

Changing your personal or training details in the RCR e-portfolio

7 Steps

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STEP 1

Click on the green Create button on your dashboard

You can also create an event by clicking the + button in the top righthand corner of the screen

The screenshot shows the RCR dashboard for Jake Neale (training account only). The dashboard is divided into several sections:

- Profile:** Jake Neale (training account only), Trainee - Clinical Radiology. A 'View profile' button is visible.
- Inbox:** Contains a welcome message and a 'Go to my inbox' button.
- Create a new event:** A prominent green 'Create' button is highlighted.
- Learning resources and upcoming courses:** Includes a link to 'Royal Marsden Interesting Cases teaching group' and 'Radiological anatomy video series'.
- Assessment goals:** A table showing progress on various goals:

Goal	Progress
FCR1 - Anatomy	0%
FCR1 - Physics	0%
Mini-IPX	0%
Rad-DOPS	0%
MSF	0%
Teaching Observation	0%
QIPAT	0%

- An overview of all your goals:** A table showing progress on various goals:

Goal	Progress
First year in training	100%
Great British Bake Off	0%
Successful first rotation	100%
Run 10k	0%
run 20k	0%
Mini-IPX	50%
Rad DOPS	100%
MSF	0%
QIPAT	0%
Teaching Observations	ACHIEVED

STEP 2

Under Admin and approvals, select Update your personal or training details

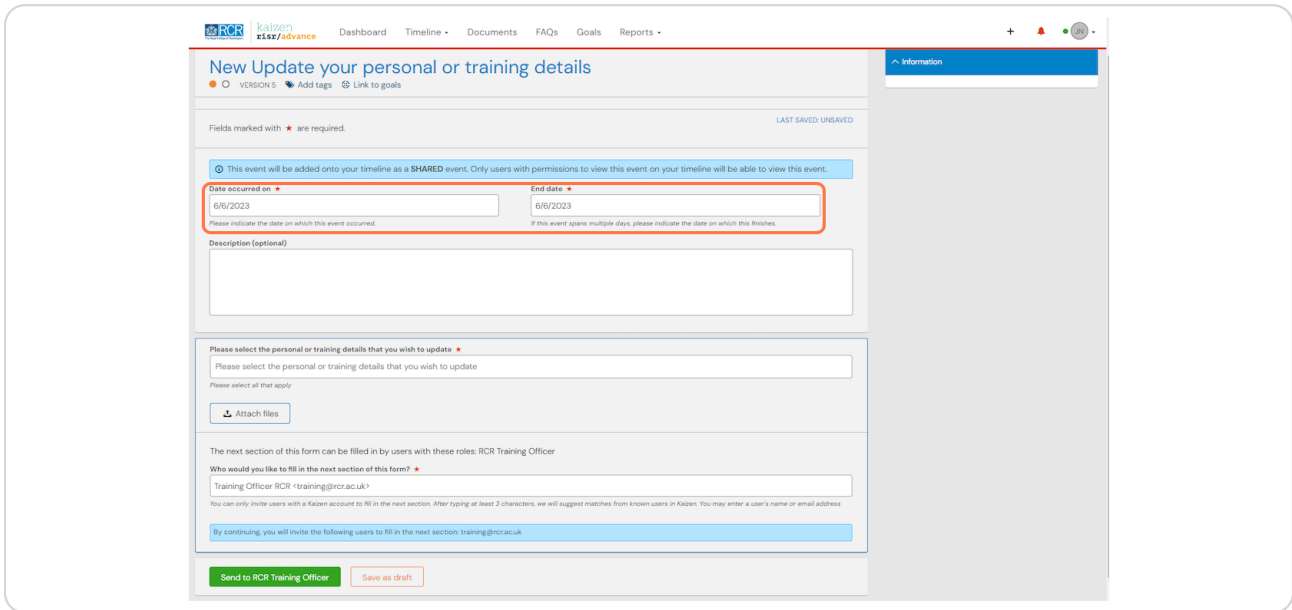
The screenshot shows the RCR dashboard for Jake Neale (training account only). The dashboard is divided into several sections:

- Admin and approvals:** Contains a link to 'Update your personal or training details' which is highlighted with a red circle.
- Supervision:** Contains links to 'Assign educational supervisor and speciality', 'Assign training post, OOPA, or period of leave', and 'Clinical supervision report'.
- Assessment and evidence:** Contains links to 'Educational supervision report' and 'Supported return to training - Clinical radiology Timetable'.

