

Completing a reflection

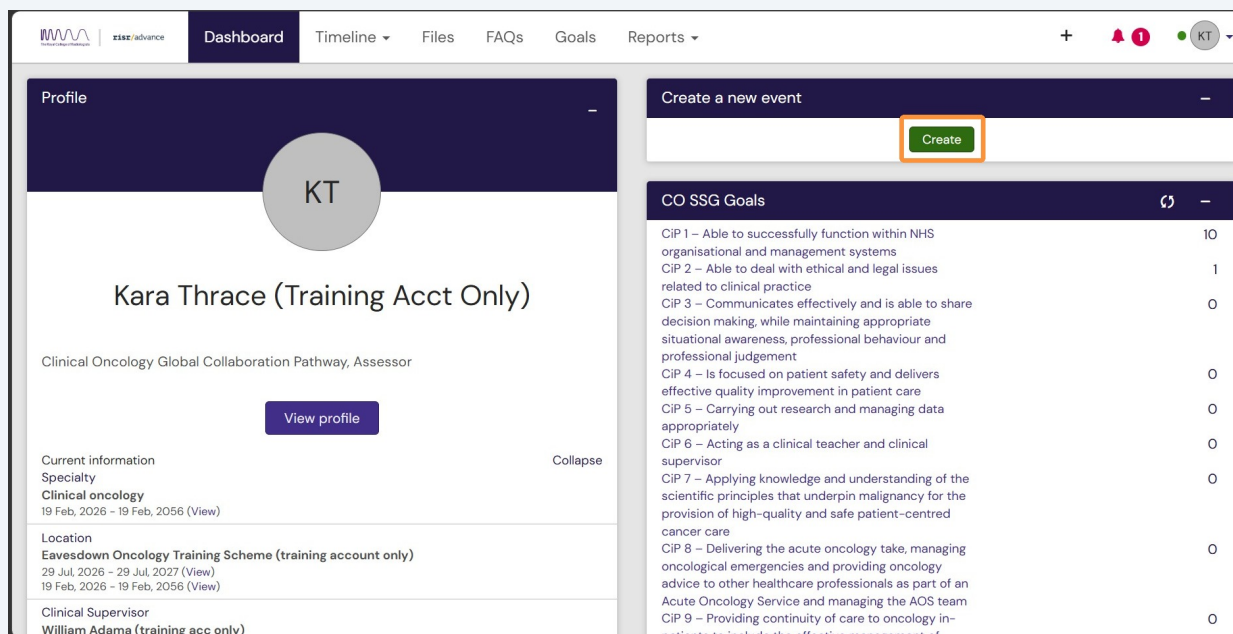
A guide for doctors gathering evidence for a Portfolio Pathway application

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Creating a reflection

- 1 From your dashboard, click "Create"



The screenshot shows a dashboard interface with a dark blue header. The header contains the logo, 'rads advance', and navigation links: Dashboard, Timeline, Files, FAQs, Goals, and Reports. On the right of the header are icons for a plus sign, a notification bell with a red '1', and a user profile icon labeled 'KT'. The main content area is divided into two columns. The left column is titled 'Profile' and features a large circular profile picture with the initials 'KT'. Below the picture is the name 'Kara Thrace (Training Acct Only)' and the role 'Clinical Oncology Global Collaboration Pathway, Assessor'. A 'View profile' button is located below the role. The right column is titled 'Create a new event' and features a green 'Create' button highlighted with an orange border. Below this is a section titled 'CO SSG Goals' which lists various goals and their scores.

CO SSG Goals	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
CIP 8 – Delivering the acute oncology take, managing oncological emergencies and providing oncology advice to other healthcare professionals as part of an Acute Oncology Service and managing the AOS team	0
CIP 9 – Providing continuity of care to oncology in-patients to include the effective management of	0

2 In the create menu, select "Reflection"

The screenshot shows the 'What would you like to create?' menu in the xist/advance system. The menu is divided into three main sections: Supervision, Assessment and evidence, and Reflection. The Reflection section is highlighted with an orange border, and the 'Reflection' option is selected.

What would you like to create?

