

PaedCCF ICU User Guide for RCPCH Kaizen ePortfolio

Kaizen: New to do
no-reply@kaizenep.com

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Wed 08/02/2017 10:32
To: Revalidation

Hi Anita D.,

You have received an invitation from Anthony Ferrante: Please complete the next section of the form PaedCCF ICU

Please click the following link to be taken directly to the form within Kaizen eportfolio:
https://kaizenep.com/#/events/edit/dc7431e5-98b5-4055-9e80-ddf0f67c071b?org=org_rcpch&user=229818

If you are unable to login to Kaizen directly because of a browser issue please access a simplified version of the form here:
<https://kaizenep.com/api/forms/registration/cfetc02e-ed9-11e6-b206-0ac16e7a9f27>

The Kaizen Team

Message received from your Kaizen e-Portfolio. Please do not reply to this message!

The second link is a simplified form and will not take you in to the RCPCH Kaizen ePortfolio but simply to the self-assessment form for completion. If you complete your self-assessment using this option, you will still need to log into the RCPCH Kaizen ePortfolio in order to access the form weblink/URL for clinic/unit staff to distribute to your patients.

1

Once you have been assigned the PaedCCF event in your RCPCH Kaizen ePortfolio account, you will receive an email.

Contained within the email are two options for accessing the event to complete your self-assessment.

The first link in the email is the option we recommend to use. This will take you directly into the event and the self-assessment form within the RCPCH Kaizen ePortfolio and will reduce navigation within the system.

TIP

If you access the PaedCCF event through another route e.g. via your to-do list you must return to your timeline and click on the event title to access all relevant sections.

The screenshot shows a web browser window with the URL https://kaizenep.com/#/login?came_from=%2Fevents%2Fedit%2Fb48e18e7-35b4-431. The page features the RCPCH ePortfolio and kaizen logos. A blue button labeled "CLICK HERE TO LOGIN WITH RCPCH" is highlighted with a red rectangle. Below it, the text "Not your organisation?" is visible, followed by a link "Click here to show local login form". A red arrow points from a callout box to the highlighted button.

2

Once you have clicked the first link in the invitation email, you will be taken to the RCPCH Kaizen ePortfolio. If you are not already logged in, you will be prompted to do so.


Please select the "CLICK HERE TO LOGIN WITH RCPCH" option.

Online

What do you think of Kaizen?

Browser address bar: <https://idp.rcpch.ac.uk/idp/profile/SAML2/Redirect/SSO?execution=e2s1>

RCPC Login



Royal College of
Paediatrics and Child Health
Leading the way in Children's Health

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You are here: [Home](#) > [User account](#)

ABOUT RCPC SINGLE SIGN ON

[About](#)

RCPC single sign on

[Create new account](#) [Log in](#) [Request password](#)

Sign in

RCPC number: *

RCPC account password: *

[Login](#) [Forgot password?](#)

3

On the login screen enter your RCPC member number and RCPC website password.

Tip

If you have forgotten your password, please use the "Forgot password?" tool. You will then be sent a new password to your registered email address.

File Edit View Favorites Tools Help

RCPCH ePortfolio kaizen Dashboard Timeline Documents Faqs Goals Reports

Edit event

Fields marked with ★ are required

Event type ★ PaedCCF ICU

End date ★ Feb 8, 2017

AF Section filled in by Anthony Ferrante

FILLED IN ON FEB 8, 2017

Roles: RCPCH College Administrator

This is your PaedCCF ICU Tool

Thank you for registering for the RCPCH PaedCCF tool.

Below you will find the self-assessment form. Please fill this in and press submit. This will generate a unique web link (URL) which you can then print as a tear-off page and distribute via your unit staff to your patients in order for them to provide feedback online.

You may prefer to request paper forms to distribute to your patients, should the online version be unsuitable. If you would like paper forms sent to you, please send an email, including your name and RCPCH number, requesting the forms to: revalidation@rcpch.ac.uk

For distribution guidelines and FAQs for your unit staff, as well as a short user guide to PaedCCF in Kaizen, please [visit the RCPCH website](#)

AO Section filled in by me

PaedCCF ICU Self-assessment

1. How much chance do you give parents/carers to discuss or do the things they want during a consultation? ★
2. How well do parents/carers understand their child's condition(s) when they have seen you? ★
3. How well do parents/carers understand their child's treatment(s) when they have seen you? ★

Online

What do you think of Kaizen?

Event summary

You are viewing the form for the PaedCCF ICU event

This form has 3 sections out of which 1 is completed.

Form errors

This form contains 17 empty mandatory fields.

Show me

SUBMIT

Save as draft Cancel

LAST SAVED:

Once you have logged in, you will be taken to the event screen. The first section provides some further helpful information and links to the PaedCCF guidance and FAQs on the RCPCH website.



