

# Completing workplace-based assessments

22 Steps

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Created by

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## STEP 1

### Select the assessment from your to do list

You can access this from your dashboard or by clicking the bell icon at the top right of the screen

The screenshot displays the RCR e-portfolio dashboard. At the top, there is a navigation bar with the RCR logo, 'risc/advance', and a 'Dashboard' tab. Other tabs include 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. A notification bell icon with a red circle and the number '2' is highlighted in the top right corner. The main content area is titled 'TestCRS1 TestCRS1' and includes a 'View profile' button. Below this, there are sections for 'Current information', 'Locations', and 'Clinical Supervisor'. The dashboard is divided into several columns: 'Inbox' with a 'Go to my inbox' button; 'To do list' with a red box around the 'Mini Imaging Interpretation Exercise (Mini-IPX) for TestCRI TestCRI' item; 'Create a new event' with 'MySelf' and 'Someone else' buttons; 'My Trainees' with a list of 'TestCRI TestCRI', 'TestCR4 TestCR4', and 'TestCR5 TestCR5'; 'E-portfolio support' with user guides and FAQs; and 'Become an examiner' with advertising opportunities. The 'To do list' section also shows 'Clinical supervision report for TestCRI TestCRI'.

## STEP 2

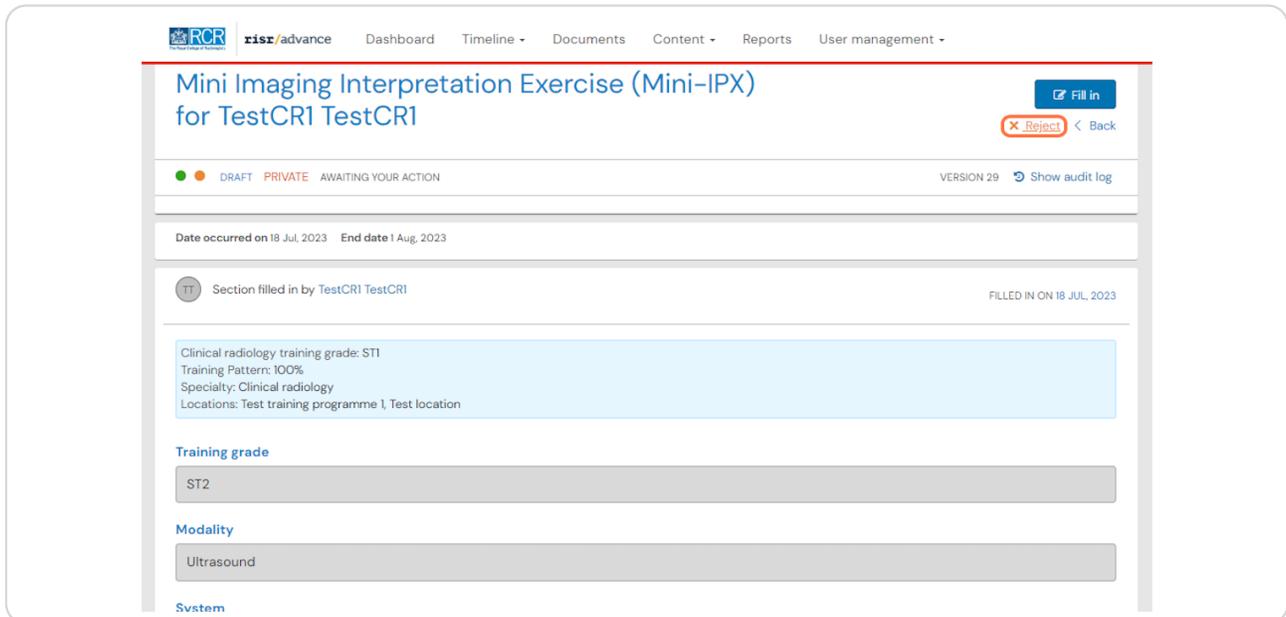
You can review the information entered by the trainee

The screenshot shows a web interface for a Mini Imaging Interpretation Exercise (Mini-IPX) for TestCRI TestCRI. The interface includes a navigation bar with the RCR logo and links for Dashboard, Timeline, Documents, Content, Reports, and User management. The main title is "Mini Imaging Interpretation Exercise (Mini-IPX) for TestCRI TestCRI". There are buttons for "Fill in", "Reject", and "Back". The status is "DRAFT PRIVATE AWAITING YOUR ACTION" and the version is "VERSION 29". The "Date occurred" is "18 Jul, 2023" and the "End date" is "1 Aug, 2023". A section is filled in by "TestCRI TestCRI" on "18 JUL, 2023". The form contains the following information:

- Clinical radiology training grade: ST1
- Training Pattern: 100%
- Specialty: Clinical radiology
- Locations: Test training programme 1, Test location
- Training grade: ST2
- Modality: Ultrasound
- System: Obstetrics/Gynaecology/Breast
- Case description: test

