

How to use Lifelong Learning platform – A simple guide for all new users

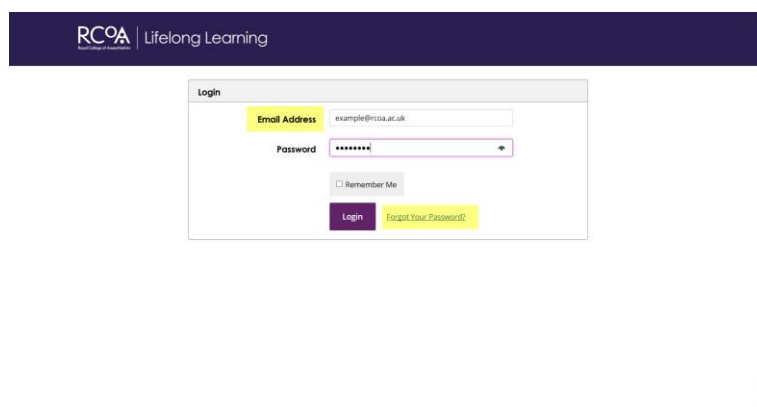
Lifelong Learning is part of your membership with the College. To receive an account, please ensure that you register as either a new Core, ST3 or ST5 trainee. For those who already have, please contact us on lifelong@rcoa.ac.uk.

Data will not be migrated from the existing e-Portfolio to the Lifelong Learning platform. There is a video on YouTube titled RCoA Lifelong Learning: e-Portfolio download. This will present a step by step guide on how you can download your account.

You **MUST** download your e-Portfolio before **31 July 2019**.

1. How to login

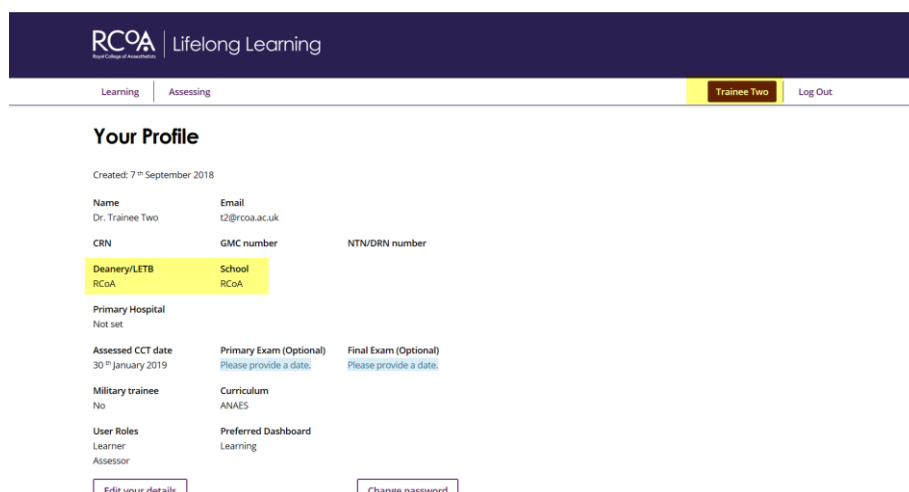
Your login details will be sent through an automated email. Please note we are no longer using College reference number (CRN) as a username.



If you do not receive an email, use the 'forgot your password' function to reset your password.

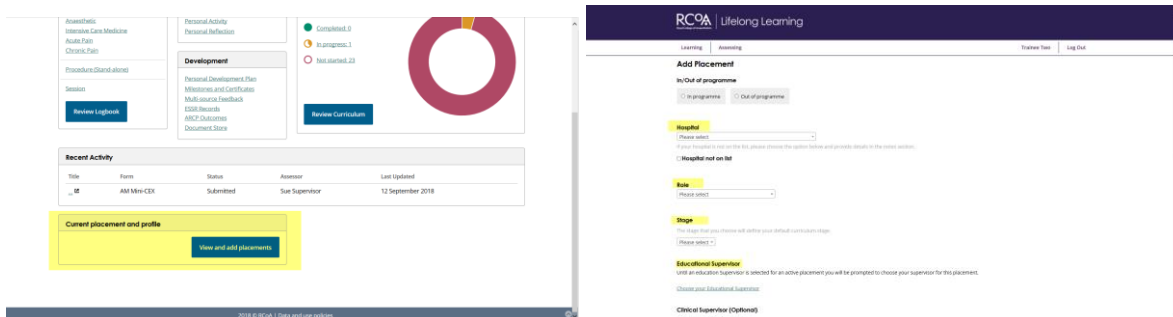
2. Make sure your details are correct

Once you login, make sure your deanery and school are correct.



