Supervisor's Accreditation System
User Guide

Online Record of Training Courses and Associated Competencies

Introduction

The GMC require that every Deanery in the country must be able to prove that supervisors have reached a sufficient level of expertise to train junior doctors - evidenced via educational training courses. The Severn Deanery, along with every Deanery in the UK, has created a framework to address this. In conjunction with relevant Trust stakeholders they have created seven requirements for supervisors to fulfil, to achieve accreditation. They are:

1. Roles and Responsibilities of Educational Supervisors and an overview of the other key roles required in the training of doctors
2. Guidance on required trainee assessments
3. Appraisal processes and skills
4. Educational theory and practice
5. Annual Review of Competence Progression (ARCP) processes
6. Equality and Diversity (certificated)
7. Doctors in Difficulty

An on-line computer system has been developed for supervisors to record courses against these requirements via a process of "self certification". This booklet is a step-by-step guide to using the system. Supervisors will therefore be able to see what training they need to undertake to achieve accreditation. Courses will be run by Trusts and the Deanery to address any training gaps.

Supervisors will also be able to check and amend their contact details, add other courses they have undertaken if they wish and input their equality and diversity details.

This data will be held in the central Deanery Intrepid database but Medical Education Managers will have access to reports for administrative purposes, which will not contain equality and diversity information. This is in line with the strategy of the Deanery Information Management Team and follows the approach of most other Deaneries.

It is likely in the future that there will be supplementary requirements for Supervisors to enhance their Continuing Professional Development (CPD) – again recorded using the online system.

The online accreditation process is being piloted in Gloucestershire Hospitals NHS Foundation Trust in June 2010 and will be rolled out to all other Deanery Trusts thereafter.

Please note that the accreditation system does not include the School of General Practice, who have a separate supervisor data capture and approval process.

If you have any comments or queries regarding this project please contact either your Medical Education Manager or myself. Queries will be passed to the Supervisor Accreditation Working Group, as appropriate.

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Contents

Before you start

Check you have received the Account Activation email, generated from Intrepid Online by your administrator, containing your email and pin.

1 Activate your Account

Note: You will only need to do this once.

1 Go to: ***https://secure.intrepidonline.co.uk/Intrepid/SEV*** (found in your Account Activation email).

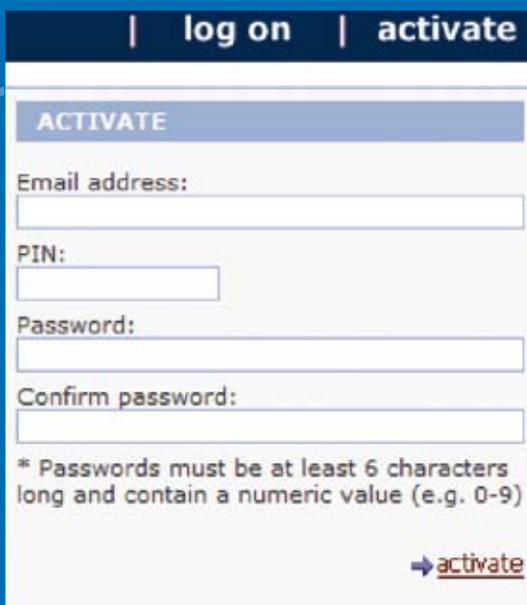2 Top right of the screen click on Activate

3 Key in your email address.

4 Key in your 'pin' number.

5 Key in a password of your choice. This is set by you. Please ensure it contains at least 6 characters including a number.

6 Repeat it in the Confirm password box.

7 Click on the (red) Activate button.

You will now be logged into the site.

2 Log In, Passwords and Log Off

Log in/Sign In for the first time after activating your account

Note: You Do Not activate a
second time. Just sign in.

1 Go to:
***https://secure.intrepidonline.co.uk/
Intrepid/SEV***

2 In the Sign In box on the right side of
the screen, key in your email address,
PIN number and the password you set
when you activated your account.

