024'. At the bottom, there are 'Attach files', 'Submit', and 'Save as draft' buttons.

STEP 19

Click on Submit

This screenshot is a close-up of the bottom section of the goal management form. It shows the '+ Add another goal' button, the 'Due date for all the goals in this section' field with '12/6/2024', the 'Attach files' button, and the 'Submit' and 'Save as draft' buttons. The 'Submit' button is highlighted with a red box, indicating the next step in the process.

STEP 20

Click on Proceed

The screenshot displays a web application interface for creating a goal. The top navigation bar includes the RCR logo, the text "kaiser CLEAR/advance", and menu items: Dashboard, Timeline, Documents, FAQs, Goals, and Reports. A user profile icon "JN" is visible in the top right corner. The main content area is a form for creating a goal, with fields for "Goal title" (containing "Goal 2"), "Goal description", "Targets" (with a sub-note "Targets break down goals into smaller objectives. It is p..."), "Due date for all the goals in this section" (set to "12/6/2024"), and an "Attach files" button. A "Submit" button and a "Save as draft" button are at the bottom of the form. A white confirmation dialog box is centered over the form, featuring an orange exclamation mark icon and the text: "This will create and start the goals which you have just defined. Would you like to proceed?". The dialog box has two buttons: "Cancel" and "Proceed".

