



The Royal College of **Pathologists**  
Pathology: the science behind the cure

# **Learning Environment for Pathology Trainees (LEPT) system**

**Assessment Department  
Training Department**

**October 2017**

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# Instructions for using the LEPT system – Trainees

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## Preface

Welcome to the Royal College of Pathologists e-Portfolio, which is called the Learning Environment for Pathology Trainees (LEPT) system. The College continues to work with the system developers, Premier IT, to provide a full and comprehensive e-Portfolio that is able to support the annual review of competence progression (ARCP) process.

These guidance notes are a continued work in progress. I am happy to receive informal comments and feedback at any time. Users of the LEPT system who spot any anomalies or want to suggest additional information to be included in future versions of this document should contact me at the email address below. All comments and feedback will be discussed and the document will be updated at regular intervals.

In the meantime, if you have any queries when using the LEPT system, please let me know.

**Ms Sandra Dewar**

**Assessment Manager**

[sandra.dewar@rcpath.org](mailto:sandra.dewar@rcpath.org)



## Introduction

The following text and screenshots are aids for trainees on how to use the LEPT system most effectively.

The LEPT system is a record of learning. It is an e-Portfolio for recording workplace-based assessment (WPBA) and multi-source feedback (MSF). It also allows trainees to record additional information about their progress in training in order to provide evidence to support the ARCP process.

It is for Specialty Registrars (StRs) in chemical pathology (including metabolic medicine), histopathology (including subspecialty trainees in cytopathology), forensic pathology, neuropathology and paediatric pathology appointed to one of the following:

- a specialty training programme with a National Training Number (NTN)
- locum appointment for training (LAT).

The LEPT system is also applicable to those participating in the International Trainee Support Scheme (ITSS) and the Medical Training Initiative in Pathology – MTI(Path).



# Instructions for using the LEPT system – Trainees

## Accessing the College website

1. Access the College website at: <https://www.rcpath.org>. At the top of the page, click into 'Log in to MyRCPath' to arrive at the screen as per Screenshot 2.

UK Regions International Regions Log in to MyRCPath

2. Enter your details to log in. The password is case-sensitive.

### MEMBER LOG IN

EMAIL ADDRESS / MEMBERSHIP NUMBER

PASSWORD

3. The following screenshot, which will display **your** name, will now be at the top of the screen. Click into the down arrow.

UK Regions International Regions Welcome Ms Dewar MyRCPath ▼

4. You will now arrive at Screenshot 4 where **your** name will be displayed. Select 'Access the LEPT system'. It will open in a new window.

Welcome Ms Dewar  
MyRCPath



My RCPATH

My favourites 0

CPD

Access the LEPT system

My Account

Logout



5. Your LEPT home page will now be presented. You must select your educational supervisor (ES), training programme director (TPD) and head of pathology school (HOPS; if there is one) before you can commence using the ePortfolio.

☰	VIEW PORTFOLIO	ASSESSMENTS	PROGRESS	TRAINING DEVELOPMENT	RESOURCES	TRAINING ROTATIONS	REPORTS
⊘	Please select your Educational Supervisor. This is required in order to use the system.						
⊘	Please select your Training Programme Director. This is required in order to use the system.						



## Selecting those for read-only access

6. Here you will be able to select your ES, TPD, HOPS and ARCP external representative (ER). All these people will be able to view your training records. You must make changes as you progress through training so that the relevant people can have view access. Deanery/LETB admin staff will have automatic read access to your ePortfolio.

**RELATIONSHIPS**

It is important that your supervisors are known to the portfolio system in order for it work to your full advantage.

To enable these individuals to assist your learning, and for quality management of training and assessment, these individuals require view only access to the "open" parts of your portfolio. ("Open" parts means all items recorded in your portfolio except entries marked in the reflective section as "private").

Please use the drop-down boxes below to identify these individuals.

Educational Supervisor	<input type="text"/>	Users include all users with the Educational Supervisor role in your Deanery/LETB
Training Programme Director	<input type="text"/>	Users include all users with the Training Programme Director role in your Deanery/LETB
Head of Pathology School	<input type="text"/>	Users include all users with the Head of Pathology School role in your Deanery/LETB
ARCP External Representative	<input type="text"/>	Users include all users with the ARCP External Representative role

**Update**

7. In the 'Home' view you will be able to see the names of the people who have access to your ePortfolio. Click into the named hyperlink to make necessary changes.

