

WOSSA GUIDE FOR ARCP USING LIFELONG LEARNING

Guide for Trainees

Please note- as the Lifelong Learning continues to evolve, some of this guidance may change over the next year

The following documents will be required

- Lifelong Learning Portfolio Educational Supervisors Report
- Annual and Cumulative logbook summary
- CV
- MSF
- Consultant feedback
- Trainee evaluation of posts
- Deanery paperwork- SOAR declaration and absence form

1. Educational supervisor report

The basis of the ARCP is the ESSR which is created in LLL. There is no need for your ES to fill out the WOSSA paper ES report as all the information should appear in the new ESSR.

The ESSR is initiated from your LLL account. You must create new ESSR from the development section. As it is possible to have more than one ESSR open in LLP, it must be named so it can easily be identified. Please title "ESSR- ARCP (month of submission)"

The ESSR must have a start date of your last ARCP so that all relevant information is collated.

Sufficient time must be given to allow both your Educational Supervisor and College Tutor time to review.

2. Logbook

You will need to supply annual and cumulative logbook summaries. If you are using the Logbook embedded in LLL, then PDF summary pages can be easily generated and uploaded. If you are using another logbook program, the information should be transcribed to the Wossa logbook summary document.

When logbook summaries are uploaded they should be titled "Annual Logbook Summary" and "Cumulative Logbook Summary". Upload via new personal activity and record activity type as "ARCP documents/Form R". (this makes them easy to locate during the ARCP process)

Further logbook guidance and FAQs are attached at end of this document.

3. CV

The new WOSSA structured CV will replace the WOSSA portfolio document. It contains all the information on Audit/QI and teaching activity which is required to show attainment of the competencies in Annex G of the curriculum. It also has a list of rotations and placements which will need to be kept accurate and up to date.

This should be uploaded to the CV area of LLP which is found under user details.

4. MSF, Consultant feedback and trainee feedback on posts.

These should be linked to the relevant sections on the ESSR.

Any MSF generated via LLP will automatically link to the ESSR.

MSF collected from any other source (i.e. ICM MSF) and consultant feedback forms should be uploaded as a Personal Activity and activity type recorded as "consultant feedback".

The trainee feedback on post should be clearly titled and activity type recorded as "ARCP documents/form R".

5. Absence and SOAR declarations.

Please follow instructions given from Kathleen Forsyth for how absence and SOAR declarations need to be submitted.

Document	Where to upload
ESSR	Generated via LLP
Anaesthetic MSF	Generated via LLP
ICM MSF	Personal activity- Consultant feedback
Consultant feedback	Personal activity- Consultant feedback
WoSSA CV	CV section in LLP
Annual and cumulative logbook summary	Personal activity- ARCP document / Form R
Trainee feedback post	Personal activity- ARCP document / Form R
SOAR declaration	Completed on SOAR
Absence form	Follow instructions from Kathleen Forsyth (NES)