

# Improving Surgical Training (IST) Training Guide

## Introduction

This Training Guide has been produced for Assigned Educational Supervisors (AES) to provide a guide to meetings and milestones in the Improving Surgical Training (IST) pilot. This guide provides a recommended structure and timeline, but can be adjusted to fit local needs.

This guide has been written for the AES, as those in this role have been allocated time for training and hold responsibility for these processes. We strongly recommend maintaining a close working relationship with all Clinical Supervisors (CS) and other trainers to share roles, responsibilities and tasks.

We welcome feedback on this guide – please contact [IST@rcseng.ac.uk](mailto:IST@rcseng.ac.uk) with any questions or comments. For questions on the use of ISCP and training queries not specific to the IST pilot, contact the Joint Committee on Surgical Training (JCST) via [www.jcst.org/contact-us](http://www.jcst.org/contact-us).

Feedback on the IST pilot relating to monitoring, evaluation, or other structural issues should be communicated to the Training Programme Director (TPD), Head of School of Surgery (HoS), and the IST project team. Concerns about trainee performance, target setting or progression should be raised with the TPD.

## Induction

The induction process should take place as close as possible to the start of a placement to ensure both trainer and trainee have all relevant information and can raise any questions.

As the induction process and follow-up are key to a successful introduction to training, we ask that any AES with planned leave around the start of the first rotation in the pilot passes responsibility for this to a CS.

## Meetings

IST requires a consistent and engaging relationship between trainers and trainees, which requires regular meetings, recorded in ISCP (*further details overleaf*).

- **Meetings every one to two weeks to discuss progress**, undertaken by one or more trainer, recorded in a brief ISCP CS Report. (*In order to create CS Reports, each AES and secondary TPD should be identified as a CS in ISCP by their trainee.*)
- **Meetings every month for detailed educational review**, undertaken by the AES, recorded within the ISCP Learning Agreement.
- **More detailed quarterly and Interim/Final ISCP Learning Agreement Meetings**, undertaken by the AES, building on monthly meetings.

## Trainer action timeline

<b>Prior to start of placement (where possible)</b>	<ul style="list-style-type: none"> <li>• Complete ISCP trainer profile</li> <li>• Encourage trainee attendance at appropriate inductions and/or bootcamps</li> <li>• Review: <ul style="list-style-type: none"> <li>○ Core Curriculum</li> <li>○ Answers to Introductory Questions for Trainees <i>(if available)</i></li> <li>○ Any other information about the trainee's previous training <i>(if provided directly or via ISCP)</i></li> </ul> </li> </ul>
<b>First two weeks of placement</b>	<ul style="list-style-type: none"> <li>• Facilitate programme and trust induction, including tours and introductions with all staff groups</li> <li>• Ensure ISCP Global Objectives set by TPD</li> <li>• Identify appropriate CSs</li> <li>• <b>Hold ISCP Learning Agreement Objective Setting Meeting</b></li> <li>• Arrange dates for subsequent meetings <i>(as set out in this guide)</i></li> </ul>
<b>Every one to two weeks</b>	<ul style="list-style-type: none"> <li>• Hold meeting with trainee (or delegate to CS) for informal clinical teaching</li> <li>• Record outcome of meeting as brief ISCP CS Report</li> </ul>
<b>Every month</b>	<ul style="list-style-type: none"> <li>• Hold meeting with trainee to review educational and clinical progress</li> <li>• Record outcome of meeting in ISCP Learning Agreement, save as Draft<sup>1</sup></li> </ul>
<b>Quarterly</b>	<ul style="list-style-type: none"> <li>• Hold usual monthly meeting, with more detailed review of progress</li> <li>• Gather feedback from all trainers and surgical care team members</li> <li>• Complete IST survey <i>(details TBC)</i></li> </ul>
<b>Mid-placement, prior to interim ARCP (if held)</b>	<ul style="list-style-type: none"> <li>• <b>Hold ISCP Learning Agreement Interim Meeting</b></li> <li>• Obtain feedback from all trainers and Surgical Care Team</li> <li>• Ensure trainee initiates MSF</li> <li>• Sign off Learning Agreement Interim Review</li> </ul>
<b>Towards end of placement, prior to ARCP</b>	<ul style="list-style-type: none"> <li>• Gather feedback from all trainers (in person if possible) and surgical care team members through MSF <i>(at least one per placement)</i></li> <li>• <b>Hold ISCP Learning Agreement Final Meeting</b></li> <li>• Complete AES Report, including suggested objectives for next year</li> </ul>

<sup>1</sup> Records of monthly meetings should be saved in the ISCP Learning Agreement as dated Draft comments in the Interim or Final Meeting sections as appropriate.

