

# ePortfolio

## User Guide for Trainees

JRCPTB

## Contents

1.	Introduction .....	3
3.	ePortfolio Home Page .....	4
4.	Profile.....	5
	Personal Details.....	6
	Photo .....	6
	Login Details.....	7
	Post/Supervisor Details.....	7
	Certificates.....	8
	Personal Library.....	9
5.	Curriculum.....	10
6.	Assessment .....	13
7.	Reflection .....	19
8.	Appraisal .....	21
9.	Personal Development Plan.....	23
10.	Progression Section.....	24
11.	Support.....	24

# 1. Introduction

The JRCPTB ePortfolio is a place where evidence is built up to inform decisions on a trainee's progress. However, the ePortfolio should not be seen as a place to merely store training records. It is intended to genuinely support trainee development.

The JRCPTB ePortfolio is part of a shared service use by many foundation schools and other colleges. Trainees can keep the same username and password throughout their use, from Foundation to CCT (and even on to becoming a supervisor). A new version of the ePortfolio was released in August 2008 and the ePortfolio will be subject to further improvements and additions.

The administration, such as setting up users and posts, has currently been devolved through the deaneries to trusts in most cases. If you have an enquiry about your ePortfolio, your first port of call should be your Postgraduate Education Centre. When we refer to "local administrator" in this guide, we would usually expect it to be someone in your Postgraduate Education Centre.

## 2. Accessing the ePortfolio

Type in the web address: <http://www.nhseportfolios.org>

To log in, simply type in your User Name and Password into the login box and click 'Log In.' If you do not have a User Name and Password or are unable to log in with the details you do have, speak to your local administrator. If you still cannot resolve your problem, email [eportfolio@jrcptb.org.uk](mailto:eportfolio@jrcptb.org.uk) with your query. If you have forgotten your password, click the 'Forgot Password?' link. You will be asked for your email address and a temporary password will be sent to you via email.

**NHS ePortfolio Login**

Welcome to the new version of the NHS ePortfolio

Use the login boxes on the right to access the site. If you have a username/password from the previous version of ePortfolio, it will automatically work when you login to this version. If you were given a 10-digit code to use for an assessment of a Trainee, then enter it in the Assessors box on the right.

If you have forgotten your password, you can use the [Request Forgotten Password](#) process.

If you have any problems with logging in, please contact your local administrative lead.

The Royal College of Paediatrics and Child Health should log in via <http://v1.nhseportfolios.org>

Dental ePortfolio users should log in at <https://dental.nhseportfolios.org/>

NHS Education for Scotland will continue to be responsible for ePortfolio development and changes

**Login**

User Name:

Password:

[Forgot Password?](#)

**Assessors**

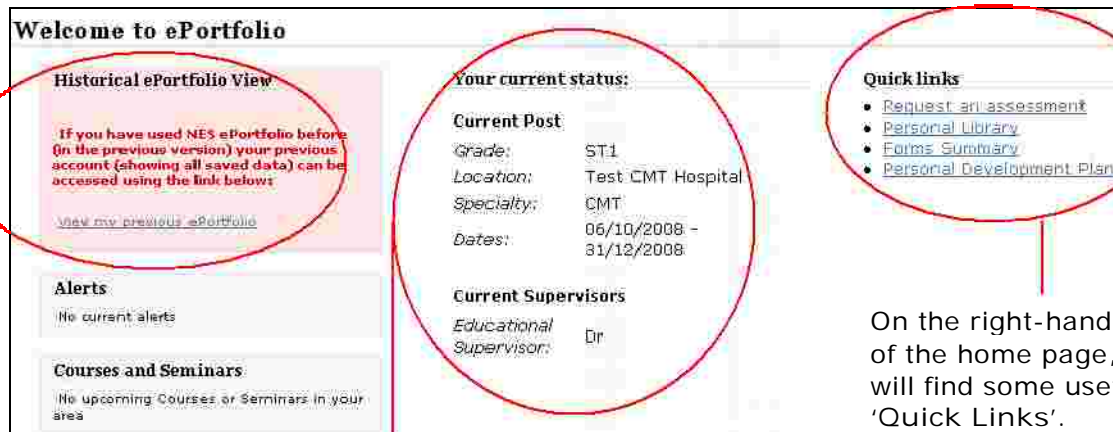
If you were given a 10-digit login code for an assessment, enter it here.

Login Code:

### 3. ePortfolio Home Page

If you wish to access data which you stored before the ePortfolio was updated in August 2008, you can view a Historical ePortfolio.

Administrators will be able to add local information under 'Alerts' and 'Courses and Seminars'.



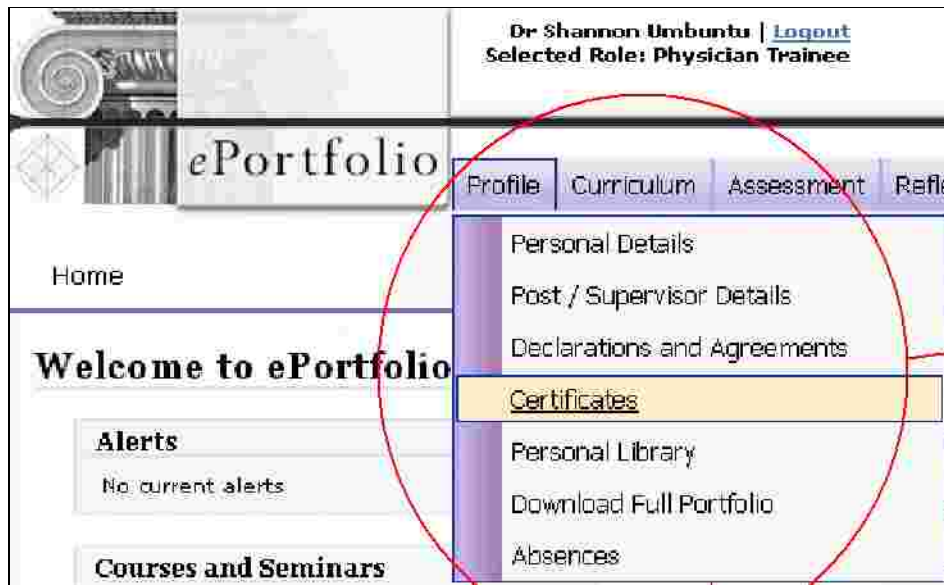
To access your older records, click 'View my previous ePortfolio'

In the main area, you will see information on your current post and current supervisor. If this is incorrect, ask your local administrator to amend this.