### STEP 3

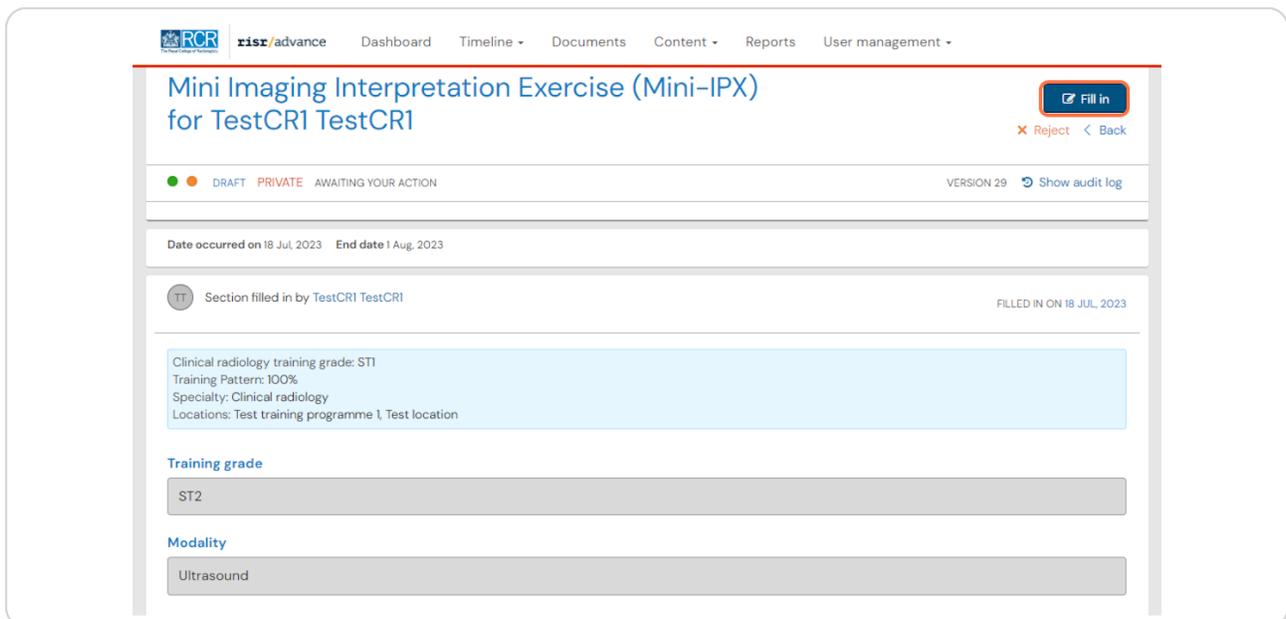
If any details are missing from the trainee's section or the report has been sent to you in error you can click on **Reject** to return the form to the trainee. You will be asked to provide an explanation for the trainee to view.



The screenshot shows the 'Mini Imaging Interpretation Exercise (Mini-IPX) for TestCR1 TestCR1' form. The top navigation bar includes 'risz/advance', 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The form title is 'Mini Imaging Interpretation Exercise (Mini-IPX) for TestCR1 TestCR1'. A 'Fill in' button is visible in the top right corner, and a 'Reject' button is highlighted with a red circle. Below the title, the status is 'DRAFT PRIVATE Awaiting your action' and 'VERSION 29 Show audit log'. The 'Date occurred on 18 Jul, 2023' and 'End date 1 Aug, 2023' are displayed. The 'Section filled in by TestCR1 TestCR1' is noted, with 'FILLED IN ON 18 JUL, 2023'. The form content includes: 'Clinical radiology training grade: ST1', 'Training Pattern: 100%', 'Specialty: Clinical radiology', and 'Locations: Test training programme 1, Test location'. Below this, there are three dropdown menus: 'Training grade' (selected: ST2), 'Modality' (selected: Ultrasound), and 'System'.

### STEP 4

Click on **Fill in** to complete the supervisor's section of the form.



The screenshot shows the 'Mini Imaging Interpretation Exercise (Mini-IPX) for TestCR1 TestCR1' form. The top navigation bar includes 'risz/advance', 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The form title is 'Mini Imaging Interpretation Exercise (Mini-IPX) for TestCR1 TestCR1'. A 'Fill in' button is highlighted with a red circle, and a 'Reject' button is visible. Below the title, the status is 'DRAFT PRIVATE Awaiting your action' and 'VERSION 29 Show audit log'. The 'Date occurred on 18 Jul, 2023' and 'End date 1 Aug, 2023' are displayed. The 'Section filled in by TestCR1 TestCR1' is noted, with 'FILLED IN ON 18 JUL, 2023'. The form content includes: 'Clinical radiology training grade: ST1', 'Training Pattern: 100%', 'Specialty: Clinical radiology', and 'Locations: Test training programme 1, Test location'. Below this, there are three dropdown menus: 'Training grade' (selected: ST2), 'Modality' (selected: Ultrasound), and 'System'.

