



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

Learning Environment for Pathology Trainees (LEPT) system

**Assessment Department
Training Department**

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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.

Sandra Dewar-Creighton

Assessment Manager

sandra.dewar-creighton@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), the cellular pathology specialties - 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), the Medical Training Initiative in Pathology – MTI(Path) and Certificate of Eligibility for Specialist Registration (CESR) doctors.

From 1 September 2020, the LEPT system is also available to trainees undertaking training in Oral and Maxillofacial Pathology (OMP).



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 the following screenshot 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 school (HOS; if there is one in your region) 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.						

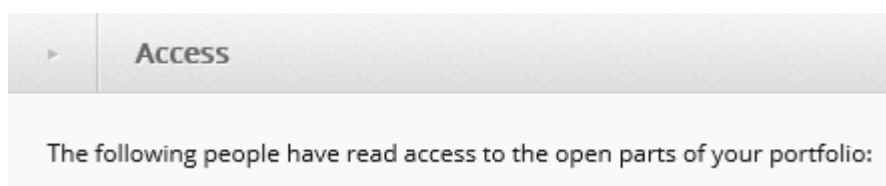
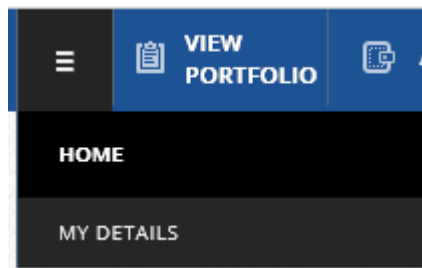
Please note that your ES, TPD and HOS must be in the same deanery/LETB as yourself.

Please remember to update your ePortfolio with the names of your ES, TPD or HOS if they change or if you are relocated to another deanery/LETB.



Selecting those for read-only access

On the 'Home' page within the 'Access' section, trainees will be able to select their ES, TPD, HOS and ARCP external representatives (ER). The names of these people will be advised by the deanery/LETB. ARCP external representatives are those chosen by the deanery/LETB on a temporary basis purely for the ARCP panel meetings.



Please note that the ES, TPD and HOS must be in the same deanery/LETB as trainees so as to allow the selection to be made. ARCP external representatives are normally able to be selected from any region.

- ES, TPD, HOS and ARCP ERs 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 – you will not be able to change this. After each ARCP panel meeting has taken place, do remember to de-select the ARCP ERs.

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

- 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
	Deanery/LETB Admin
	Deanery/LETB Admin
	Deanery/LETB Admin
Sandra Dewar	ARCP External Representative
Sandra Dewar	Educational Supervisor
Sandra Dewar	Head of Pathology School
Sandra Dewar	Training Programme Director

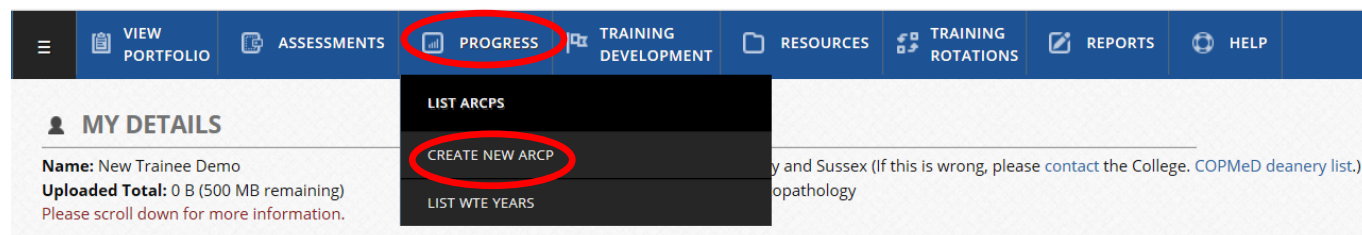
You can set/change your Educational Supervisor, Training Programme Director, Head of Pathology School and ARCP External Representative yourself.

The other people shown above (if any) are there by virtue of their affiliation with your Deanery/LETB. If you believe any of them are incorrect please [contact the College](#).



