Completing clinical supervision reports

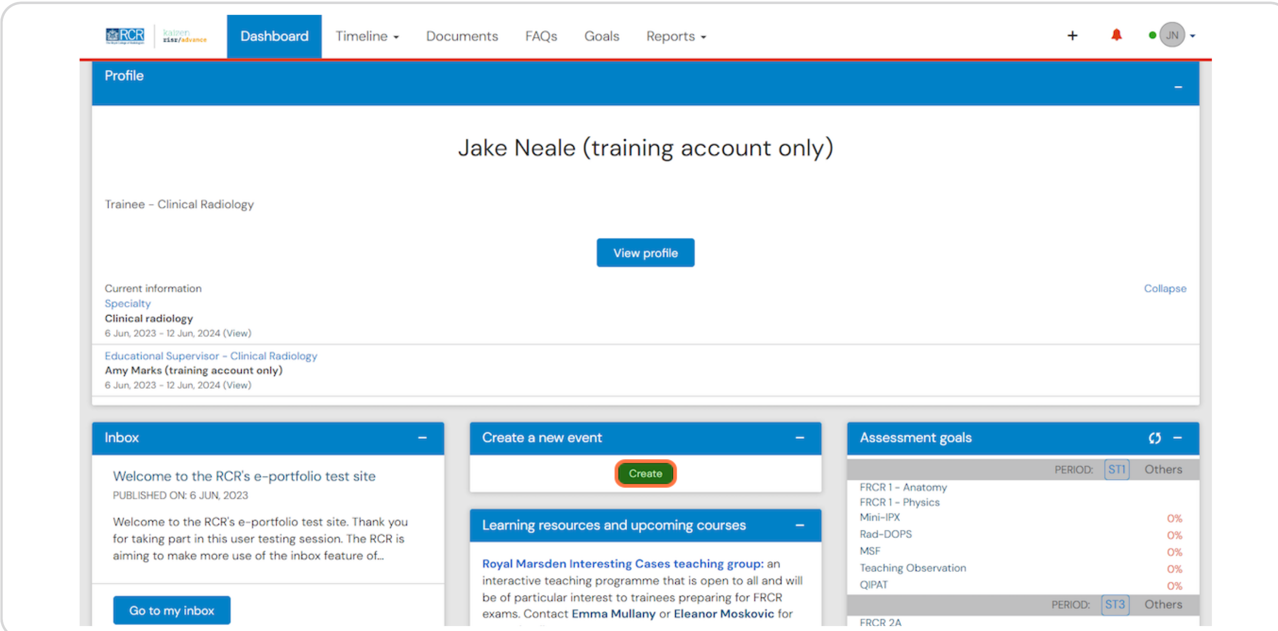
44 Steps

Created by	Creation Date	Last Updated
WDAT	June 9, 2023	July 27, 2023

STEP 1

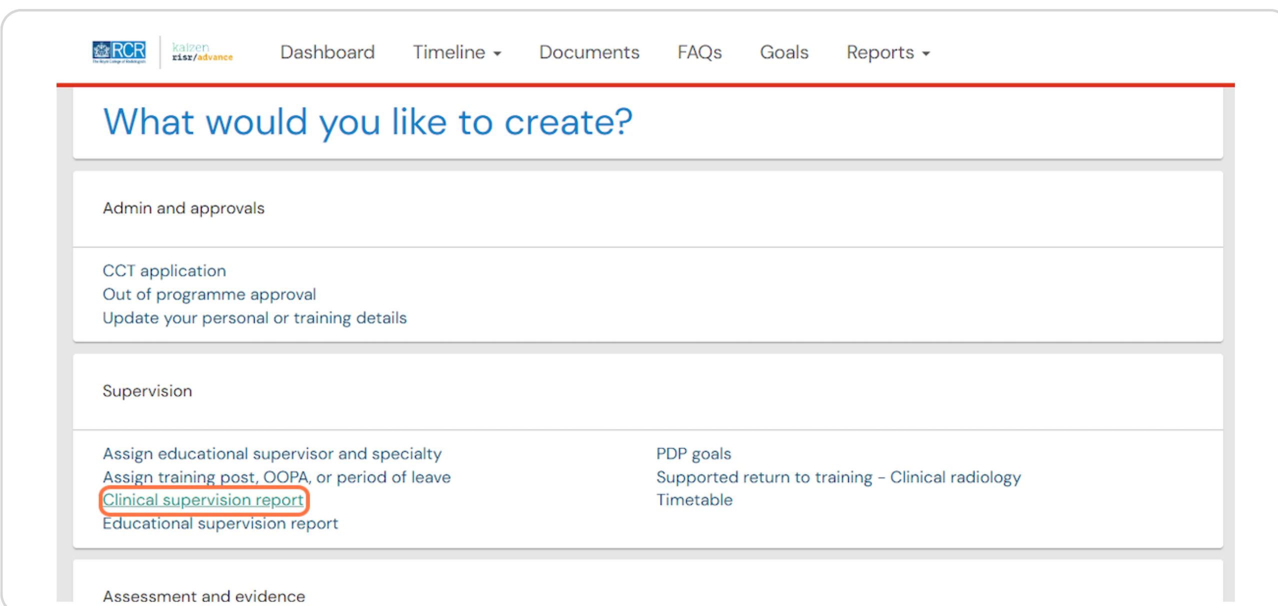
From your dashboard click on Create

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



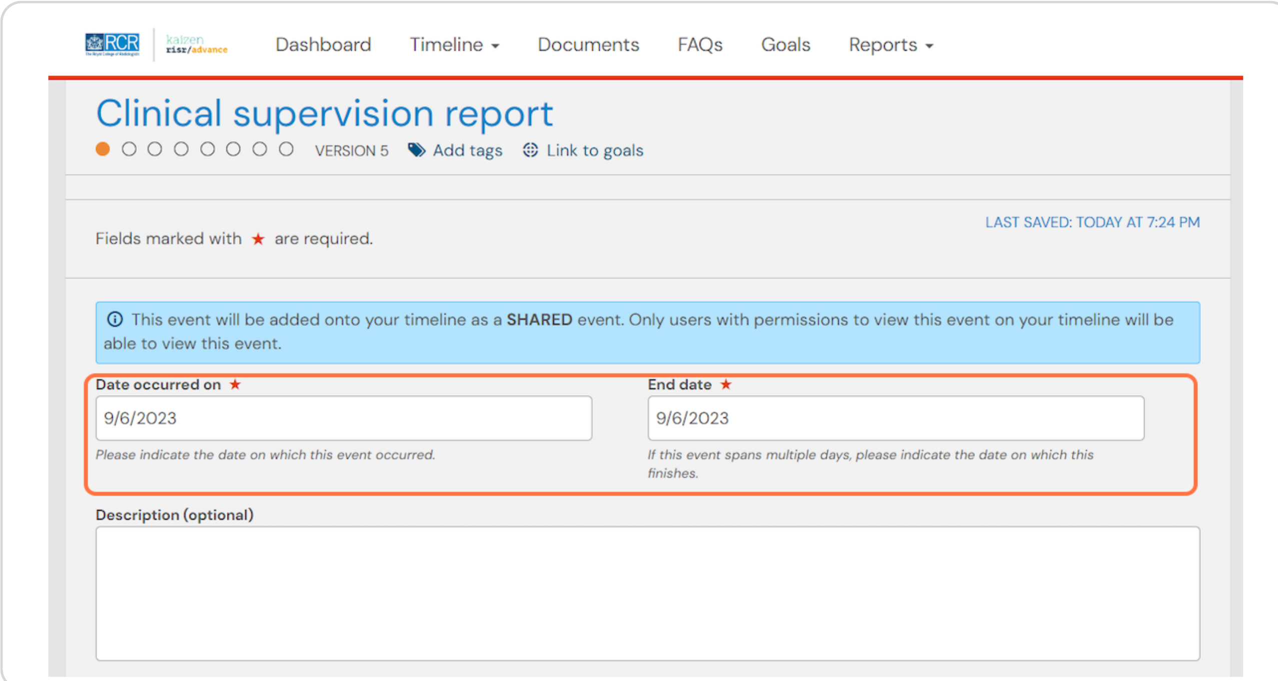
STEP 2

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



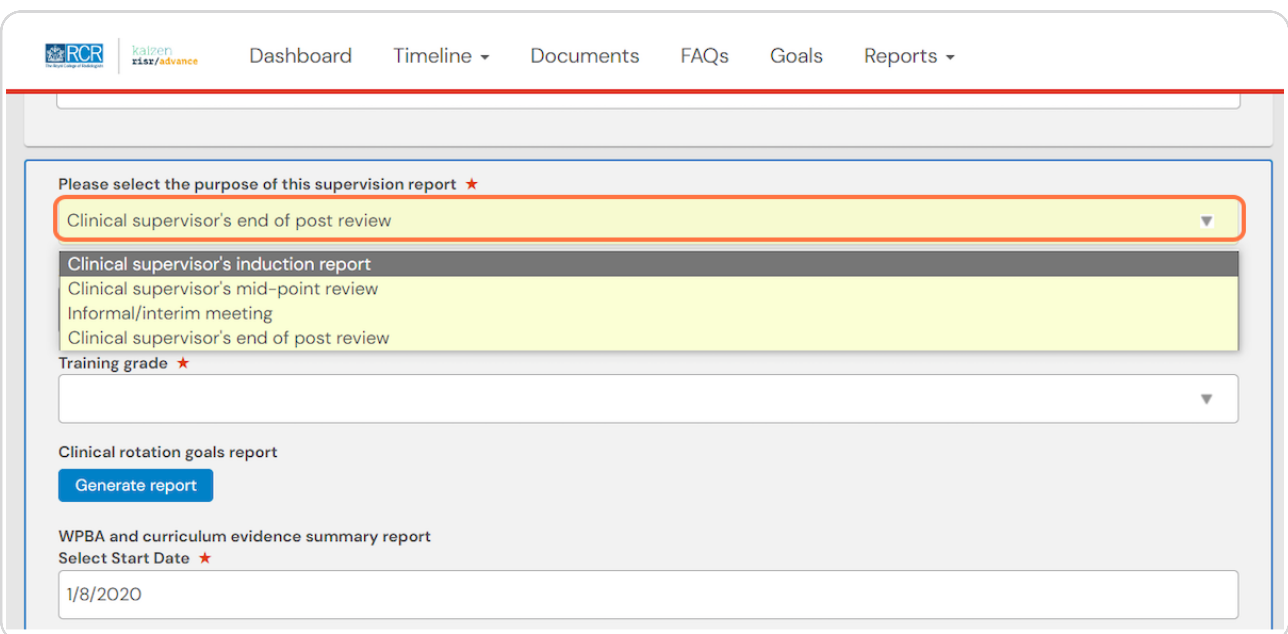
STEP 3

Enter the start and end dates for the supervision report



