ISCP User Guide for JCST Liaison Member Report

Version 3

Content

- 1. Introduction
- 2. Navigate to the report
- 3. Start a report
- 4. Complete a report
- 5. Submit a report to JCST
- 6. Edit or delete a submitted report
- 7. Downloading and Printing
- 8. Future updates to the report
- 9. JCST Liaison Member Report Overview
- 10. Appendix A: JCST Liaison Member report 2019

1. Introduction

SAC Liaison Members (LMs) have a key role in providing information on regional training programmes. Each LM should ideally complete a report every time that they have contact with their LETB/Deanery, whether through attending ARCPs, visits or STC meetings, but, at the very least, should submit an annual report to the SAC/JCST. Information from the LM reports is collated to produce an annual report for each specialty. The specialty reports, in turn, provide the information for the JCST Annual Specialty Report (ASR) on the state of surgical training that the JCST is required to submit to the GMC.

The JCST Liaison Member report is available on ISCP, and is identical to the existing report in use (Appendix A).

It allows SAC Chairs, and SAC Liaison Members to create, save drafts, and submit new reports to JCST, and to view all reports previously submitted. Additionally the JCST Liaison Member Report Overview allows SAC Chairs and QA Leads to view the LM reports submitted relevant to their specialty.

2. Navigate to the report

- Log in with your usual ISCP login details to your account on ISCP.
- Select 'Trainer Area'.
- Select 'JCST Liaison Member report'.

	HOME -	DASHBOARD -	MY TRAINEES -	TRAINER AREA -	1-	
TRAINER AREA	EVIDENCE COLLECTION		QUESTIONNAIRES		_ [
This part of the ISCP is intended to allow the collection of evidence by trainers to help them show to the GMC that they are eligible to be recognised as trainers.	Trainer Dashboard		Trainee Questionnaires Trainer Questionnaires FIND OTHER TRAINERS			
	> Trainer Profile					
	> Assessment Summaries					
	> Reflective Notes					
	> Document Library		> Search Profiles			
	> JCST Liaison Member report	$\mathbf{>}$				

 Important note – Users must have created their 'Trainer Profile' before access to the report is activated otherwise the message below will be shown.



You do not appear to have a profile within the Trainer Portfolio area of the website. Please click here to save your profile Save Profile

3. Start a report

- Read the instructions on the SAC Liaison Member Report main page.
- Select 'Add a new Liaison Member Report'.

ISCP	HTERCOLLECANTE XMM CRL CLARTCHLUM RRCGEAMME	HOME +	DAS	HBOARD	- MY	TRAINEES - T	RAINER AREA +	HELP 1.	
SAC Li	iaison Member Rep	port							
SAC Liaison Men their LETB/Deane is collated to prod training that the J	nbers (LMs) have a key role in providing informa any, whether through attending ARCPs, visits or t uce an annual report for each specially. The spi CST is required to submit to the GMC.	dion on regional t STC meetings, b ecialty reports, in	training pr out, at the h turn, prov	rogrammes. I very least, sł vide the infor	Each LM : hould subi mation fo	should ideally complete a mit an annual report to th r the JCST Annual Speci	a report every time the he SAC/JCST. Informs ialty Report (ASR) on	at they have contact w ation from the LM repo the state of surgical	vith vrts
LM reports should fields should be u training programm	d preferably be written using the JCST template ised to highlight whether specific aspects of the ne. When completing the form for your LM regio	and must not in training program n, it may be help	iclude any ime are pa iful to cons	trainee iden uticularly go sider the folio	tifiable da od or bad. wing:	ta e.g. names, GMC nur The free text comments	mbers, NTNs or ARCF s are very helpful in as	P outcomes. The + / - ssessing the quality of	the
Always think of Consider the bi who will be con- Look at the JC: Collaborate wit Feedback from Although any c You can submit ye wait until the ASR full a picture as pr Note: SAC Chairs	If the report in every interaction you have with the igg picture: from what you see and hear of the tor patient way to consultant interviews in all of the core ST survey results, which you can access valy out, the TPD to ensure that similar information and the trainee representative on the STC is very in the traine representative on the STC is very in the traine representative on the STC is very in completed LM forms to the JCST Quality M deadline is looming. You should also submit an ossibile is provided.	a TPD, trainees a uning posts and I toponents of the a ur ISCP account, d a consistent vie kelpful when com ing may be recor- anager or the rel by additional relev- er Reports submit	and LETB trainees in specialty , and the C aw of the p pipeting yo rded in yo levant Co vant mate	Deanery an a your liaison SMC survey programme is ur report, ur report, yo mmittee & Tr rial, for exam- ant to their sy	d make a region, y results to a provided u should r ainee Ser ple, the ri ple, the ri peciaty:	note of issues as you as ou should consider what view the trainees: opinio if or incorporation into th alse concerns with the C vices Manager at any tir aport of a LETB/Deanery	In them. ther the programme is uns of the training pro- tee Annual LETB/Dean Chair of your SAG in n me during the training p visit to the training p Add a new Lister	a producing individuals gramme. any Reports to the GM aal time. Jyear: you do not need rogramme, to ensure a on Member Report	i IC. ito as
Date	Specialty					Deanery / LETB			
25 Sep 2019	General Surgery					Iceland Deanery		View	ī –
16 May 2019	Cardiothoracic Surgery					Iceland Deanery		View	ī –
15 May 2019	Urology					Health Education Ea	st Midlands	View	Ē
15 May 2019	Core Surgical Training					Iceland Deanery		View	Ĩ.
15 May 2019	2019 Cardiothoracic Surgery					Iceland Deanery Edit			ī.