**VIEW PORTFOLIO** **ASSESSMENTS** **PROGRESS** **TRAINING DEVELOPMENT** **RESOURCES** **TRAINING ROTATIONS** **REPORTS** **HELP**

**HOME**

**MY DETAILS**

**Uploaded Total:** 0 B (500 MB remaining)  
Please scroll down for more information.

**Deanery/LETB:** London, Kent, Surrey and Sussex (If this is wrong, please [contact the College](#). [COPMed deanery list](#).)  
**Overall specialty programme:** Histopathology

**Access**

The following people have read access to the open parts of your portfolio:

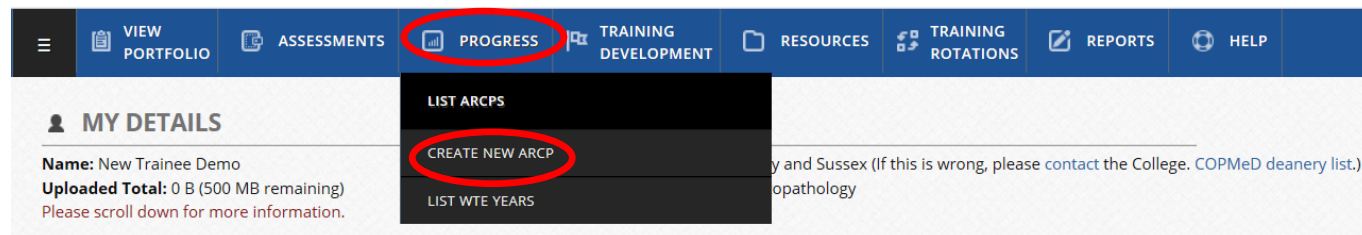
Person	Role
Catrin Evans-McCormick	Deanery/LETB Admin
Danielle Gordon	Deanery/LETB Admin
Elle Mier	Deanery/LETB Admin
Kate Aitken	Deanery/LETB Admin
Pamela Saunders	Deanery/LETB Admin
Rucynth Christopher	Deanery/LETB Admin
Sandra Dewar	ARCP External Representative
Sandra Dewar	Educational Supervisor
Sandra Dewar	Head of Pathology School
Sandra Dewar	Training Programme Director

You can set/change your Educational Supervisor, Training Programme Director, Head of Pathology School and ARCP External Representative yourself.



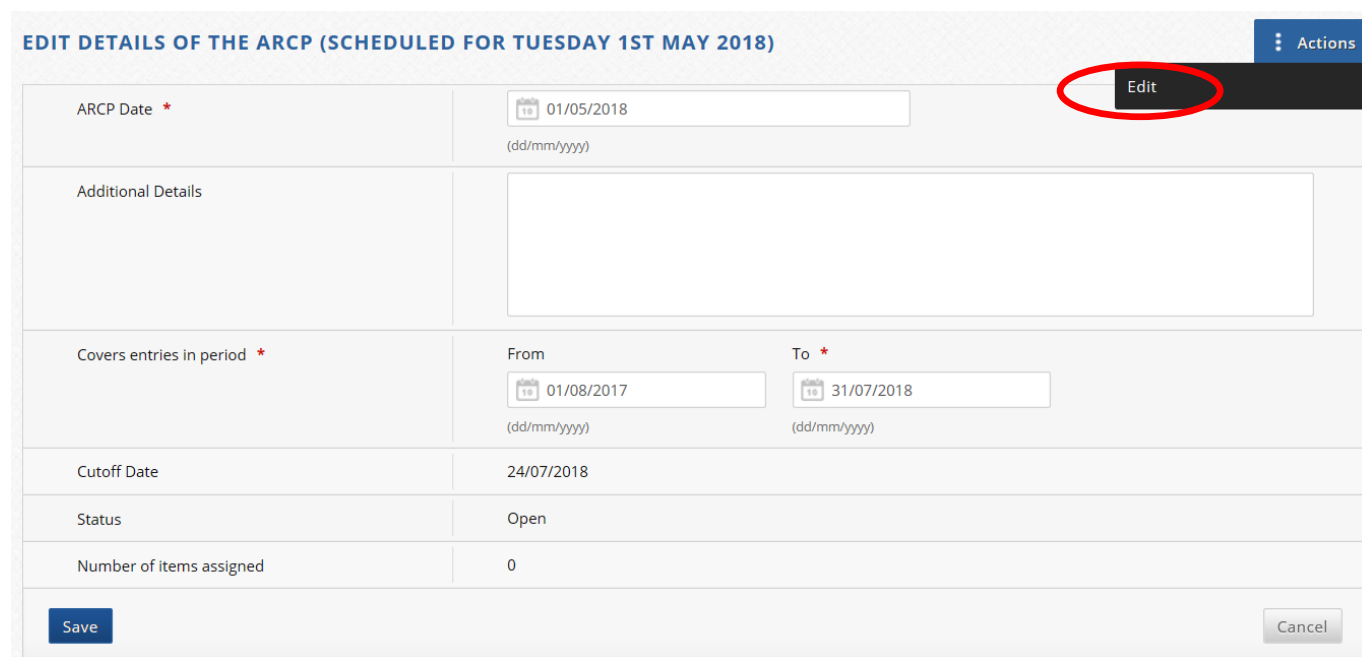
## Creating an ARCP

8. It is advisable to create your ARCP as soon as possible. If not yet known, you may need to provide a fictitious ARCP date (generally around May/June time). Changes can be made later on.



