

# Leiðbeiningar fyrir handleiðara um gerð TAB summary report

Inga Sif Ólafsdóttir  
Kennslustjóri kandiáata LSH  
Formaður í nefnd um skipulag námsblokka fyrir læknakandiáata í  
starfsnámi

Maí 2021

Logga sig inn á ePortfolio (nhseportfolios.org) með notendanafni (**Username**) sem er eftirnafn ykkar og 4 tölustafir og lykilorði (**Password**) og klikka svo á **Log In**

The screenshot shows the ePortfolios website interface. At the top left is the ePortfolios logo. On the top right are navigation links: Log In, About, Releases, and Help Centre. A light blue banner at the top states: "This site uses cookies. By continuing to browse the site you agree to our use of cookies. Read our cookie statement." Below this is a login form with two input fields: "Username" and "Password". A vertical line with "or" separates these from a "10-digit Login Code" field. A green "Login" button is at the bottom of the form. A link "Forgot your login details?" is also present. Below the form are three statistics: "14.3m forms", "587k users", and "7.93m tickets". At the bottom is a grid of logos for various partner organizations, including the Royal College of Physicians, BMS British Menopause Society, NHS Education for Scotland DENTAL, DMS, FSRH, College of Family Physicians, NHS Frimley Health NHS Foundation Trust, The Faculty of Intensive Care Medicine, King's College London, NHS Education for Scotland PHARMACY, The Royal College of Emergency Medicine, The STI Foundation, NHS South Warwickshire NHS Foundation Trust, NHS University Hospitals Birmingham NHS Foundation Trust, The University of Buckingham Medical School, Brighton and Sussex medical school, University of Dundee, University of Glasgow College of Medical, Veterinary & Life Sciences, London Ambulance Service NHS Trust, NHS Keele University School of Medicine, University of Leicester, University of Oxford, Queen's University Belfast, University of Sunderland, Swansea University Prifysgol Abertawe Medical School Ysgol Ffestiogaeth, University of Bristol, UCL, and Warwick University.

Þá opnast forsiðan og námslæknir sem er skráður á viðkomandi handleiðara birtist. Ef ekki athugið hvort þið séuð að skoða undir réttu hlutverki (Select Role- Iceland Educational Supervisor)

Dr Inga Sif Olafsdottir  
External Assessor

External Assessor Home

Your account contains other roles. To access them, click your role in the header above.

**My Tickets To Complete**

You have no tickets to complete.  
This list is restricted to only display non-expired and non-declined tickets.

**Pre-filled Details**

**Assessor Name:**  
Inga Sif Olafsdottir

**Assessor Designation / Job Title:**  
Consultant / GP Principal (Clinical / Educational Supervisor)

**Select Role**

- External Assessor ✓
- Iceland Clinical Supervisor
- Iceland Educational Supervisor
- Physician Clinical Supervisor
- RCEM Clinical Supervisor

Assessor Designation / Job Title:

