


APPENDICES - EDUCATIONAL SUPERVISOR FUNCTIONALITY

Educational supervisors are given additional functionality along with the trainer functions available. These appendices will cover the additional tasks that are necessary for the educational supervisor to fulfil.

APPENDIX I: SWITCHING ROLES

To switch from your role of a trainer/clinical supervisor to an educational supervisor, follow the steps below.

1. Click on Switch Roles
2. Select the role you wish to switch to by clicking with the mouse
3. The screen will refresh with your new role assigned. You will then need to reselect the trainee you wish to see.



The screenshot displays the RCGP (Royal College of General Practitioners) user interface. At the top left is the RCGP logo. The user's name, 'Alpa Patel', and the current role, 'Home', are shown. A navigation menu on the left includes 'Home', 'Personal Details', 'Messages (0)', 'Revert to admin', 'Switch Roles', 'Trainer', 'Select Trainee', 'Curriculum', 'Training Events', 'FAQ', 'Help', 'e-Portfolio Enquiries', and 'Logout'. The 'Switch Roles' button is highlighted in blue. A dropdown menu is open, showing 'Educational Supervisor' (highlighted in blue) and 'Trainer / Clinical Supervisor'. A tooltip box points to the 'Educational Supervisor' option with the text: 'relates to the context of a trainee - first [select a trainee](#)'. A purple banner at the top of the main content area says 'Welcome Alpa Patel'. Below it, a red warning message reads: 'Please remember to logout and close your browser once you have finished - If you don't, and are using a shared computer, subsequent users may be able to see your data.'

You will need to use the switch roles function everytime you wish to revert from a trainer to educational supervisor.