|  |  |  |  |
| --- | --- | --- | --- |
| **Component/Feature** | **Potential exceptions** | **Detail** | **Additional areas of interest/questions** |
| Educational attainment (E-portfolio |  | Exams and competences |  |
| Assessment |  |  |  |
| Case management/Concerns log |  |  |  |
| Study leave recording and tracking |  |  | Consider the trainee access and local team access and responsibilities |
| *Trainee finance* |  | Post management, study leave, placement management, relocation expenses |  |
| Trainee details/record inc. starters and leavers |  | Includes Form R Part A and NTN/DRN allocation |  |
| Clinical supervisors |  |  |  |
| Educational supervisors |  |  |  |
| Trainer management | Look at differences (if any) of the GP trainer management and the approval of the Psychiatry trainer/supervisor | More detailed view of the trainer population inc. approvals, training etc. |  |
| Course Booking (system) |  |  | Events management?  ARCP room bookings, hospitality arrangements. |
| Placement management |  |  | Formerly known as rotation management.  Can monitor trainee progression here. |
| Post management |  | Includes post establishment, approvals and funding. Substantive, supernumerary, academic and military – have we missed any? |  |
| Out of Programme |  |  |  |
| Less than full time applications |  |  |  |
| Absence management |  | Sick leave, career breaks, parental leave. |  |
| Curriculum management |  | Link to approvals, trainer record, posts, programme.  Academic, Dual, sub-specialty. |  |
| Revalidation |  |  |  |
| Reporting, dashboard and analytics. |  |  | Think about what to report on, the level of reporting, knowledge of the operator and where we want to report from. |
| Questionnaires and Surveys |  |  |  |
| General principals/good practice |  |  |  |
| Non-functional requirements (NFR) |  | Security, auditing, access platforms etc. |  |
| Quality |  |  | Need to find out what the Quality teams in local offices do – how (if at all) does this extend to the national teams? |