On the right-hand side of the home page, you will find some useful 'Quick Links'.



When using the ePortfolio, there is a consistent navigation bar at the top.



If you roll over the top links, some will display a drop-down menu of further links for that category.

#### 4. Profile

You are able to check and manage your user profile, by accessing your 'Personal Details' from the profile section.



To make a change to your personal information, click 'Edit Details'.

## Personal Details

When updating your user profile, you will find that most information is optional but it would be very helpful if you add your NTN and GMC numbers. You can update this at any time but remember to save your changes.

Personal Details	
Title	<input type="text" value="Dr"/>
Forename *	<input type="text" value="Shannon"/>
Surname *	<input type="text" value="Umbuntu"/>
GMC Number	<input type="text" value="123456789"/>
College Number:	<input type="text"/>
NTN:	<input type="text"/>
Department	<input type="text" value="terterter"/>
Email *	<input type="text" value="traineeCMTWessex2@test.com"/>
Telephone	<input type="text"/>
Mobile	<input type="text" value="07894 1786551"/>
Address Details	
Address Line 1	<input type="text" value="1 The Street"/>
Address Line 2	<input type="text" value="A Place"/>
Address Line 3	<input type="text"/>
Town / City	<input type="text" value="A City"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

If you see an asterisk, this means this is a required field.

## Photo

The tab 'Photo' to the right of 'Personal Details' allows you to upload a photograph. This is not mandatory but it may be useful for your supervisor.

Current Photo:	Select photo to upload:
	<input type="text"/> <input type="button" value="Select"/>  <a href="#">Upload Photo</a>

To update this photo, click the 'Select' button and choose a file from your local hard-drive. Then click the 'Upload Photo' link.

Valid file types are .jpg, .gif and .bmp. The maximum file size that can be uploaded is 2 MB. The optimal dimensions for the photo are 150px x 200px. If you upload a larger photo, it will automatically be resized to fit these dimensions.

## Login Details

The tab 'Login Details' to the right of the photo tab shows you your username and assigned role(s).

You are also able to change your password to something more memorable here.

Login Details	
Username	traineeCMTWessex2
Role(s)	Physician Trainee
Change Password	
Password length must be between 8 and 14 characters and contain alphanumeric characters only. You must also not use your username in your password.	
Old Password	<input type="password"/>
New Password	<input type="password"/>
Re-enter New Password	<input type="password"/>
<input type="button" value="Change Password"/>	

## Post/Supervisor Details

This is where you can see the history of all the posts recorded for you.

To view post or supervisor details, select 'Post/Supervisor Details' from the 'Profile' drop-down menu. If details are incorrect or missing, contact your local administrator.

### Current Post

Grade: FY2  
Location: Royal Bournemouth Hospital  
Specialty: Anaesthetics  
Dates: 04/08/2008 - 04/12/2008  
Supervisor: Dr Doctor Supervisor (Foundation Educational Supervisor)

### All Posts

Grade	Location	Specialty	Start Date	End Date
ST1	Dorset County Hospital	Gastro-Enterology	05/10/2009	31/12/2009
FY2	North Hampshire	Cardio-Thoracic Surgery	05/12/2008	04/03/2009
FY2	Royal Bournemouth Hospital	Anaesthetics	04/08/2008	04/12/2008
FY1	North Hampshire	Anaesthetics	02/04/2008	31/07/2008
FY1	North Hampshire	-	05/12/2007	01/04/2008
FY1	North Hampshire	-	01/08/2007	04/12/2007

### All Supervisors

Post	Type	Name	Location
FY2 (05/12/2008 - 04/03/2009)	Foundation Educational Supervisor	Dr Doctor Supervisor	Wessex
FY2 (04/08/2008 - 04/12/2008)	Foundation Educational Supervisor	Dr Doctor Supervisor	Wessex
FY1 (02/04/2008 - 31/07/2008)	Foundation Educational Supervisor	Dr Doctor Supervisor	Wessex
FY1 (05/12/2007 - 01/04/2008)	Foundation Educational Supervisor	Dr Doctor Supervisor	Wessex
FY1 (01/08/2007 - 04/12/2007)	Foundation Educational Supervisor	Dr Doctor Supervisor	Wessex

## Certificates

You can record the fact that you hold certificates in the ePortfolio for appraisal meetings. To view certificates, select 'Certificates' from the 'Profile' drop-down menu.

To add a new certificate to the list, select the 'Add New Certificate' button.

Certificate	Expiration Date	Confirmed?	Confirmed By	Confirmed Date	Upload	Action
ALS (Advanced Life Support)	10/06/2010	X	-	-		<a href="#">Upload</a> <a href="#">Edit</a> <a href="#">Delete</a>
ALS (Advanced Life Support)	11/07/2008	X	-	-		<a href="#">Upload</a> <a href="#">Edit</a> <a href="#">Delete</a>

If there is an electronic version of the certificate available, it can be uploaded using the 'Upload' link.

Home > Profile > Certificates > Detail

### Certificate Detail

To add a new Certificate, fill out the information below and click the "Save" button. If there is a Certificate Name missing, please contact Support and request that is gets added to the list.

Mandatory fields are marked with a \*.

Certificate Name \* -- Select Certificate =

Expiration Date

Save Cancel

-- Select Certificate --  
 Select Certificate --  
 ALERT (Acute Life threatening Events - Recognition and Treatment)  
 ALS (Advanced Life Support)  
 APLS (Advanced Paediatric Life Support)  
 ATLS (Advanced Trauma Life Support)  
 IMPACT (Ill Medical Patients Acute Care and Treatment)  
 ILS (Immediate Life Support Course)  
 PLS (Paediatric Life Support)

Choose the appropriate certificate and expiration date and click 'Save'.

