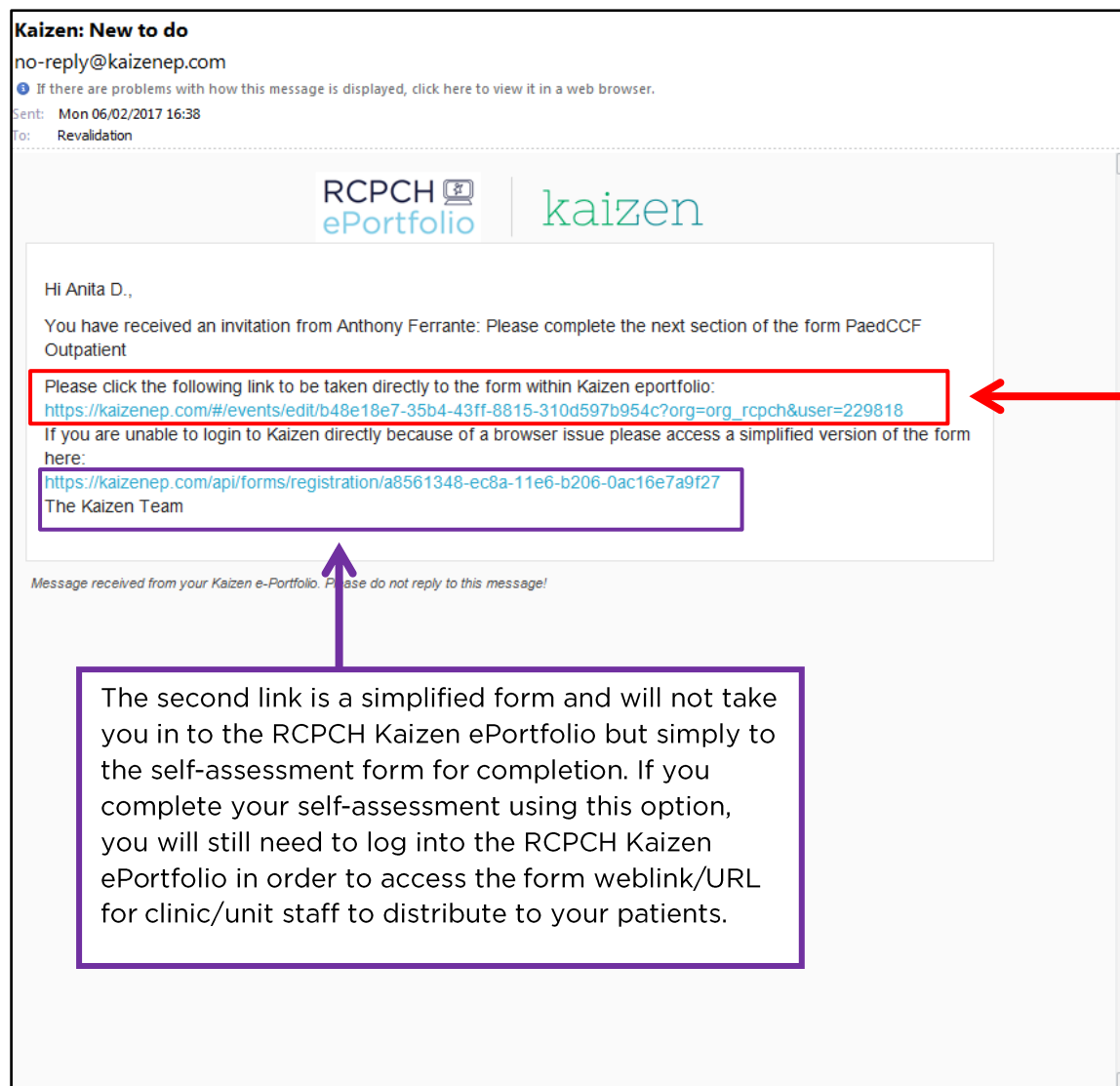


PaedCCF Outpatient User Guide for RCPCH Kaizen ePortfolio



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?

https://idp.rcpch.ac.uk/idp/profile/SAML2/Redirect/SSO?execution=e2s1 RCPCH Login

File Edit View Favorites Tools Help



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ABOUT RCPCH SINGLE SIGN ON

About

RCPCH single sign on

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



Sign in

RCPCH number: *

RCPCH account password: *

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

3

On the login screen enter your RCPCH member number and RCPCH 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.

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

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RCPCH ePortfolio | kaizen Dashboard Timeline Documents Faqs Goals Reports

Edit event

Fields marked with ★ are mandatory

Event type ★ PaedCCF Outpatient

Feb 6, 2017

End date ★ Feb 6, 2017

LAST SAVED: TODAY AT 4:54 PM

SUBMIT

Save as draft Cancel

Section filled in by Anthony Ferrante

FILLED IN ON FEB 6, 2017

Roles: RCPCH College Administrator

This is your PaedCCF Outpatient 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 clinic/admin 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 clinic/admin staff, as well as a short user guide to PaedCCF in Kaizen, please [visit the RCPCH website](#)

Section filled in by me

PaedCCF Outpatient 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? ★

Online

Calculator You think of Kaizen?

Event summary

You are viewing the form for the PaedCCF Outpatient event

This form has 2 sections out of which 1 is completed

Form errors

This form contains 17 empty mandatory fields.

Show me

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.

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/b48e18e7-35b4-43ff-8815-310d597b954c Kaizen

File Edit View Favorites Tools Help

RCPCH ePortfolio | kaizen Dashboard Timeline Documents Faqs Goals Reports

Roles: RCPCH College Administrator

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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 clinic/admin order for them to provide feedback online.

