

Step Guide




to navigating the 2021 curriculum

Trainees
Assigned Educational Supervisors
Clinical Supervisors

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Key

Trainee	
Assigned Educational Supervisor (AES)	
Clinical Supervisor (CS)	

1. Overview

PLACEMENT START

Step 1		15 minutes
Trainee	Set up placement <ul style="list-style-type: none"> • Transition to new curriculum • List AES • List AES and all CSs (min 2) • Submit placement 	
Step 2		10 minutes
Trainee	<ul style="list-style-type: none"> • Create Learning Agreement • Select Lead CS 	







LA - OBJECTIVE SETTING

Step 3		30 minutes
Trainee	Complete objective setting with AES <ul style="list-style-type: none"> • Objectives for GPCs / each CiP • Support to achieve objectives • Sign off 	
Step 3		30 minutes per trainee
Assigned Educational Supervisor	Complete objective setting with trainee <ul style="list-style-type: none"> • Objectives for GPCs / each CiP • Support to achieve objectives • Sign off 	



MIDPOINT MCR

Step 4		20 minutes
Trainee	Complete midpoint Self-Assessment	
Step 4		20 minutes per trainee
Lead Clinical Supervisor	Complete midpoint MCR <ul style="list-style-type: none"> Arrange MCR meeting in advance Access MCR via dashboard link Complete MCR on behalf of group Submit 	
Step 4		20 minutes per trainee
Clinical Supervisors	Complete midpoint MCR <ul style="list-style-type: none"> Attend MCR meeting 	
		
Step 5		20 minutes per trainee
Clinical Supervisors	Agree MCR (even if present at meeting) <ul style="list-style-type: none"> Option to agree/disagree and comment 	
		
Step 6		15 minutes per trainee
Assigned Educational Supervisor	Sign off midpoint MCR (After step 5 or 2 weeks after step 4) <ul style="list-style-type: none"> Access MCR via dashboard link Add global comments Add progress in GPCs 6-9 Sign off 	
		
Step 7		30 minutes per trainee
Lead Clinical Supervisor	<ul style="list-style-type: none"> Arrange a feedback session with the trainee to discuss the MCR and self-assessment. 	
		

LA – MIDPOINT REVIEW

Step 8		30 minutes
Trainee	Complete midpoint review with AES <ul style="list-style-type: none"> Review progress in GPCs / CiPs Agree any actions necessary Sign off 	
Step 8		30 minutes per trainee
Assigned Educational Supervisor	Complete midpoint review with trainee <ul style="list-style-type: none"> Review progress in GPCs / CiPs Agree any actions necessary Sign off 	



FINAL MCR

Step 9		20 minutes
Trainee	Complete final Self-Assessment	
Step 9		20 minutes per trainee
Lead Clinical Supervisor	Complete final MCR <ul style="list-style-type: none"> Arrange MCR meeting in advance Access MCR via dashboard link Complete MCR on behalf of group Submit 	
Step 9		20 minutes per trainee
Clinical Supervisors	Complete final MCR <ul style="list-style-type: none"> Attend MCR meeting 	



Step 10		20 minutes per trainee
Clinical Supervisors	Agree MCR (even if present at meeting) <ul style="list-style-type: none"> Option to agree/disagree and comment 	



Step 11		15 minutes per trainee
Assigned Educational Supervisor	Sign off final MCR (After step 5 or 2 weeks after step 4) <ul style="list-style-type: none"> • Access MCR via dashboard link • Add global comments • Add progress in GPCs 6-9 • Sign off 	



Step 13		30 minutes per trainee
Lead Clinical Supervisor	<ul style="list-style-type: none"> • Arrange a feedback session with the trainee to discuss the MCR and self-assessment. 	

LA – FINAL REVIEW



Step 14		30 minutes
Trainee	Complete final review with AES <ul style="list-style-type: none"> • Review progress in GPCs / CiPs • Sign off 	

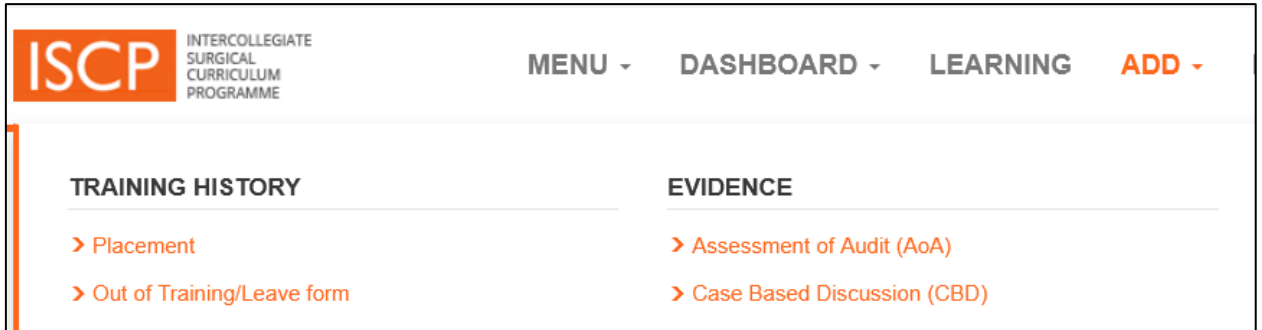
Step 14		30 minutes per trainee
Assigned Educational Supervisor	Complete final review with trainee <ul style="list-style-type: none"> • Review progress in GPCs / CiPs • Write AES report • Sign off 	

PLACEMENT END

2. Trainee screen navigation

Step 1 Set up placement

From the menu click ADD / Placement



Select YES to transition to the new curriculum

Choose your curriculum for this placement x

Are you transferring to the new curriculum?