Your supervisor can view the certificate and confirm its validity.

## Personal Library

You can use your Personal Library to store supporting evidence in your ePortfolio for reflective practice. Examples include abstracts of publications, audit reports etc. The maximum upload limit per user is 20MB so try to shrink large files.

Click on a file in the Library area and its information will appear in the right-hand side in the 'Selected File/Folder' section. From here, you can view the file, edit the description on the file or delete it. You can also enable or prevent supervisors from viewing your file by selecting 'shared' or 'private'.

Library

- Publications
- Certificates
- Audit Reports**
  - audit\_1.doc
  - audit\_2.doc

**Selected File/Folder**

Folder Name: Audit Reports  
 Date Created: 07/10/2008 16:33:10  
 Date Modified: 07/10/2008 16:33:10

Note: a folder can only be deleted if it is empty

**Upload File**

File:  Select

Share:  Shared  Private

Description:

Upload File

**Create New Folder**

New Folder

Total Size Used: 0.02MB out of 20MB.

Your files can be organised into folders and sub-folders as in a windows directory.

Upload the file from your file directory by clicking 'Select' and adding the file.

If you wish it to be viewable, select 'Shared'. The file name will display in green in your personal library to indicate it is a shared file.

Give your new folder a name here and then click 'New Folder'

## 5. Curriculum

This part of the ePortfolio shows the competencies from the relevant curricula. Each section should be signed and dated by a supervisor when the trainee demonstrates competence as described in the curriculum.

The list of competencies is a summary document, to be completed over time. It does not need to be filled out after each post. The appraisal meetings might be a good opportunity to have some competencies signed, as this is when evidence of achievement is reviewed, such as results of workplace-based assessments.

Evidence for the achievement of these competencies should be available elsewhere in the ePortfolio. This may include workplace based assessments, reflective episodes following a course etc, reports or certificates of achievement such as course attendance, MRCP, audit reports, publications.

Trainees can add their own self-assessment ratings to record their view of their progress. The aims of the self-assessment are:

- To provide the means for reflection and evaluation of your current practice
- To inform a discussion with your educational supervisor to help you both gain insight into your understanding of your current abilities
- To identify shortcomings between experience, competency and areas defined in the curriculum so as to guide future clinical exposure and learning
- Self-assessment is shared with your supervisor and assists you in developing your personal development plan.

It will not be part of the Annual Review of Competence Progression process or any other assessment. Self-assessment is more useful when you are honest about your knowledge, skills, attitudes and behaviours.

The Generic Curriculum for Medical Specialties describes the competencies required by all physicians in all medical specialties and is closely based on Good Medical Practice. Some of the competency areas need to be achieved by the end of core training. These are called mandatory Level 1 competencies. However, you will be expected to be aware of the curriculum content in the Level 2 competence areas, and begin gaining experience in these areas. Achieving Level 2 competence in these areas is not mandatory until the end of Specialist Training.

The GIM (Acute) curriculum defines the medical competencies, which trainees must acquire to deliver the effective practice of General Internal Medicine, with emphasis on the acute setting. The Level 1 competencies are those which are relevant to core training. By the end of core training you should have demonstrated competence in the emergency presentations, the 'Top 20' presentations, all procedures and other presentations relevant to specialties experienced. The Level 2 competencies are those which trainees must acquire during specialty training in acute medical specialties. They are not a requirement for core training, but trainees should be aware of them and may make some progress in them. Individual specialty curricula (for ST3+) will be added in coming months.

For full versions of the curricula and more information about them see the JRCPTB website: <http://www.jrcptb.org.uk/training/CMT/Pages/default.aspx>

ePortfolio

Profile Curriculum Assessment Reflection Appraisal Progression Messages Help

Home

Welcome to ePortfolio

Physician Generic Curriculum  
 Physician Level 1 GIM (Acute) Curriculum  
 Physician Level 2 GIM (Acute) Curriculum

To view a curriculum, select the appropriate curriculum from the dropdown menu.

Competencies

Emergency Presentations

Cardio-respiratory arrest

Supervisor Rating: Level 1 Competent, 21/02/2008 (by CMT Supervisor)  
 Supervisor Comment: good  
 Trainee Rating: Level 1 Competent, 11/10/2007  
 Trainee Comment: good but lack confidence

Shock

Supervisor Rating: Level 1 Competent, 22/07/2008 (by CMT Supervisor)  
 Supervisor Comment: cbd e  
 Trainee Rating: Some Experience, 07/11/2007

Unconscious patient

Supervisor Rating: Level 1 Competent, 29/08/2007 (by CMT Supervisor)  
 Trainee Rating: Level 1 Competent, 17/08/2007  
 Trainee Comment: Done ALS

Anaphylaxis

Supervisor Rating: Level 1 Competent, 07/07/2008 (by CMT Supervisor)  
 Trainee Rating: Some Experience, 22/01/2007

By scanning the page, you can get a quick overview of the areas your supervisor has rated you as competent in. The supervisor's comments are shown in black and your rating and comments are shown in green.

To rate yourself for a curriculum item, first click on the appropriate curriculum item. You can see the relevant knowledge, skills and attitudes and behaviour for this item below.