Supervision

- Assign clinical supervisor and post
- Assign educational supervisor
- SSG Progress Check

Assessment and evidence

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

Reflection

Reflection

3 Enter the date of the reflection.

The screenshot shows the 'New Reflection' form in the xist/advance system. The form includes a header with the title 'New Reflection', a version number 'VERSION 24', and options to 'Add tags' and 'Link to goals'. A note indicates that fields marked with a red star are required. The 'Date occurred on' and 'End date' fields are highlighted with an orange border and contain the date '14/8/2026'. A description field is also present.

New Reflection

VERSION 24 Add tags Link to goals

Fields marked with ★ are required. LAST SAVED: UNSAVED

This event will be added onto your timeline as a shared event. Only users with permissions to view this event on your timeline will be able to view this event. Click here to change to private

Date occurred on ★ 14/8/2026
Please indicate the date on which this event occurred.

End date ★ 14/8/2026
If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

4

The reflection form contains several templates that you can use to help structure your reflection. You can choose one from the dropdown menu.

 **risc/advance**

DashboardTimeline ▾FilesFAQsGoalsReports ▾

We recommend that all residents/learners read 'The reflective practitioner', which has been developed jointly by the Academy of Medical Royal Colleges (AoMRC), the UK Conference of Postgraduate Medical Deans (COPMeD), the General Medical Council (GMC), and the Medical Schools Council. This guidance supports doctors on how to reflect as part of their practice and training.

The AoMRC and COPMeD have also developed a [reflective practice toolkit](#) to support reflection. The templates for reflection provided in this form are based on this toolkit.

Please note that factual details relating to patients should not be recorded in the e-portfolio, and you should anonymise your reflections as far as possible. Reflections do not need to contain the full details of experiences or events – the focus should be on learning outcomes and action plans.

Which reflection template would you like to complete? ★

Attach files

Upload

Submit

Save as draft

5

Click on your chosen template. You can also choose a free text reflection if you do not wish to use a template.

The screenshot shows the 'rlist/advance' dashboard with a navigation bar containing 'Dashboard', 'Timeline', 'Files', 'FAQs', 'Goals', and 'Reports'. The main content area displays a recommendation to read 'The reflective practitioner' and a list of reflection templates. The templates are: 'AoMRC reflective practice template', '"What, why, how" reflection' (highlighted with an orange box), 'Reflection based on Gibbs reflective cycle', 'Reflection based on the Schon template', 'Reflection based on Rolfe et al', '"What happened, what did you do, what have you learnt, what next" template', and 'Free text reflection' (highlighted with an orange box). Below the list is an 'Attach files' section with an 'Upload' button.

6

Complete the sections of your selected template.

The screenshot shows the 'What, Why, How' reflection template form. The title is 'Reflection based on the What, Why, How approach.' The form consists of four sections, each with a text input field: 'What do you want to reflect on?', 'Why do you want to reflect on it?', 'What do you hope to get out of this reflection – how will it help you?', and 'How did you and will you learn from this?'. A note below the first section states: 'This should contain enough information to allow you to recall the event.'

7

If you selected a free text reflection, you will see a single text box for you to record your reflection