The screenshot shows the top navigation bar with a blue header containing the following tabs: VIEW PORTFOLIO, ASSESSMENTS, PROGRESS (highlighted with a red circle), TRAINING DEVELOPMENT, RESOURCES, TRAINING ROTATIONS, REPORTS, and HELP. Below the navigation bar, on the left, is a 'MY DETAILS' section with the following text: 'Name: New Trainee Demo', 'Uploaded Total: 0 B (500 MB remaining)', and 'Please scroll down for more information.' To the right of this section is a dropdown menu with three options: 'LIST ARCPs', 'CREATE NEW ARCP' (highlighted with a red circle), and 'LIST WTE YEARS'. The background of the page is a light gray with a subtle pattern.

- 8a. After saving the information, the option is available to edit the ARCP.



The screenshot shows the 'EDIT DETAILS OF THE ARCP (SCHEDULED FOR TUESDAY 1ST MAY 2018)' form. The form has a blue header with the title and an 'Actions' button. The form contains the following fields: 'ARCP Date' (01/05/2018), 'Additional Details' (a large text area), 'Covers entries in period' (From: 01/08/2017, To: 31/07/2018), 'Cutoff Date' (24/07/2018), 'Status' (Open), and 'Number of items assigned' (0). The 'Edit' button in the top right corner is highlighted with a red circle. At the bottom of the form are 'Save' and 'Cancel' buttons.





- 8b. The 'Covers entries in period' is the training date range which must cover a year's training. This is despite the ARCP taking place at month 9, 10 or 11.

The cutoff date is 7 days before the end of the ARCP training date range. The cutoff date is the date when the ARCP will automatically lock and at that point the status will change to 'Under Review'. If necessary, do extend the training period to prevent this happening.

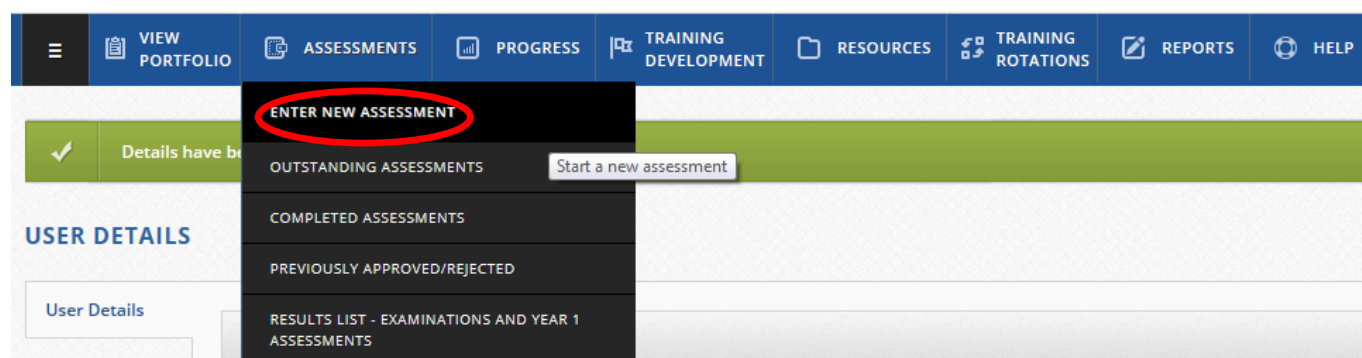
The red 'Help' tab on the right of the LEPT screen provides more information.

Covers entries in period *	From	To *
	<div>10 01/08/2017</div> <div>(dd/mm/yyyy)</div>	<div>10 31/07/2018</div> <div>(dd/mm/yyyy)</div>
Cutoff Date	24/07/2018	
Status	Open	



## Creating WPBAs

9. In order to create WPBAs, click into 'Assessments', then 'Enter new assessments'.



10. The person conducting the assessment is called an assessor. Assessors should be briefed about the standard required of the stage of training and be competent in the area being assessed. ST1 trainees cannot be an assessor. However, trainees at ST2 training level and above can be assessors for junior trainees.

