

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

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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:

Assessment type

Which assessment are you requesting?

NOTSS
OSATS (formative)
OSATS (summative)
Self TO I
Structured feedback form
CEL assessment

Sending an assessment request



Assessment request

Assessor

Search on the assessor's last name - (For CIP assessments, trainees must select their own supervisor)

Assessor email

Enter an email address ONLY when assessors cannot be found in the search above

Assessor's role

- Select -

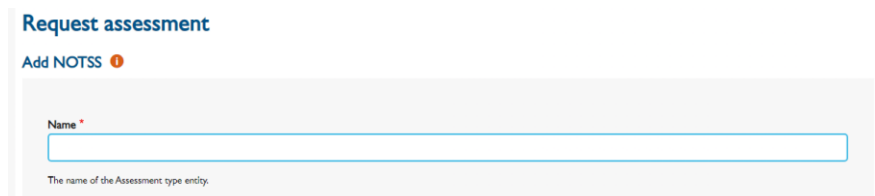
When you are ready to send your assessment request, fill in the assessor and click Save and send request. Trainees will not be able to edit the assessment once the assessment request has been made.

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.



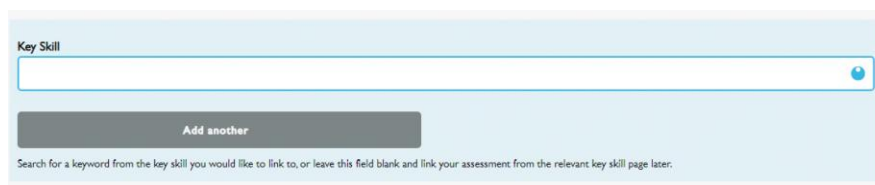
Request assessment

Add NOTSS

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.

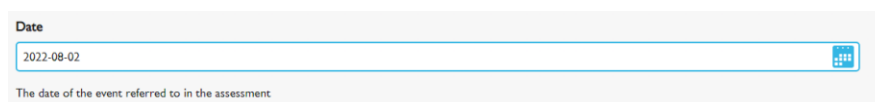


Key Skill

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. 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) ⓘ

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

The date of the event referred to in the assessment.

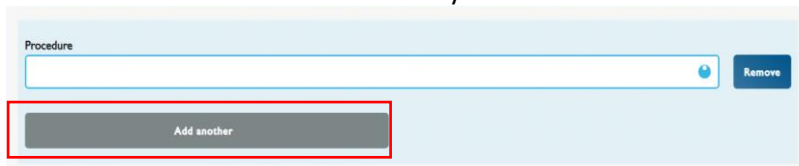
7. Under "Procedure", start typing the name of the relevant procedure, then select it from the drop-down list.

Procedure

Add another

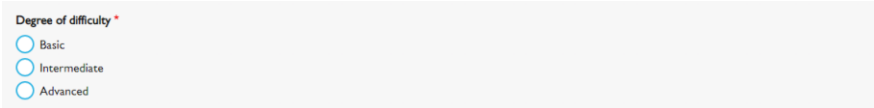
Remove

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



The screenshot shows a form field labeled "Procedure" with a text input area and a "Remove" button. Below the input area is a grey button labeled "Add another", which is highlighted with a red rectangular border.

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



The screenshot shows a section titled "Degree of difficulty" with three radio button options: "Basic", "Intermediate", and "Advanced".

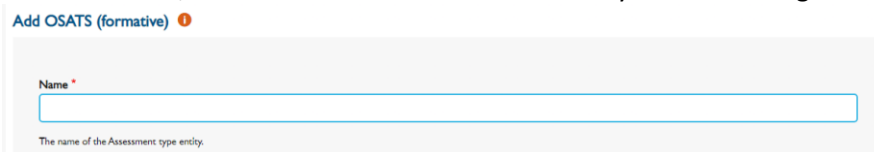
- Populate the rest of the fields with appropriate information and complete all required fields.

