

Life Long Learning Platform (LLP)

Quick reference guide to get started

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The first step is to **register with the Royal College of Anaesthetists** to obtain log in details and access to the LLP.

<https://www.rcoa.ac.uk/form/anaesthetist-training-registration-form-accs-core-specialty>

If you are already a trainee in East of England, you will receive log in details from the College.

LLP is web-based and can be accessed from any device. Entries can be made offline such as logbook cases and SLE (supervised learning event) forms but will only be saved to the device that you are working on. Click on 'upload' when online again for the entries to be saved in the correct location on LLP.

ACCS trainees should start using LLP during their first CT 1, EM/AM year. All the 11 ACCS Learning Outcomes, 14 domains of learning for Stage 1, and the Entrustable Professional Activities (EPAs) are available under the 'ACCS Stage 1 tab'.

Add new placement

Once logged in, click on the 'View and add placement' tab and add the hospital of the new placement and your level of training for example Stage 1 or ACCS training under 'Role'. The College Tutor for the hospital will automatically link, but the Educational Supervisor should be selected manually. The Educational Supervisor can be changed when you move placements. Placements will auto populate the ESSR and ARCP forms.

Dashboard

Contains 3 areas for **input** of activity: logbook, new entries and development and 2 areas for **review** regarding progress (doughnut) and recent entries.

New Entry box

SLE

To create an SLE, click on the Supervised Learning Events tab and choose the relevant form you wish to complete eg. A-CEX. The recently completed SLE's will be displayed as a list in the 'Recent entries' area on the dashboard. Entitle the SLE eg. 'Trauma laparotomy'.

Choose your assessor. Guest assessors can be selected such as an ED Consultant who is not on LLP.

Select 'key capabilities' and 'add capabilities' and select Stage 1. Some of the completed SLEs may be linked to multiple key capabilities. For example, you can choose 'key capability'. You can then link your SLE to a key capability in 'Perioperative Medicine' and then choose 'General Anaesthesia' and link it to a relevant key capability. You may choose to link for example to specialty specific domains as well as Generic Professional Domains. The links will be visible to the Educational Supervisor who has the option to remove or add to these links. Guard against creativity....

Choose a supervision level, and this is the level at which you would be able to do this SLE if you were to do the exact same SLE now. It is not necessary to start at the required supervision level, but one would expect progression through the supervision levels as one progresses in their training.

There are then boxes for you to describe your activity, and a box for a summary of reflective discussions. Suggestions for future development is completed by your assessor. It is possible to do a 'quick approval' if you are with your assessor at the time.

Key Capabilities

The Key capabilities are clustered where evidence for these capabilities are likely to be similar. When you click on the arrow next to the key capability, this gives a list of the evidence which might be used to evidence this key capability. This list is not exhaustive, nor do you need every single piece of evidence described.

Completion of Capability Cluster (triple C) form ('Mini HALO' form)

In Stage 1, there is a 'triple C' form for paediatrics and obstetrics. In Stage 2 it should be used for Cardiac and Neuro modules. Select 'Triple C' under 'Supervised learning events'. These are discrete areas of clinical practice within the General Anaesthesia domain. When you click on the form, you can then, for example put your title as 'Stage 1 paediatric anaesthesia'. Select your assessor. The key capability for paediatrics within the Perioperative Medicine domain, and the General Anaesthesia domain, for example, can be linked. You can link other evidence, for example safeguarding, for paediatrics. You can then send the form for agreement.

Entrustable Professional Activities (EPAs)

Simulation training (for example the Critical Incident and Obstetric courses) and cardiac arrest (ALS) can be evidenced via personal activities and then linked to the relevant EPA. Evidence can be linked to each EPA, and once you are ready, you can click on 'create HALO' for these to be signed off.

Personal Activity

Important: anything you want to be linked to your ESSR or to make the ‘doughnut go green’ must be uploaded via ‘Personal activities’, otherwise it will just sit in the ‘Documents’ folder. Examples include documents such as the MTR, QIPs, audits etc.

Reflective entries can be added here with the option to hide personal reflective entries from the ESSR (the default is to include them).

Personal reflection

This is a separate section for reflection which may be linked to curriculum competencies.

Progress box

HALO forms (Holistic Assessment of Learning Outcomes)

Each domain automatically populates with the approved SLE’s and logbook that has been linked to the key capability. You can also link to ‘Personal Activities’, ‘Personal Reflections’ and your MTR. Once you have collected all the necessary evidence for each domain, it will be possible to ‘create HALO’ for you to send for sign off.

‘The doughnut’ / Review curriculum

The progress doughnut displays a quick look at which domains have been started, are in progress or completed.

The ‘Review curriculum’ tab shows the progress of domain for the chosen level of training (ACCS Stage 1/Stage 1/Stage 2/Stage 3). The downward arrow expands the box for greater detail and lists the entries (SLEs, PDP, Reflections) relevant to the domain that you are busy with.

Development box

Personal development plan

This is one of the first actions that have to be completed after logging in and adding your placement and Trainers, as the PDP will be sent automatically to the selected Trainer when created.

The PDP goal layout is in the ‘SMART’ format. After a goal has been set, it will automatically be sent to the Trainer for approval or may be saved for a later date. More than one goal per PDP may be set. If the Trainer is satisfied the PDP will be approved, otherwise it may be sent back with relevant feedback.