3. Create a placement

You will need to create a placement in order to use the platform smoothly. Without an educational supervisor and a placement, the platform would not let you create and complete forms.



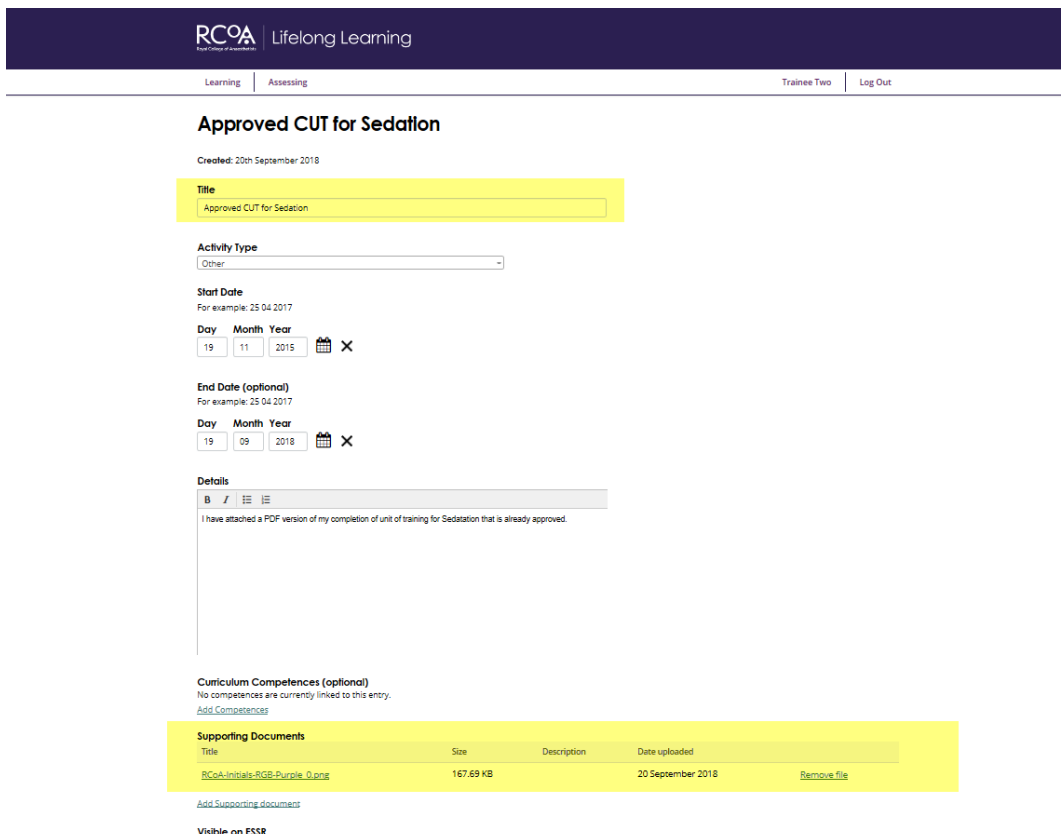
College tutors are linked to hospitals, make sure your hospital is correct in your current placement. This will make it easier for you to receive help by them.

If you are an **ACCS** trainee, you should choose ACCS option for both role and stage.

For trainees who are out of programme, select OOP and then click hospital not in list (if this is the case e.g. maternity leave) In the notes box write a comment regarding the OOP e.g. research, maternity leave, career break etc.