3 Click on Sign in.

SIGN IN

Email address:

PIN:

Password:

➡ sign-in

PASSWORD REMINDER

Email address:

➡ password reminder

Passwords reminders will be reset and
emailed directly to you.

Please ensure you wait until you have
received your email before attempting to
password remind again.

3 Forgotten your Password

Log in/Sign In for the first time after activating
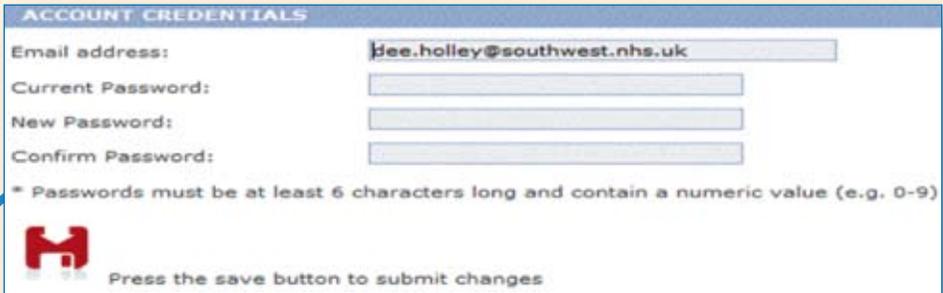your account

Note: You Do Not activate a second time.
Just sign in.

1 On the right side of the screen click on Password
Reminder.

2 Key in your email address.

You will be sent a new password.

4 Change your Password

1 Log in to the site with your existing password.

2 On the left side of the screen **click** on **Change Password.**

3 Key in your current password.

QUICK LINKS

Change Password

ACCOUNT CREDENTIALS

Email address:	dee.holley@southwest.nhs.uk
Current Password:	
New Password:	
Confirm Password:	

* Passwords must be at least 6 characters long and contain a numeric value (e.g. 0-9)

Press the save button to submit changes

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4 Choose and **key in your 'New password'** and **repeat** it in the **'Confirm Password'** box.

5 Click on the red **Save** button.

Log Off

Top right of the screen, click on **Log off**.

Edit Your Record

After logging in, the first screen you see is your Contact Summary details. These will need checking/amending.

Changing your Contact Summary Details

1 The Contact Summary always appears at the top of your screen.

Click on (red) **Edit Record.**

2 Check/input all details. **All boxes to be completed please.**

Contact Types

You can select more than one.
Single click on each choice – they will
show as highlighted in blue.

If you are an Educational Supervisor please ensure you leave that option selected. This is very important for our reporting purposes and to keep you updated.

3 Important - Click on **Save and Back.**

Updating your Equality and Diversity Details

In order to ensure that equal opportunities legislation is adhered to all supervisors are requested to complete the following section. This information will not be made available to system administrators and all reports will be anonymised.

1 Complete the following eight boxes. There are options to 'not disclose' if you wish to select them.

All boxes are mandatory.

2 Important
Before you leave this screen **remember** to click on **Save and Back** on the top left of the screen, or your details will not be retained.

Updating your Professional Associations

This area allows you to input/check your association with your Deanery, Medical School, School, Speciality, Sub Speciality, Schools, Trust and Site. This will assist the Deanery and Trusts in planning future courses and running appropriate reports.

1 Scroll down this page first to check the pre-populated information is correct.

2 Scroll back up, next to each of the areas **click on the drop down arrow and make selection.** (Once an option is selected, eg a Deanery name it is removed from the drop down list and only appears in your list of choices.)

3 After completing one or more of the areas shown, click on Add.

The information will appear on the lower half of the screen, where you have the option to Delete if required.

4 You do not need to click on Save and Back. After clicking 'Add' this will have updated your Professional Associations details.

Adding or Updating your 'Courses and Competencies'

On this tab you will see the areas in which evidence of training is required.

