Completing clinical supervision reports

A guide for trainers

37 Steps

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Select the Clinical supervision report from the to do list on your dashboard

You can also access your to do list by clicking the bell icon at the top right of the page

You can view the section completed by the trainee

All types of supervision report are created from the same form. The first field in the trainee section will identify the purpose of the supervision report.

STEP 3

If any details are missing from the trainee's section or the report has been sent to you in error you can click on Reject to return the form to the trainee

You will be asked to provide an explanation for the trainee to view

STEP 4

Click on Fill in to complete the supervisor's section of the form

STEP 5

You can edit any of the details entered in the trainee section by clicking on Edit

You must click on Fill in for this option to become available

Click Save to complete any edits you have made

STEP 7

Complete the required fields to summarise the discussion with the trainee at their induction meeting

Prompts below the text boxes provide further guidance

Summary of discussion with trainee

Supervisor's summary of discussion with trainee ★

comment

Please describe any support agreed to enable the trainee to achieve their goals

This might include courses; e-learning activity; targeted clinical experience

⬆ Attach files

Submit   Save as draft

STEP 8

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

STEP 9

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.

STEP 10

Complete the required fields to summarise the discussion with the trainee at their mid-point review

Prompts below the text boxes provide further guidance

Summary of discussion with trainee

Trainee successes during the period under review ★

Suggested areas for development and recommendations for the remainder of this post ★

Please describe any support agreed to enable the trainee to achieve their goals

This might include courses; e-learning activity; targeted clinical experience

⬆ Attach files

Submit   Save as draft

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

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.

STEP 13

Complete the required fields to summarise the discussion with the trainee at the meeting

Prompts below the text boxes provide further guidance

Summary of discussion with trainee

Supervisor's summary of discussion with trainee ★

Please describe any support agreed to enable the trainee to achieve their goals

This might include courses; e-learning activity; targeted clinical experience

⬆ Attach files

Submit   Save as draft

STEP 14

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

STEP 15

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.

STEP 16

Complete the required fields to summarise the discussion with the trainee at their end of post review

STEP 17

If you select Yes under compliments/commendations or concerns/investigations further boxes will appear so that you can provide more detail

STEP 18

Select the appropriate entrustment level for each of the CiPs from the drop down list

You will only need to comment on specialty specific CiPs

You will be asked to add some commentary on the trainee's progress towards achieving the CiPs

These comments are incredibly useful for the educational supervisor and ARCP panel. The more detail you can provide the easier it will be for them to understand the trainee's progress across rotations and make an overall judgement at ARCP.

Clinical oncology supervisors: For trainees at ST3 you will only be asked to give entrustment levels for the shared oncology CiPs since the clinical oncology-specific CiPs are not formally assessed until ST4

Selecting Yes when asked if the trainee is ST4+ will enable you to assign entrustment levels for the clinical oncology-specific CiPs.

STEP 21

Clinical radiology supervisors: Select any procedures or milestones that the trainee has covered in this rotation from the drop down list

You will only be asked to assign entrustment levels for those procedures or milestones you select. If a trainee did not have experience of a procedure during this rotation do not select it from the list

STEP 22

For IR trainees there will be an additional drop down list for procedures covered by the IR curriculum

You will only be asked to assign entrustment levels for those procedures you select. If a trainee did not have experience of a procedure during this rotation do not select it from the list

You will be asked to add some commentary on the trainee's progress towards the procedures and milestones

These comments are incredibly useful for the educational supervisor and ARCP panel. The more detail you can provide the easier it will be for them to understand the trainee's progress across rotations and make an overall judgement at ARCP.

