

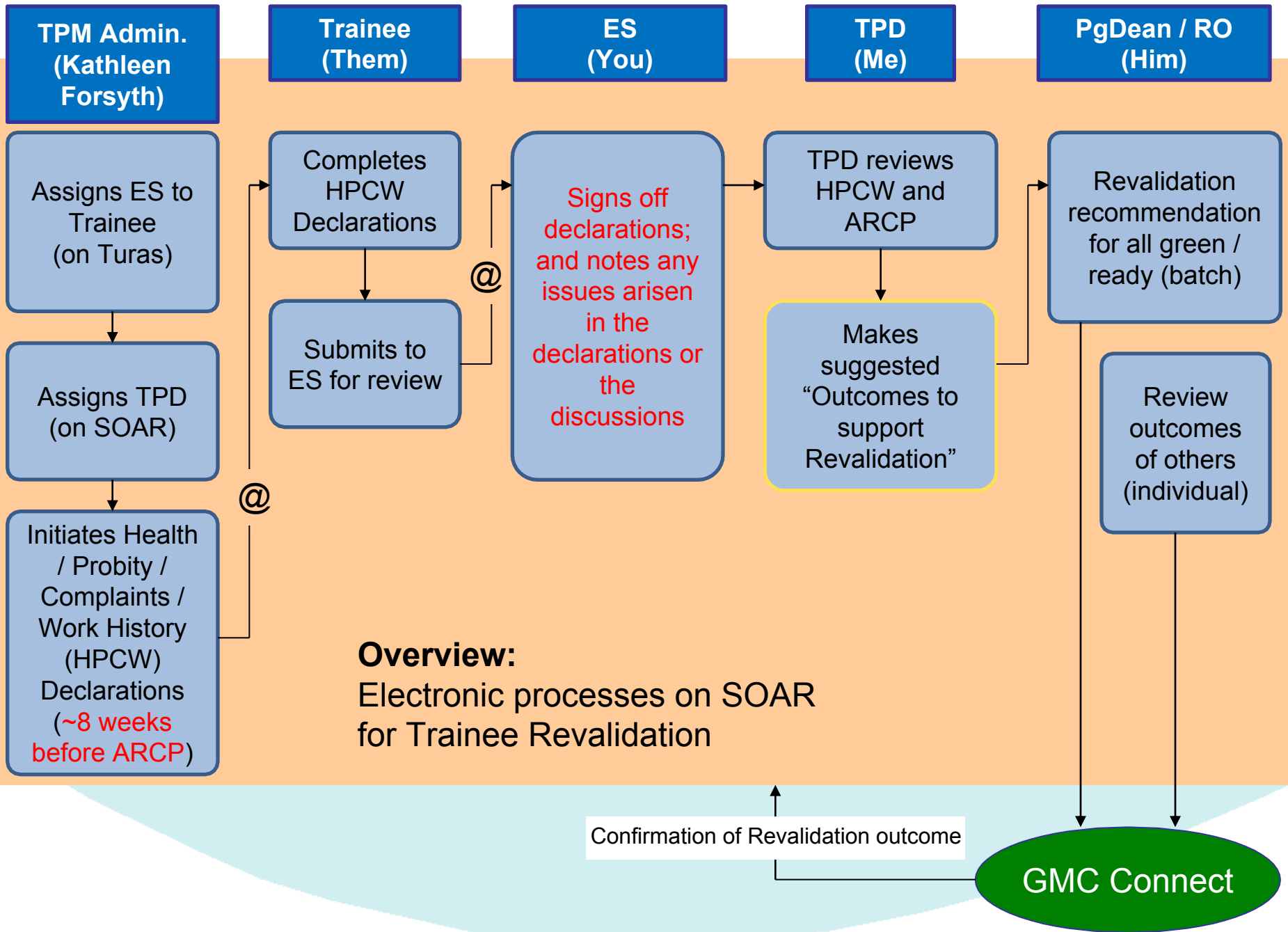


# **Educational Supervisor Review & Sign Off of Trainee Declarations on SOAR**

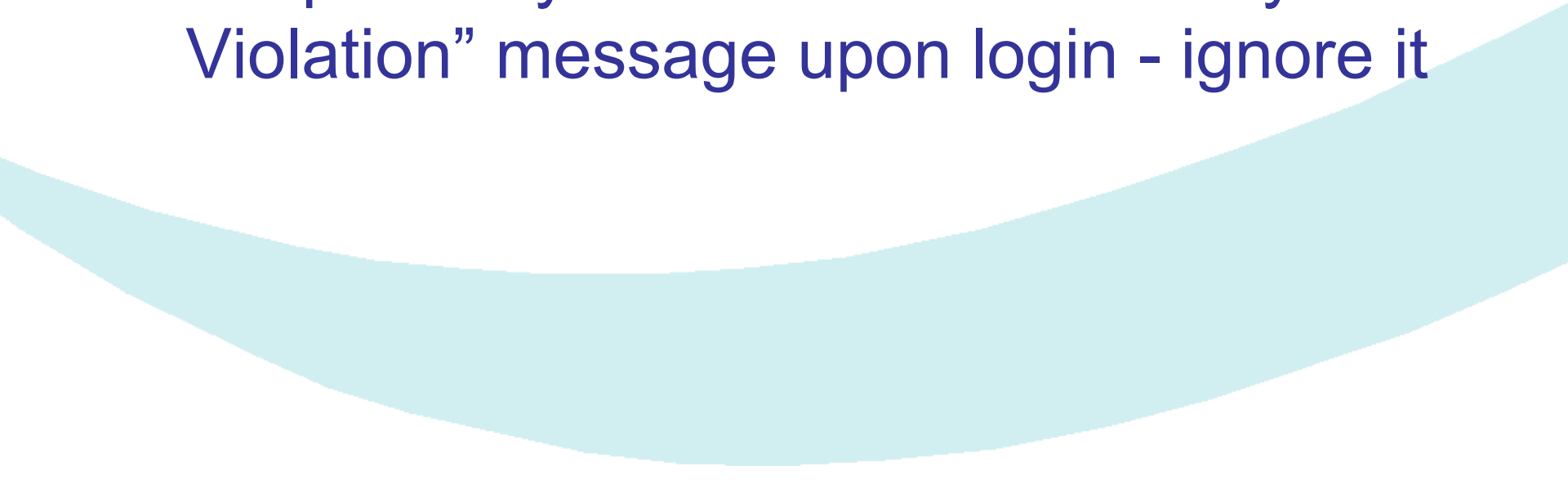
(Last NES update 10/03/14)

# Overview

- Overall Process
- Email Notification
- Login to correct Role on SOAR
- Access Declaration
- Review submitted Declarations
- Comment & Sign Off Declarations
- Issues
- Support



# Email Notification from SOAR

- When trainee completes and submits their declarations, you will receive an automated email confirming so
  - If you click on the link in the email, you will probably be met with a “Security Violation” message upon login - ignore it
- 

TR Training Programme Director

My Dashboard

My Details

Trainees

Declarations

Resources

User Guides

Policy

Batch Ops

SOAR Outcome Review

Welcome Mr Alistair Bryan, to the SOAR Online Database.

### ARCPs For Review

You are not currently assigned to any programmes

### LAST LOGINS

Date: 08/04/20

Date: 08/04/20

Date: 07/04/20

Date: 07/04/20

Date: 07/04/20

### WHAT DO I DO NEXT

View Declarations

### TRAINEES

You are not currently assigned to any programmes

- Login with your existing SOAR login
- Change role to "TR Educational Supervisor" (click on your name to change role)
- "My Details" are the same as your appraisal details
- "Trainees" lists all those you are supervising
- "Declarations" lists all those declarations involving you as ES

Help

TR Training Programme  
Director

My Dashboard

My Details

Trainees

Declarations

Resources

User Guides

Policy

Batch Ops

SOAR Outcome Review

## Declarations List

## Search Settings

Trainee	<input type="text"/>	Initiated date from	<input type="text"/>	to	<input type="text"/>	
GMC No.	<input type="text"/>	Region	All			
Status	All	Supervisor	All			
Programme	Palliative medicine - West		Expected CCT from	<input type="text"/>	to	<input type="text"/>
Programme End Date before	<input type="text"/>					
<input type="button" value="Search"/>						

## Search Results

To view the trainee's declarations, click on the corresponding notepad icon on the first column.