You should TRANSFER if you are:

- Entering Core Surgical Training (CT1) or Run-through training (ST1)
- Entering ST2 in Neurosurgery
- Entering specialty training at ST3
- Entering a new training level

You can REMAIN on the previous curriculum if you are:

- Entering CT2, or ST2 in any specialty other than Neurosurgery
- Entering the final level of specialty training (ST7 in OMFS or Urology or ST8)
- Staying at your current level (e.g. if you are less than full time) until you enter the next training level

Trainees who can remain on the current curriculum but wish to transfer to the new curriculum should first discuss arrangements with their Training Programme Director.

More information
Cancel

In all cases, from 2nd August 2023 all trainees must be on the 2021 curriculum

YES - I am eligible to transfer to the new 2021 curriculum now and will do so at the start of my next placement after August 2021

NO - I am permitted to remain on the previous version of the curriculum at this time

Complete the placement form

Your key training details

Please ensure the following details are correct before continuing. All mandatory fields are **highlighted like this**

Trainee	Bussey, Maria Demo Trainee (Dr) [GMC: 111111111]
Appointment type	Please select ▼
Parent Specialty	Please select ▼
Academic trainee?	Please select ▼
Military trainee?	No ▼
Deanery/LETB	Health Education Wessex ▼
TPD ?	Please select a Deanery/LETB and specialty ▼

Placement details

Hospital	Start typing to find your hospital
Start date	<input type="text"/>
End date	<input type="text"/>
Full time trainee?	Please select ▼
Specialty of placement	Please select ▼
Level ?	Please select ▼

Supervisors for this placement

AES ?	Start typing to find your AES	
CS ?	Start typing to add your CS	

Saving and validating this placement

Agreement ▼

I, Bussey, Maria Demo Trainee (Dr) [GMC: 111111111], agree & confirm:

1. That by submitting this placement form to the selected Training Programme Director,

I am consenting to grant access to my ISCP portfolio to the following registered users (including those who may be based overseas where relevant)

Training Programme Director TPD, Demo
Assigned Educational Supervisor
Clinical Supervisors

Pertaining to the parent specialty selected:

- Any Delegated Training Programme Director allocated by my Training Programme Director
- Specialty Advisory Committee Chair and Liaison member(s) for the parent specialty recorded in this placement

Pertaining to the Deanery/LETB/region selected:

- Head(s) of School
- Postgraduate Dean(s)
- ARCP Panel members
- Deanery/LETB Administrators

Pertaining to the hospital / trust selected:

- Surgical Tutor
- Educational Manager

2. To the statement of Health and Probity

Statement of Health and Probity

3. To the Educational Contract

Educational Contract

Submit this Placement	No - Save as draft ▼
	No - Save as draft
	Yes – I would like to submit now

