

# JRCPTB

JOINT ROYAL COLLEGES OF PHYSICIANS TRAINING BOARD  
5 St Andrew's Place, Regent's Park, London NW1 4LB

## CMT e-Portfolio - Frequently Asked Questions

### *How do I get to the e-portfolio?*

If you are a trainee in Scotland access is via [www.nhsdots.org](http://www.nhsdots.org)

If you are a trainee elsewhere in the UK go to [www.nhseportfolios.org](http://www.nhseportfolios.org)

*N.B. this address will change in future to provide a single point of access to e-portfolio and e-learning materials, through e-Learning for Healthcare, [www.e-lfh.org.uk](http://www.e-lfh.org.uk)*

### *How do I get a username and password?*

All trainees and their supervisors will be allocated a unique user name, which cannot be changed, and a password, which can be altered to one which is easier to recall by going to the "Personal Details" page.

Deaneries have been asked to provide details of all users to be set up for August 2007 - when JRCPTB (or NES in Scotland) receives these details we will have them loaded into the e-portfolio and will pass back details either directly by e-mail to individuals or via the deaneries. This process is taking time and it is clear that not all trainees and supervisors will have access in the first weeks of August.

If you do not yet have a username we suggest you approach your local Postgraduate Education Centre for advice in the first instance.

### *Who is providing the e-portfolio?*

The e-portfolio software is being developed and provided by NHS Education for Scotland (NES), based on the e-portfolio originally developed for Foundation training.

JRCPTB has specified the structure and content of the e-portfolio to meet the needs of trainee physicians and their supervisors.

NES will be responsible for managing the ongoing operation and support of the e-portfolio for trainees in Scotland. The e-Learning for Healthcare (eLfh) team at the Department of Health will be responsible for managing the ongoing operation and support of the e-portfolio for trainees in the rest of the UK.

Deaneries will need to provide administrative support to manage the e-portfolio for their trainees and supervisors. Each deanery has been asked to identify a lead clinician or "champion" and a lead administrator to be the main points of contact.

JRCPTB is recommending that deaneries delegate local administration (e.g. managing trainees' posts and supervisors) to Postgraduate Education Centres where possible.

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## ***Will trainees have to pay to use the e-portfolio?***

There is no charge to trainees (or deaneries) to use the e-portfolio.

It is a requirement that trainees enrol with the JRCPTB, as outlined in the Gold Guide ([www.mmc.nhs.uk](http://www.mmc.nhs.uk))

## ***How does the CMT e-portfolio link with Foundation e-portfolio?***

A version of the e-portfolio is being implemented for Foundation trainees in most UK deaneries. The CMT and Foundation e-portfolios will be a single common system, but with different content and tools - trainees will see a view of the e-portfolio that varies according to their stage of training and speciality. The e-portfolio will build up as a single record from Foundation carrying on into speciality training.

## ***How does the e-portfolio apply to SpRs already in training?***

There is currently no expectation that SpRs should use the e-portfolio.

## ***How does the e-portfolio apply to trainees in years ST3+?***

We are doing some piloting work with specialities and it is expected that the e-portfolio will be implemented for each of the JRCPTB specialties from August 2008.

## ***How can I get training in using the e-portfolio?***

The Education Department of the Royal College of Physicians has now delivered 17 workshops for tutors/supervisors on Implementing Core Medical Training, including hands-on training in using the e-portfolio. More regional sessions are planned. We hope that this will provide a basis for cascading of training during induction events etc.

A "Teaching Toolkit" is about to be published containing all the materials needed to deliver local versions of this workshop in deaneries and trusts. It includes a session plan, slides, tutor notes and handouts. Details will shortly appear on [www.rcplondon.ac.uk/pubs](http://www.rcplondon.ac.uk/pubs)

A successful e-portfolio administration training day was held in July, and mainly attended by representatives from postgraduate education centres. This is being repeated on 31<sup>st</sup> August. There is also a half-day meeting on 24<sup>th</sup> August providing an overview of the new curricula and e-portfolio for Core Medical Training (CMT) for clinical staff.

See [www.rcplondon.ac.uk/event](http://www.rcplondon.ac.uk/event) for details of RCP training events.

## ***Can I try it out before using it for real?***

We will shortly be publishing here more information about test usernames you can use to try out the e-portfolio along with guidance on finding your way around.

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## *Who enters information into the e-portfolio?*

The **trainee** has to take personal responsibility for the main parts of the portfolio and should complete most of the data entry, e.g.

- Declarations and agreements
- Self assessment
- Personal development plan
- Initial appraisal meeting forms with advice at the meeting from the educational supervisor
- Mid point appraisal
- All elements of personal reflective practice

It is the trainees' responsibility to arrange for their workplace assessments and to ensure that the assessments are completed.

The **supervisor** should maintain the record of competence throughout an attachment and write the end of attachment appraisal. Lines on the record of competence should be updated as part of appraisals and other meetings as progress is demonstrated - do not try to update every line at every meeting.

Remember that supervisors do not have to carry out the majority of assessments for their trainees.

## *What are the e-portfolio roles?*

e-portfolio users have one or more of the following roles. If you have more than one role allocated to you (e.g. supervisor and administrator) then you can use the "Switch Roles" menu option to change between them.

Trainee	The doctor receiving training
Supervisor	The person directly responsible for a trainee's education during a specific post.
Tutor	The person responsible for a trainee's education over an entire year or longer, covering multiple posts. In the early years of training this is likely to be a local postgraduate tutor or a college tutor. In later years of training this role should be given to the programme director.

*N.B Terminology and exact responsibilities vary around the country and within your deanery these people may be referred to variously as Clinical Supervisor, Educational Supervisor, College Tutor, Programme Director etc.*

Local Administrator	A person in a trust who has administrative duties relating to all the trainees in a local area.
Regional Administrator	A person in a deanery who has administrative duties relating to all the trainees in the deanery.

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## ***Who can see my e-portfolio?***

Reflective practice entries which you choose to keep private can only be seen by you. The rest of the content of your e-portfolio can be seen by your supervisor and tutor.

Administrators currently do have the ability to see trainees' e-portfolios in order to help them to provide support but we may restrict this in future.

People with an overseeing role in the deanery, such as a director of CMT programmes or a heads of a school of medicine, may also have an administrative role which allows them access to e-portfolios.

## ***Is the data secure?***

The e-portfolio uses a secure Internet connection ("https") to ensure data you send and receive is secure. The site has been tested for security by an independent agency.

## ***What should trainees reflect upon?***

Anything that has helped the trainee to learn. In the e-portfolio there is a range of reflective practice formats to direct reflection on clinical events or other learning events. The trainee has the option to share these reflections or not.

The reflective practice section also contains sections for recording the results of audit(s) and to give details of research output.

Reflections should ideally be linked to curriculum topics as evidence of learning.

Educational supervisors have access to their trainee's shared reflective practice and can comment on it.

## ***How many assessments do trainees need to record?***

Trainees should collect the evidence needed to demonstrate that learning has developed against the competencies set out in the curricula. Bear in mind that one assessment might be used as evidence for a number of competencies.

JRCPTB has defined minimum numbers of assessments required (see the ARCP Decision Aid) but trainees may need more than this to demonstrate competence.

## ***Where do I go for support?***

Exact support arrangements may vary between deaneries and hospitals, but we believe that the most effective method of dealing with many questions from users will be by providing local contacts in postgraduate education centres. Where local administrators cannot respond to a query, deanery central offices may be able to support them. If questions cannot be dealt with regionally then both JRCPTB and e-Learning for Healthcare are providing "Help Desks" for deaneries to contact.