4. Uploading any existing documents

The College advises users to upload any documents via personal activities. This will allow you to link the document to competences without needing approval from an assessor.



Suggested Naming Convention & Personal Activity Type

Type of Activity / Document	Suggested Title	Activity Type	Example
CUT Form	CUT Stage Unit of Training	Other	CUT Intermediate Cardiac Arrest
ES Meeting	ES Meeting Grade Hospital Month Year	Supervisory Meeting	ES Meeting CT2 DMH February 2019
ARCP Summary Form	ARCP Form Grade Month Year	ARCP/ Form R	ARCP Form ST5 January 2019
Form R	Form R Grade Month Year	ARCP/ Form R	Form R ST3 December 2018
Whole Scope of Practice	Whole Scope Hospital Month Year	ARCP / Form R	Whole Scope South Tyneside June 2018
Consultant Feedback	Consultant Feedback Grade Hospital Month Year	Consultant Feedback	Consultant Feedback CT1 Freeman August 2018
Audit	Audit Title Month Year	Audit	Audit CD Book Compliance June 2018
QIP	QIP Title Month Year	Quality Improvement	QIP My QIP Project December 2018
Appraisal Summary	Appraisal Summary Grade Month Year	Other	Appraisal Summary ST4 September 2018
Old Logbook Summary	Logbook Summary Grade - Grade Month Year	Logbook	Logbook Summary CT1-ST3 August 2018

This table is created by Dr Ian Whitehead for his trainees in The Northern School of Anaesthesia

5. How to upload any existing certificates.

Milestones and Certificates

Milestones

Please choose the milestone to complete.

Development

[Personal Development Plan](#)

[Milestones and Certificates](#)

[Multi-source Feedback](#)

[ESSR Records](#)

[ARCP Outcomes](#)

[Document Store](#)

Milestone	Progress	Definition
IAC	Not achieved	Initial Assessment of Competence
IACOB	Not achieved	Initial Assessment of Competence in Obstetric Anaesthesia
CLE	Not achieved	Confirmation of Core Level Equivalence
CLTC	Not achieved	Core Level Training Certificate
ILPB	Not achieved	Intermediate Level Progress Report
ILTC	Not achieved	Intermediate Level Training Certificate

Certificates

Any other certification that you would like to add to your record.

[Add Certificate](#)

ILTC

Certificate

Created: 21st September 2018

Title

What is the title of the certificate?

ILTC

Date Achieved

For example: 25 04 2017

Day Month Year
 21 09 2017

Details of Certificate (optional)

Details regarding your achievement of the certificate

ILTC from 2017 September.

Supporting Documents

Title	Size	Description	Date uploaded
RCoA-Initials-RGB-Purple_0.png	167.69 KB		21 September 2018

[Add Supporting document](#)

[Save Certificate](#)

[Delete Certificate](#)

Adding a previous certificate requires a title, date, any important details about the certificate and the supporting document which should be a copy of the original certificate.

6. The new format for the Educational Supervisors Structured Report (ESSR)

Development

- [Personal Development Plan](#)
- [Milestones and Certificates](#)
- [Multi-source Feedback](#)
- [ESSR Records](#)**
- [ARCP Outcomes](#)
- [Document Store](#)

You can find the ESSR under Development.

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Learning | Assessing | Trainee Two | Log Out

ESSR Management

Create new ESSR

Title	Status	Start date	End date
ESSR for 3 month placement in Royal Free	Draft	20 July 2018	21 September 2018

[Return to Dashboard](#)

You will need to give the ESSR a clear title with the correct dates. The dates will pull every assessment, logbook case and other documents that you have inserted onto the platform into your ESSR.

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ESSR Management

ESSR

Title
A brief description of the purpose of the ESSR.

Start Date
For example: 25 04 2017
Day Month Year

End Date
For example: 25 04 2017. The end date cannot be in the future as only entries completed or approved before the date set will be shown in the ESSR. This ensures all reviewers view the same document.
Day Month Year

Academic
 Yes No

Once you create an ESSR, a form with 16 parts will appear. You will only need to fill in your absences and your learner comments.