A screenshot of the 'ENTER NEW ASSESSMENT' form. The form has a light blue header with the title 'ENTER NEW ASSESSMENT'. On the left side, there is a sidebar with a list of tabs: 'Outstanding', 'Previously ap...', 'Completed', and 'Enter assess...'. The main content area is titled 'Assessment' and contains the following text: 'This section allows you to complete online assessment forms. Trainees or assessors can initiate an assessment. If a trainee creates the assessment form, then the assessor's approval will be sought. If the assessor creates the assessment form, then the trainee's approval will be sought. The other party will be notified by an email correspondence asking him/her to log into the system to edit, approve or reject the assessment form. To create an assessment form, please select from the following:'. Below this text, there are two dropdown menus. The first is labeled 'The person who will approve the assessment \*' and the second is labeled 'Choose the assessment form to complete \*'. Both dropdown menus have a 'Select' option and a downward arrow. Below the dropdown menus, there is a blue button labeled 'Enter assessment'. Below the button, there is a text box with the instruction: 'Please select the person which you would like to assess. Once you have done that you will be able to choose the assessment form.' Below the text box, there is another dropdown menu labeled 'The person who is being assessed \*' with a 'Select' option and a downward arrow. Below this dropdown menu, there is another blue button labeled 'Enter assessment'.

To create an approved assessment you will need to select a person to approve your entry.

The person who will approve the assessment *	Sandra Dewar
Choose the assessment form to complete *	<div>Select</div> <div> H-CBD: Case-Based Discussion (CbD)  H-DOPS: Direct observation of practical skills (DOPS)  H-ECE: Evaluation of Clinical Events (ECE)  RAP: Report on Academic Progress </div>

Enter assessment

11. The WPBA form will auto-populate with some information.

VIEW PORTFOLIO	ASSESSMENTS	PROGRESS	TRAINING DEVELOPMENT	RESOURCES	TRAINING ROTATIONS	REPORTS	HELP
----------------	-------------	----------	----------------------	-----------	--------------------	---------	------

### EDIT ASSESSMENT - H-CBD: CASE-BASED DISCUSSION (CBD)

Please select the WTE year for this assessment \*

ST1

Your current WTE year is: ST1. It is important that you specify the correct WTE year for this assessment as it cannot be changed once the assessment is submitted.

1. Trainee's Name	New Trainee Demo
2. Date (dd/mm/yyyy)	25/07/2017
3. Assessor's name	Sandra Dewar

11a. ST1 trainees cannot edit these sections. It is best to keep a paper-based copy of the WPBA form and hand to your assessors so they can type in the information themselves.

17. Outcome	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
18. Please comment to support your scoring You cannot edit this question	No data entered
19. Suggested developmental work (particularly areas scoring 1-3) You cannot edit this question	No data entered



12. After the assessment is submitted to the assessor, it will show within the 'Outstanding assessments' section. If the time delay for the approval process is lengthy, you are able to remind the assessor to approve the assessment.

The screenshot shows the ePortfolio interface with a navigation bar at the top containing links like VIEW PORTFOLIO, ASSESSMENTS, PROGRESS, TRAINING DEVELOPMENT, RESOURCES, TRAINING ROTATIONS, REPORTS, and HELP. On the left, a sidebar lists 'Outstanding', 'Previously approved', 'Completed', and 'Enter assessment...'. A dropdown menu is open from the 'ASSESSMENTS' link, showing options: 'ENTER NEW ASSESSMENT', 'OUTSTANDING ASSESSMENTS' (highlighted with a red circle), 'COMPLETED', 'PREVIOUSLY APPROVED/REJECTED', and 'RESULTS LIST - EXAMINATIONS AND YEAR 1 ASSESSMENTS'. A tooltip for 'COMPLETED' says 'View any assessments that require your attention and ones that are pending'. The main area shows 'Assessments that are pending' with a table:

Description	Assessment Date	Last Modified	Type	Status	Actions
H-CBD: Case-Based Discussion (CbD): Satisfactory	25/07/2017	10/08/2017 14:38	Assessment	Awaiting approval by Sandra Dewar	REMIND

The 'REMIND' button in the Actions column is circled in red.

13. When the assessment has been approved by the assessor and returned to your ePortfolio, it will show within the 'Outstanding assessments' section but with the option for associating it to the topic headings in the curriculum or commenting on it. Do bear in mind that any comments will be automatically emailed to the assessor verbatim.

This screenshot shows the same ePortfolio interface as the previous one, but the assessment status has changed. The dropdown menu is still open, and the table now shows:

Description	Assessment Date	Last Modified	Type	Status	Actions
H-CBD: Case-Based Discussion (CbD): Satisfactory	25/07/2017	10/08/2017 14:52	Assessment	No Association	ASSOCIATE COMMENT

The 'ASSOCIATE' and 'COMMENT' buttons in the Actions column are circled in red. The status is now 'No Association'.



14. Clicking the 'Associate' tab will present the page that contains the curriculum headings for linking to the assessment as appropriate. You will also be able to link the assessment to the Good Medical Practice Guidelines.

