# Access to the JRCPTB Physicians ePortfolio for Staff and Associate Specialist Grade (SAS) and those in non-training posts

The JRCPTB ePortfolio for non-training doctors allows the user to:

* Record reflections on clinical events and courses
* Record performance in Work Place Based Assessments
* Log evidence against a physician specialty curriculum
* Record appraisals
* Create a personal development plan

The JRCPTB ePortfolio was developed by the JRCPTB in cooperation with the NES. The creation of the tool has relied on time and commitment of the JRCPTB team and its knowledge of how best to support training to those who are not in a formal training programme.

ePortfolio access has been opened up to those in staff and associate specialist and other non-training grade posts. The ePortfolio is for those wanting to record against [**physician specialties**](http://www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Introduction.aspx) only. Please note evidence collected during non-training posts against competencies within the curriculum will not count towards future approved training programmes. Doctors wising to count their non-training experience as evidence can apply through the CESR (Equivalence) route in the future.

To cover the costs of developing this tool and supporting you as users there will be a small fee for usage.

**The fee is currently £169 per year. This can be paid by credit or debit card. You must contact us by telephone on 0203 075 1440 to provide your payment once you have submitted your application form. Unfortunately we cannot accept payment details via email or post.**

If you require any further information, please feel free to contact the JRCPTB on 0203 075 1440 or epsasaccess@jrcptb.org.uk. Please also take the time to read the guidance policy before you complete the form.

# ePortfolio access application form for SAS and non-training doctors

IMPORTANT - Applications are assessed on information you provide therefore the details below are ESSENTIAL if your application is to be accepted. Your personal ePortfolio access will not be set up unless your application is complete.

## SECTION 1: Personal Details

|  |  |
| --- | --- |
| Last name (as registered with the GMC):  |       |
| Forenames (in full):  |       |
| Date of Birth (dd/mm/yyyy): |       |
| Home Address  | First line of address: |       |
|  | Second line of address: |       |
|  | Town/City: |       |
|  | County: |       |
|  | Postcode: |       |
| GMC Registration Number: |       |
| Home Telephone: |       |
| Work Telephone: |       |
| Mobile: |       |
| E-mail: |       |

## SECTION 2: Post details

|  |
| --- |
| Note: General (Internal) Medicine is a separate specialty. Please state if you wish to be enrolled for G(I)M in addition to main specialty. |
| Deanery/LETB (if known): |  |
| NHS Trust: |       |
| Name of Hospital: |       |
| Grade / Level of training **(Please note if you are in a LAT or substantive post you MUST register with JRCPTB online to get ePortfolio access) Foundation level training will not be given ePortfolio access** | [ ]  CMT equivalent | [ ]  StR / ST3+ equivalent |
| Physician specialty 1:  |  |
| Physician specialty 2:  |  |
| Other physician specialty/sub-specialty: |       |
| Name of supervisor 1: |       |
| E-mail of supervisor 1: |       |
| Name of supervisor 2: |       |
| E-mail of supervisor 2: |       |
| Date of current post: **(Please note access to the ePortfolio will be from date of when application has been received)** |       |
| End date of post: |       |
| Is post less than 3 months? | [ ]  Yes | [ ]  No |
| Full-time? | [ ]  Yes | [ ]  No |
| If no, what % FTE sessions are you working? |   |

## SECTION 3: Monitoring Information (Optional)

This information will only be used for the purpose of monitoring access to the ePortfolio and will be kept in a secure and confidential manner.

|  |  |
| --- | --- |
| Sex: |  |
| Country of Birth:  |       |
| Nationality: |       |
| How did you hear about the ePortfolio? |  |

## SECTION 4: Data Protection Act

|  |
| --- |
| In order to comply with Data Protection laws, it is essential that we have your permission to use personal data held on you, for the purpose of the JRCPTB carrying out any reasonable activity for the efficient administration of its obligations with regard to provision of supporting and delivering the ePortfolio. These data will only be disclosed, as part of the process of administering your ePortfolio or application for registration, with (as appropriate):* The relevant regional and national training bodies,
* Postgraduate medical deans and their staffs,
* Relevant Royal College officers, representatives and staff,
* Educational supervisors,
* The General Medical Council,
* Specialist and trainee societies and organisations,
* Employing authorities.

By submitting this form:“I give permission for my personal details to be made available to a third party(ies) as required for the purposes of monitoring, assessing and certifying my experience in medical specialties. I also confirm that all details given on this form are truthful and accurate.I understand that I will be liable to pay a fee for the ePortfolio and this must be settled within 30 days of each invoice. I understand that failure to pay may lead to my ePortfolio access being withdrawn”Name:      Date       |
| SECTION 4: For JRCPTB office/SAC use only  |
| Date entered on database      | By (initials)    | College Code Number      |
| Payment received? [ ]  | Payment amount  | Payment method  |
| Is this application approved? [ ]  If NO, please state reasons for non-approval:       |
| ePortfolio username       |
| NOTES       |

# ePortfolio access fees

* I understand that access to the ePortfolio will cost me £169 per calendar year
* I understand that this fee covers support for my use of the ePortfolio, but not for any queries about equivalence or training. Fees for this support will be handled separately by the JRCPTB.
* I understand that the fee must be paid in full before I can gain access to the ePortfolio

Signature / Print name

Date

To pay by credit or debit card, please call the ePortfolio team on 0203 075 1440.

**The application form must be received by email otherwise it will not be processed.**

# ePortfolio Application Form Checklist

Before you return the application form to the JRCPTB, please check that you have completed the following:

## ON THE APPLICATION FORM:

|  |  |
| --- | --- |
| GMC Number  | Yes [ ]  No [ ]  |
| Home address | Yes [ ]  No [ ]   |
| Email address – it is important to include an email address otherwise we will not be able to send you your login details  | Yes [ ]  No [ ]  |
| Details of the post you would like registered on the ePortfolio | Yes [ ]  No [ ]  |
| Agreed that the details on the form are truthful and accurate | Yes [ ]  No [ ]  |
| Agreed to the Data Protection statement | Yes [ ]  No [ ]  |
| Indicated your option of access / payment | Yes [ ]  No [ ]   |
| I have read the guidance policy and agree with the policy terms  | Yes [ ]  No [ ]  |

**PLEASE NOTE**: that if all these requirements are not met your application form will be returned. This will delay your access to the JRCPTB ePortfolio.

Access will be granted from the day the application has been received. Posts cannot be added retrospectively.