	Trainee	Region	Programme	Declaration Date	Status
<input type="button" value="View"/>	Dr Bart Simpson	Left Region	Palliative medicine - West	8/05/2013	Completed
<input type="button" value="View"/>	Dr Sherlock Holmes	West Region	Palliative medicine - West	8/05/2013	Completed

- Click on Declarations
- Details of the declarations (note status: Not Submitted, Completed, **Awaiting Sign Off**)
- Similar to appraisals - click on the view icon to access individual declaration details

# Declarations for Dr Sherlock Holmes,



- Details
- Health Statement
- Probity Statement
- Complaints/Critical Incidents Statement
- Work History
- Supervisor Commentary

Go Back Print

This declaration section has been split into multiple tabs along the top, please complete each tab before returning here to submit. Your Educational Supervisor will sign this off after your submission.

Help

## Declaration Details

Declaration Initiated	8/05/2013 by SOAR System
Trainee	Dr Sherlock holmes
Supervisor at Declaration Time	Dr Rupert Bear
Status	Completed

## Trainee Declaration

\* Please ensure you complete the declarations via the tabs above BEFORE you click the submit button. I confirm that I have completed all aspects of the declaration, and that all information provided is accurate. I understand that, if any of the declaration is not correct, disciplinary action may be taken against me.

Submitted by Dr Sherlock Holmes, on 3/07/2013

## Unlock Statements

If the Trainee wishes to amend/edit/resubmit any of the declarations made, the form has to be unlocked by clicking the button below.

- Self declaration tabs to review
- General declarations details
- Date of submitted declarations
- If trainee wishes to amend their submission, you need to unlock the declarations for them
- After reviewing the declarations, add your comments and sign off

**Apologies for return to old  
website screen shots!**





Role **TR Educational Supervisor**

Logged in as Nigel Slater - Timeout: 40 mins | Log Out

**TR Educational Supervisor**

My Details

Trainees

Declarations

**Resources**

User Guides

Policy

**Declarations for Dr James Martin, for 2013 Period****Details** | **Health Statement** | Probity Statement | Complaints/Critical Incidents Statement | Work History | Supervisor Commentary[Go Back](#) [Print](#)**A. Your own health**

The GMC acknowledges that medicine can be a demanding profession and that doctors who become ill should receive help and support. Doctors also have to recognise that illness may impair their judgment and performance and thus put patients and colleagues at risk (this is particularly so in the case of psychiatric conditions, drug and alcohol abuse). During the revalidation process the GMC is encouraging doctors to reflect on their own health, seek professional advice if necessary and to ensure that they are able to fulfil their professional responsibilities.

The GMC recommends that all doctors should be registered with a General Practitioner.

Are you registered with a General Practitioner?

Yes  No

Since your last appraisal, have you had any illness or physical condition that has affected your professional activities?

Yes  No

**B. Professional Obligations**

The GMC's guidance Good Medical Practice and Serious Communicable Diseases state that if a doctor has a serious condition which they could pass on to patients they must have the necessary tests and act on the advice given to them by a suitably qualified colleague about necessary treatment and/or modifications to their clinical practice. Moreover, if their judgment or performance could be significantly affected by an illness or condition they must take and follow advice from a consultant in occupational health or other suitably qualified colleague on whether, and in what ways they should modify their practice.

Please confirm that you accept all the professional obligations placed on you in the guidance Good Medical Practice and Serious Communicable Diseases.

- Health statement
- They are the same as the declarations you complete for your own appraisal

Role **TR Educational Supervisor** ▼

Logged in as Nigel Slater - Timeout: 40 mins ✓ | Log Out

- TR Educational Supervisor**
- My Details
- Trainees
- Declarations
- Resources**
- User Guides
- Policy

## Declarations for Dr James Martin, for 2013 Period

- Details
- Health Statement
- Probity Statement**
- Complaints/Critical Incidents Statement
- Work History
- Supervisor Commentary

[Go Back](#) [Print](#)

### Declaration of past findings

A. Since your last appraisal, have you been convicted of a criminal offence either in or outwith the UK?

Yes  No

B. Do you have any criminal proceedings pending against you?

Yes  No

C. Since your last appraisal, have you ever had any cases considered by:

1. The General Medical Council

Yes  No

2. Any other professional regulatory or licensing body within the UK

Yes  No

3. Any other professional regulatory or licensing body outwith the UK

Yes  No

D. Are there any cases pending against you with any of the following organisations?

1. The General Medical Council

Yes  No

2. Any other professional regulatory or licensing body within the UK

Yes  No

- Probity statement
- Again, same as the declarations you complete for your own appraisal

Role **TR Educational Supervisor** ▼

Logged in as Nigel Slater - Timeout: 40 mins ✓ | Log Out

- TR Educational Supervisor**
- My Details
- Trainees
- Declarations
- Resources**
- User Guides
- Policy