[Add Comment](#)

Rating: Blank

Comments:

	Knowledge	Skills	Attitudes
<p>Competency Level 1:</p>	<ul style="list-style-type: none"> <li>• Recall and build upon the competencies defined in the Foundation Programme:               <ul style="list-style-type: none"> <li>◦ Deal with inappropriate patient and family behaviour</li> <li>◦ Respect the rights of children, elderly, people with physical, mental, learning or communication difficulties</li> <li>◦ Adopt a non-discriminatory approach</li> <li>◦ Place needs of patients above own convenience</li> <li>◦ Behave with honesty and probity. Act with honesty and sensitivity in a non-confrontational manner</li> </ul> </li> <li>• Define the concept of modern medical professionalism</li> <li>• Outline the relevance of professional bodies (Royal Colleges, JRCPTB, GMC, PMETB, Postgraduate Dean, BMA, specialist societies, medical defence organisations)</li> </ul>	<ul style="list-style-type: none"> <li>• Practise with:               <ul style="list-style-type: none"> <li>◦ Integrity</li> <li>◦ Compassion</li> <li>◦ Altruism</li> <li>◦ Continuous improvement</li> <li>◦ Excellence</li> <li>◦ Respect of cultural and ethnic diversity</li> <li>◦ Regard to the principles of equity</li> </ul> </li> <li>• Work in partnership with members of the wider healthcare team</li> <li>• Promote awareness of the doctor's role in utilising healthcare resources optimally</li> <li>• Recognise and respond appropriately to unprofessional behaviour in others</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise the need to use all healthcare resources prudently and appropriately</li> <li>• Recognise the need to improve clinical leadership and management skill</li> <li>• Recognise situations when it is appropriate to involve professional bodies</li> <li>• Show willingness to act as a mentor and educator</li> <li>• Participate in professional regulation</li> <li>• Recognise the right for equity of access to healthcare for minority groups</li> </ul>

Rate yourself as 'not achieved', 'some experience' or 'achieved' and then add comments to justify your rating. Then click 'Add Comment'.

## 6. Assessment

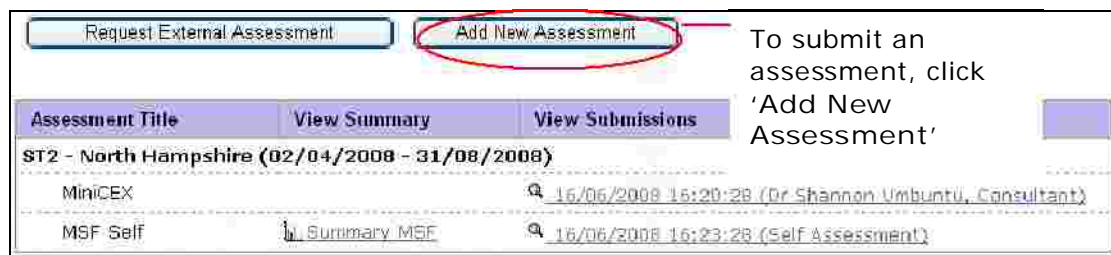
Workplace-based assessments form an important part of training in medicine. A number of different assessments over a period of time are used to provide information on how a trainee is performing and their degree of clinical competence. A very important aspect of the assessments is that constructive feedback from the assessor should be provided to shape trainee development.

Trainees are generally responsible for arranging their own assessments (e.g. choosing timing, case and observer). Supervisors should not perform all the assessments for a trainee and it is preferable to use different assessors for each assessment.

There are three ways assessments can be recorded in the ePortfolio:

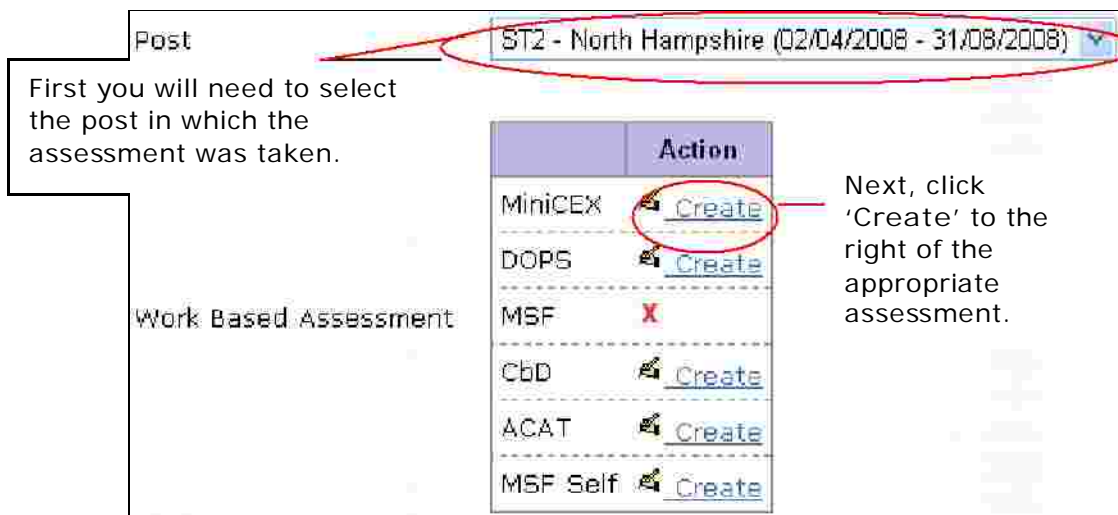
### Trainee Records the Assessment

You have the ability to record assessments on behalf of your assessors in the ePortfolio. You do this by going into the assessments section of your ePortfolio and adding a new assessment.



To submit an assessment, click 'Add New Assessment'

Assessment Title	View Summary	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>		
MiniCEX		16/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)
MSF Self	Summary MSF	16/06/2008 16:23:28 (Self Assessment)



Post: ST2 - North Hampshire (02/04/2008 - 31/08/2008)

First you will need to select the post in which the assessment was taken.

	Action
MiniCEX	Create
DOPS	Create
MSF	X
CbD	Create
ACAT	Create
MSF Self	Create

Work Based Assessment

Next, click 'Create' to the right of the appropriate assessment.

**MiniCEX**

Trainee's Surname:   
 Trainee's Forename:   
 Trainee's GMC Number:

---

Assessor's Name:  \* Assessor's Name is a mandatory field  
 Assessor's Registration Number (eg GMC, NMC, GDC):   
 Assessor Grade:

---

Setting for Assessment (eg A&E, GP Surgery):

---

Brief summary of case:

Summarise the case in the text box.

