Certificate of Eligibility for short-term locums (CEL) Training ePortfolio User Guide

Contents

Accessing the CEL curriculum

Locum doctors without an RCOG Training ePortfolio trainee account:

1. Contact the Training ePortfolio team to request an account via email: CEL@rcog.org.uk.

Locum doctors with trainee account on the RCOG Training ePortfolio:

1. Contact the Training ePortfolio team to add the CEL curriculum to your existing trainee account via email: CEL@rcog.org.uk

2. The CEL curriculum will be added to your dashboard on your training ePortfolio.

Creating an assessment

1. On the dashboard, click the GREEN "ADD" floating button.

2. On the pop-up, click on the "Request Assessment" button.

3. Choose an assessment from the list below:

Sending an assessment request

1. Under the "Assessor" field, start entering your assessor's surname, and their name will appear in the drop-down list.

2. Select the assessor's name from the list.

3. If you are sending the request via the "Assessor's email" field, enter the assessor's email in the field then click "Save and Send Request".

N.B. When sending an assessment request, you should use either the "Assessor" or the "Assessor's email" field, never both.

NOTSS

1. Click on the GREEN "ADD" floating button and select "Request Assessment"

2. Select "NOTSS"

3. Under "Name", enter a relevant title for the NOTSS you are creating.

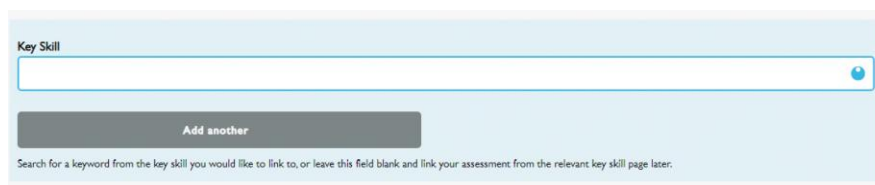4. Under "Key Skill", start typing the name of the relevant curriculum skill and select from the dropdown to confirm.

5. Open the calendar and select the date of the event (date of activity)

6. Select the "Category" by clicking the relevant radio button

Category *
○ Generic
○ GYN
○ OBS

7. Complete all required fields.

8. Follow the "Sending an Assessment Request" instructions to send your assessment accordingly.

Summative OSATS

1. Click on the dashboard button in the top right corner then, on the dashboard, click the GREEN "ADD" floating button.

2. Select "OSATS (summative)" from the "Assessment type" list.

3. Under "Name", enter a relevant title for the OSATS you are creating.

Request assessment

Add OSATS (summative) ❶

Name *

The name of the Assessment type entity.

4. Under "Key Skill", start typing the name of the relevant curriculum skill and select from the dropdown to confirm.
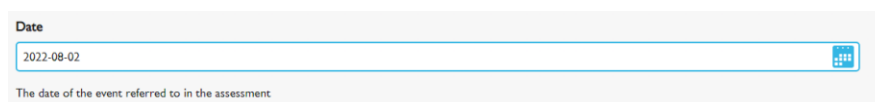
Key Skill

[Add another]

Search for a keyword from the key skill you would like to link to, or leave this field blank and link your assessment from the relevant key skill page later.

5. Select the "Category" by clicking the relevant radio button

Category *
○ Generic
○ GYN
○ OBS

6. Open the calendar and select the date of the event (date of activity).

Date

2022-08-02

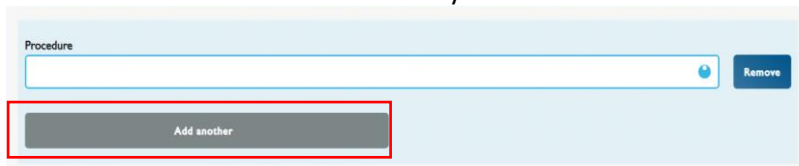The date of the event referred to in the assessment

7. Under "Procedure", start typing the name of the relevant procedure, then select it from the drop-down list.

Procedure

[Remove]

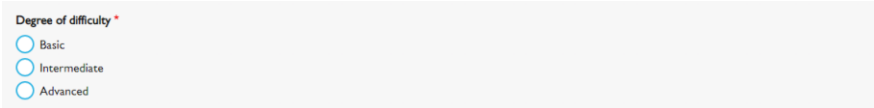[Add another]

8. Click on "Add another" to add another procedure listed under the "Mandatory skills" in the CEL framework document if necessary.