4. Complete a report

- Required fields are underlined in red.
- Add a TPD name by typing the name or GMC in the search field and selecting the correct name. The selected name will show in the 'Users you have chosen' dropdown list. Repeat to add additional TPDs.
- Delete a TPD name by selecting the relevant name shown under 'Users you have chosen', and then clicking the cross symbol to delete the name.
- Type the 'Programme' manually.
- Upload files/attachments by clicking 'Choose file'.
- Click anywhere on a grey report section header to expand the section. Select '+' or '-' and type free text. It is not mandatory for any item in this section to be completed.
- Click 'Save Form As Draft' to save work in progress. Draft reports are listed on the SAC Liaison Member Report main page with an 'Edit' button allowing access for further editing (shown on above screen shot) and access to delete draft reports (shown on below screenshot).

5. Submit a report to JCST

- Click 'Finish And Submit Form' to send an email notification to JCST (<u>specialties@jcst.org</u>) and <u>ga@jcst.org</u>) that a form is completed.
- SAC Chairs and QA Leads can view the LM reports submitted relevant to their specialty.
- Historic submitted report are listed on the SAC Liaison Member Report main page with a 'View' button allowing access to view read-only copies (shown on above screen shot).

JCST Liaison Member report 2019

Lisison Member	Demo, PD (Mr) [GMC: 9991111]			
apeolaty	Cardiothoracic Surgery 🔻			
Deanery / LETB	Iceland Deanery	v		
Name(s) of TPD(s)	Start typing to find a user	Users you have chosen v		
Programme	Demo, Demo, (DR), [GMC: 12334465] Demo, Demo, (DR), [GMC: 0000000]			
Date of event in Ilaison region	Denio, Denio, (DK), [Billo: 000000]			
Append File	Choose file 2019 LM form.docx			
Please remember to consult the outcomes of the J respectively.	CST and GMC surveys before completing your report	rt. These can be accessed via the ISCP and GMC website		
Training Support		Comments		
Teaching & Learning	Tesohing & Lesrning			
The Wider Learning Environment	The Wider Learning Environment			
The Quality of Training	Comments			
ARCPs and Specialist Training Committee (8	ARCPs and Specialist Training Committee (STC)			
LM invitation to STC meetings and ARCPs	Demo text			
ARCP process and structure	Demo text			
		//		
STC meeting content, membership and ad	nin support 🔹 -	Demo text Demo text		
BTC meeting content, membership and ad	nin support	Damo taxt Demo taxt Demo taxt		
BTC meeting content, membership and add For General Surgery programmec only General Comments Demo text Demo tex	In In support			

6. Edit or delete a submitted report

Once a report has been submitted it cannot be edited. Users will need to delete the form and submit a new report if needed.

Remember to print or save a copy before deleting if you plan to create a new report and need access to any information.

7. Downloading and Printing

Should users wish to download and/or print a completed report, they can do this by opening Google Chrome and clicking 'Ctrl + P' on their keyboard. This will open a new Print window from which users can select relevant fields to PDF and/or print.

8. Future updates to the report

Historically the report template has been reviewed and refreshed on a regular basis. This is expected to continue. This online report will be updated to reflect any changes.

9. JCST Liaison Member Report Overview

The JCST Liaison Member Report Overview allows SAC Chairs and QA Leads to view the LM reports submitted relevant to their specialty.

Navigating to the Overview:

- Log in to your account on ISCP.
- Select 'Trainer Area'.
- Select 'JCST Liaison Member Report Overview'.

