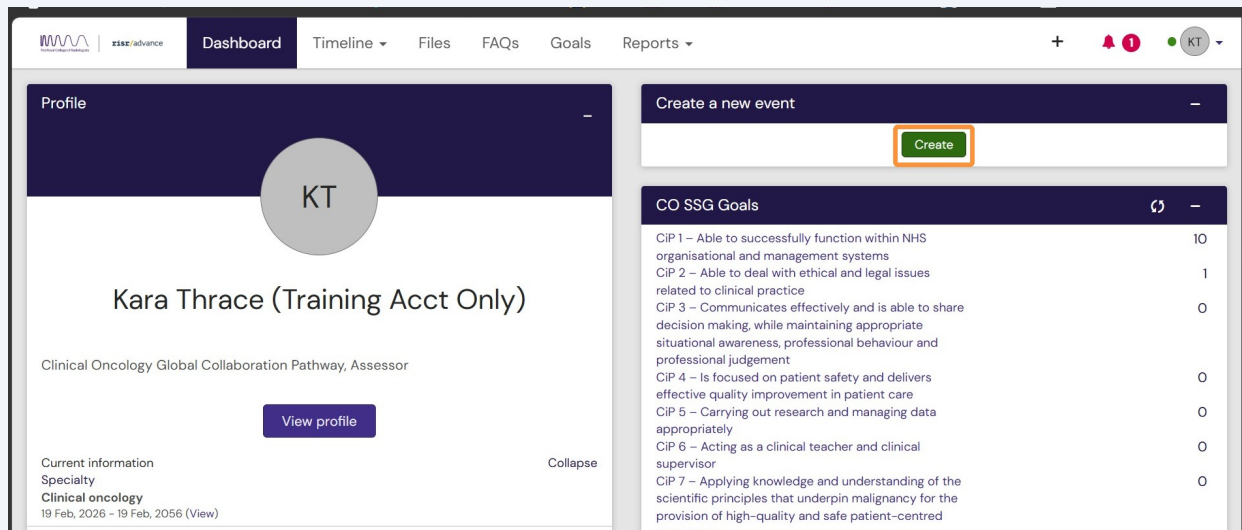


Completing an SSG Progress Check

A guide for doctors gathering evidence for a Portfolio Pathway application

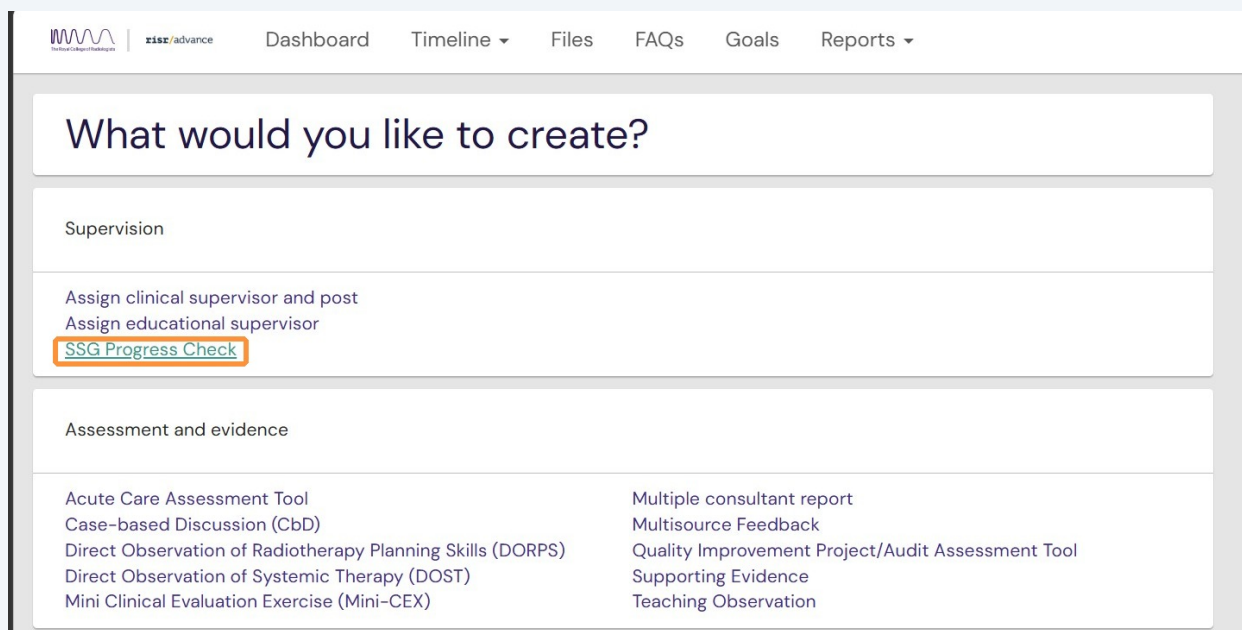
1 From your dashboard click "Create"



