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 as 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.

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

5. How to upload any existing certificates.

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)

You can find the ESSR under Development.

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.

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.
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.
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**

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.
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.
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.

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](https://www.youtube.com) to view our YouTube videos.