---

**Please grade the following areas using the scale below:**

Well below expectations for stage of training	Below expectations for stage of training	Borderline for stage of training	Meets expectations for stage of training	Above expectation for stage of training	Well above expectations for stage of training	Unable to Comment*
Medical Interviewing Skills:						
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> U/C
Physical Examination Skills:						
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> U/C

Record the assessor's clinical rating for the clinical area by selecting the appropriate radio button.

If a clinical area has not been assessed, select 'unable to comment'

## Supervisor Records the Assessment

If your supervisor happens to be the one who has taken your assessment, they are also able to record the assessment in the same way as the trainee, using their own access to the ePortfolio.

## Provide Access to an External Assessor

You can provide assessors with temporary access to the assessment section of your ePortfolio by using the "ticket" process. These assessors do not need to have an ePortfolio username and will not be able to see anything in your ePortfolio.

<input type="button" value="Request External Assessment"/> <input type="button" value="Add New Assessment"/>		
Assessment Title	View Summary	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>		
MiniCEX		16/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)
MSF Self	<a href="#">Summary MSF</a>	16/06/2008 16:23:28 (Self Assessment)

To provide access to an external assessor click 'Request External Assessment'

**Request External Work Based Assessment**

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, select the "Request New Assessment" button below. This will generate a unique code that the Assessor can use to login to ePortfolio and submit the assessment.

Previously generated ticket codes are shown below.

To generate a new ticket code, click 'Request New Assessment'

View tickets from: 08/09/2008 to: 08/10/2008

Complete the fields below and then click 'Generate Ticket'.

**Generate New Ticket**

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click "Next". Mandatory fields are marked with a \*.

Post \*:  Select the training post.

*You can select multiple assessments for one assessor if desired.*

Assessment Forms \*:
 

- MiniCEX
- DOPS
- MSF
- Cbd
- ACAT

 Select the form(s) which need completing

Assessor Email:

Assessor Name \*:

Assessor Designation / Job Title \*:

Assessor GMC / NMC Number:

Assessor Location \*:

Comment for assessor:

Add the assessor details and add a message for the assessor if you wish and then 'Generate Ticket'.

## Generate New Ticket

The unique login code for the Assessor to use is: **9g4q633md3**

A unique login code to access your ePortfolio is emailed to the assessor.

An email has been sent to notifying the assessor of this unique login code.

----- Email Sent To Assessor: -----

Dear Joe Booth,

Assessments have been requested for the trainee listed below.

Please use the login code "9g4q633md3" to access these assessments from the ePortfolio home page at <http://www.nhseportfolios.org>.

The following link will automatically enter this code for you:  
<http://www.nhseportfolios.org?LoginCode=9g4q633md3>

### ASSESSMENT DETAILS:

Trainee: Dr Shannon Umbuntu  
Post: ST2 - North Hampshire (02/04/2008 - 31/08/2008)  
Assessments Requested: MiniCEX  
Assessor: Joe Booth  
LoginCode: 9g4q633md3  
Trainee Comment: This is a test.

Thank you for taking the time to complete these assessments.

If you have any problems then please contact support by emailing [support@nhseportfolios.org](mailto:support@nhseportfolios.org)

Regards,  
Dr Shannon Umbuntu

Ok

Click 'OK'

You will be taken to a screen with a table of generated tickets.

View tickets from: 08/09/2008 to: 24/12/2008

Date	Assessor Name	Login Code	Forms	Post
08/10/2008	Joe Booth	9g4q633md3	X MiniCEX	ST2 - North Hampshire (02/04/2008 - 31/08/2008) <a href="#">Delete</a>

To view all assessments submitted so far, go to the main assessment page called 'Work-Based Assessments Summary'.

Assessment Title	View Summary	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>		
MiniCEX		<a href="#">25/09/2008 14:05:22 (Dr Shannon Umbuntu, Consultant)</a> <a href="#">15/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)</a>
MSF Self	<a href="#">Summary MSF</a>	<a href="#">16/06/2008 16:23:20 (Self Assessment)</a>

To view a particular assessment, click on the title of the submission or the magnifying glass.

## Multisource Feedback

This tool is a method of assessing generic skills such as communication, leadership, team working, reliability etc, across the domains of Good Medical Practice. This provides objective systematic collection and feedback of performance data on a trainee, derived from a number of colleagues.

"Raters" are individuals with whom the trainee works, and includes doctors, administration staff, and other allied professionals. The trainee will not see the individual responses by raters.

### Instructions

Firstly, you should fill out an MSF self-assessment, which is identical to the forms that nominated raters are sent.

To submit an assessment, click 'Add New Assessment'

Assessment Title	View Summary	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>		
MiniCEX		16/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)
MSF Self	Summary MSF	16/06/2008 16:23:28 (Self Assessment)

Post: ST2 - North Hampshire (02/04/2008 - 31/08/2008)

First you will need to select the post in which the assessment was taken.

	Action
MiniCEX	Create
DOPS	Create
MSF	X
C5D	Create
ACAT	Create
MSF Self	Create

Work Based Assessment

Next, click 'Create' next to 'MSF Self'.

You should choose a range of raters from healthcare professionals and clerical staff and agree this with your supervisor. The majority of raters should be consultants, senior trainees and experienced nursing and allied health professional colleagues. You should then use the "ticket" process to request ratings from these people.

<b>Request External Assessment</b>	<b>Add New Assessment</b>	
Assessment Title	View Summary	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>		
MiniCEX		16/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)
MSF Self	Summary MSF	16/06/2008 16:23:28 (Self Assessment)

To provide access to a rater click 'Request External Assessment'

**Request External Work Based Assessment**

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, select the "Request New Assessment" button below. This will generate a unique code that the Assessor can use to login to ePortfolio and submit the assessment.

Previously generated ticket codes are shown below.

**Request New Assessment**

View tickets from: 08/09/2008 to: 08/10/2008

To generate a new ticket code, click 'Request New Assessment'

Complete the fields below and then click 'Generate Ticket'.

**Generate New Ticket**

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click "Next". Mandatory fields are marked with a \*.