TRAINER AREA	EVIDENCE COLLECTION	QUESTIONNAIRES				
This part of the ISCP is intended to allow the	> Trainer Dashboard	Trainee Questionnaires Trainer Questionnaires FIND OTHER TRAINERS				
collection of evidence by trainers to help them show to the GMC that they are eligible to be recognised as trainers.	> Trainer Profile					
	> Assessment Summaries					
	> Reflective Notes					
	> Document Library	Search Profiles				
	> JCST Liaison Member Report					



JCST Liaison Member report 2019

Name of Liaison Member: Specialty: Deanery / LETB: Name of TPD(s): Date of meeting:

Please remember to consult the outcomes of the JCST and GMC surveys before completing your report. These can be accessed via the ISCP and GMC website respectively.

Comment on strengths and weaknesses of rotation					
	+		Comments		
Training Support					
Induction (includes setting up					
learning agreements)					
AES/CS to trainee ratio					
Progress reviews with AES					
Opportunities for trainees to					
feedback their concerns					
LTFT trainees (support, availability					
of LTFT training)					
Academic trainees					
Run through trainees (ST1 / ST2)					
Support for trainees returning to					
clinical training after extended					
leave					
Support for trainees in difficulty					
Careers advice					
Amount of notice to trainees of					
new placement details					
Relationship between Liaison					
Member and the School/TPD					
School/Deanery/LETB support					
structure					
Recognition/time for training in					
trainers' jobs plans					
Teaching & Learning	r	1			
Formal teaching available and					
trainees able to attend courses					
WBAs					
Access to study leave					
Access to					
theatre/clinics/emergency sessions					
Impact of other individuals, e.g.					
Fellows, on access to training					
opportunities					
Overall delivery of the curriculum					
The Wider Learning Environment					

EWTD compliance and its impact			
on training (including exception			
reports in England)			
Supervision of trainees in out of			
hours' care			
Safe learning arrangements (rotas,			
shift patterns, facilities)			
Safe learning procedures			
(handover, consent)			
Effect of service demands on			
training			
Consultant-led ward rounds			
Access to clinical audit			
Access to educational facilities (IT,			
internet, library)			
Availability and use of simulation			
Simulation training initiatives			
The Quality of Training			
GMC/JCST survey data			
Quality improvement initiatives			
Achievement of the QIs			
Concerns with the training			
programme/LEPs			
Examples of good training practice			
Units newly approved by the GMC			
for training			- (070)
ARCPs and Specialist Training Co	omm	Itte	e (STC)
LM Invitation to STC meetings and			
ARCP process and structure	-		
and admin support			
Eor Conoral Surgery programmes			
Does your liaison region provide		y	
sufficient endoscony training for			
trainees to meet the curriculum	1		

General Comments:



How to write a Liaison Member report

SAC Liaison Members (LMs) have a key role in providing information on regional training programmes. Each LM should ideally complete a report every time that they have contact with their LETB/Deanery, whether through attending ARCPs, visits or STC meetings, but, at the very least, should submit an annual report to the SAC/JCST. Information from the LM reports is collated to produce an annual report for each specialty. The specialty reports, in turn, provide the information for the JCST Annual Specialty Report (ASR) on the state of surgical training that the JCST is required to submit to the GMC.

LM reports should preferably be written using the JCST template (template above on pages 1 & 2) and <u>must not</u> include any trainee identifiable data e.g. names, GMC numbers, NTNs or ARCP outcomes. The + / - fields should be used to highlight whether specific aspects of the training programme are particularly good or bad. The free text comments are very helpful in assessing the quality of the training programme. When completing the form for your LM region, it may be helpful to consider the following:

- Always think of the report in every interaction you have with the TPD, trainees and LETB/Deanery and make a note of issues as you see them.
- Consider the big picture: from what you see and hear of the training posts and trainees in your liaison region, you should consider whether the programme is producing individuals who will be competitive at consultant interviews in all of the components of the specialty.
- Look at the JCST survey results, which you can access via your ISCP account, and the GMC survey results to view the trainees' opinions of the training programme.
- Collaborate with the TPD to ensure that similar information and a consistent view of the programme is provided for incorporation into the Annual LETB/Deanery Reports to the GMC.
- Feedback from the trainee representative on the STC is very helpful when completing your report.
- Although any concerns about bullying and undermining in training may be recorded in your report, you should raise concerns with the Chair of your SAC in real time.

You can submit your completed LM forms to the JCST <u>Quality Manager</u> or the relevant Committee & Trainee Services Manager at any time during the training year: you do not need to wait until the ASR deadline is looming. You should also submit any additional relevant material, for example, the report of a LETB/Deanery visit to the training programme, to ensure as full a picture as possible is provided.