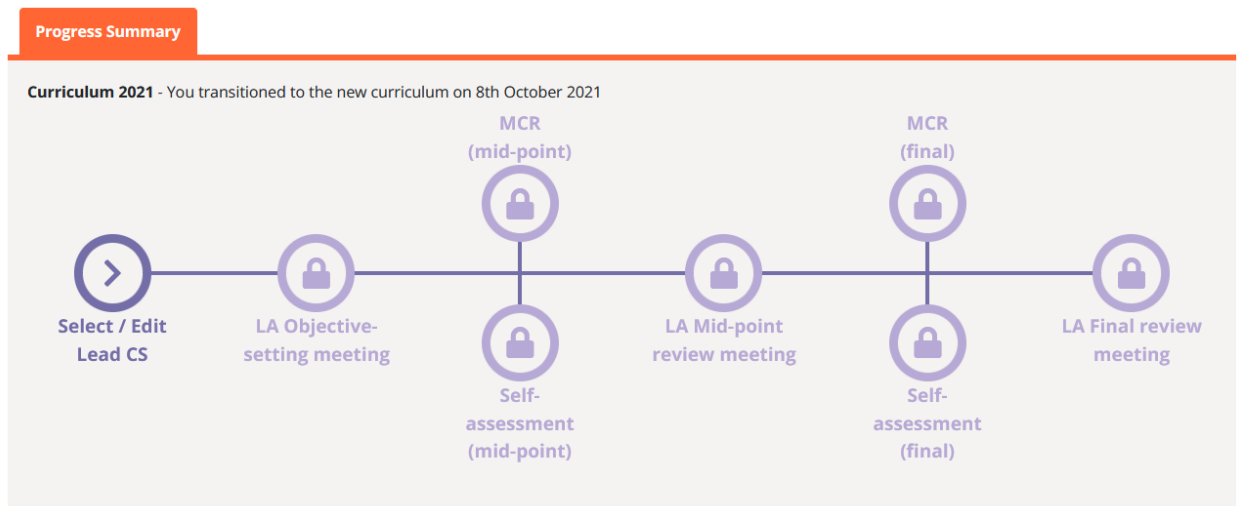
Save As Draft

Step 2 Create the Learning Agreement

Click on LEARNING in the menu / Click Create Learning Agreement

Select Lead Clinical Supervisor

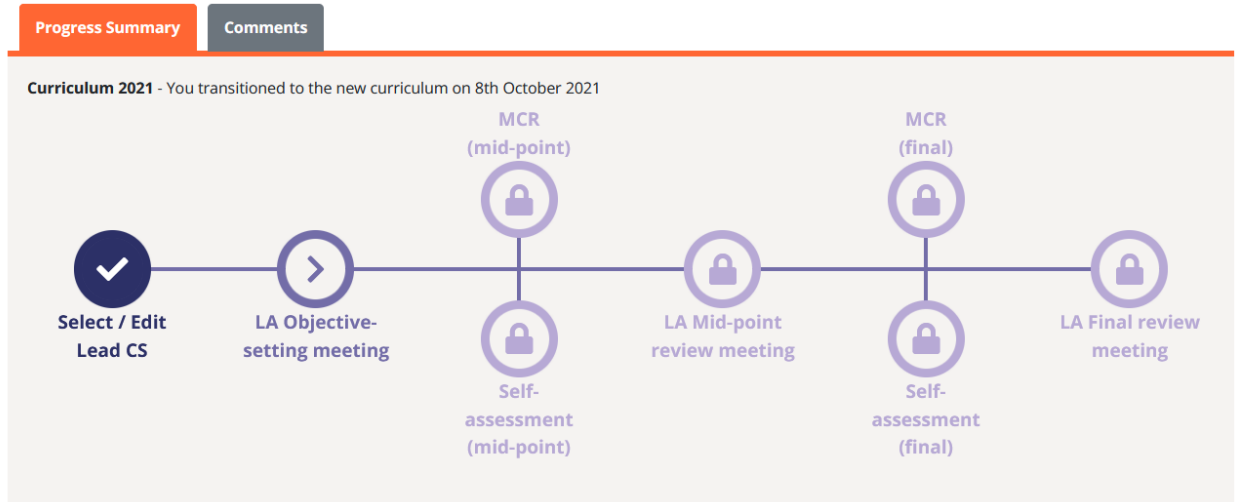
Click the marble – Select / Edit Lead CS



Select the radio button next to the name and click the green button. You can change the Lead CS in the same way at any time.

Step 3 Complete the objective setting meeting with AES

Click the LA Objective setting meeting marble.



Enter the date on the cover page and click to save and continue.

Objective-setting meeting Meeting date | Objectives and Actions ▾ | Summary | Sign-off Progress summary

Date of meeting ?

Choose a date
1st July 2021 📅

Global objective ?

Welcome to the training programme. These guidance notes will help you achieve a good outcome at your ARCP.
Please make sure you attend your induction to the programme and to your unit. Keep your ISCP portfolio, workplace-based assessments and the eLogbook up to...
[More](#)

ARCP (most recent)

ARCP period	20th March 2013 Annual 1st January 2012 - 6th March 2013
Recommendation	5. Incomplete evidence presented – additional training time may be required
Causes of concern	
Detailed reasons for recommended outcome	Test
Mitigating circumstances	
Competences which need to be developed	
Recommended actions	
Recommended additional training time (If required)	

Progress summary Save and continue

Set objectives for the GPCs.

Previous MCRs will display (except for the first objective setting meeting following transition to the new curriculum).

Use the drop down box select a view of the GPCs as rated in the MCR. You can use these as a reference for setting new objectives.

Agree with your AES, set objectives in the first box. You can click the plus signs next to MCR descriptors to add them to the objectives box.

Agree with your AES the support you will need to achieve the objectives. This might include workplace-based assessment, courses, learning opportunities.

Learning Agreement > [View guidance](#) > [Find resources](#)

Objective-setting meeting | Meeting date | Objectives and Actions - | Summary | Sign-off | **Progress summary**

GPCs | CIP 1 | CIP 2 | CIP 3 | CIP 4 | CIP 5

View MCR and Self-assessment (most recent feedback) Generic Professional Capabilities

GPC 1 - Professional values and behaviours

Select GPC

- GPCs - Areas for development
- GPCs - Appropriate for phase
- All GPCs
- GPC 1 - Professional values and behaviours**
- GPC 2 - Professional skills
- GPC 3 - Professional knowledge
- GPC 4 - Capabilities in health promotion and illness prevention
- GPC 5 - Capabilities in leadership and team working
- GPC 6 - Capabilities in patient safety and quality improvement
- GPC 7 - Capabilities in safeguarding vulnerable groups
- GPC 8 - Capabilities in education and training
- GPC 9 - Capabilities in research and scholarship

1 out of 3 Contributors agreed with the MCR

Self-assessment (most recent feedback) - GPC 1

Created 8th October 2021 by Saxon Clinic

Areas for development

managing time and resources effectively

Comments

No comments

Objectives and actions

Objective-setting | Mid-point review | Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

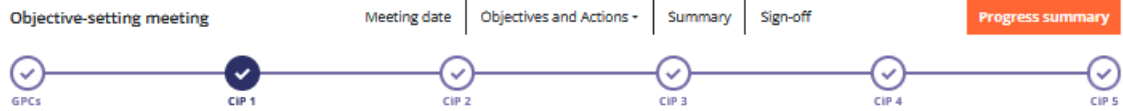
Meeting Date
Save and continue

Do the same with each of the CiPs.

