

Completing clinical supervision reports

44 Steps

Created by

WDAT

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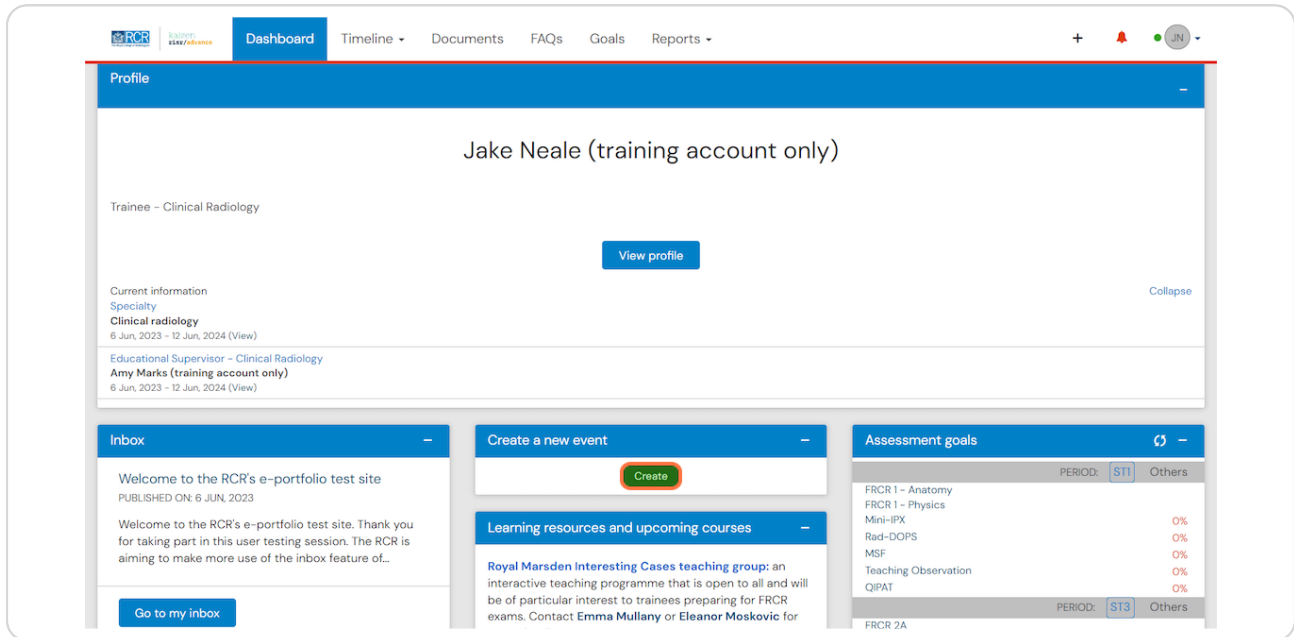
Last Updated

July 27, 2023

STEP 1

From your dashboard click on Create

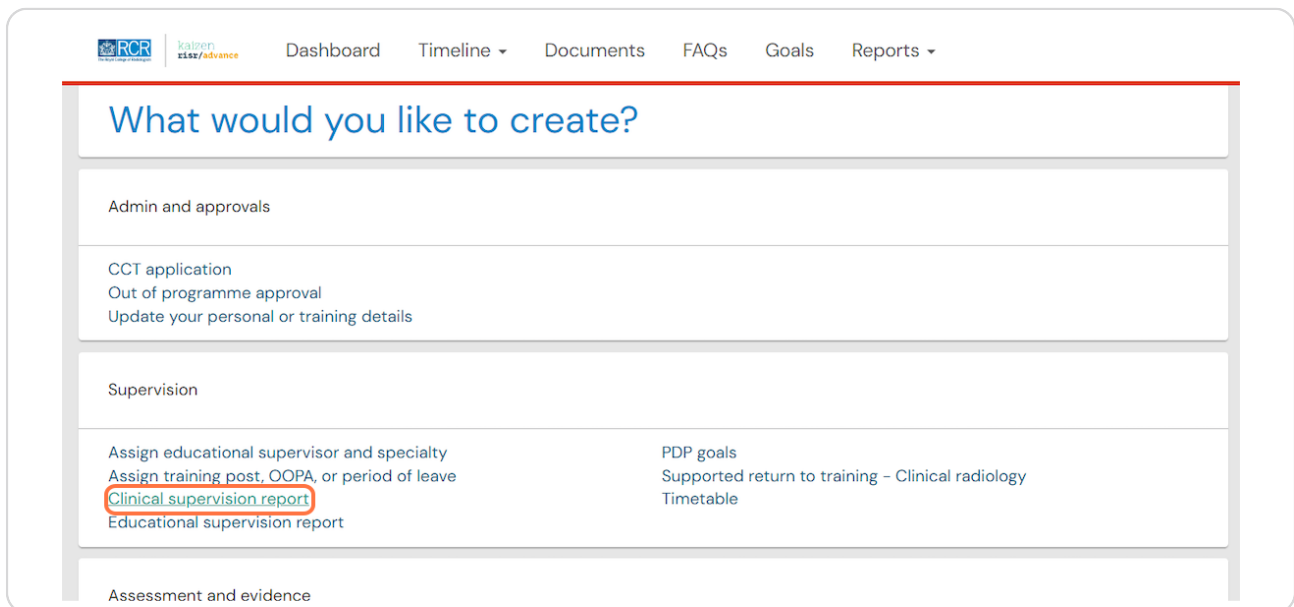
You can also click the + button in the top righthand corner of your screen



The screenshot shows the RCR e-portfolio dashboard for Jake Neale. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The main content area is titled 'Profile' and shows 'Jake Neale (training account only)'. Below this, it indicates 'Trainee - Clinical Radiology' and a 'View profile' button. The 'Current information' section lists 'Specialty: Clinical radiology' and 'Educational Supervisor - Clinical Radiology: Amy Marks (training account only)'. The dashboard is divided into three main columns: 'Inbox' with a 'Go to my inbox' button, 'Create a new event' with a 'Create' button, and 'Assessment goals' showing progress for various FRCR components.

