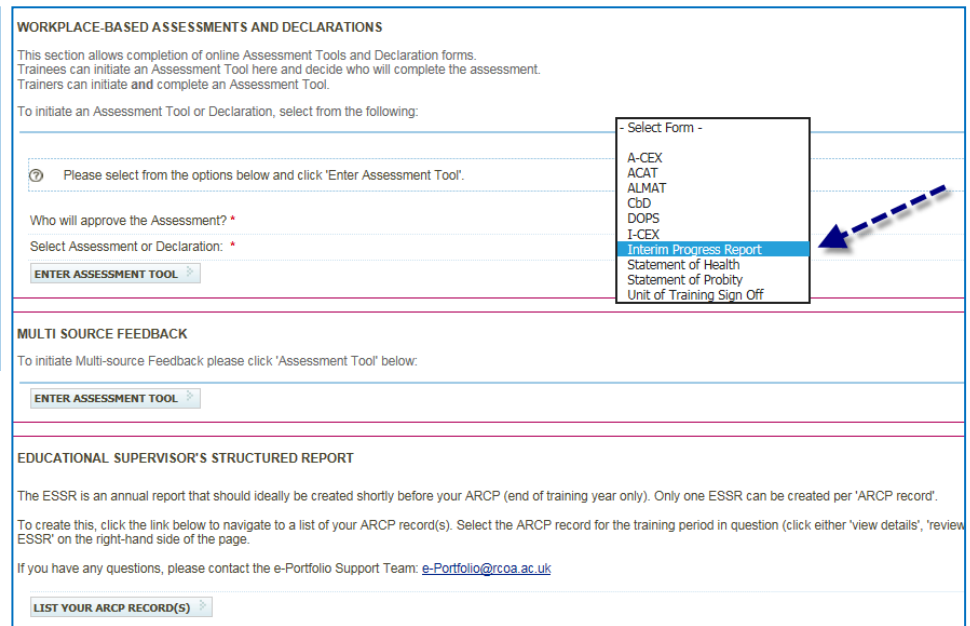


# Interim Progress Report



# Creating Interim Progress Reports (IPR)

- IPRs are created by the trainee and can be used to record interim meetings with their trainer. This can then be assigned to an ARCP record.



## Assessment Tools > Enter New Assessment

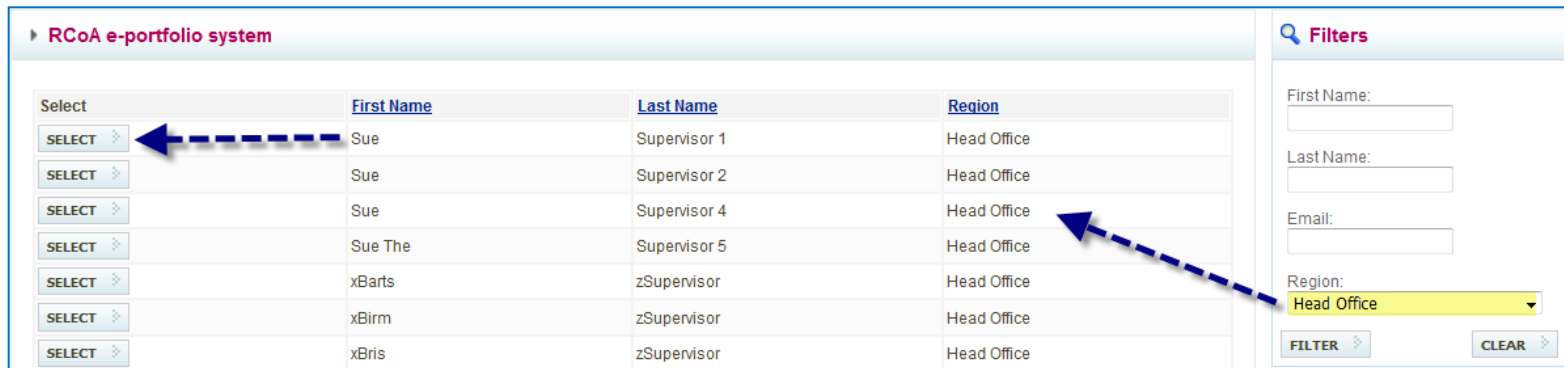
The trainee then selects IPR and locates the assessor (Other...find)

\*Enter Assessment Tool – moves to the next step



# Select Assessor

- By default, trainees are then shown a list of all the 'assessors' within their region. The region searched can be changed by adjusting the filters on the right hand side:



The screenshot displays the 'RCoA e-portfolio system' interface. On the left, a table lists assessors with columns for 'Select', 'First Name', 'Last Name', and 'Region'. Each row has a 'SELECT' button. On the right, a 'Filters' panel includes input fields for 'First Name', 'Last Name', and 'Email', and a dropdown menu for 'Region' currently set to 'Head Office'. Below the filters are 'FILTER' and 'CLEAR' buttons. Two blue dashed arrows point from the 'SELECT' buttons in the table to the 'Region' dropdown in the filters panel.