Please state whether you have any concerns about the trainee's progress

If you select Yes, a box will appear for further comments. These comments are incredibly useful for the educational supervisor and ARCP panel. The more detail you can provide the easier it will be for them to understand the trainee's progress across rotations and make an overall judgement at ARCP. It is essential that any concerns are documented.
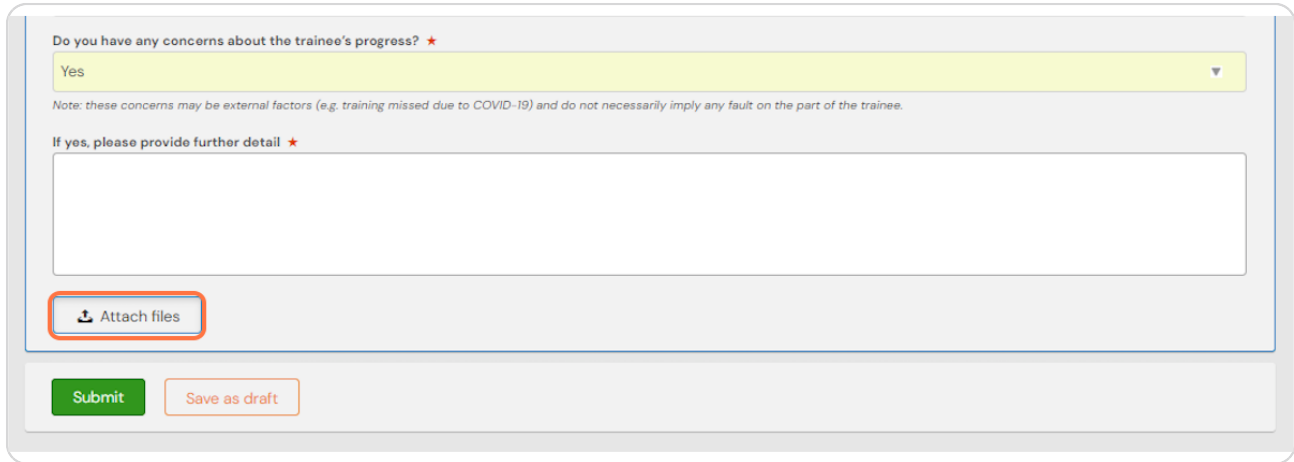
STEP 25

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

STEP 26

To complete the report and publish it to the trainee's timeline click on Submit
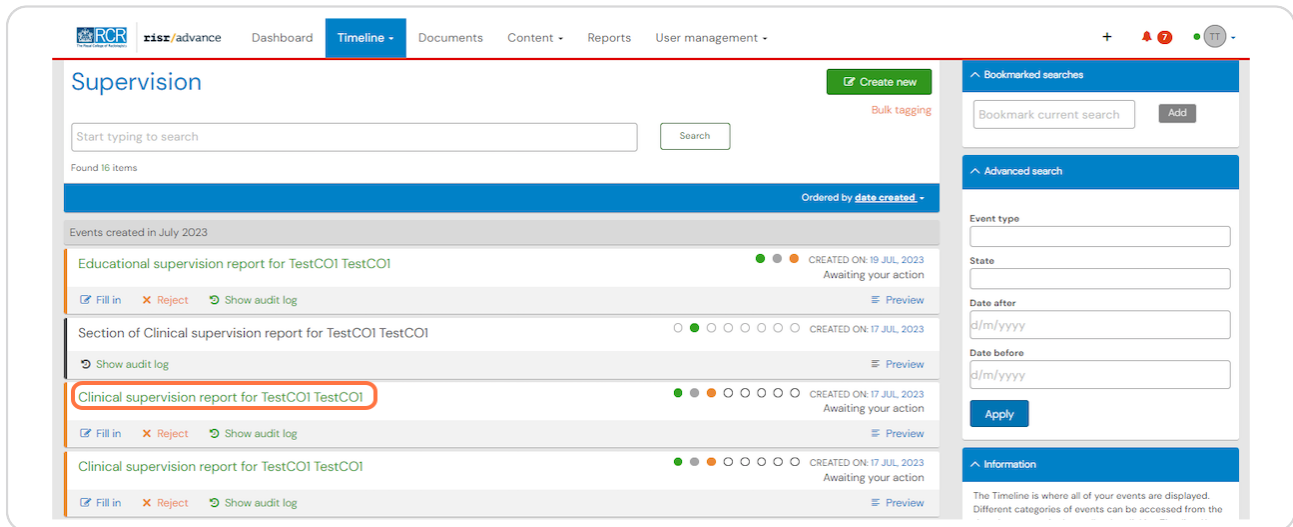
You can click Save as draft if you wish to complete the form at a later date.