Objectives may cover knowledge, clinical skills, decision-making, operative skills, index procedures/PBAs, critical conditions/CEX/CBDs, exams, courses and projects as relevant to each CiP.

Learning Agreement ?

[View guidance](#) [Find resources](#)



View MCR and Self-assessment CIP 1 - Manages an out-patient clinic

MCR (most recent feedback)	Self-assessment (most recent feedback)
<p>Created 8th October 2021 by Mrs Bussey Clinical Supervisor 1 [GMC: 444444444] Saxon Clinic</p> <p>Supervision level: III</p> <p>Areas for development</p> <p>Assesses and prioritises GP and inter-departmental referrals and deals correctly with inappropriate referrals</p> <p>Areas of excellence</p>	<p>Created 8th October 2021 by Saxon Clinic</p> <p>Supervision level: IV</p> <p>Areas for development</p> <p>No areas for development highlighted.</p> <p>Areas of excellence</p> <p>No areas of excellence highlighted.</p>

Objectives and actions

Objective-setting | Mid-point review | Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

GPCs [Save and continue](#)

Check the summary page and sign off.

Learning Agreement

[View guidance](#) [Find resources](#)

Objective-setting meeting Meeting date | Objectives and Actions - | Summary | **Sign-off** **Progress summary**

Trainee comments

No additional comments

NOTE: any comments saved as draft will be immediately viewable by the AES

AES comments

No additional comments

Saving and signing-off this meeting

Sign-off

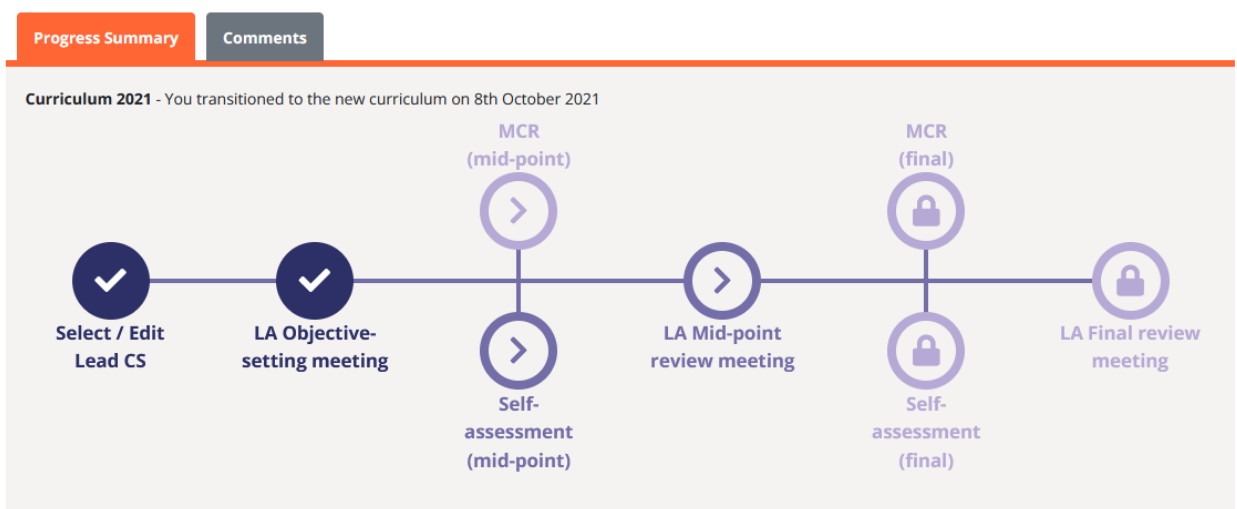
Summary Save as draft

Step 4 Complete midpoint Self-Assessment

From the menu, click Learning / Click on the midpoint tab in the placement.

Click on the self-assessment (midpoint) marble.

Hovering on the marbles provides more information on the status of each stage.



Complete the Self-Assessment form and submit.

Rate GPC domains 1-9. The default rating is Appropriate for phase. Use free text to explain specific achievements. Use free text or browse descriptors to describe any development needs.

Self-assessment (mid-point)

[View guidance](#) [Find resources](#)

[Progress Summary](#)

- NOTE:**
- Use the buttons to rate each GPC as 'Appropriate for phase' (default) or 'Areas for development'.
 - Where you have indicated 'Areas for development', select descriptors and/or add free text to describe the developments required.

Generic Professional Capabilities

GPC 1 - Professional values and behaviours

Appropriate for phase

Area for development

Your comments...

