The Faculty of
Intensive
Care Medicine

Lifelong Learning Platform (LLP) Users Guide:
FICM Learner

Change log

This document outlines the user guidance for the Lifelong Learning Platform for doctors completing postgraduate training in Intensive Care Medicine in the UK.

This is Version 1.0. As the document is updated, version numbers will be changed, and content changes noted in the table below.

Version number	Date issued	Summary of changes

CONTENTS

1.   First Steps

1.1   Accessing the LLP

The portfolio can be found at the following address: https://lifelong.rcoa.ac.uk/login
You will be given a username and password to access the LLP by the FICM – if you have not been issued with these, email llp@ficm.ac.uk

If the system logs you into your anaesthesia portfolio (if you have one), click 'FICM' on the top banner to view your ICM portfolio.

Clicking FICM at any time returns you to the homepage.

1.2   Checking/Changing Your Personal Information

Click your name from the top banner.

To update your details:
1.   Select 'edit your details'
2.   Make any required changes
3.   Click 'save'

If you need to change any information that cannot be edited, contact llp@ficm.ac.uk

1.3   Changing your password

Click your name from the top banner
1.   Select 'change password'

1.4   Recording and Editing Placements/Supervisors

For the purposes of the LLP a change in placement is a change in hospital, department or stage of training. If you know your future placements they can be entered but the dates cannot overlap. You should enter all of your placements, not just those pertaining to ICM.

On the homepage select 'View and add placements'.

To add a new placement:
- Select 'Add new placement'
- Complete the form that appears then
- Select 'save placement'

You can only add **one Educational Supervisor (ES)** and **one Clinical Supervisor (CS)**. Adding a CS is optional as they cannot perform some of the tasks within the LLP that an ES can (eg approving a Learning Outcome Completion (LOC) Form).

To edit a placement:
- Select 'edit placement'
- Make any necessary changes
- Select 'save changes'

To delete a placement:
- Select 'edit placement'
- Scroll to the bottom of the form
- On the right hand side, select 'delete placement'.

2. Planning your learning

2.1 Working with Personal Development Plans (PDPs)

In the portfolio, a PDP is like a folder of goals (the portfolio uses the terms goals and objectives interchangeably), so you may want to only have one PDP per post.

From the 'Development' box on the homepage, select 'Personal Development Plan'
1. Click 'Create new PDP'
2. Complete the form and click 'Create PDP'
The PDP now appears on the PDP homepage, and is ready for goals to be added.

To add a new goal:
- Click the name of your PDP
- Select 'Add new goal'
- Complete the form

You then have two options – save goal or set goal:
- 'Save goal' means a goal can still be edited/deleted but it won't be visible to your ES
- 'Set goal' means a goal can no longer be edited and is visible to your ES

You can add as many goals and they do not have to all be entered at the same time.

To record a goal as complete:
Select the goal (must previously have been 'set' rather than just 'saved')
- Complete the form, **add any supporting evidence you want to**, and select 'mark goal as complete'.

3. Gathering evidence

3.1 Documenting your exam progress

It is useful for the ARCP panel to record all your professional exams not just those within ICM. The dates of passing your primary qualifying examination and the FFICM final can be recorded in your personal details section.

Click your name from the top banner
1. Select 'edit your details'
2. Enter the relevant date(s)
3. Click 'Save'

To record further information (and to record details of other professional examinations):
From the development box on the homepage, select 'Milestones and Certificates'
1. Click 'Add certificate', complete the form and **add any supporting information (optional)**
2. Select 'Save certificate'

3.2   Working with a Multi-Source Feedback (MSF)

From the development box on the homepage, select 'Multi-Source Feedback'
1. Select 'Create new MSF'
2. Complete the form
3. Select 'Create MSF'

The Faculty recommends that multi-source feedback occurs, with a minimum of 12-15 respondents (of which at least 4 should be senior permanent medical staff).

To add participants registered with the LLP:
1. Select 'add new participants'
2. You can search by name, but also the portfolio highlights recent assessors, the faculty tutor and your ES for ease
3. Once you have added everyone you want to, select 'add these participants to MSF'.

Guest participants are people who are not registered users on the LLP. Ideally search and add all your participants before you move onto selecting any 'guest participants'.

To add guest participants:
1. Select 'add new guest participants'
2. Complete the form on the next screen, noting that 'type' means job role e.g. outreach nurse, HCA etc. The GMC/NMC/Reference box is optional.
3. You can add more rows if required by clicking 'add another row'
4. Once you have added everyone select 'add guest participants'
5. Guest participants appear on the MSF participant list with a 'G' next to their name

Opening an MSF (sending invites):
1. As soon as you have added one participant the MSF can be opened by selecting 'open MSF and send invites'

Adding participants to an open MSF:
1. Select the MSF you want to add participants to from the MSF homepage
2. Select 'add new participants' or 'add new guest participants' as above
3. When you've added all the participants, select 'send invites'.

Checking the progress of an MSF:
1. Select the MSF you want to work with from the MSF homepage
2. Scroll down to the MSF overview section, where you can see how many invites have been sent and how many participants have completed the assessment(s)
3. If there are any invites that have not been sent you can see that here too. If there are any, select 'send invites'.