## STEP 5

### Complete the required fields to summarise your feedback

Prompts below the text boxes provide further guidance on what to include

The screenshot shows the RCR RIS/advance assessment form. At the top, there is a navigation bar with the RCR logo and links for Dashboard, Timeline, Documents, Content, Reports, and User management. The form contains several required fields, each marked with a red asterisk:

- Assessor's Name**: A text input field.
- Assessor's role**: A dropdown menu.
- Trainee previous experience**: A dropdown menu.
- Difficulty of case(s)**: A dropdown menu.

Below these fields is the **Assessor's comments** section, which includes the instruction: "Please comment on areas of good practice and areas for development". It contains two text input areas:

- What was done well**: A text input field.
- Suggested areas for development**: A text input field.

Small text below the comment boxes provides guidance: "Possible areas for feedback: understanding of relevant anatomy; understanding of clinical context; usage of equipment; infection prevention/control; observation of findings; image interpretation; appropriate reference to previous investigations; clarity of report; interaction with patients/staff; judgement/insight".

## STEP 6

### You can attach any relevant documents to the report by clicking on **Attach files**

The screenshot shows the **Assessor's declaration** section. It contains the following text:

By submitting this form you are agreeing that you observed the case(s) described.

Once you have completed and submitted this assessment, it will be closed and placed into the trainee's timeline as complete.

Below the text is a button labeled **Attach files** with a document icon, which is highlighted with a red border. At the bottom of the section are two buttons: **Submit** (green) and **Save as draft** (orange).

## STEP 7

### To complete the assessment and publish it to the trainee's timeline click on **Submit**

You can click save as draft if you wish to complete the form at a later date.

[Assessor's declaration](#)

By submitting this form you are agreeing that you observed the case(s) described.

Once you have completed and submitted this assessment, it will be closed and placed into the trainee's timeline as complete.

[Attach files](#)

[Submit](#) [Save as draft](#)

## # Editing completed assessments

6 Steps

## STEP 8

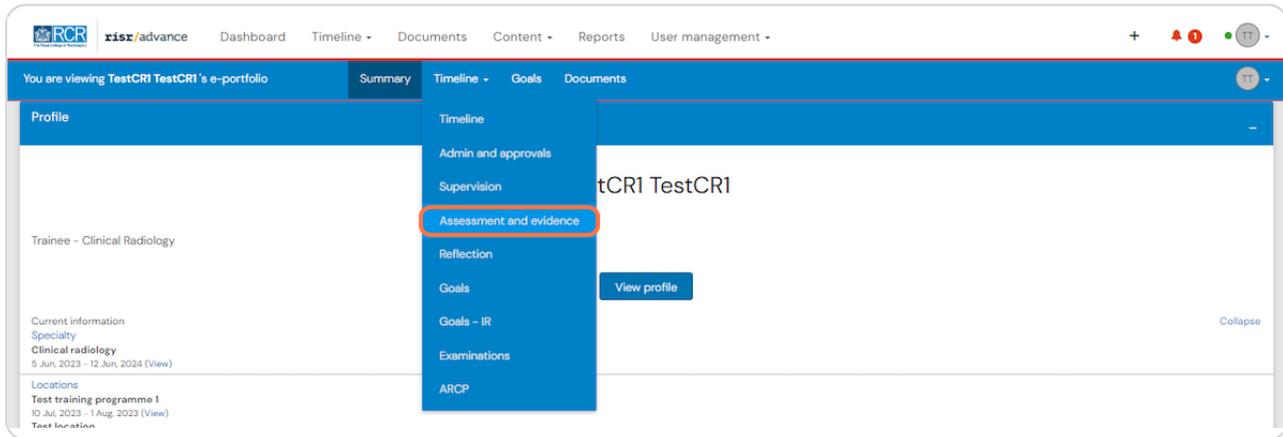
### From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard

The screenshot shows the RCR supervisor dashboard. At the top, there are navigation tabs: RCR, rcr/advance, Dashboard, Timeline, Documents, Content, Reports, and User management. The main content area is titled 'Supervisor dashboard -' and features a profile card for 'TestCRS1 TestCRS1'. The profile card includes a 'View profile' button and sections for 'Current information' (Specialty: Clinical radiology, 5 Jun, 2023 - 12 Jun, 2024) and 'Locations' (Test location: 5 Jun, 2023 - 12 Jun, 2024). Below the profile card, there are three main sections: 'Inbox' with a 'Go to my inbox' button, 'Create a new event' with 'MySelf' and 'Someone else' buttons, and 'E-portfolio support' with text about user guides and a weekly e-portfolio clinic. At the bottom, there is a 'My Trainees' section with a list of trainees: 'TestCR1 TestCR1' (highlighted with a red circle) and 'TestCR4 TestCR4'. A 'Become an examiner' button is also visible at the bottom right.

