



British Orthopaedic
Association

How to register assessors who do not have ISCP accounts

During the ongoing COVID-19 pandemic, many of you are likely to be engaged in a wider range of roles over the coming months, often with clinical work outside your specialty, and facing challenges outside your comfort zone.

The wellbeing of you, your family, your colleagues and your patients take priority. Your training can take a back seat for the moment. However, it's worth using the unique opportunities you come across, to capture some valuable evidence if you can find the energy to do so.

If you can capture a few bullet points or some voice memos (anonymised to ensure confidentiality) which you can return to later to repackage as invaluable evidence, you can then rest assured these experiences won't be lost.

Those of you who have the opportunity to work alongside others from different specialties or professions can probably access invaluable feedback discussions. It shouldn't take long to record these in a workplace based assessment. Particularly if you capture feedback discussions as text which you can then cut and paste into a WBA form. If your assessor then registers on ISCP (it takes 5 minutes as below) they can validate your record as an accurate reflection of discussions and add anything extra they want to.

1. Go to www.iscp.ac.uk
2. Select the grey 'register' button in the top right corner.
3. 'How will you be using the ISCP website?' Select the account type on the right: 'I will be using ISCP to rate, supervise or manage others only' (no payable fee).

How will you be using the ISCP website?

I will be using the ISCP for my professional practice, to create a portfolio and also rate others (fee payable)

OR

I will be using the ISCP to rate, supervise or manage others only (no fee payable)

4. If you do not have a medical number where it says: 'please enter at least one number' in 'Other' section which reads 'Type' enter N/A and in 'Number' enter 0000

Other	Type	Number
	N/A	0000

5. Fill in the details as required.
6. Select the green register button.

Adding Clinical Supervisor Reports is also straightforward. If you have been working with someone who is willing to write a few lines about your contribution, your performance or your learning, they could add this into your portfolio once they have registered as an assessor:

1. Login to ISCP at www.iscp.ac.uk
2. Go to DASHBOARD > Training History. Click on the relevant placement
3. Scroll to the bottom of the page and click 'Retract'
4. Click 'Press To Confirm Retraction' (The placement will now be open to edit)
5. Make necessary changes (e.g. add/remove/change CS)
6. Scroll down to 'Saving and validating this placement'
7. Choose 'Yes – I would like to submit now' in the dropdown box
8. Click Submit to TPD.

Please be aware that the placement will need to be revalidated after changes are made. Retracting the placement to make changes will not delete any information within your account at all; the learning agreement, WBAs and all evidence will remain the same in your account.

However, the CS will only be able to add additional CS reports if the learning agreement hasn't been completed; CS comments can only be added before the final review is signed off.

Furthermore, the placement will need to be current or have finished within the last 12 months for a CS to create a report.