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** in order to obtain log in details and access to the LLLP.

https://www.rcoa.ac.uk/document-store/trainee-registration-form-core-training

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 WPBA 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 assessments for Acute Medicine, Emergency Medicine (including the major presentations) are available under the 'ACCS 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 Core or ACCS training under 'Role'. This will allow you to start requesting assessments. 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

WPBA
To create a WPBA, click on the Workplace Based Assessment tab and choose the relevant form you wish to complete. In the 'Observation' box write the **competence** that you want to complete. This is **obtained from the CT Workbook/ACCS Handbook** and will be the **title** of the WPBA. The recently completed WPBA's will be displayed as a list in the 'Recent entries' area on the dashboard.

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

Some of the completed WPBA's may be linked to multiple competencies in other Units of Training (UoT) by clicking on the 'Add Competences' tab. More information on how to do this, is available from the curriculum in the CT Workbook. The links will be visible to the Educational Supervisor who has the option to remove or add to competencies. Guard against creativity….

Completion of the 'Plan for learning and development' box is optional for trainees but is mandatory for the Trainer to complete to encourage the feedback process. An option to reflect on the feedback from the ES on a completed assessment is available to you and will show on the ESSR.

Supporting documents may be attached to the WPBA, such as ALS, Difficult airway, Critical Incident or Transfer course certificates.

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 Consultant feedback, QUIPs, 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

Completion of Unit of Training forms (CUT forms)
Automatically populates with the Approved WPBA's and logbook that has been linked to the CUT. Can also link to 'Personal Activities', 'Personal Reflections' and Consultant feedback. There is a space to reflect on the feedback from the Trainer.

'The doughnut' / Review curriculum
The progress doughnut displays a quick look at which UoT have been started, are in progress or completed.

The 'Review curriculum' tab shows the progress of an UoT for the chosen level of training (ACCS/Core/Intermediate/Higher/Advanced). The downward arrow expands the box for greater detail and lists the entries (WPBA's, PDP, Reflections) relevant to the CUT that you are busy with. The 'Unit details' tab is a reminder of the learning outcomes that are required for that UoT. This progress is visible to the Educational Supervisor.

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', 'Pediatrics', '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 WPBA's to the electronic IAC/IACOA.
Other certificates of importance may be uploaded such as ALS, ATLS and FRCA exam letters as well as courses attended.

IAC: all 19 WPBA's as set out in the workbook have to be completed and linked to the IAC before it can be signed off by the College Tutor.

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 UoT is required such as ICM, it can be isolated by using the range of dates of the placement.

ESSR

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

Documents 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 UoT.

Data is automatically pulled into the CUT/ESSR and can be accessed or reviewed directly from the CUT form 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 two years old now and made our lives so much easier. Enjoy!

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