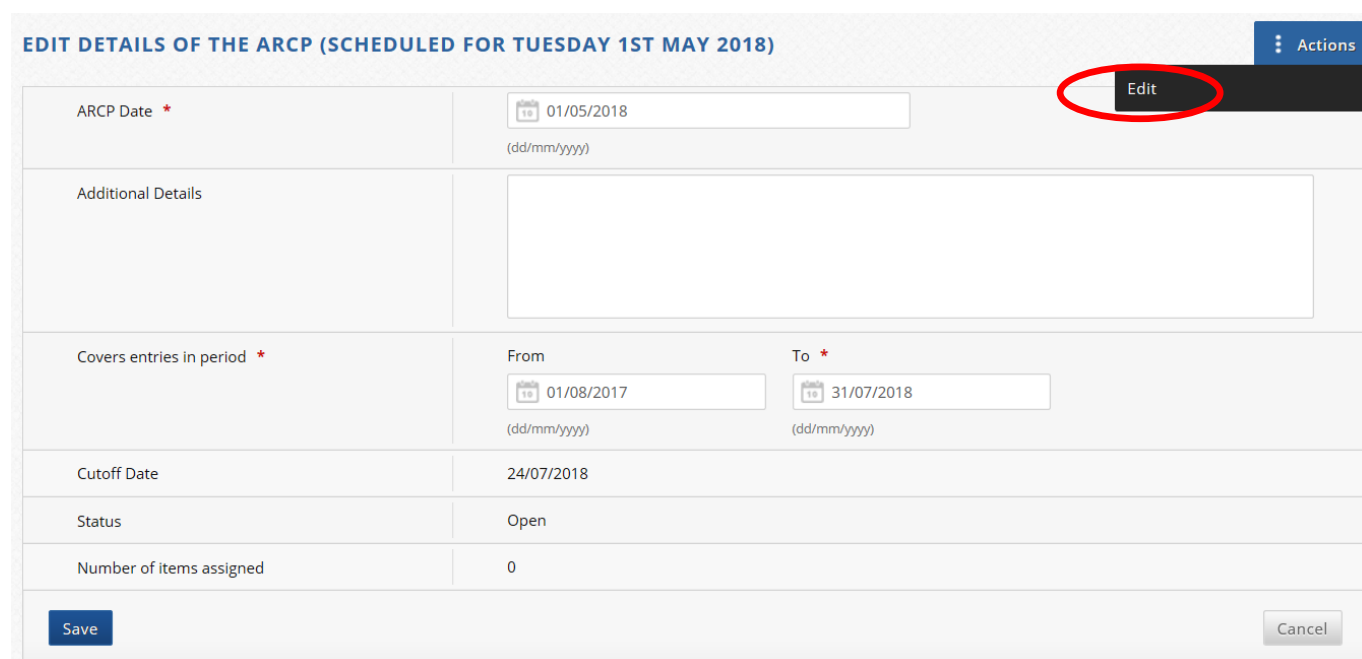
Creating an annual review of competence progression (ARCP)

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 of the LEPT system with tabs: VIEW PORTFOLIO, ASSESSMENTS, PROGRESS, TRAINING DEVELOPMENT, RESOURCES, TRAINING ROTATIONS, REPORTS, and HELP. The 'PROGRESS' tab is highlighted with a red circle. Below the navigation bar, the 'MY DETAILS' section is visible on the left, showing 'Name: New Trainee Demo' and 'Uploaded Total: 0 B (500 MB remaining)'. On the right, a dropdown menu is open under 'PROGRESS', showing options: LIST ARCPs, CREATE NEW ARCP (highlighted with a red circle), and LIST WTE YEARS.

- 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 table-like structure with the following fields:

ARCP Date *	01/05/2018 (dd/mm/yyyy)	
Additional Details		
Covers entries in period *	From 01/08/2017 (dd/mm/yyyy)	To * 31/07/2018 (dd/mm/yyyy)
Cutoff Date	24/07/2018	
Status	Open	
Number of items assigned	0	

At the bottom left is a 'Save' button, and at the bottom right is a 'Cancel' button. In the top right corner, there is an 'Actions' button with a dropdown menu, and the 'Edit' option is highlighted with a red circle.