“
Select descriptors >

GPC 2 - Professional skills

Appropriate for phase

Area for development

Your comments...

“
Select descriptors >

GPC 3 - Professional knowledge

Appropriate for phase

Area for development

Your comments...

“
Select descriptors >

Do the same for each CiP, using free text or descriptors (max 5) to explain any ratings lower than IV. Excellence ratings can also be selected.

Check the summary and submit

Self-assessment (mid-point)

[View guidance](#) [Find resources](#)

- NOTE:**
- Use the buttons to select the supervision level.
 - Where the supervision level is less than IV, select descriptors (maximum 5) and/or add free text to describe the developments required.

Capabilities in Practice

CIP 1 - Manages an out-patient clinic

SUPERVISION LEVEL

III

*If supervision level is I to III, please add a comment
AND/OR select a descriptor from the Capabilities in practice box*

Your comments...

Select descriptors >

CIP 2 - Manages the unselected emergency take

SUPERVISION LEVEL

IV

Your comments...

Select descriptors >

When the MCRs are available for you to view, you will receive this alert on your dashboard:

The MCR (mid-point) has now been signed off by [AES NAME GMC NUMBER] and can be found in your portfolio.

The MCR (final) has now been signed off by [AES NAME GMC NUMBER] and can be found in your portfolio.

You should receive a feedback session with the Lead CS or other nominated supervisor to discuss the MCR and your self-assessment.

Repeat the above steps for the midpoint learning agreement, final self-assessment and final learning agreement.

3. Assigned Educational Supervisor screen navigation

You will be able to see whether your trainees have transitioned to the new curriculum by clicking MY TRAINEES from the menu and then As Assigned Educational Supervisor.

The resulting page shows that trainees with the purple 2021 tab are now on the new curriculum. They will have a new style learning agreement which focuses objectives on achieving the GPCs and CiPs.

These trainees will also need to be assessed with the new Multiple Consultant Report (MCR) which you will have responsibility for signing off after submission by the Lead Clinical Supervisor. The midpoint and final MCRs must be completed before the midpoint and final learning agreements respectively.

Select the trainee / placement.

ISCP INTERCOLLEGIATE SURGICAL CURRICULUM PROGRAMME

MENU ▾ DASHBOARD ▾ MY TRAINEES ▾ TRAINER AREA ▾ FAQs

My Trainees as Assigned Educational Supervisor

Current 3 Historic 1 Future 0

Filter by Specialty: All specialties ▾
Sort by: Trainee Name ▾

Trainees in an active placement

Bussey, Maria Demo Trainee (Dr) [GMC: 111111111]	ST4 / Otolaryngology / Cardiff Royal Infirmary	2021	LOG	WBA	PL	MID	5
demo, trainee (Mr) [GMC: 123456789]	ST2 / Cardiothoracic Surgery / Abbey Gisburne Park Hospital	2021	LOG	WBA	PL	MID	1
Trainee Demo, Dental (Mr) [GMC: 9992222]	ST3 / Orthodontics / Saxon Clinic		LOG	WBA	PL	-	10.2

Click the Learning Agreements tab and then the learning agreement meeting (OBJ for objective setting, MID for midpoint review or FIN for final review).

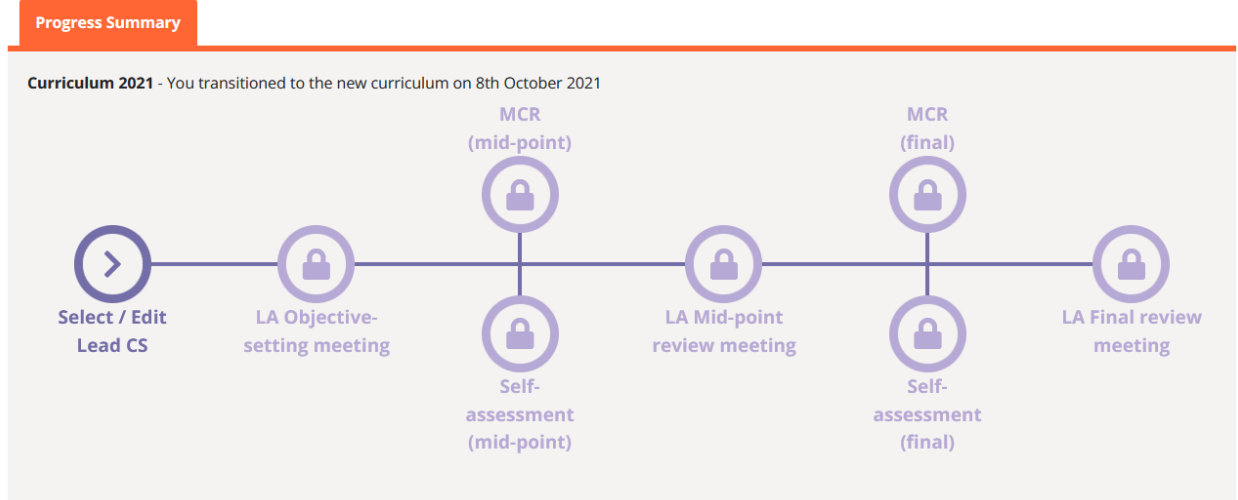
Summary Placements **Learning Agreements** Portfolio Messages Journal Notes

Your Placements and Learning Agreements

01 Jan 2022 – Cardiff Royal Infirmary (Current) OBJ MID FIN

Steps 1 and 2, setting up a placement, creating a learning agreement and selecting the Lead CS are completed by the trainee. You and the trainee can then start the learning agreement and may share a screen to go through the objective setting form.