## Trainee action timeline

<b>Prior to start of placement (where possible)</b>	<ul style="list-style-type: none"> <li>• Provide contact details, NTN and GMC number to <a href="mailto:IST@rcseng.ac.uk">IST@rcseng.ac.uk</a></li> <li>• Review Core curriculum</li> <li>• Review &amp; submit <a href="#">Conditions of Joining a Specialty Training Programme</a><sup>2</sup></li> <li>• Answer Introductory Questions for Trainees, share with AES when assigned</li> <li>• Attend all inductions and/or boot camps as required by programme</li> </ul>
<b>First two weeks of placement</b>	<ul style="list-style-type: none"> <li>• Create placement in <a href="#">ISCP</a><sup>3</sup>, upload CV, add relevant information to portfolio</li> <li>• Enrol with <a href="#">JCST</a><sup>4</sup>, register with <a href="#">eLogbook</a><sup>5</sup></li> <li>• Assign AES and CS roles in ISCP following discussion with AES</li> <li>• Grant portfolio access to trainers</li> <li>• <b>Attend ISCP Learning Agreement Objective Setting Meeting</b></li> </ul>
<b>Every one to two weeks</b>	<ul style="list-style-type: none"> <li>• Attend meeting with trainer, ensure outcome recorded as ISCP CS Report</li> <li>• Consider recording reflections as ISCP Journal entry</li> </ul>
<b>Every month</b>	<ul style="list-style-type: none"> <li>• Attend meeting with AES to review educational progress, ensure outcome recorded in ISCP Learning Agreement with date, saved as Draft</li> </ul>
<b>Quarterly</b>	<ul style="list-style-type: none"> <li>• Attend usual monthly meeting, with more detailed review of progress</li> <li>• Complete IST survey (<i>details TBC</i>)</li> </ul>
<b>Mid-placement, prior to interim ARCP (if held)</b>	<ul style="list-style-type: none"> <li>• <b>Attend ISCP Learning Agreement Interim Meeting</b></li> <li>• Initiate MSF</li> </ul>
<b>Towards end of placement, prior to ARCP</b>	<ul style="list-style-type: none"> <li>• Complete MSF if not already done</li> <li>• Update ISCP portfolio and eLogbook</li> <li>• <b>Attend ISCP Learning Agreement Final Meeting</b></li> <li>• Sign off ISCP Learning Agreement and AES Report</li> <li>• Complete JCST survey if not already done</li> <li>• Submit revalidation evidence one month prior to ARCP</li> </ul>

<sup>2</sup> [https://www.copmed.org.uk/images/docs/gold\\_guide\\_7th\\_edition/Appendix\\_2 - Conditions of joining a specialty training programme.pdf](https://www.copmed.org.uk/images/docs/gold_guide_7th_edition/Appendix_2_-_Conditions_of_joining_a_specialty_training_programme.pdf)

<sup>3</sup> <https://www.iscp.ac.uk/>

<sup>4</sup> <https://www.jcst.org/uk-trainees/str-trainees/enrolment/>

<sup>5</sup> <https://www.elogbook.org/>

## Meeting checklists

<b>Learning Agreement Objective Setting Meeting</b>  Held within first two weeks of placement	<b>Meeting outline</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish rota timetable</li> <li><input type="checkbox"/> Establish communication between trainee and trainer(s)</li> <li><input type="checkbox"/> Discuss answers to Introductory Questions for Trainees</li> <li><input type="checkbox"/> Undertake baseline assessment, set provisional targets</li> <li><input type="checkbox"/> Discuss Global Objectives</li> <li><input type="checkbox"/> Co-construct ISCP Learning Agreement, using Core curriculum</li> <li><input type="checkbox"/> Clarify ARCP requirements</li> <li><input type="checkbox"/> Discuss/define use of WBAs</li> </ul>
<b>Weekly or fortnightly meetings</b>	<b>Meeting outline</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss day-to-day progress</li> <li><input type="checkbox"/> Address any feedback or issues</li> <li><input type="checkbox"/> Record outcome as brief CS Report in ISCP</li> </ul>
<b>Monthly meetings</b>	<b>Trainee preparation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update ISCP portfolio and eLogbook</li> <li><input type="checkbox"/> Provide update on progress, feedback, courses, exams, projects</li> </ul> <b>AES preparation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss training, progress, and any other issues with all CSs</li> </ul> <b>Meeting outline</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review ISCP/eLogbook evidence, self-assessment and feedback</li> <li><input type="checkbox"/> Review trainee progress against Learning Agreement</li> <li><input type="checkbox"/> Discuss feedback on placement</li> <li><input type="checkbox"/> Troubleshoot any concerns raised by/regarding trainee</li> <li><input type="checkbox"/> Identify training opportunities</li> <li><input type="checkbox"/> Review rota issues prospectively</li> <li><input type="checkbox"/> Record outcome in ISCP Learning Agreement, save as Draft</li> <li><input type="checkbox"/> Reflectively review monthly progress (<i>informal</i>)</li> </ul>
<b>Quarterly meetings</b>	As above, plus: <b>AES preparation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gather feedback from all trainers</li> </ul> <b>Meeting outline</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm or modify objectives for next three months</li> </ul> <b>Follow up</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Feed back to School of Surgery / Deanery</li> <li><input type="checkbox"/> Feed back to IST Project Team</li> </ul>
<b>Learning Agreement Interim Meeting</b>	As above, plus: <b>Meeting outline</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign off Learning Agreement Interim Review</li> </ul>
<b>Learning Agreement Final Meeting</b>	As above, plus: <b>Meeting outline</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign off Learning Agreement Final Review</li> <li><input type="checkbox"/> Complete AES report</li> </ul>