

ISCP Guide v1

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Websites:

- ISCP www.iscp.ac.uk
- JCST www.jcst.org

Registering

Please see the below instructions to register a trainee account type

1. Go to www.iscp.ac.uk
2. Select the grey 'register' button in the top right corner
3. Select the account type on the **left**: *'I will be using the ISCP for my professional practice... (fee payable)'*
4. Make sure to tick either surgical or dental trainee type as this will determine the fee
5. Fill in the details as required
6. Select the green register button

Placements

The placement is where a trainee lists the basic information of their current job/rotation, which generally lasts for either 6 months or a year, such as the location and their trainers for the post. The information in the placement forms the basis for the Learning Agreement (LA).

Please see the instructions below to add a placement:

1. On the '*dashboard*' tab, select '*Training History*'
2. Select the orange '*add a new placement*' button in the top right corner
3. Select the appointment type - for NTN trainees this will be '*Surgical StR*' or '*Dental StR*' if that is the case, the parent specialty for the placement, whether or not the trainee is academic or military, the Deanery/LETB the trainee is training under, and the Training Programme Director (TPD) for the placement, then select the green confirm button
4. In '*placement details*' select the Hospital the placement is taking place in, the start and end date of the placement, whether you are training as a full time trainee, the specialty for the placement (this can sometimes be different to the parent specialty) and the training level
5. Search for the Assigned Educational Supervisor (AES) and Clinical Supervisor (CS) for the placement by searching for either their GMC (or other medical) number, or the email address they are registered with in ISCP, and select their names from the drop down menu – please note that you can have more than one CS but only one AES
6. Tick all the boxes in the '*agreement*' box under '*saving and validating this placement*'
7. Change the drop down box at the bottom of the page from '*No - save as draft*' to '*Yes - I would like to submit now*' and click the green submit button at the bottom of the page to submit the placement to the TPD.

By ticking the boxes in the '*agreement*' and submitting the placement, the trainee is consenting to all the users listed in the placement to be able to view their portfolio for assessment purposes, and agreeing to the statement of health and probity and the educational contract. If for any reason the trainee cannot or is not ready to submit the placement they can leave the drop down box at the bottom of the page as '*no - save a draft*' and click the green save button to save the placement as a draft until they are ready to submit it – a draft placement does not allow the supervisors to be able to view the trainee in their account until the placement has been submitted to the TPD. If the trainee needs to change any information on their placement other than the dates they will need to do this through their account.

Please see the below instruction to amend a placement:

1. On the '*dashboard*' tab, select '*training history*'
2. Open the placement that needs to be changed by clicking on it
3. Scroll to the bottom of the form and select the red '*retract*' button, and press again to confirm the retraction - this does not remove any information from the portfolio or the learning agreement, it just turns the placement form itself back into a draft
4. Edit the information that needs to be changed, and then repeat steps 6 and 7 from above

Once the placement is re-submitted, the information that has been changed will automatically carry over to the attached Learning Agreement, however the information that is already contained in the Learning Agreement does not change. For example, if the Objective setting review of the Learning

Agreement has been signed off by one AES, and then the AES listed on the placement and LA changes, the sign off will not be removed.

When the placement is re-submitted, the TPD will need to validate it again, however the Learning Agreement can still be continued on with and completed before this is done, from both the trainee's and trainer's perspective - this means the trainers will be able to see the trainee in their account as soon as the placement is submitted, before it is validated.

Enrolment

This can only be done once a placement with a 'Surgical StR' appointment type has been validated by the TPD. **Please see the below instructions to enrol with the JCST:**

1. Click the '*Dashboard*' tab and, under '*JCST information*' select '*Enrolment*'
2. Click the orange '*start*' button under '*Specialty enrolment*'
3. Click the orange text under '*trainee details*' to add the details of the MRCS exam and commit to the portfolio if this has not already been done
4. From the drop down box under '*enrolment details*' select the earliest NTN placement - this will only show placements that have StR appointment type selected and which have been validated by the TPD
5. Fill in the details as required, including the NTN
6. Once filled in, submit the form to the deanery/LETB at the bottom of the page

The enrolment form will be validated by the Deanery/LETB and then the JCST. If the user has paid the fee this will unblock them and allow them to add evidence to their portfolio.

Learning Agreements

Learning Agreements can be created for submitted placements, or for validated placements once the trainee has enrolled.

