BSCCP Online Training System - Trainee Guide
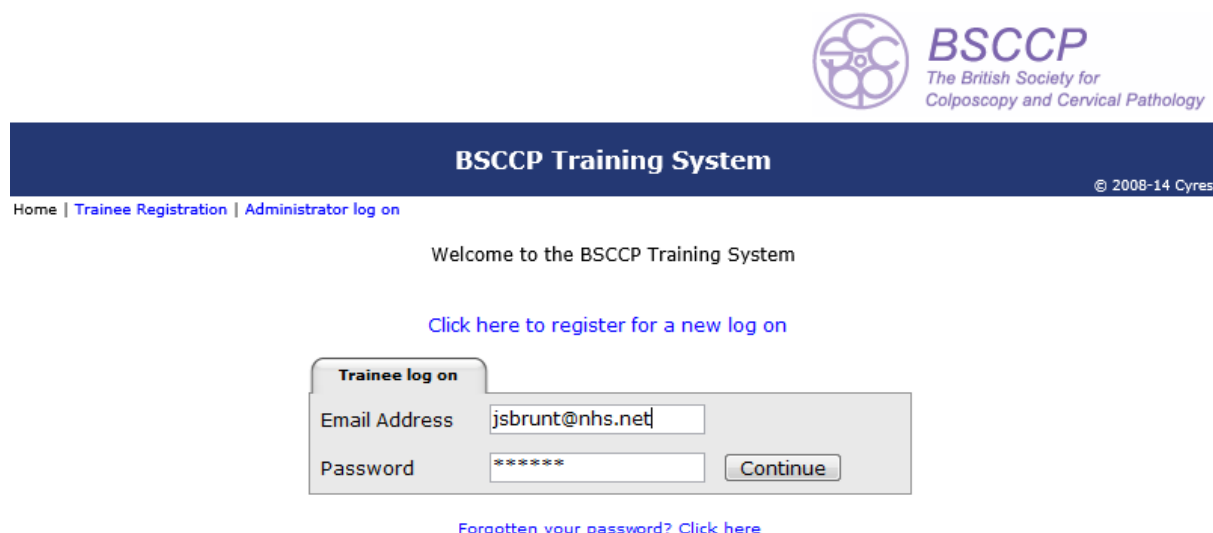
Contents

Introduction

The BSCCP Online Training System has been designed to be as easy to use as possible. However, it is recommended that all trainees read through this guide when they first start using the system to ensure they fully understand what they will have to do.

Registering for a New Log On

If you do not have a log on i.e. user name and password you will need to fill in your details and apply for one online.

You can do this by accessing the BSCCP Training site at www.bsccptraining.org or by going through the BSCCP web site.

The opening screen looks like this:

If you then click the link in the middle:

This will take you to an initial registration screen as follows:

Please complete the following registration form

Registration

Title	
Surname	
Forename(s)	
Registration Country	United Kingdom
Email	
Confirm Email	

Please enter the text displayed in the image below. This is a security measure to stop automatic form entry.

5AS39359

Continue

In here you will need to enter your Title, Surname, Forename(s), Registration Country and email address. You will need to enter your email address twice to ensure that you enter it correctly. If there is any difference in the entries you will be asked to correct it.

The Registration Country will be the United Kingdom, which is likely to be the default selection.

There is then a security measure i.e. you need to enter the characters displayed in the box below – this is to stop the form being filled in automatically by spammers and the like.

Tip: If you find it difficult to identify the characters in the box try squinting at them – this makes it easier! By the way the data entry is not case sensitive i.e. you can enter letters in lower case rather than upper case.

Once you have filled them in click the button to the right:

Continue
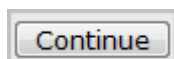
If you have entered an invalid email address or not correctly entered the characters you will get a message to this effect and you will need to try again. Once you have entered these correctly you will be taken on to the following screen:

This shows you your password. Make a note of it somewhere safe as you will need this to log back in later. Click **CONTINUE** once you are ready.

This will show you the following screen:

In here you can fill in as many details as possible. The first tab contains details of your name, home address and phone numbers.

The Training Module is a drop down with two options – Diagnosis Only or Diagnosis and Treatment. The option that you select here will determine whether or not you will have to submit Colposcopy Cases only or Colposcopy Cases and Treatments.

The Training Number will be provided at a later date by the BSCCP when they authorise your registration.