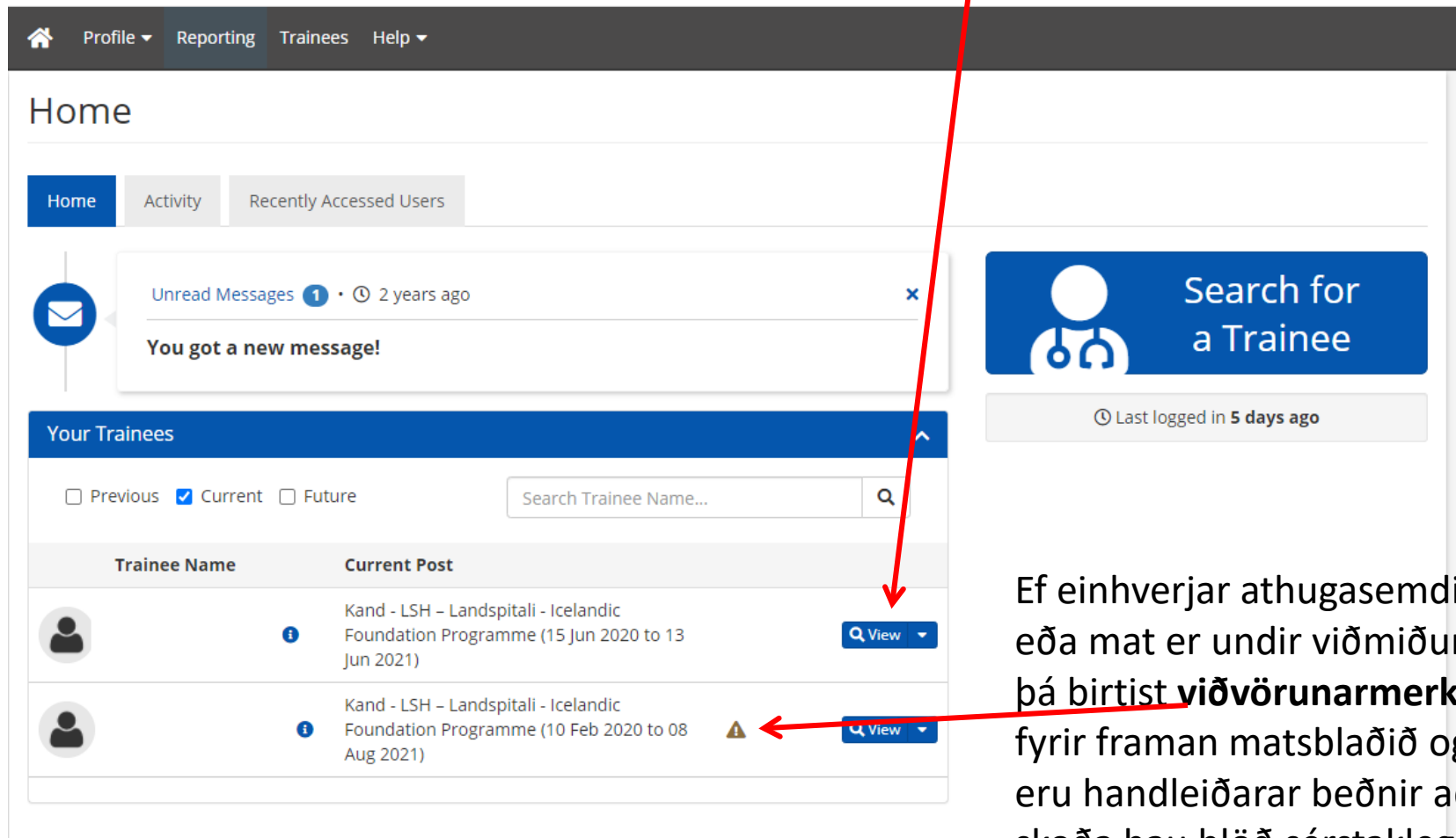
- Hér er ég t.d. skráð sem

„External Assessor“ sem gerist allaf eftir að ég hef fyllt út matsblað fyrir einhvern námslækni sem ég er ekki handleiðari fyrir.




Og þá þarf að breyta því með því að ýta á örina og þá opnast felligluggi

Og velja **Iceland Educational Supervisor**

Þá opnast forsiðan og námslæknir sem er skráður er á viðkomandi handleiðara birtist. Til að fara inn á ePortfolio þess kándíats er klikkað á **View**