You or the trainee can amend the Lead CS if necessary - Click the marble for Select / Edit Lead CS



Select the radio button next to the name and click the green button. You or the trainee can change the Lead CS in the same way at any time.

Learning Agreement ❗

[View guidance](#) [Find resources](#)

Lead Clinical Supervisor

Progress Summary

Choose the Lead Clinical Supervisor

Please select which of the Clinical Supervisors named on the placement will be acting as the Lead Clinical Supervisor.

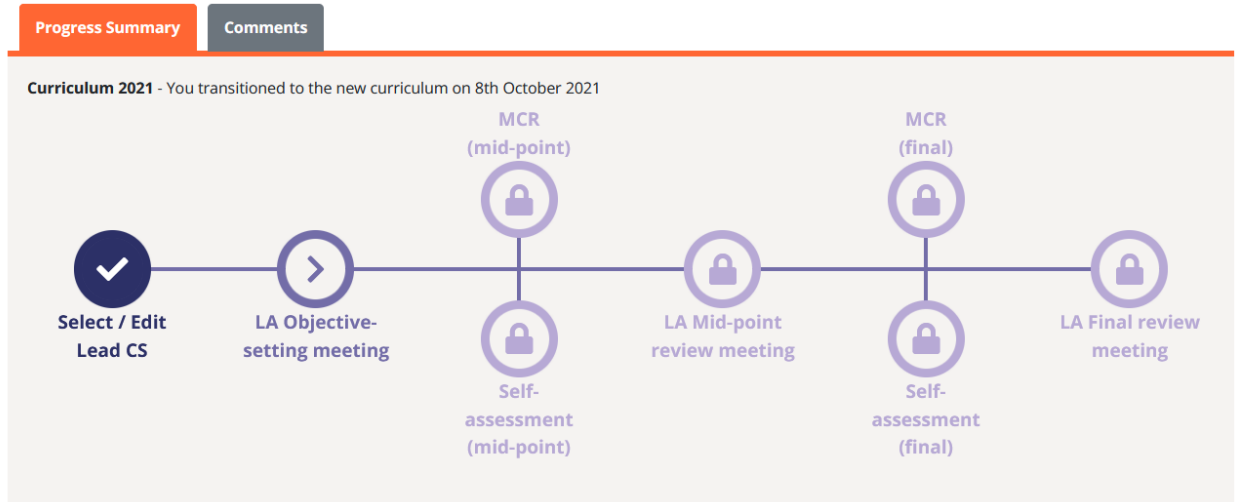
When you save your selection the Learning Agreement is created and becomes available to the AES. The Lead Clinical Supervisor selected will be alerted that they have been selected and when both the MCR (mid-point) and MCR (final) become available to complete.

- DR Trainer 2 Champion [GMC: 6738211120]
- Mrs AES Bussey [GDC: 333333333]

Progress Summary **Save Lead Clinical Supervisor**

Step 3 Complete the objective setting meeting

Click the LA Objective setting meeting marble.



Enter the date on the cover page and click to save and continue.

Objective-setting meeting | Meeting date | Objectives and Actions ▾ | Summary | Sign-off | **Progress summary**

Date of meeting ⓘ
 Choose a date
 1st July 2021

Global objective ⓘ
 Welcome to the training programme. These guidance notes will help you achieve a good outcome at your ARCP.
 Please make sure you attend your induction to the programme and to your unit. Keep your ISCP portfolio, workplace-based assessments and the eLogbook up to...
[More](#)

ARCP (most recent)

ARCP period	20th March 2013 Annual 1st January 2012 - 6th March 2013
Recommendation	5. Incomplete evidence presented – additional training time may be required
Causes of concern	
Detailed reasons for recommended outcome	Test
Mitigating circumstances	
Competences which need to be developed	
Recommended actions	
Recommended additional training time (If required)	

Progress summary | **Save and continue**

Set objectives for the GPCs.

Previous MCRs will display (except for the first objective setting meeting following transition to the new curriculum).

Use the drop down box select a view of the GPCs as rated in the MCR. You can use these as a reference for setting new objectives.

With your trainee, set objectives in the first box. You can click the plus signs next to MCR descriptors to add them to the objectives box.

With your trainee determine the support they will need to achieve the objectives. This might include workplace-based assessment, courses, learning opportunities.