Procedure

Add another

9. Select an option for the "Degree of difficulty" and "Encounter requested in advance" fields.

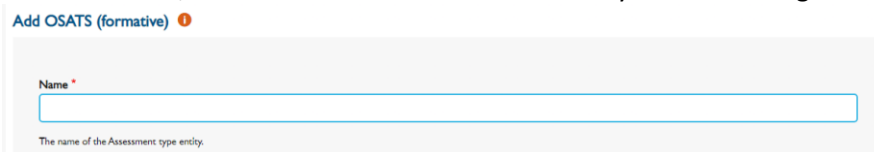Degree of difficulty *
○ Basic
○ Intermediate
○ Advanced

10. Populate the rest of the fields with appropriate information and complete all required fields.

11. Under "Overall judgement", select an option accordingly.

12. Follow the "Sending an Assessment Request" instructions to send your assessment accordingly.
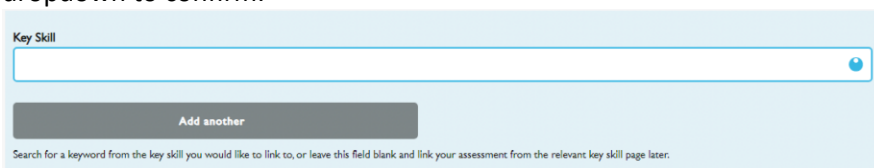
Formative OSAT

1. Click on the dashboard button in the top right corner then, on the dashboard, click the GREEN "ADD" floating button.

2. Select "OSATS (Formative)" from the "Assessment type" list.

3. Under "Name", enter a relevant title for the OSATS you are creating.

Add OSATS (formative) ❶

Name *

The name of the Assessment type entity.

4. Under "Key Skill", start typing the name of the relevant curriculum skill and select from the dropdown to confirm.
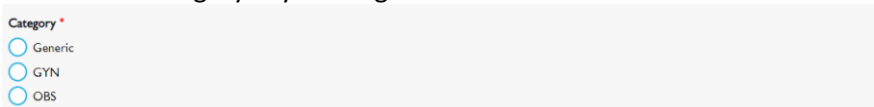
Key Skill

Add another

Search for a keyword from the key skill you would like to link to, or leave this field blank and link your assessment from the relevant key skill page later.

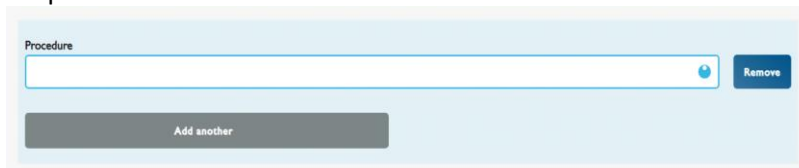5. Open the calendar and select the date of the event (date of activity).

Date

2022-08-02

The date of the event referred to in the assessment

6. Select the "Category" by clicking the relevant "radio button"

Category *
○ Generic
○ GYN
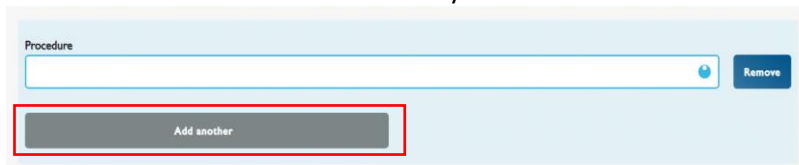○ OBS

7. Under "Procedure", start typing the name of the relevant procedure, then select it from the drop-down list.

8. Click on "Add another" to add another procedure listed under the "Mandatory skills" in the CEL framework document if necessary.

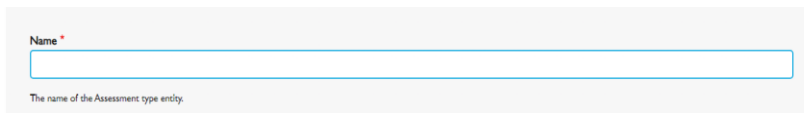9. Populate the rest of the fields with appropriate information and complete all required fields.

10. Follow the "Sending an Assessment Request" instructions to send your assessment accordingly.

Self TO1, TO1 & TO2
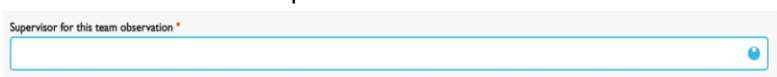## Creating a Self Observation Form (Self TO1)

1. You must create a Self TO1 for each team observation round, before you can send any Team Observation forms (TO1s) to assessors.

2. On most pages, at the bottom, right-hand corner of the screen is the GREEN "ADD" floating button.

3. Click this and select "Request Assessment" from the menu bar on the bottom of the screen.

4. On the Request Assessment screen, select "Self Observation Form (Self TO1)" from the list.

5. If you have selected the wrong assessment, click the grey "Go back" button in the top, left-hand corner of the screen.

