

## Lifelong Learning Platform and ARCP Preparation

### About the ESSR

The ESSR must capture all the evidence you want/need to present at ARCP. The ARCP panels do not have full access to your LLP account and specifically can't see anything you have uploaded directly to your document store and not linked. The ESSR is a snap shot rather than a document that you can add evidence to. This can work to your advantage by generating an ESSR at any stage to see exactly what is captured. This can be deleted, evidence added or relabelled and then a new ESSR generated. Once happy with the ESSR it can then be forwarded to your ES. It is also very easy for the ES to return it to you if there is anything missing or you want to change something. ARCPs are paperless and you will be assessed only on the evidence visible to the panel in the ESSR so this is very important to get right prior to ARCP.

Common mistakes:

- 1) Dates of the ESSR. This should run from your last ARCP to the current day. Evidence dated on the start date or the end date won't be captured and must lie within the ESSR dates. If you have generated an interim progress report to cover 6 months at a hospital, please ensure the ESSR at the end of the year is dated for the whole year and not just the 2<sup>nd</sup> 6 months. This will allow the panel to see all the evidence in one place. If comments need to be reviewed from the interim progress report, they can be seen by the panel.
- 2) Please make sure that evidence is attached to the personal activity. It is common to see a personal activity such as ES meeting and no documentation attached or a blank spreadsheet ready to be populated.
- 3) Under personal activity there are a couple of important labels for logbooks, supervisory meeting and ARCP documentation/Form R please use these correctly to get the correct evidence in the right part of the ESSR.

### Correctly Labelling Evidence

This is approached in the same order as it appears in the ESSR:

CV: Uploaded in personal information section of LLP when you click on your name in the top right hand corner of the home screen

College Tutor: Selected in pull down menu at top right corner of ESSR

Placements: These should give a continuous record of your training including OOPE/Ts. These are edited at the bottom of the home page under current placement and profile. Please ensure ES and hospital are correct as this will dictate who the ESSR is sent to.

Examination Dates:

These are put in by yourself under your details. Click on your name at the top right hand corner of the homepage and edit exam dates in your information. This is worth doing as doesn't have to be repeated subsequent years. Any error in CCT date can only be corrected by the College.

- Milestones:** This should contain any paper based IAC, IOAC, Core or intermediate training level certificates or other higher degrees or diplomas. These should be uploaded directly into the Milestone section of the LLP.
- PDPs:** Make one pdp per year and then set goals within the year, not in the free text box. By setting your goals you can upload evidence to the goal and then mark it as complete. This will then allow a running tally of Goals attained.
- Logbooks:** If you have used the LLP logbook there is nothing more you have to do. If you are using a third party logbook, a summary should be generated as pdf/doc (not just an excel spreadsheet of all the cases). A Personal Activity labelled "Logbook ST3" or "logbook neuro" generated and the logbook label selected from the pull down menu. The logbook summary should then be attached/uploaded to this activity.
- ES meetings:** The meeting documentation should be done on the Welsh School ES meeting paperwork which can be downloaded from the Welsh School website. A Personal Activity such as "1<sup>st</sup> ES meeting" should be generated and a label of supervisor meeting selected. Please copy the summary of your meeting into the free text box of the activity. The pdf/copy of the meeting documentation should then be uploaded and attached to this Personal Activity. This will automatically pull these documents through to the supervisory meetings section of the ESSR.
- Units of progress:**
- All CUTS and WPBAs are automatically pulled through to the correct section so long as they fall within the dates set when creating the ESSR.
- MSFs:** MSFs must be closed by you and returned by the ES before the ESSR is created. The ES will need to comment on exactly how many Consultants and trainees have responded, this can be done by the ES when they complete the ESSR section under MSF.
- Consultant Feedback:**
- Any Consultant feedback received during the year such as end of module feedback should be put here. A Personal Activity should be generated and appropriately titled. Consultant feedback should be selected from the dropdown menu and the evidence attached to the activity. Consultant feedback often collected prior to ARCP will also be added here by your ES.
- Non Clinical Activities:**
- All uploaded Personal Activity that has been dated within the date range of the ESSR will appear here. This will include courses, presentation etc. Importantly your record of 15 meetings and reflections should appear here as a document or spreadsheet containing the a list of meetings and reflections. This can then be uploaded as reflective portfolio of meetings. A similar process can be done for teaching logbook and critical incident logbook which can be linked to the relevant modules.
- Absences:** This is filled in directly by yourself and should agree with your Form R which is submitted on intrepid. **A copy of your Form R must be put on the LLP for ARCP.**

#### ARCP outcome/Form R:

These are very important documents without which you will not get your CCT. All previous ARCP outcomes need to be on your LLP account. This is the letter of the ARCP outcome not a screen shot of the ARCPs and their outcomes from the old eportfolio. A Personal Activity labelled appropriately such as "ARCP outcome CT1" should be generated, labelled as ARCP document/Form from the drop down menu and then a pdf/picture of the outcome letter uploaded to the activity. The same process is done for the Form R but with the appropriate title and the same drop down menu option. It is very important that all leave is recorded on the Form R including sickness, parental leave plus all medical activities such as prehospital work, medical work for mountain rescue, events medic or aesthetics practices as examples.

LTFT trainees should upload a timeline of their training and use the dropdown label of ARCP document/Form R. This will then be clearly visible to the ARCP panel.

#### Concerns or Investigations:

Any case that is under investigation should appear on your Form R and in this section of the ESSR.

#### Learner's Comments:

To be completed by yourselves to provide feedback to the panel about any good or bad points through the attachments or circumstances that you would like to highlight. Hopefully any specific concerns should have been already discussed with the ES and CT and may well be reflected in the ES and CT comments.

Once the ESSR is complete and all evidence appears in the correct section of the ESSR, the relevant ARCP checklist should be cross checked before forwarding the ESSR to your ES. If some evidence is missing please delete the ESSR, upload the evidence, correctly label it and then create another ESSR.

### **Recording Reflections**

This can be done in one of two ways.

#### External collection of reflections:

Reflections are recorded in a document or spreadsheet. Once the collections are complete or are required for review at ARCP it can be uploaded as a personal activity. This can be linked to a module such as critical incident, teaching or management. It can also be labelled simply as personal and professional development. This approach is useful when you have a collection of reflections such as 15 meetings or teaching reflections. If a course certificate is uploaded via personal activity there is an option to add reflection when you upload the activity.

#### Using the LLP Reflection Tool:

This allows direct collection of an event and remains unlinked. Once completed it will be found in the unlinked tab on the far right side of the screen when you view curriculum. This will pull all the unlinked personal reflections together. This approach is useful for reflection on individual cases or solitary events.

All linked personal reflections will appear under the module they were linked to. Any unlinked reflections will appear under the unlinked evidence tab when viewing the curriculum.