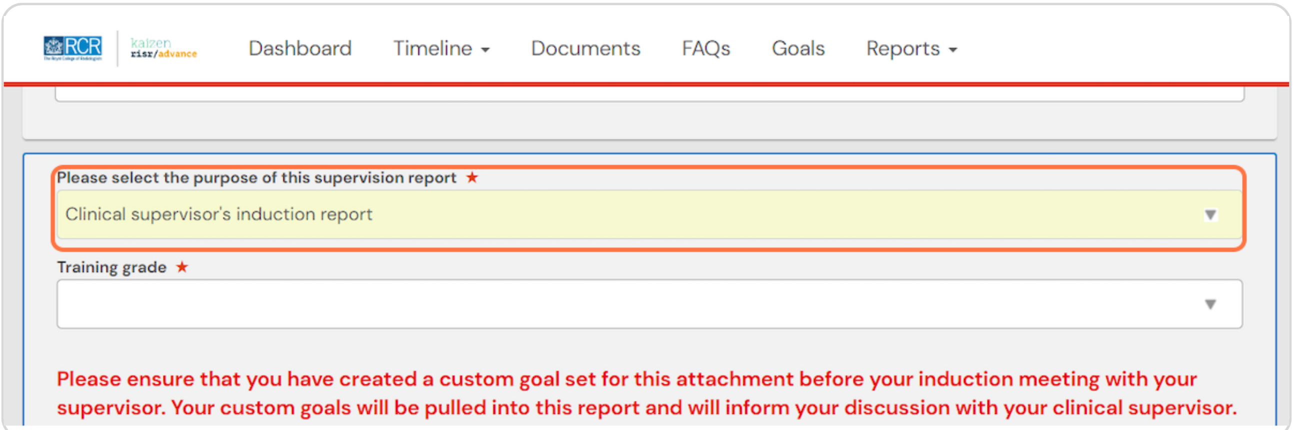
STEP 4

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



STEP 5

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



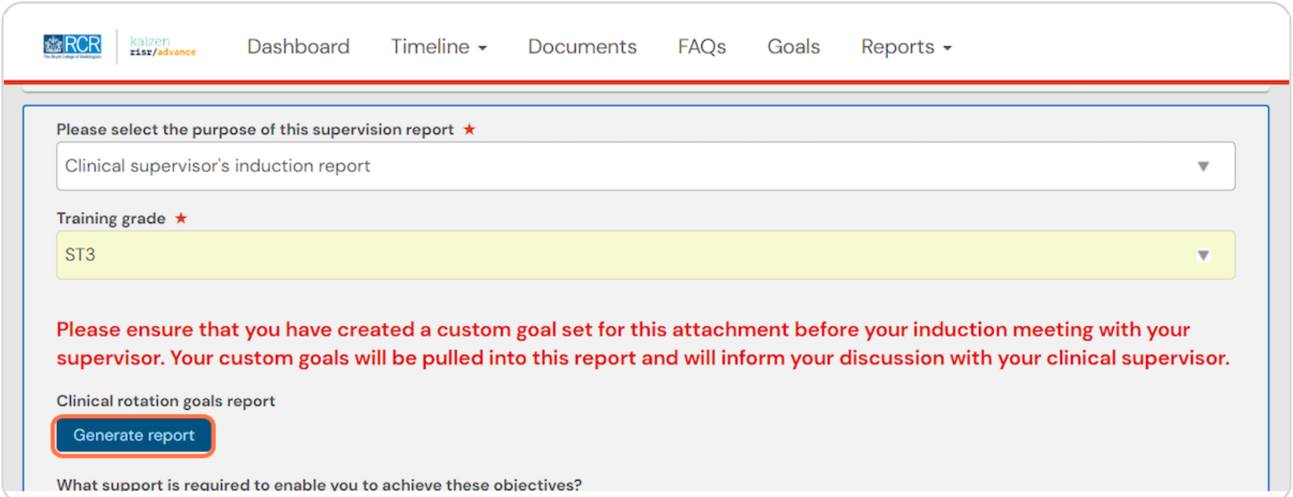
STEP 6

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

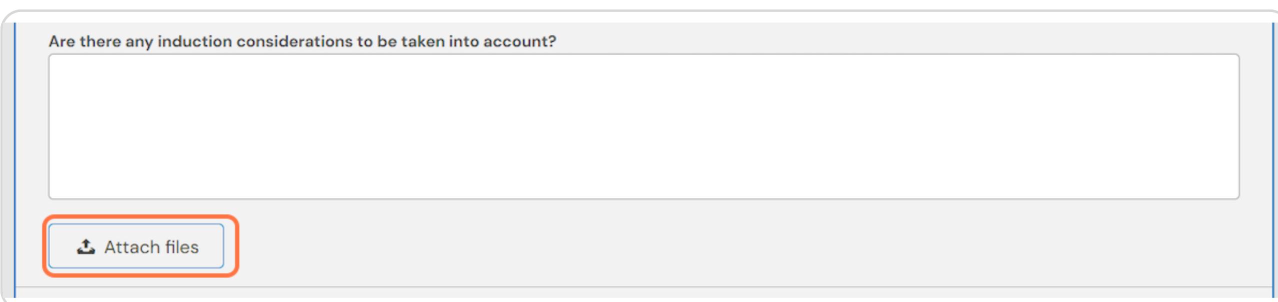


STEP 8

Complete the remaining information in the form

STEP 9

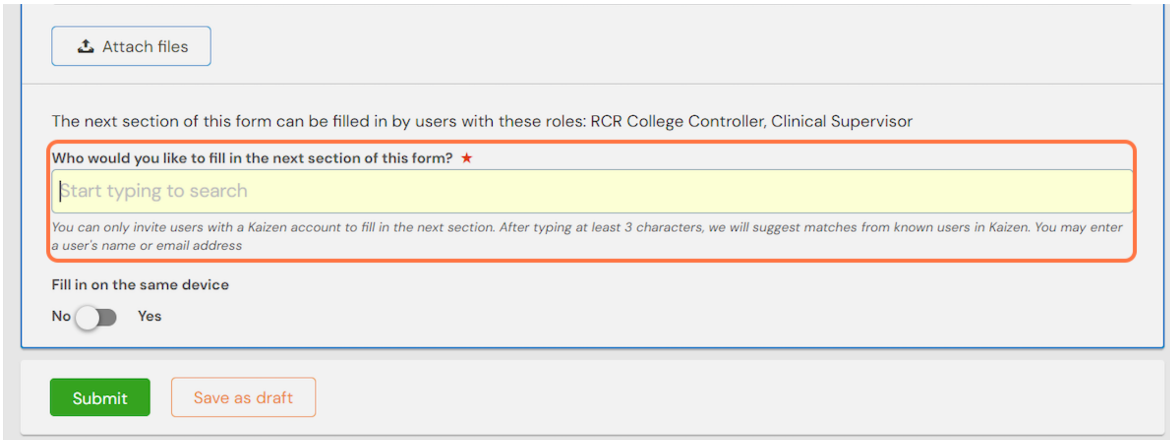
You can attach any supporting documents by clicking on Attach files