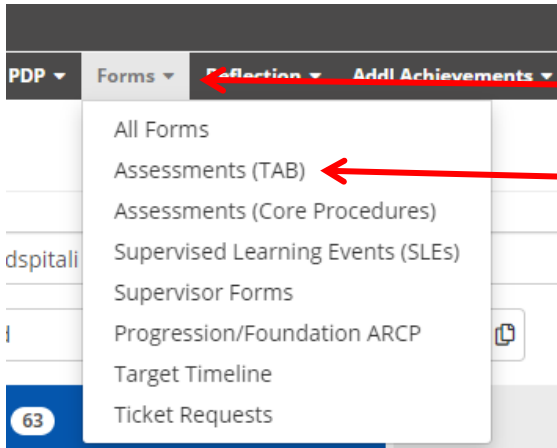


The screenshot shows a web application interface with a dark navigation bar at the top containing 'Profile', 'Reporting', 'Trainees', and 'Help'. Below this is a 'Home' section with tabs for 'Home', 'Activity', and 'Recently Accessed Users'. A notification box indicates 'Unread Messages 1 • 2 years ago' and 'You got a new message!'. On the right, there is a 'Search for a Trainee' button and a 'Last logged in 5 days ago' indicator. The main content area is titled 'Your Trainees' and includes filters for 'Previous', 'Current', and 'Future', along with a search bar. A table lists trainees with columns for 'Trainee Name' and 'Current Post'. The first entry is 'Kand - LSH - Landspítali - Icelandic Foundation Programme (15 Jun 2020 to 13 Jun 2021)' with a 'View' button. The second entry is 'Kand - LSH - Landspítali - Icelandic Foundation Programme (10 Feb 2020 to 08 Aug 2021)' with a 'View' button and a warning icon.

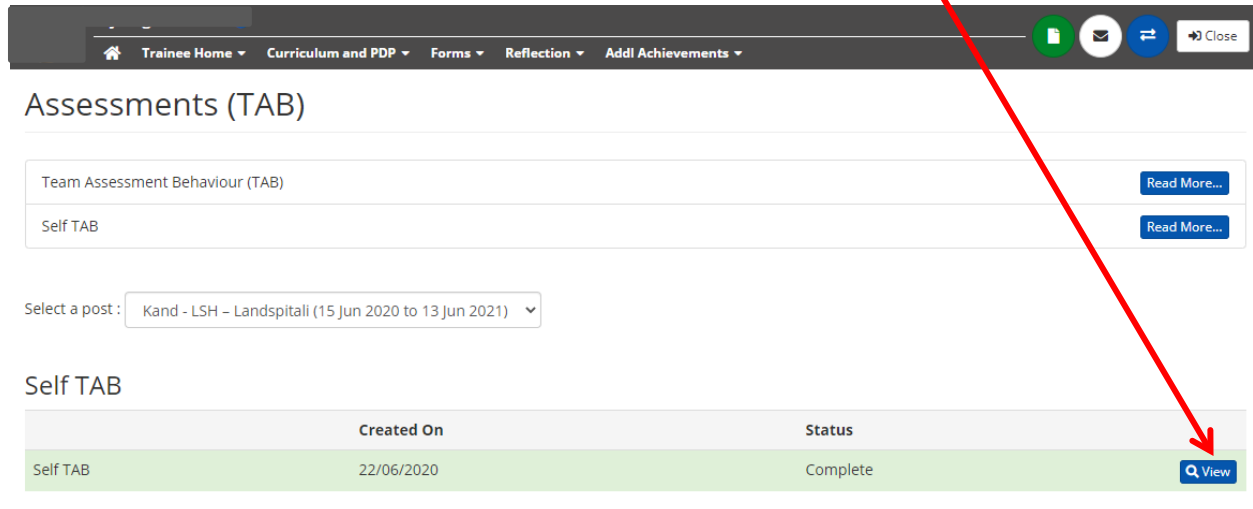
Trainee Name	Current Post
	Kand - LSH - Landspítali - Icelandic Foundation Programme (15 Jun 2020 to 13 Jun 2021) <a href="#">View</a>
	Kand - LSH - Landspítali - Icelandic Foundation Programme (10 Feb 2020 to 08 Aug 2021)  <a href="#">View</a>

Ef einhverjar athugasemdir eða mat er undir viðmiðum þá birtist **viðvörðunarkerki** fyrir framan matsblaðið og eru handleiðarar beðnir að skoða þau blöð sérstaklega

# TAB (Team Assessment Behavior) = þverfaglegt mat



- Best er að fara í flipann **“Forms”** og velja **“Assessments (TAB)”**
- Þar sést efst **“Self TAB”** sem námslæknir hefur gert sjálfur og skoða má með því að velja **“View”**