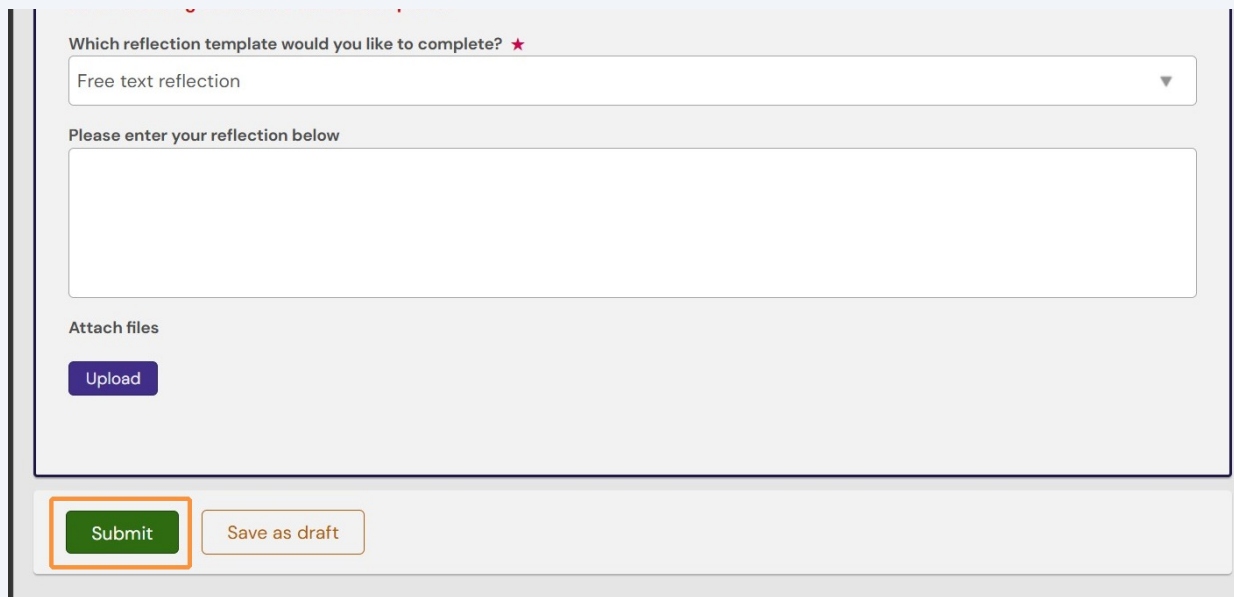
The screenshot shows the top navigation bar with the logo, 'risc/advance', and links for Dashboard, Timeline, Files, FAQs, Goals, and Reports. Below the navigation bar, a red notice states: 'Please note that factual details relating to patients should not be recorded in the e-portfolio, and you should anonymise your reflections as far as possible. Reflections do not need to contain the full details of experiences or events – the focus should be on learning outcomes and action plans.' Below this, a dropdown menu is labeled 'Which reflection template would you like to complete? ★' and has 'Free text reflection' selected. A large text box is labeled 'Please enter your reflection below' and is highlighted with an orange border. Below the text box, there is an 'Attach files' section with an 'Upload' button.

8

If you wish to attach a relevant document, click "Upload" and select the document from the file picker.

This screenshot is identical to the one above, showing the same navigation bar, red notice, and reflection template dropdown. However, the 'Upload' button in the 'Attach files' section is now highlighted with an orange border, indicating the next step in the process.