There are two other tabs – Hospital and Trainers. You can navigate to these other tabs either by clicking on them or you can use the controls at the bottom of the screen – click this control to move back a tab:
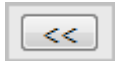
And this one to move forward to the next tab:
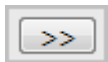
The Hospital tab enables you to enter details of the Hospital you work at:

As well as your qualifications, BSCCP Membership details and Colposcopy course attendance details.

© Cyres Ltd, July 2014. www.cyres.co.uk

The final tab enables you to enter details of your trainers:
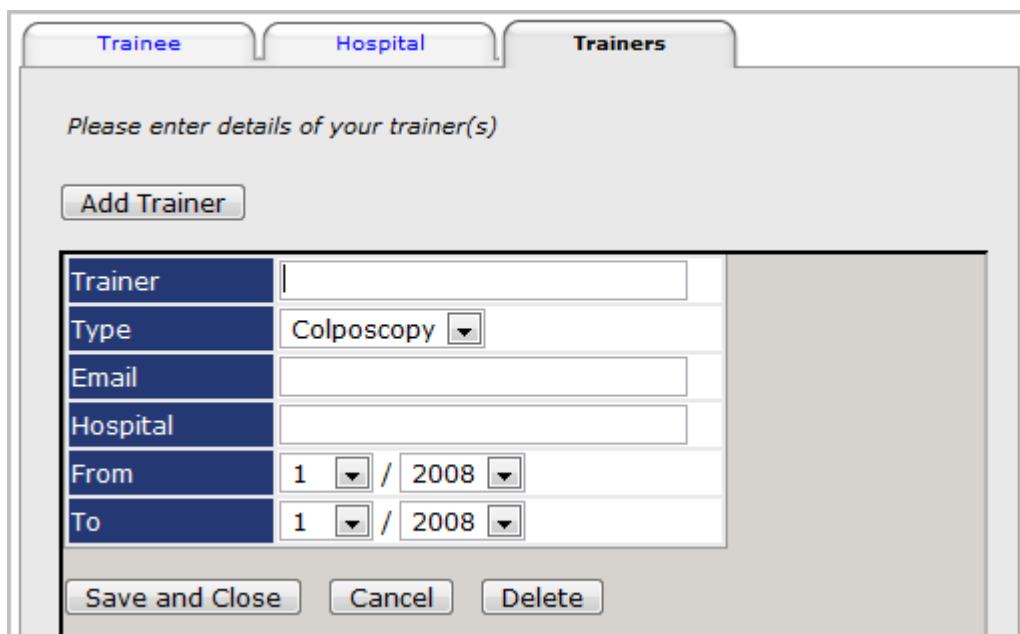
Click the Add Trainer button:

Which will then show you the following screen:

Which enables you to enter details of your trainers, their Hospital and Email details and dates that they trained you.

Tip: You will need to enter details of at least one Colposcopy, Cytology and Histology trainer before you can submit your Log Book.

Once you have entered details for a trainer you can click the SAVE AND CLOSE BUTTON. Alternatively you can CANCEL to abandon the entry.

If you need to edit or delete a trainer you can point and click their name from the list:

This will open up the record as follows:

And you can then edit the details before you click SAVE AND CLOSE to finish. Alternatively you can click the DELETE button to delete the trainer entry.

Once you have finished entering details you can click the button at the bottom of any of the tabbed screens:

To save and close.

Tip: you do not have to enter all details in a single go as you will see lower down – you can always save what you have done and come back at a later date to complete the information before submitting your registration to the BSCCP.

Once you click SAVE AND CLOSE this will take you to the following screen:

If you click CANCEL you simply go back to the Registration Form so you can carry on.

If you click LOG OUT you will log out of the BSCCP Training system – this takes you to the following screen:

Which confirms that you have logged out and offers you the choice to either log back in again or go to the BSCCP Home Page.

Finally if you click FINISH this will submit your application to the BSCCP who will check your details and authorise your account. Until they have done this you will not be able to get back in so you should only click FINISH once you have entered all the details and are sure you want to submit your registration.

Logging in to complete Registration Details

Until you finish your registration (see above) you can Log In again to update your details. From the Opening Screen simply enter your email address and Password that you were given when you first registered:

Click CONTINUE to access the details you have already entered. Once you have finished entering details click the save and close button at the bottom of one of the tabs:
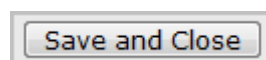
This will take you out to the screen described above – if you are now ready to submit your registration click the FINISH button.

Once you click FINISH you will get shown the following message:

Thank you for your registration.

Your administrator will validate your details and will email you once your registration has been approved.