Important

The ARCP section in the LEPT system is only to be used for ARCP purposes and **NOT** for mid-year reviews or appraisal purposes.

- 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 whilst the ARCP is 'Open' to prevent this happening.

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

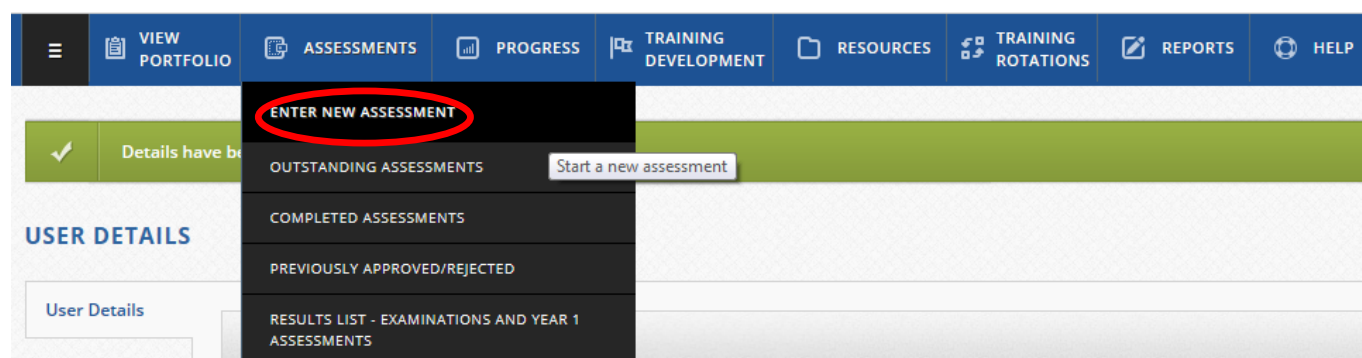


Covers entries in period *	From	To *
	<input type="text" value="01/08/2017"/>	<input type="text" value="31/07/2018"/>
	(dd/mm/yyyy)	(dd/mm/yyyy)
Cutoff Date	<input type="text" value="24/07/2018"/>	
Status	Open	



Creating workplace-based assessments (WPBAs)