The Trainee should mark the goal when it has been completed. A Trainer is able to create a PDP for the Trainee.

A Trainer is able to edit an existing PDP.

A PDP cannot be removed or deleted by the Trainee or Trainer once created. This is to maintain evidence of continuous progress.

If you make an error, you have to contact the RCOA to remove an administrative error. The PDP will automatically link to the ESSR.

More than one PDP may be created, for example 'ICM', 'Medicine', 'Paediatrics', 'Obstetrics'. The PDP has to be titled accordingly.

Milestones and certificates

All certificates are in electronic format and can be accessed in one place.

There is an option to link evidence to the electronic IAC/IACOA. For example, you can link your simulation training to your IAC and IACOA. Simulation training can be recorded under personal activities and then linked to the relevant EPA. Under IAC, or IACOA, select two consultant assessors. The relevant EPAs should be visible, and you can link the appropriate MTR. Your IAC and IACOA will need to be signed by two consultant supervisors.

Other certificates of importance may be uploaded such as ALS, ATLS and FRCA exam letters as well as courses attended.

Multi-source feedback (MSF)

Click on 'create MSF'.

Give it a title such as CT 1, CT2, ACCS CT1, ST 4.

This MSF will run for the whole year!

Add participants including their email addresses. It is possible to search for other users as they will have access to LLP as well.

The minimum number of **12 responses** are required throughout the year.

You can close the MSF at the end of the year when you think that you have enough responses by clicking 'request closure' **4 weeks before your ARCP date**. There is an indicator to see how many responses have been received.

Your choice of participants will be visible to your ES. The ES is able to comment on participants on the list, such as 'need more midwives', but cannot change it.

You will not be able to see the full summary until the end of the year and until it has been moderated by your ES.

The ES will send you feedback if required.

We strongly recommend that you **leave one MSF running** for the training year.

If feedback during a specific domain is required such as ICM, it can be isolated by using the range of dates of the placement.

MTR (Multiple Trainer Report)

The MTR is sent by your Educational Supervisor or College Tutor. The MTRs differs from the MSF as it concerns an anaesthetist's training progress with key capabilities and learning outcomes. Consultant feedback will be collated through the LLP and will form part of the Educational Supervisor's Structured Report (ESSR). **At least one MTR will be required per year of training, and for certain areas of training specific MTRs will be required for example cardiac or neuro placements in Stage 2.**

ACCS trainees will have a combination of Multiple Trainer Reports, and Multiple Consultant Reports

Once this is closed and sent to you by your supervisor, it will appear on your Multiple Trainer Report tab, or Activities, and you can then name the MTR and link it as required.

ESSR

Ensure that you have **added your placement**, otherwise it will not be possible to create the ESSR.

For ACCS trainees, you only need to select your educational supervisor for your non-anaesthesia placements, whereas if you are a Stage 1 trainee, you also need to select your college tutor.

The **lockout for the ESSR** is the 'end date' that you set at the point of creation of the form at the end of your placement. This cannot be created for a future date.

SLEs, PDP, HALO forms, Reflections and Logbook are automatically pulled into the ESSR during the course of the year once linked within the date range that you have set.

Other documents must be **linked via personal activities** and the curriculum to appear on the ESSR.

Exam passes/IAC/IAOC and other certificates will appear in the 'milestone section' of **every** ESSR.

Multiple ESSR's may be created for 6-month or 3-month placements. Remember to use the **appropriate title for the placement** i.e. 'ICM', 'Paediatrics', AM or EM for the ACCS trainees. Separate Consultant feedback from the department has to be linked to the 'Consultant feedback' section on the ESSR via 'personal activities'.

For the ARCP:

Trainees will be informed by the School **8 weeks** in advance what their **ARCP date** will be. The ESSR has to be created and sent to the ES/CT and signed off a minimum of **two weeks** before the ARCP date for approval. The ESSR will have a **'virtual lock date' ONE WEEK before the ARCP date. The ARCP panel will not consider entries beyond that date to assess that year's activities.**

If the ES/CT returns the ESSR for example due to the lack of a QIP, **the ESSR will have to be deleted** to allow a QIP to be linked (as after ESSR closure date). The new ESSR can be returned to the ES/CT who will have to re-type their comments.

Document store

Contains all uploaded documents of choice for example old logbooks, course certificates and reflections which will be stored in this section.

It will not appear on the ESSR unless linked via personal activities.

Maximum size per document is **20 MB, therefore the old e-portfolio cannot be uploaded.**

Logbook

Integrated with all the other LLP features.

Logbook is not linked to a specific domain.

Data is automatically pulled into the HALO/ESSR and can be accessed or reviewed directly from the HALO or the ESSR.

Logbook can be viewed by Trainers who are able to search/filter the logbook within certain date ranges.

'Anaesthetic logbook', ICM and Pain logbooks are active and should be used.

'Sessions' in Pain, Paeds or ICM can be logged as well (for example the required 20 sessions for a UoT).

ACCS CT 1 trainees should use the 'Procedures' tab to record the procedures in the curriculum in their logbook

The LLP is three years old now and made our lives so much easier. Enjoy!

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