Select	First Name	Last Name	Region
SELECT	Sue	Supervisor 1	Head Office
SELECT	Sue	Supervisor 2	Head Office
SELECT	Sue	Supervisor 4	Head Office
SELECT	Sue The	Supervisor 5	Head Office
SELECT	xBarts	zSupervisor	Head Office
SELECT	xBirm	zSupervisor	Head Office
SELECT	xBris	zSupervisor	Head Office


\*Click **Select** to move to the next stage


If an assessor cannot be found, please alert your local e-Portfolio contact or College Tutor.



# Interim Progress Report Form

- The trainee fills out the details of the IPR i.e. details of the placement (hospital, dates) and units of training completed.

 **Edit Assessment Tool - Interim Progress Report**

Please select the training year for this Assessment Tool:    
It is important that you specify the correct grade as this cannot be changed after submission.

**Interim Progress Report**

To be completed as and when required, most notably at end of placement. Prior to a trainee's ARCP, the e-Portfolio 'ESSR' should be completed

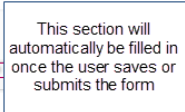
1. Trainee's Surname	<input type="text" value="Trainee1"/>
2. Trainee's Forename(s)	<input type="text" value="Tom"/>
3. GMC number	<input type="text" value="123545636"/>
4. CRN	<input type="text" value="trainee1"/>
5. Deanery Training Number	<input type="text"/>
6. Supervisor's Fullname	<input type="text" value="Sue Supervisor 1"/>
7. Supervisor's GMC Number	<input type="text" value="sue supervisor"/>
8. Name of Clinical Supervisor	<input type="text"/>

9. Training Year

10. Date of GMC Survey

**TRAINING PLACEMENT**

11. Hospital	<input type="text"/>
12. Dates	From Date <input type="text"/> To Date <input type="text"/>





# Link to Curriculum or Save as Draft

COMMENTS	
39. Recommended personal development for remainder of training year: <small>ⓘ You cannot edit this question</small>	<input type="text"/>
40. Supervisor/Tutor statement: <small>ⓘ You cannot edit this question</small>	<input type="text"/>
41. Trainee statement:	<input type="text"/>

SIGN OFF	
42. Trainee	18/02/2015
43. Supervisor	<input type="text"/>

<input type="button" value="LINK TO CURRICULUM TO PROCEED"/>	<input type="button" value="SAVE AS DRAFT"/>
--	--

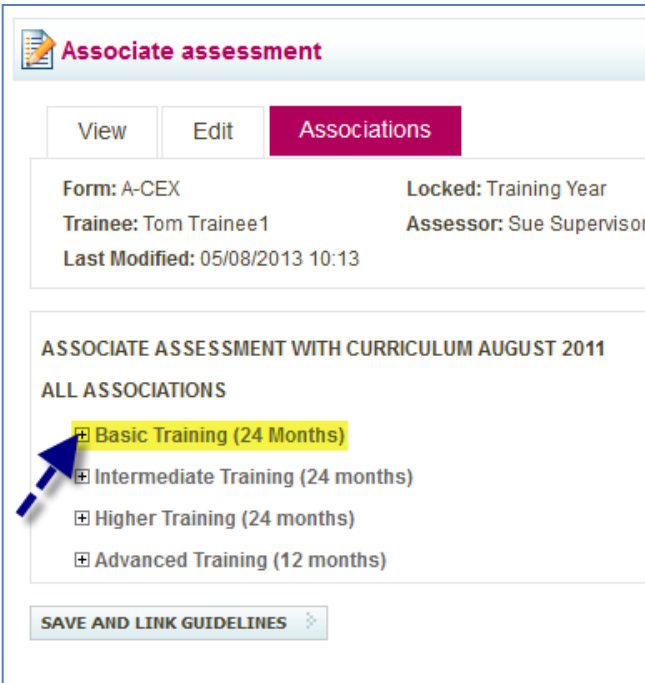
Please associate this form before making a quick approval.

Once the details have been entered on the form, the trainee can **‘save as draft’** or **‘link to curriculum to proceed’**. The IPR must be linked to relevant units of training before it is sent to the assessor – though the assessor will have access to review the units and amend them if necessary (‘associations’ tab when completing a form).