## STEP 9

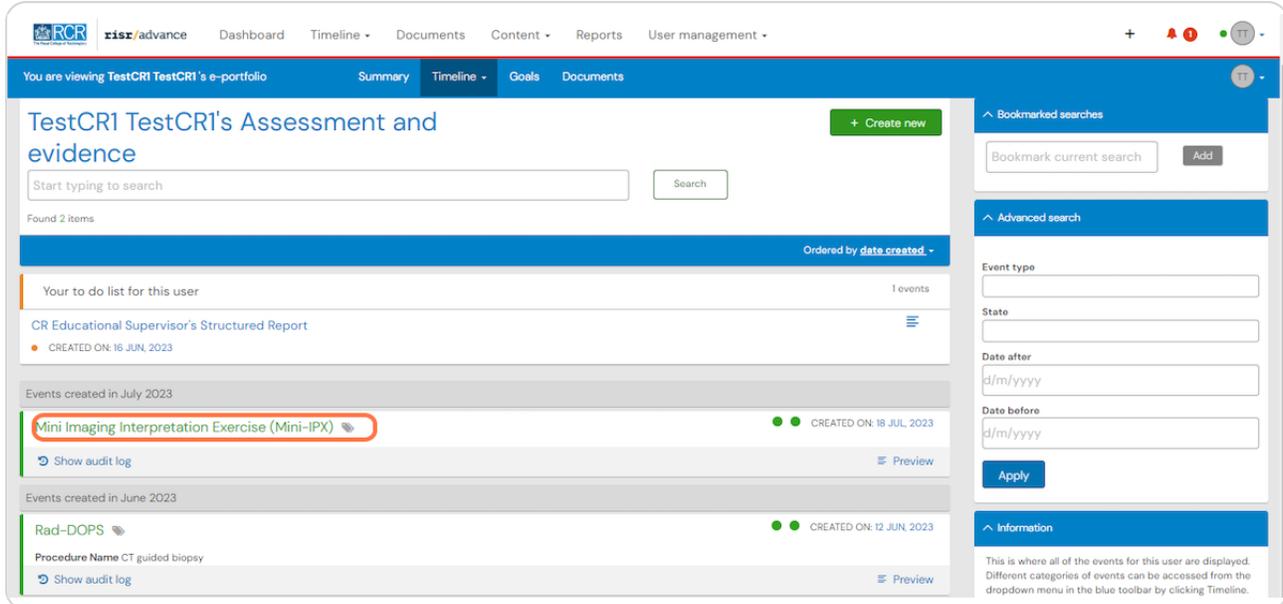
### Click on Timeline on the trainee's summary dashboard and select Assessment and evidence



## STEP 10

### Select the required report from the trainee's timeline

You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report



## STEP 11

Scroll to bottom of the section of the assessment that you completed and click on Edit

### Assessor's declaration

By submitting this form you are agreeing that you observed the case(s) described.

Once you have completed and submitted this assessment, it will be closed and placed into the trainee's timeline as complete.

[Edit](#)

## STEP 12

You will be able to edit your comments and attach files

 [risz/advance](#) [Dashboard](#) [Timeline](#) [Documents](#) [Content](#) [Reports](#) [User management](#)

You are viewing **TestCRI TestCRI's e-portfolio** [Summary](#) [Timeline](#) [Goals](#) [Documents](#)

Section filled in by **TestCRSI TestCRSI** FILLED IN ON 18 JUL 2023

Role: Clinical Supervisor  
Specialty: Clinical radiology  
Locations: Test location

Assessor's Name \*  
Test

Assessor's role \*  
Consultant

Trainee previous experience \*  
Little

Difficulty of case(s) \*  
Low

Assessor's comments

Please comment on areas of good practice and areas for development

What was done well: \*  
Test

Possible areas for feedback: understanding of relevant anatomy; understanding of clinical context; usage of equipment; infection prevention/control; observation of findings; image interpretation; appropriate reference to previous investigations; clarity of report; interaction with patients/staff; judgement/insight

## STEP 13

### Click on Save to publish the edited report to the trainee's timeline

**Assessor's declaration**

By submitting this form you are agreeing that you observed the case(s) described.

Once you have completed and submitted this assessment, it will be closed and placed into the trainee's timeline as complete.