The screenshot shows the SSG dashboard for user KT. The top navigation bar includes links for Dashboard, Timeline, Files, FAQs, Goals, and Reports. The main content area is divided into two sections. On the left, the 'Profile' section displays the user's name 'Kara Thrace (Training Acct Only)' and their role 'Clinical Oncology Global Collaboration Pathway, Assessor'. On the right, the 'Create a new event' section has a green 'Create' button highlighted with an orange border. Below this, the 'CO SSG Goals' section lists various goals with their respective scores.

Goal	Score
CiP 1 – Able to successfully function within NHS organisational and management systems	10
CiP 2 – Able to deal with ethical and legal issues related to clinical practice	1
CiP 3 – Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement	0
CiP 4 – Is focused on patient safety and delivers effective quality improvement in patient care	0
CiP 5 – Carrying out research and managing data appropriately	0
CiP 6 – Acting as a clinical teacher and clinical supervisor	0
CiP 7 – Applying knowledge and understanding of the scientific principles that underpin malignancy for the provision of high-quality and safe patient-centred cancer care	0

2 In the Supervision section, click "SSG Progress Check"



The screenshot shows the SSG dashboard with the 'Supervision' section expanded. The 'SSG Progress Check' option is highlighted with an orange border. Below this, the 'Assessment and evidence' section lists various assessment tools and evidence sources.

Assessment and evidence
Acute Care Assessment Tool
Case-based Discussion (CbD)
Direct Observation of Radiotherapy Planning Skills (DORPS)
Direct Observation of Systemic Therapy (DOST)
Mini Clinical Evaluation Exercise (Mini-CEX)
Multiple consultant report
Multisource Feedback
Quality Improvement Project/Audit Assessment Tool
Supporting Evidence
Teaching Observation