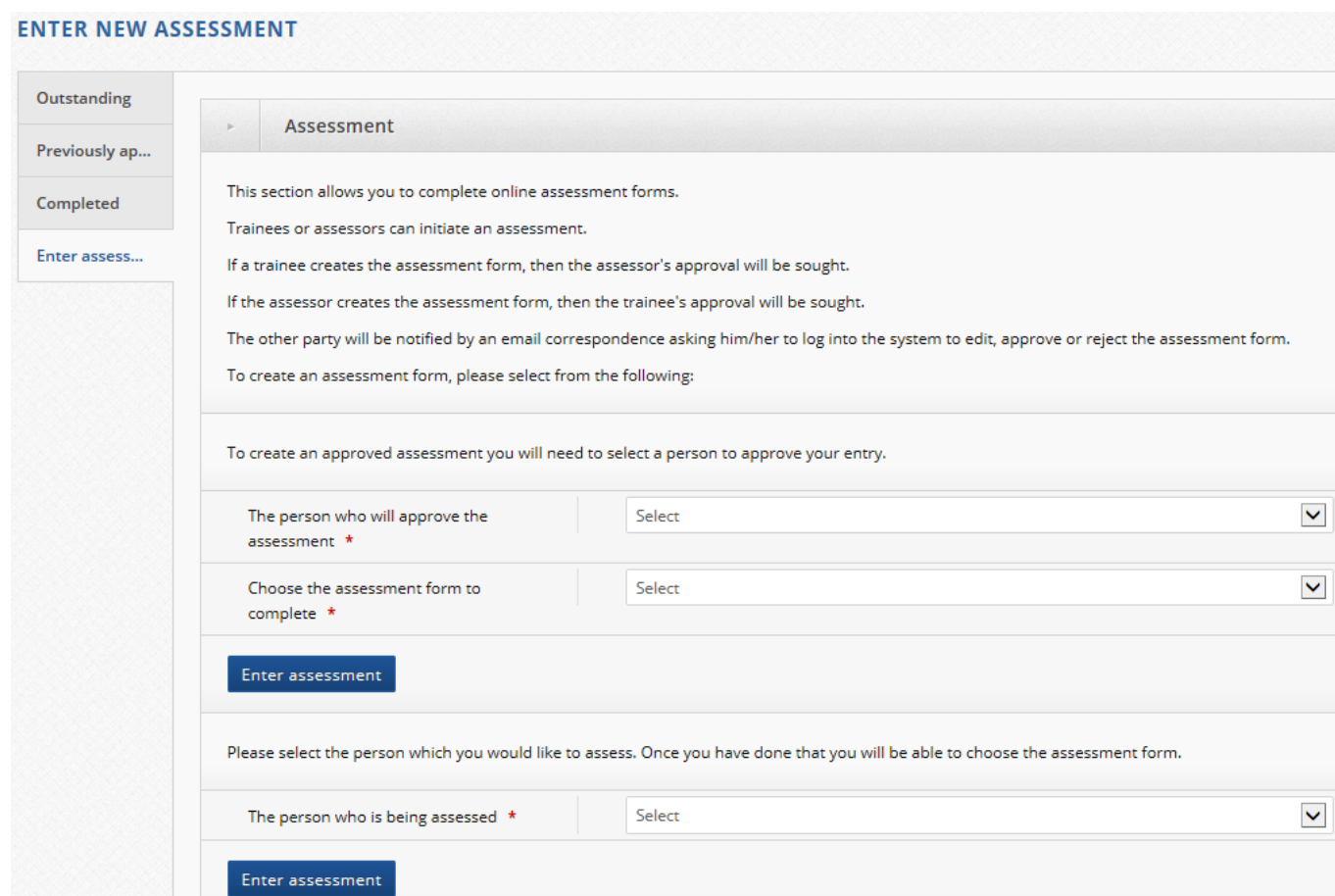
9. In order to create WPBAs, click into 'Assessments', then 'Enter new assessments'.



The screenshot shows the top navigation bar of the LEPT system with tabs: VIEW PORTFOLIO, ASSESSMENTS, PROGRESS, TRAINING DEVELOPMENT, RESOURCES, TRAINING ROTATIONS, REPORTS, and HELP. The 'ASSESSMENTS' tab is active, and a dropdown menu is open. The 'ENTER NEW ASSESSMENT' option is circled in red. Other options in the dropdown include: OUTSTANDING ASSESSMENTS (with a 'Start a new assessment' button), COMPLETED ASSESSMENTS, PREVIOUSLY APPROVED/REJECTED, and RESULTS LIST - EXAMINATIONS AND YEAR 1 ASSESSMENTS. On the left, a 'USER DETAILS' sidebar is partially visible.

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.
- 10a. If the assessor's name is not on the LEPT system and it's a person who will conduct workplace-based assessments on an ad-hoc basis, then do choose 'Guest Assessor (nominate)' and complete the details.

Assessors who will be conducting workplace-based assessments on a regular basis who are not already on the LEPT system, then trainees must complete the LEPT proforma – [Here](#)



The screenshot shows the 'ENTER NEW ASSESSMENT' form. On the left is a sidebar with buttons: Outstanding, Previously ap..., Completed, and Enter assess... (highlighted in blue). The main form area has a title 'Assessment' and introductory 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, there are two dropdown menus: 'The person who will approve the assessment *' and 'Choose the assessment form to complete *', both with 'Select' options. A blue 'Enter assessment' button is below these. Further down, there is text: 'Please select the person which you would like to assess. Once you have done that you will be able to choose the assessment form.' followed by another dropdown menu: 'The person who is being assessed *' with a 'Select' option. A second blue 'Enter assessment' button is at the bottom.