STEP 10

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

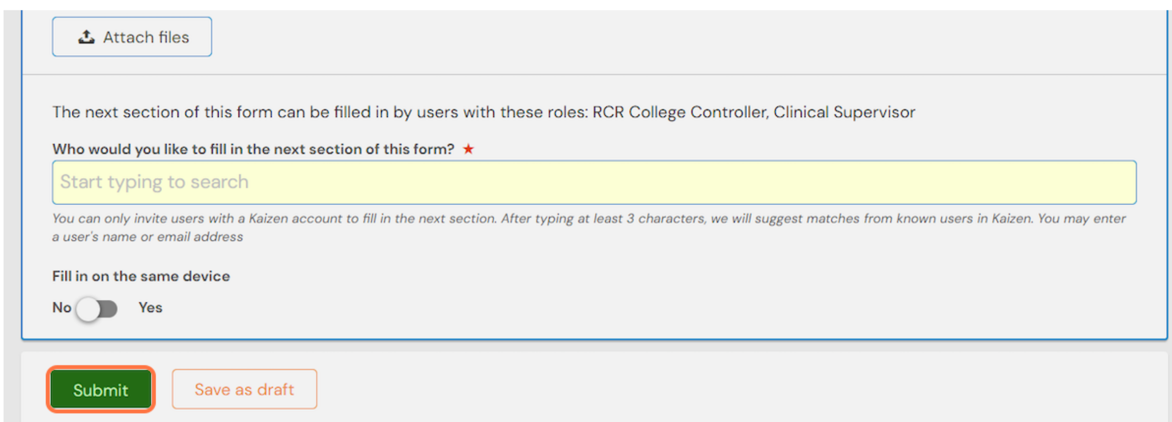
As you type your clinical supervisor should appear beneath the text box and you can select their name from the list



STEP 11

Click on Submit to send to your clinical supervisor

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

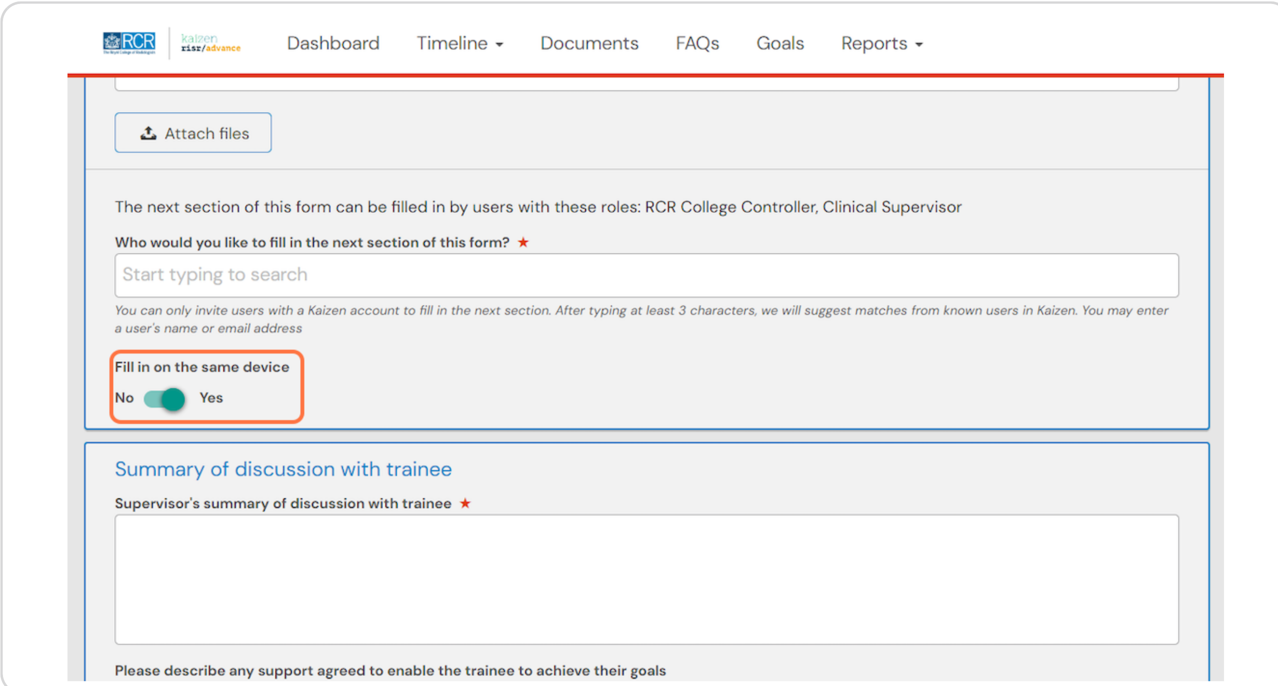


STEP 12

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

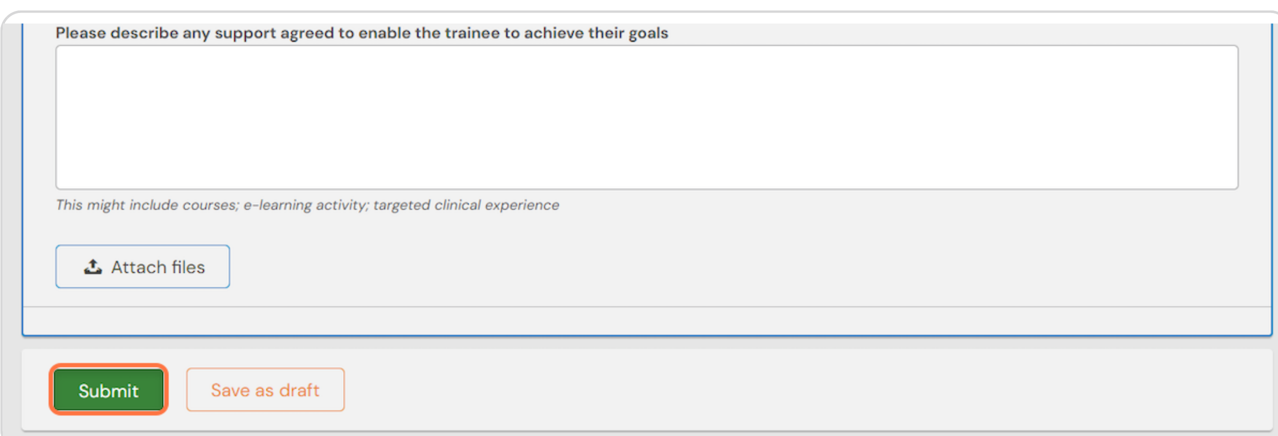
Check Fill in on the same device and the assessor's section will appear