9 Click "Submit" to save your reflection and publish it to your timeline



Which reflection template would you like to complete? ★

Free text reflection ▼

Please enter your reflection below

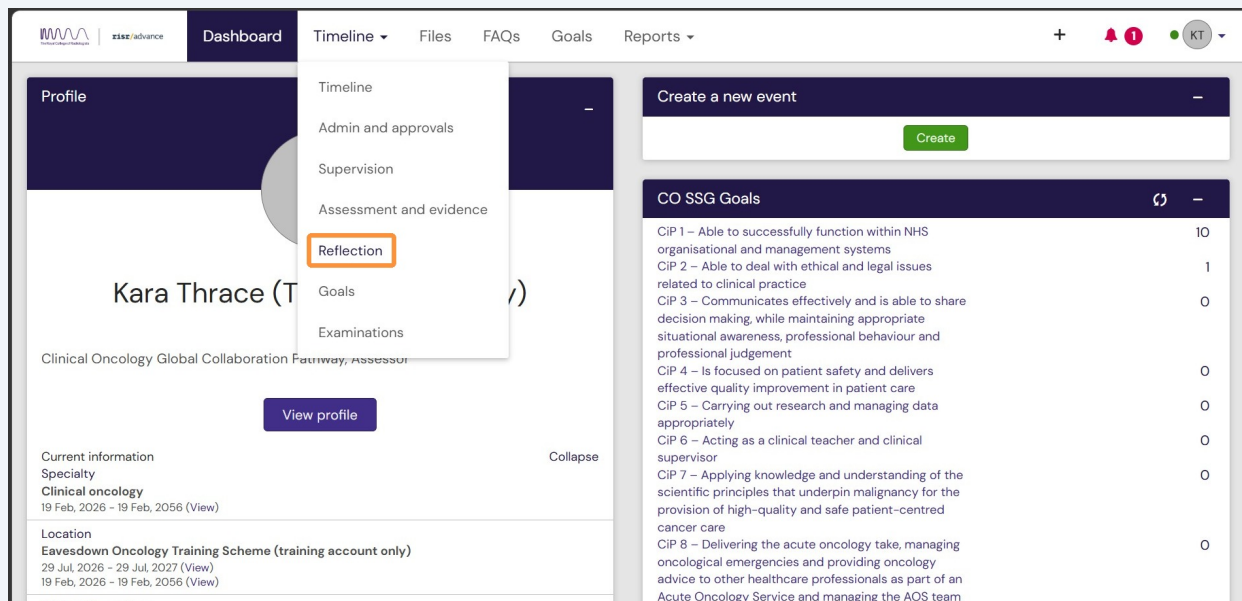
Attach files

Upload

Submit Save as draft

Viewing and editing reflections

10 From the timeline dropdown, click "Reflection"



The screenshot shows a user dashboard for Kara Thrace (T). The 'Timeline' dropdown menu is open, and the 'Reflection' option is highlighted with an orange box. The dashboard includes sections for Profile, Current information, and CO SSG Goals.

Timeline

- Admin and approvals
- Supervision
- Assessment and evidence
- Reflection**
- Goals
- Examinations

Profile

Kara Thrace (T)

Clinical Oncology Global Collaboration Fellowship, Assessor

View profile

Current information

Specialty

Clinical oncology

19 Feb, 2026 – 19 Feb, 2056 (View)

Location

Eavesdown Oncology Training Scheme (training account only)

29 Jul, 2026 – 29 Jul, 2027 (View)

19 Feb, 2026 – 19 Feb, 2056 (View)

Clinical Supervisor

Create a new event

Create

CO SSG Goals

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
CIP 8 – Delivering the acute oncology take, managing oncological emergencies and providing oncology advice to other healthcare professionals as part of an Acute Oncology Service and managing the AOS team	0

11

You can search for specific reflections using the search box to search for key words contained within the reflection. You can use the advanced search to search by date.

The screenshot shows the 'Reflection' page in the 'Timeline' view. A search box with the placeholder 'Start typing to search' and a 'Search' button is highlighted with an orange border. Below it, a list of reflections is shown, grouped by date. The first reflection is highlighted with an orange border. On the right side, the 'Advanced search' panel is open, showing filters for 'Event type', 'State', 'Date after', 'Date before', 'Evidence focus', and 'Supervision level'. The 'Supervision level' filter is highlighted with an orange border.

12

Select the reflection you wish to view. This will open the detailed view of the reflection.

The screenshot shows the 'Reflection' page in the 'Timeline' view. The first reflection in the list, 'Reflection', is highlighted with an orange border. The reflection is marked as 'PRIVATE' and was created on '14 AUG, 2026'. Below the reflection, there are links for 'Share', 'Show audit log', and 'Preview'. The list of reflections is grouped by date, with 'Events created in August 2026' and 'Events created in July 2026' sections.

- 13 You can edit the date of the reflection by clicking "Edit" at the top of the reflection form.