# Þverfaglegt mat (TAB)

The TAB is COMPLETE

Category	Min	Max	Completed	Assessors	Ticket Code	Created On	Status	
Consultant / GP Principal (Clinical / Educational Supervisor)	2	-	2	Ragnar Bjarni Grímsson, Educational Supervisor	mffkay6qzf	09/07/2020	Complete	<a href="#">View</a>
				Laufey Yr Sigurðardóttir, Clinical Supervisor	4mxBa73yy8	27/07/2020	Complete	<a href="#">View</a>
				Margrét Dís Óskarsdóttir, Consultant / GP Principal (Clinical / Educational Supervisor)	96z2x8k39e	15/07/2020	Outstanding	<a href="#">More</a>
				Margrét Dís Óskarsdóttir, Consultant / GP Principal (Clinical / Educational Supervisor)	3w6nc3ja9	15/07/2020	Outstanding	<a href="#">More</a>
Doctors (more senior than F2)	1	-	2	Viktoría Hróbjartsdóttir, SpR/ST3+	7332jph7rs	16/07/2020	Complete	<a href="#">View</a>
				Sara Magnæa Arnarsdóttir, SpR/ST3+	9sjny8yq4w	24/07/2020	Complete	<a href="#">View</a>
Senior Nurse (Band 5+)	2	-	4	Fjóla Helgadóttir, Practice Nurse	26bbh7m84g	09/07/2020	Complete	<a href="#">View</a>
				Bórdís Gerður Jónsdóttir, Other Nurse	wf9nn5d32e	24/07/2020	Complete	<a href="#">View</a>
				Guðrún Þóra Björnsdóttir, Sister / Charge Nurse	n3d2363e85	29/07/2020	Complete	<a href="#">View</a>
				Pálína Hugrún, Practice Nurse	pbe96g4254	02/08/2020	Complete	<a href="#">View</a>
				Sandra Heiðarsdóttir, Senior Nurse (Band 5+)	wqsc927gzx	09/07/2020	Outstanding	<a href="#">More</a>
				Carina, Senior Nurse (Band 5+)	mrs6d79m5x	02/08/2020	Outstanding	<a href="#">More</a>
Allied Healthcare Professional / Additional team members	2	-	2	Helga Liv Gísladóttir, Healthcare Assistant	a8ry3dvwg24	23/07/2020	Complete	<a href="#">View</a>
				Sigríður Evelyn, Healthcare Assistant	2x57266b24	02/08/2020	Complete	<a href="#">View</a>
				Ritari barnadeild, Allied Healthcare Professional / Additional team members	yqg4s522gw	02/08/2020	Outstanding	<a href="#">More</a>
Foundation Doctor	0	2	0	No Tickets or Forms have been created for / by this group of Assessors				
Pharmacist	0	-	0	No Tickets or Forms have been created for / by this group of Assessors				
Other (none of the above)	0	-	0	Finnbogi Ómarsson, Deildarlæknir	8y7y5qk865	21/07/2020	Outstanding	<a href="#">More</a>

- Hér sést dæmi um fullgert TAB (COMPLETE)
- Námslæknir er með 10 eða fleiri matsblöð frá tilskyldum starfsstéttum og engar alvarlegar athugasemdir (þríhyrningar)
- Skoða má hvert matsblað með því að velja **“View”**

10 Tabs in total are complete (10 ticketed / 0 non-ticketed). There are 6 outstanding tickets.

Create a ticket for the TAB

Assessor Role

Assessor Name

Assessor Email

Comments

[Add](#)

Summary TAB

The Summary TAB will appear here when available.

State
Summary TAB Not Released <a href="#">+ Create</a>

Næst er að gera samantektarblaðið sem er neðst á síðunni **Summary TAB** og veljið **“Create”** er rétt að gera það nú (sjá leiðbeiningar á heimasíðu kándídata)

# Summary TAB



- Hér sést dæmi um námslækni sem hefur fengið fullnægjandi frá öllum samstarfsmönnum en námslæknir sjálfur hefur metið sig með „**Some Concern**“ í Verbal Communication skills
- Handleiðari klárar svo að fylla út skjalið og merkja sem „release Summary to Trainee“ ef engin atriði eru þar sem þarf að ræða við námslækni.