[Attach files](#)

[Save](#) [Cancel](#)

[Show less ^](#)

## # Viewing and adding comments

9 Steps

## STEP 14

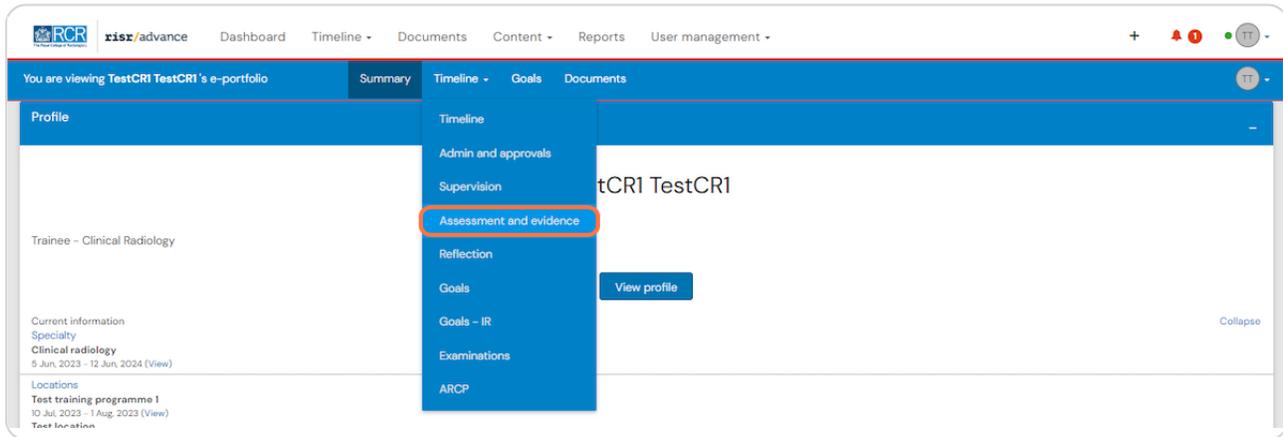
### From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard

The screenshot shows the RCR Supervisor dashboard. At the top, there is a navigation bar with 'Dashboard' selected, and other options like 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is titled 'Supervisor dashboard' and features a profile card for 'TestCRS1 TestCRS1'. The profile card includes a 'View profile' button and sections for 'Current information' (Speciality: Clinical radiology, 5 Jun. 2023 - 12 Jun. 2024) and 'Locations' (Test location: 5 Jun. 2023 - 12 Jun. 2024). Below the profile card, there are three main sections: 'Inbox' with a welcome message and a 'Go to my inbox' button; 'Create a new event' with a dropdown menu for 'MySelf' and 'Someone else'; and 'E-portfolio support' with user guides and FAQs. At the bottom, there is a 'My Trainees' section with a list of trainees, including 'TestCR1 TestCR' (highlighted with a red circle) and 'TestCR4 TestCR4'. A 'Become an examiner' button is also visible at the bottom right.

## STEP 15

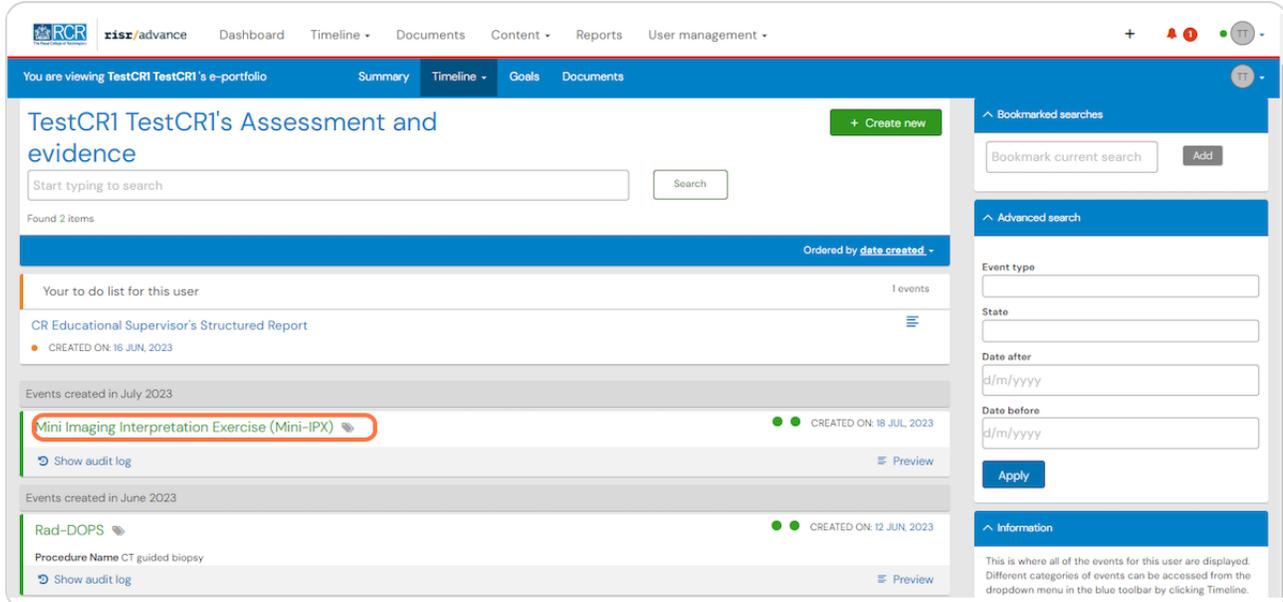
### Click on Timeline on the trainee's summary dashboard and select Assessment and evidence