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

- Follow the "[Sending an Assessment Request](#)" instructions to send your assessment accordingly.

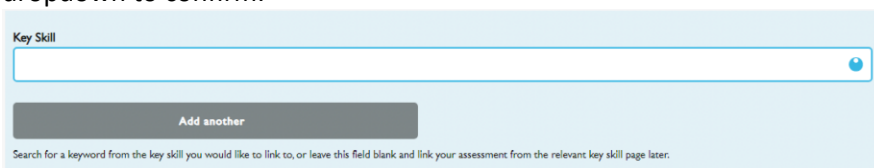
Formative OSAT

- Click on the dashboard button in the top right corner then, on the dashboard, click the GREEN "ADD" floating button.
- Select "OSATS (Formative)" from the "Assessment type" list.
- Under "Name", enter a relevant title for the OSATS you are creating.



The screenshot shows a form titled "Add OSATS (formative)" with a red information icon. It features a "Name" field with a red asterisk and a placeholder text: "The name of the Assessment type entity."

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



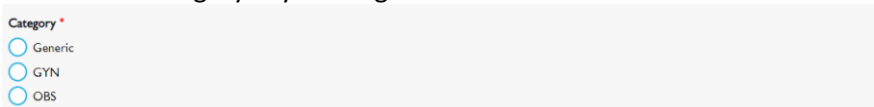
The screenshot shows a form field labeled "Key Skill" with a text input area and a "Remove" button. Below the input area is a grey button labeled "Add another". A note below the button reads: "Search for a keyword from the key skill you would like to link to, or leave this field blank and link your assessment from the relevant key skill page later."

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



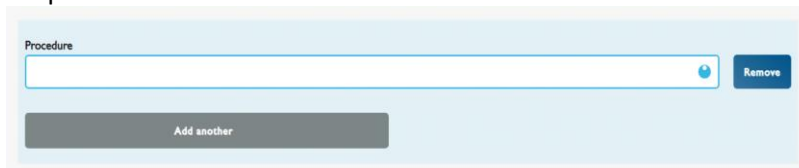
The screenshot shows a form field labeled "Date" with a text input area containing "2022-08-02" and a calendar icon. Below the input area is a note: "The date of the event referred to in the assessment"

- Select the "Category" by clicking the relevant "radio button"



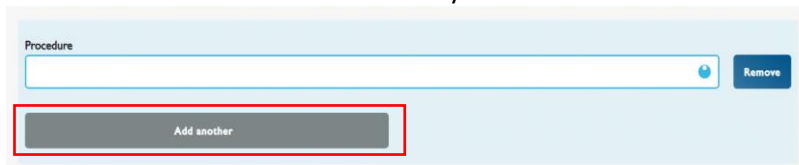
The screenshot shows a section titled "Category" with three radio button options: "Generic", "GYN", and "OBS".

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



The screenshot shows a light blue form area. At the top, the word "Procedure" is written in small text above a white input field. To the right of the input field is a blue button labeled "Remove". Below the input field is a dark grey button labeled "Add another".

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



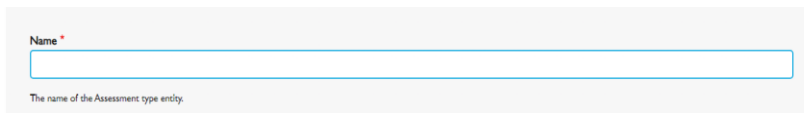
This screenshot is identical to the previous one, but the dark grey "Add another" button is highlighted with a red rectangular border.

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)

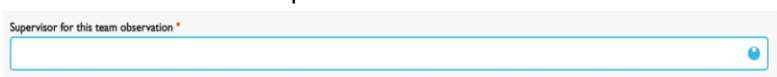
1. You must create a Self TO1 for each team observation round, before you can send any Team Observation forms (TO1s) to assessors.
2. On most pages, at the bottom, right-hand corner of the screen is the GREEN "ADD" floating button.
3. Click this and select "Request Assessment" from the menu bar on the 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 *

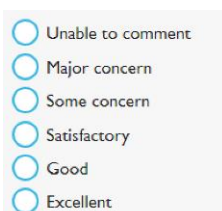
The name of the Assessment type entry.

