

SUPERVISORS' SWAN GUIDE

Submitting ECTV Feedback

ECTV (External Clinical Teaching Visit) feedback is entered through SWAN, MCCC's Training Records System.

Upon logging in, you will come to your supervisor home page by default. Your upcoming ECTVs will not be displayed here. You will need to navigate to the **ECT Visitor** sub-heading on the left side of the page and click to open it:

- Home
- My Details
- SUPERVISOR**
- Profile
- My Facilities
- My Registrars
- My Accreditations
- RCTIs
- ECT VISITOR**
- Profile
- MeL
- Privacy Policy

HOME PAGE

Supervised Registrars:

- - Supervising
- - Supervising
- - Supervising
- - Supervising

Future Registrars:

- - GPT3 - Supervising
- - GPT2 - Supervising
- - Extended Skills - Supervising
- - GPT2 - Supervising

TEST ←

Registrar	Unit	Type	Assessment	Facility	Due Date	Date	Assessor	Status	Action
	G1	ECTV	First		19/03/2018				
	G1	Supervisor Feedback	First		19/03/2018				Add
	G3	ECTV	First		19/03/2018				
	G3	Supervisor Feedback	First		19/03/2018				Add
	G1	ECTV	First		19/03/2018				
	G1	Supervisor Feedback	First		19/03/2018				Add


COMPLETED

Registrar	Unit	Type	Assessment	Date	Assessor	Status
⚠ None Found..						

This will then take you to your **ECT Visitor** profile. Your upcoming ECT visits will appear here as **MY ECTVs Awaiting Action**. Click on **Edit** on the far left side under the heading **Action** to start completing ECT feedback:

Home

My Details

 **SUPERVISOR**

Profile

My Facilities

My Registrars

My Accreditations

RCTIs

ECT VISITOR

Profile

MeL

Privacy Policy

HOME PAGE

Hi ECTV Visitor

To Do List

MY ECTVs AWAITING ACTION

Registrar	Unit	Facility	Type	Assessment	Due Date	Date	Assessor	Status	Action
	G1		ECTV	First	19/03/2018	28/02/2018		Draft	Edit
	G1		ECTV	First	19/03/2018	28/02/2018		Draft	Edit
	G1		ECTV	First	19/03/2018	08/03/2018		Draft	Edit

MY COMPLETED ECTVs

Registrar	Unit	Facility	Type	Assessment	Date	Assessor	Status	Action
⚠ None Found..								

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Please note – if you have not notified MCCC of the scheduled dates of the ECTVs, these will not appear here. It is necessary to notify your local Training Support Officers of the dates, to ensure the visits are entered on SWAN. As a supervisor, you are unable to add ECTVs yourself.

You will then be taken to the **ECTV Form** page to enter the feedback for the ECT visit.

Anything with a red asterisk next to it is a mandatory field. You can save feedback as you go via the **Save** button at the beginning of the form, but you will be unable to submit until all mandatory fields are complete.

Once you are happy that you have sufficiently completed the form, you can submit it at the bottom of the document by clicking on **Submit ECTV:**

Has this feedback been discussed with the supervisor? *	<input type="radio"/> Yes <input type="radio"/> No *
Has the Learning Plan/Log Book been reviewed and discussed with the registrar? *	<input type="radio"/> Yes <input type="radio"/> No *

EXAM	
When is the GPR intending to sit the exam?	
Exam Written:	<input type="text"/>
Exam Clinical:	<input type="text"/>
Exam Other:	<input type="text"/>

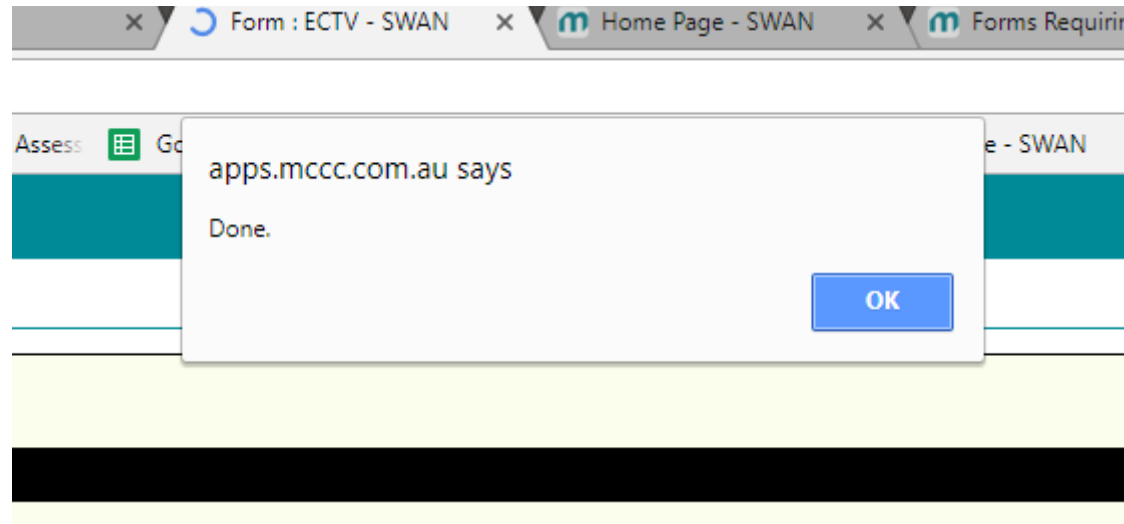
Save **Save & Close**

FORM ACTIONS:
Milestone comment:

Submit ECTV **Cancel ECTV**

Please note – feedback will not be able to be edited once the form has been submitted.

A dialog box will then come up, confirming that the feedback has been successfully submitted:



The submission process will now be complete. If you have any concerns that your feedback may not have submitted correctly, please contact one of your local TSOs for confirmation.

Please Contact MCCC for further information or assistance on 1300 MCCC GP (1300 6222 47).