

# Setting your training programme as a new trainee

8 Steps

---

Created by

WDAT

Creation Date

June 16, 2023

Last Updated

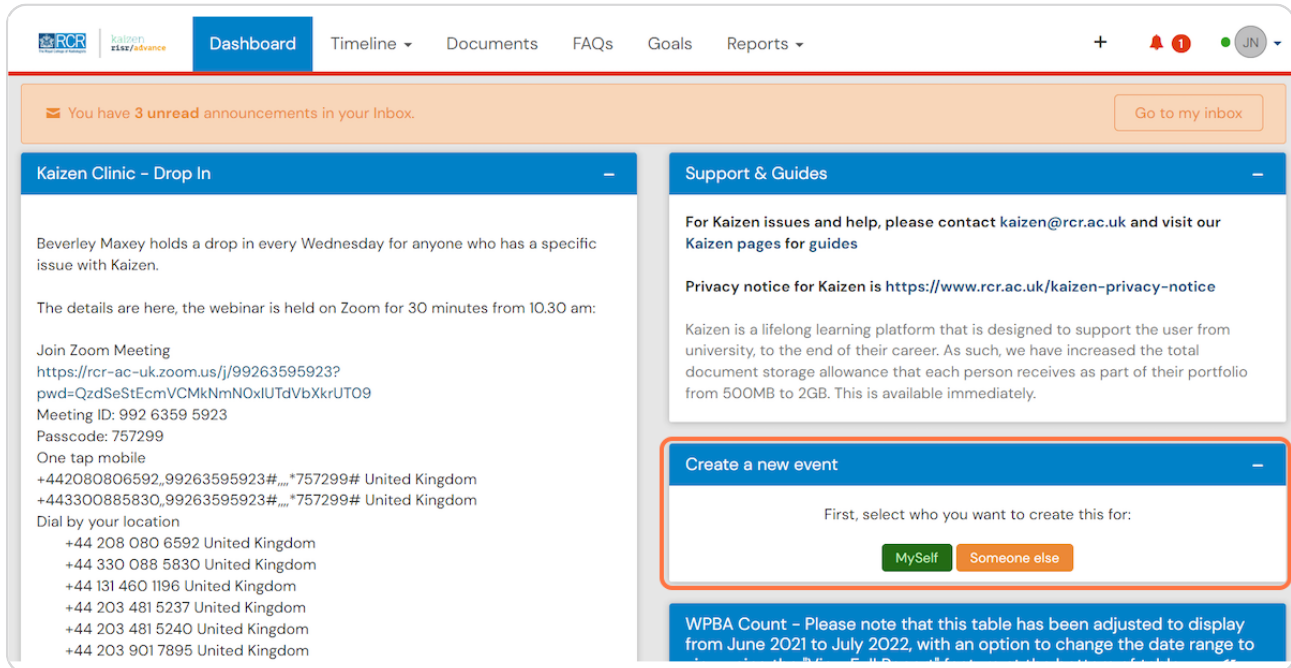
June 16, 2023

## STEP 1

**This task must be completed before you can undertake any other activity in the e-portfolio. You should allow 2 working days for the RCR team to approve your changes.**

## STEP 2

**From your dashboard click on Myself in the Create new event box**



The screenshot shows the RCR Kaizen dashboard. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. A notification banner at the top states 'You have 3 unread announcements in your Inbox.' with a 'Go to my inbox' button. The main content area is divided into two columns. The left column, titled 'Kaizen Clinic - Drop In', contains information about a drop-in session with Beverley Maxey, including Zoom meeting details and contact numbers. The right column, titled 'Support & Guides', provides contact information for Kaizen issues and a privacy notice. A 'Create a new event' button is highlighted with a red box, and it contains the text 'First, select who you want to create this for:' with two options: 'MySelf' and 'Someone else'. Below this, there is a section for 'WPBA Count' with a note about date range adjustments.