STEP 3

Enter the start and end dates for which the change applies

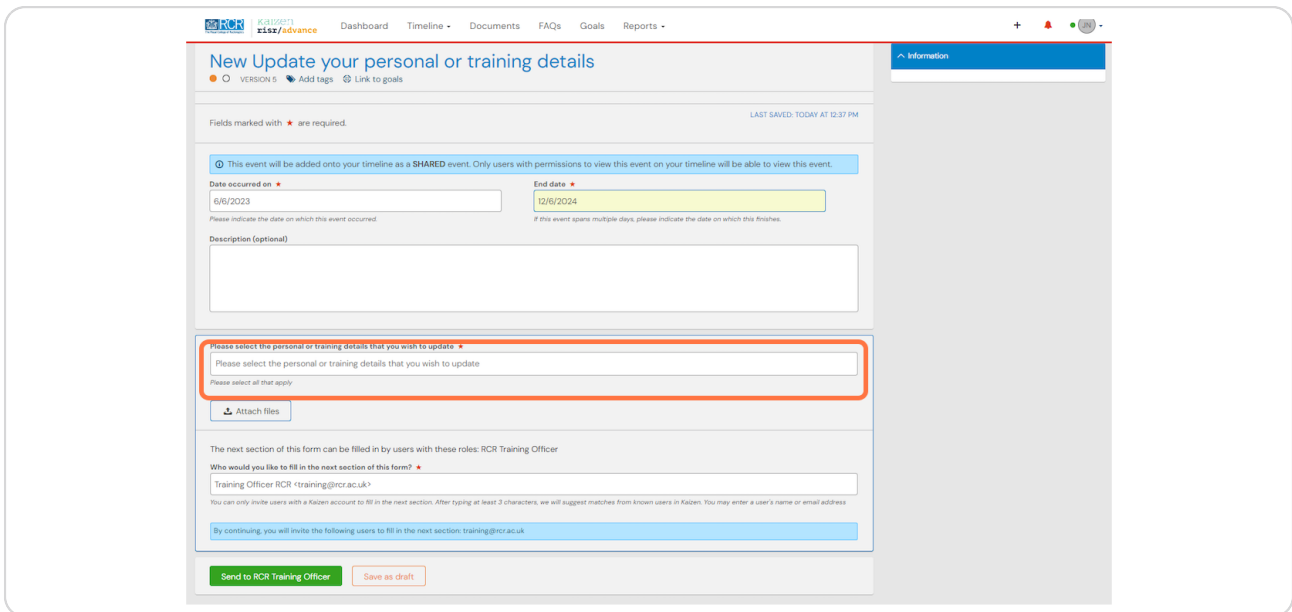
Ensure that your start and end dates cover the full period for this change. If the change applies for the whole of your training, the end date should be your expected CCT date.



The screenshot shows a web form titled "New Update your personal or training details". At the top, there is a navigation bar with "Dashboard", "Timeline", "Documents", "FAQs", "Goals", and "Reports". Below the title, there are options for "VERSION 5", "Add tags", and "Link to goals". A status bar indicates "LAST SAVED: UNSAVED". A blue notification box states: "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." The "Date occurred on" field is set to "6/6/2023" and the "End date" field is set to "6/6/2023". Below these fields is a "Description (optional)" text area. A section titled "Please select the personal or training details that you wish to update" contains a dropdown menu. Below the dropdown is an "Attach files" button. A note states: "The next section of this form can be filled in by users with these roles: RCR Training Officer". A field for "Who would you like to fill in the next section of this form?" is populated with "Training Officer RCR <training@rcrac.uk>". A blue box at the bottom of this section says: "By continuing, you will invite the following users to fill in the next section: training@rcrac.uk". At the very bottom, there are two buttons: "Send to RCR Training Officer" and "Save as draft".

STEP 4

Select the type of personal or training detail that you would like to update from the drop down box



This screenshot is identical to the one in Step 3, but the "Date occurred on" field is now "6/6/2023" and the "End date" field is "12/6/2024". The "Please select the personal or training details that you wish to update" dropdown menu is highlighted with a red box, indicating it is the focus of this step. The rest of the form, including the "Attach files" button, the role information, and the invitation list, remains the same.

STEP 5

Select the type of personal or training detail that you would like to update from the drop down box

You may select more than one option

New Update your personal or training details

VERSION 5 Add tags Link to goals

Dashboard Timeline Documents FAQs Goals Reports

LAST SAVED: TODAY AT 12:37 PM

Fields marked with * are required.

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.