Learning Agreement > [View guidance](#) > [Find resources](#)

Objective-setting meeting | Meeting date | Objectives and Actions - | Summary | Sign-off | **Progress summary**

GPCs | CIP 1 | CIP 2 | CIP 3 | CIP 4 | CIP 5

View MCR and Self-assessment (most recent feedback) Generic Professional Capabilities

GPC 1 - Professional values and behaviours

Select GPC

- GPCs - Areas for development
- GPCs - Appropriate for phase
- All GPCs
- GPC 1 - Professional values and behaviours**
- GPC 2 - Professional skills
- GPC 3 - Professional knowledge
- GPC 4 - Capabilities in health promotion and illness prevention
- GPC 5 - Capabilities in leadership and team working
- GPC 6 - Capabilities in patient safety and quality improvement
- GPC 7 - Capabilities in safeguarding vulnerable groups
- GPC 8 - Capabilities in education and training
- GPC 9 - Capabilities in research and scholarship

1 out of 3 Contributors agreed with the MCR

Self-assessment (most recent feedback) - GPC 1

Created 8th October 2021 by Saxon Clinic

Areas for development

managing time and resources effectively +

Comments

No comments

Objectives and actions

Objective-setting | Mid-point review | Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

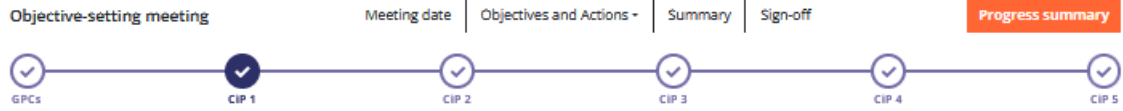
Meeting Date | **Save and continue**

Do the same with each of the CiPs.

Objectives may cover knowledge, clinical skills, decision-making, operative skills, index procedures/PBAs, critical conditions/CEX/CBDs, exams, courses and projects as relevant to each CiP.

Learning Agreement

[View guidance](#) [Find resources](#)



View MCR and Self-assessment CIP 1 - Manages an out-patient clinic

<p>MCR (most recent feedback)</p> <p>Created 8th October 2021 by Mrs Bussey Clinical Supervisor 1 [GMC: 444444444] Saxon Clinic</p> <p>Supervision level: III</p> <p>Areas for development</p> <p>Assesses and prioritises GP and inter-departmental referrals and deals correctly with inappropriate referrals</p> <p>Areas of excellence</p>	<p>Self-assessment (most recent feedback)</p> <p>Created 8th October 2021 by Saxon Clinic</p> <p>Supervision level: IV</p> <p>Areas for development</p> <p>No areas for development highlighted.</p> <p>Areas of excellence</p> <p>No areas of excellence highlighted.</p>
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Objectives and actions


Objective-setting | Mid-point review | Final review

Add the objectives that the trainee should aim to meet over the next 3-6 months to aid their development (including certification requirements).

Add details about the support that will be provided to help the trainee achieve these objectives.

GPCs Save and continue

Check the summary page and sign off. The trainee will have first sign off of objective setting and the midpoint review. You will have first sign off of the final review because it incorporates your AES report.

Learning Agreement  [View guidance](#) [Find resources](#)

Objective-setting meeting | Meeting date | Objectives and Actions - | Summary | **Sign-off** | [Progress summary](#)


Trainee comments

No additional comments

NOTE: any comments saved as draft will be immediately viewable by the AES

AES comments

No additional comments

Saving and signing-off this meeting 

Sign-off

[Summary](#) [Save as draft](#)

Step 4 (the midpoint MCR) is completed by Lead CS / Clinical Supervisors.

Step 5 Sign off the MCR

You will see the following alerts on your dashboard. Click these links to add information about the trainees, progress in GPCs 6-9, add general comments and sign off the MCR.

The MCR (midpoint) created by [TITLE LEAD CS GMC: NUMBER], as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER] is now ready for final sign-off.

The MCR (final) created by [TITLE LEAD CS GMC: NUMBER], as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER] is now ready for final sign-off.

Alternatively, go to the trainee’s learning agreement and click on the MCR marble. This will also show you the status of the MCR.

Follow the same steps for the midpoint and final learning agreement and MCRs.

4. Lead Clinical Supervisor screen navigation

When steps 1-3 have been completed by trainee and Assigned Educational Supervisor, you will be able to complete the midpoint MCR which is recommended for placements of 6 months or longer.

You may wish to set up the MCR meetings well in advance to ensure attendance. They can be virtual or physical meetings. You will need to share your screen.

You will see the following alerts on your dashboard, indicating that you have been selected as the Lead CS for specific trainees:

You have been selected as Lead Clinical Supervisor for your trainee [TRAINEE NAME GMC NUMBER]. Click here to see your responsibilities in this role.

Clicking the link will take you to [MCR guidance](#)

When the MCR is ready, clicking on the following links will take you to the relevant MCR:

The MCR (mid-point) for your trainee [TRAINEE NAME GMC NUMBER] is available for you to complete.

The MCR (final) for your trainee [TRAINEE NAME GMC NUMBER] is available for you to complete.

In the MCR meeting, open the MCR (and screen-share if possible), complete it on behalf of the group.

Rate GPC domains 1-9. The default rating is Appropriate for phase. You can add free text to elaborate. Use free text or click on descriptors to add them as development needs. Adding descriptors is only necessary for development needs. Do the same for each CiP, using free text or descriptors (max 5) to explain any ratings lower than IV. Excellence ratings can also be selected. There are additional specialty-specific CiPs for Cardiothoracic Surgery, Paediatric Surgery and Plastic Surgery.

