# Welcome to the RCPCH ePortfolio for CSAC Users

RCPCH ePortfolio is on the risr/advance platform (formerly Kaizen). It's the online tool for you and your trainees to review activities and monitor progress through the curriculum, and stores everything trainees do in their timeline. You can read our RCPCH ePortfolio guidance for supporting training.

Roles

- As a CSAC User, you will have a subspecialty representative role and the appropriate subspecialty curriculum assigned to you. You may also have a SPIN approver role. All of these allow you to view the trainees in your subspecialty or undertaking SPIN modules. If you can't see your trainees, it will be because either their or your curriculum access has expired. Please contact us so we can fix this.
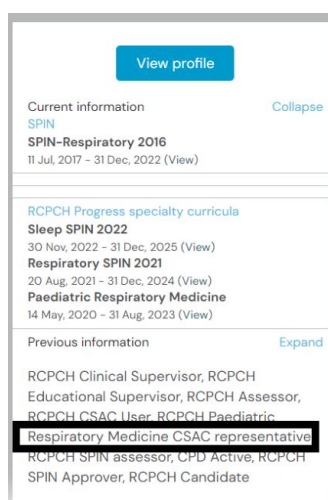
- You may have more than one role on the ePortfolio and can easily switch between these by clicking the small arrow next to your dashboard role title. To complete CSAC forms you will need to be signed in as CSAC user.
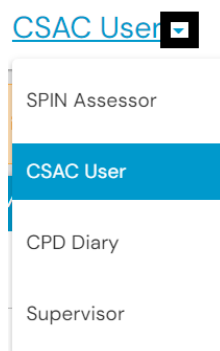
To view your trainees

Click on User management > Users > search. They will also be listed on your dashboard.

Reports

The reports you will need to complete as a CSAC member are listed below. You will be alerted to new forms that require your attention by the red bell icon at the top right corner of your dashboard:

CSAC Progression form

- These are started by the trainee who will send on to you for your comments. Remember that both you and the trainee need a current curriculum access for the form to send, and all mandatory fields should be complete.
- Please ensure you have generated all reports contained within the form so you can submit it.
- The Progression report - information Specialty level training allows you to see the training post details, supervision reports and the trainee CCT date (if applicable) within the date range entered to generate the report.

- The Progress+ Specialty level Respiratory Medicine Curriculum Key Capability evidence report allows you to see what a trainee has tagged to the subspecialty curriculum, and you are responsible for reviewing their progress and signing them off for each learning outcome. This only needs to be done at the end of training - before a trainee's final ARCP. It will be similar for other sub specialties.

Respiratory sub-specialty learning outcome 1

Learning outcome: Demonstrates proficiency in providing holistic care to manage respiratory health and ill- health in babies, children and young people, including the promotion of respiratory health.

- SLO 1 KEY CAPABILITY 1. Demonstrates proficiency in the diagnosis and management of asthma and other wheezing conditions. RESSLO1KC1
- SLO 1 KEY CAPABILITY 2. Demonstrates proficiency in the assessment and management of cough, and acute and recurrent respiratory infections.. RESSLO1KC2

Evidence linked to SLO1 KC1	Date created	Status	Preview
There are no data for the given criteria			

Evidence linked to SLO1 KC2	Date created	Status	Preview
There are no data for the given criteria			

Specialty Learning Outcome 1

Demonstrates proficiency in providing holistic care to manage respiratory health and ill-health in infants, children and young people, including the promotion of respiratory health.

How would you rate the trainee's progress against Specialty Learning Outcome 1 for Paediatric Respiratory Medicine? ★

Please add comments to support your rating ★

Specialty Learning Outcome 2

Demonstrates tertiary level specialist skills to manage complex acute and chronic conditions, including difficult-to-treat asthma, cystic fibrosis (CF) and rare lung disease.