Date occurred on * 6/6/2023 End date * 12/6/2024

Please indicate the date on which this event occurred. # this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Please select the personal or training details that you wish to update *

Please select the personal or training details that you wish to update

- RCR membership number
- GMC number
- National training number
- Speciality
- Training grade
- Training pattern
- Training location
- CCT date

By continuing, you will invite the following users to fill in the next section: training@rcr.ac.uk

Send to RCR Training Officer Save as draft

STEP 6

Enter the details of the change you would like to make

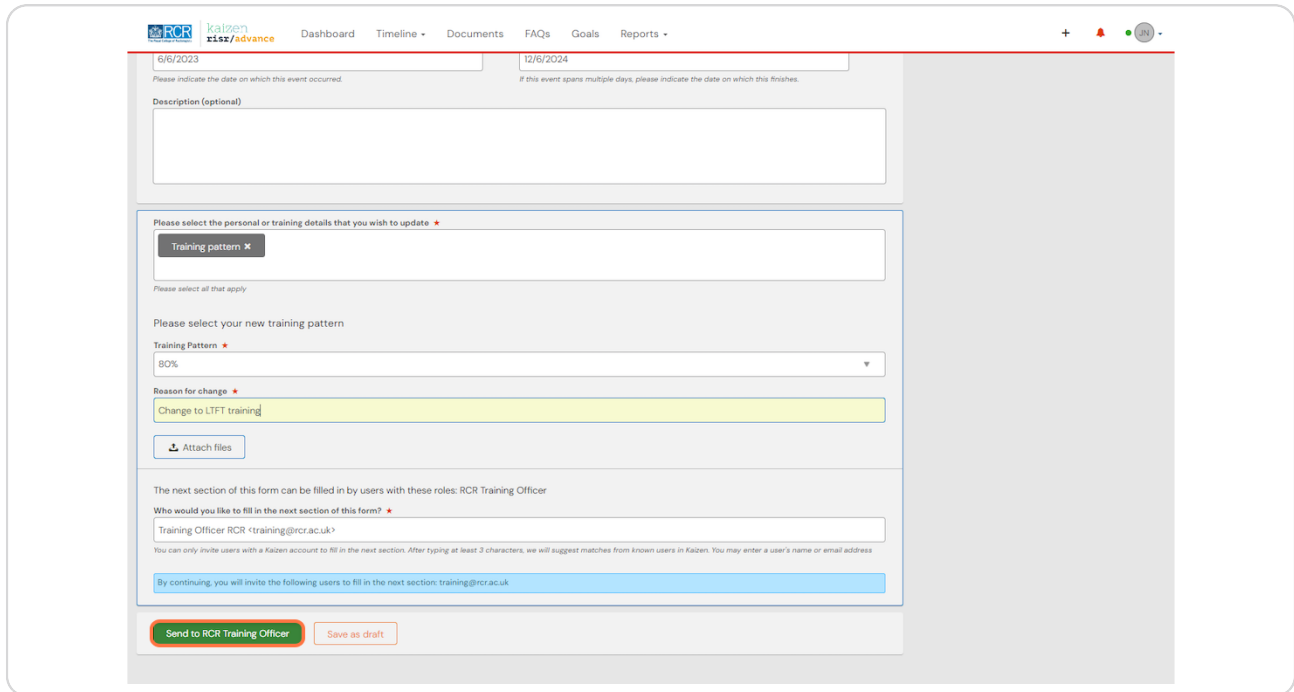
You will also be asked to give a brief reason for the change

The screenshot shows a web form for updating training details. At the top, there is a navigation bar with the RCR logo and menu items: 'risz/advance', 'Dashboard', 'Timeline', 'Documents', 'Files', 'Jobs', and 'Reports'. The form has two date pickers: '6/6/2023' and '12/6/2024'. Below the dates, there is a text area for 'Description (optional)'. The main section is titled 'Please select the personal or training details that you wish to update' and contains a dropdown menu for 'Training pattern' with '80%' selected. Below this is a 'Reason for change' text area and an 'Attach files' button. The final section is titled 'Who would you like to fill in the next section of this form?' and has a text input field containing 'Training Officer RCR <training@rcr.ac.uk>'. At the bottom, there are two buttons: 'Send to RCR Training Officer' and 'Save as draft'.

STEP 7

Click on Send to RCR Training Officer to complete the request to update your details

The training officer will make any required updates to your details and a confirmation will be published to your timeline when this is complete



The screenshot shows a web application interface for updating training details. At the top, there is a navigation bar with the RCR logo, 'kaizen rcr/advance', and menu items: Dashboard, Timeline, Documents, FAQs, Goals, Reports. The main form area has two date input fields: '6/6/2023' and '12/6/2024'. Below these is a 'Description (optional)' text area. The next section is titled 'Please select the personal or training details that you wish to update' and contains a dropdown menu currently set to 'Training pattern'. Below this is a note 'Please select all that apply'. The next section is 'Please select your new training pattern', featuring a 'Training Pattern' dropdown set to '80%' and a 'Reason for change' dropdown set to 'Change to LFT training'. There is an 'Attach files' button below. A note states: 'The next section of this form can be filled in by users with these roles: RCR Training Officer'. The 'Who would you like to fill in the next section of this form?' field contains 'Training Officer RCR <training@rcr.ac.uk>'. A blue bar below indicates: 'By continuing, you will invite the following users to fill in the next section: training@rcr.ac.uk'. At the bottom, there are two buttons: 'Send to RCR Training Officer' (highlighted in green) and 'Save as draft'.