# Hvenær á að gera Summary TAB

- Ef námslæknir er kominn með lágmarks fjölda TAB matsblaða (10) getur handleiðari gert Summary TAB. Lágmarksfjöldi er 10 matsblöð sem skiptast í:
  - A.m.k. 3 svör frá sérfræðilæknum (má vera eitt frá sérnámslækni/deildarlækni)
  - A.m.k. 2 svör frá hjúkrunarfræðingum
  - A.m.k. 2 svör frá öðrum starfsstéttum (s.s. Sjúkraliðum, sjúkráþjálfurum, félagsráðgjöfum, iðjuþjálfurum, riturum)
  - A.m.k. 3 svör frá valfrjálsri starfsstétt
- TAB matsblöðin eiga að vera gerð á innan við þriggja mánaða tímabili



# Hlutverk handleiðara

- Handleiðari skoðar samantektina og ef einhver frávik eru (gular/rauðar súlur) verður handleiðari að skoða þau matsblöð sérstaklega og ræða við námslækni.
- Einnig eru handleiðarar hvattir til að ræða við námslækni ef misræmi er milli þess sem þau merkja við í “Self TAB” og þess sem fram kemur frá öðrum samstarfsaðilum. Slíkt er oft frábært tækifæri til ígrundunar (reflection) og rétt að hvetja námslækni til að gera ígrundun um þverfaglega matið.

Í einstaka tilfellum er augljóst að merkt hefur verið vitlaust í eyðublaðið (t.d. ef merkt er við major concern (rauð súla) – en svo eru öll ummælin ekki í samræmi við það). Þá getur handleiðari valið að “afhaka” það matsblað úr Summary TAB – og endurgera samantektina án þess matsblaðs (Refresh Summary Form)

ATH. alltaf verður þó lágmarksfjöldi (10 TAB) að vera til staðar og frá viðeigandi starfsstéttum