3 Enter the date of the review.

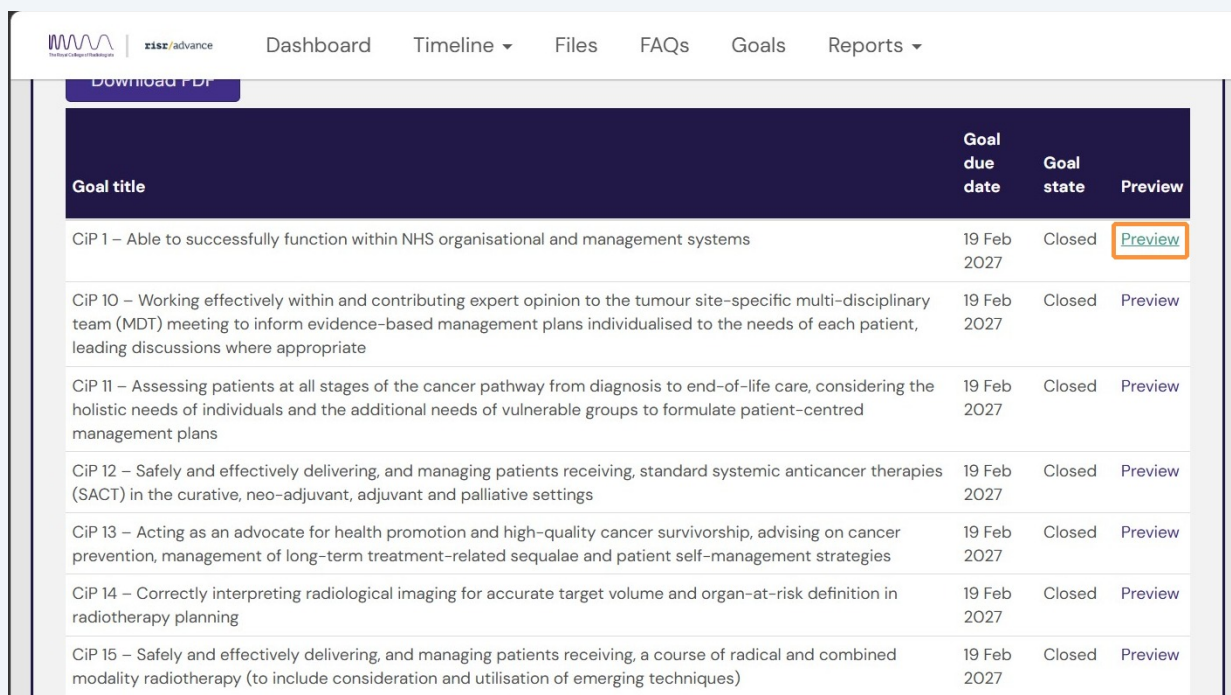
The screenshot shows a web interface for a 'CO global programme goals report'. At the top, there is a navigation bar with the 'risc/advance' logo and links to 'Dashboard', 'Timeline', 'Files', 'FAQs', 'Goals', and 'Reports'. Below the navigation bar, a red instruction box states: 'Please ensure that you have created a "CO Specialty Specific Guidance - Goals" form and linked any evidence you currently have to the CiPs before you meet with your adviser to review progress. Your goals will be pulled into this report and will inform your discussion with your adviser.' The main form area contains a 'Date of review' label above a text input field with a placeholder 'd/m/yyyy'. This input field is highlighted with an orange border. Below the date field is a 'Generate report' button. At the bottom of the form, there is a label 'What are the current gaps in your evidence?' followed by a large empty text area.

4 Click "Generate report" to create a summary of your SSG goals within the progress check form.

This screenshot shows the same 'CO global programme goals report' form as the previous one. In this step, the 'Generate report' button is highlighted with an orange border. The rest of the form, including the navigation bar, the red instruction box, the 'Date of review' field, and the 'What are the current gaps in your evidence?' section, remains unchanged.

5

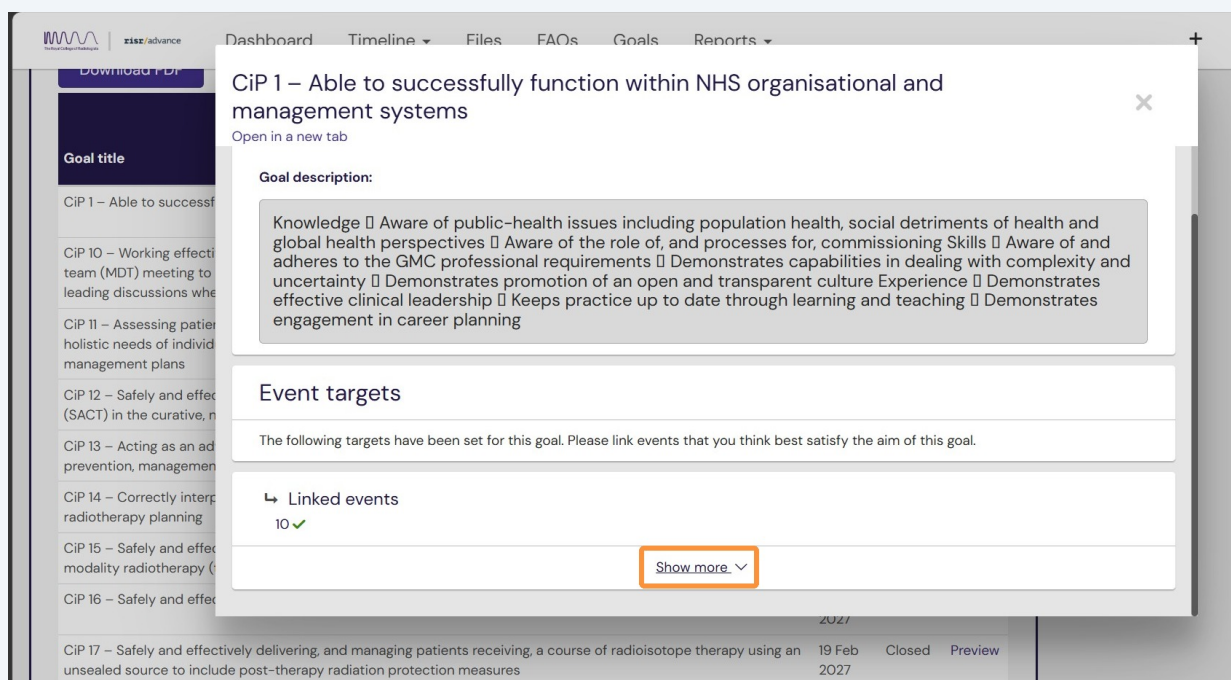
A list of your SSG goals will appear. You can view your progress towards each of the CiPs by clicking "Preview"



