

# ISCP User Guide for JCST Liaison Member Report

Version 3

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## 1. Introduction

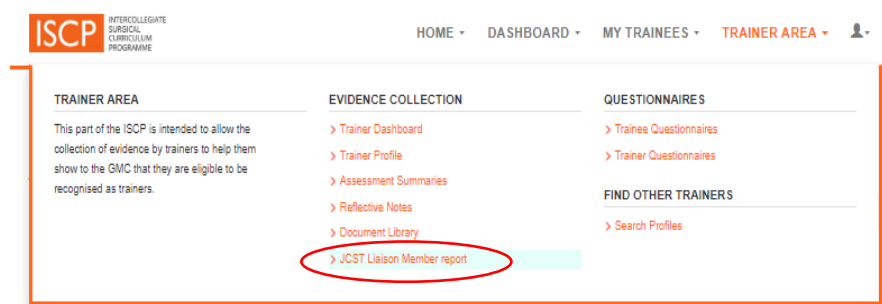
SAC Liaison Members (LMs) have a key role in providing information on regional training programmes. Each LM should ideally complete a report every time that they have contact with their LETB/Deanery, whether through attending ARCPs, visits or STC meetings, but, at the very least, should submit an annual 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).

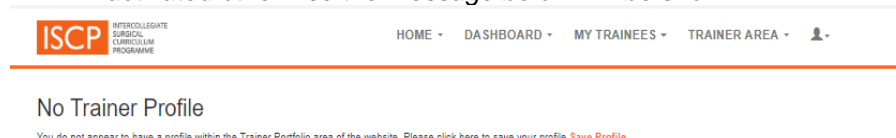
It allows SAC Chairs, and SAC Liaison Members to create, save drafts, and submit new reports to JCST, and to view all reports previously submitted. Additionally the JCST Liaison Member Report Overview allows SAC Chairs and QA Leads to view the LM reports submitted relevant to their specialty.

## 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'.



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



### 3. Start a report

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

**ISCP**  
INTERCOLLEGIATE  
SURGICAL  
CURRICULUM  
PROGRAMME

HOME - DASHBOARD - MY TRAINEES - TRAINER AREA - HELP

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## SAC 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 and **must not** 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 **Quality Manager** 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.

Note: SAC Chairs and QA Leads can view all the Liaison Member Reports submitted relevant to their specialty.

**Add a new Liaison Member Report**

Date	Speciality	Deanery / LETB	
25 Sep 2019	General Surgery	Iceland Deanery	<a href="#">View</a>
16 May 2019	Cardiothoracic Surgery	Iceland Deanery	<a href="#">View</a>
15 May 2019	Urology	Health Education East Midlands	<a href="#">View</a>
15 May 2019	Core Surgical Training	Iceland Deanery	<a href="#">View</a>
15 May 2019	Cardiothoracic Surgery	Iceland Deanery	<a href="#">Edit</a>

### 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 ([specialties@jcst.org](mailto:specialties@jcst.org) and [qa@jcst.org](mailto:qa@jcst.org)) 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

[illegible]

## 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

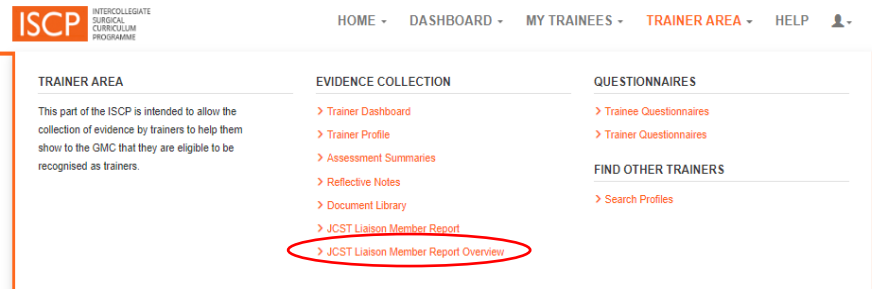
Historically the report template has been reviewed and refreshed on a regular basis. This is expected to continue. This online report will be updated to reflect any changes.

## 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'.



## APPENDIX A



### 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
<b>Training Support</b>			
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			
<b>Teaching &amp; Learning</b>			
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			
<b>The Wider Learning Environment</b>			

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 facilities			
Simulation training initiatives			
<b>The Quality of Training</b>			
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			
<b>ARCPs and Specialist Training Committee (STC)</b>			
LM invitation to STC meetings and ARCPs			
ARCP process and structure			
STC meeting content, membership and admin support			
<b>For General Surgery programmes only</b>			
Does your liaison region provide sufficient endoscopy training for trainees to meet the curriculum requirements?			

**General Comments:**

### How to write a Liaison Member report

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