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 on their own LEPT page (if necessary).

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.

ENTER NEW ASSESSMENT

OUTSTANDING ASSESSMENTS

COMPLETED View any assessments that require your attention and ones that are pending

PREVIOUSLY APPROVED/REJECTED

RESULTS LIST - EXAMINATIONS AND YEAR 1 ASSESSMENTS

Assessments that are pending

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

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.

ENTER NEW ASSESSMENT

OUTSTANDING ASSESSMENTS

COMPLETED View any assessments that require your attention and ones that are pending

PREVIOUSLY APPROVED/REJECTED

RESULTS LIST - EXAMINATIONS AND YEAR 1 ASSESSMENTS

Assessments that are pending

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

Total Records: 1



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 (OMP trainees will be able to skip this section as it is not applicable).

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)

OMP trainees are expected to use the associations linked with their specialty. Only OMP trainees will be able to skip the Good Medical Practice Guidelines section as it is not applicable to the specialty.

Associate Assessment with Oral and Maxillofacial Pathology

All associations

Collapse All

Expand All

AP: Autopsy

OMP: Oral and Maxillofacial Pathology

OMP1: Teeth and tooth supporting structures

OMP2: Cysts

OMP3: Odontogenic tumors

OMP4: Oral mucosa non-neoplastic

OMP5: Oral mucosa neoplastic (inc potentially malignant)

OMP6: Salivary gland non-neoplastic

OMP7: Salivary gland neoplastic

OMP8: Jaw lesions, inc TMJ

OMP9: Sinonasal tract

OMP10: Oro-pharynx

OMP11: Hypopharynx, larynx, trachea



Linking WPBAs to an ARCP

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

Associations with Good Medical Practice Guidelines have been added

OVERVIEW ASSESSMENT

Form: Case-Based Discussion (CbD)
Educational Supervisor Confirmation Date: 10/08/2017 14:52

Code: H-CBD
Assessment Details Reviewed By: Sandra Dewar
Last Modified: 10/08/2017 15:28

Your Current WTE Year:
Status: Complete
Educational Supervisor: Sandra Dewar

Actions

- View
- Associations
- ARCP
- Comment

15a. Select the appropriate ARCP...

ASSIGN ASSESSMENT TO AN ARCP

Form: Case-Based Discussion (CbD)
Educational Supervisor Confirmation Date: 10/08/2017 14:52

Code: H-CBD
Assessment Details Reviewed By: Sandra Dewar
Last Modified: 10/08/2017 15:28

Your Current WTE Year:
Status: Complete
Educational Supervisor: 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

OVERVIEW ASSESSMENT

Form: Case-Based Discussion (CbD)
Educational Supervisor Confirmation Date: 10/08/2017 14:52

Code: H-CBD
Assessment Details Reviewed By: Sandra Dewar
Last Modified: 10/08/2017 15:28

Your Current WTE Year:
Status: Complete
Educational Supervisor: Sandra Dewar

Actions



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'.

If new items are created or entered into the ePortfolio after the ESSR has been created, then the ESSR must be opened, do scroll to the bottom and click the 'save as draft' tab so that those new items can be auto-populated.

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 in this section is completed in the 'My Details' section of the ePortfolio. Please see Item Numbers 19 and 21 for instructions on how to do this.

Position	No data entered
Professional registration number (GMC/GDC)	123456
National Training Number	No data entered
Training Location	No data entered
Type of Appointment	No data entered

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			



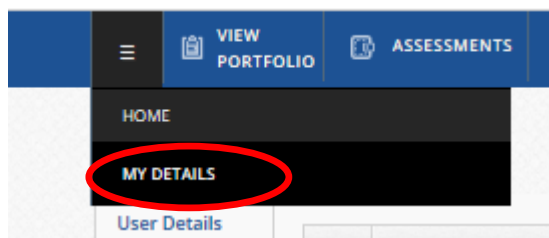
20. Further down on the ESSR's page, the 'Experiential Outcomes' will be listed. These are derived directly from the information entered into the 'Training Development' activities field. Please refer to Item Number 22.