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](#)

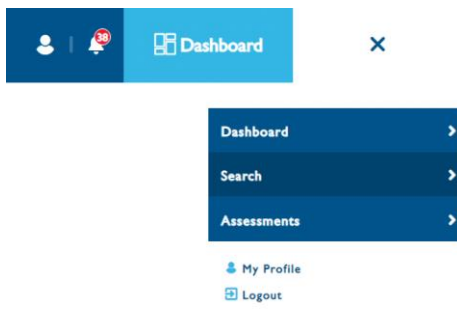
1. After completing your Self TO1. Click on the green “Save and send request” button.
2. Once the Self TO1 has been saved, it is no longer editable by the trainee!
3. This will take you to an assessment view screen where you can see what you have written.
4. In the top, left-hand corner of the screen 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”.



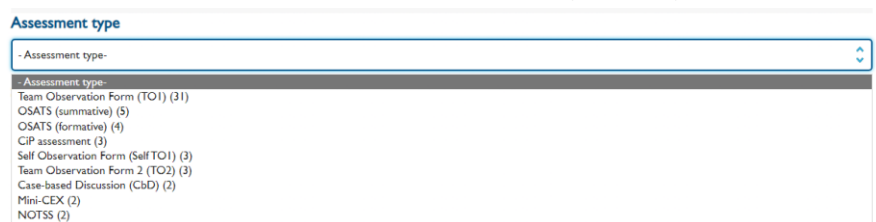
6. Follow the instructions for creating additional TO1s.

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".



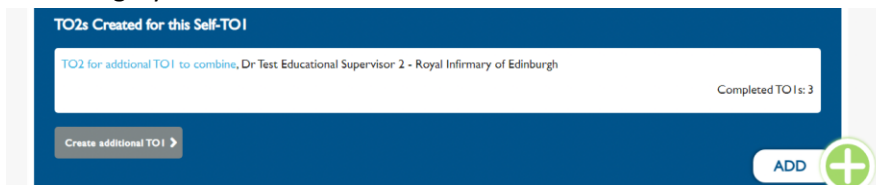
3. On the "Assessment Search" screen, locate the "Assessment type drop down". Click the drop down arrow and select "Self-Observation Form (Self TO1)".



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)	additional 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.

Assessment request

Assessor

Search on the assessor's last name - (For CIP assessments, trainees must select their own supervisor)

Assessor email

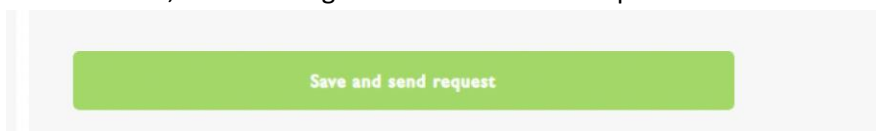
Enter an email address ONLY when assessors cannot be found in the search above

Assessor's role

- Select -

When you are ready to send your assessment request, fill in the assessor and click Save and send request. Trainees will not be able to edit the assessment once the assessment request has been made.

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.



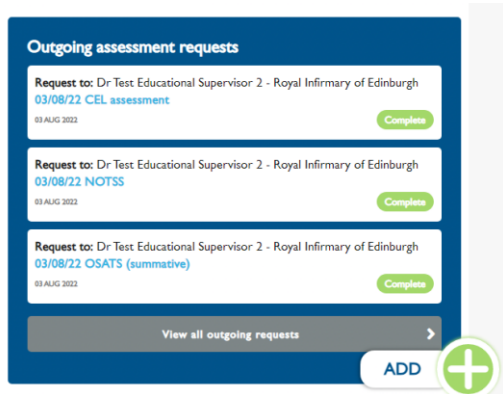
12. Your ratings and comments from your self-TO1 WILL NOT be visible to your TO1 assessors.
13. In addition, the Self TO1 is no longer editable by the trainee once it has been saved!
14. This will take you to an assessment view screen where you can see what you have written.
15. In the top, left-hand 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.