How would you rate the trainee's progress against Specialty Learning Outcome 2 for Paediatric Respiratory Medicine? ★

Please add comments to support your rating ★

- If your CSAC has regional advisors who need to sign off progression forms, they will also need a location permission the same as that of the trainee. We can arrange this if the trainee is unable to send on.
- The CSAC Progression form can only be completed by the person who it is sent to. As a CSAC you will all be able to view a subspecialty trainee ePortfolio, but only the designated recipient can complete it.
- If you let us know ahead of your CSAC Progression meetings, we can arrange for progression forms to be re-directed to a specific person. Just let us know the list of trainees and to whom they should be directed to.

SPIN Modules

- SPIN applications are open during May and November each year for trainees, or throughout the year for post-completion doctors, Cardiology SPIN applications, and selected modules that are open to non-training grades.
- Only Cardiology SPIN applications and applications from non-training grades (limited modules only) need to be sent to CSACs for review before we assign the curriculum. You can draw a report from the ePortfolio to show you the numbers of

- new applications, numbers of those currently undertaking a SPIN, and numbers of those who have completed.
- There is a SPIN mid-point review available for SPIN doctors to use with their SPIN Supervisor or a CSAC representative. The form is available to them via the forms menu on their ePortfolio and will need to be completed by them and sent on.
- Once a trainee has completed their SPIN module, they need to fill out a SPIN completion form and it needs to be signed off by the SPIN Lead on your CSAC. You should review their evidence by clicking into the SPIN goals listed on their dashboard. From here you can see which assessments are linked with each key capability from the SPIN curriculum. There shouldn't be any need for additional checklists as everything the trainee has linked can be found here.
- If you are unable to see the trainee, please let us know – it's usually because a curriculum has expired and can be easily and quickly resolved.

SPIN and Subspecialty Trainee Data Reporting

SPIN: You can run a report to see how many and which trainees are doing your SPIN. Go to your Reports section and click into the report named CSAC Report: [SPIN name, e.g., 'Diabetes'] SPIN trainees and select 'generate'. You can also export this data into a CSV file.
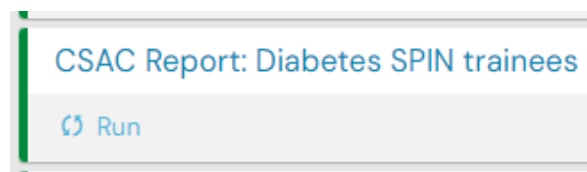
Subspecialty Training: You can run a report to see how many, and which trainees have received an adverse ARCP outcome, trainees and their CCT dates and those trainees who do not have START assessment on their ePortfolio. Go to your Reports section and click into the report named CSAC Report: [Module name, e.g., 'Diabetes and Endocrinology'] ARCP outcomes and trainees approaching CCT and select 'generate'. You can also export this data into a CSV file.

To note:

- The report has adjustable start and end dates. You may want to adjust them as per your reporting needs.

- CCT section may show duplicated trainee names. This is because of multiple ACRP forms completed within the time range selected. Please go by the row which has the most recent created date. (See image below)

This part of the report identifies those higher level trainees with their CCT dates

Showing 51 to 100 of 107.   Results per page 50 ⌄

Date	Name	CCT date	Preview

Further guidance and support

- **COMING SOON**: Please see our **CSAC Hub webpage**, where you will find a wealth of information and resources for you as CSAC members.
- We offer our Effective Educational Supervision course throughout the year - see upcoming **EES courses.**
- CopMED have compiled some helpful principles for supporting trainees – please view these **here.**
- As a supervisor, you should encourage trainees to reflect on cases, not just record assessments in their ePortfolio. The ARCP panel will be checking for a breadth of learning from them. AoMRC have produced some **guidance on reflective practice** that you can signpost your trainees to.
- The GMC has a **supervisor handbook** and a document that outlines **standards for medical supervisors**. Do read both to understand your role and responsibilities.
- Support and guidance for international medical graduates (IMGs) can be found at **SoftLanding- For UK Paediatric IMGS (soft-landing.org)**

If you have any further questions, or something on the ePortfolio isn't working, please contact training.services@rcpch.ac.uk

Subspecialty training queries should be directed to subspecialty@rcpch.ac.uk