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For distribution guidelines and FAQs for your unit staff, as well as a short user guide to PaedCCF in Kaizen, please [visit the RCPCH website](#)

AO Section filled in by me

PaedCCF ICU Self-assessment

1. How much chance do you give parents/carers to discuss or do the things they want during a consultation? ★

2. How well do parents/carers understand their child's condition(s) when they have seen you? ★

3. How well do parents/carers understand their child's treatment(s) when they have seen you? ★

Tip

Ignore the "form errors" message – This is only indicating that you are yet to complete the self-assessment form.



Below the instruction text is the self-assessment form, which you will need to complete. Scroll down to view the questions.



https://kaizenep.com/#/events/edit/dc7431e5-98b5-4055-9e80-ddf0f67c071b Kaizen

File Edit View Favorites Tools Help

RCPCH ePortfolio kaizen Dashboard Timeline Documents Fags Goals Reports

Roles: RCPCH College Administrator

This is your PaedCCF ICU Tool

Thank you for registering for the RCPCH PaedCCF tool.

Below you will find the self-assessment form. Please fill this in and press submit. This will generate a unique web link (URL) which you can then print as a tear-off page and distribute via your unit staff to them to provide feedback online.

You may prefer to request paper forms to distribute to your patients, should the online version be unsuitable. If you would like paper forms sent to you, please send an email, including your name and RCPCH details, to: revalidation@rcpch.ac.uk

For distribution guidelines and FAQs for your unit staff, as well as a short user guide to PaedCCF in Kaizen, please [visit the RCPCH website](#)

Section filled in by me

PaedCCF ICU Self-assessment

1. How much chance do you give parents/carers to discuss or do the things they want during a consultation? ★

Not at all/Very little
Less than average
Same as average
More than average
Best/a great deal
N/A

4. How well do you explain the risks of a child's condition(s) to the parents/carers? ★

5. How well do you explain the risks of the treatment of a child's condition(s) to the parents/carers? ★

6. How confident do parents/carers feel in looking after their child's medical condition? ★

Online

Online

Tip

If you are unable to see the form, or the form does not allow you to answer the questions, you may need to force the page to refresh by pressing F5. If this does not resolve the issue, you may need to clear the browser cache. Please note that Kaizen may not display correctly on older browsers or due to organisational security settings. If this is the case, you should use a more recent browser or your home computer.

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a) To complete the self-assessment form, click in the space underneath each question to display the answer options.

b) Click on the answer you wish to submit for each of the 17 questions.

What do you think of Kaizen? 08 February 2017 Wednesday

https://kaizenep.com/#/events/edit/dc7431e5-98b5-4055-9e80-ddf0f67c071b Kaizen

File Edit View Favorites Tools Help

RCPCH ePortfolio kaizen Dashboard Timeline Documents Faqs Goals Reports

10. How much are you interested in the point of view of the parents/carers when you are planning and explaining things? ★
Same as average

11. How much are you interested in the child's point of view? ★
Better / more than average

12. How well do you feel you listen to parents/carers? ★
Better / more than average

13. How well do you understand parents/carers? ★
Same as average

14. How well do you explain things to parents/carers? ★
Same as average

15. How much information do you give on where parents/carers can find further information or support available for them and their child? ★
Better / more than average

16. How well do you respect the child's right to privacy, dignity and confidentiality? ★
Better / more than average

17. Overall, how satisfied are you with your consultations? ★
Better / more than average

Next step instructions

Once you press submit, you will be returned to your timeline screen. Please see the [PaedCCF user guide](#) for further help.

[Attach files](#)

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Once you have completed the self-assessment form, check that all answers are correct. Once you are happy that all is correct, click the "SUBMIT" button.

When you click submit, you will be taken to your timeline screen.

SUBMIT

Save as draft Cancel

Online

Calculator What do you think of Kaizen?

[RCPCH ePortfolio](#)
[kaizen](#)
[Dashboard](#)
[Timeline](#)
[Documents](#)
[Faq](#)
[Goals](#)
[Reports](#)

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This screen provides quick access to the patient form weblink/URL, which you can copy and paste from this view.

However to view the dashboard for this event click on the title “PaedCCF ICU”

Timeline

Start typing to search...