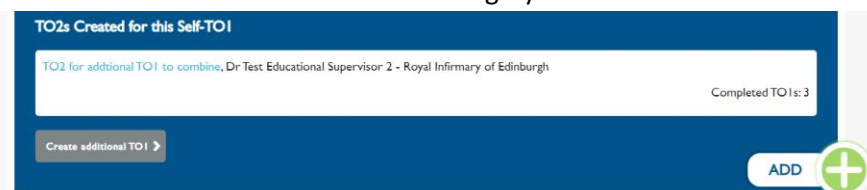
2. Scroll down until you reach the “Outgoing assessment requests” box.



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.

Assessment request

Assessor

Search on the assessor's last name - (For CIP assessments, trainees must select their own supervisor)

Assessor email

Enter an email address ONLY when assessors cannot be found in the search above

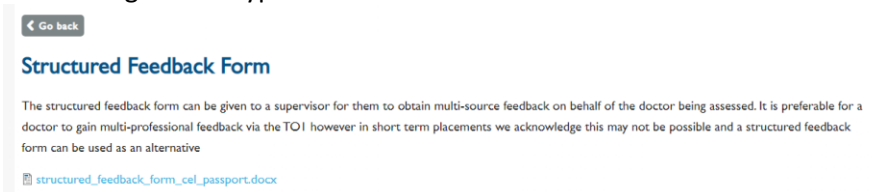
Assessor's role

When you are ready to send your assessment request, fill in the assessor and click Save and send request. Trainees will not be able to edit the assessment once the assessment request has been made.

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.

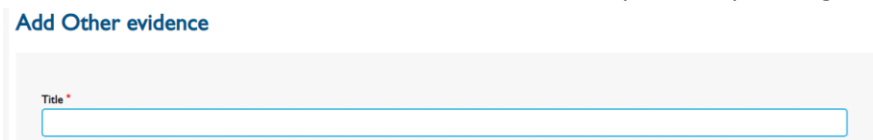


4. For instructions for filling in the form, please refer to the [CEL framework document](#).
5. After the form is completed, upload the form as “Other evidence” to link to a key skill.

Adding an “Other Evidence” entry

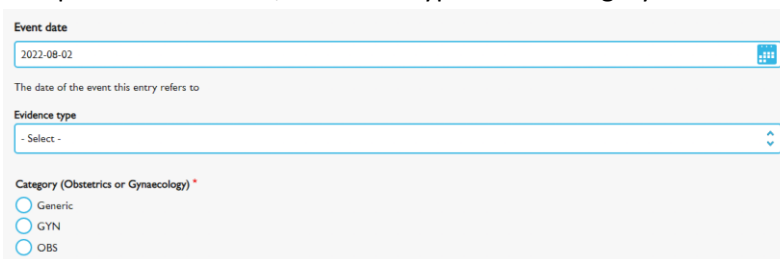
1. Once logged into your account, click the **GREEN** “ADD” button, then select “Add other evidence”.

2. Under “Title”, enter a relevant title for the evidence you are uploading.



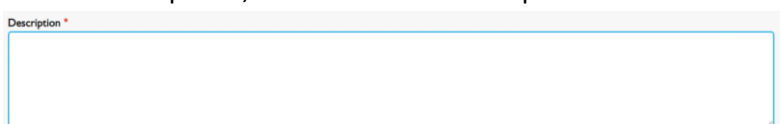
The screenshot shows the 'Add Other evidence' form. The 'Title' field is highlighted with a red asterisk, indicating it is a required field. The field is currently empty.