ESSR for 3 month placement in Royal Free

ESSR

Draft

Created:
21 September 2018

Created by Learner

Educational Supervisor

Name	Stage	GMC	CRN	Name	Type	GMC
Trainee Two	CT1			Not set.		

ESSR Navigation

1. Overview	1. Supervisory Meeting	1. Absences
2. Placements in Programme	2. Review Unit progress	2. Form B
3. Examinations	3. Workplace Based Assessments	3. Details of any concerns/investigations
4. Milestones	4. Multisource Feedback - Completed	4. Comments
5. Personal development plan	5. Consultant source feedback	
6. Logbook	6. Non Clinical Activities	

1) Overview

Start date
20 July 2018
Academic
Yes
CV

[You have not yet uploaded your C.V.](#)

End date
21 September 2018
CCT
30 January 2019

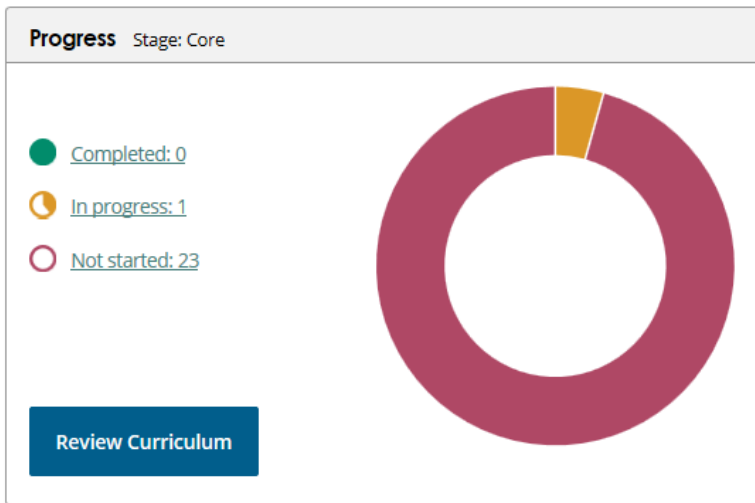
[Previous ARCP Outcomes](#)

When you create a personal activity with the activity type Supervisory meeting and form R, they will be linked to your ESSR. If you want a document/assessment to appear under number 1. Supervisory meeting and 2. Form R, make sure you choose the correct activity type when creating these activities.

Do not forget that an ESSR will need to be approved by your educational supervisor and College tutor.

7. The curriculum

The progress box on the right hand side of the platform is an indication of how many units you have completed. **Green** represents a completed unit, **orange** is a unit in progress, **red** is a unit you have not started and **blue** is a CUT (completion of unit of training form in progress)



Once you enter the review curriculum page, you will come across six mini tabs for each training level. Unlinked entries on the right will be all assessments that are not linked to a competency. As you progress through your training, you will be able to select optional modules that you wish to take. On the top of the page, there is a filtering function. This will make it easier for you to find your units eg if you choose 'not started' units and filter, all the units you have not started will appear.

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Review Curriculum

Core | Intermediate | Higher | Advanced | Non-clinical | **Unlinked entries**

Unit progress Choose optional units

Completed CUT in progress In progress Not started Optional unit - not being taken

Include entries

WpBAs Personal Activities Personal Reflections

Filter

Hide entries for all units | Show entries for all units

Preoperative Assessment Unit details

Entries	Recommended assessments
0 WpBAs	1 A-CEX, 1 CBD, 1 DOPS
0 Personal activities	
0 Personal reflections	

Pain Medicine
Unit details

Entries **Recommended assessments**

0 WpBAs 1 A-CEX, 1 CBD, 1 DOPS

0 Personal activities

0 Personal reflections

WpBAs

No WpBAs

Personal Reflections

No Personal Reflections

Personal Activities

No Personal Activities

Perioperative Medicine
Unit details

Entries **Recommended assessments**

1 WpBAs 1 A-CEX, 1 CBD, 1 DOPS

0 Personal activities

0 Personal reflections

Create CUT

WpBAs

Title	Form	Assessor
.....	AM Mini-CEX	Sue Supervisor

Personal Reflections

No Personal Reflections

When you expand the unit with the chevron on the right hand side, you will see how many entries are linked to that unit and you can see the recommended assessments. Further information on the recommended number of assessments and learner outcomes can be found in the curriculum [here](#).