Goal title	Goal due date	Goal state	Preview
CiP 1 – Able to successfully function within NHS organisational and management systems	19 Feb 2027	Closed	Preview
CiP 10 – Working effectively within and contributing expert opinion to the tumour site-specific multi-disciplinary team (MDT) meeting to inform evidence-based management plans individualised to the needs of each patient, leading discussions where appropriate	19 Feb 2027	Closed	Preview
CiP 11 – Assessing patients at all stages of the cancer pathway from diagnosis to end-of-life care, considering the holistic needs of individuals and the additional needs of vulnerable groups to formulate patient-centred management plans	19 Feb 2027	Closed	Preview
CiP 12 – Safely and effectively delivering, and managing patients receiving, standard systemic anticancer therapies (SACT) in the curative, neo-adjuvant, adjuvant and palliative settings	19 Feb 2027	Closed	Preview
CiP 13 – Acting as an advocate for health promotion and high-quality cancer survivorship, advising on cancer prevention, management of long-term treatment-related sequelae and patient self-management strategies	19 Feb 2027	Closed	Preview
CiP 14 – Correctly interpreting radiological imaging for accurate target volume and organ-at-risk definition in radiotherapy planning	19 Feb 2027	Closed	Preview
CiP 15 – Safely and effectively delivering, and managing patients receiving, a course of radical and combined modality radiotherapy (to include consideration and utilisation of emerging techniques)	19 Feb 2027	Closed	Preview

6

From the preview, you can click "Show more" to view the evidence you have linked to the CiP.



CiP 1 – Able to successfully function within NHS organisational and management systems

Open in a new tab

Goal description:

Knowledge □ Aware of public-health issues including population health, social detriments of health and global health perspectives □ Aware of the role of, and processes for, commissioning Skills □ Aware of and adheres to the GMC professional requirements □ Demonstrates capabilities in dealing with complexity and uncertainty □ Demonstrates promotion of an open and transparent culture Experience □ Demonstrates effective clinical leadership □ Keeps practice up to date through learning and teaching □ Demonstrates engagement in career planning

Event targets

The following targets have been set for this goal. Please link events that you think best satisfy the aim of this goal.