This confirms that the Administrator at the BSCCP has been informed that you have registered. They will check your details and once your registration has been approved they will confirm this to you via email.

Confirmation Email

Once your registration has been approved by the BSCCP you will receive an email reminding you what your password is. You can then use your email address and this password to log in to the system.

© Cyres Ltd, July 2014. www.cyres.co.uk

Forgotten your Password?
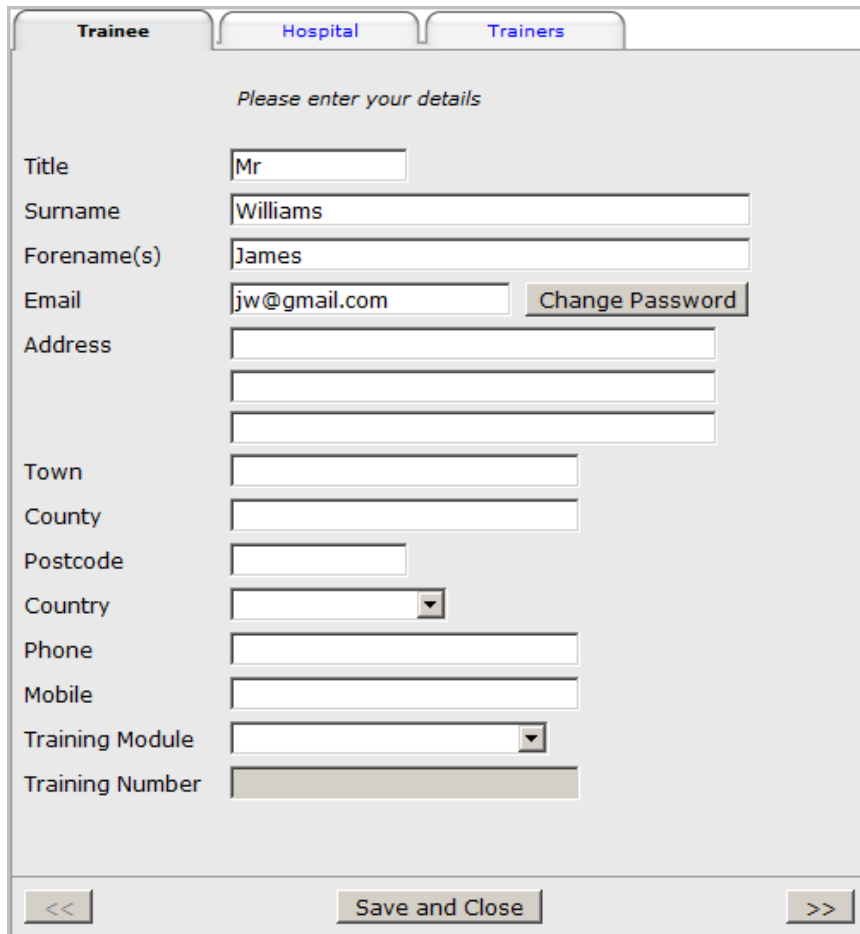
In order to log in you will need your email address and password. If you forget your password you can click on the link on the Log In screen:

Forgotten your password? Click here

This will send a password reminder to the email address you have entered – assuming of course you have entered this correctly!

Changing your Password

If you would like to change your password to something more familiar or easier to remember you will need to first of all log into the system. Once you have done this you will see the following screen:
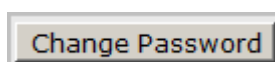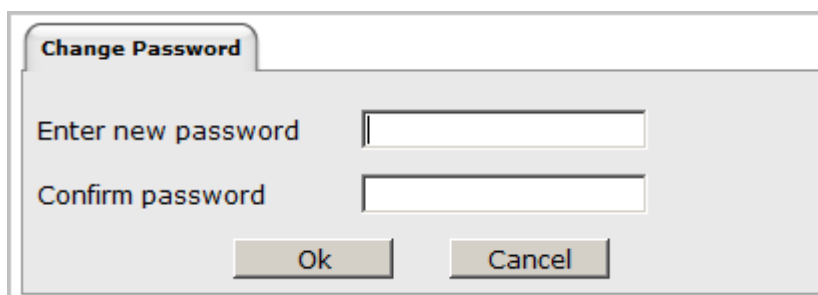
Click on the following button:

Which will then pop up the following screen:

You will need to enter the password twice and click OK in order to change your password. A password will need to be a minimum of 6 characters.