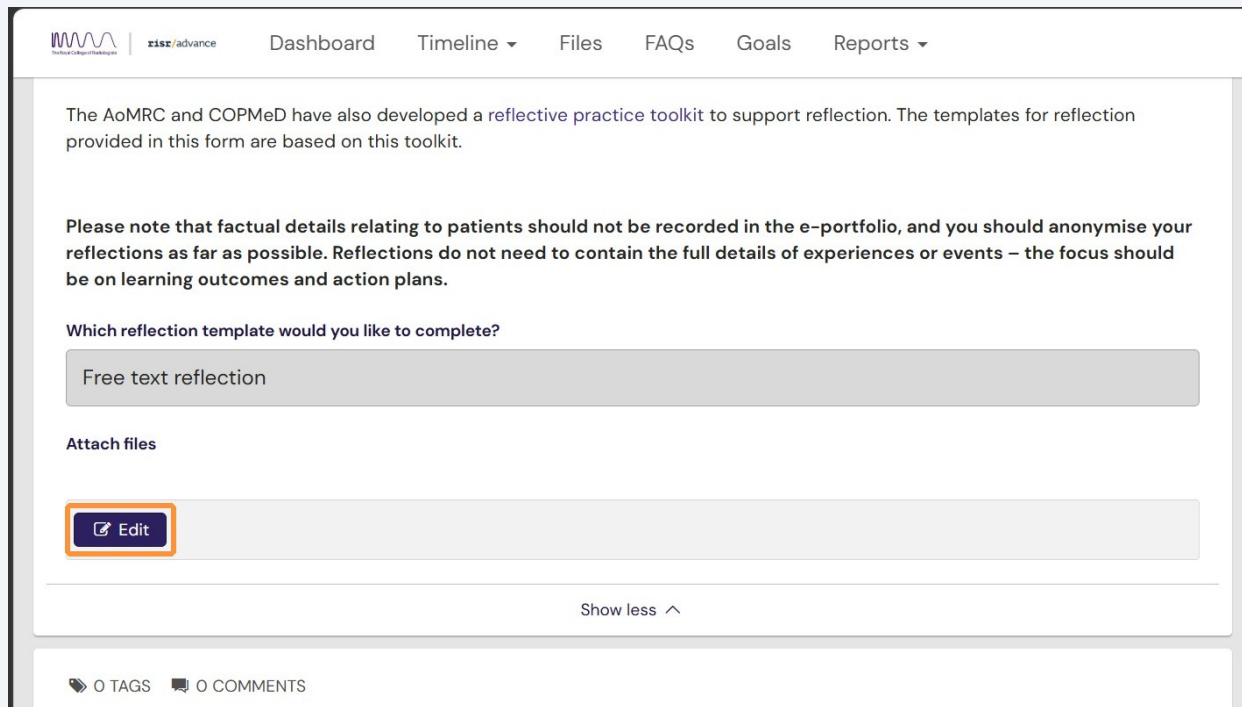
The screenshot shows the top of a reflection form in a web application. The navigation bar includes a logo, 'zissr/advance', and links for Dashboard, Timeline, Files, FAQs, Goals, and Reports. On the right, there are buttons for 'Download PDF', 'Make private', and 'Back'. The main content area shows a reflection status of 'COMPLETE PRIVATE' with 'VERSION 24' and a 'Show audit log' link. Below this, it states 'Event occurred on: 14 Aug, 2026' and 'Created on: 14 Aug, 2026'. A blue 'Edit' button with a pencil icon is highlighted with an orange box. At the bottom, it shows 'Section filled in by Kara Thrace (Training Acct Only)' and 'FILLED IN ON 14 AUG, 2026'. A purple bar at the very bottom indicates 'Working Pattern (% whole time equivalent): 80%'.

- 14 Once you have made the desired changes click "Save"

This screenshot shows the reflection form with editing fields. The 'Date occurred on' field is set to '14/8/2026' and is marked with a red star. The 'End date' field is also set to '14/8/2026' and marked with a red star. Below these fields are instructions: 'Please indicate the date on which this event occurred.' and 'If this event spans multiple days, please indicate the date on which this finishes.' There is a large text area for 'Description (optional)'. At the bottom, a blue 'Save' button with a floppy disk icon is highlighted with an orange box, next to a red 'Cancel' button. The rest of the interface, including the navigation bar and status information, is identical to the previous screenshot.