STEP 14

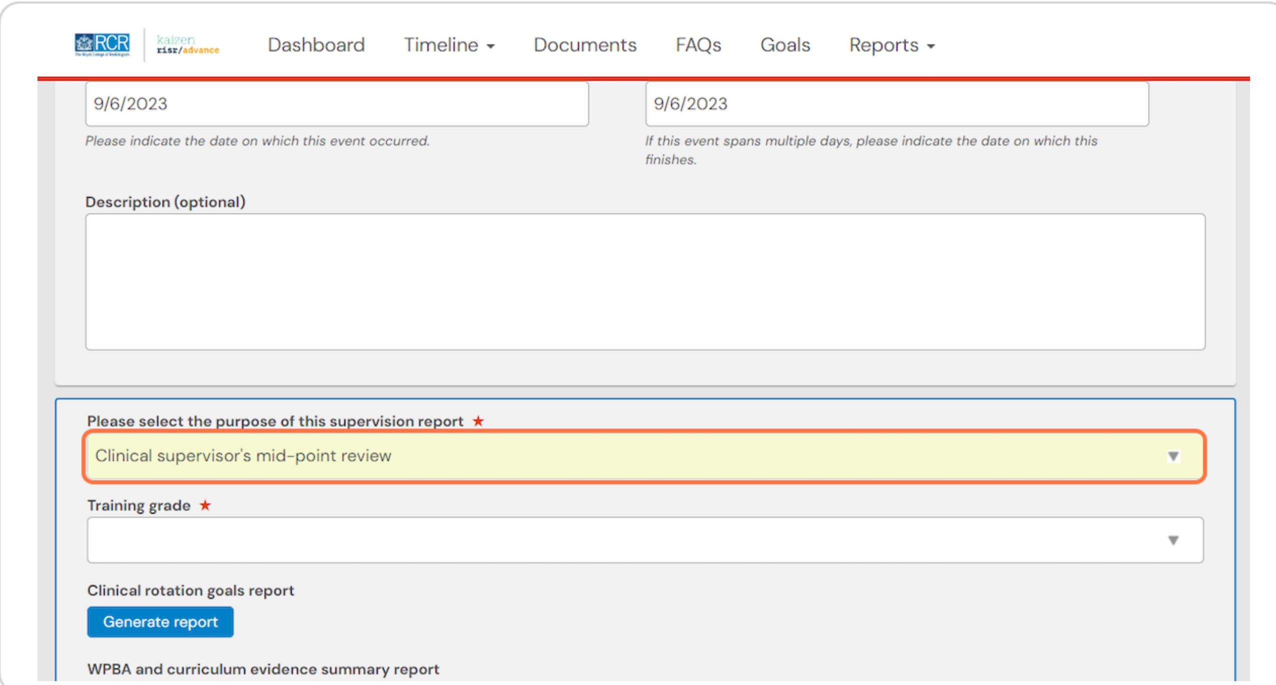
Click on Submit

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.



STEP 15

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

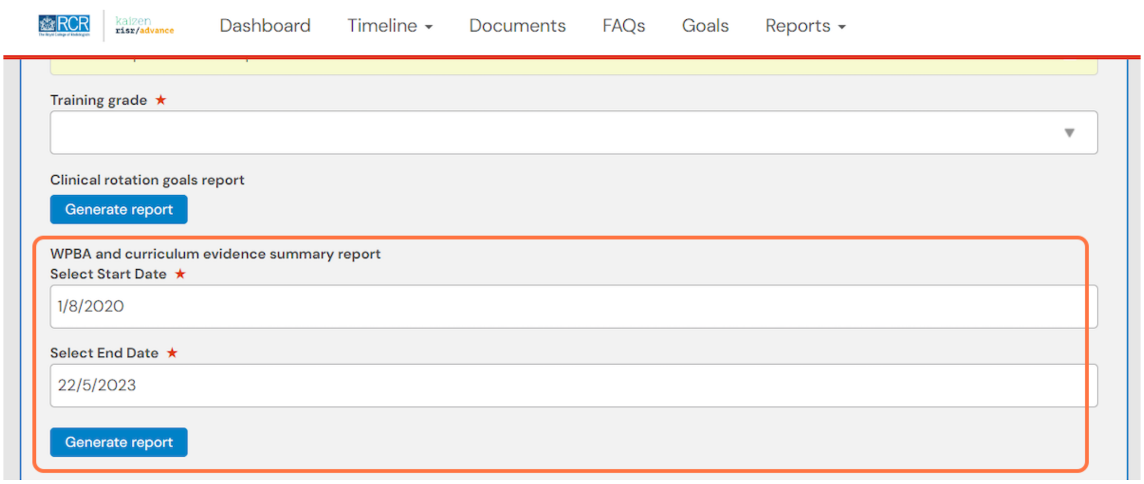


STEP 16

You can pull through a range of data into your form

STEP 17

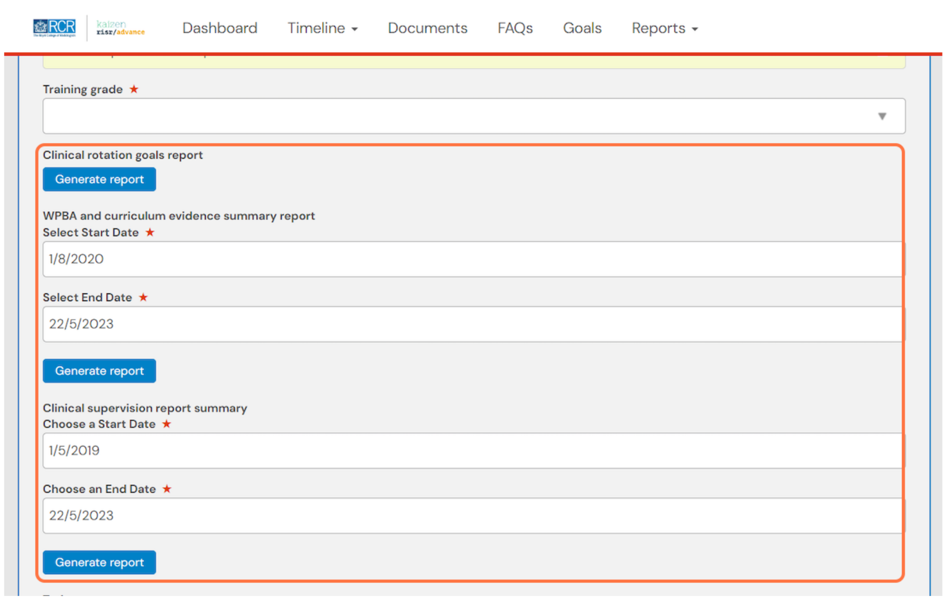
Select the date range covered by the supervision review and click Generate report



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

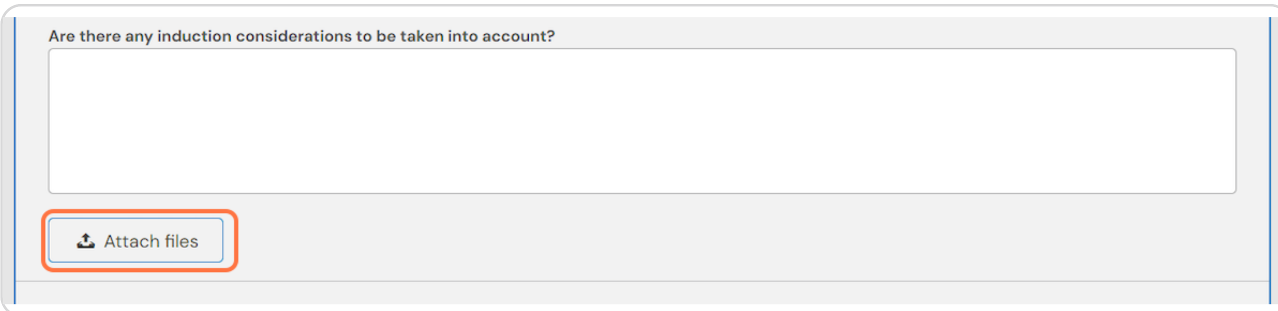


STEP 19

Complete the remaining information in the form

STEP 20

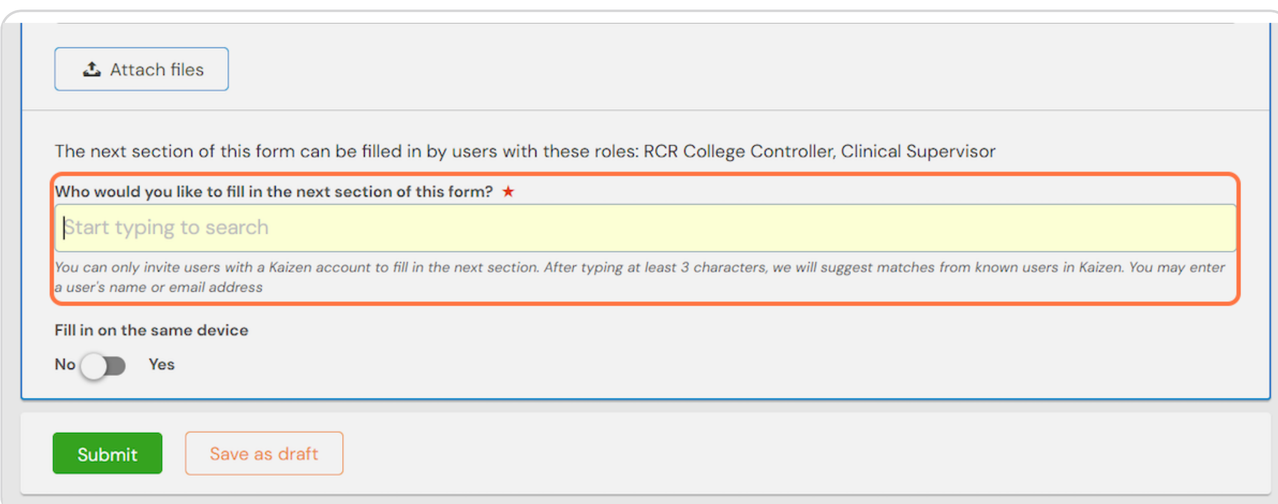
You can attach any supporting documents by clicking on Attach files