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 National Training Number (NTN)

21. In order for the ESSR to be populated with the NTN (also the Position and Type of appointment), they must be physically entered into the 'My Details' section of the ePortfolio.



- 21a. When the My Details page is open, scroll towards the bottom of the page to edit the details in the View Your Portfolio User Details.

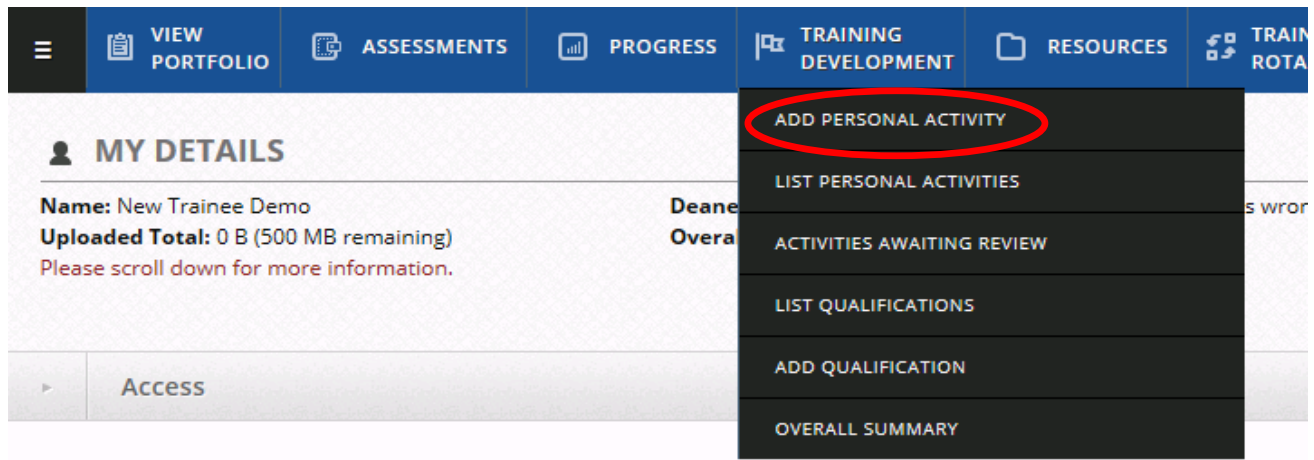
If the College holds the professional registration number, i.e. the General Medical Council (GMC) number for medical trainees and General Dental Council (GDC) number for OMP trainees, then it will auto-populate the My Details section and also the ESSR. If not, please advise the College as the GMC/GDC is mandatory for the ESSR.

If the ESSR has been created before the entries for the professional registration number and NTN have been entered, then open the ESSR, scroll to the bottom and save as draft so that the new details can auto-populated.



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 web application interface with a top navigation bar. The 'TRAINING DEVELOPMENT' tab is selected and highlighted. A dropdown menu is open, showing several options. The first option, 'ADD PERSONAL ACTIVITY', is circled in red. Other options include 'LIST PERSONAL ACTIVITIES', 'ACTIVITIES AWAITING REVIEW', 'LIST QUALIFICATIONS', 'ADD QUALIFICATION', and 'OVERALL SUMMARY'. The background shows a 'MY DETAILS' section with a user profile icon, name 'New Trainee Demo', and upload status '0 B (500 MB remaining)'.