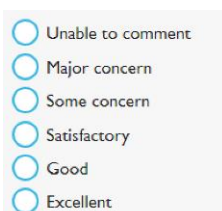6. Enter a meaningful name in the "Name" box, e.g. "August 2019 TO1 round".

   Name *

   The name of the Assessment type entity.

7. If required, click in the "Key Skills" box, start typing the skill, then select from the drop down list.

8. To add more than one, click on the grey "Add another" box.

9. Key skills can be added at any point, even after the assessment request has been submitted.

10. In the "Supervisor for this team observation" box, start typing the relevant supervisor's name, then select from the drop down list.

    Supervisor for this team observation *

11. Add the date, rate yourself by ticking the appropriate columns and, if you wish, add comments.

    ◯ Unable to comment
    ◯ Major concern
    ◯ Some concern
    ◯ Satisfactory
    ◯ Good
    ◯ Excellent

12. N.B. if any of your ticks are in the unsatisfactory or improvement needed columns, you must give further details in the comments area.

13. Scroll down to the bottom of the Self TO1

14. Follow the appropriate next steps under Sending Team Observation forms (TO1s) to assessors from the Self TO1.

Sending Team Observation forms (TO1s) to assessors

1. In order to send any Team Observation forms (TO1s) to assessors, you must first create a Self-Observation Form (Self TO1). To create a Self TO1, please refer to the steps for creating a Self-Observation Form (Self TO1) above.

2. Follow the appropriate next steps under Sending TO1s to assessors from the Self TO1

## Saving the Self TO1 without sending any TO1s to assessors

1. After completing your Self TO1. Click on the green "Save and send request" button.

2. Once the Self TO1 has been saved, it is no longer editable by the trainee!

3. This will take you to an assessment view screen where you can see what you have written.

4. In the top, left-hand corner of the screen is a grey "Go back" button, which will navigate back to the previous screen.

5. To send TO1s to assessors at this point, scroll down to the bottom of the screen and click "Create additional TO1".


6. Follow the instructions for creating additional TO1s.

Sending TO1s to assessors from the Self TO1

1. In order to send any Team Observation forms (TO1s) to assessors, you must first create a Self-Observation Form (Self TO1).

2. To view your Self TO1, click on the menu button in the top, right hand corner. From the drop down, click "Assessments".
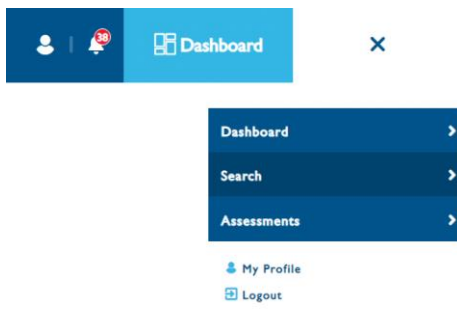

3. On the "Assessment Search" screen, locate the "Assessment type drop down". Click the drop down arrow and select "Self-Observation Form (Self TO1)".
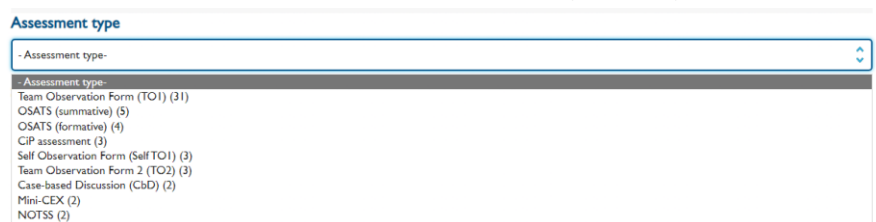
4. Scroll down the page to view the search result. Locate the Self TO1 you required and click on the name of the form in blue.

5. From assessment view screen where you can see what you have written, scroll to the bottom of the page. You will see the linked assessment section.

Last updated	Assessment type	Name	Category	Year	Status + Actions	Key Skills linked
05/05/2022	Self Observation Form (Self TO1)	addtional TO1 to combine Dr Trainee Test 7 - Addenbrooke's Hospital		ST2		0

6. Click the grey "Create Additional TO1" button.
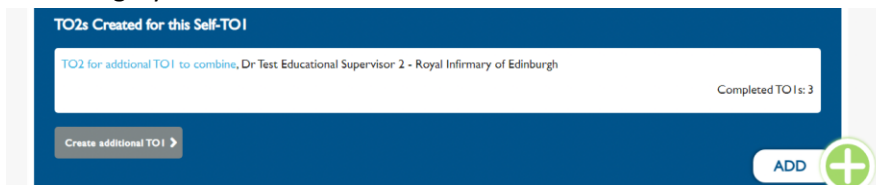
7. Fill in the Assessment Request section with the details of the assessor.