Please see the below instructions to create a Learning Agreement for a placement:

1. On the '*Learning*' tab, select the relevant placement
2. Select the green '*Create Learning Agreement*' button to generate the Learning Agreement

Please see the below instructions to sign off a meeting in the Learning Agreement in the trainee account:

1. Open the Learning Agreement by selecting the placement on the '*Learning*' tab, and then select the relevant meeting to open that
2. Fill in the date of the meeting - this must fall within the dates of the Learning Agreement
3. Fill in the Actions Required to meet Learning Objectives and the trainee comments
4. Change the drop down box at the bottom of the page from '*No - save as draft*' to '*Yes - I would like to submit now*'

- a. For the trainee to sign off on their own, click the green *Sign Off* button (leave the *AES password* box blank). The AES will then be able to sign off the meeting in their account
- b. If the trainee and the AES are signing off together, the AES comments can be added, and when the drop down box is changed as per step 3, the AES' password can be input. Once the green submit button is selected it will be completely signed off
- c. If the AES has submitted their comments first from their account by saving them as a draft, it still needs to be signed off by the trainee first, or at the same time, so either of the above methods can be used to complete the sign off.

Please note that there must be at least one Clinical Supervisor report on the Learning Agreement before the Final Review can be signed off.

Both the CS report and AES report must be created through the respective supervisors' accounts. Once the AES report has been created the trainee will sign off the report to complete the Learning Agreement.

Please see the below instructions to sign off the AES report from the trainee account:

1. Open the Learning Agreement by selecting the placement on the '*Learning*' tab and then select the '*AES Report*' section
2. The AES' report will be displayed here - below this the trainee can fill out their comment
3. Change the drop down box at the bottom from '*No - save as draft*' to '*Yes - I would like to sign off now*' to complete the report and the Learning Agreement

WBAs

Workplace Based Assessments (WBAs) comprise most of the evidence that users of ISCP will upload to their portfolio. These assessments vary in format and include Assessments of Audit (AoA), Case Based Discussions (CBDs), Clinical Evaluation Exercises (CEX), Clinical Evaluation Exercises for Consent (CEXC), Direct Observations of Procedural Skills (DOPS), Observations of Teaching (OoT), and Procedure Based Assessments (PBAs).

Users who are adding WBAs will need to nominate a rater on each form to assess them. Please note that WBAs will not appear in a trainee's portfolio until they have been signed off/validated by the nominated rater.

Please see the instructions below to add a WBA:

1. Click on the '*ADD*' tab, and select the relevant WBA form
2. Select the date of the assessment
3. Select the name of the rater who is validating the WBA (you can also use their GMC/other medical number or the email address they registered with)
4. Select the hospital the assessment was carried out in
5. Ensure the rater's rating for each competencies is filled out, as well as the overall ratings
6. Select a global summary rating from the global summary drop down menu
7. Add topics from the appropriate syllabus by clicking on the '*View Syllabus*' button and then selecting the appropriate syllabus from the drop down menu

8. Click the green 'Save/Submit' button

If the trainee wishes to save the WBA and submit it to their rater at a later date they will need to leave the signoff option as '*No - Save as draft*'. If they wish to submit the document immediately they will need to change the drop down signoff option to '*Yes - I would like to submit now*'. If the trainee changes the signoff option to submit the WBA they will get the option for the trainee's rater to enter their password and immediately validate the WBA if they are physically present. If no password is entered when the '*Submit to rater via email*' button is clicked then an email will be sent to the rater that was selected with a link to validate the assessment.

The assessment will appear in the Work in Progress section of the trainee's account if it is saved as a draft or is pending validation from their rater. ***For more information on the Work in Progress section of trainee's accounts please see page 6.***

Specialised WBAs

PBAs and DOPS are slightly different from other WBAs in that they each will relate to a specific procedure, and as such will have an individualised form to fill in, unlike the generic forms for other WBAs. When creating a PBA or DOPS users will need to select the procedure they have undertaken and wish to be assessed on. They can do this by searching the name of the relevant procedure in the search bar or using the '*Browse all available PBA/DOPS*' option next to the search bar to view all procedures for each individual surgical and dental specialty.

CBDs have a generic form template like most other WBAs, however if the trainee designates the CBD as a reflective CBD there will not be any option to list ratings or a global summary rating for it.

Topics and Progress

The Topics and Progress section is where the trainee can view all the topics they have added to their WBAs or Other Evidence and see whether or not they have been signed off by their AES.

The trainee can get to the Topics and Progress by section by clicking the '*Portfolio*' tab and then, under '*Progress*' on the right selecting '*Topics and Progress*'. There will be a list of all the curricula/syllabuses that they have selected topics from. If they click on each curriculum to expand them they will see a list of the topics within it that they have added to WBAs or other Evidence.

The blue numbers on the right under '*WBAs*' indicate how many WBAs have that topic connected, and the blue number under '*Evidence*' indicates how many pieces of other evidence have been connected to that topic. If the trainee clicks on either of these blue numbers they can see a list of the WBAs/other evidence and expand them to see the full details.

There will be a box on the left of each topic that will be either grey, green, yellow or red:

- Grey means the topic has not yet been signed off by the trainee's current AES or any of their previous AESs
- Green means that an AES has marked the topic '*Satisfactory*', meaning it has been satisfactorily completed by the trainee

- Yellow means the AES has marked the topic *'In progress'*
- Red means *'Unsatisfactory'*

The most recent of the ratings given will automatically be displayed but if the trainee hovers over the box they can see any previous ratings given for this topic, who gave those ratings and the date they were given.