15

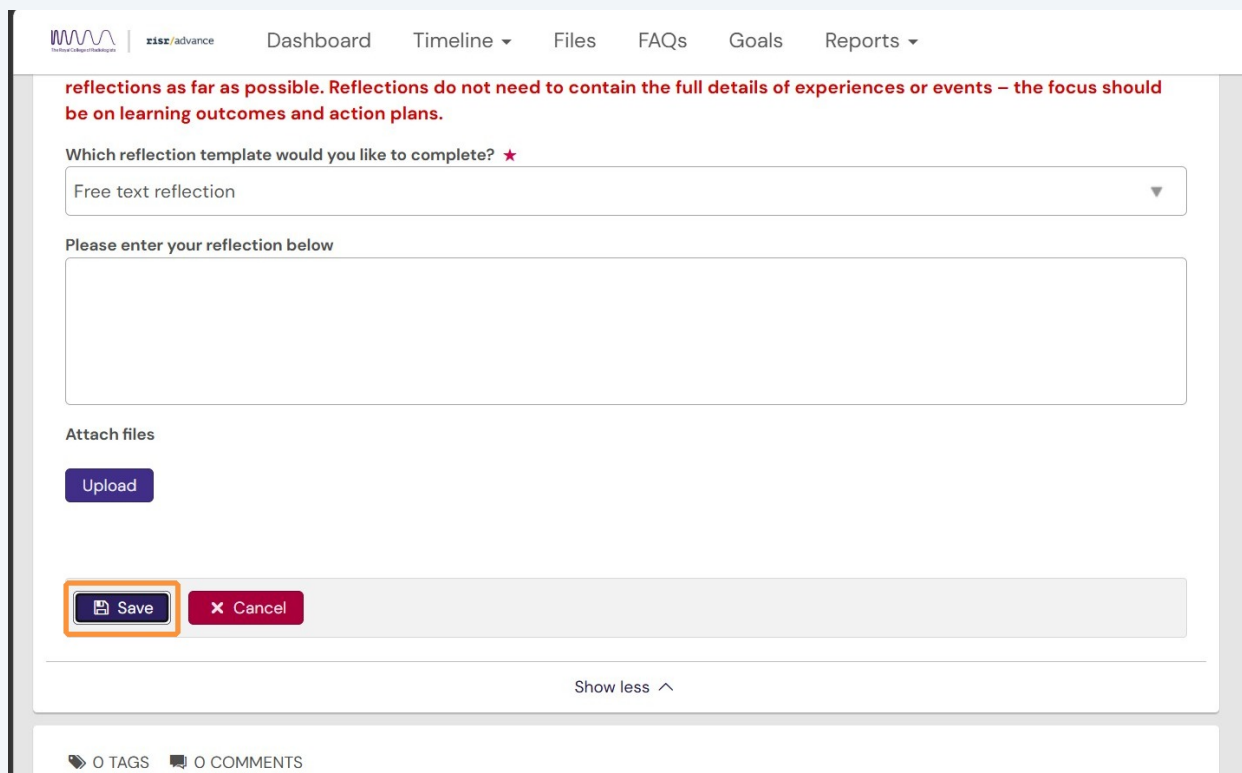
You can make changes to the content of your reflection by scrolling to the bottom of the form and clicking "Edit"



The screenshot shows the top part of a web form. At the top is a navigation bar with the logo 'risc/advance' and links for 'Dashboard', 'Timeline', 'Files', 'FAQs', 'Goals', and 'Reports'. Below the navigation bar, there is a paragraph of text: 'The AoMRC and COPMeD have also developed a reflective practice toolkit to support reflection. The templates for reflection provided in this form are based on this toolkit.' This is followed by another paragraph: 'Please note that factual details relating to patients should not be recorded in the e-portfolio, and you should anonymise your reflections as far as possible. Reflections do not need to contain the full details of experiences or events – the focus should be on learning outcomes and action plans.' Then, a question is asked: 'Which reflection template would you like to complete?'. Below this is a dropdown menu with 'Free text reflection' selected. Underneath is an 'Attach files' section with a large text area. At the bottom of this section, an 'Edit' button (with a pencil icon) is highlighted with an orange box. Below the text area is a 'Show less' link with an upward arrow. At the very bottom, there are icons for '0 TAGS' and '0 COMMENTS'.

16

Once you have made the desired changes, click "Save"



This screenshot shows the same form as the previous one, but further down. The navigation bar and introductory text are the same. The 'Free text reflection' dropdown is still selected. Below it is a large text area with the prompt 'Please enter your reflection below'. Underneath this is the 'Attach files' section with an 'Upload' button. At the bottom of the form, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with an 'X' icon). The 'Save' button is highlighted with an orange box. Below the buttons is a 'Show less' link with an upward arrow. At the very bottom, there are icons for '0 TAGS' and '0 COMMENTS'.

Setting reflections as private



Please note that reflections are shared by default and can be viewed by your supervisor unless you set them to private.

17

Find the reflection you wish to set as private in your timeline. Any reflections already set as private will be identified on the right hand side of the reflection tile.


[size/advance](#)

[Dashboard](#)
[Timeline](#)
[Files](#)
[FAQs](#)
[Goals](#)
[Reports](#)

Reflection

[Create new](#)
[Bulk tagging](#)

Found 5 items

Ordered by **date created**

Events created in August 2026

Reflection	PRIVATE	CREATED ON: 14 AUG, 2026
Share Show audit log Preview		
Reflection		CREATED ON: 6 AUG, 2026
Make private Show audit log Preview		

18

You can set reflections to private from the timeline by clicking "Make private" under the reflection title.

