**Responsibilities for Online Trainee Files system**

**Trainees**

Trainee should upload all clinical paperwork for their respective placements, inclusive of:

* Placement contract (at beginning of placement, once finalised – should be signed by trainee/supervisor and scanned in)
* Portfolio of Clinical Experience, formerly known as the Clinical Log (if on a year placement, then once at the 6 month mark, then again at the end of placement)
* Trainee Feedback Form (at end of placement – copy should be signed by trainee/supervisor and scanned in)
* Supervisor Feedback Form/s (if on a year placement, one form at the 6 month mark, and again at the end of placement)

**Tutors/Internal MPR Visitors**

* Tutors, *if also an MPR visitor*, are responsible for uploading of MPR reports to the system.
* Tutors should check the trainees’ electronic file when due to meet with their trainee/s to check for any paperwork missing and remind trainee/s to get it uploaded.

**Additional**

* Developmental Reviews; should be completed/signed by tutor and trainee; handed back to trainee to scan in and upload

**Clinical Placements Administrator**

* First point of contact should staff or trainees have any problems with the system
* Uploading of MPR reports received via external MPR visitors.
* Uploading of Supervisor Feedback Forms received via supervisors directly (should be the case that form received before the EPR meeting)
* Uploading of anything else that might be sent directly from the supervisor.