## STEP 16

### Select the required report from the trainee's timeline

You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report



## STEP 17

**Scroll to bottom of the assessment and click on Show more**

The screenshot shows the 'Assessor's declaration' section. It contains the following text: 'Assessor's declaration', 'By submitting this form you are agreeing that you observed the case(s) described.', and 'Once you have completed and submitted this assessment, it will be closed and placed into the trainee's timeline as complete.' Below the text is a grey bar with an 'Edit' button. At the bottom of the section is a 'Show less ^' link. Below the section is a summary bar showing '0 TAGS', '0 DOCUMENTS', and '1 COMMENTS'. At the very bottom of the page is a 'Show more v' link, which is highlighted with a red box.

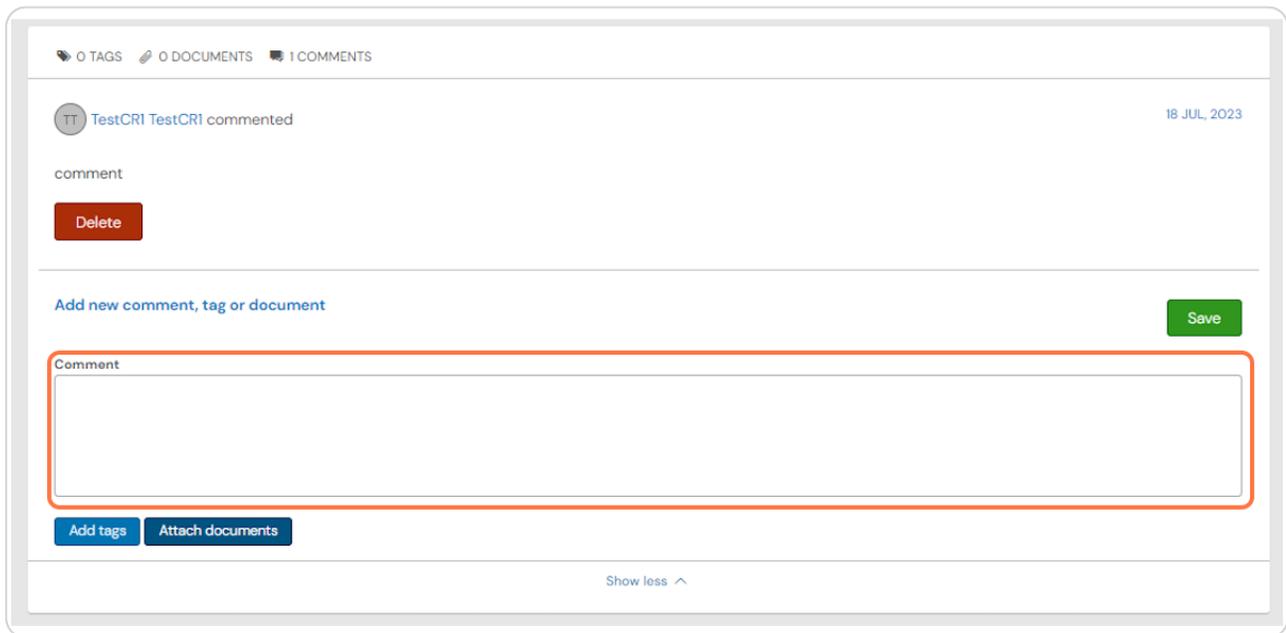
## STEP 18

**You can view any comments made by the trainee or other supervisors**

The screenshot shows the comments section. At the top, it displays '0 TAGS', '0 DOCUMENTS', and '1 COMMENTS'. Below this is a comment card for 'TestCRI TestCRI' with a 'comment' label and a 'Delete' button. The comment card is highlighted with a red border. Below the comment card is a section for adding new content, titled 'Add new comment, tag or document', with a 'Save' button. There is a text input field for the comment. At the bottom of this section are 'Add tags' and 'Attach documents' buttons. At the very bottom of the page is a 'Show less ^' link.