STEP 2

Click on Clinical supervision report in the Supervision section of the create menu



The screenshot shows the 'What would you like to create?' menu. The menu is organized into sections: 'Admin and approvals', 'CCT application', 'Supervision', and 'Assessment and evidence'. The 'Supervision' section lists several options, with 'Clinical supervision report' highlighted by a red box. The 'Assessment and evidence' section is partially visible at the bottom.

STEP 3

Enter the start and end dates for the supervision report

The screenshot shows the 'Clinical supervision report' form. At the top, there are navigation links: RCR, kaltron, riaz/advance, Dashboard, Timeline, Documents, FAQs, Goals, and Reports. The title 'Clinical supervision report' is followed by a progress indicator (one filled circle, five empty circles), 'VERSION 5', 'Add tags', and 'Link to goals'. A note states 'Fields marked with ★ are required.' and 'LAST SAVED: TODAY AT 7:24 PM'. A blue information box says: '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 contains '9/6/2023' with the instruction 'Please indicate the date on which this event occurred.' The 'End date ★' field contains '9/6/2023' with the instruction 'If this event spans multiple days, please indicate the date on which this finishes.' Below these is a 'Description (optional)' text area.

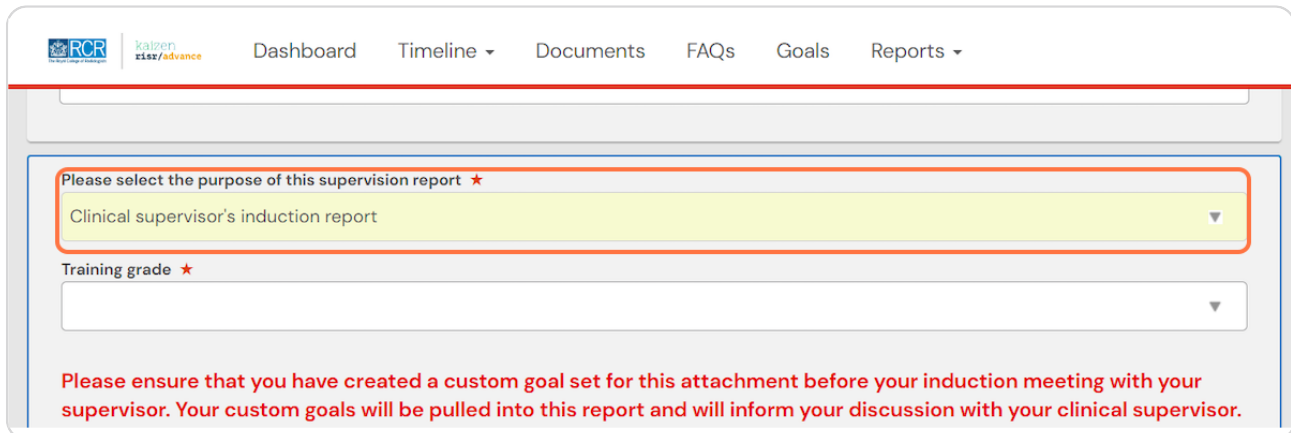
STEP 4

Select the purpose of the supervision report from the drop down list

The screenshot shows the 'Clinical supervision report' form with the purpose dropdown menu open. The dropdown is titled 'Please select the purpose of this supervision report ★' and lists the following options: 'Clinical supervisor's end of post review' (highlighted), 'Clinical supervisor's induction report', 'Clinical supervisor's mid-point review', 'Informal/interim meeting', and 'Clinical supervisor's end of post review'. Below the dropdown is the 'Training grade ★' field. At the bottom, there are sections for 'Clinical rotation goals report' with a 'Generate report' button, and 'WPBA and curriculum evidence summary report' with a 'Select Start Date ★' field containing '1/8/2020'.

STEP 5

Select Clinical supervisor's induction report from Please select the purpose of this supervision report



RCR | kaizen risk/advance

Dashboard Timeline Documents FAQs Goals Reports

Please select the purpose of this supervision report ★

Clinical supervisor's induction report ▼

Training grade ★

Please ensure that you have created a custom goal set for this attachment before your induction meeting with your supervisor. Your custom goals will be pulled into this report and will inform your discussion with your clinical supervisor.