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	

Select

Audit

Course/event

Logbook

Management development

Other (Academic)

Other (Clinical)

Other (Professional)

Presentation

Publication

Research project

Teaching activity



Resources

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

TRAINING DEVELOPMENT	RESOURCES	TRAINING ROTATIONS
ADD RESOURCE		
LIST PERSONAL RESOURCES		

ADD A RESOURCE

Title *		
Type *		Select
Description		



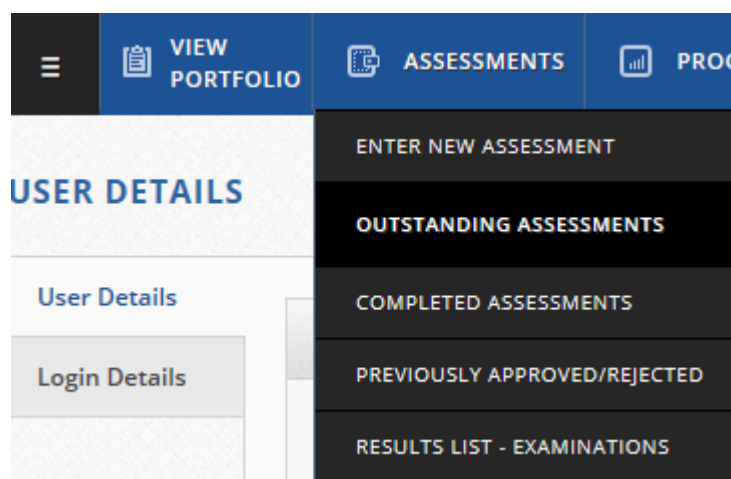
Multi-source feedback (MSF)

ST1 trainees (Year 1 trainees)

25. ST1 chemical pathology, histopathology and OMP trainees will be sent an email directly from the system asking them to initiate their MSF assessments. This happens between February and March for these 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 above 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.
- 27a. Some deaneries/LETBs may require second year and fourth year trainees to carry out an MSF assessment – the same instructions apply.

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	Annual review of competence progression 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	Annual review of competence progression external representative 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	Case-based discussion 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.
CESR doctors	Certificate of Eligibility for Specialist Registration (CESR) CESR doctors are medically qualified individuals who wish to apply for consultant jobs but have not followed a specialty training programme in the United Kingdom (UK) and therefore have not achieved a Certificate of Completion of Training (CCT) awarded by the General Medical Council (GMC). These doctors are those who are applying for a specialist qualification via the CESR route and will be assessed against the standard of the relevant CCT curriculum in their specialty. Upon completion, the CESR doctors' names will be entered onto the Specialist Register through this specialty equivalence route.
DOPS	Direct observation of practical skills DOPS is an assessment tool used for assessing competence in the practical procedures that trainees undertake.
ECE	Evaluation of clinical events 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	Educational supervisor (or Mentor) The ES is the consultant under whose direct supervision the trainee is working.
ESSR	Educational supervisor's structured report 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	General Medical Council 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	<p>International Trainee Support Scheme</p> <p>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.</p>
LAT	<p>Locum appointment for training</p> <p>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.</p>
LEPT	<p>Learning Environment for Pathology Trainees</p> <p>The LEPT system is for medical trainees (Specialty Registrars [StRs]) in chemical pathology and the cellular pathology specialties. 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.</p> <p>Those participating in the International Trainee Support Scheme (ITSS), the Medical Training Initiative in Pathology – MTI(Path) and also CESR doctors are able to use the LEPT system.</p> <p>From 1 September 2020, it is also available to OMP trainees.</p>
Mini-CEX	<p>The Mini clinical evaluation exercise</p> <p>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.</p>
MTI(Path)	<p>The Medical Training Initiative in Pathology – MTI(Path)</p> <p>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.</p>
MSF	<p>Multi-source feedback</p> <p>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.</p>
NTN	<p>National Training Number</p> <p>All trainees appointed to a run-through specialty training programme are awarded an NTN by the deanery/LETB.</p>
OMP	<p>Oral and Maxillofacial Pathology</p> <p>Oral and Maxillofacial Pathology in the UK is a dental specialty. Responsibility for the dental specialties lies with the General Dental Council (GDC). The curriculum for specialist training programmes in Oral and Maxillofacial Pathology is approved by the GDC.</p>
StR	<p>Specialty registrar</p> <p>An StR is a doctor who is working as part of a specialty training programme in the UK.</p>
TPD	<p>Training Programme Director</p> <p>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.</p>



WPBA	<p>Workplace-based assessment</p> <p>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.</p>
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