Post \*: ST2 - North Hampshire (02/04/2008 - 31/08/2008)

You can select multiple assessments for one assessor if desired.

Assessment Forms \*:
 

- MiniCEX
- DOPS
- MSF
- Cbd
- ACAT

Assessor Email: \_\_\_\_\_

Assessor Name \*: \_\_\_\_\_

Assessor Designation / Job Title \*: \_\_\_\_\_

Assessor GMC / NMC Number: \_\_\_\_\_

Assessor Location \*: \_\_\_\_\_

Comment for assessor: \_\_\_\_\_

**Generate Ticket** **Cancel**

Select the training post.

Add the assessor details and add a message for the assessor if you wish and then 'Generate Ticket'.

If an e-mail address is entered for the rater they will automatically receive details and a link. If an e-mail address is not known for a rater, print the ticket page and give it to them.

A minimum of twelve assessments must be received, including your current supervisor. Trainees will be able to see who has responded but not their ratings or comments. Supervisors will see the individual and collated responses. The

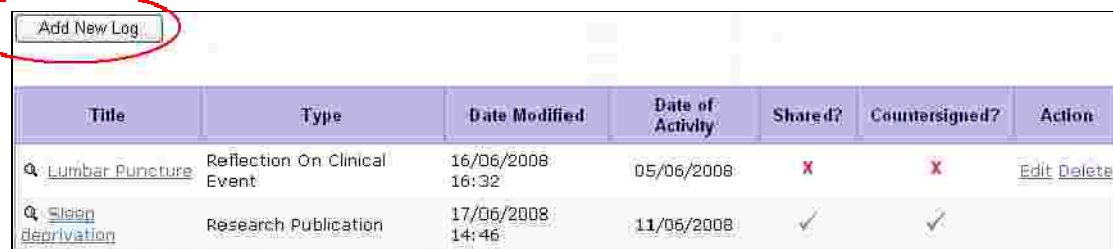
results of the MSF should be discussed between supervisor and trainee during an appraisal meeting and the supervisor can release the anonymised collated results to be visible in the trainee's ePortfolio.

## 7. Reflection

Reflective practice is the process of spending some time after an event to reflect on the learning experience. This can be after you experience a particular incident or event that may shape your future development. Reflective practice can also be applied to a period of time, such as a period of night duty or a clinical post, or after a learning event such as a course. Reflective practice is an opportunity to record many of your most challenging or personal experiences. Describe interesting, difficult or uncomfortable experiences. Try to record both positive and not so positive elements.

Good reflective practice is a core part of any learning programme. Being able to identify your challenges and discuss them with your supervisor will help you to define future learning opportunities and apply what you are learning in the work environment.

Record or review information in your log such as presentations, procedures or tutorials you have completed.

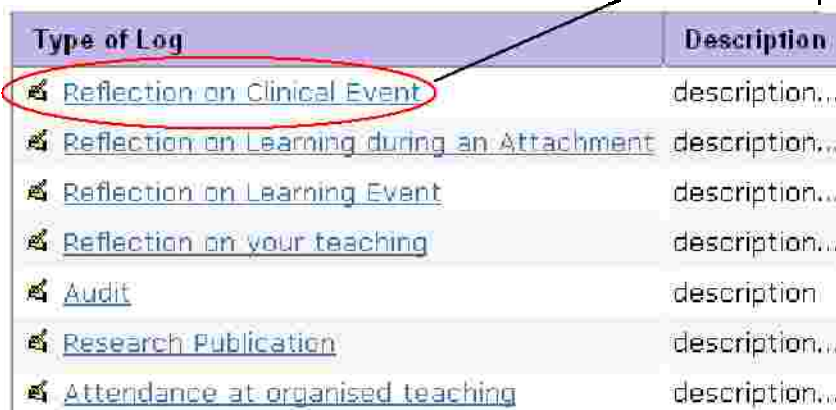


The screenshot shows a web interface with a button labeled "Add New Log" circled in red. Below it is a table with the following data:

Title	Type	Date Modified	Date of Activity	Shared?	Countersigned?	Action
<a href="#">Lumbar Puncture</a>	Reflection On Clinical Event	16/06/2008 16:32	05/06/2008	X	X	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Sleep deprivation</a>	Research Publication	17/06/2008 14:46	11/06/2008	✓	✓	

To record a new reflection, click 'Add New Log'

Select the type of event you want to record by clicking on the hand icon or the textual link.



The screenshot shows a dropdown menu titled "Type of Log" with the following options:

Type of Log	Description
<a href="#">Reflection on Clinical Event</a>	description...
<a href="#">Reflection on Learning during an Attachment</a>	description...
<a href="#">Reflection on Learning Event</a>	description...
<a href="#">Reflection on your teaching</a>	description...
<a href="#">Audit</a>	description
<a href="#">Research Publication</a>	description...
<a href="#">Attendance at organised teaching</a>	description...



You will see a warning that you should anonymise any information about patients or staff in your reflection. Click 'OK' if you to accept this.

To add a new Reflection On Learning Event entry, fill out the details below and click the "Save" button.

Date of Learning Event

Title

What type of learning event?

What was the learning event?

Click the calendar icon to select the date of the event.

Tuesday, September 30, 2008

After completing the various fields for your reflection, remember to save your entry.

How did the learning event inform any future learning needs? Will your PDP change to reflect these needs?

Which areas of the curricula have been developed following this learning event?

In order for a Supervisor to see this entry, it must be shared. If the Supervisor then signs this entry, it will no longer be editable.

Private or Shared?

Keep in the Private Area of my ePortfolio  
Keep in the Private Area of my ePortfolio  
Place in the Shared Area of my ePortfolio

Save Cancel

If you wish your Supervisor to be able to view your ePortfolio entry, select 'Place in the Shared Area of my ePortfolio' and then click 'Save'. Otherwise only you will be able to see it.

Please note supervisors do not need to countersign entries and this feature will be removed shortly.