Once you have entered your new password and clicked OK you should get confirmation that your password has been successfully changed:

Change Password

Your password has been updated
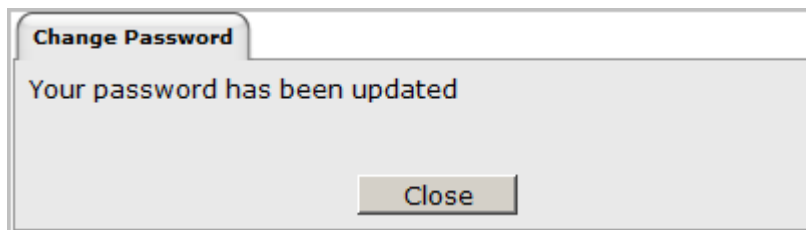
Close

Click CLOSE to complete the process.

Accessing the BSCCP Training Log Book

Once your registration is approved you can log in with your email and password which will take you to the following screen:

This is what the top half looks like. You can click the Trainee button:

To update details about yourself, your hospital, qualifications, trainers etc.

You can click the Add New button within the Colposcopy cases section:
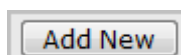
To add new Colposcopy cases.

Or you can add the Add New button within the Treatment Cases section to add details of Treatments.

In the lower half of the screen you will see the headings from the Log Book:

Log book

Section ID	Section Name	Completion Date
	Theoretical understanding record	
1	The Normal Cervix	15/05/2013
2	Cervical Neoplasia	
3	Cervical Screening	
4	Vaginal Neoplasia	
5	Vulval Neoplasia	
6	Perianal and Anal Neoplasia	
7	Other conditions of the lower genital tract	
8	Pregnancy and Contraception	
9	Cytology	
10	Histology	
11	The Equipment	
12	Principles of Management	
	Practical competence record	
A1	Preparatory / Preliminary Skills	
A2	Colposcopic Examination	
A3	The normal cervix	
A4	The abnormal lower genital tract	
B1	Practical Procedures	
C1	Administration	
D1	Communication	
E1	Audit	

You can access these different sections of the Log book that cover Theoretical Understanding and Practical Competence records by simply clicking on the titles.

Below this is a section that enables you to add details of Assessments done:

Finally there are two buttons at the bottom

A SUBMIT button which should only be selected once you have entered the requisite number of cases and treatments as well as completing all the sections of the Log Book – and a LOG OUT button which enables you to log out.

Adding Colposcopy Cases

In order to add a new Colposcopy Case you need to click on the ADD NEW button within the Colposcopy Cases section of the menu i.e.

When you click this button you will see the following screen:

All fields displayed in bold must be completed before submitting your log book

Colposcopy

Case Number (1 - 999)

Trainer

Colposcopy date _dd/mm/yyyy_

Supervision Direct

Referral Cytology

HPV Positive

Referral Cytology Date _dd/mm/yyyy_

☐ Repeat cytology at colposcopy?

Repeat cytology grade

Colposcopy appointment type New

Cervix colposcopic opinion

Vagina colposcopic opinion

☐ Squamocolumnar junction seen?

Cervix - biopsy type

Please give reason for no biopsy

Cervix - Histological diagnosis

Vagina - biopsy type

Please give reason for no biopsy

Vagina - Histological diagnosis

Save and Close   Cancel   Delete

In here you need to enter as many details as possible for the case.

All those fields marked in bold will need to be filled in before you can submit the log book.

When you have entered as much as possible you can click SAVE AND CLOSE at the bottom of the screen to complete the entry of the case.

You do not have to enter all details in one go – you may not have all the information about the case. Look at the section below on EDITING CASES to see how to go back to a case and add further data.

Enter a Case Number that will help you identify the case in future – this can be up to three digits in length.

The Trainers available will be those entered within the Trainers Tab under the Trainee section – so if you need to select a trainer that is not in the list you will need to enter details within your Trainee section first.

Enter dates in the format described i.e. dd/mm/yyyy.