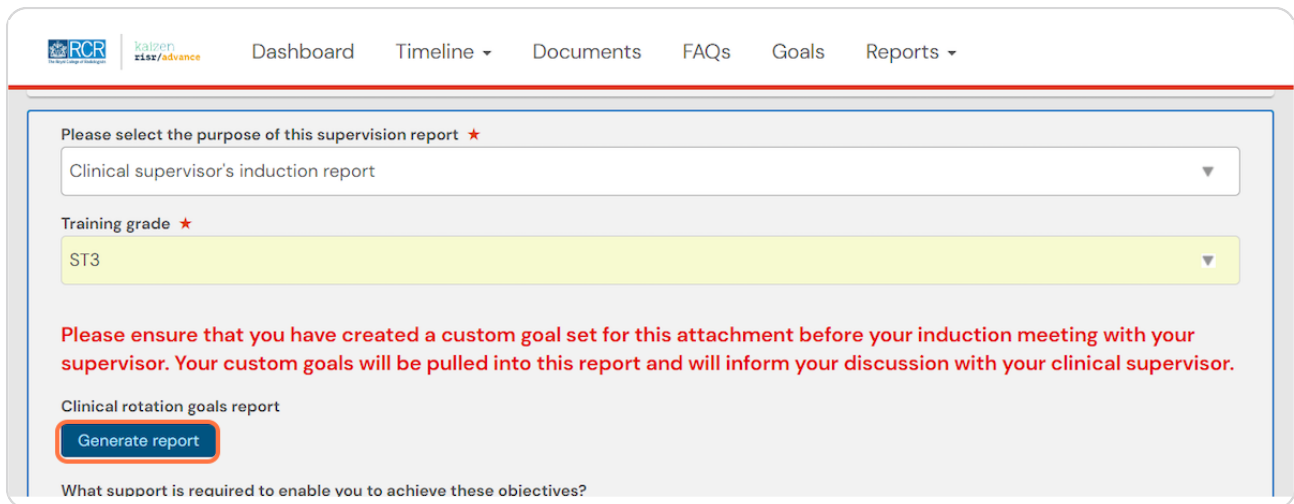
STEP 6

You should ensure that you have completed a custom goal set for your attachment prior to the induction meeting with your supervisor

Your custom goals will be pulled into this report so that you can review these with your supervisor

STEP 7

Click on **Generate report** to pull your goals into the report form



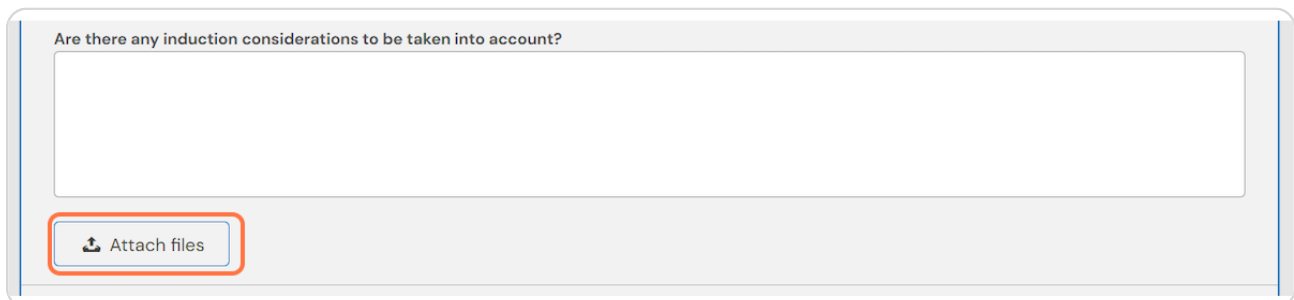
The screenshot shows a web interface for the RCR Kaiser Advance system. At the top, there is a navigation bar with the RCR logo, the Kaiser Advance logo, and menu items: Dashboard, Timeline, Documents, FAQs, Goals, and Reports. The main content area is a form titled 'Please select the purpose of this supervision report'. It contains two dropdown menus: the first is set to 'Clinical supervisor's induction report' and the second is set to 'ST3'. Below the dropdowns, there is a red warning message: 'Please ensure that you have created a custom goal set for this attachment before your induction meeting with your supervisor. Your custom goals will be pulled into this report and will inform your discussion with your clinical supervisor.' Underneath the warning, it says 'Clinical rotation goals report' and a blue button labeled 'Generate report' is highlighted with a red border. At the bottom of the form, there is a text input field with the placeholder text 'What support is required to enable you to achieve these objectives?'.

STEP 8

Complete the remaining information in the form

STEP 9

You can attach any supporting documents by clicking on **Attach files**



The screenshot shows a web interface for the RCR Kaiser Advance system. It features a text input field with the placeholder text 'Are there any induction considerations to be taken into account?'. Below the text field, there is a button labeled 'Attach files' with a file upload icon, which is highlighted with a red border.

STEP 10

Enter the name of the supervisor you would like to complete the form

As you type your clinical supervisor should appear beneath the text box and you can select their name from the list

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

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

Start typing to search

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

Fill in on the same device

No Yes

Submit Save as draft

STEP 11

Click on Submit to send to your clinical supervisor

Once their section is completed, the report will be published to your timeline

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

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

Start typing to search

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

Fill in on the same device

No Yes

Submit Save as draft

STEP 12

If you are with your clinical supervisor when you create the report form, they can fill in their section before you submit the form.

STEP 13

Check Fill in on the same device and the assessor's section will appear

The screenshot shows the RCR Kaizen/Advance web interface. At the top, there are navigation links: Dashboard, Timeline, Documents, FAQs, Goals, and Reports. Below the navigation is a header area with an 'Attach files' button. The main content area is divided into sections. The first section is titled 'The next section of this form can be filled in by users with these roles: RCR College Controller, Clinical Supervisor'. Below this is a question: 'Who would you like to fill in the next section of this form?'. There is a search input field with the placeholder text 'Start typing to search'. Below the search field is a note: 'You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address'. Below the note is a toggle switch labeled 'Fill in on the same device'. The toggle is currently set to 'Yes'. Below the toggle is a section titled 'Summary of discussion with trainee'. Underneath this is a sub-section titled 'Supervisor's summary of discussion with trainee' followed by a large empty text area. At the bottom of the form, there is a prompt: 'Please describe any support agreed to enable the trainee to achieve their goals'.

STEP 14

Click on Submit

If the supervisor completes their section on the same device, they will receive an email when you submit the form asking them to confirm that they are happy with the information in the form before the report is completed.

The screenshot shows the bottom portion of the RCR Kaizen/Advance form. It features a large empty text area for the supervisor's summary. Below the text area is a note: 'This might include courses; e-learning activity; targeted clinical experience'. Below the note is an 'Attach files' button. At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red border) and 'Save as draft'.