8. To send an assessment request to someone with an existing account, click in the "Assessor" box, start typing your assessor's name, then select from the drop down list. Do not enter their address in the "Assessor email" box.

9. To send an assessment request to someone without an existing account, enter their address in the "Assessor email" box.

10. For all assessors, click in the "Assessor's role" box and select the appropriate role from the drop down list.

11. Once finished, click on the green "Save and send request" button.
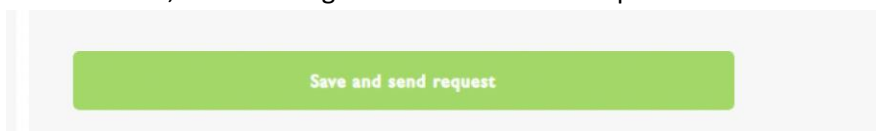
12. Your ratings and comments from your self-TO1 WILL NOT be visible to your TO1 assessors.

13. In addition, the Self TO1 is no longer editable by the trainee once it has been saved!

14. This will take you to an assessment view screen where you can see what you have written.

15. In the top, left-hand corner of the screen is a grey "Go back" button, which will navigate back to the previous screen.

Sending TO1s to assessors at a later point

1. On the menu bar that runs along the top of the screen, click on the "Dashboard" icon in the top right corner.

2. Scroll down until you reach the "Outgoing assessment requests" box.
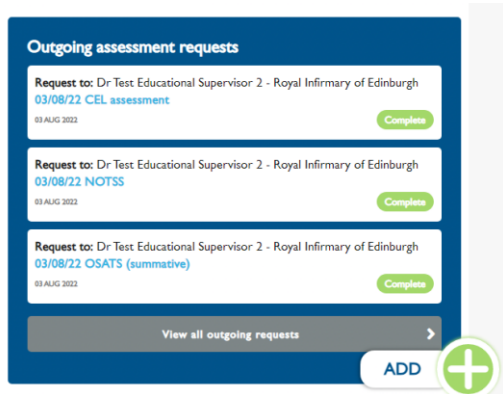
3. Click "View all outgoing requests".

4. Under "Assessment type", select "Self Observation Form (Self TO1)".

5. You can then click on the name of the relevant Self TO1 form to view it.

6. This will take you to an assessment view screen where you can see what you have written.

7. Scroll down to the bottom of the screen and click "Create additional TO1".

8. Follow the below instructions for Creating additional TO1s.

Creating additional TO1s

1. After saving your self-TO1 form, you will be redirected to the assessment view screen. Scroll to the bottom of the screen and click the grey "create additional TO1" button.
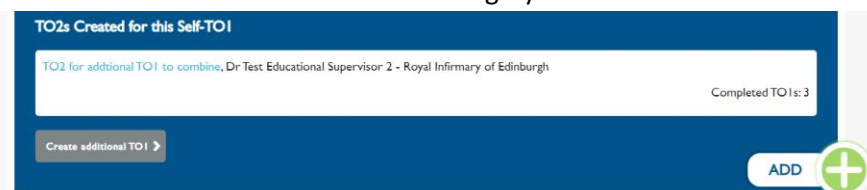
2. On the TO1 screen, scroll down to fill in the details required under "Assessment request" section.

3. To send an assessment request to someone with an existing account, click the "Assessor" box, start typing your assessor's name, then select from the drop down list. Do not enter their address in the "Assessor email" box.

4. To send an assessment request to someone without an existing account, enter his or her address in the "Assessor email" box.

5. For all assessors, click in the "Assessor's role" box and select the appropriate role from the drop down list.

6. Once finished, click on the green "Save and send request" button.

7. Your ratings and comments from your self-TO1 WILL NOT be visible to your TO1 assessors.

8. This will take you to an assessment view screen where you can see what you wrote in your Self TO1.

9. In the top, left-hand corner of the screen is a grey "Go back" button, which will navigate back to the previous screen.