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For 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](#)

Section filled in by me

PaedCCF Outpatient 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? ★

Confident do parents/carers feel in looking after their child's medical condition

Online

What do you think of Kaizen?

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.

4

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.

https://kaizenep.com/#/events/edit/b48e18e7-35b4-43ff-8815-310d597b954c 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? ★
Better / more than average

11. How much are you interested in the child's point of view? ★
Same as average

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

13. How well do you understand parents/carers? ★
Better / more than average

14. How well do you explain things to parents/carers? ★
Better / more than average

15. How much information do you give on where parents/carers can find further information or support available for the child? ★
Same as average

16. How well do you respect the child's right to privacy? ★
Same as average

17. Overall, how satisfied are you with your consultation? ★
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](#)

5

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.

please click back into the PaedCCF Outpatient event. Please see the [PaedCCF user guide](#) for further help.

SUBMIT

Save as draft Cancel

Online

What do you think of Kaizen?

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

File Edit View Favorites Tools Help

RCPCH ePortfolio | kaizen Dashboard Timeline Documents Faqs Goals Reports

Timeline

Start typing to search...

Found 67 items

Refine your events by state: Draft Complete

Events created in February 2017

- PaedCCF Outpatient
Please distribute the following URL to people who you wish to gather responses from: <https://kaizenep.com/a/836qziu5>
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 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
w audit log Preview

Online

NEW EVENT BULK TAGGING

Search

Ordered by date created

Bookmark searches

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?

6

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 Outpatient"

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

File Edit View Favorites Tools Help

RCPCH ePortfolio kaizen Dashboard Timeline Documents Faqs Goals Reports

PaedCCF Outpatient

PARTIAL MINIMUM 20 RESPONSES NEEDED

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

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

20
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/836qzi5>

Print tear off page

Section filled in by Anthony Ferrante

FILLED IN ON FEB 6, 2017

Roles: RCPCH

This is your patient form weblink/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?

7

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".

by the completed section(s) beneath.

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

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>

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

8

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 2 copies.

Online This is a test server

TEST SITE - UAT Feedback

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

File Edit View Favorites Tools Help

RCPCH ePortfolio | kaizen Dashboard Timeline Documents

PaedCCF Outpatient

PARTIAL MINIMUM 20 RESPONSES NEEDED

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

User fields

Full Name: Anita D. Oliver
GMC Number: 2309678

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.

MINIMUM NEEDED	TOTAL RESPONDED	RESPONDED ELECTRONICALLY	IMPORTED MANUALLY	WAITING FOR APPROVAL
20	19	10	9	1

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

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").

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?

Event summary

You are viewing the form for the PaedCCF Outpatient 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.

RCPCH ePortfolio | kaizen Dashboard Timeline Documents Faqs Goals Reports

Better / more than average

9. How much are you interested in the point of view of the parents/carers when you are asking questions? ★
Same as average

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

11. How much are you interested in the child's point of view? ★
Same as average

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

13. How well do you understand parents/carers? ★
Better / more than average

14. How well do you explain things to parents/carers? ★
Better / more than average

15. How much information do you give on where parents/carers can find further information or support? ★
Same as average

16. How well do you respect the child's right to privacy, dignity and confidentiality? ★
Same as 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. To access and print your tear-off patient feedback form, click on the [tear-off patient feedback form](#) link for further help.

Next section is awaiting responses from multiple users.

This will complete and close this section to further responses

CLOSE THIS SECTION

0 TAGS 0 DOCUMENTS 0 COMMENTS

Online

What do you think of Kaizen?

9

You can close/end the event once you have received the minimum number of responses (20).

Please note that if you have responses awaiting moderation, closing the section will ignore the pending responses and they will not be included in the final report. Additionally, patients will not be able to access the weblink/URL to submit their responses if the section has been closed.

If you need to close/end the event before the minimum number of responses has been received, you will need to contact revalidation@rcpch.ac.uk.

Once closed, you will not be able to re-open the event yourself and you will need to send a request to revalidation@rcpch.ac.uk.

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 Outpatient 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
his 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 Outpatient 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?

Report generated on: Feb 7, 2017

Doctor: Anita D. Oliver

Doctor's self-assessment mean: 3.5

Doctor's parent/carer mean: 3.5 (20 raters)

Wider parent/carer comparison group mean: 3.5 (20 raters) (date range from Feb 8, 2014 to Feb 7, 2017)

Number of consultations: 20

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.

ePaed CCF question number	Self	Your rating	Group rating
1	3.0	3.5	3.5
2	4.0	3.5	3.5
3	4.0	3.5	3.5
4	3.0	3.5	3.5
5	4.0	3.5	3.5
6	3.0	3.5	3.5
7	3.0	3.5	3.5
8	4.0	3.5	3.5
9	3.0	3.5	3.5
10	4.0	3.5	3.5
11	3.0	3.5	3.5
12	4.0	3.5	3.5
13	4.0	3.5	3.5
14	4.0	3.5	3.5
15	3.0	3.5	3.5
16	3.0	3.5	3.5
17	4.0	3.5	3.5

- 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 child's condition(s) now you have seen the doctor?
- 3) How well do you understand your child's treatment(s) now you have seen the doctor?
- 4) How well did the doctor explain the risks of your child's condition?
- 5) How well did the doctor explain the risks of the treatment of your child's condition?
- 6) How confident do you feel in looking after your child's medical condition(s) now you have seen the doctor?
- 7) How good with your 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?

Online How much information did this doctor give you on where you can find further information or support available for you and your child?

What do you think of Kaizen?

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).