## Declarations for Dr James Martin, for 2013 Period

- Details
- Health Statement
- Probity Statement
- Complaints/Critical Incidents Statement
- Work History
- Supervisor Commentary

[Go Back](#) [Print](#)

A. Since your last appraisal, have you been the subject of a formal complaint or critical incident report?

Yes  No

B. It is recommended that a Significant Event Audit process is significant event audit/s?

Yes  No

Attachment(s) (No files have been uploaded)

C. Has this complaint/critical incident been resolved and what were the outcomes?

*If there were no complaints or critical incidents, please leave the free text boxes blank.*

**If this complaint/critical incident has not been resolved what actions are still pending?**

*If there were no complaints or critical incidents, please leave the free text boxes blank.*

- Complaints statement
- Also the same as the declarations you complete for your own appraisal

Help

Role **TR Educational Supervisor** ▼

Logged in as Nigel Slater - Timeout: 40 mins ✓ | [Log Out](#) :

## TR Educational Supervisor

[My Details](#)

[Trainees](#)

[Declarations](#)

## Resources

[User Guides](#)

[Policy](#)

## Declarations for D James Martin, for 2013 Period

[Details](#)
[Health Statement](#)
[Probity Statement](#)
[Complaints/Critical Incidents Statement](#)
[Work History](#)
[Supervisor Commentary](#)

[Go Back](#)



[Print](#)

Date From	Date To	Place of work	Description of work	Delete
<input type="text" value="06/08/2012"/>	<input type="text" value="06/08/2013"/>	<input type="text" value="Glasgow Royal Infirmary"/>	<input type="text" value="ane medicine"/>	<input type="button" value="Delete"/>

- Work History
- Trainees are asked to detail all the places they have worked in the past 12 months

Role **TR Educational Supervisor**

- TR Educational Supervisor**
- My Details
- Trainees
- Declarations
- Resources**
- User Guides
- Policy

## Declarations for Dr James Martin, for 2013 Period

- Details
- Health Statement
- Probity Statement
- Complaints/Critical Incidents Statement
- Work History
- Supervisor Commentary

Go Back Save Cancel Print

### Statement(s) where issues have been found

- There are no issues.

### Supervisor Commentary on Health for 2013 Period

Rich text editor toolbar with options: Bold, Italic, Underline, ABC, Bulleted List, Numbered List, Indent, Outdent, Paragraph, Undo, Redo, Link, Unlink, Checkmark.

### Supervisor Commentary on Probity for 2013 Period

Rich text editor toolbar with options: Bold, Italic, Underline, ABC, Bulleted List, Numbered List, Indent, Outdent, Paragraph, Undo, Redo, Link, Unlink, Checkmark.

### Supervisor Commentary on Complaints / Critical Incidents for 2013 Period

Rich text editor toolbar with options: Bold, Italic, Underline, ABC, Bulleted List, Numbered List, Indent, Outdent, Paragraph, Undo, Redo, Link, Unlink, Checkmark.

- Add your comments after reviewing the declarations. Most common comment will be 'No issues declared'. Should highlight if no discussion with trainee
- If trainee has provided responses which required additional details, the corresponding declaration will be highlighted for your attention

Help

### Supervisor Commentary on Probity for 2013 Period

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), ABC, bulleted list, numbered list, indent, outdent, Paragraph dropdown, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, ABC.

### Supervisor Commentary on Complaints / Critical Incidents for 2013 Period

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), ABC, bulleted list, numbered list, indent, outdent, Paragraph dropdown, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, ABC.

- When all comments are added and you are happy with the declarations, click “Confirm Declarations” to sign off at bottom of page