Directly underneath the name of the Syllabus e.g. *'Cardiothoracic Surgery 2013 >> Final'* it will show how many topics within that syllabus the trainee has evidence for, e.g. *'13 out of 35 topics recorded'*. If the trainee clicks the tick box directly underneath this and next to *'Click here to show all topics within this stage of training'* they will be able to see all the topics within the syllabus to see which ones they do not yet have evidence connected to.

Work in Progress

The Work in Progress section is where the trainee can view and access any incomplete work in their account. This can be accessed by going to the dashboard and, on the left under *'information'*, selecting *'Work in Progress'*.

All WBAs and Other Evidence that have been created and not completed will be listed here. Trainees can use the *'select type'* drop down box to filter out what they would like to see in the Work in Progress section. Any work that has not been submitted to the rater will be listed as a *'draft'* on the right. If the work has been submitted to the rater, on the right it will instead list the date it was submitted. If it was submitted more than two weeks before, there will also be a blue button that says *'Send Reminder to rater'* which the trainee can select to send another email notification to the rater - this can be only be done every two weeks.

ARCPs which have been created for the trainee by the Deanery/LETB and not yet signed off by the TPD will also appear here. They will be listed as a draft with a padlock next to them as the trainee cannot access them until the TPD has signed them off.

Portfolio

The portfolio is where the trainee can view all their completed WBAs and other evidence. This means all WBAs that have been submitted to and signed off by the rater or Other Evidence that has been *'committed to portfolio'* by the trainee. This can be accessed by going to the *'Portfolio'* tab and selecting whichever type of evidence the trainee would like to view, e.g. DOPS, CBD, Other Evidence.

The *'viewing'* drop down box can be used to change the type of evidence being used. The *'Time Period'* drop down box can be used to change the date range of the assessments being viewed. This is automatically set to *'At any time'* to view all assessments of the type selected that the trainee has uploaded. The time periods in the drop down box are split into the dates of their placements listed on ISCP, the dates of their training levels listed on their placements, and the covering dates of their ARCPs. If the box next to *'Use custom date range'* is selected specific dates can be selected rather than the set date ranges.

Each piece of evidence listed can be clicked on to expand it and see the full details, and to edit the topics connected to them.

'Other Evidence' can also be retracted through the portfolio.

Only 'Other evidence' can be retracted this way as it is not validated by a rater in the way that WBAs are.

Please see the below information to retract 'Other Evidence' through the portfolio:

1. Go to the '*portfolio*' tab and, under '*evidence*', select the '*other evidence*' section
2. Select the relevant type of evidence, e.g. '*Presentation*' and then click on the relevant piece of evidence to expand it
3. At the bottom of the evidence there will a red '*retract*' button which can be used to remove the piece of evidence from the portfolio. They will be moved to the '*Work in Progress*'.

PDF Report

The PDF Report can be used to print a PDF copy of all evidence in the trainees account except for the eLogbook Summary, the MSF and ARCPs. **Please see the below instructions to create a PDF Report:**

1. Go to the '*portfolio*' tab and open up any section of the portfolio
2. Select the orange '*PDF Report*' button in the top right corner to open up the report generation page
3. Use the '*Enter start date*' and '*Enter end date*' boxes to select the date range that the report needs to cover
4. Change both the '*Show private comments*' and '*Show individual assessment details*' drop down boxes to yes to make sure the full details of the assessments will be printed rather than a summary
5. Use the '*select report sections to show*' drop down box to filter what sections of the portfolio will be in the report
6. Click the '*view report*' button on the right - **once the report has loaded the screen will not change as this is the covering page of the report which stays the same**
7. Select the blue and green save icon on the report generation box and select PDF from the drop down list that opens up to save the report as a PDF

Using eLogbook

- Website www.elogbook.org
- Helpdesk support helpdesk@elogbook.org or 0131 527 3494

Registering with the eLogbook is a step-by-step process with information provided on the screen at each stage – if you have difficulties with this, you can contact their helpdesk (details above).

To add an operation to the logbook:

- Click Add in the main menu, then, in Other Forms, click on eLogbook.
- The first time you do this through the ISCP website you will need to log in to the eLogbook using the username and password with which you registered on eLogbook. Thereafter the link will be remembered and you will be signed on automatically through this route.
 - **Important: In order for eLogbook and ISCP to sync and your logbook numbers to appear accurately in your ISCP account, your username for the eLogbook must be**

your GMC number (and no other characters/digits) or other medical number such as your IMC number

- Once in the eLogbook: to add an operation, click Add Operations in the left-hand menu of eLogbook and complete the details.

Useful links

- [Help pages](#)
- [Video demonstrations for trainers, TPDS, and trainees](#)
- [Step-by step ISCP guide for trainees](#)
- [Step-by-step guide for AEs](#)
- [Step-by-step guide for TPDs](#)