STEP 27

Locate the draft report in your timeline

Drafts are shown with an orange bar on the left. 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. You can also find the draft report in your to do list.
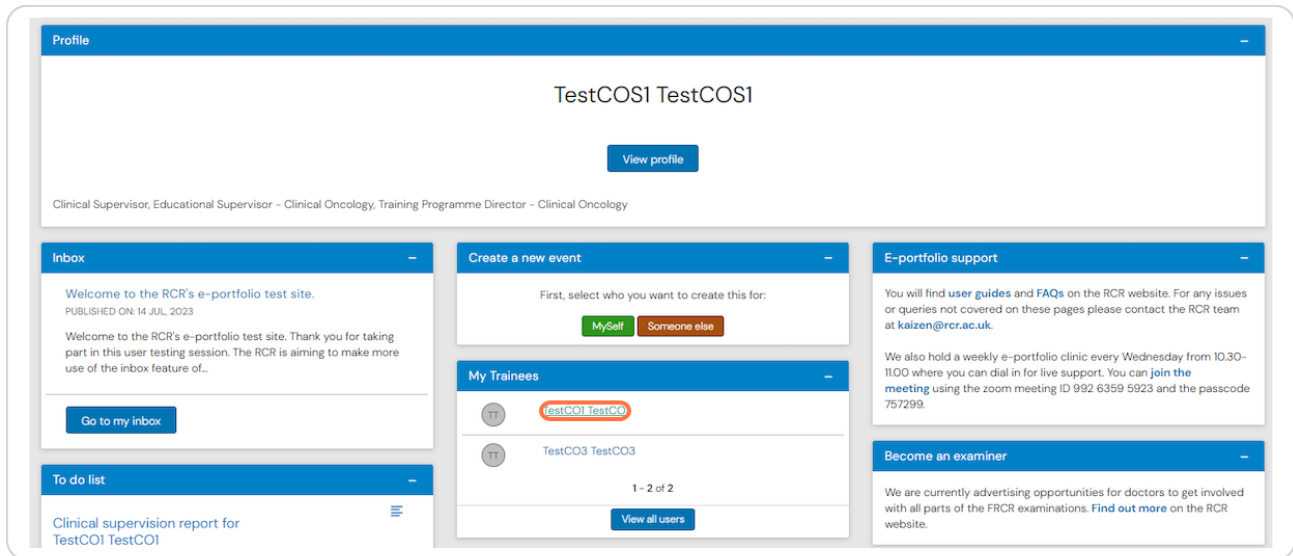