The screenshot shows the 'Reflection' page in the 'Timeline' tab. At the top, there's a navigation bar with 'Dashboard', 'Timeline', 'Files', 'FAQs', 'Goals', and 'Reports'. Below the navigation bar, the page title 'Reflection' is displayed. To the right of the title is a 'Create new' button. Below the title is a search bar with the placeholder text 'Start typing to search' and a 'Search' button. Below the search bar, it says 'Found 5 items'. Below this is a dark blue bar with 'Ordered by date created'. Below that is a grey bar with 'Events created in August 2026'. Below this are two reflection entries. The first entry is titled 'Reflection' and has a green dot next to it, followed by 'PRIVATE' and 'CREATED ON: 14 AUG, 2026'. Below the title are three buttons: 'Share', 'Show audit log', and 'Preview'. The second entry is also titled 'Reflection' and has a green dot next to it, followed by 'CREATED ON: 6 AUG, 2026'. Below the title are three buttons: 'Make private', 'Show audit log', and 'Preview'. The 'Make private' button is highlighted with an orange box.

19

Clicking "Share" makes it possible for your supervisors to view the content of your reflection.

The screenshot shows the 'Reflection' page in the 'Timeline' tab. At the top, there's a navigation bar with 'Dashboard', 'Timeline', 'Files', 'FAQs', 'Goals', and 'Reports'. Below the navigation bar, the page title 'Reflection' is displayed. To the right of the title is a 'Create new' button. Below the title is a search bar with the placeholder text 'Start typing to search' and a 'Search' button. Below the search bar, it says 'Found 5 items'. Below this is a dark blue bar with 'Ordered by date created'. Below that is a grey bar with 'Events created in August 2026'. Below this are two reflection entries. The first entry is titled 'Reflection' and has a green dot next to it, followed by 'PRIVATE' and 'CREATED ON: 14 AUG, 2026'. Below the title are three buttons: 'Share', 'Show audit log', and 'Preview'. The 'Share' button is highlighted with an orange box. The second entry is also titled 'Reflection' and has a green dot next to it, followed by 'CREATED ON: 6 AUG, 2026'. Below the title are three buttons: 'Make private', 'Show audit log', and 'Preview'.

20

You can also do this from the detailed view of the reflection. Click "Make private" at the top right of the form.

The screenshot shows the 'Reflection' form in the zisr/advance system. The top navigation bar includes links for Dashboard, Timeline, Files, FAQs, Goals, and Reports. The form title is 'Reflection'. In the top right corner, there is a 'Download PDF' button and a 'Make private' button, which is highlighted with an orange box. Next to 'Make private' is a '< Back' link. Below the title, the status is 'COMPLETE' with a green dot. The event occurred on '14 Aug, 2026' and was created on '14 Aug, 2026'. The version is 'VERSION 24' and there is a 'Show audit log' link. An 'Edit' button is located below the status information. The form is filled in by 'Kara Thrace (Training Acct Only)' with the user ID 'KT'. The 'FILLED IN ON 14 AUG, 2026' date is shown. At the bottom, the 'Working Pattern (% whole time equivalent): 80%' is displayed.

21

If the reflection is already set to private, you will see the option to share at the top right of the form instead.

The screenshot shows the 'Reflection' form in the zisr/advance system, which is now set to private. The top navigation bar is the same. The form title is 'Reflection'. In the top right corner, there is a 'Download PDF' button and a 'Share' button, which is highlighted with an orange box. Next to 'Share' is a '< Back' link. Below the title, the status is 'COMPLETE PRIVATE' with a green dot. The event occurred on '14 Aug, 2026' and was created on '14 Aug, 2026'. The version is 'VERSION 24' and there is a 'Show audit log' link. An 'Edit' button is located below the status information. The form is filled in by 'Kara Thrace (Training Acct Only)' with the user ID 'KT'. The 'FILLED IN ON 14 AUG, 2026' date is shown. At the bottom, the 'Working Pattern (% whole time equivalent): 80%' is displayed.