STEP 15

Select Clinical supervisor's mid-point review from the drop down list

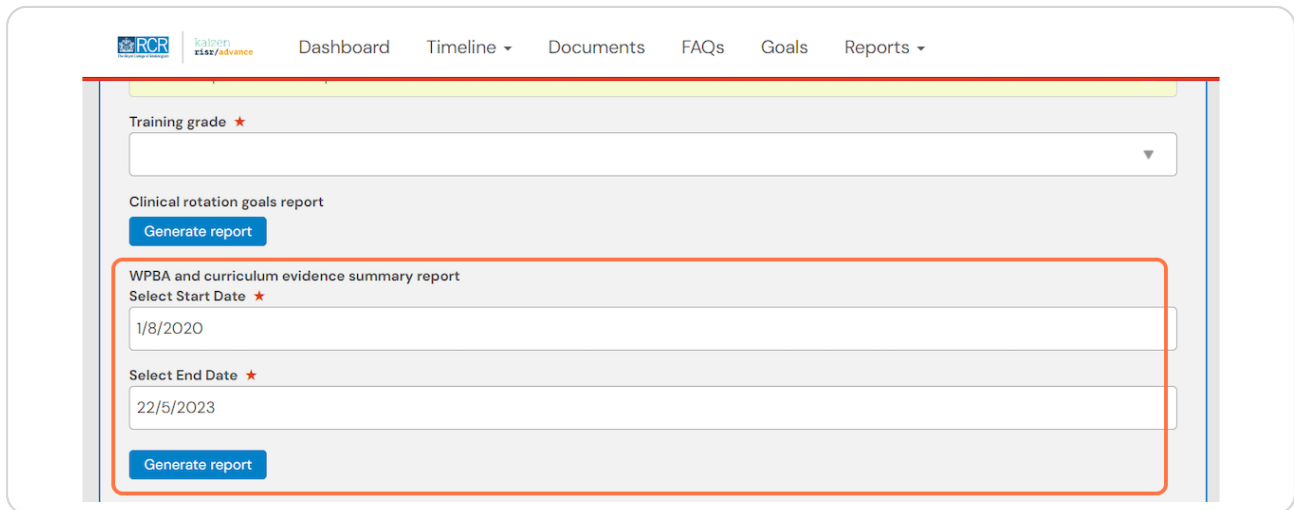
The screenshot shows a web interface for creating a report. At the top, there are navigation links: RCR logo, katzen R157/advance logo, Dashboard, Timeline, Documents, FAQs, Goals, and Reports. Below this is a form with two date input fields, both containing '9/6/2023'. The first field has a note: 'Please indicate the date on which this event occurred.' The second field has a note: 'If this event spans multiple days, please indicate the date on which this finishes.' Below the dates is a large text area labeled 'Description (optional)'. Further down is a dropdown menu titled 'Please select the purpose of this supervision report' with a red star icon. The selected option is 'Clinical supervisor's mid-point review'. Below this is another dropdown menu titled 'Training grade' with a red star icon. At the bottom of the form, there is a 'Generate report' button and a link for 'WPBA and curriculum evidence summary report'.

STEP 16

You can pull through a range of data into your form

STEP 17

Select the date range covered by the supervision review and click **Generate report**

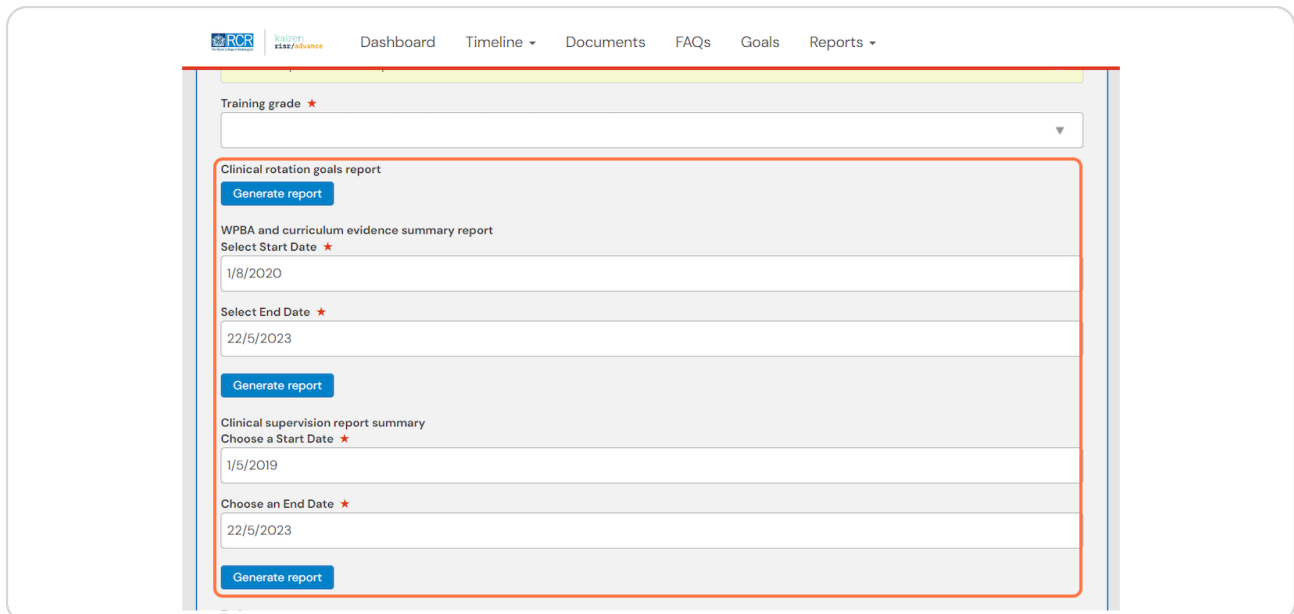


The screenshot shows the RCR Reports page. At the top, there is a navigation bar with the RCR logo, 'kaizen rise/advance' tagline, and menu items: Dashboard, Timeline, Documents, FAQs, Goals, and Reports. Below the navigation bar, there is a 'Training grade' dropdown menu. Underneath, there are two report sections. The first is 'Clinical rotation goals report' with a 'Generate report' button. The second is 'WPBA and curriculum evidence summary report', which is highlighted with a red border. This section includes 'Select Start Date' (1/8/2020) and 'Select End Date' (22/5/2023) fields, both with red asterisks, and a 'Generate report' button.