10. To send TO1s to assessors at this point, scroll down to the bottom of the screen and click "Create additional TO1".

11. Repeat the above steps for creating additional TO1s.

Structured feedback form

1. Click on the dashboard button in the top right corner
   On the dashboard, click the **GREEN** "ADD" floating button.

2. Select "Structured feedback form" from the assessment types
   Under Assessment Name, add a relevant title.

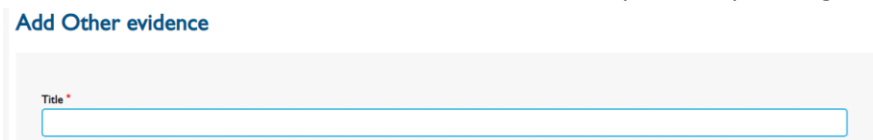3. Click the light blue hyperlink to download the form.
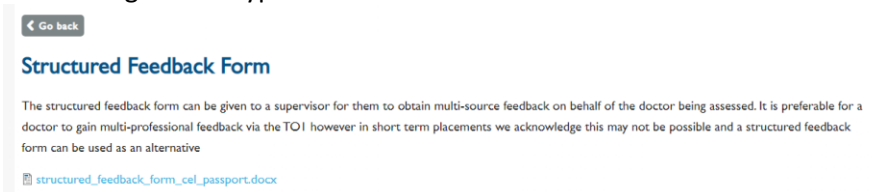
4. For instructions for filling in the form, please refer to the CEL framework document.

5. After the form is completed, upload the form as "Other evidence" to link to a key skill.

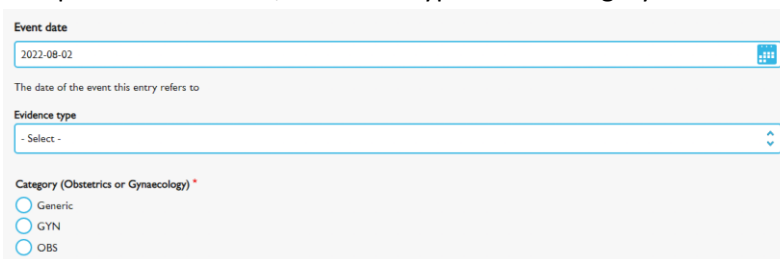## Adding an "Other Evidence" entry

1. Once logged into your account, click the **GREEN** "ADD" button, then select "Add other evidence".

2. Under "Title", enter a relevant title for the evidence you are uploading.
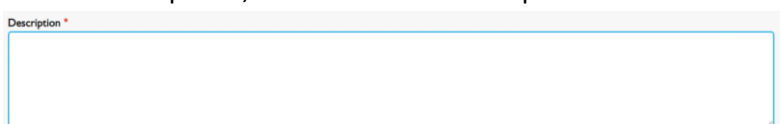
   Add Other evidence

   Title *

3. Complete "Event date"," Evidence type" and "Category".
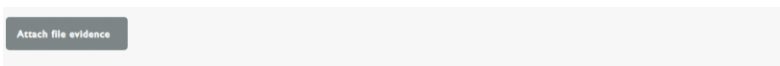
   Event date

   2022-08-02

   The date of the event this entry refers to

   Evidence type

   - Select -

   Category (Obstetrics or Gynaecology) *
   - Generic
   - GYN
   - OBS

4. Under "Description", enter a relevant description for the evidence you are uploading.
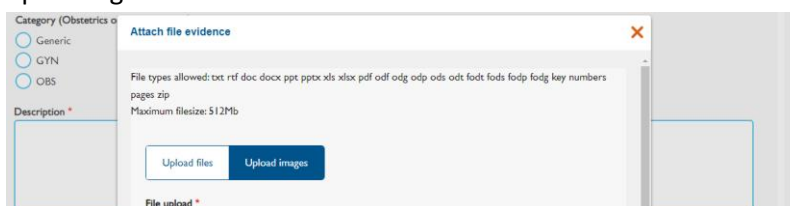
   Description *

5. Click "Attach file evidence".

   Attach file evidence

6. Ensure that "Upload files" or "Upload images" is selected appropriate for the file type you are uploading.

   Category (Obstetrics o
   - Generic
   - GYN
   - OBS

   Attach file evidence   ✕

   File types allowed: txt rtf doc docx ppt pptx xls xlsx pdf odf odg odp ods odt fodt fods fodp fodg key numbers pages zip
   Maximum filesize: 512Mb