### Educational Supervisor Sign Off

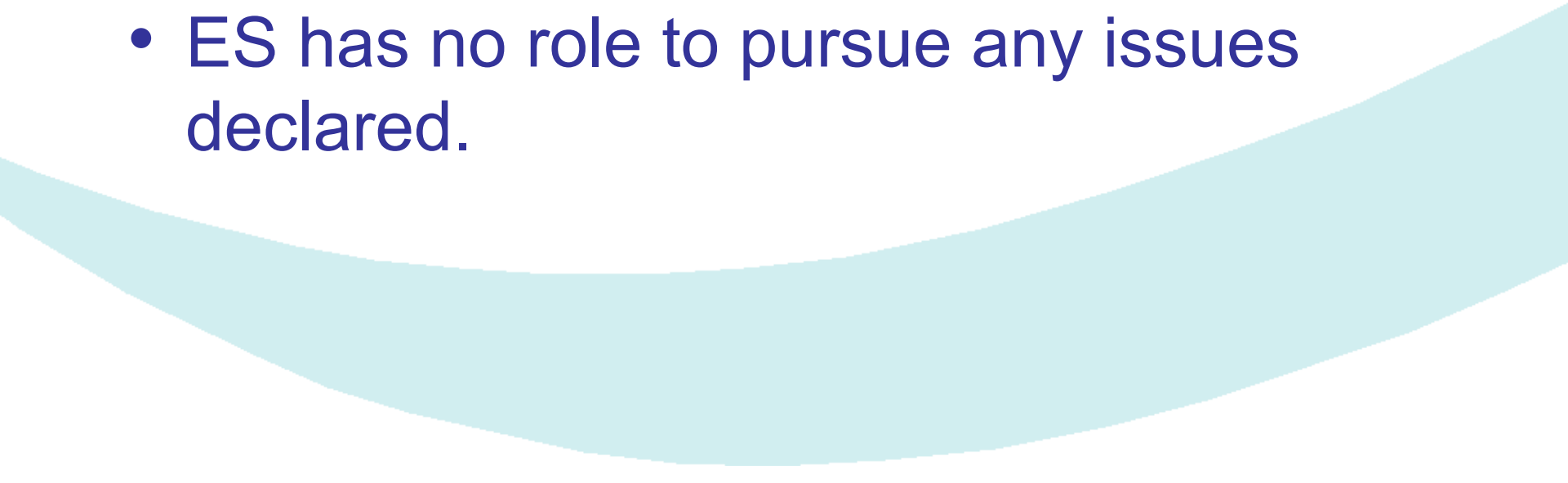
I confirm that I have reviewed the completed Health, Probity and Complaints/Critical Incidents statements by Dr Rebecca Acquah, and my comments above reflect our discussions.

Help

# When Can the TPD Sign Off Trainee Declarations?

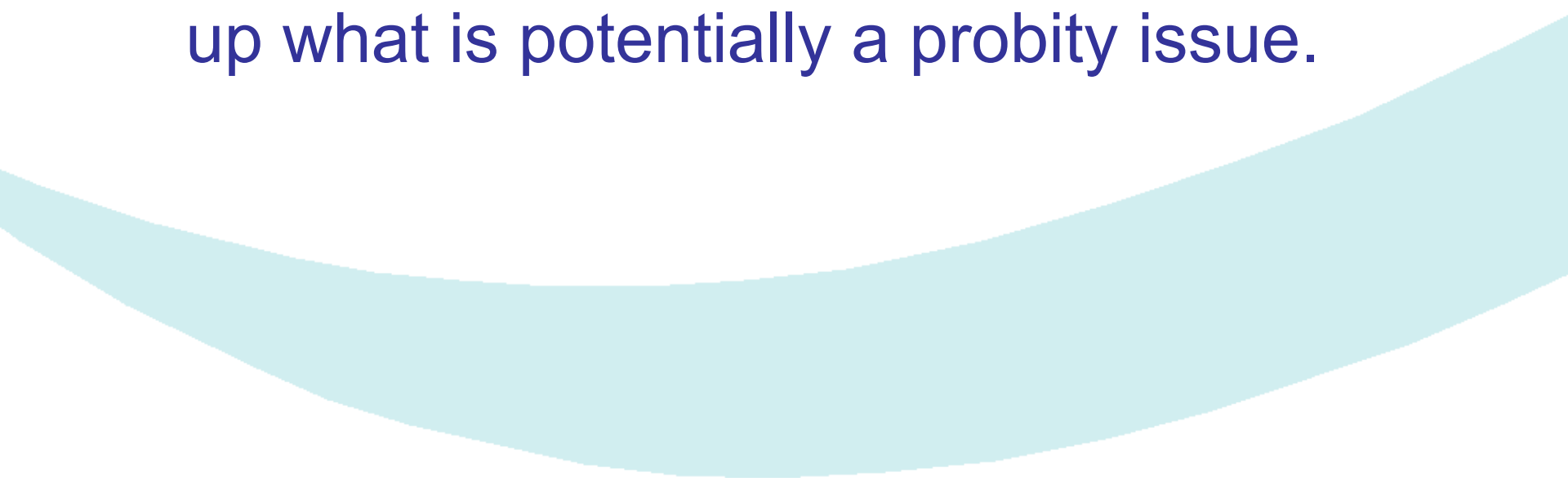
- OOP: TPD acts as ES when trainee OOP
- In lieu of ES: should be rare  
e.g. ES sick leave (not annual leave!) and trainee must request TPD  
(will not be chased by deanery)
- Not permitted to fill in for omissions on day of ARCP, needs to be Outcome 5