STEP 21

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

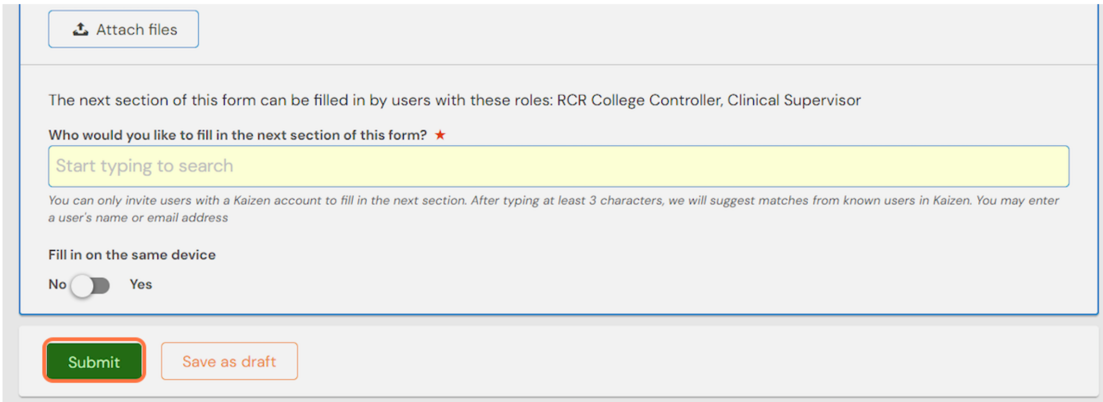
As you type your clinical supervisor should appear beneath the text box and you can select their name from the list



STEP 22

Click on Submit to send to your clinical supervisor

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

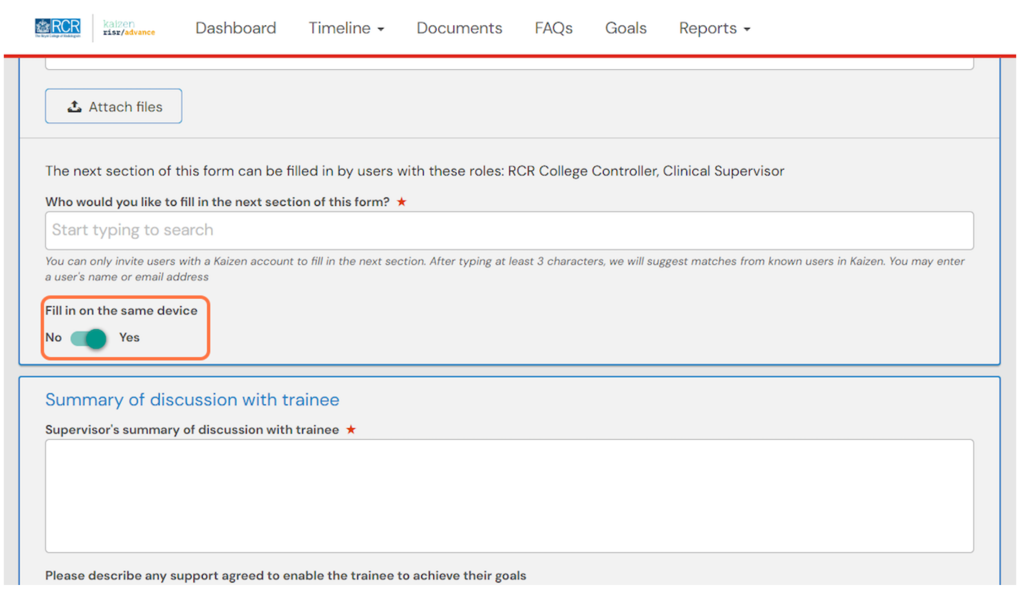


STEP 23

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

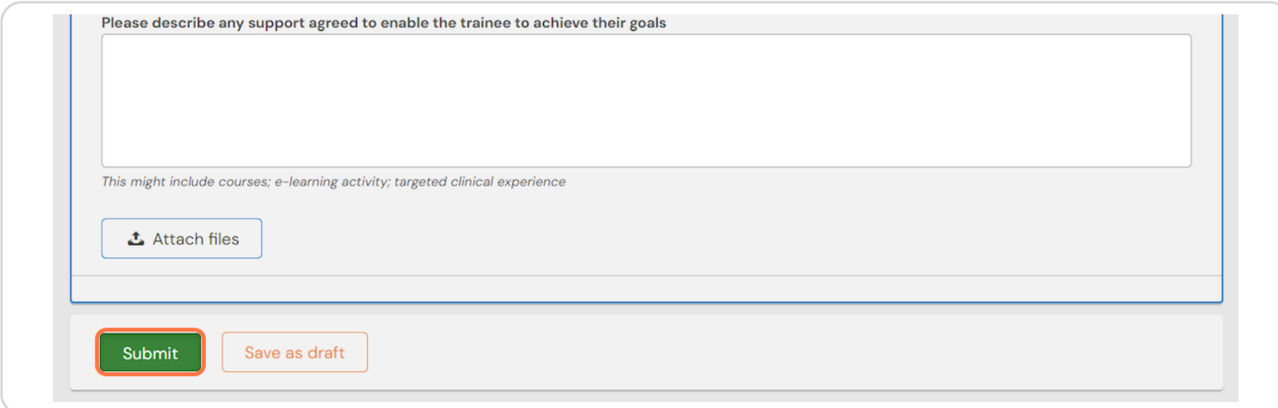
Check Fill in on the same device and the assessor's section will appear



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.