   Description *

   | Upload files | Upload images |

   File upload *

7. Under "File upload", drag and drop the file, or click "Select files" to browse for it on your computer.

8. Once the file appears with a tick, click "Confirm selected files"
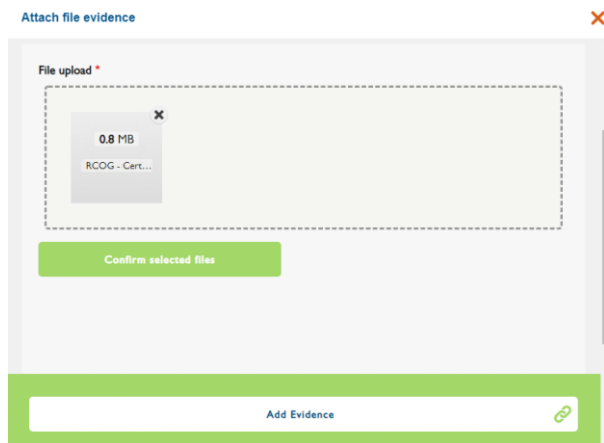
9. Under "Description", again, enter a relevant description for the evidence you are uploading.
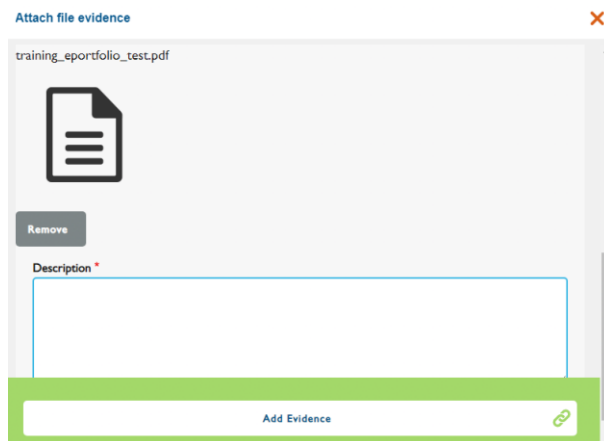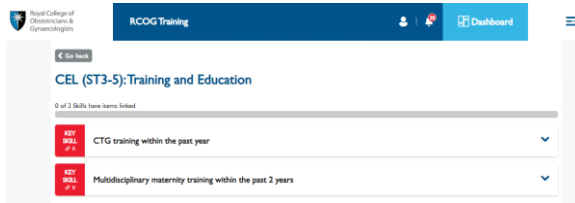

10. Click "Add evidence".

11. Ensure that "Visibility" is selected, then click "Save".

Linking assessments / evidence to a skill

1. On the menu bar that runs along the top of the screen, click on the "Dashboard" icon on the right.

2. In the "CEL Curriculum" section, select the required skills.

CEL for junior registrar locum (ST3-5)

CEL (ST3-5)	Mandatory Clinical skills
CEL (ST3-5)	Training and Education
CEL (ST3-5)	Professional/Communication skills

3. In the skills screen, click on the required key skill.

4. Click on the blue "Add/remove links for this key skill" button.
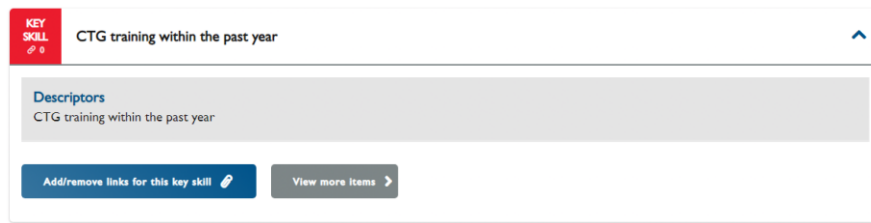
5. In the Key Skill screen, click either the grey "Link assessment" button or the grey "Link log entry" button as required.
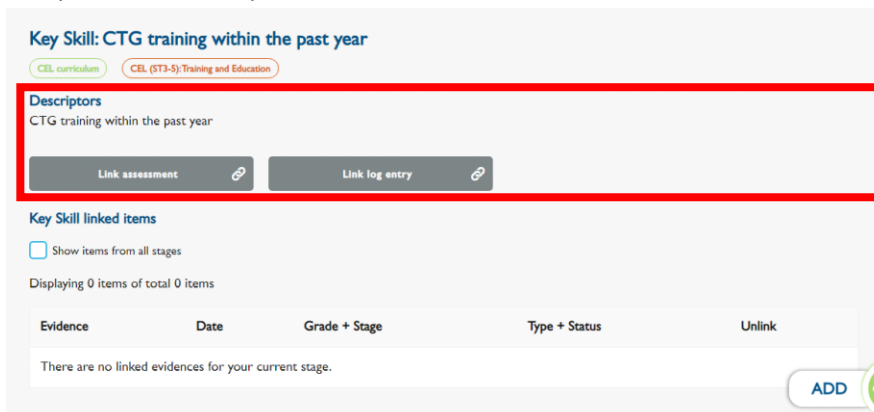
6. Both options will provide a pop-up box displaying your complete list of assessments or log entries.

7. There are three filter boxes along the top: type, category, and grade. Click in these boxes for a drop down list to choose criteria, or leave blank as required.

8. Click in the "Start date" box to enter a start date.

9. Click in the "End date" box to enter an end date.

10. When you have selected your filter requirements click on the grey "Apply" button below the "Type" box to create a list of existing assessments or log entries, which meet the selected criteria. Use the scroll bar on the right-hand side to move through the list.

