**Top tips for Progress**

1. If you have just completed a level of training (ST3 going into ST4, ST5 going into ST6) then please don’t worry about going back to tag anything for the previous level. Just start fresh for your new level. You lucky people!
2. If you are midway through a level of training (eg ST1/2, ST4), it would be wise to check a proportion of tags from the work you have already completed as some tags have not come through/ been tagged appropriately. **BUT** please read below:
3. If when checking tags, you find a tag that isn’t correct/ doesn’t make sense/ is wrongly tagged for your level of training please **DO NOT DELETE** these tags. The deanery is aware these tags have been moved across by the RCPCH and you will not be penalised for this. (The tags have been moved across by bulk and so deleting one tag may also delete several other tags). The RCPCH also did not move across tags from the old **generic curriculum** so that may be why you have empty domains with no tagged evidence.
4. Unfortunately, there is no easy way to check your tags except for going through each event. The RCPCH has said a lot of your work will be done prospectively and so the expectation is **not** that you go back through every event and re check tags- **but** if you find a domain that does look a little empty and you know you have done a SLE/development log relating to that domain you will have to find it and re tag it.
5. When creating an **assessment** you can only tag to **TWO** domains and have to give a reason if you want to tag more than this. But for development logs you can still tag to whatever you wish.
6. You **do not** need to tag to illustrations - they are there just to illustrate examples of how you might demonstrate the Key Capabilities in the curriculum. At ARCP, only the domains/ key capabilities will be looked at.
7. Please visit the RCPCH website under resources for a series of resource packs which will support you in understanding and achieving a different curriculum domain throughout the following months.
8. The induction form/mid point review/ clinical and educational supervisor reports are now **trainee-led.** But before you can do these, you **must**:
	1. Add your training post (how to video: <https://www.youtube.com/watch?v=v7Cp9tKzsX0&feature=youtu.be>)
	2. Add your educational supervisor +/- clinical supervisor
9. Educational supervisors are now for **12-month** periods and clinical supervisors for 6 months. If in your first post your educational and clinical supervisor are the **same** person please **only** complete the form:
	1. Induction Meeting & Personal Development Plan with Educational Supervisor (Note that PDPs are now part of that form and cannot be created separately. )
10. Don’t forget to complete health and probity form and educational declaration form for **each new post**. Go to add event and scroll to the bottom to find these.
11. If you have any other tips/quirks please send them to westmidlandspaediatrics@gmail.com so we can share them amongst trainees. There is also the RCPCH website for further guidance: <https://www.rcpch.ac.uk/resources/rcpch-eportfolio-kaizen-guidance-trainees>

One last point, not related to Kaizen, but you as trainees now have the opportunity to give **feedback on your consultants** as trainers/supervisors! **One form per consultant** is to be completed **as a group** once every 6 months and to be returned to the college tutor. These will form part of revalidation for consultants. We suggest using junior doctor’s forum towards the end of your post to complete these **anonymous** forms. The form can be found on the trainee website under useful downloads: [www.westmidlandspaediatrics.com](http://www.westmidlandspaediatrics.com)