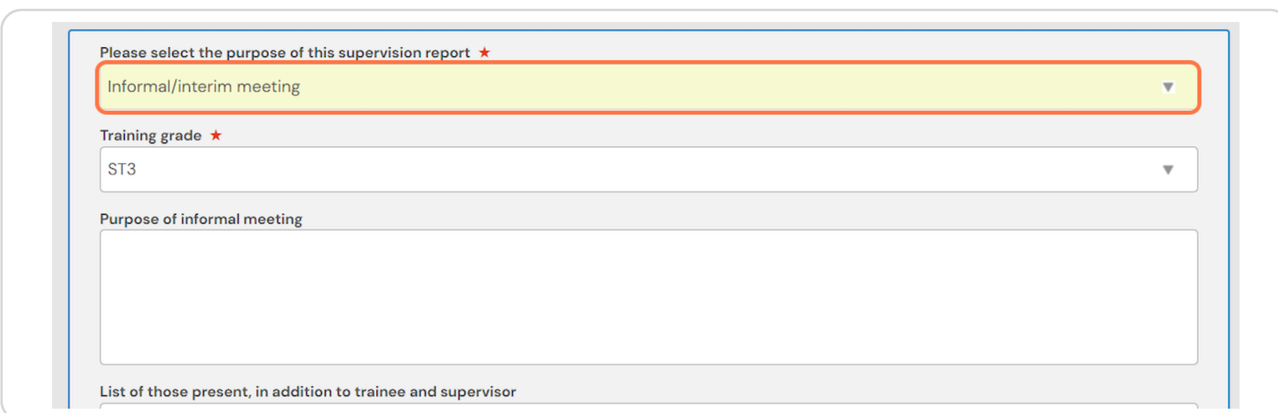


Creating a record of an informal meeting

8 Steps

STEP 26

Select Informal/interim meeting from the drop down list

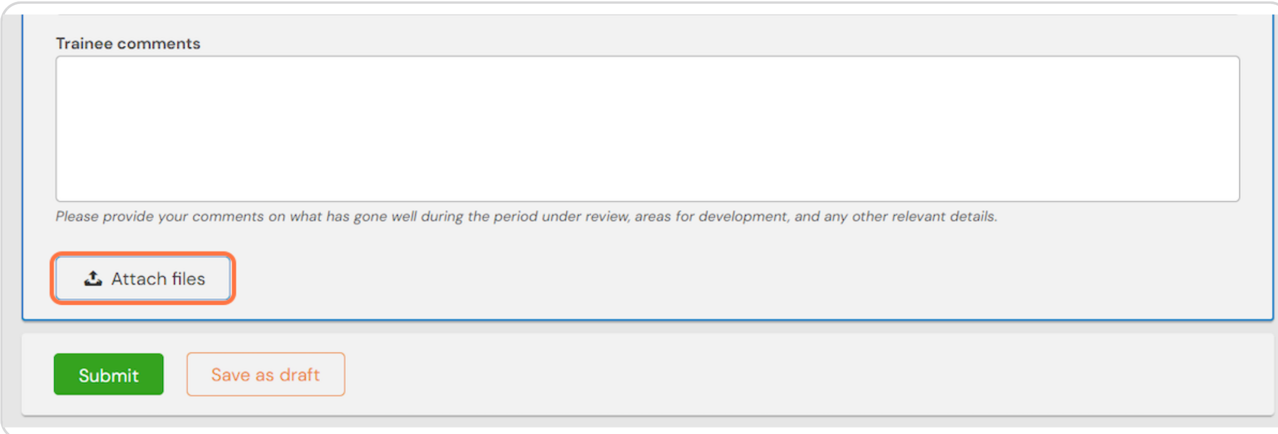


STEP 27

Complete the remaining information in the form

STEP 28

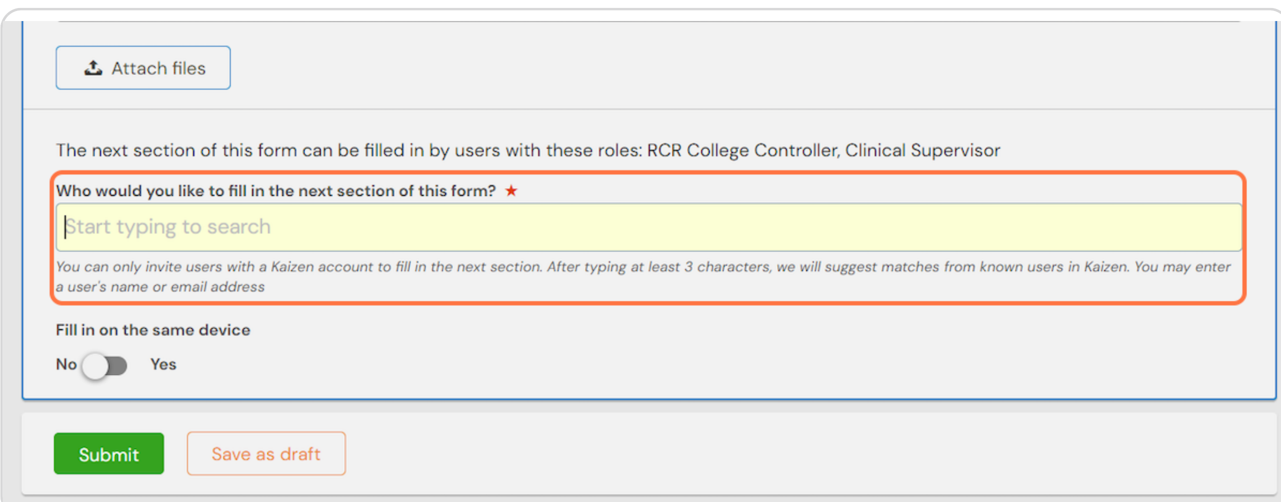
You can attach any supporting documents by clicking on Attach files



STEP 29

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

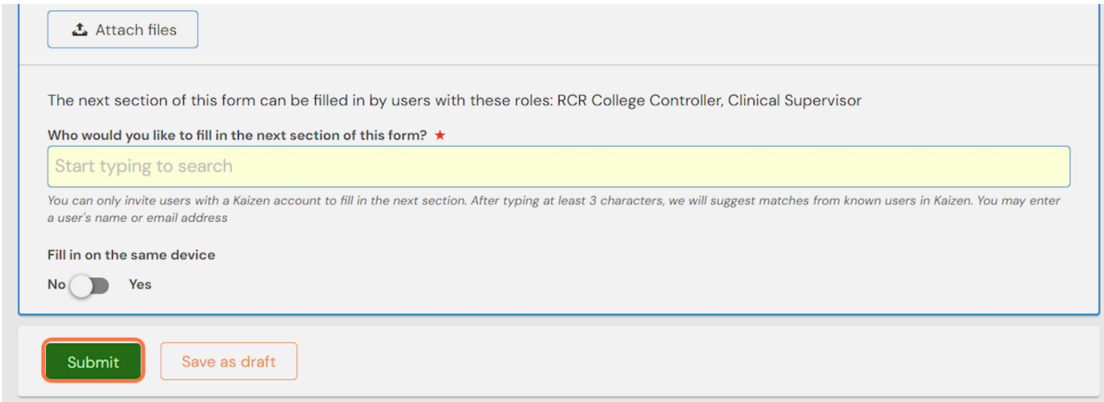
As you type your clinical supervisor should appear beneath the text box and you can select their name from the list



STEP 30

Click on Submit to send to your clinical supervisor

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

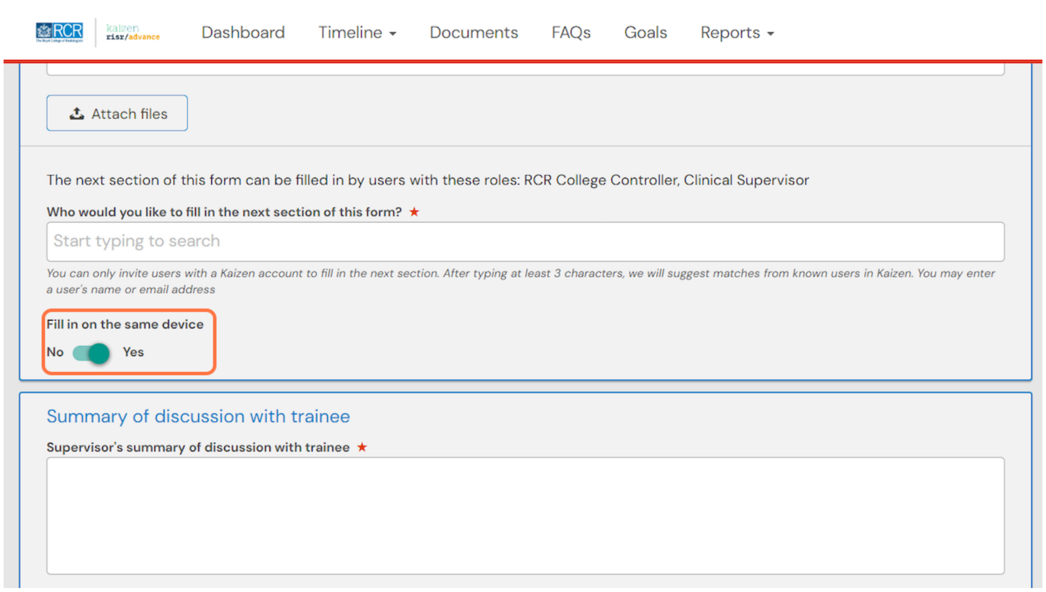


STEP 31

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

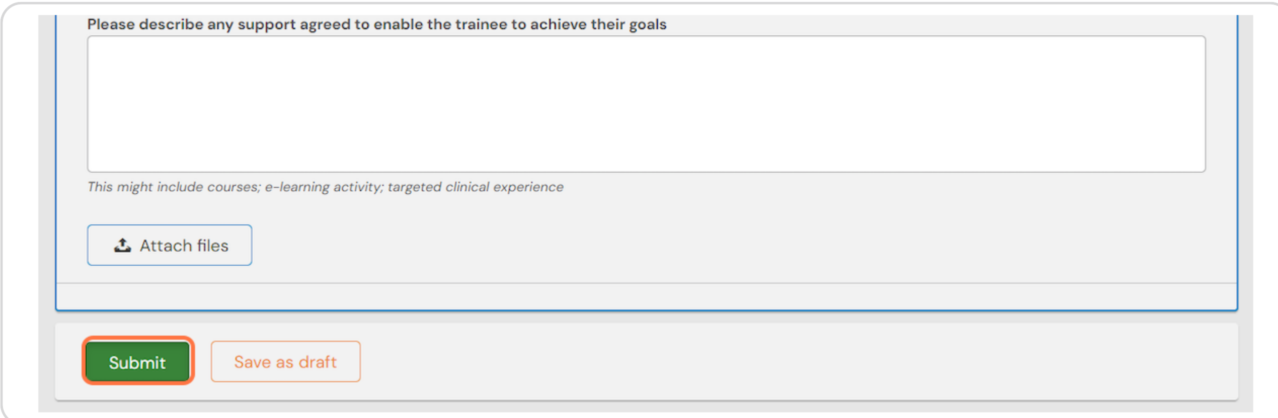
Check Fill in on the same device and the assessor's section will appear



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.