STEP 18

Do this for all available reports

You can pull through summaries of the training posts you have completed, your PDP goals, previous educational or clinical supervision reports, and your workplace-based assessments and supporting evidence



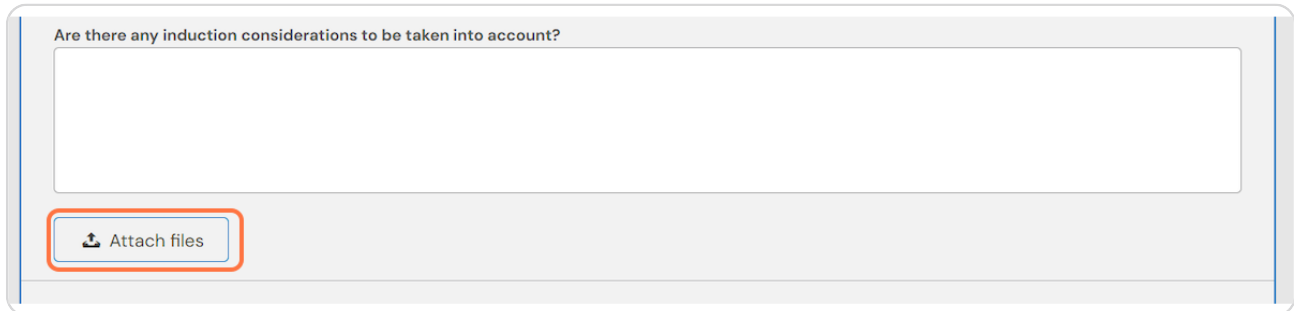
The screenshot shows the RCR Reports page, similar to the previous one. It highlights the 'Clinical supervision report summary' form with a red border. This form includes 'Choose a Start Date' (1/5/2019) and 'Choose an End Date' (22/5/2023) fields, both with red asterisks, and a 'Generate report' button. The 'WPBA and curriculum evidence summary report' form is also visible above it, with its 'Generate report' button highlighted.

STEP 19

Complete the remaining information in the form

STEP 20

You can attach any supporting documents by clicking on **Attach files**

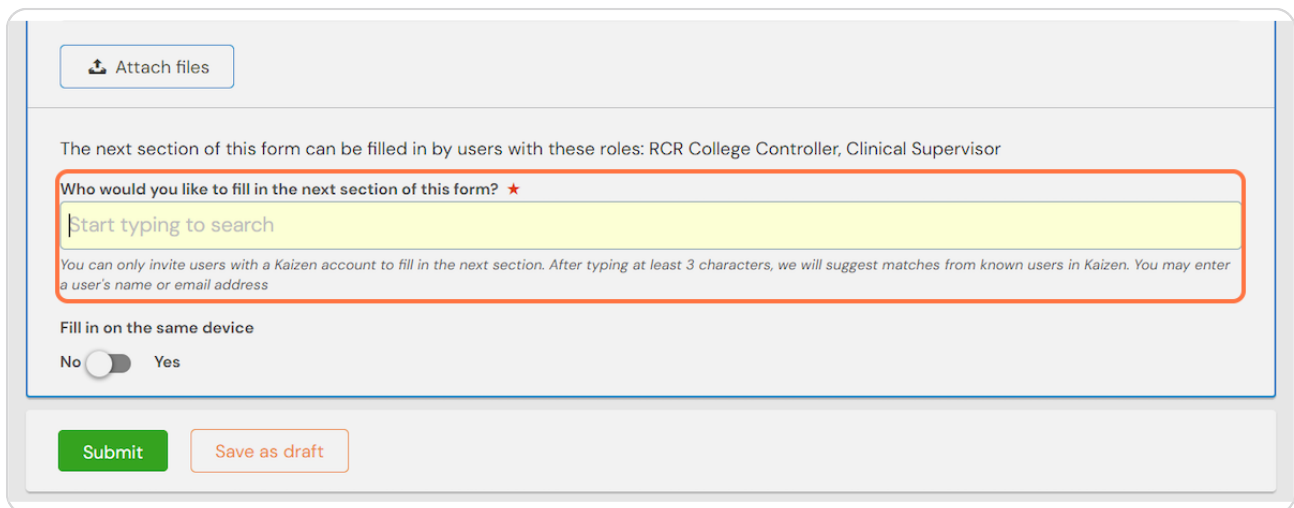


Are there any induction considerations to be taken into account?

STEP 21

Enter the name of the supervisor you would like to complete the form

As you type your clinical supervisor should appear beneath the text box and you can select their name from the list



