



## VIEW SUBMISSIONS INFORMATION

Here you can view information on your trainee's current assessments. There are two columns; the completed column shows the total assessments that have been submitted and the minimum column shows the number that should be completed before the review.

**Dr GP TraineeA**

Review 18 month ▼

Forms submitted between 13/09/2007 and 05/09/2009

[Summary](#)  
 [MSF](#)  
 [miniCEX](#)  
 [DOPS](#)  
 [CbD](#)  
 [COT](#)  
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 [PSQ](#)

**Progress to next Review**

18 Month Review

Requirement	Completed	Minimum
3 x mini-CEX or COT	36	3
3 x CbD	4	3
DOPS as appropriate	4	As appropriate
Clinical supervisors' reports (if in secondary care)	1	1
PSQ (if in primary care and not completed in ST1)	2	As appropriate

The information listed gives a summary of the number of assessments that the trainee has to complete or has completed in preparation for their next review. The review type can be amended through the drop down box located at the top of the screen; the options available in review type are shown below.

All Reviews

6 month

12 month

18 month

24 month

30 month

Final Review

Additional ST1

Additional ST2

Additional ST3

Final review after extended training

Depending on the review type that you select, the 'completed' column will change accordingly.

You will currently be in summary mode. To have a more detailed look into each of the assessments, select by clicking on the name of the assessment (circled above). Each of the assessment screens will have similar layouts. For demonstration purposes we will use the DOPS information for this trainee.

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 [PSQ](#)

**DOPS**

RCGP Direct Observation of Procedural Skills

Submissions (4) 🔍 ←

Fill one in 📄

View a blank form Preview, just for information

For next review: DOPS -

From this screen you can preview the evidence collected for the trainee.

Click on the magnifying glass to view the current submissions.

Please note, to view the correct review period summary a review date must be set. Please see the review date section on page 19.

## COMPLETE NEW SUBMISSIONS

As a trainer you can complete new submissions for miniCEX, DOPS, CbD, COT and CSR. We will continue using DOPs as an example.

Dr GP TraineeA

Review

Forms submitted between 13/09/2007 and 05/09/2009

[Summary](#) [MSE](#) [miniCEX](#) [DOPS](#) [CbD](#) [COT](#) [CSR](#) [PSQ](#)

**DOPS**

RCGP Direct Observation of Procedural Skills

Submissions (4)

Fill one in

View a blank form [Preview, just for information](#)

For next review: DOPS -

1. Click on DOPS as circled above
2. Click on the 'Create a New Form' icon
3. A blank form will open up allowing you to complete the assessment information.
4. Click 'Submit' once completed.

**DOPS**

Doctor's Surname	TraineeA
Doctor's Forename	GP
Doctor's GMC Number	qwertyaa
Clinical Setting	Select
Procedure	Select
If Other, please specify	<input type="text"/>
Assessor's position	Select
Number of previous DOPS observed by assessor with ANY trainee	Select
Number of times procedure performed by this trainee	Select
Difficulty of procedure	Select

**Please grade the following areas using the scale below:**

Please mark as 'Insufficient Evidence' if you have not observed the behaviour and feel unable to comment

Demonstrates understanding of indications, relevant anatomy, technique of procedure<sup>®</sup>

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insufficient evidence	Below expectation for completion	Borderline for completion	Meets expectation	Above expectation