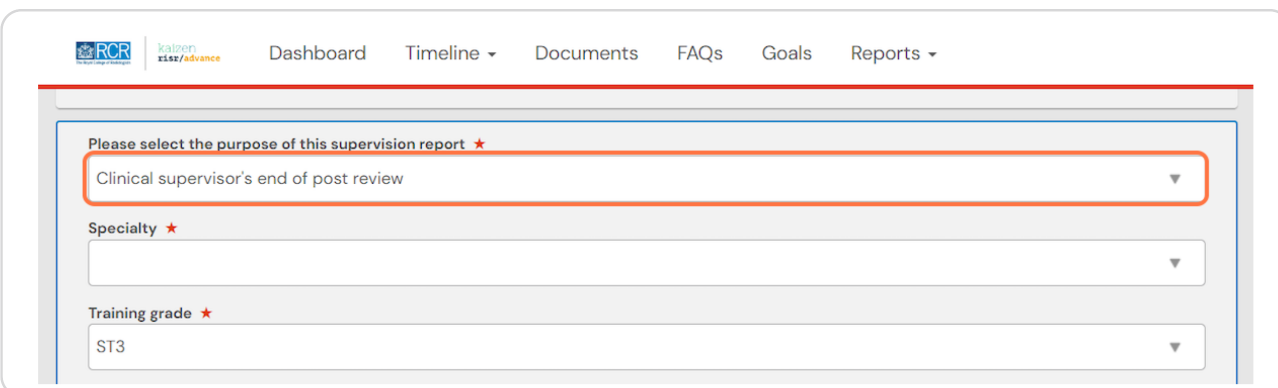


Creating an end of post review

11 Steps

STEP 34

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

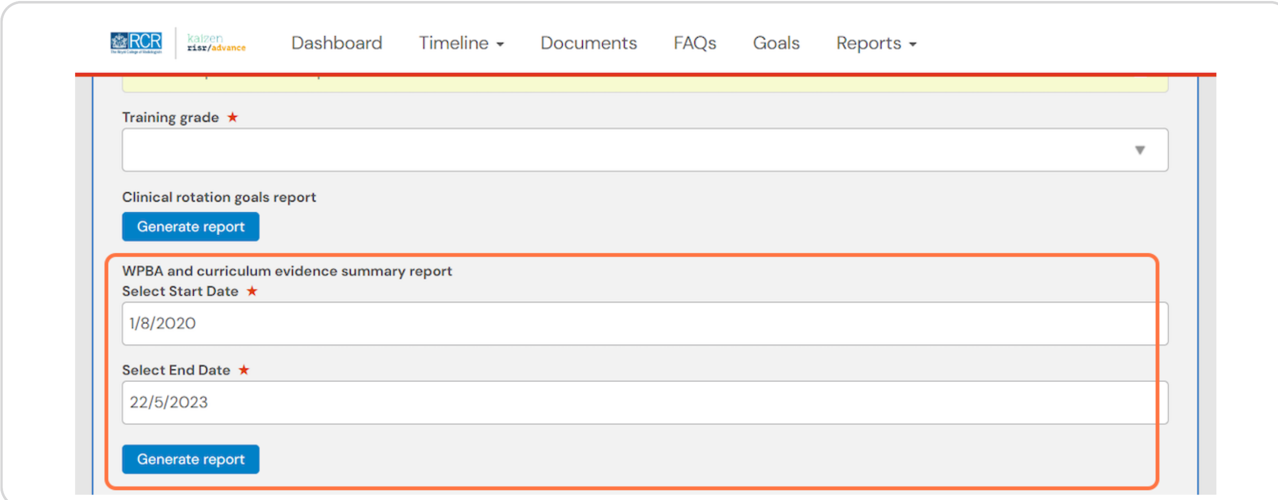


STEP 35

You can pull through a range of data into your form

STEP 36

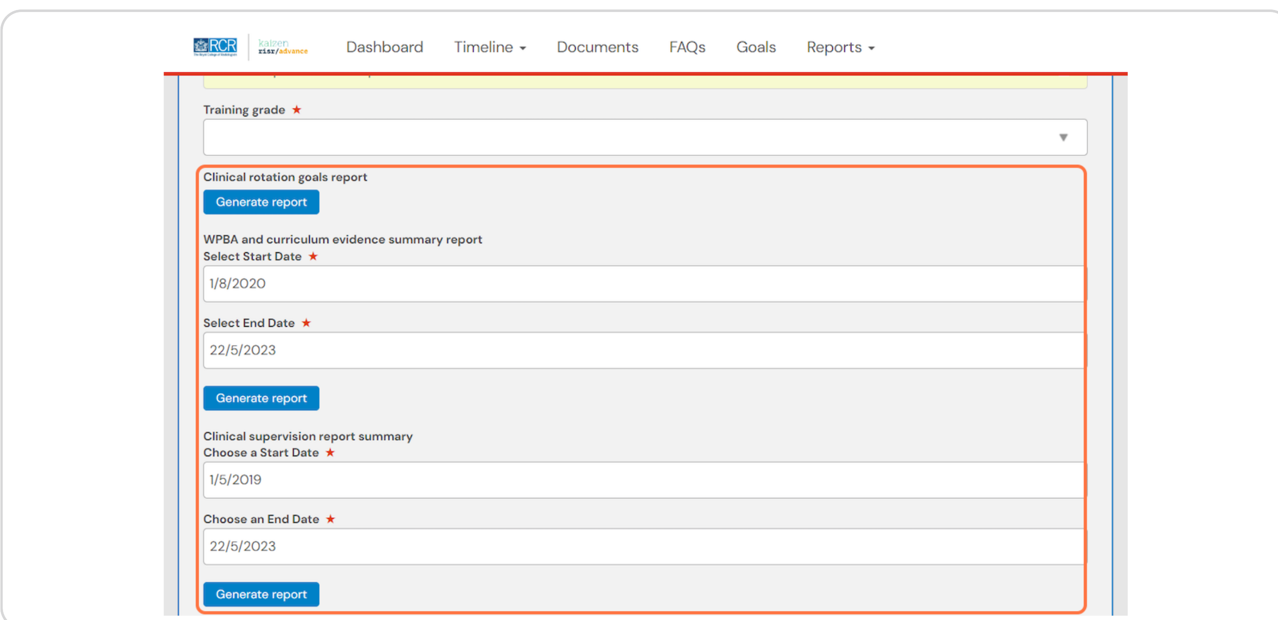
Select the date range covered by the supervision review and click Generate report