Sending reminders to participants:
1. Select the MSF you want to work with from the MSF homepage
2. If it has been more than 2 weeks since an invite has been sent and a response has not been received, an option to send a reminder is available to select from the participant list.

Closing an MSF:
You can close an MSF at any point after one participant has completed the assessment:
1. Select the MSF you want to work with from the MSF homepage
2. Scroll down and select 'request closure'

On the MSF homepage, the status of the MSF will change from 'open' to 'closure requested'.

Viewing a completed MSF:
Once your completed MSF has been approved by your ES, the status of the MSF will change from 'closure requested' to 'complete'
Select the MSF you want to view from the MSF homepage.

3.3   Supervised Learning Events (SLEs)

There are two ways of adding an SLE to your portfolio:
- Uploading an SLE as a Personal Activity
- Completing an SLE within the LLP

A future functionality will upload Anaesthetic SLEs on the ICM SLE page to allow linking to both curricula for doctors on Dual Anaesthetics and ICM CCTs programmes.

3.3.1   Uploading an SLE as a Personal Activity

You would use this option if you have completed an assessment in another portfolio and want to use it as evidence for the ICM curriculum. There is no mechanism to electronically transfer an SLE to the ICM LLP from another ePortfolio. You will therefore, need to do the following:

From the 'New entry' box on the homepage, select 'Personal Activity'
1. Complete the form, give it a title reflecting the natures of the form (eg Medicine DOPS, CBD, ACAT etc.) and select 'Other' from the activity type dropdown menu
2. Add the date of the assessment as the start date, leave the end date blank
3. **Add the learning outcomes** to map to the curriculum
4. Upload the assessment by clicking on' **Add supporting document'**
5. There is an option to hide the assessment from your ESSR – the standard approach would be for it to be visible
6. Select 'save changes and return to dashboard'.

3.3.2   Completing an SLE within the LLP

From the 'New entry' box on the homepage, select 'Supervised Learning Event'
1. Select the assessment you want to complete
2. Choose an assessor

3. **Add learning outcomes** to map to the curriculum
4. Complete the form
5. If you can't complete the form straight away, it can be saved for later amendments using the 'save and return to dashboard' button
6. If the assessor is present, the form can be approved (unless they are a guest assessor) straight away by selecting 'quick approval'
7. If the assessor is not present or is a guest assessor, you must select the 'send for approval' button.

3.4   Personal activities

The personal activity section is where you can record and link the following evidence:
- Advisory roles
- Academic activities and quality improvement activities
- Publications and presentations
- Evidence of completion of core training
- Documents requested by your ARCP panel e.g. Form R
- Leadership and management activities
- e-learning activity (a future functionality will allow direct linkage of activity undertaken in the e-ICM programme) and CPD attendance certificates
- Further education activities
- Logbooks
- Patient and consultant feedback
- Supervisory meetings
- Teaching activity and examiner activity
- Evidence from other portfolios

There is also an 'other' option for anything that does not comfortably fit in anywhere else on the portfolio.

3.4.1   Adding a personal activity

From the new entry box on the homepage, select 'personal activity'
- Complete the form, selecting the most appropriate option from the activity type dropdown
- Add learning outcomes to link to the curriculum
- Upload relevant documents by clicking on 'Add supporting document'
- There is an option to hide the activity from your ESSR – selecting this will stop the activity being visible to the ARCP panel
- Select 'save changes and return to dashboard
- Alternatively, if you want to add a reflection to a document select 'save activity and add reflection'
- Complete the reflection
- Select 'save and return to dashboard.

3.5   Personal Reflections

Reflections can be completed as a final stage of adding a personal activity, or as an isolated entry.

From the 'New entry' box on the homepage, select 'Personal Reflection'
1. Complete the form
2. Add learning outcomes to link to the curriculum

3.6   Uploading Certificates

If you want to link a certificate to the curriculum or for it to be visible on an ESSR it will need to be uploaded as a **personal activity.**

Otherwise, certificates can be uploaded in the 'Milestones and Certificates' section.

From the development box on the homepage, select 'Milestones and Certificates'
1. Click 'Add Certificate'
2. Complete the form
3. **Add any supporting information** you want to
4. Select 'save certificate'.

4.   Monitoring and recording progress

4.1   Recording a meeting with your Educational Supervisor

From the new entry box on the homepage, select 'Personal activity'

1. Complete the form, selecting 'supervisory meeting' from the activity type dropdown
2. In the 'Title' include if it is an initial, interim or final meeting
3. There are options to **add learning outcomes** and **supporting documents** although these are unlikely to be required
4. There is an option to hide the activity from your ESSR – selecting this will stop the activity being visible to the ARCP panel
5. Select 'save changes and return to dashboard' if you do not want to **add a reflection** to the meeting.

4.2   Checking your progress with the curriculum

On the homepage, select 'Review Curriculum'
Listed you will see 14 High Level Learning Outcomes (HiLLOs) for each Stage of training. For each HiLLO the heading will be...