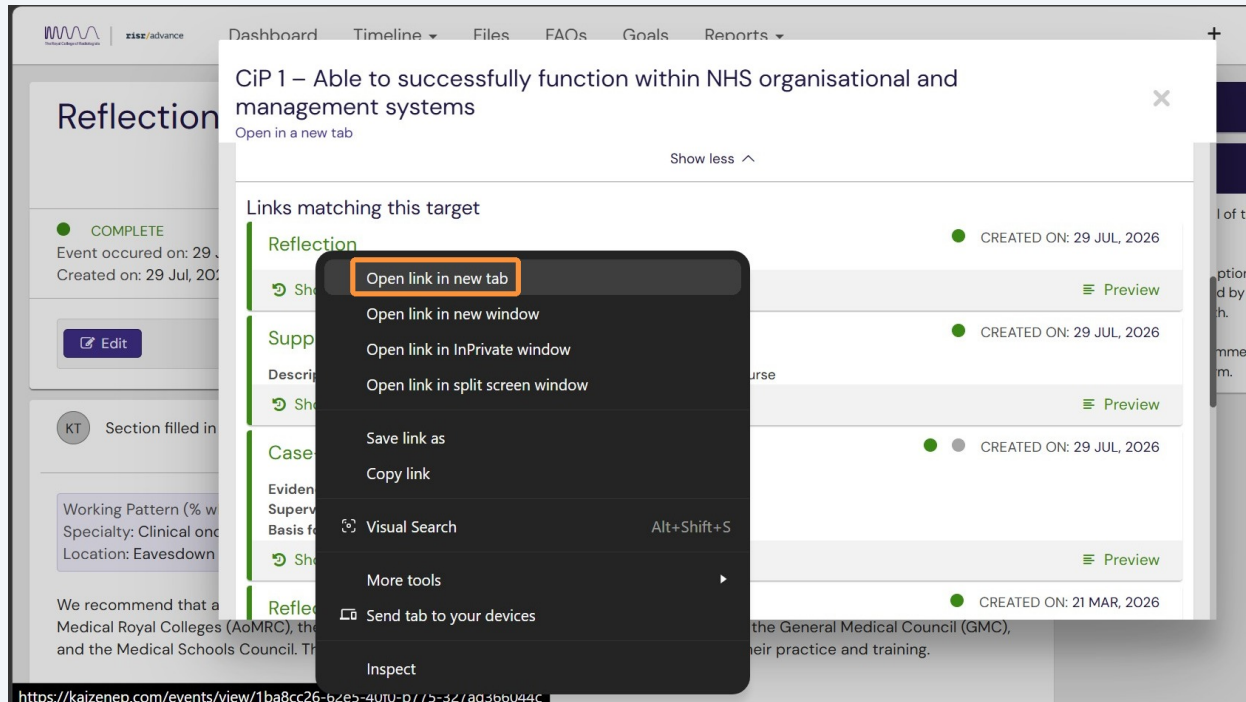
Linked events

10 ✓

[Show more](#)

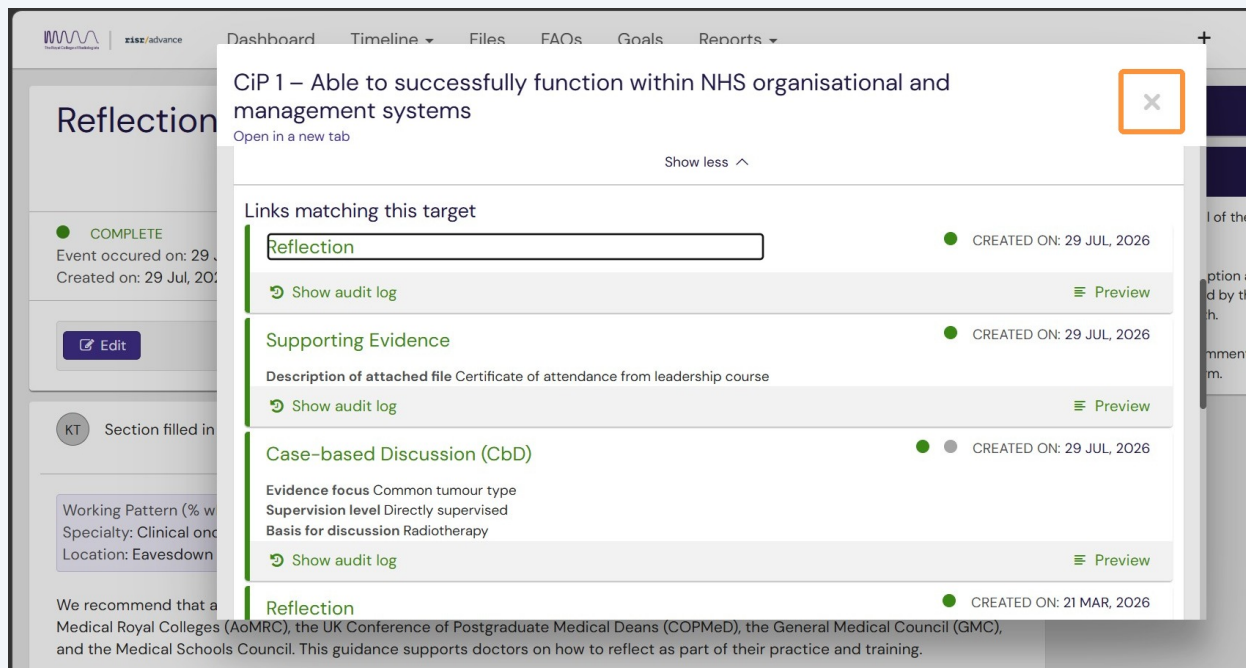
7

Right clicking the evidence name and selecting "Open link in new tab" will allow you to view the detail of the evidence without navigating away from the progress check form.