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

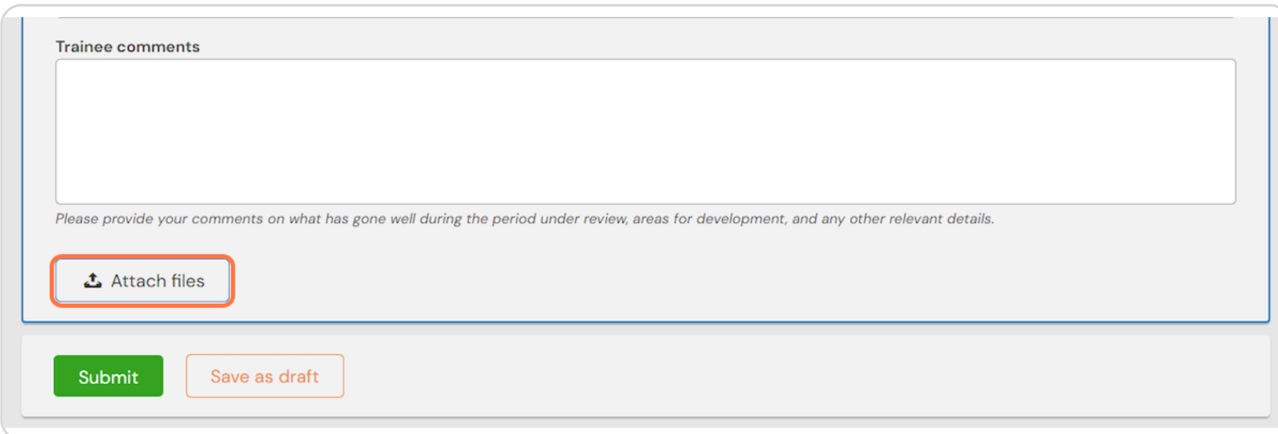


STEP 38

Complete the remaining information in the form

STEP 39

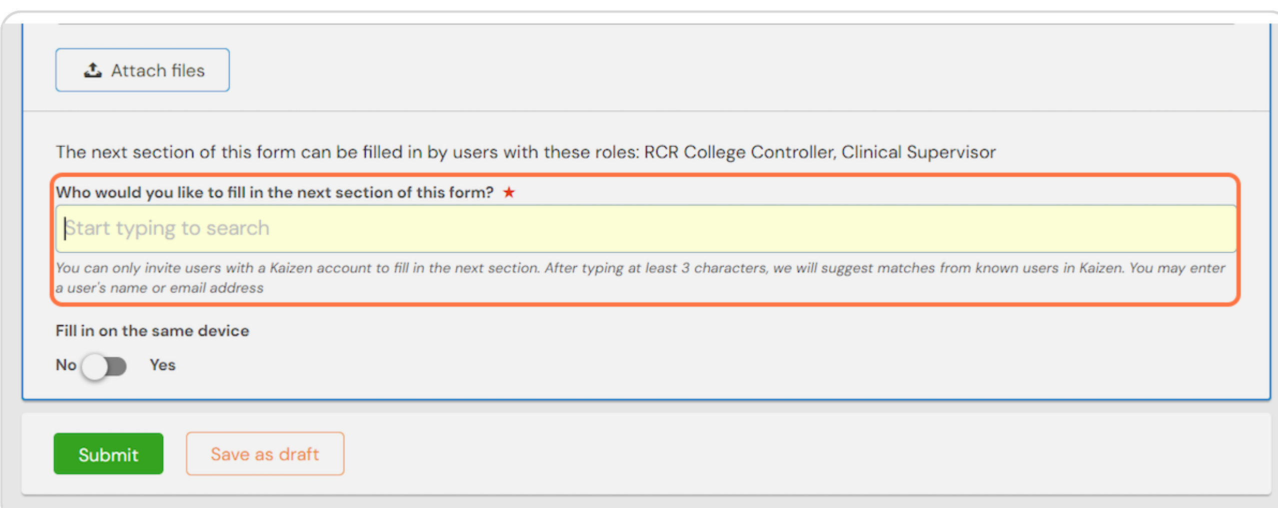
You can attach any supporting documents by clicking on Attach files



STEP 40

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

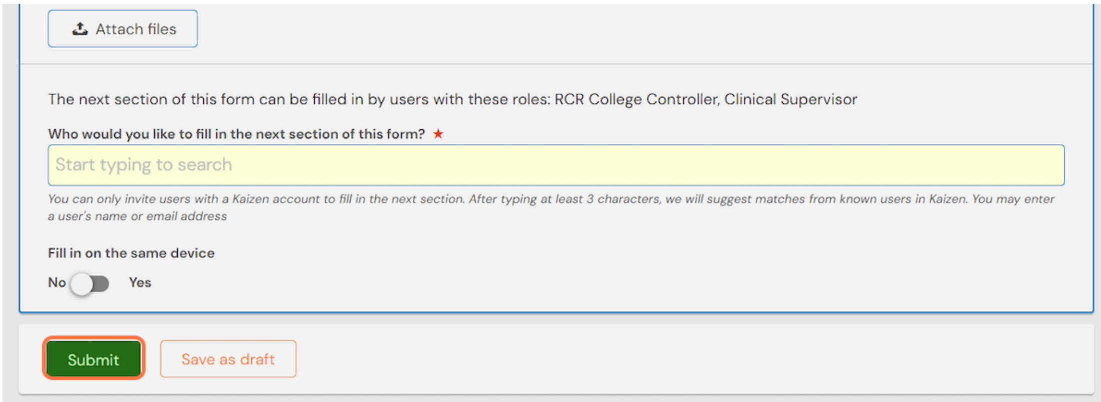
As you type your clinical supervisor should appear beneath the text box and you can select their name from the list



STEP 41

Click on Submit to send to your clinical supervisor

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

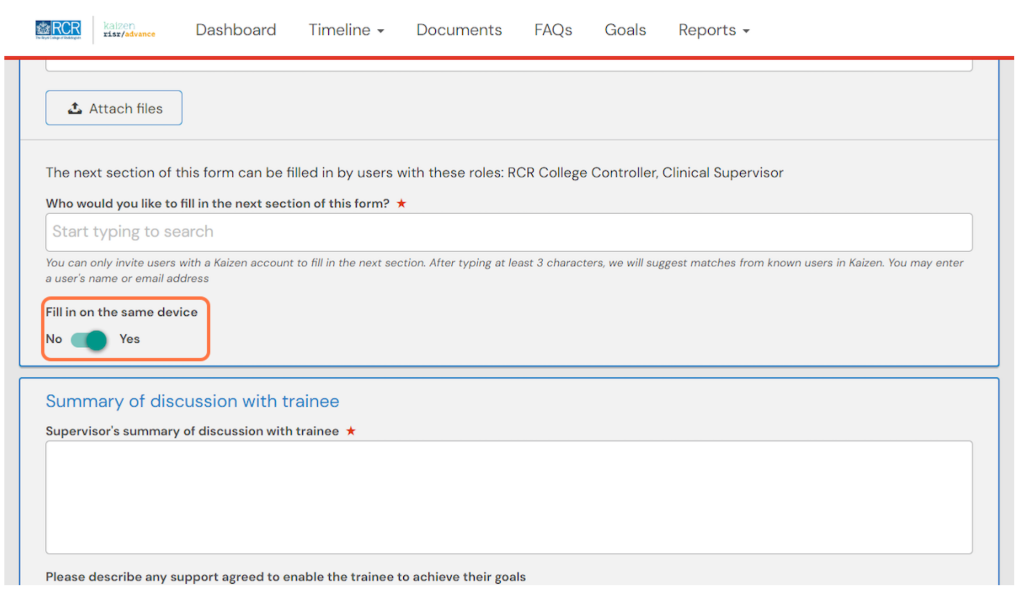


STEP 42

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

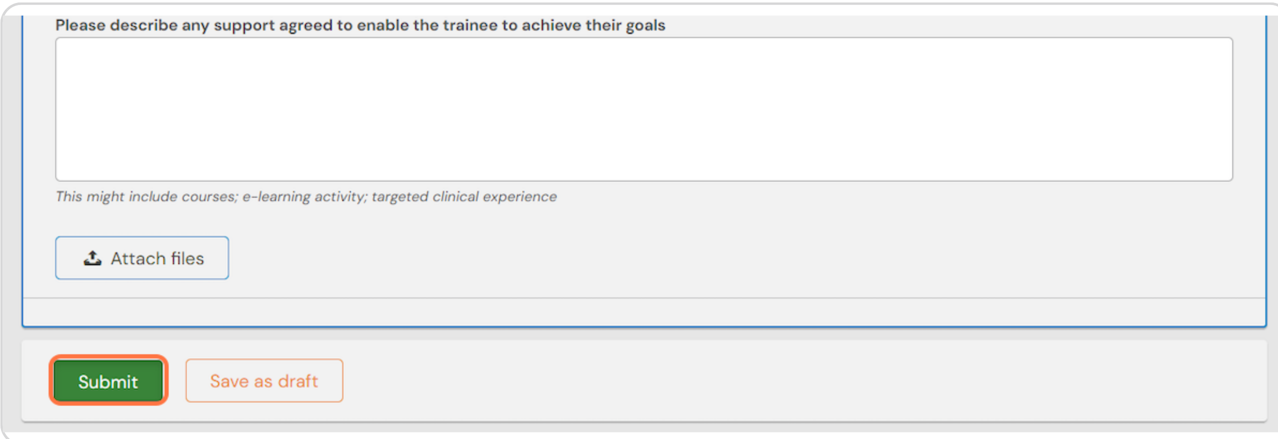
Check Fill in on the same device and the assessor's section will appear



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.



RCR
The Royal College of Radiologists