- Red if no evidence has been linked to the outcome
- Orange once evidence is linked to the outcome
- Blue once a LOC form has been submitted for the HiLLO
- Green when the LOC form is approved.

To see the evidence linked to each HiLLO:

1. Click the down-facing arrow to the right of the HiLLO box

Beneath each HiLLO is the suggested evidence for you to link and the required capability level. For further information:

2. Select 'further details'

4.3   Working with Learning Outcome Completion (LOC) Forms

Once you think you have enough evidence for your educational supervisor to sign off a HiLLO as achieved, you should create a Learning Outcome Completion (LOC) form.

On the homepage, select 'Review curriculum'

1. For the HiLLO you think you have demonstrated and evidenced, select 'create LOC'
2. Click 'choose assessor' and select your Educational Supervisor
3. Add any comments
4. To approve the form straight away if the assessor is present, select 'quick approval'
5. If the assessor is not present, select 'send for approval'.

5. ARCP

5.1 Creating an ESSR

From the development box on the homepage, select 'ESSR Records'.
1. Select 'create new ESSR'
2. Complete the form
3. Select 'Create ESSR'
4. Add the Faculty Tutor by selecting 'Choose Faculty Tutor' (it's not very visible near the top of the form)
5. Check the ESSR contains all the evidence you expect it to, and that everything is where you expect it to be. If not, modify any entries that are incorrect and make sure the date range is correct.
6. Select if you have had any absences and add any comments
7. Select 'send to Educational Supervisor' – it will send it to your named Educational Supervisor of your placement. You may want to check this has been submitted by reviewing your 'Recent Activity' box in your FICM Learner dashboard.

5.2. Viewing ARCP Outcomes

From the development box on the homepage, select 'ARCP Outcomes'
1. Select the document relating to the ARCP you want to view

To download and review the ARCP Outcome Form:
2. Select 'download ARCP outcome as a pdf' at the bottom of the page

5.3 Completing a Stage of Training

A stage of training is complete when **all** 14 HiLLOs have an approved LOC form.

From the development box on the homepage, select 'Milestones and Certificates'
- Select the relevant milestone completion document (Eg ICM STG1, 2 or 3 Cert)
- Complete the form and select 'send for approval'.

6.   Portfolio administration

6.1   Reviewing recent portfolio activity

The ten most recent portfolio entries are displayed on the homepage. This is the easiest way to find partially completed/unsubmitted entries for editing.

1. To edit a form click on the title.
2. Once a form has been approved/saved it can be removed from the list by clicking 'dismiss'
3. Older forms can be found by clicking 'view all my form submissions'.

6.2   Storing documents for later use

The document store is a place to upload files that you want to link to a personal activity or PDP item that you do not necessarily plan to create straight away. Note the following:

- Once a document has been linked it cannot be deleted from the document store
- Once it has been linked to a personal activity or a PDP, it cannot be linked to anything else
- A document can only be linked to a PDP or personal activity
- It also cannot be linked to a PDP or personal activity that is already created
- Documents within the document store are not visible on an ESSR
- An ARCP panel will not be able to access or view any items saved in your document store.

Due to these limitations, we recommend only using the document store if you will not have access to your files and the LLP on the same device.

To upload a document to the document store:
From the development box on the homepage, select 'document store'
1. Select 'upload new document'
2. Choose the file
3. Add a description (optional)
4. Select 'upload'

The document will now appear in your list of documents (which has a search function).

To link a document to a PDP or personal activity:
1. Select 'create new PDP item' or 'create new personal activity'
2. Create the PDP item or personal activity

6.3   Downloading your portfolio

Click your name from the top banner
1. Scroll to the bottom of the page
2. Select 'generate new portfolio'

After a while, an option to download the portfolio will appear just above where you selected 'generate new portfolio' (a notification will appear on your homepage when it is available).

7.   Appendix

Further detail on common tasks

7.1   Adding Assessors

1.   Select 'Choose assessor'
2.   Either select an assessor from the list of recent assessors you may have had or search for an assessor
3.   If the assessor is not a registered user of the portfolio, select 'request guest assessor' and complete the form (all boxes are mandatory).

7.2   Adding learning outcomes

Adding learning outcomes to an item associates it with a HiLLO. It is available whenever the 'Add learning outcomes' option appears.

1.   Click 'add learning outcomes'
2.   Check that the correct curriculum for your stage of training is selected
3.   Select the HiLLO you want to link to from the list
4.   Check that the linking is appropriate from the information provided; if not select 'return to curriculum' and select a different HiLLO
5.   Scroll down and select 'link'
6.   If you want to link to another HiLLO, select 'return to curriculum' and repeat as necessary
7.   When you have linked all the HiLLOs you want to, select 'return to …'

7.3   Adding supporting documentation

Files can be uploaded and attached to entries/forms whenever the 'Add supporting document' option appears.

1.   Select Add supporting document>Choose file
2.   Select the file you want to attach
3.   If the file name doesn't easily describe what the document is, a description can be added
4.   Click 'add to…'

To add further documents
5.   Repeat the process above.