3. Complete “Event date”, “Evidence type” and “Category”.



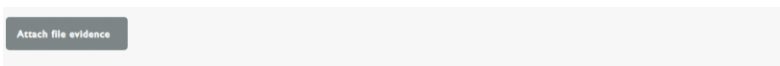
The screenshot shows the 'Add Other evidence' form. The 'Event date' field is set to 2022-08-02. The 'Evidence type' field is set to '- Select -'. The 'Category (Obstetrics or Gynaecology)' field has three radio button options: Generic, GYN, and OBS.

4. Under “Description”, enter a relevant description for the evidence you are uploading.



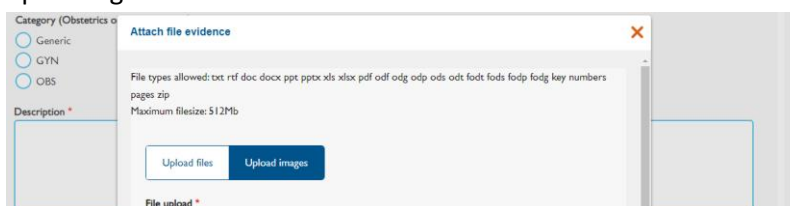
The screenshot shows the 'Add Other evidence' form. The 'Description' field is highlighted with a red asterisk, indicating it is a required field. The field is currently empty.

5. Click “Attach file evidence”.



The screenshot shows the 'Attach file evidence' button, which is highlighted in grey.

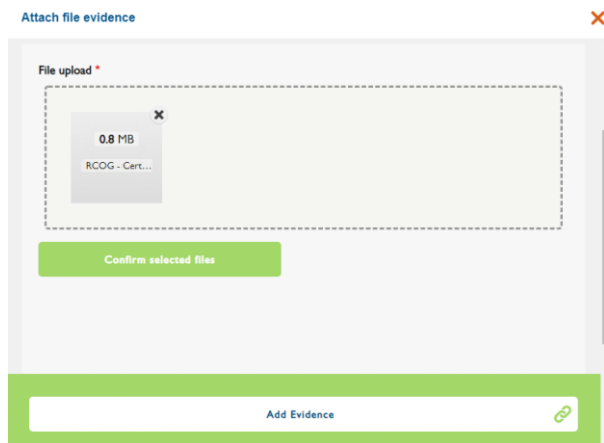
6. Ensure that “Upload files” or “Upload images” is selected appropriate for the file type you are uploading.



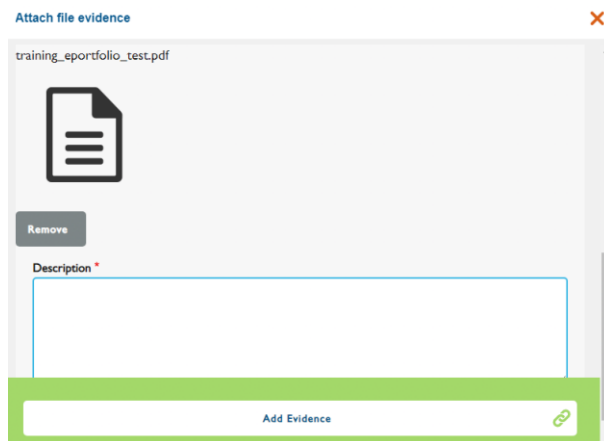
The screenshot shows the 'Attach file evidence' dialog box. The 'Upload files' button is highlighted in blue. The 'Upload images' button is also visible. The dialog box lists the allowed file types and the maximum file size (512Mb).

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.



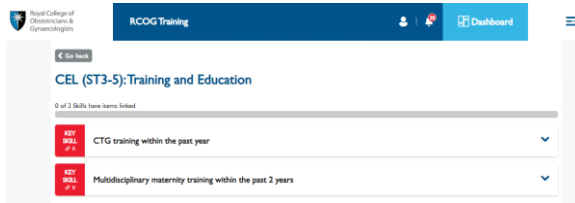
10. Click “Add evidence”.
11. Ensure that “Visibility” is selected, then click “Save”.