Once you link a workplace based assessment, personal activity or a personal reflection the 'create CUT' button will appear. CUT forms needs to be approved by an appropriate module lead in order for the unit to change to green.

8. Basics of Logbook

Learning

Assessing

Logbook

Case

[Anaesthetic](#)

[Intensive Care Medicine](#)

[Acute Pain](#)

[Chronic Pain](#)

[Procedure \(Stand-alone\)](#)

[Session](#)

Review Logbook

The College has created its very first logbook to support both anaesthetists in learners and trainers. The logbook has six different types of logs. Learners will mostly use the Anaesthetics case and the summary report is primarily tailored to this. Each case will have an ID number.

Review Logbook

Download full Logbook

Filter Logbook

Period Start: Day Month Year X
 Period End: Day Month Year X
 Search Notes:

Log type:

Filter Logbook

Logbook entries

Summary Create Summary report

Level of supervision

Immediate	Local	Distant	Solo	Observed	Supervised	Teaching
1	1	0	0	0	0	0

Log Type

Case	Procedure	Session
2	0	0

Log type	Date	ID	Supervision	Personal reference
Case Anaesthetic	21 09 2018	1	local	
Case Anaesthetic	21 09 2018	2	immediate	

When you click on the 'review logbook' button, you can view all your logbook entries, create a summary report and download logbook to an excel spreadsheet. You can also filter your logbook by dates, notes and log types.

9. Multi-Source Feedback

Multi-source feedback known as MSF can be used to gather feedback from your colleagues and assessors. For each training year, it is advised to complete at least one MSF. Make sure you give a clear title to your MSF.

Development

- [Personal Development Plan](#)
- [Milestones and Certificates](#)
- [Multi-source Feedback](#)
- [ESSR Records](#)
- [ARCP Outcomes](#)
- [Document Store](#)

Learning | Assessing

Multi-source Feedback

You have not yet created a multi-source feedback.

Create new MSF

[Return to dashboard](#)

Learning | Assessing

MSF

Title

Any additional details you would like to add about this MSF related to the purpose of feedback.

Feedback in Homerton Hospital

Description (optional)

Any additional details you would like to add about this MSF related to the purpose of feedback.

B / **I** / **≡** / **≡**

This is my first feedback.

Create MSF

Learning | Assessing Trainee Two | Log Out

Feedback in Homerton Hospital

Draft

Created: 28 September 2018

Description
This is my first feedback.

Update

Participants

Participant	Type	Hospital	Status	Date	Email	GMC Number	Delegacy
Sue Supervisor	Consultant	Not set	Invite not sent	28 September 2018	Remove	-	RCoA
Mary Lee G	Consultant	-	Invite not sent	28 September 2018	Remove	Mary.Lee@example.com	758963

G = Guest Participant

MSF overview

0	0	2
Invites sent	Completed	Invites not sent

Open MSF and send invites

Return to Multi-source feedback list

Clear Title

The list of participants who will take place in the MSF

Add new participants who have an account on Lifelong Learning

Add new guest participants

Guest Participants can be added with their name, type, GMC and email address

This is an overview of the MSF. This will show how many invites have been sent out, how many participants have completed the MSF and how many participants you have added to the list but not sent the invites out.

You can open the MSF and send invites throughout the whole year. You do not need to prepare a list before the invites are sent out. Participants can be added after your MSF is open.

MSF overview

2 Invites sent 0 Completed

Request closure of MSF

When you feel you have completed your MSF, this will send it to your Educational sup

Request closure

Return to Multi-source feedback list

Once you are happy with your MSF feedback, you can request closure. This will send a notification to your Educational Supervisor. If your Educational Supervisor is pleased with the results, they will complete it and release it back into your account.

Click [here](#) to view our YouTube videos.