# What if the trainee declares a potential issue?

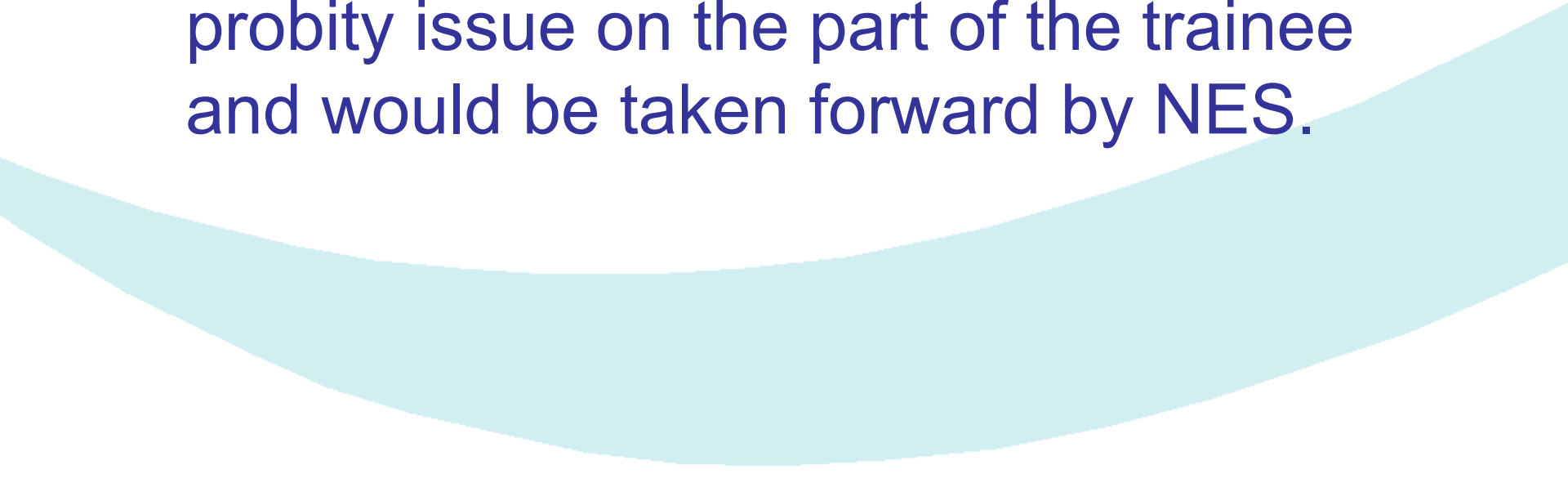
- If issue declared, all that is required of ES is to highlight this in supervisor commentary
  - NES will then investigate further.
  - ES has no role to pursue any issues declared.
- 



# What if ES is aware of relevant issue which is not declared?

- As in any other situation regarding a colleague, ES has duty to inform NES (TPD) of concern
  - It is then responsibility of NES to follow up what is potentially a probity issue.
- 

# **Trainee fails to declare issue which ES has no knowledge of.**

- ES cannot be held in anyway responsible for the failure of a trainee to make an appropriate declaration on SOAR.
  - This would potentially be viewed as a probity issue on the part of the trainee and would be taken forward by NES.
- 

# Further support

- Fellow ES or College Tutor
- Local Deanery Administrator:
  - [kathleen.forsyth@nes.scot.nhs.uk](mailto:kathleen.forsyth@nes.scot.nhs.uk)
- Medical Appraisal Scotland website:
  - <http://www.appraisal.nes.scot.nhs.uk/help-me-with/soar/trainees.aspx>
  - Resources, FAQ and other useful sections
- SOAR Helpdesk
  - For technical queries relating to SOAR
  - “Help” box / form when logged into SOAR;  
or email [SOAR@nes.scot.nhs.uk](mailto:SOAR@nes.scot.nhs.uk)