Linking assessments / evidence to a skill

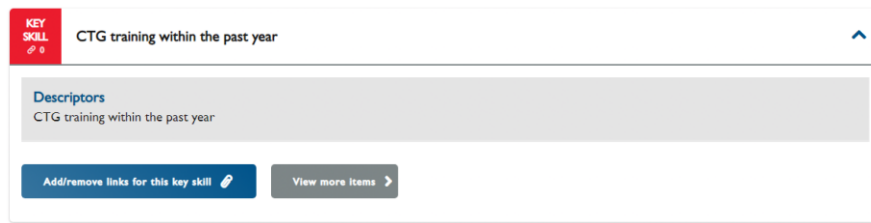
1. On the menu bar that runs along the top of the screen, click on the “Dashboard” icon on the right.
2. In the “CEL Curriculum” section, select the required skills.



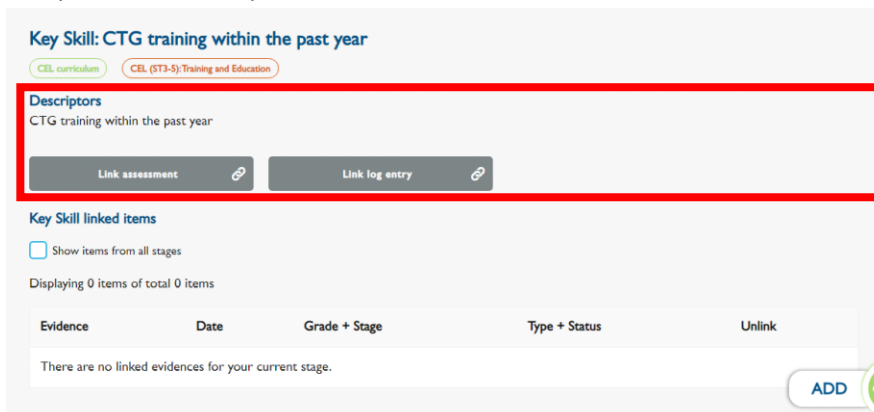
- In the skills screen, click on the required key skill.



- Click on the blue “Add/remove links for this key skill” button.



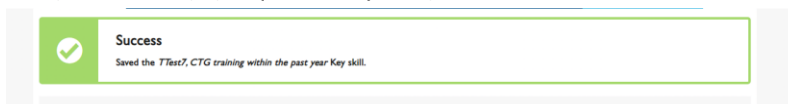
- In the Key Skill screen, click either the grey “Link assessment” button or the grey “Link log entry” button as required.



- 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.

- 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

- Click the GREEN "ADD" floating button, select “Request Assessment”, then click on “CEL Assessment”.
- Under "Name", enter the title of the CEL assessment.
- Check the CEL assessment request displays the correct CEL stage (ST3-5 or ST6-7) and curriculum.
- Please check only "completed" assessments are linked to the assessments.

Key Skills	Evidence required for sign off. Must be within past 2 years	Link to evidence
Mandatory Clinical skills		
Surgical management of miscarriage	2 summative OSATS confirming competence from two different individuals	<ul style="list-style-type: none"> OSATS (summative), TEST Assessment 1, Competent, ST2, Consultant, complete
Transabdominal ultrasound examination of fetal heart and fetal presentation in late pregnancy	2 summative OSATS confirming competence from two different individuals	-
Perineal repair (episiotomy/ first or second degree tear)	2 summative OSATS confirming competence from two different individuals	<ul style="list-style-type: none"> OSATS (summative), 03/08/22 OSATS (summative) , Competent, ST3, Consultant, complete

- In the “Assessor” field, start typing the consultant’s last name and select from the list.