11. Click in the white box next to the required assessment or log entry. When an entry is selected, click the box and you will see a blue tick. You can select as many entries as required.

12. If you have selected an entry in error, click on the blue tick to deselect it. The box will turn white.

13. When you have selected all the required entries, click on the white "Link" button at the bottom of the screen. You will now see a message on top of the page saying, "Success: Saved the (User name), (Required Key skill)".
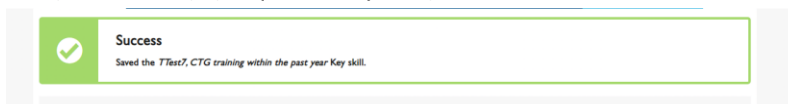
14. When you click the grey "Return to CiP" button in the top, left hand corner. It will bring you back to the Key skills screen. On the key skill, you have selected earlier, click on the downward arrow button. You can now see the entry listed below the key skill.

15. To remove a linked log /assessment, click on the blue "Add/remove links for this key skill" button below the key skill. It will take you to the key skill screen. Scroll down to locate the entry you wish to unlink. Then press the blue "x" next to unlink. You will then see a message from the system saying "You have successfully unlinked *(name of the linked evidence)* Evidence from Key Skill."

CEL Assessment

1. Click the GREEN "ADD" floating button, select "Request Assessment", then click on "CEL Assessment".

2. Under "Name", enter the title of the CEL assessment.

3. Check the CEL assessment request displays the correct CEL stage (ST3-5 or ST6-7) and curriculum.

4. Please check only "completed" assessments are linked to the assessments.

5. In the "Assessor" field, start typing the consultant's last name and select from the list.

6. Select "I certify that I have completed the requirements for eligibility to undertake a short term locum equivalent to Junior Registrar Locum (ST…)"


7. Click the GREY "Save without assessment request (draft)" button to save as draft.

8. You should not be able to create another CEL Assessment; the system will show this message "Error: Complete existing CEL assessment"

9. Click the Dashboard button, scroll to the "Outgoing assessment request" block, then select the CEL Assessment draft you have created.
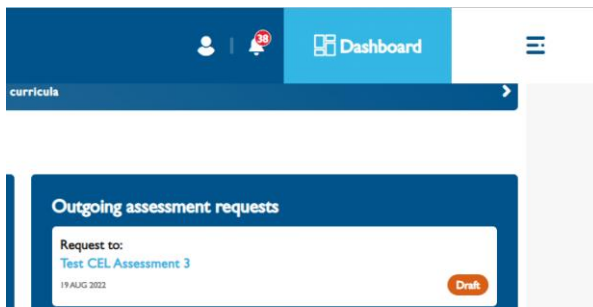
10. Click the "Edit" tab.
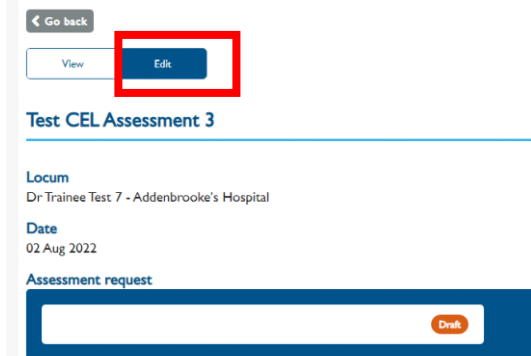
11. Check that the "Assessor" field is populated correctly.

12. Click the GREEN "Save and send request" button.

13. The status of your assessment will be changed to "Ready for assessment" and you can no longer edit the form.
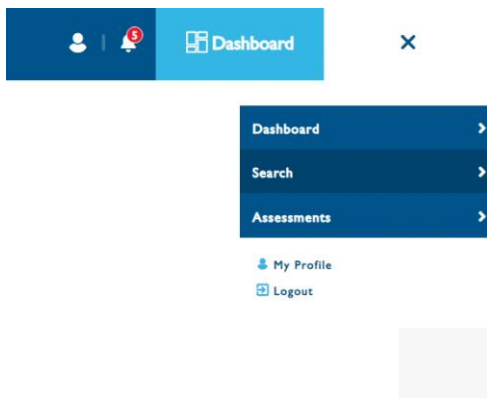
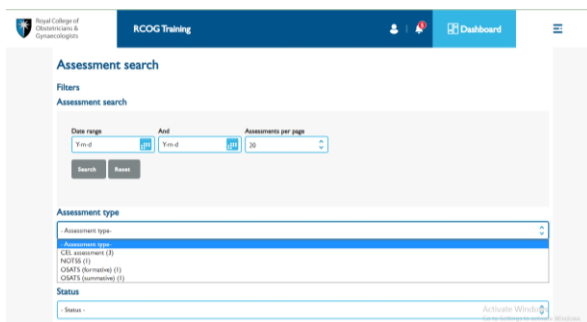# Navigating the CEL assessment