8

Click "X" to close the CiP preview and return to the progress check form.



9

Complete your reflections on your progress towards your CiP goals

The screenshot shows a web application interface for reflecting on progress towards CiP goals. At the top, there is a navigation bar with the logo 'risc/advance' and links for 'Dashboard', 'Timeline', 'Files', 'FAQs', 'Goals', and 'Reports'. Below the navigation bar, the form is titled 'What are the current gaps in your evidence?'. This is followed by three text input fields for 'What is your action plan to address these gaps?' and 'What support is required to enable you to achieve these actions?'. At the bottom, there is a dropdown menu labeled 'Would you like to send this form to an adviser for their feedback? ★'. The entire form area is highlighted with an orange border.

10

You can send your form to a supervisor for their feedback if you would like to. Select "Yes" from the drop down menu to do this. If you do not wish to capture feedback from a supervisor you can select no and then click submit.

This screenshot is a close-up of the dropdown menu from the previous form. It shows the question 'Would you like to send this form to an adviser for their feedback? ★' above a list of two options: 'Yes' and 'No'. The 'Yes' option is currently selected and highlighted in a dark grey bar. The entire dropdown menu is highlighted with an orange border.

11

If you select "yes", you will be prompted to enter the details of the person you would like to complete the next section of the form.

As you type a list of matching supervisors will appear. Select the appropriate supervisor. If your supervisor doesn't appear, this may be because they do not have an e-portfolio account. They must request an account before you can ask them to complete your progress check.

Would you like to send this form to an adviser for their feedback? ★

Yes

The next section of this form can be filled in by users with these roles: RCR College Controller, Clinical Supervisor, Educational Supervisor - Clinical Oncology

Who would you like to fill in the next section of this form? ★

Laura Roslin (training acc only) <Laura_Roslin@bsg.com>

Laura Roslin (training acc only) <Laura_Roslin@bsg.com>

The next section. After typing at least 3 characters, we will suggest matches from known users

Fill in on the same device

No Yes

Submit Save as draft

12

You can click "Submit" to send the form to your supervisor to complete. Once they have completed their feedback, you can view the completed form in your timeline.

Would you like to send this form to an adviser for their feedback? ★

Yes

The next section of this form can be filled in by users with these roles: RCR College Controller, Clinical Supervisor, Educational Supervisor - Clinical Oncology

Who would you like to fill in the next section of this form? ★

Laura Roslin (training acc only) <Laura_Roslin@bsg.com>

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

Fill in on the same device

No Yes

By continuing, you will invite the following users to fill in the next section: Laura_Roslin@bsg.com

Submit Save as draft

13

If your supervisor is present when you are creating the form you can use the toggle under "Fill in on the same device" to open the next section of the form.

The next section of this form can be filled in by users with these roles: RCR College Controller, Clinical Supervisor, Educational Supervisor – Clinical Oncology

Who would you like to fill in the next section of this form? ★

Laura Roslin (training acc only) <Laura_Roslin@bsg.com>

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

Fill in on the same device

No ☐ Yes ☒

By continuing, you will invite the following users to fill in the next section: Laura_Roslin@bsg.com

Submit

Save as draft

14

Your supervisor can add their feedback directly and then click "Submit"

Please comment on the doctor's progress towards evidencing the SSG CiPs

Please comment on the priorities for development as the doctor works towards evidencing the SSG CiPs ★

Please describe any support or actions recommended to enable the doctor to achieve their goals

Submit

Save as draft

15

Your supervisor will receive an email asking them to confirm the feedback entered in the section of the progress check form is accurate before the completed progress check is published to your timeline.