**ASSOCIATE ASSESSMENT**

View

Overview

Associations

ARCP

Comment

**Form:** Case-Based Discussion (CbD)

**Code:** H-CBD

**Your Current WTE Year:** ST1 (Histopathology)

**Educational Supervisor Confirmation Date:** 10/08/2017 14:52

**Assessment Details Reviewed By:** Sandra Dewar

**Status:** Complete

**Educational Supervisor:** Sandra Dewar

**Last Modified:** 10/08/2017 15:28

Associate Assessment with Histopathology

All associations

☐ Collapse All

☐ Expand All

☐ SP: Surgical pathology

☐ AP: Autopsy

☐ GC: Gynaecological cytopathology

☒ GC1: Cervical Screening Programme (CSP)



## Linking WPBAs to an ARCP

15. The option to link the assessment to the ARCP now presents itself.

Associations with Good Medical Practice Guidelines have been added

**OVERVIEW ASSESSMENT** Actions

<b>Form:</b> Case-Based Discussion (CbD) <b>Educational Supervisor Confirmation Date:</b> 10/08/2017 14:52	<b>Code:</b> H-CBD <b>Assessment Details Reviewed By:</b> Sandra Dewar <b>Last Modified:</b> 10/08/2017 15:28	<b>Your Current WTE Year:</b> <b>Status:</b> Complete <b>Educational Supervisor:</b> Sandra Dewar
---	---	---

- View
- Associations
- ARCP
- Comment

15a. Select the appropriate ARCP...

**ASSIGN ASSESSMENT TO AN ARCP** Actions Back

<b>Form:</b> Case-Based Discussion (CbD) <b>Educational Supervisor Confirmation Date:</b> 10/08/2017 14:52	<b>Code:</b> H-CBD <b>Assessment Details Reviewed By:</b> Sandra Dewar <b>Last Modified:</b> 10/08/2017 15:28	<b>Your Current WTE Year:</b> <b>Status:</b> Complete <b>Educational Supervisor:</b> Sandra Dewar
---	---	---

This item is not currently assigned to an ARCP

Update the ARCP

Save

Keep in portfolio  
Open (01/08/2017 - 31/07/2018)

Open (01/08/2017 - 31/07/2018) Cancel

15b. If necessary, after the association is completed, do note that the assessment can also be viewed from the 'Completed assessments' section.

VIEW PORTFOLIO ASSESSMENTS PROGRESS TRAINING DEVELOPMENT RESOURCES TRAINING ROTATIONS REPORTS HELP

- ENTER NEW ASSESSMENT
- OUTSTANDING ASSESSMENTS
- COMPLETED ASSESSMENTS**
- PREVIOUSLY APPROVED/REJECTED
- RESULTS LIST - EXAMINATIONS AND YEAR 1 ASSESSMENTS

ARCP association

**OVERVIEW ASSESSMENT** Actions

<b>Form:</b> Case-Based Discussion (CbD) <b>Educational Supervisor Confirmation Date:</b> 10/08/2017 14:52	<b>Code:</b> H-CBD <b>Assessment Details Reviewed By:</b> Sandra Dewar <b>Last Modified:</b> 10/08/2017 15:28	<b>Your Current WTE Year:</b> <b>Status:</b> Complete <b>Educational Supervisor:</b> Sandra Dewar
---	---	---



## Creating the educational supervisor's structured report (ESSR)

16. Click into 'Progress' and then select 'List ARCPs' and choose the appropriate ARCP. Click into 'List Assigned Items'. Hover over the 'Actions' tab on the right to create the ESSR.

VIEW DETAILS OF THE ARCP (SCHEDULED FOR TUESDAY 1ST MAY 2018)

Actions

Edit

Create ESSR

View Details

Review progr...

List assigned...

ARCP Date	01/05/2018
Additional Details	No Additional Details entered
Covers entries in period	From 01/08/2017 to 31/07/2018
Cutoff Date	24/07/2018
Status	Open
Number of items assigned	1

- 16a **NB:** If there are no items linked to the ARCP, then the option to create the ESSR will not be available – see Screenshot 16a.

VIEW DETAILS OF THE ARCP (SCHEDULED FOR TUESDAY 1ST MAY 2018)

Actions

Edit

View Details

Review progr...

ARCP Date	01/05/2018
Additional Details	No Additional Details entered
Covers entries in period	From 01/08/2017 to 31/07/2018
Cutoff Date	24/07/2018
Status	Open
Number of items assigned	0

- 16b. Read through the information and click the buttons to confirm your actions.

CREATE EDUCATIONAL SUPERVISOR STRUCTURED REPORT (ESSR)

You are creating an ESSR for the following ARCP: **Open (01/08/2017 - 31/07/2018)**.

Submitting your ESSR to the Educational Supervisor for review is a two step process:

- » The **first step** is initiating the ESSR. This is done by clicking the "Create ESSR" button below.
- » The **second step** is completing the ESSR and sending it to your Educational Supervisor. You do not have to do this right away. Once the ESSR is created, you can save it as a draft as many times as you like.

When you submit the ESSR to your Educational Supervisor, all items linked to the current ARCP will be locked (so you won't be able to modify their content or assign them to a different ARCP). Your current ARCP has 1 items assigned to it.