Note:We do not require details of all your courses on this tab: just one qualifying course for each competence/requirement.

If you have not attended a course to accredit you to a competency, please contact your Medical Education Manager or the Deanery Educationalist for course information.

1 Scroll down to the list of Competencies. Courses may already be pre-populated here. You can Edit any of these (see instructions under 'Edit a Course Added to a Competency', or add courses.

2 Under 'Associate Competency to Contact' select a Competency from the drop-down list.

Those that have the ES prefix relate to the role of Educational Supervisor, eg ES – 1 Roles and Responsibilities of Educational Supervisors.

Important: Only ES – 1 to 7 are mandatory.

The screen might refresh itself – this is normal and only takes a second or two.
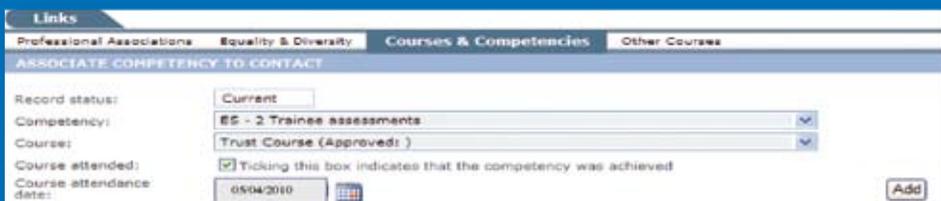
3 Select a **course** from the drop-down list of (qualifying) courses. Select from:

Deanery Course... (Approved)
Trust Course... (Approved)
Other Course
Other Qualifying Experience

4 If you believe that you have completed a qualifying course, but not one that was provided by the Severn Deanery or by a Severn Deanery trust, select **Other Course.** You can **then enter details** for that course.

5 If you have not completed a qualifying course, but are sure that you have qualifying experience, select **Other Qualifying Experience** and complete the Details of Experience box. Please note that this option is not available with respect to Equality and Diversity.

6 Include the **course attended date.**

7 Next to **'Course Attended' tick** the box to say you have **attended** and, as a result, achieved the competency.

8 Click on **'Add'** to update the Courses and Competencies list.

You do not need to click on Save and Back. After clicking 'Add' this will have updated your Professional Associations details.

Edit a Course Added to a Competency

1 Click on the **blue box/white arrow** to the left of the Competency.

2 Make any relevant changes to the competency/course details.

3 Important – click on **Save and Back.**

Delete a Course from a Competency

1 Click on the **red circle/white cross** to the right of the course you wish to remove.

Clicking on this will not remove the competency – just the course.

2 At the 'are you sure' prompt, click on OK.

You do not need to click on Save and Back.
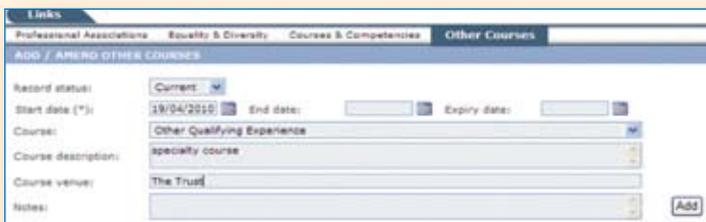
Updating 'Other Courses'

It is not necessary for you to enter any course details in this tab since you are already entering a full quota of qualifying courses on the Courses and Competencies tab.

However, you can enter details of courses in addition to those that you have listed on the Course and Competencies tab, if you find it useful to do so for Continuing Professional Development purposes.

1 Click on the **'Other Courses'** tab.

2 **Complete relevant details.** This must **include a Start Date.**

3 Click on **Add.**

Edit/Update/Delete 'Other Courses'

Please refer to the same instructions used for the 'Courses and Competencies' section.

Contact

For help and support please contact your Medical Education Manager, or alternatively check the Severn Deanery website for more information.

www.severndeanery.nhs.uk/deanery/education-and-training/educational-supervisors/