[Add New Log](#)

Title	Type	Date Modified	Date of Activity	Shared?	Countersigned?	Action
<a href="#">Lumbar Puncture</a>	Reflection On Clinical Event	16/06/2008 16:32	05/06/2008	X	X	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Sleep deprivation</a>	Research Publication	17/06/2008 14:46	11/06/2008	✓	✓	

If you have made your reflection viewable for your supervisor, a green tick will appear under the 'Shared' column. If you keep it private, you will be able to make changes to it.

## 8. Appraisal

A formal process of appraisals and reviews underpins Medical Training. This process ensures adequate supervision for you during training, and provides continuity between posts and different supervisors.

The induction and midpoint appraisal forms can be written in draft by the trainee and then checked and finally saved by the supervisor.

[Add Appraisal](#)

To record a new appraisal, simply click 'Add Appraisal'

[View Submissions](#)

Appraisal Form	
ST2 - North Hampshire (02/04/2008 - 31/08/2008)	
Induction Appraisal	<a href="#">10 July 2008 11:45</a>
ST2 - North Hampshire (05/12/2007 - 01/04/2008)	
Induction Appraisal	<a href="#">11 June 2008 14:41</a>

Post: [ST2 - North Hampshire \(02/04/2008 - 31/08/2008\)](#)

Appraisal Form	Action
Induction Appraisal	<a href="#">Create</a>
Mid point review	<a href="#">Create</a>
End of Attachment Appraisal	X
ARCP	X
Supervisor's Report	X

Select the post this appraisal applies to, and then click the 'Create' link next to the appropriate appraisal form.

You are unable to create the last 3 forms, as these can only be completed by a supervisor.

Has any assessment or aspect of performance highlighted any concerns which should be addressed within the PDP?

Further explanatory comments:

Save Form As Draft?

Save Cancel

Once you have completed the appraisal for, you can either save it as a draft to be edited later or save a final version.

Add Appraisal

Appraisal Form	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>	
Induction Appraisal	10 July 2008 11:45
Mid point review	25 September 2008 16:56
<b>ST2 - North Hampshire (05/12/2007 - 01/04/2008)</b>	
Induction Appraisal	11 June 2008 14:41

When you are ready to edit the appraisal, click the edit icon or the submission link.

## 9. Personal Development Plan

The Personal Development Plan is your chance to set out what you expect to achieve during each post and throughout the programme. It should be developed in conjunction with your supervisor and should be updated following appraisal meetings.

The PDP should be reviewed at the beginning of each post. You should identify learning objectives, outline the plan for the objectives to be met, and give an indication of the timescale for the objectives, and an idea of how evidence for the completion of the objective will be achieved. These should be agreed with your supervisor. Once objectives have been achieved, they can be ticked off. They will remain on the PDP to reflect your achievements throughout training.

Add New Entry						
Title	Date Modified	Achieved?	Shared?	Countersigned?	Action	
<a href="#">Improve briefing before a ward round</a>	17/06/2008 14:46	✓	✓	✓		

To start a new Personal Development item, click 'Add New Entry'

Please note supervisors do not need to countersign entries and this feature will be removed shortly.

Fill out the boxes for the Personal Development Plan.

**Personal Development Plan Detail**

**PDP**

To add a new Personal Development Plan entry, fill out the details below and click the "Save" button. Mandatory fields are marked with a \*.

Title \*

What specific development needs do I have?  
[Tips on writing - click to show/hide]
If you need advice on how to define your learning objectives, click 'Tips on Writing'

How will these objectives be addressed?

Timescale

Evaluation and outcome (show how you have achieved your objectives)

Has it been achieved?

In order for a Supervisor to see this entry, it must be shared. If the Supervisor then signs this entry, it will no longer be editable.

Private or Shared? Keep in the Private Area of my ePortfolio

Save Cancel

When you have achieved a personal development plan, tick the checkbox.

If you wish your Supervisor to be able to view your ePortfolio entry, remember to 'Place in the Shared Area of my ePortfolio' and then click 'Save'.

## 10. Progression Section

### *Progression Section*

To view a summary of all assessments, appraisals, supervisor's reports and ARCP forms recorded by post, go to 'Summary Overview'.

**Progression Summary**

Below is a summary of all assessments, appraisals, supervisor's reports and ARCP forms recorded by post.

Type	Form	Submissions	Create
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>			
Work Based Assessment	MiniCEX	<a href="#">2 Submissions</a>	<a href="#">Create</a>
Summary	Summary MSF		<a href="#">Create</a>
Work Based Assessment	DCPS	-	<a href="#">Create</a>
Work Based Assessment	MSF	-	<b>X</b>
Work Based Assessment	CbD	-	<a href="#">Create</a>
Work Based Assessment	ACAT	-	<a href="#">Create</a>
Work Based Assessment - Self	MSF Self	<a href="#">1 Submission</a>	<a href="#">Create</a>
Educational Supervision	Induction Appraisal	<a href="#">1 Submission</a>	<a href="#">Create</a>
Educational Supervision	Mid point review	<a href="#">1 Submission</a>	<a href="#">Create</a>
Educational Supervision	End of Attachment Appraisal	-	<b>X</b>
Educational Supervision	ARCP	-	<b>X</b>
Educational Supervision	Supervisor's Report	-	<b>X</b>

Click the link to see submissions for that item.