# Link to Curriculum

To link to units of training, click the  symbols to expand the training level:



**Associate assessment**

View Edit **Associations**

Form: A-CEX Locked: Training Year  
Trainee: Tom Trainee1 Assessor: Sue Supervisor  
Last Modified: 05/08/2013 10:13

ASSOCIATE ASSESSMENT WITH CURRICULUM AUGUST 2011

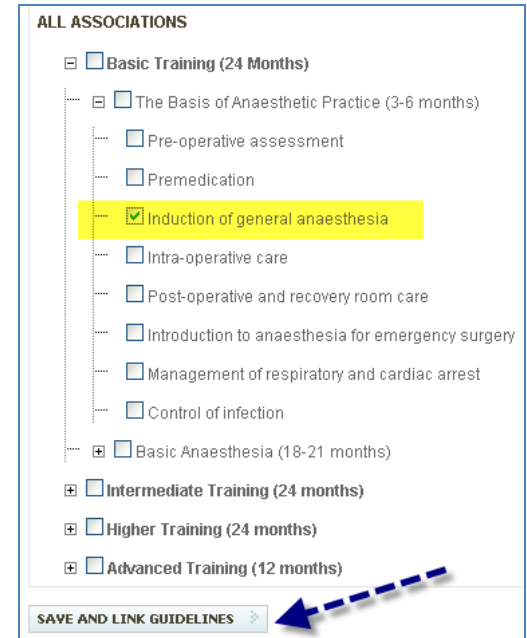
ALL ASSOCIATIONS

- Basic Training (24 Months)
- Intermediate Training (24 months)
- Higher Training (24 months)
- Advanced Training (12 months)

SAVE AND LINK GUIDELINES

Keep expanding to expose the units of training required.

Note that many units can be found under the 'General Duties' heading.



ALL ASSOCIATIONS

- Basic Training (24 Months)
  - The Basis of Anaesthetic Practice (3-6 months)
    - Pre-operative assessment
    - Premedication
    - Induction of general anaesthesia
    - Intra-operative care
    - Post-operative and recovery room care
    - Introduction to anaesthesia for emergency surgery
    - Management of respiratory and cardiac arrest
    - Control of infection
  - Basic Anaesthesia (18-21 months)
- Intermediate Training (24 months)
- Higher Training (24 months)
- Advanced Training (12 months)

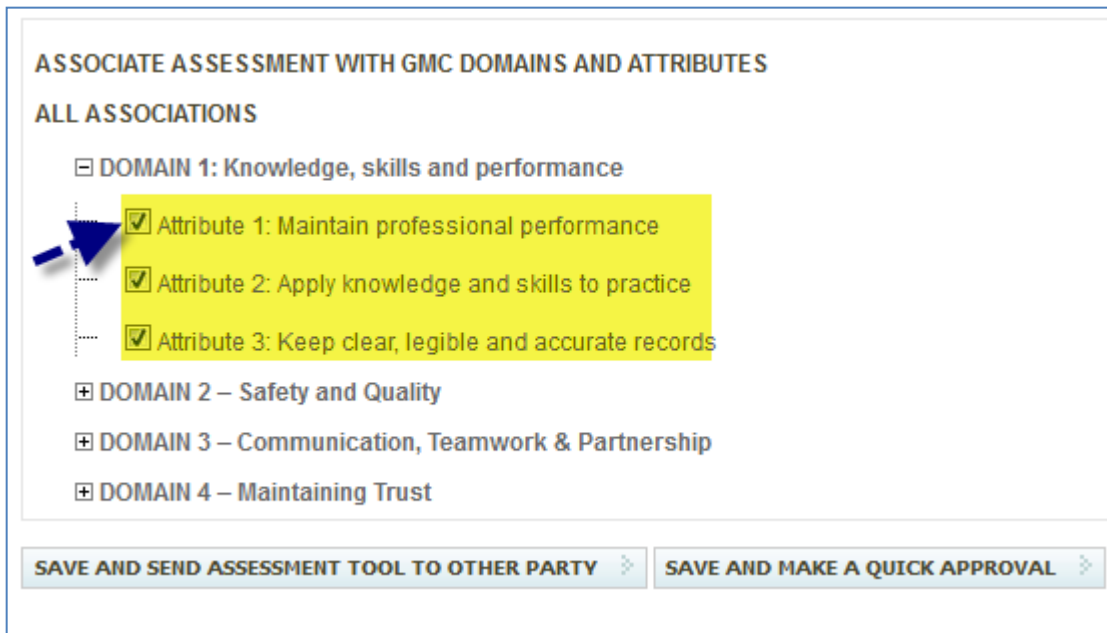
SAVE AND LINK GUIDELINES

Once linked to all relevant units, click **'save and link guidelines'**. The trainee then has to link the form to at least one attribute from GMC guidelines.



# Save/Send or Quick Approval

Once linked to both the curriculum and the GMC attributes, the trainee can either send the form on to the assessor, or, if the assessor is present, conduct a **‘Quick Approval’**.