Other data can be entered by means of the drop downs or lookups i.e. click the arrow to open up the list and select the option from here. Some of these will only become available once other selections are made e.g. the Repeat Cytology Grade is only available once you have entered the fact that they had Repeat Cytology at Colposcopy.
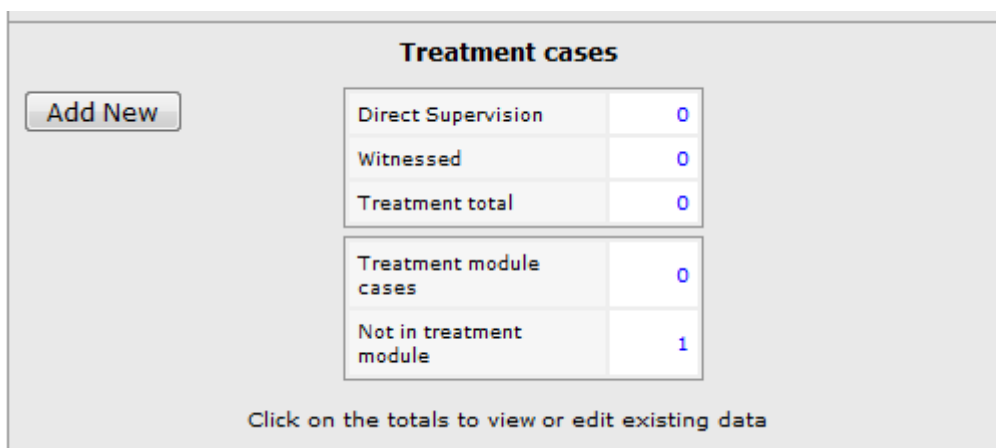
When Review cases are not available it is possible to enter NEW cases in as REVIEW cases.

Once you have finished click the button at the bottom of the screen:

Save and Close
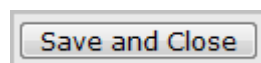
Adding Treatment Cases

To add a new Treatment Case simply click the ADD NEW button within the Treatment Cases section:

Treatment cases

Add New

Direct Supervision	0
Witnessed	0
Treatment total	0

| Treatment module cases | 0 |
| Not in treatment module | 1 |

Click on the totals to view or edit existing data

This will bring up a screen as follows:

If more than one biopsy, enter the highest grade. (If cGIN/CIN, add both)

Within this you can either select an existing Case Number by clicking the drop down against Case Number – this will then fill in some of the other boxes from data already entered for that patient.

Alternatively you can add a new Case Number by clicking the button beside the Case Number box:
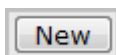
And then enter the new Case Number.

Enter all other details as necessary – again some boxes will only become available depending on what you enter.

Click SAVE AND CLOSE at the bottom when complete.

Editing Colposcopy Cases or Treatment Cases

If you want to go back to a case that you have already entered in order to add further data you can do so as follows.

First of all identify what sort of case it is i.e. is it a Colposcopy Case or a Treatment Case. If it is Colposcopy is it a Direct or Indirect Case and is it High Grade, Low Grade or Review? Once you have worked out which case it is click on the figure to the right of the relevant entry e.g. if it is a Direct New High Grade click on the number 2 in the example below:

If you are not sure you can always click the totals e.g. if you click the Direct Total figure you will see all 4 Direct cases listed as follows:

<< Back

	Case Number	Trainer	Colposcopy date	Referral Cytology	Colposcopy appointment type	Squamocolumnar junction seen?	Cervix colposcopic opinion	Cervix - biopsy type	Cervix - Histological diagnosis	Vagina colposcopic opinion	Vagina - biopsy type	Vagina - Histological diagnosis
Edit	1	Mr Peter Finch	12/02/2006	Borderline glandular	New		HPV / inflammatory / benign			HPV / inflammatory / benign		
Edit	3	Mr Fitzherbert	03/05/2008	Borderline NOS	New	Y	CIN low grade			VaIN high grade		
Edit	4	Mr Fitzherbert	02/02/2008	Severe / ?invasion	Review	Y	CIN low grade			VaIN low grade		
Edit	321	Dr Patient	13/04/2006	Borderline ?high grade	New	Y	CIN high grade	Excisional biopsy		HPV / inflammatory / benign		

Identify which case it is you want to view or edit and then click the EDIT link to the left of that case. This will open up the case as follows:

All fields displayed in bold must be completed before submitting your log book

Colposcopy

Case Number (1 - 999)   123

Trainer   ▾

Colposcopy date   1 Feb 2012   *dd/mm/yyyy*

Supervision   Direct ▾

Referral Cytology   Negative ▾

HPV Positive   ▾

Referral Cytology Date   *dd/mm/yyyy*

☐ Repeat cytology at colposcopy?

Repeat cytology grade   ▾

Colposcopy appointment type   New ▾

Cervix colposcopic opinion   ▾

Vagina colposcopic opinion   ▾

☐ **Squamocolumnar junction seen?**

Cervix - biopsy type   ▾

Please give reason for no biopsy

Cervix - Histological diagnosis   ▾

Vagina - biopsy type   ▾

Please give reason for no biopsy

Vagina - Histological diagnosis   ▾

[Save and Close]   [Cancel]   [Delete]

And you can edit the data as necessary. Click SAVE AND CLOSE at the bottom to complete, or click CANCEL to abandon any changes made.