Assessment request

Assessor

Search on the assessor's last name - (For CIP assessments, trainees must select their own supervisor)

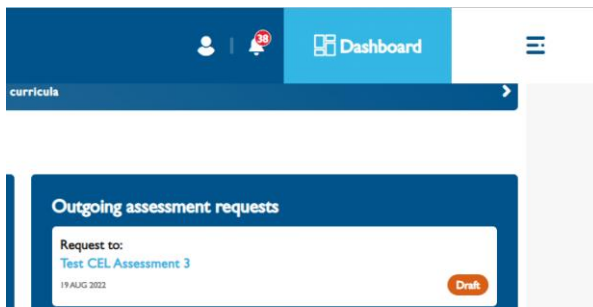
When you are ready to send your assessment request, fill in the assessor and click Save and send request. Trainees will not be able to edit the assessment once the assessment request has been made.

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

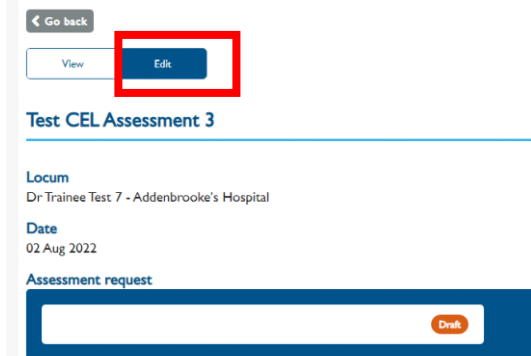
I certify that I have completed the requirements for eligibility to undertake a short term locum equivalent to Junior Registrar Locum (ST3-5) *

- Click the GREY “Save without assessment request (draft)” button to save as draft.

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

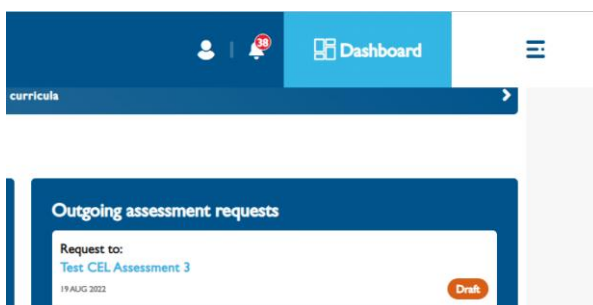
12. Click the GREEN “Save and send request” button.

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

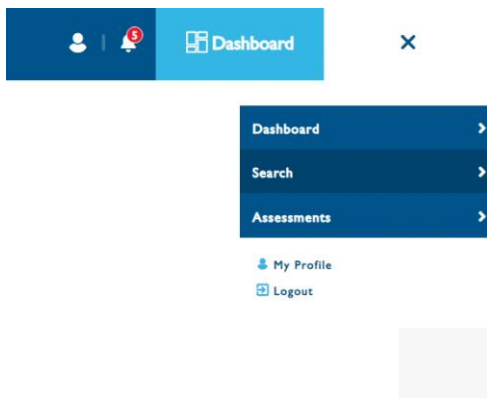
Navigating the CEL assessment

Accessing as a Trainee/locum doctor

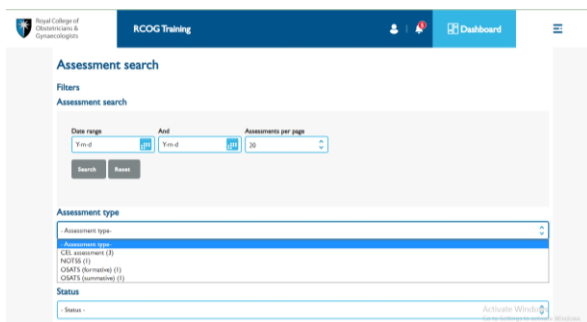
1. Once a CEL assessment has been created, a link to the assessment will appear in the “Outgoing assessment requests” box on the dashboard.