## STEP 19

### Add your comment by typing in the text box



0 TAGS 0 DOCUMENTS 1 COMMENTS

TT TestCRI TestCRI commented 18 JUL, 2023

comment

Delete

Add new comment, tag or document Save

Comment

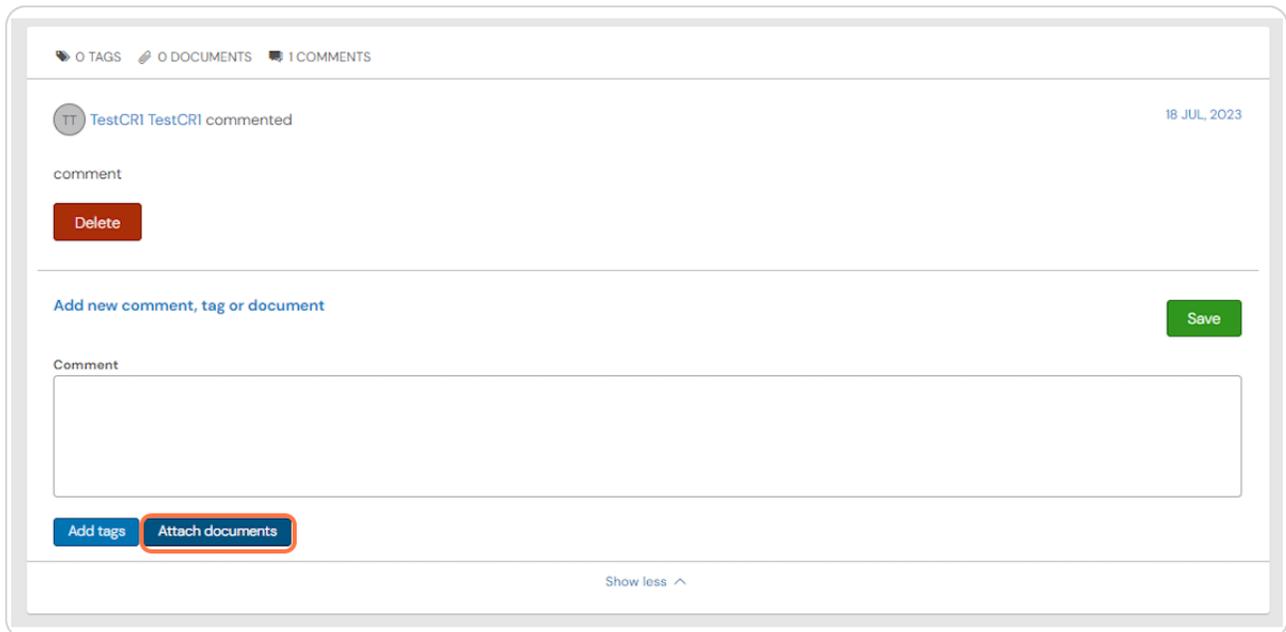
Add tags Attach documents

Show less ^

Detailed description: This screenshot shows a user interface for adding a comment. At the top, there are statistics: '0 TAGS', '0 DOCUMENTS', and '1 COMMENTS'. Below this, a user profile 'TestCRI TestCRI' is shown with a date '18 JUL, 2023'. The word 'comment' is displayed, followed by a 'Delete' button. A section titled 'Add new comment, tag or document' contains a large empty text box labeled 'Comment', which is highlighted with a red border. To the right of this section is a green 'Save' button. Below the text box are two blue buttons: 'Add tags' and 'Attach documents'. At the bottom, there is a 'Show less ^' link.