Found 67 items

Refine your events by state: **Draft** Complete All

Events created in February 2017

● PaedCCF ICU

Please distribute the following URL to people who you wish to gather responses from: <https://kaizenep.com/a/r5janiik>

Show audit log

AWAITING RESPONSES

CREATED ON: FEB 8, 2017

Minimum 40 responses needed

Preview

Events created in January 2017

● Assessment for Trainee - Directly Observed Procedural Skills (DOPS)

PRIVATE DRAFT

CREATED ON: JAN 31, 2017

Awaiting your action

Fill in Show audit log

Preview

● MSF

AWAITING RESPONSES

CREATED ON: JAN 27, 2017

Minimum 7 responses needed

Remind Show audit log

Preview

● Set your own goals

IN PROGRESS

CREATED ON: JAN 27, 2017

Goals contained within this event are being worked on

Make private Show audit log

Preview

● Set your own goals

PRIVATE DRAFT

CREATED ON: JAN 25, 2017

Action failed - Field definitions is required

Fill in Delete

Preview

● 2017 RCPCH Goals

COMPLETE

CREATED ON: JAN 10, 2017

Online Show audit log

Preview

NEW EVENT

BULK TAGGING

Search

Ordered by date created

Bookmark current search

ADD

Advanced search

Date after

Date before

Curriculum Items

Grades

Specialties

APPLY

Information

The Timeline is where all of your events are displayed.

Different categories of events can be accessed from the dropdown menu in the toolbar by clicking Timeline. You can then use the search box at the top to filter the list to find something specific.

What do you think of Kaizen?

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https://kaizenep.com/#/events/view/b48e18e7-35b4-43ff-8815-310d597b954c/ Kaizen

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PaedCCF ICU

PARTIAL MINIMUM 40 RESPONSES NEEDED

Event occurred on: Feb 6, 2017
Created on: Feb 6, 2017

User fields
Full Name: Anita D. Oliver
GMC Number: 2309678

40
MINIMUM NEEDED

0
TOTAL RESPONDED

0
RESPONDED ELECTRONICALLY

0
IMPORTED MANUALLY

0
WAITING FOR APPROVAL

Please distribute the following URL to people who you wish to gather responses from: <https://kaizenep.com/a/836qziu5>

Print tear off page

Section filled in by Anthony Ferrante

FILLED IN ON FEB 6, 2017

Roles: RCPCH

This is your unique web link (URL) which you can then print as a tear-off page and distribute via your clinic/admin staff to your patients

You may prefer to request paper forms to distribute to your patients, should the online version be unsuitable. If you would like paper forms sent to you, please send an email, including your name and RCPCH number, requesting the forms to: revalidation@rcpch.ac.uk

Online distribution guidelines and FAQs for your clinic/admin staff, as well as a short user guide to PaedCCF in Kaizen, please visit the RCPCH website

What do you think of Kaizen?

This is your PaedCCF “dashboard”. It will keep you up-to-date with the number of responses you have received.

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We recommend that you print the form weblink/URL as a tear-off sheet to enable clinic/unit staff to easily distribute it to your patients in order to receive feedback. Click “Print tear off page”.

The patient form weblink/URL is available here, if you wish to copy and paste it into an email to share with unit/clinic staff, rather than print the tear off page.

You may prefer to request paper forms to distribute to your patients, should the online version be unsuitable for your patient population. If you would like paper forms sent to you, please send an email, including your name and RCPCH number, requesting the forms to: revalidation@rcpch.ac.uk

RCPCH ePortfolio kaizen Dashboard Timeline Documents Content Goals Reports User management

To print this page, please press CTRL+P (Windows) or CMD+P (Mac)

Please visit the following URL in any web browser to provide your feedback for Anita D. Oliver.
<https://test.kaizenep.com/a/akfsrtis>

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<https://test.kaizenep.com/a/akfsrtis>

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<https://test.kaizenep.com/a/akfsrtis>

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Once you have clicked “Print tear off page”, you will be taken to the print view. Press CTRL+P (if using Windows, or CMD+P if using a Mac) to print the sheet. Each sheet will contain 14 links so we recommend that you print at least 3 copies.

Online This is a test server

TEST SITE - UAT Feedback

When patients submit their responses online via the weblink/URL, the “WAITING FOR APPROVAL” section will update accordingly. Responses waiting for approval are moderated by RCPCH staff regularly. Responses are moderated purely to ensure patient anonymity; free-text comments will not be otherwise adjusted.

Once RCPCH staff have moderated responses/imported paper responses, you will see this displayed in the “TOTAL RESPONDED” section.

These sections provide a breakdown of how many responses have been received online through the weblink/URL (“RESPONDED ELECTRONICALLY”) and how many responses you have received via a paper form (“IMPORTED MANUALLY”).

Section	Count
MINIMUM NEEDED	40
TOTAL RESPONDED	19
RESPONDED ELECTRONICALLY	10
IMPORTED MANUALLY	9
WAITING FOR APPROVAL	1

Event summary: You are viewing the form for the PaedCCF ICU event. This form has 3 sections out of which 2 are completed.

Information: You are viewing all of the details on the current event. The status, description and tags are shown at the top followed by the completed section(s) beneath. You can add a comment, document or tag at the bottom of this form.