If you click a total and realise that the case you want to View or Edit is not among those listed and you want to go back to the menu you can click the BACK link in the top left corner:

<< Back

	Case Number	Trainer	Colposcopy date	Referral Cytology	Colposcopy appointment type	Squamocolumnar junction seen?	Cervix colposcopic opinion	Cervix - biopsy type	Cervix - Histological diagnosis	Vagina colposcopic opinion	Vagina - biopsy type	Vagina - Histological diagnosis
Edit	1	Mr Peter Finch	12/02/2006	Borderline glandular	New		HPV / inflammatory / benign			HPV / inflammatory / benign		
Edit	3	Mr Fitzherbert	03/05/2008	Borderline NOS	New	Y	CIN low grade			VaIN high grade		
Edit	4	Mr Fitzherbert	02/02/2008	Severe / ?invasion	Review	Y	CIN low grade			VaIN low grade		
Edit	321	Dr Patient	13/04/2006	Borderline ?high grade	New	Y	CIN high grade	Excisional biopsy		HPV / inflammatory / benign		

Entering details within the Log Book

The Log Book is divided into two main sections – a Theoretical Understanding Record and a Practical Competence Record.

Within each of these two there are several sub sections. Each one contains a series of check boxes which need to be ticked to confirm the competences.

You can access any of these sub sections by simply clicking the name – so if you click on CERVICAL SCREENING for instance you will open up a screen as follows:

3	**Cervical Screening**	
3.1	Rationale	☐
3.2	National Screening Guidelines	☐
3.3	Risks of screening • limitations • disadvantages	☐
3.4	Fail safe mechanisms	☐
3.5	Quality assurance and performance criteria	☐
3.6	Indications for referral thresholds (to colposcopy clinic)	☐
3.7	Standards of care for colposcopy (NHSCSP)	☐

Save and Close

To confirm each competence just click the box to the right. Click the SAVE AND CLOSE button at the bottom to complete the data entry.

You will see that if you complete all the competences within a section that when you close the system will automatically record the date against that section e.g.

Log book		
Section ID	Section Name	Completion Date
	Theoretical understanding record	
1	The Normal Cervix	20/08/2008
2	Cervical Neoplasia	20/08/2008
3	Cervical Screening	20/08/2008

All competences have to be ticked before you can submit your Log Book.

Deleting a Colposcopy Case or Treatment

If at any stage you decide you want to remove all details of a Colposcopy Case or Treatment you will first need to identify the relevant one i.e. drill down on the relevant group e.g.

To see summary details of all the cases i.e.

<< Back

	Case Number	Trainer	Colposcopy date	Referral Cytology	Colposcopy appointment type	Squamocolumnar junction seen?	Cervix colposcopic opinion	Cervix - biopsy type	Cervix - Histological diagnosis	Vagina colposcopic opinion	Vagina - biopsy type	Vagina - Histological diagnosis
Edit	1	Mr Peter Finch	12/02/2006	Borderline glandular	New		HPV / inflammatory / benign			HPV / inflammatory / benign		
Edit	3	Mr Fitzherbert	03/05/2008	Borderline NOS	New	Y	CIN low grade			VaIN high grade		
Edit	4	Mr Fitzherbert	02/02/2008	Severe / ?invasion	Review	Y	CIN low grade			VaIN low grade		
Edit	234				New							
Edit	321	Dr Patient	13/04/2006	Borderline ?high grade	New	Y	CIN high grade	Excisional biopsy		HPV / inflammatory / benign		

Click the EDIT option to the left of the case to be deleted to open up that case:

All fields displayed in bold must be completed before submitting your log book

And then click the button at the bottom of the screen marked DELETE:

You will get a confirmation screen that asks you to confirm that this is what you want to do:

Case Number: 234

Are you sure you want to delete this colposcopy case?