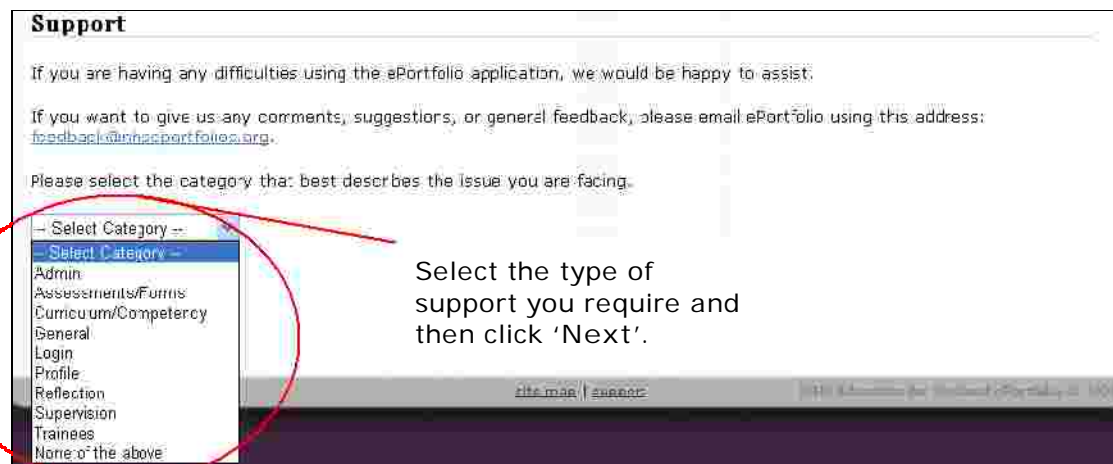
## 11. Support

If you have a problem with accessing your ePortfolio or your post or supervisor details are incorrect, your local administrator in your Postgraduate Education Centre should be able to help.

If you need support with another aspect of the ePortfolio, you should click on the 'Support' link and select the category you need help with. If you are not directed

to a web page with the support that you require, you will be able to send a message direct to a support administrator.

You should get a response within three working days. If the support team are unable to resolve your query they will let you know that it is being redirected to a technical development team who will get back to you within ten working days.



**Support**

If you are having any difficulties using the ePortfolio application, we would be happy to assist.

If you want to give us any comments, suggestions, or general feedback, please email ePortfolio using this address: [feedback@nmsportfolios.org](mailto:feedback@nmsportfolios.org).

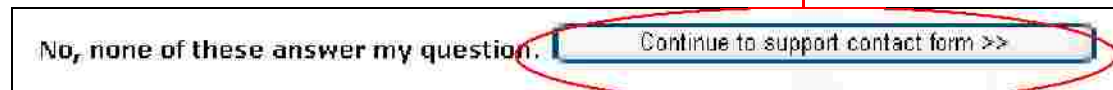
Please select the category that best describes the issue you are facing.

-- Select Category --

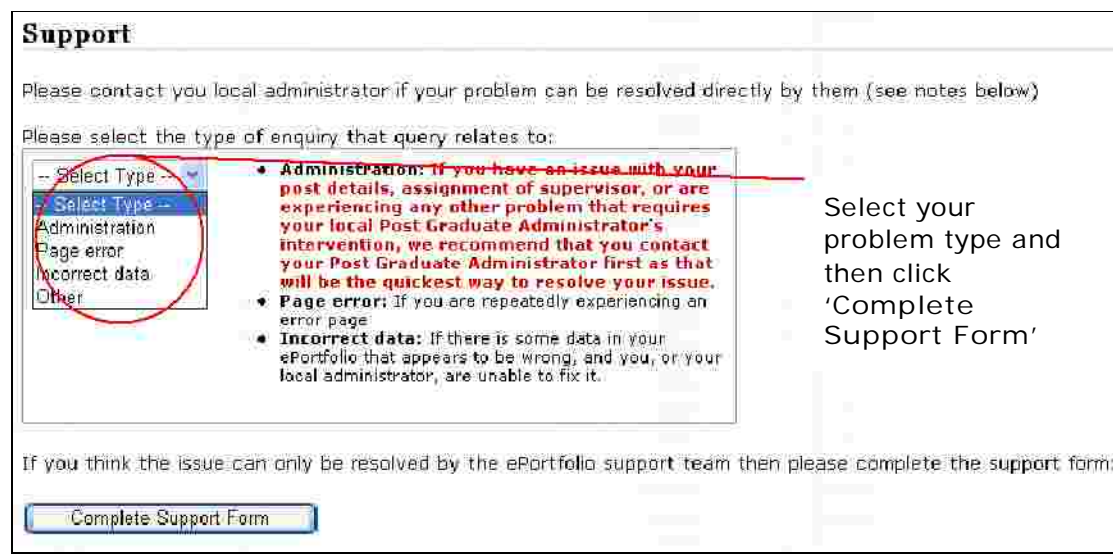
- Admin
- Assessments/Furnis
- Curriculum/Competency
- General
- Login
- Profile
- Reflection
- Supervision
- Trainees
- None of the above

Select the type of support you require and then click 'Next'.

If you cannot resolve your problem from the text provided in the ePortfolio, then send a message to the support team by clicking the contact form button at the bottom.



No, none of these answer my question. [Continue to support contact form >>](#)



**Support**

Please contact your local administrator if your problem can be resolved directly by them (see notes below)

Please select the type of enquiry that query relates to:

-- Select Type --

- Administration
- Page error
- Incorrect data
- Other

- **Administration:** If you have an issue with your post details, assignment of supervisor, or are experiencing any other problem that requires your local Post Graduate Administrator's intervention, we recommend that you contact your Post Graduate Administrator first as that will be the quickest way to resolve your issue.
- **Page error:** If you are repeatedly experiencing an error page
- **Incorrect data:** If there is some data in your ePortfolio that appears to be wrong, and you, or your local administrator, are unable to fix it.

Select your problem type and then click 'Complete Support Form'

If you think the issue can only be resolved by the ePortfolio support team then please complete the support form:

[Complete Support Form](#)

If you think the issue can only be resolved by the ePortfolio support team then please complete the support form:

**Please use the form below to submit a detailed description of the problem you are having.**  
Fields marked with a \* are mandatory.

We will communicate with you on this issue using the email address entered below.

Category: Assessments/Forms

Subject \*

Description of issue \*

Submitted By

Email Address \*

Confirm Email Address \*

If you want to use a different email address as shown above please ensure both boxes are completed with the same email address

Give as much information as you can about the problem you have. You can change the default email address to another address for the support team to contact you at.

**Support** You will receive the following confirmation message.

Your message has been sent to the ePortfolio support team.

All correspondence regarding this enquiry will be sent to **cmt\_test@gmail.com**