Once you send the ESSR to your Educational Supervisor its contents will be locked (i.e. you will not be able to modify its contents or assign it to a different ARCP). You will only be able to make changes to the ESSR if your Educational Supervisor rejects it. Please note that when the changes have been made to the ESSR, you will be able to re-submit it to your Educational Supervisor.

Please confirm:

☐ I want to create the ESSR \*

☐ I understand the ESSR content will be locked after it is sent off and approved \*

Create ESSR Cancel





## Viewing the ESSR

**NB:** When the ESSR has been saved as a draft at least once and closed down, it can be viewed by hovering over 'Assessments' and choosing 'Outstanding Assessments'.

17. Trainees' ES must ensure that they complete the section about their details on their own LEPT page as it will auto-populate the trainees' ESSR. If not, this section will be blank.

Educational Supervisor Details	
1. Educational Supervisor's Name	Sandra Dewar
2. Educational Supervisor position	College Staff
3. Educational Supervisor hospital	The Royal College of Pathologists

18. Trainees must ensure that the missing information on this section are completed in the 'My Details' section of the ePortfolio, i.e. the General Medical Council (GMC) number and the NTN. Please see Item Number 21 for instructions on how to do this.

Trainee Details	
4. Trainee's Name	New Trainee Demo
5. Position	No data entered
6. GMC	No data entered
7. National Training Number	
8. Training Location	No data entered
9. Type of Appointment *	

19. The Training Location field of the ESSR must be entered via the 'Add Training Rotation' section of the ePortfolio.

RESOURCES	TRAINING ROTATIONS	REPORTS	HELP
ADD TRAINING ROTATION			
TRAINING ROTATIONS LIST			





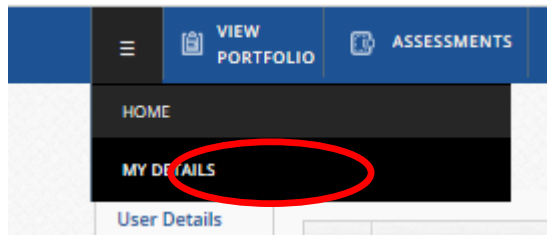
20. Further down on the ESSR's page, the 'Experiential Outcomes' will be listed. These are derived directly from the information entered into the 'Training Development' activities field. Please refer to Item Number 22.

Experiential Outcomes	
Logbook Items	
There are no Experiential Outcomes for this type within the period of this ARCP.	
18. Trainee comments	
Audits	
There are no Experiential Outcomes for this type within the period of this ARCP.	
19. Trainee comments	



## Inserting the GMC number and NTN

21. In order for the ESSR to be populated with the GMC number and the NTN, they must be physically entered into the 'My Details' section of the ePortfolio.



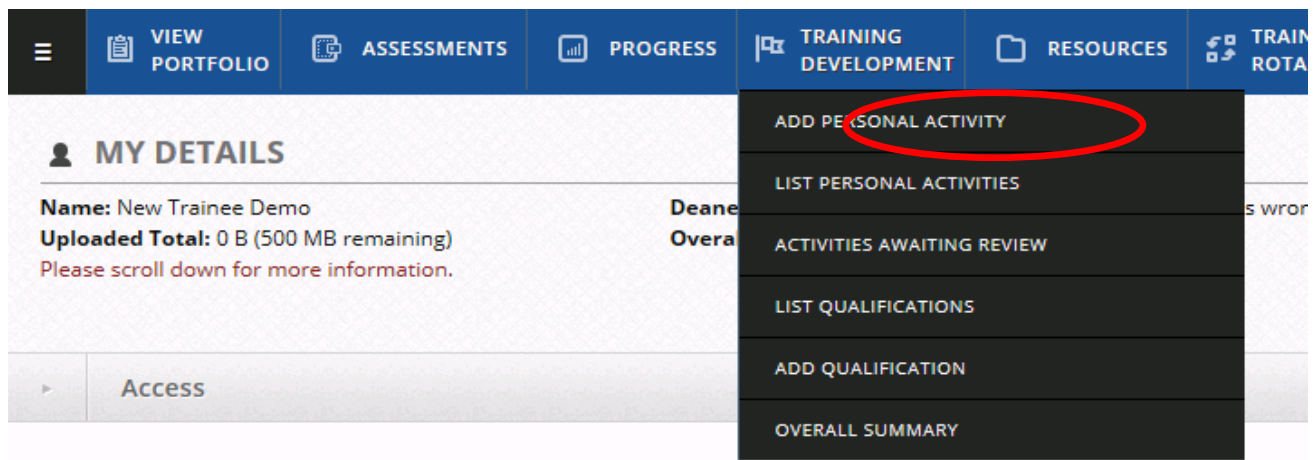
- 21a. Scroll towards the bottom of the page to enter the details.