Accessing as a Trainee/locum doctor

1. Once a CEL assessment has been created, a link to the assessment will appear in the "Outgoing assessment requests" box on the dashboard.
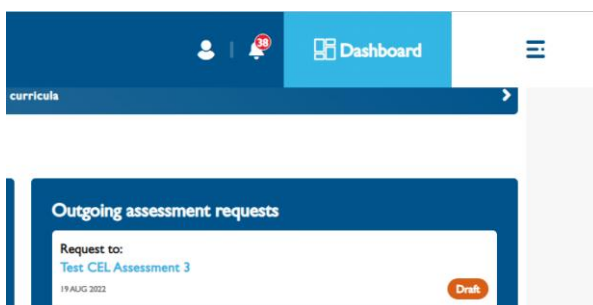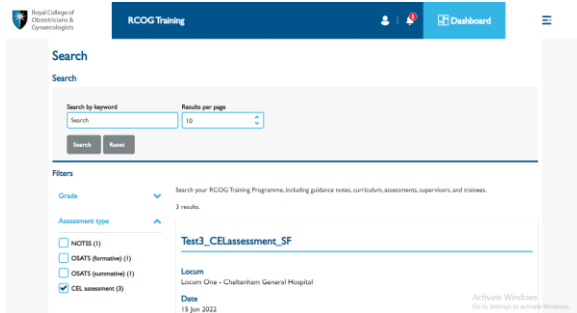
2. You can also access the assessment via the "Assessment" page - the link to the "Assessments" page is available via the "Menu" button on the top right corner of the page.

3. On the "Assessment" or "Search" page, use filter to locate your CEL Assessment.

- "Assessment" Page:

-"Search" Page:

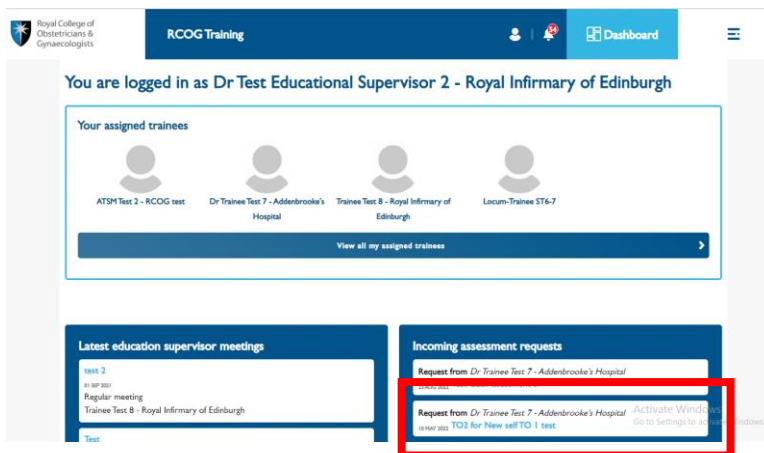4. Only completed assessments and linked evidence will populate the form.

5. You cannot create more than one draft at the same time.
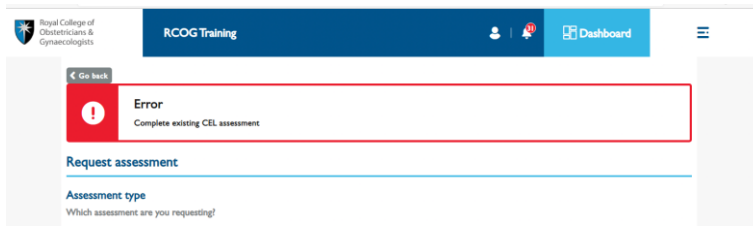
Accessing as a consultant/supervisor role doctor

1. On your educational supervisor account's dashboard, scroll to the "Incoming assessment requests" box. Then, click on the hyperlink of the CEL assessment to view.

2. To approve the assessment request, please select "Yes" in the "Assessor willing to complete" field.

3. Only when an assessment has been rejected a feedback field will appear.

4. Select the tick box next to "Confirm by Assessor".

5. Click the green "Save" button to save and send the CEL Assessment.

CEL Certificate

1. The CEL certificate search page can be accessed through https://cel.rcog.org.uk/

2. You can search for a doctor using their name or GMC number.

3. Only doctors with a validated, non-expired certificate will show up in the search results.