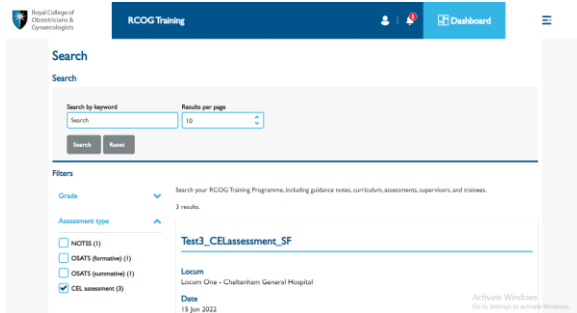
- You can also access the assessment via the “Assessment” page - the link to the “Assessments” page is available via the “Menu” button on the top right corner of the page.



- On the “Assessment” or “Search” page, use filter to locate your CEL Assessment. - “Assessment” Page:



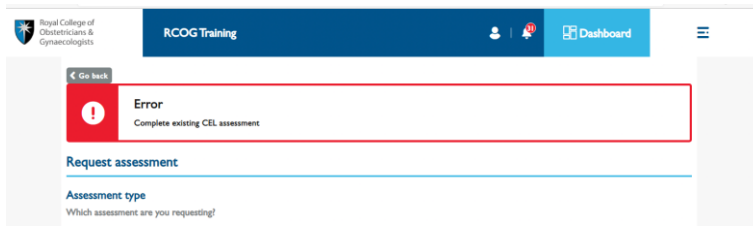
- “Search” Page:



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

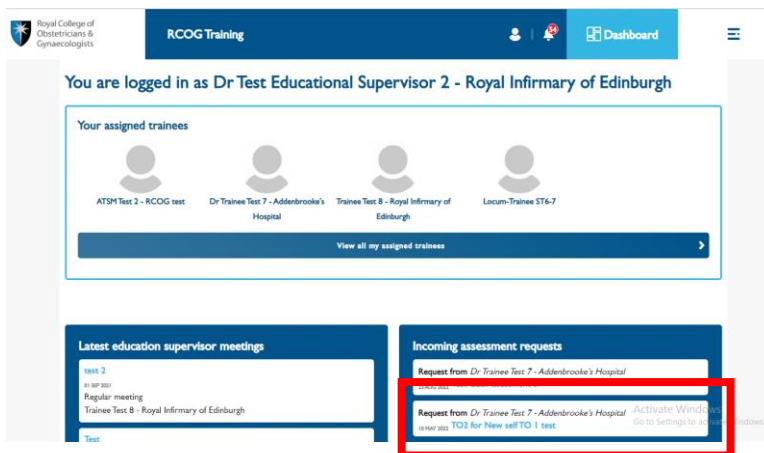
Key Skills	Evidence required for sign off. Must be within past 2 years	Link to evidence
Mandatory Clinical skills		
Surgical management of miscarriage	2 summative OSATS confirming competence from two different individuals	• OSATS (summative), TEST Assessment 1, Competent, ST2, Consultant, complete
Transabdominal ultrasound examination of fetal heart and fetal presentation in late pregnancy	2 summative OSATS confirming competence from two different individuals	-
Perineal repair (episiotomy/ first or second degree tear)	2 summative OSATS confirming competence from two different individuals	• OSATS (summative), 03/08/22 OSATS (summative) , Competent, ST3, Consultant, complete

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.

The screenshot shows a form titled "Assessment request". It includes an "Assessor" field with the text "Dr Test Educational Supervisor 2 - Royal Infirmary of Edinburgh (45738)". Below this is a dropdown menu for "Assessor willing to complete" with the value "No". The current status is "Ready for assessment". A red rectangular box highlights the "Reason given for rejecting this assessment" field, which is currently empty. A small red asterisk is next to the field label.

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

The screenshot shows a section titled "The current status of this assessment request". It contains a checkbox labeled "Confirmation by assessor" which is currently unchecked. Below the checkbox is a small line of text: "I have completed this assessment and understand that once submitted it cannot be changed."

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.

The screenshot shows a search form titled "Search the Locum certificate registry". It features a search input field with the placeholder text "Type to search" and a magnifying glass icon. Below the input field is the text "You can search doctors by name or by their GMC number". At the bottom of the form is a "Search" button with a right-pointing arrow.

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