View Your Portfolio User Details	
WTE Year	ST1 (Histopathology)
Job Position	ST1 Trainee
Workplace	No workplace entered
Specialty	Histopathology
GMC Number	No gmc number entered
NTN	No ntn entered
Training Programme Director	Sandra Dewar
Head of Pathology School	Sandra Dewar
CV	No file uploaded
<a href="#">Edit</a>	



## Training development

22. This page allows the entry of personal development activities that has been undertaken or is about to be done.



The screenshot shows a navigation bar with tabs: VIEW PORTFOLIO, ASSESSMENTS, PROGRESS, TRAINING DEVELOPMENT (selected), RESOURCES, and TRAIN ROTA. Below the navigation bar, the 'MY DETAILS' section is visible, showing 'Name: New Trainee Demo', 'Uploaded Total: 0 B (500 MB remaining)', and a note to scroll down for more information. A dropdown menu is open from the 'TRAINING DEVELOPMENT' tab, listing the following options: ADD PERSONAL ACTIVITY (highlighted with a red circle), LIST PERSONAL ACTIVITIES, ACTIVITIES AWAITING REVIEW, LIST QUALIFICATIONS, ADD QUALIFICATION, and OVERALL SUMMARY.

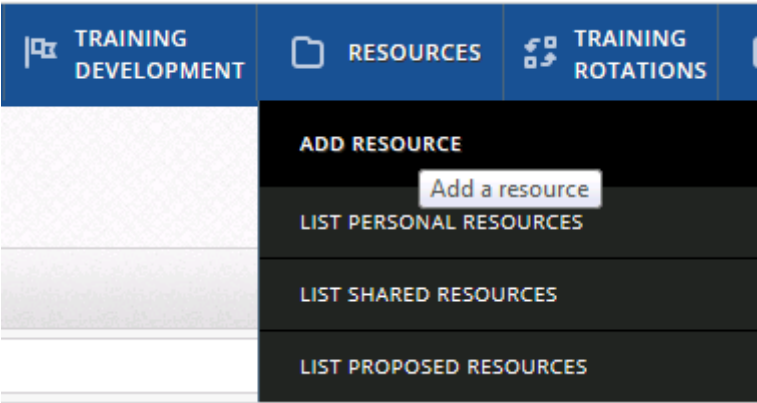
23. The training items are the experiential outcomes that will auto-populate the ESSR – as long as the dates corresponds with the training period date range within the ARCP.

Activity Type *	
Status *	
Details	<div><div>Select</div><div>Audit</div><div>Course/event</div><div>Logbook</div><div>Management development</div><div>Other (Academic)</div><div>Other (Clinical)</div><div>Other (Professional)</div><div>Presentation</div><div>Publication</div><div>Research project</div><div>Teaching activity</div></div>



Resources

24. The items entered into the 'Resources' section will populate the ARCP (not the ESSR).



24a. The items must be marked as 'Personal' so that those with read access to the ePortfolio will be able to view them.

**ADD A RESOURCE**

Make the Resource \* ☒ Personal ☐ Public, Requires Approval



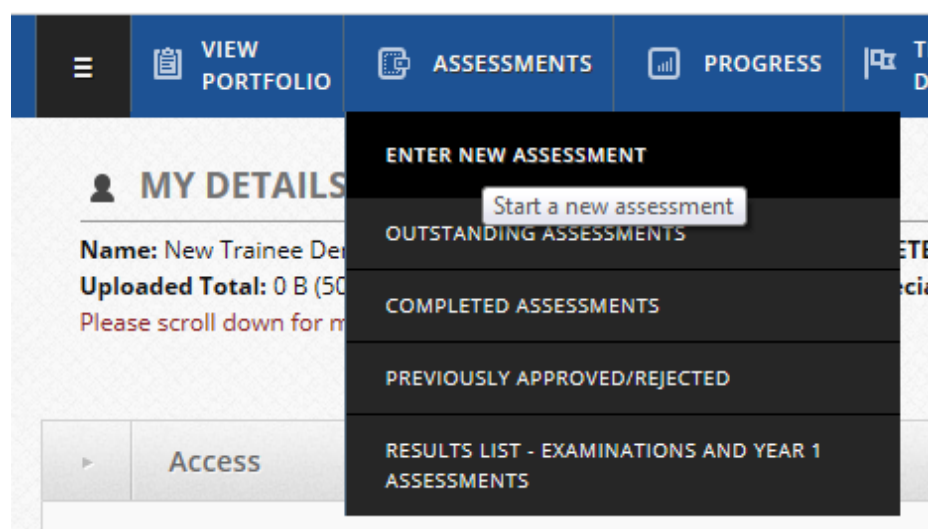
## Multi-source feedback (MSF)

### ST1 trainees (Year 1 trainees)

25. ST1 chemical pathology and histopathology trainees will be sent an email directly from the system asking them to initiate their MSF assessments. This happens between February and March for both specialties and the second round for chemical pathology starts in July. Instructions are contained in the email and there are prompts along the way. Please note ST1 trainees are not able to create their own MSF assessment in the absence of the system-generated email.