Yes   No

If you click the YES button the case will get deleted. There is no undo function so only delete those cases that you are sure you want to get rid of!
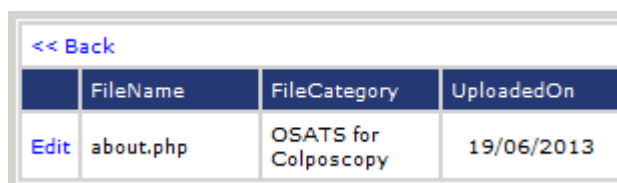
Adding Assessments

You will also need to add details of OSATS / CDB's and Mini-CEX. This is the section on the Main Screen that looks like this:
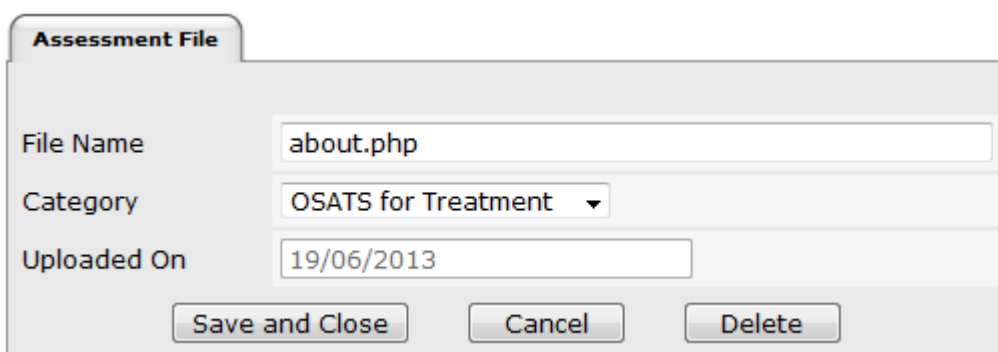
You can drill down to view details of which files have previously been uploaded by simply clicking on the summary number in the uploaded column – so if we click on the number 1 above it shows us something like this:
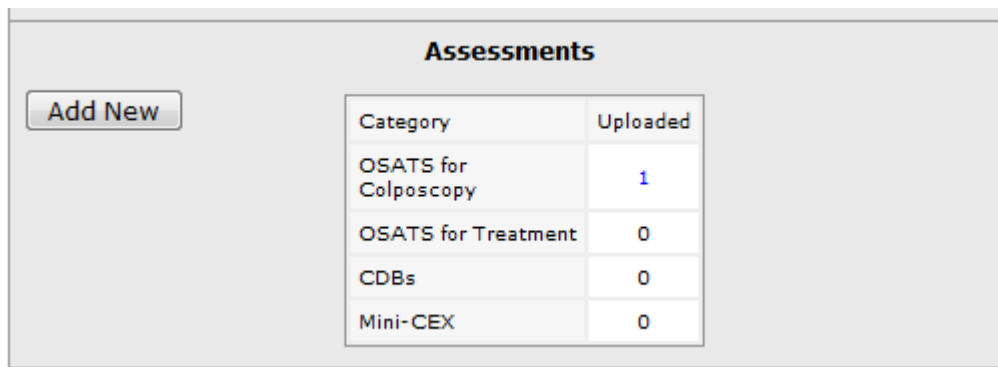

If you click the EDIT option to the left of one the the files you can then see more details about it and edit the category within which you put it. You will not be able to change the filename or the date on which it was added:

If you do need to change the name or realise you have uploaded the wrong file simply click the DELETE button and upload the correct one.

You can upload details of new assessments by clicking the ADD NEW button which will give you the following screen:

From within here you can click BROWSE to search for the file to be uploaded – once selected click OPEN; you can then select the Category of file from the drop down.

Once you click SAVE AND CLOSE the system will upload the file selected and log the date.

Submitting your Log Book

Once you have completed the requisite number of Colposcopy Cases, and Treatments if you selected the Diagnosis and Treatment Module, and filled in the Log Book, you can click the button at the bottom of the Main Screen to submit your Log Book and Case details:

If you click this the system will check that all details have been entered and you will get a series of reports back as follows:

Trainers	
Cytology	0
Colposcopy	1
Histology	0
You must enter at least one of each type of trainer	

This first section shows that there are two trainers missing i.e. at least one Cytology and one Histology trainer need to be entered.

The next section shows which Colposcopy cases are missing data:

Colposcopy missing data	
Missing: Trainer	2
Missing: Colposcopy date	1
Missing: Referral Cytology	1
Missing: Referral Cytology Date	2
Missing: Cervix - biopsy type	2
Missing: Cervix colposcopic opinion	2

So in this example there is missing data in all sections. You can click on the total to see a list of the cases and you can then edit them to enter the missing data.