## STEP 20

### You can attach documents to your comment if required by clicking on Attach documents



0 TAGS 0 DOCUMENTS 1 COMMENTS

TT TestCRI TestCRI commented 18 JUL, 2023

comment

Delete

Add new comment, tag or document Save

Comment

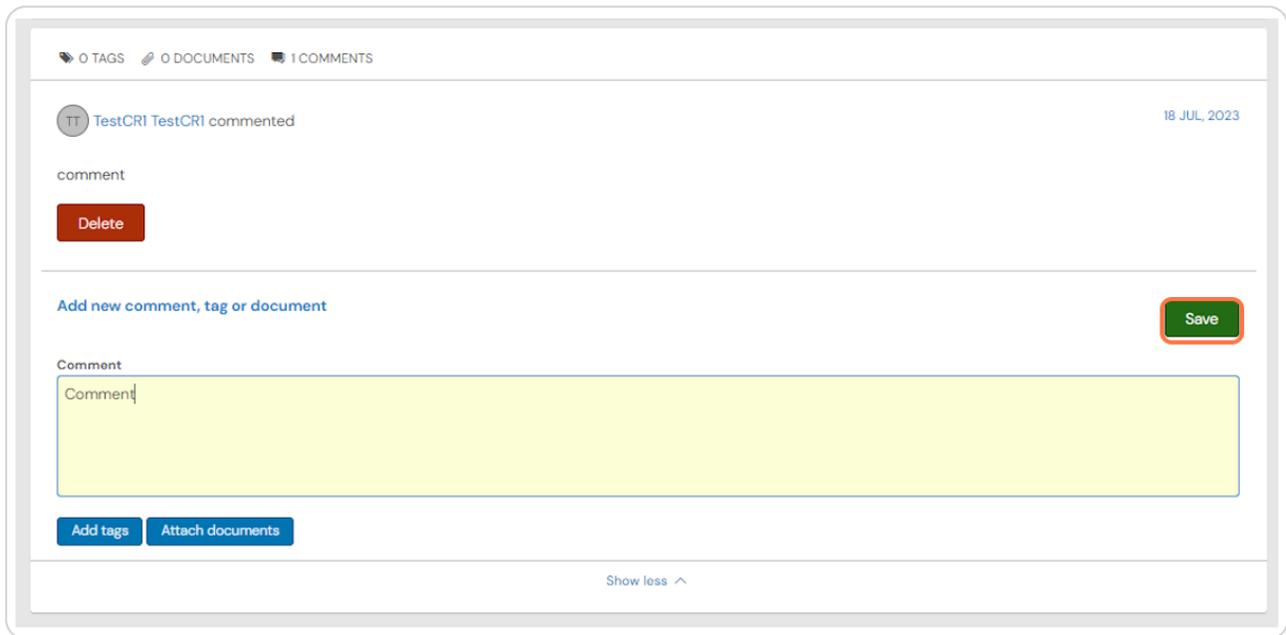
Add tags Attach documents

Show less ^

Detailed description: This screenshot is identical to the one in Step 19, but the 'Attach documents' button is highlighted with a red border. The rest of the interface, including the text box, 'Save' button, and other elements, remains the same.

## STEP 21

### Click on Save to publish the comments



0 TAGS 0 DOCUMENTS 1 COMMENTS

TT TestCRI TestCRI commented 18 JUL, 2023

comment

Delete

Add new comment, tag or document Save

Comment

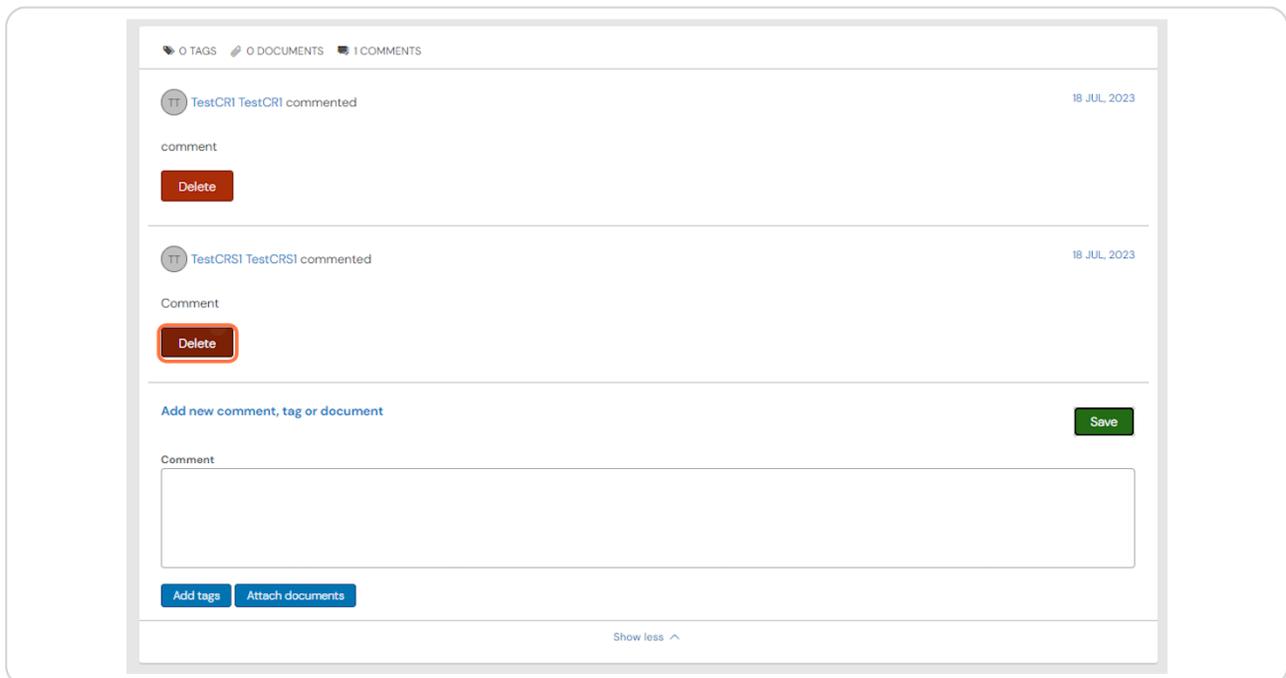
Comment

Add tags Attach documents

Show less ^

## STEP 22

### You can delete comments by clicking on Delete



0 TAGS 0 DOCUMENTS 1 COMMENTS

TT TestCRI TestCRI commented 18 JUL, 2023

comment

Delete

TT TestCRSI TestCRSI commented 18 JUL, 2023

Comment

Delete

Add new comment, tag or document Save

Comment

Add tags Attach documents

Show less ^