### STEP 3

## Scroll down to the location section and select New trainee location

The screenshot shows a navigation menu at the top with 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. Below the menu is a list of documents. The 'Location' section is highlighted, and the document 'Assign Clinical Supervisor and Radiology Training Post' is selected. Within this document, the option 'New trainee location' is highlighted with a red box.

Clinical Supervisor: Initial/Induction Appraisal – for use with old (2016–2020) curriculum	CR Educational Supervisor: Annual Induction Appraisal – for use with 2021 Curriculum
Clinical Supervisor: Mid–point review – for use with old (2016–2020) curriculum	Educational Supervisor: Annual Induction Appraisal – for use with old (2016–2020) curriculum
CR clinical supervisor’s end of post review – for use with 2021 curriculum	Educational Supervisor: End of Year Appraisal – for use with old (2016–2020) curriculum
CR clinical supervisor’s induction report – for use with 2021 Curriculum	Educational Supervisor: mid–year appraisal – for use with old (2016–2020) curriculum
CR clinical supervisor’s midpoint review – for use with 2021 curriculum	Informal Meeting
	PDP Version In Use
	Timetable

Reflective Practice

Reflection

Location

Assign Clinical Supervisor and Radiology Training Post

**New trainee location**

OOPA

### STEP 4

## Enter your expected CCT date in the End date field

The screenshot shows a form with a 'LAST SAVED: UNSAVED' indicator. A blue box contains the text: 'your timeline as a SHARED event. Only users with permissions to view this event on your event.' Below this is the 'End date' field, which is highlighted with a red box and contains the date '16/6/2023'. A red star icon is next to the 'End date' label. Below the field is a note: 'If this event spans multiple days, please indicate the date on which this finishes.' To the right of the form is a grey sidebar with a white box containing the text: 'to complete : you wish to re later then you pick it up for you are finish'.

LAST SAVED: UNSAVED

your timeline as a **SHARED** event. Only users with permissions to view this event on your event.

**End date** ★

16/6/2023

If this event spans multiple days, please indicate the date on which this finishes.

to complete : you wish to re later then you pick it up for you are finish

## STEP 5

Find your region in the list and click on the region name to expand the menu. Do not click on the check box next to your region as this will assign you to all training programmes in that region.

Please click on the name of the region in which you are training and select the relevant training programme from the drop down list. Do not check the box next to the region as this will assign you to all training programmes in that region.

Locations 562 items

Search...

- > East Midlands
- > East Anglia
- > London/KSS
- > Mersey
- > **North Western** Please click on the region name not the check box
- > Northern
- > Northern Ireland
- > Oxford
- > Scotland
- > Severn

## STEP 6

**Select your training programme from the drop down list by clicking on the check box. This time please do not click on the training programme name**

Clicking the training programme name will open a list of hospitals within a training programme. If you select a hospital you will only be assigned to that hospital rather than to the training programme.

Locations

Search...

Show selected 562 items

- > East Midlands
- > East Anglia
- > London/KSS
- > Mersey
- > **North Western**
- > North Western – Manchester Oncology Training Scheme (NWD903)
- > NW Deanery School of Radiology (NWD904)
- > Manchester Breast Credential (NWD904)
- > Northern
- > Northern Ireland
- > Oxford

Please click on the check box next to your training programme, not on the training programme name

## STEP 7

### Select your training pattern from the list

Please select 100% (full time training) unless you have already agreed a less than full time training pattern with your TPD. This can be updated at a later stage if necessary.

Training Pattern ★

Search...

Show selected 8 items

- 100%
- 80%
- 70%
- 60%
- 50%
- 40%
- 30%
- 20%

Attach files

Submit Save as draft

## STEP 8

### Click on Submit

An RCR administrator will approve your training programme information within 2 working days. You will then be able to complete others tasks within the e-portfolio, such as assigning your educational and clinical supervisors.

Training Pattern ★

Search...

Show selected 8 items

- 100%
- 80%
- 70%
- 60%
- 50%
- 40%
- 30%
- 20%

Attach files

Submit Save as draft