Select Role ▾ Profile ▾ Reporting Trainees Messages Help ▾

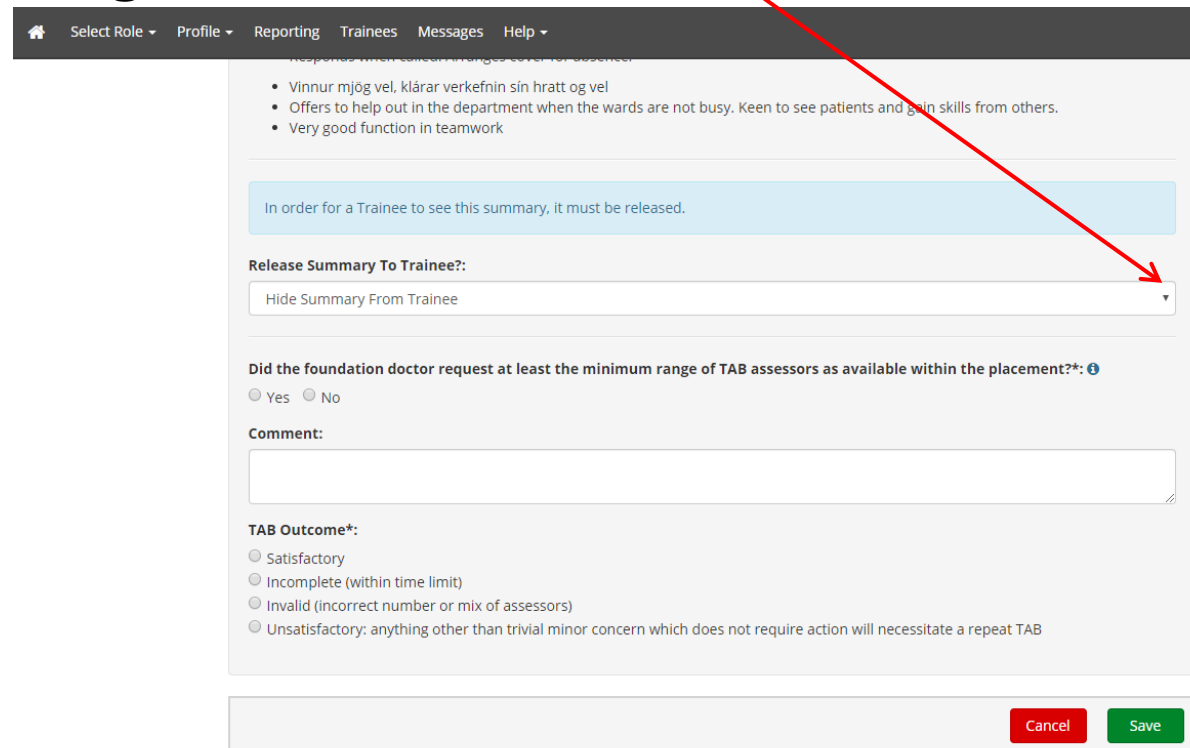
Summary TAB for **Kand**

Select the forms to be part of this release:

- Andri,
- Kristri
- Sigurb
- Jónas
- Zoe R
- Lóa Aí
- Björg,
- Brynd
- Heiða,
- Guðbj
- Palmi
- Halldó

Refresh Summary Form

Ef handleiðari er tilbúinn að birta samantektina (Summary TAB) þá er skrollað neðst í samantektina og þar þarf handleiðari að gera samantektarblaðið aðgengilegt fyrir kandídatinn með því að breyta “Hide Summary from Trainee” í “**Release Summary to Trainee**”. Það er gert með því að klikka á píluna og velja hinn valmöguleikann sem birtist



The screenshot shows a web interface with a dark navigation bar at the top containing links for Home, Select Role, Profile, Reporting, Trainees, Messages, and Help. Below the navigation bar, there is a list of bullet points: "Vinnur mjög vel, klárar verkefni sín hratt og vel", "Offers to help out in the department when the wards are not busy. Keen to see patients and gain skills from others.", and "Very good function in teamwork". A light blue box contains the text: "In order for a Trainee to see this summary, it must be released." Below this is a section titled "Release Summary To Trainee?" with a dropdown menu currently set to "Hide Summary From Trainee". A red arrow points to the downward-pointing triangle of this dropdown menu. Below the dropdown is a question: "Did the foundation doctor request at least the minimum range of TAB assessors as available within the placement?\*" with radio buttons for "Yes" and "No". There is also a "Comment:" field with a text input area. At the bottom, there is a "TAB Outcome\*" section with radio buttons for "Satisfactory", "Incomplete (within time limit)", "Invalid (incorrect number or mix of assessors)", and "Unsatisfactory: anything other than trivial minor concern which does not require action will necessitate a repeat TAB". At the very bottom right, there are "Cancel" and "Save" buttons.

## Að lokum þarf handleiðari að:

1. samþykkja að viðeigandi fjöldi matsblaða hafi borist, haka við **Yes (1)**,
2. Skrifa smá athugasemd (**Comment**) 1-2 línur með samantekt á ofangreindu mati **(2)**
3. merkja við hvaða TAB Outcome kandídatinn fær **(3)**
4. loks þarf að vista samantekarskjalið með því að ýta á Save **(4)** neðst í horninu hægra megin

• Vinnur mjög vel, klárar verkefni sín hratt og vel

• Offers to help out in the department when the wards are not busy. Keen to see patients and gain skills from others.

• Very good function in teamwork

In order for a Trainee to see this summary, it must be released.

Release Summary To Trainee?:

Release Summary To Trainee

**(1)** Did the foundation doctor request at least the minimum range of TAB assessors as available within the placement?\*:

Yes  No

Comment:

**(2)**

**(3)** TAB Outcome\*:

Satisfactory

Incomplete (within time limit)

Invalid (incorrect number or mix of assessors)

Unsatisfactory: anything other than trivial minor concern which does not require action will necessitate a repeat TAB

**(4)**

# Spurningar?

- Ef einhverjar spurningar eru við ég ykkur að hafa samband við [ingasif@landspitali.is](mailto:ingasif@landspitali.is)