Section filled in by Anthony Ffarrante. FILLED IN ON FEB 6, 2017.

Below you will find the self-assessment form. Please fill this in and press submit. This will generate a unique web link in order for them to provide feedback online.

You may prefer to request paper forms to distribute to your patients, should the online version be unsuitable. If you would like paper forms sent to you, please send an email, including your name and RCPCH number, requesting the forms to: revalidation@rcpch.ac.uk

Online: [Distribution guidelines and FAQs for your clinic/admin staff, as well as a short user guide to PaedCCF in Kaizen, please visit the RCPCH website](#)

What do you think of Kaizen?

https://kaizenep.com/#/events/list/ Kaizen

RCPCH ePortfolio | kaizen Dashboard Timeline Documents Faqs Goals Reports

Timeline

Start typing to search... Search

Found 67 items

Refine your events by state: **Draft** Complete All Ordered by date created

Events created in February 2017

- PaedCCF ICU** COMPLETE CREATED ON: FEB 6, 2017
Show audit log Preview

Events created in January 2017

- Assessment for Trainee - Directly Observed Procedural Skills (DOPS)** PRIVATE DRAFT CREATED ON: JAN 31, 2017
Awaiting your action
Fill in Show audit log Preview
- MSF** AWAITING RESPONSES CREATED ON: JAN 27, 2017
Minimum 7 responses needed
Remind Show audit log Preview
- Set your own goals** CREATED ON: JAN 27, 2017
This event are being worked on
Make private Show audit log Preview
- Set your own goals** PRIVATE DRAFT CREATED ON: JAN 25, 2017
Action failed - Field definitions is required
Fill in Delete Preview
- 2017 RCPCH Goals** COMPLETE CREATED ON: JAN 10, 2017
Show audit log Preview
- Online support certification** COMPLETE CREATED ON: JAN 9, 2017

10

Once you click "CLOSE THIS SECTION", you will be taken back to your timeline view. Click on the "PaedCCF ICU title" to be taken into the event to view your final report.

Bookmark current search ADD

Advanced search

Date after

Date before

Curriculum Items

Grades

Specialties

APPLY

Information

The Timeline is where all of your events are displayed.

Different categories of events can be accessed from the dropdown menu in the toolbar by clicking Timeline. You can then use the search box at the top to filter the list to find something specific.

Calculator you think of Kaizen?

https://kaizenep.com/#/events/view/dc7431e5-98b5-4055-9e80-ddf0f67c071b/ Kaizen

File Edit View Favorites Tools Help

RCPCH ePortfolio kaizen Dashboard Timeline Documents Faqs Goals Reports

PaedCCF Feedback

Report generated on: Feb 8, 2017

Doctor: Anita D. Oliver

Doctor's self-assessment mean: 3.6

Doctor's parent/carer mean: 4.0 (40 raters)

Wider parent/carer comparison group mean: 4.0 (41 raters) (date range from Feb 9, 2014 to Feb 8, 2017)

Number of consultations: 40

This graph shows all fields with values averaged across all the assessors

The graph below includes error bars that represent 95% confidence interval of the mean.

Mean rating score

Self Your rating Group rating

ePaed CCF question number

1. How much chance were you given to discuss or do the things you wanted during the meeting(s)?
2. How well do you understand your baby/child's condition(s) now you have seen the doctor?
3. How well do you understand your baby/child's treatment(s) now you have seen the doctor?
4. How well did the doctor explain the risks of your baby/child's condition?
5. How well did the doctor explain the risks of the treatment of your baby/child's condition?
6. How well do you understand how you can contribute to your baby/child's care now you have seen the doctor?
7. How good with your baby/child is this doctor?
8. How good with you is this doctor?
9. How much was the doctor interested in your point of view when he/she was asking questions?
10. How much was the doctor interested in your point of view when he/she was planning and explaining things?
11. How much was the doctor interested in your child's point of view?
12. How well do you feel the doctor listened to you?
13. How well do you think the doctor understood you?
14. How well did the doctor explain things?
15. How much information did this doctor give you on where you can find further information or support available for you and your child?
16. How well did the doctor respect your baby/child's right to privacy, dignity and confidentiality?
17. Overall, how satisfied are you with the doctor in this meeting(s)?

Online [anatomy Notes](#)

What do you think of Kaizen?

You can add a comment, document or tag at the bottom of this form.

Tip

Press CTRL+P (if using Windows, or CMD+P if using a Mac) to print the final report as a paper print out or save as a PDF.

The dashboard view will now be replaced with a final report showing the results of your PaedCCF event. Below the graph, you will find a key to the question numbers, the rating scale and also any additional free-text comments (reproduced as written by the patient).