STEP 28

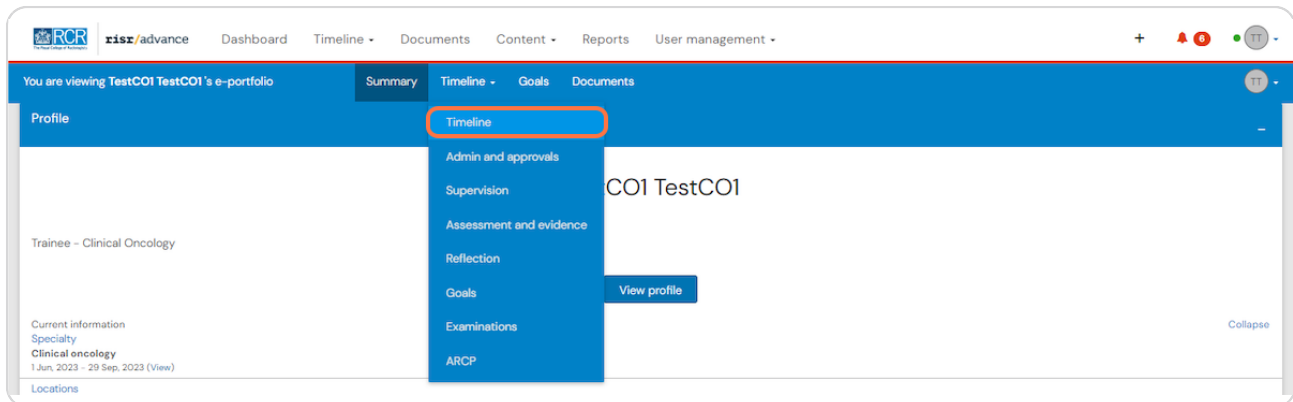## Click on Fill in to continue working on the report
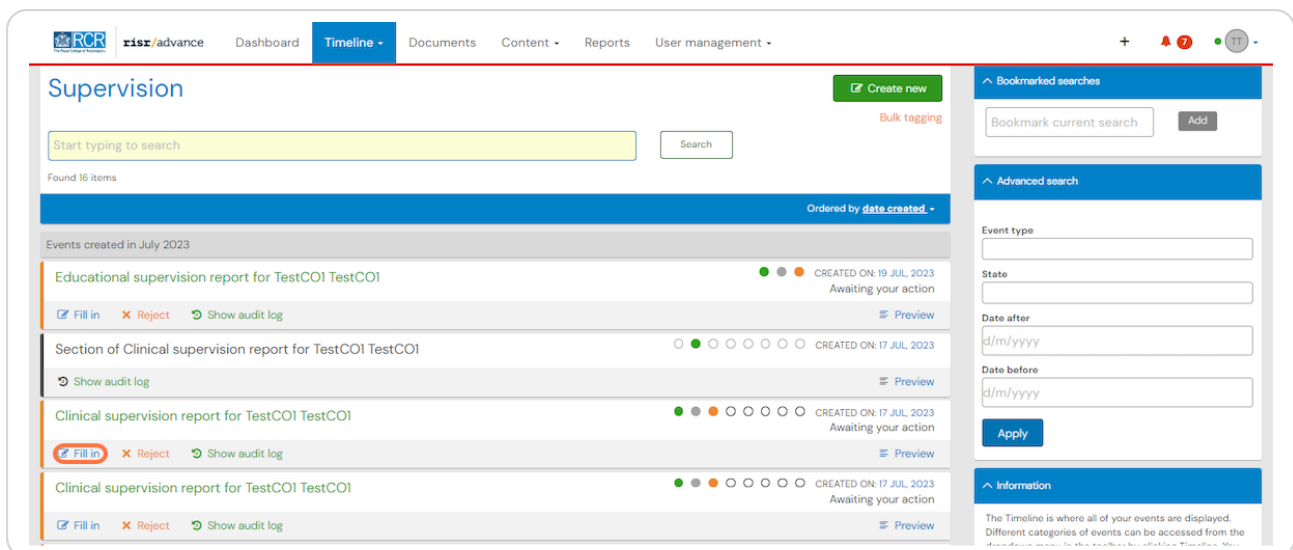
STEP 29

From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard

STEP 30

Click on Timeline on the trainee's summary dashboard

STEP 31

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

STEP 32

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

STEP 33

You will be able to edit your comments and attach files

STEP 34

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

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STEP 35

There is an option for the trainee to open up the supervisor's section of any report form

This is useful if you are completing the form during your meeting and don't want to log in to your e-portfolio account separately.

STEP 36

To use this option, the trainee should move the toggle under Fill in on the same device

This will open the supervisor's section. Once the supervisor's section has been submitted, you will receive an email to view the section and confirm that you are happy with the information in the form before the report is completed.

STEP 37

Another way to use this feature is to ask the trainee to summarise the discussion that took place after your review meeting

This can be a good way of checking that they understand the feedback provided. You will be able to edit any of the information they enter in the supervisor section of the form.