ACP and Educational Supervisor Sign-off

2017 and 2022 ACP curriculum

The terminology and symbols for sign-off of the portfolio of evidence for credentialing by tACPs and Educational Supervisors has changed as we have migrated from the NHS Education for Scotland (NES) ePortfolio platform to risr/advance (formerly Kaizen) and transitioned from the 2017 to the 2022 ACP curriculum. The table below outlines the sign-off required for tACPs submitting for credential on both the 2017 and 2022 curriculum. Although the terminology used in NES for the 2017 curriculum is no longer in use, we have included it for comparison as many ACPs and supervisors are familiar with the previous terminology, and it may help to see what this has changed to in more recent submissions.

	2017 curriculum Submissions prior to Autumn 2021 - NES ePortfolio (for comparison)	2017 curriculum Submissions for Spring and Autumn 2024 - risr/advance ePortfolio (formerly Kaizen)	2022 curriculum Submissions from Spring 2024 onwards - risr/advance ePortfolio (formerly Kaizen)
Trainee ACP (tACP) comments on each competence / KC	Blue man for each competence, presentation and procedure	Curriculum Item Rating (CIR) for each competence, presentation and procedure	Curriculum and Syllabus Comment (CSC) for every KC within each SLO. **Please note:** the ACP ES is *not* required to complete CSCs.
Comments	Common competences rated level 1-4, presentations and procedures rated achieved / some experience / not achieved – with reflection		Should include reflection on how the ACP's evidence and clinical practise demonstrates the key capability has been met.
ACP Educational Supervisor (ACP ES) comments on each competence / KC	Red man for each competence, presentation and procedure	Curriculum Item Rating (CIR) for each competence, presentation and procedure **Please note** that 'goal marking' and resolution comments **will not** be accepted in lieu of CIRs. If CIRs have not been completed, the portfolio will be rejected at screening.	'Mark goal as' (options: achieved / partially achieved / not achieved / carried forward) with resolution comment for every KC in each SLO. The goal description details the entrustment level required in order to be 'achieved'
Comments	Common competences rated level 1-4, presentations and procedures rated achieved / some experience / not achieved – with comment		Rating is via an entrustment level for all Key Capabilities.

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Specialty Learning Outcomes (SLOs)			Within the final FEGS, the faculty must confirm that the tACP is working at the expected level for credentialing within each SLO, i.e. level 2b for SLOs 1 - 4, 7, 8 and 12, and level 3 for SLOs 9 - 11 (SLO6 has varying levels of entrustment depending on the procedural skill). Final FEGS to be completed no more than 3 months prior to the date of submission.
Clinical Syllabus			**ACP ES:** The clinical syllabus needs one overall sign-off from the ACP Educational Supervisor. This is included in the final Educational Supervisor Report (ESR). The ACP ES must confirm that the clinical syllabus has been reviewed and has adequate evidence. **tACP:** does **not** have to sign off each element of the clinical syllabus
Checklist	ACP Credentialing Checklist (Word doc) populated by the tACP and signed by the Educational Supervisor	ACP Credentialing Checklist (located on ACP's ePortfolio dashboard). ES marks each section as achieved and adds a brief resolution comment.	Final ESR and FEGS confirm that the ACP is ready to credential and is practising at the level of a medical trainee in Emergency Medicine at the end of the third year of training across the breadth of the RCEM ACP curriculum and clinical syllabus. **Please note** that, for the 2022 ACP curriculum, there is no longer a credentialing checklist on the ACP's ePortfolio dashboard. A table showing the mandatory assessments required for credentialing can be found in section 5.2.2 of the Curriculum document.