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

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

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

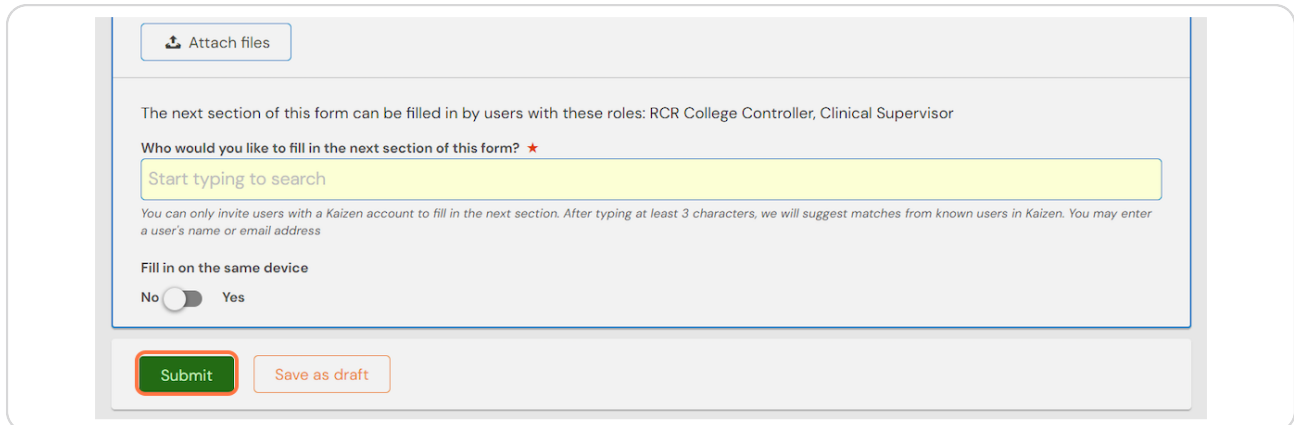
Fill in on the same device

No Yes

STEP 22

Click on Submit to send to your clinical supervisor

Once their section is completed, the report will be published to your timeline



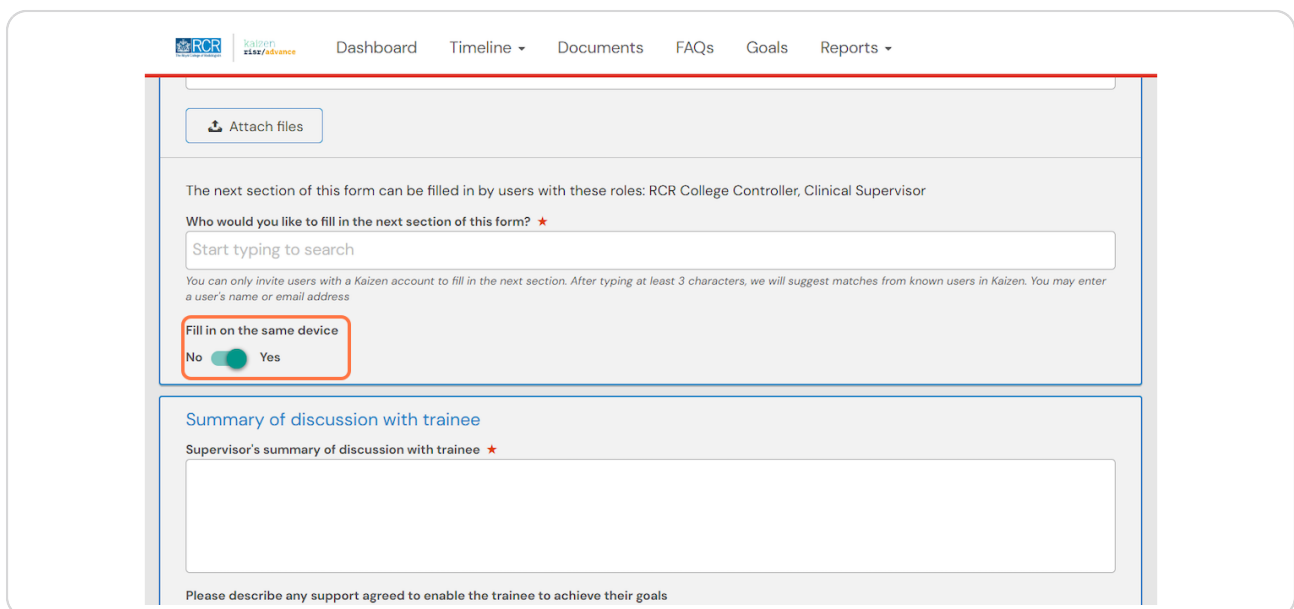
The screenshot shows a web form interface. At the top left, there is a button labeled "Attach files" with a document icon. Below this, a text line reads: "The next section of this form can be filled in by users with these roles: RCR College Controller, Clinical Supervisor". A question follows: "Who would you like to fill in the next section of this form? ★". Below the question is a search input field with the placeholder text "Start typing to search". A small note below the search field states: "You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address". Below the search field is a toggle switch for "Fill in on the same device", currently set to "No". At the bottom of the form, there are two buttons: a green "Submit" button and a light orange "Save as draft" button.

STEP 23

If you are with your clinical supervisor when you create the report form, they can fill in their section before you submit the form.