ASSOCIATE ASSESSMENT WITH GMC DOMAINS AND ATTRIBUTES

ALL ASSOCIATIONS


DOMAIN 1: Knowledge, skills and performance


- Attribute 1: Maintain professional performance
- Attribute 2: Apply knowledge and skills to practice
- Attribute 3: Keep clear, legible and accurate records

DOMAIN 2 – Safety and Quality

DOMAIN 3 – Communication, Teamwork & Partnership

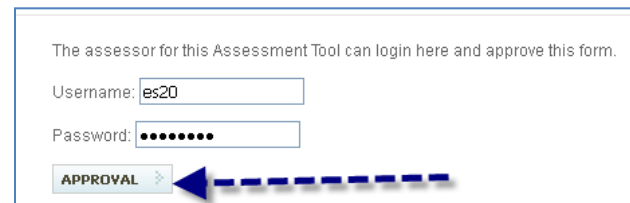
DOMAIN 4 – Maintaining Trust

SAVE AND SEND ASSESSMENT TOOL TO OTHER PARTY 

SAVE AND MAKE A QUICK APPROVAL 

Quick approval allows the assessor to enter their login details straight onto the page and complete the form without the trainee having to log out.


\*If using the quick approval, please click **‘approval’** rather than hitting <Enter>



The assessor for this Assessment Tool can login here and approve this form.

Username:

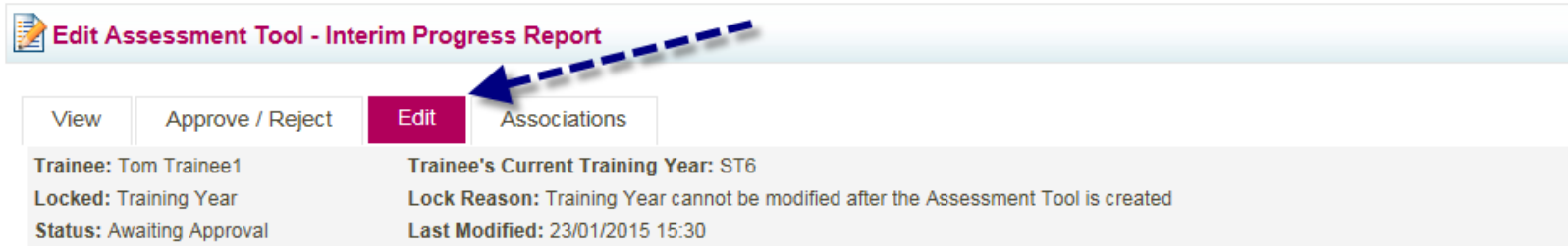
Password:

APPROVAL 



# Completing the Interim Progress Report

Whether by quick approval or by sending, the IPR would now be with the assessor.



Edit Assessment Tool - Interim Progress Report

View Approve / Reject **Edit** Associations

Trainee: Tom Trainee1 Trainee's Current Training Year: ST6  
Locked: Training Year Lock Reason: Training Year cannot be modified after the Assessment Tool is created  
Status: Awaiting Approval Last Modified: 23/01/2015 15:30

The assessor should ensure that they access the 'edit' tab to be able to complete the form. The 'approve/reject' tab should only be used to reject a form – this would return it to the trainee.





# Completing the Interim Progress Report

If the assessor raises concerns regarding health and / or pending investigations, extra boxes will become available for comment.

**HEALTH RECORD**

33. Any significant health issues?  Yes  No

34. Number of sick leave days in this placement:

35. Has any essential training been missed?  Yes  No

**DETAILS OF CONCERNS/INVESTIGATIONS:**

36. Are you aware if this trainee has been involved in any conduct, capability or Serious Untoward Incidents/Significant Event Investigation or named in any complaint?  Yes  No

37. Comments, if any:

38. Is the trainee fulfilling your expectations for a trainee at this level?  Yes  No

**HEALTH RECORD**

33. Any significant health issues?  Yes  No  
If so, please give details: \*

34. Number of sick leave days in this placement:

35. Has any essential training been missed?  Yes  No  
If so, please give details: \*

**DETAILS OF CONCERNS/INVESTIGATIONS:**

36. Are you aware if this trainee has been involved in any conduct, capability or Serious Untoward Incidents/Significant Event Investigation or named in any complaint?  Yes  No  
If so, are you aware if it has/these have been resolved satisfactorily practice or conduct? \*

37. Comments, if any:

38. Is the trainee fulfilling your expectations for a trainee at this level?  Yes  No  
If no, please comment below detailing any specific evidence: \*



# e-Portfolio Support

Website <http://www.rcoa.ac.uk/e-Portfolio>

Helpline 020 7092 1556

Email [e-Portfolio@rcoa.ac.uk](mailto:e-Portfolio@rcoa.ac.uk)