### ST3/ST5 and ST5/7 trainees (Year 3 and 5 trainees)

26. Trainees in their third and fifth year of training must initiate their own MSF assessments in a timely manner to coincide with their forthcoming ARCPs. Hover over 'Assessments', then click 'Enter new assessment'



27. On the presenting page, scroll to the bottom and select 'Enter MSF assessment'. The subsequent page gives full instructions and prompts on what to do.

Further MSF information is available on the College website at:

<https://www.rcpath.org/trainees/assessment/multi-source-feedback-msf.html>



## Acronyms and definitions

ARCP	<b>Annual review of competence progression</b> The ARCP is a deanery-led process whereby trainees in specialty training have the evidence of their progress reviewed by an appropriately convened panel so that a judgement about their progress can be made and transmitted to the training programme director (TPD), the trainee and the trainee's employer.
ARCP ER	<b>Annual review of competence progression external representative</b> For the ARCP, the deanery/Local Education Training Board (LETB) may invite ERs who may not necessarily attend the panel meeting in person. Trainees can give them read access to their ePortfolio in advance of the panel meeting so that they can have a remote discussion with the ARCP panel.
CbD	<b>Case-based discussion</b> CbD an assessment tool where trainees present and discuss their cases with more experienced colleagues throughout their training and obtain systematic and structured feedback from the assessor.
DOPS	<b>Direct observation of practical skills</b> DOPS is an assessment tool used for assessing competence in the practical procedures that trainees undertake.
ECE	<b>Evaluation of clinical events</b> ECE is an assessment tool used for assessing the trainee in the performance of their duties in complex tasks, often involving team working or interacting with other professional staff.
ES	<b>Educational supervisor (or Mentor)</b> The ES is the consultant under whose direct supervision the trainee is working.
ESSR	<b>Educational supervisor's structured report</b> The ESSR is an annual form that summarises a trainee's progress each year. The form is generated by the Learning Environment for Pathology Trainees (LEPT) system and will contain information inputted by the trainee during the year's training. The ES feeds into the ESSR before the ARCP takes place.
GMC	<b>General Medical Council</b> The GMC is a public body that maintains the official register of medical practitioners within the UK. Its chief responsibility is 'to protect, promote and maintain the health and safety of the public' by controlling entry to the register, and suspending or removing members when necessary. It also sets the standards for medical schools in the UK.
ITSS	<b>International Trainee Support Scheme</b> The ITSS is aimed at supporting overseas doctors and scientists (also known as 'International Medical and Science Graduates') who are planning to sit the College's fellowship examinations.
LAT	<b>Locum appointment for training</b> A LAT post is a standalone, fixed term contract that can counts towards training. LAT posts exist to provide employers with medium term cover for vacancies within a training programme.



LEPT	<b>Learning Environment for Pathology Trainees</b> The LEPT system is for medical trainees (Specialty Registrars [StRs]) in chemical pathology and histopathology. LEPT is a web-based system for workplace-based assessment and multi-source feedback (MSF), which also includes a functionality to support the ARCP process.
Mini-CEX	<b>The Mini clinical evaluation exercise</b> The Mini-CEX is an assessment tool designed to provide feedback on skills essential to the provision of good clinical care by observing an actual clinical encounter. This assessment tool used by chemical pathology/metabolic medicine trainees focuses on the core clinical skills that trainees demonstrate in patient encounters.
MTI(Path)	<b>The Medical Training Initiative in Pathology – MTI(Path)</b> The MTI(Path) is designed to allow medical graduates to come to the UK to undertake specialised pathological training in the NHS for a maximum of 24 months before returning to their home country.
MSF	<b>Multi-source feedback</b> The MSF assessment tool is a process whereby trainees are rated on their performance by people who are familiar with their work. It generates candid feedback on behaviour, attitude, communication and team-working issues etc. It also provides an opportunity for trainees to reflect on their own development.
NTN	<b>National Training Number</b> All trainees appointed to a run-through specialty training programme are awarded an NTN by the deanery/LETB.
StR	<b>Specialty registrar</b> An StR is a doctor who is working as part of a specialty training programme in the UK.
TPD	<b>Training Programme Director</b> The TPD is responsible for the overall progress of the trainee and will ensure that the trainee satisfactorily covers the entire curriculum by the end of the programme.
WPBA	<b>Workplace-based assessment</b> WPBA is the assessment of a trainee's professional skills and attitude and provides evidence of appropriate everyday clinical competences. The WPBA tools are Cbd, DOPS, ECE, Mini-CEX and MSF.