STEP 24

Check Fill in on the same device and the assessor's section will appear

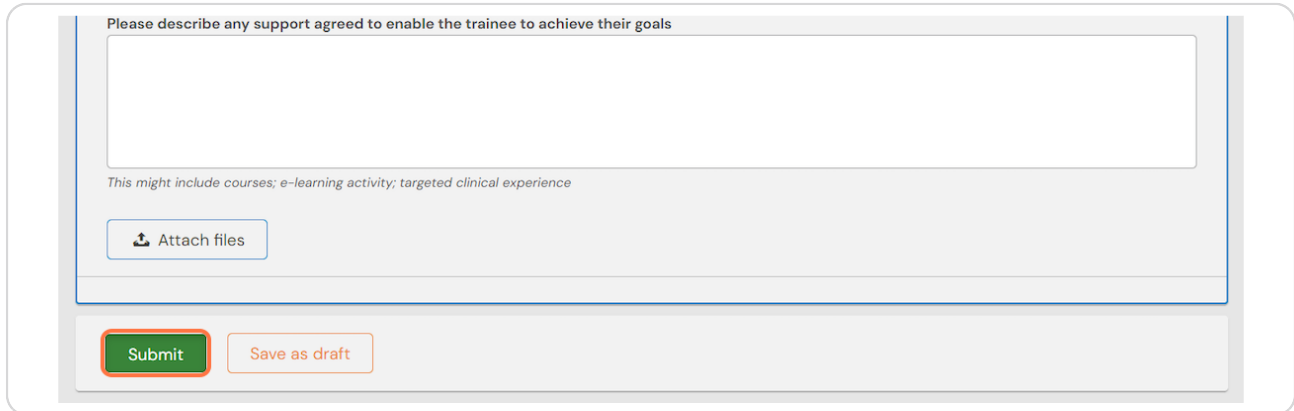


The screenshot shows the same report form interface as in Step 22, but with additional content. The top navigation bar includes the RCR logo, "kaizen ease/advance", and menu items: "Dashboard", "Timeline", "Documents", "FAQs", "Goals", and "Reports". The "Attach files" button is present. The text about roles and the search field are the same. The "Fill in on the same device" toggle is now switched to "Yes" and is highlighted with a red box. Below this, a new section titled "Summary of discussion with trainee" is visible. It contains a question: "Supervisor's summary of discussion with trainee ★" followed by a large empty text area. At the bottom of this section, a prompt reads: "Please describe any support agreed to enable the trainee to achieve their goals".

STEP 25

Click on Submit

If the supervisor completes their section on the same device, they will receive an email when you submit the form asking them to confirm that they are happy with the information in the form before the report is completed.



Please describe any support agreed to enable the trainee to achieve their goals

This might include courses; e-learning activity; targeted clinical experience

Attach files

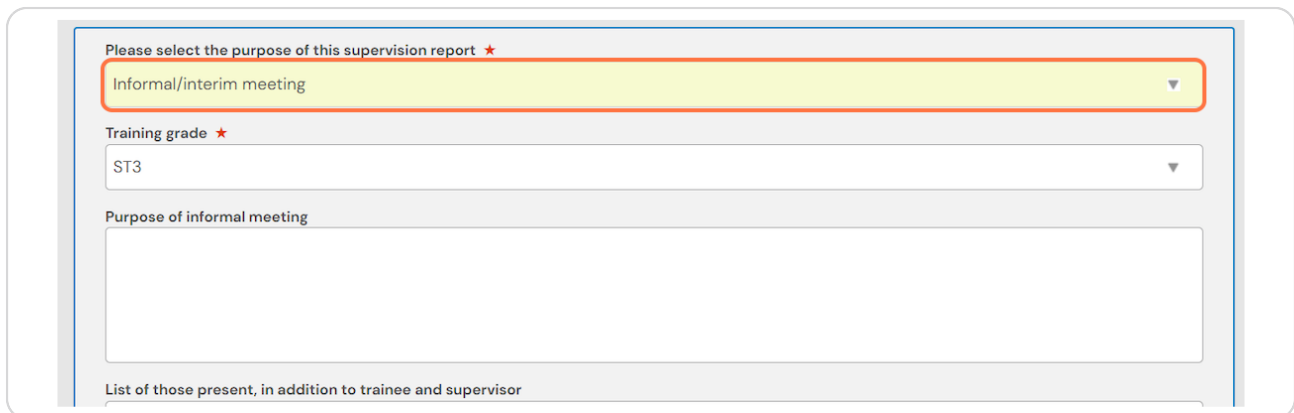
Submit Save as draft

Creating a record of an informal meeting

8 Steps

STEP 26

Select Informal/interim meeting from the drop down list



Please select the purpose of this supervision report *

Informal/interim meeting

Training grade *

ST3

Purpose of informal meeting

List of those present, in addition to trainee and supervisor

STEP 27

Complete the remaining information in the form

STEP 28

You can attach any supporting documents by clicking on **Attach files**

Trainee comments

Please provide your comments on what has gone well during the period under review, areas for development, and any other relevant details.

 **Attach files**


Submit

Save as draft

STEP 29

Enter the name of the supervisor you would like to complete the form

As you type your clinical supervisor should appear beneath the text box and you can select their name from the list

 **Attach files**

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

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

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

Fill in on the same device

No Yes

Submit

Save as draft

STEP 30

Click on Submit to send to your clinical supervisor

Once their section is completed, the report will be published to your timeline

Attach files

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

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

Start typing to search

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

Fill in on the same device

No Yes

Submit Save as draft

STEP 31

If you are with your clinical supervisor when you create the report form, they can fill in their section before you submit the form.

STEP 32

Check Fill in on the same device and the assessor's section will appear

RCR kaizen rise/advance Dashboard Timeline Documents FAQs Goals Reports

Attach files

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

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

Start typing to search

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

Fill in on the same device

No Yes

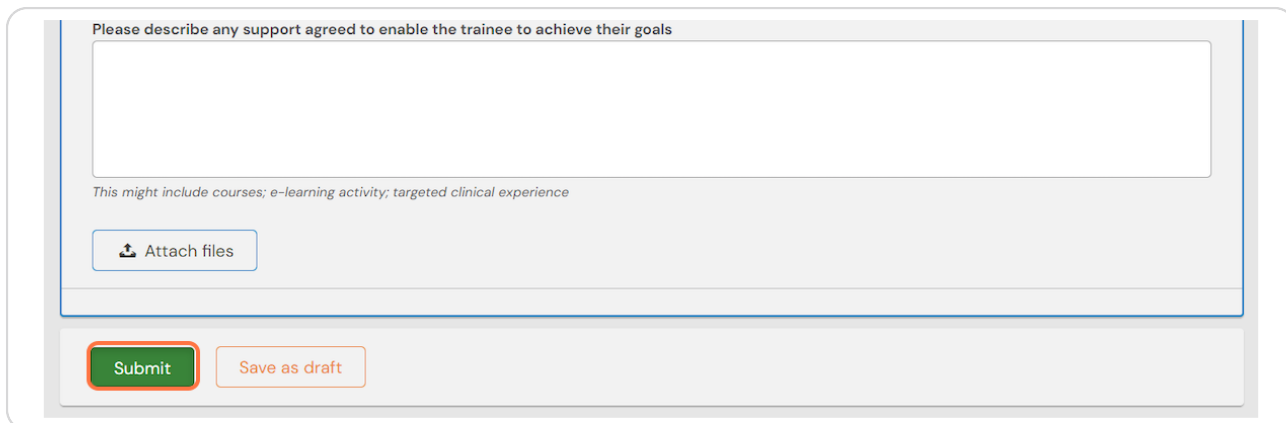
Summary of discussion with trainee

Supervisor's summary of discussion with trainee *

STEP 33

Click on Submit

If the supervisor completes their section on the same device, they will receive an email when you submit the form asking them to confirm that they are happy with the information in the form before the report is completed.