The next section shows which Treatment Cases are missing data:

Treatment missing data	
Missing: Trainer	1
Missing: Referral Cytology	1
Missing: Outpatient treatment method	1

The next shows which of the Log Book sections have not been fully completed:

Log book sections not completed	
10	Histology

The next one gives a summary of the total numbers of Colposcopy cases required and the total number entered:

Colposcopy cases	Required	Cases
Direct new high grade	1	2
Direct new low grade	1	1
Direct review	1	1
Indirect new high grade	1	1
Indirect new low grade	1	1
Indirect review	1	0

This is just for the test system (the real numbers are much higher than this obviously) but this one shows that just one of each case is required but there are none for Indirect Review.

The section below this shows how many Treatment Cases are required and how many have been entered.

Treatment cases		
	Required	Cases
Direct Supervision	1	2
Witnessed	1	2

Finally is the section that shows the necessary number of Assessments and how many have been uploaded:

Category	Required	Uploaded
OSATS for Colposcopy	5	1
OSATS for Treatment	5	0
CDBs	6	0
Mini-CEX	10	0

Until the requisite number of Colposcopy and Treatment cases have been entered and all the competences have been logged and Assessments uploaded, then you cannot SUBMIT i.e. the button will be greyed out.

You must therefore complete all the data entry. Once you have done this the SUBMIT button within this summary screen becomes available:
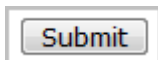
Submit

Once you click this you will no longer have access to the system i.e. you will not be able to log on to view or edit any data.

You will be shown the following message on screen:

Thank you for submitting your cases and log book.

You must now ask your trainer to send a letter to the BSCCP allowing you to sit the OSCE.

This tells you that you should get your trainer to send a letter to the BSCCP allowing you to sit the OSCE exam.

Once you have submitted your Log Book If you try to access your account i.e. Log On you will get the following message:
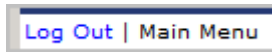
Trainee log on

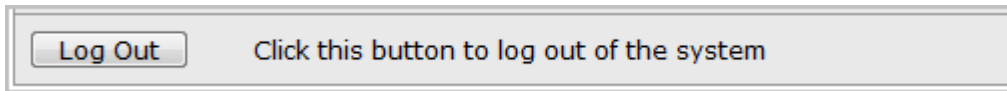Email Address   bw@cyres.co.uk

Password   ******   Continue

Your have already submitted and can no longer log in to the system
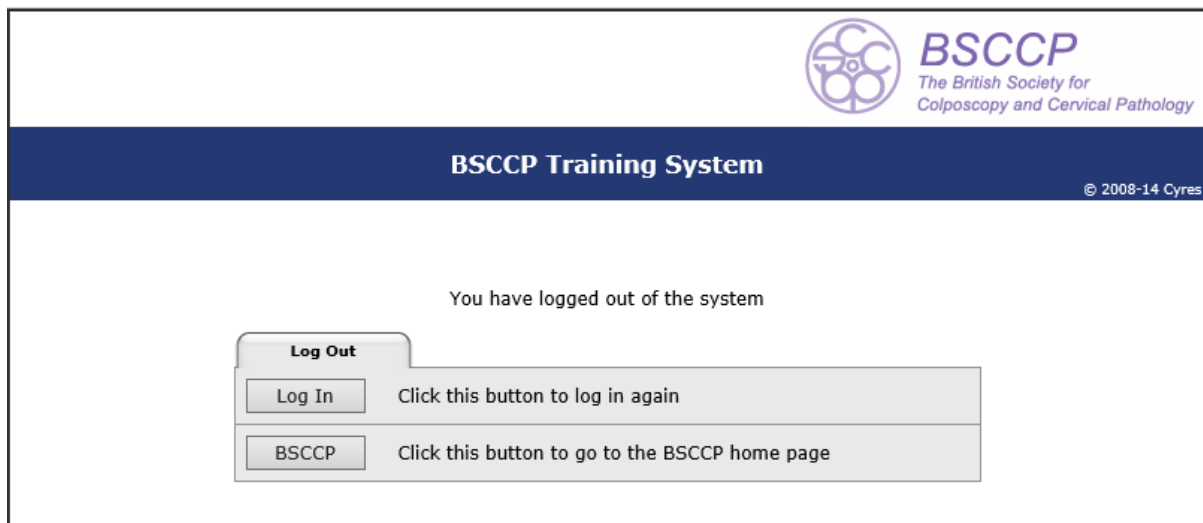
Logging out of the system

If at any stage you want to log out of the BSCCP Training System you can either click the Log Out option in the top left corner:

Or you can click the Log Out button at the bottom of the Main Menu:

Either of these will take you to the following screen:

From here you can either Log In again or you can click HOME to go the BSCCP Home Page.

If you are Logged In and you stop using the system you will get automatically logged out after 20 minutes.