You will not be able to access it after it is submitted, until it is signed off by the AES. Therefore, take time to look over the summary with the group before you submit it.

Generic Professional Capabilities

GPC 1 - Professional values and behaviours

Appropriate for phase

Area for development

Your comments...

[Select descriptors >](#)

GPC 2 - Professional skills

Appropriate for phase

Area for development

Your comments...

[Select descriptors >](#)

GPC 3 - Professional knowledge

Appropriate for phase

Area for development

Your comments...

[Select descriptors >](#)

GPC 4 - Capabilities in health promotion and illness prevention

Appropriate for phase

Area for development

Your comments...

Capabilities in Practice

CIP 1 - Manages an out-patient clinic

SUPERVISION LEVEL
IV

Your comments...

[Select descriptors >](#)

CIP 2 - Manages the unselected emergency take

SUPERVISION LEVEL
IV

Your comments...

[Select descriptors >](#)

CIP 3 - Manages ward rounds and the on-going care of in-patients

SUPERVISION LEVEL
IV

Your comments...

[Select descriptors >](#)

CIP 4 - Manages an operating list

SUPERVISION LEVEL
IV

Your comments...

The other clinical supervisors (including those who were unable to attend the meeting) will receive the following alert/link on their dashboards from which they will be able to open the MCR and make any extra comments within 2 weeks of submission:

[LEAD CS NAME GMC NUMBER], as Lead Clinical Supervisor, has invited you to add comments to an MCR (mid-point/final) for [TRAINEE NAME GMC NUMBER] within the next 2 weeks.

When all clinical supervisors have commented or when the 2 week period has expired, the MCR will be available to the AES to comment and sign off.

You will receive the following alert/link to the final version in the trainee's portfolio. At this point, you should arrange a to have a feedback session with the trainee to discuss the MCR and self-assessment.

The MCR (mid-point/final) for your trainee [TRAINEE NAME GMC NUMER] has now been signed off by the trainee's AES [AES NAME GMC NUMBER] and can be found in the trainee's portfolio.

[Guide to feedback session with trainees](#)

Follow the same steps for the final MCR.

5. Clinical Supervisor screen navigation

Steps 1-3 are completed by the trainee and Assigned Educational Supervisor.

Step 4 Complete the MCR

When steps 1-4 have been completed by trainee and Assigned Educational Supervisor, you will be able to meet with other clinical supervisors to complete the midpoint MCR which is recommended for placements of 6 months or longer.

The Lead CS will arrange the MCR meeting which may be a virtual or physical meeting. Please see the [MCR guidance](#) for more information.

The Lead CS will complete the MCR in the meeting on behalf of the group (screen-sharing if possible).

Rate GPC domains 1-9. The default rating is Appropriate for phase. You can add free text to elaborate. Use free text or click on descriptors to add them as development needs. Adding descriptors is only necessary for development needs.

Generic Professional Capabilities

GPC 1 - Professional values and behaviours

Appropriate for phase

Area for development

Your comments...

Select descriptors ▾

GPC 2 - Professional skills

Appropriate for phase

Area for development

Your comments...

Select descriptors ▾

GPC 3 - Professional knowledge

Appropriate for phase

Area for development

Your comments...

Select descriptors ▾

GPC 4 - Capabilities in health promotion and illness prevention

Appropriate for phase

Area for development

Your comments...

Do the same for each CiP, using free text or descriptors (max 5) to explain any ratings lower than IV. Excellence ratings can also be selected. There are additional specialty-specific CiPs for Cardiothoracic Surgery, Paediatric Surgery and Plastic Surgery.

Capabilities in Practice

The screenshot displays four identical forms for different CiPs. Each form has a dark header with the CiP title, a 'SUPERVISION LEVEL' dropdown menu currently set to 'IV', a large text area for 'Your comments...', and an orange button labeled 'Select descriptors' with a right-pointing arrow.

- CIP 1 - Manages an out-patient clinic**
- CIP 2 - Manages the unselected emergency take**
- CIP 3 - Manages ward rounds and the on-going care of in-patients**
- CIP 4 - Manages an operating list**

Step 5 Agree / Disagree with MCR (even if present at the MCR meeting)

After the meeting you will receive the following alert/link on your dashboard from which you will be able to open the MCR and make any extra comments within 2 weeks of submission. You have the option to agree, disagree and add comments. Please use the link even if you have no additional comments.

[LEAD CS NAME GMC NUMBER], as Lead Clinical Supervisor, has invited you to add comments to an MCR (mid-point/final) for [TRAINEE NAME GMC NUMBER] within the next 2 weeks.

Step 6 is completed by the AES. When all clinical supervisors have commented or when the 2 week period has expired, the MCR will be available to the AES to comment and sign off. After AES sign off you will be alerted when the MCR is viewable from the trainee's portfolio:

The MCR (mid-point/final) for your trainee [TRAINEE NAME GMC NUMER] has now been signed off by the trainee's AES [AES NAME GMC NUMBER] and can be found in the trainee's portfolio

Follow the same steps for the final MCR.