Please describe any support agreed to enable the trainee to achieve their goals

This might include courses; e-learning activity; targeted clinical experience

Attach files

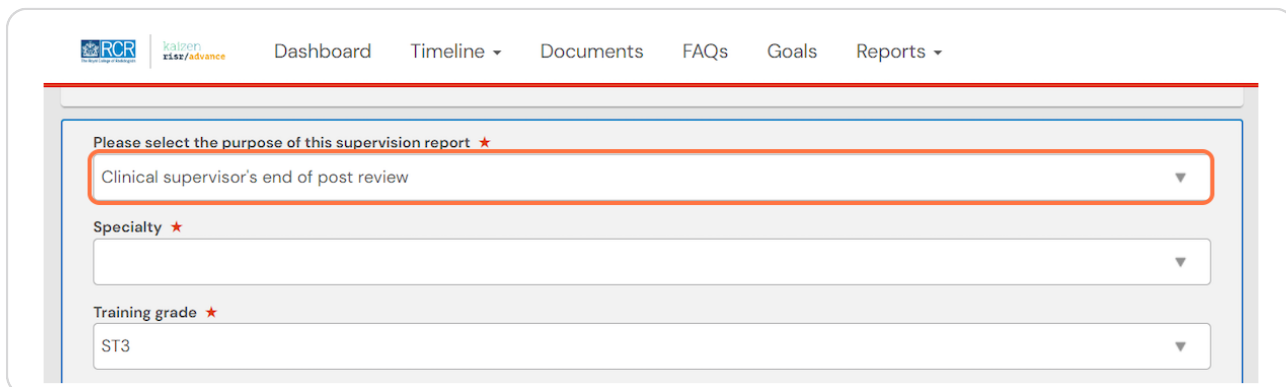
Submit Save as draft

Creating an end of post review

11 Steps

STEP 34

Select Clinical supervisor's end of post review from the drop down list



RCR | *improving* *radiology* *advance* | Dashboard | Timeline ▾ | Documents | FAQs | Goals | Reports ▾

Please select the purpose of this supervision report ★

Clinical supervisor's end of post review ▾

Specialty ★

Training grade ★

ST3 ▾

STEP 35

You can pull through a range of data into your form

STEP 36

Select the date range covered by the supervision review and click **Generate report**

The screenshot shows the RCR portal interface. At the top, there are navigation links: RCR logo, Kaiser/Star/Advance logo, Dashboard, Timeline, Documents, FAQs, Goals, and Reports. Below the navigation, there is a 'Training grade' dropdown menu. Underneath, there is a 'Clinical rotation goals report' section with a 'Generate report' button. The main focus is on the 'WPBA and curriculum evidence summary report' section, which is highlighted with a red border. This section contains 'Select Start Date' (1/8/2020) and 'Select End Date' (22/5/2023) fields, and a 'Generate report' button.

STEP 37

Do this for all available reports

You can pull through summaries of the training posts you have completed, your PDP goals, previous educational or clinical supervision reports, and your workplace-based assessments and supporting evidence

The screenshot shows the RCR portal interface. At the top, there are navigation links: RCR logo, Kaiser/Star/Advance logo, Dashboard, Timeline, Documents, FAQs, Goals, and Reports. Below the navigation, there is a 'Training grade' dropdown menu. Underneath, there is a 'Clinical rotation goals report' section with a 'Generate report' button. The main focus is on the 'Clinical supervision report summary' section, which is highlighted with a red border. This section contains 'Choose a Start Date' (1/5/2019) and 'Choose an End Date' (22/5/2023) fields, and a 'Generate report' button.

STEP 38

Complete the remaining information in the form

STEP 39

You can attach any supporting documents by clicking on **Attach files**

Trainee comments

Please provide your comments on what has gone well during the period under review, areas for development, and any other relevant details.

Attach files

Submit Save as draft

STEP 40

Enter the name of the supervisor you would like to complete the form

As you type your clinical supervisor should appear beneath the text box and you can select their name from the list

Attach files

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

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

Start typing to search

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

Fill in on the same device

No Yes

Submit Save as draft

STEP 41

Click on Submit to send to your clinical supervisor

Once their section is completed, the report will be published to your timeline

Attach files

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

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

Start typing to search

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

Fill in on the same device

No Yes

Submit Save as draft

STEP 42

If you are with your clinical supervisor when you create the report form, they can fill in their section before you submit the form.

STEP 43

Check Fill in on the same device and the assessor's section will appear

RCR kaizen size/advance Dashboard Timeline Documents FAQs Goals Reports

Attach files

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

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

Start typing to search

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

Fill in on the same device

No Yes

Summary of discussion with trainee

Supervisor's summary of discussion with trainee *

Please describe any support agreed to enable the trainee to achieve their goals


STEP 44


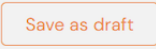
Click on Submit

If the supervisor completes their section on the same device, they will receive an email when you submit the form asking them to confirm that they are happy with the information in the form before the report is completed.

Please describe any support agreed to enable the trainee to achieve their goals

This might include courses; e-learning activity; targeted clinical experience

 Attach files

 Submit Save as draft

