

JRCPTB ePortfolio training user guide December 2013

**GUIDANCE FOR DEANERY,
POSTGRADUATE CENTRES AND TRUST
ADMINISTRATOR**

How to add a post

Majority of the trainees will already have an ePortfolio account, particularly if they have come through from Foundation.

To avoid creating duplicating accounts, please ensure a thorough search is carried out first BEFORE a new account is created. Read guidance on 'How to locate a trainee' for further assistance.

Once the GMC approved training programme has been added you can now add the post/placement rotation to the trainees account. Read 'How to add a training programme' for further assistance.

Once you have logged in and located the trainee account follow the steps below.

Step 1:

Select 'Add post' under the training programme.

Core Medical Training - London - North West - LON212 (01 Aug 2013 to 01 Aug 2015) Edit Delete								
Year	Grade	Location	Specialties	Dates	Code	Supervisors	Duration	Action
<div>Add Post</div>								

Step 2:

Complete the fields from step 1 to 3. This is where you will need to add details of the post/placement rotation.

Add New Post

To add a new post, enter the information in the steps below and then select the "Finish" button.

[Step 1: Details](#)
[Step 2: Specialties](#)
[Step 3: Supervisors](#)

Step 1: Details

Grade:
Start Date:
End Date:
Training Period Year:
Reference Code:

You can traverse the Location tree by selecting the plus (+) sign to the left of the location or by double-clicking on the Location name. Posts should be set to the lowest possible node in the tree (which is a hospital).

Location:

[Next](#) [Cancel](#)

Grade – Select the training grade from the drop down menu; CMT = CT1 (year 1), CT2 (year 2)

ACCS = CT1 (year 1), CT2 (year 2), CT3 (year 3), LAT = CT/ST, StR = ST3 (year 3), ST4 (year 4), ST5 (year 5) etc.

Start Date/End Date – Start and end date of placement/rotation

Training Period Year – This will automatically adjust according to the grade however you can modify this manually if incorrect

Reference Code – please keep this blank

Location – Select which hospital the trainees is based at

Click 'Next' once you have filled in the details.

Step 3:

To add the specialty, select the specialty from the list and then move this across using the arrow buttons.

Add New Post
To add a new post, enter the information in the steps below and then select the "Finish" button.

[Step 1: Details](#)
[Step 2: Specialties](#)
[Step 3: Supervisors](#)

Step 2: Specialties (optional)

The Specialties in the right-hand box will be added to this Post/Training Programme. To add new Specialties, click the ">>" button. To remove Specialties, click the "<<" button. If you have a Specialty which is not on the list type it in the Specialty Other text box below.

Specialties
Academic
ACCS
Acute Internal Medicine
Acute Medicine
Allergy
Audiological Medicine
Cardiology
Clinical Genetics
Clinical Neurophysiology

>>
<<

Added Specialties
Core Medical Training

Specialty Other:

Previous Next Cancel

Click 'Next' once you have added the specialty.

Step 4:

You will need to add supervisors that will be supervising the trainee during the rotation. These can be Educational, Clinical supervisor, Tutor or Programme Directors.

Type in the name and role of the supervisor and click 'search'. The name should appear in the supervisors list, if this is correct select the name and use the arrow buttons to add the supervisor. If the name is not appearing expand the location from a hospital level to either a trust or deanery for a wider search.

Add New Post
To add a new post, enter the information in the steps below and then select the "Finish" button.

[Step 1: Details](#)
[Step 2: Specialties](#)
[Step 3: Supervisors](#)

Supervisors (optional):
Enter any part of the Supervisor's first name or last name to Search on.
Name:
Role:
Location:

Supervisors
Miss Rifa Begum [CEM, Foundation, ePortfolio]

>>
<<

Added Supervisors

Previous Finish Cancel

Click on 'Finish'. Once the post has been saved, this will appear on the trainees account

London - Core Medical Training - London - North West - LON212 (01 Aug 2013 to 01 Aug 2015) Edit Delete							
Year	Grade	Location	Specialties	Dates	Code	Supervisors	Action
I	CTI	Bromley Hospital	Core Medical Training	01 Aug 2013 to 31 Jul 2014		Miss Rifa Begum (Physician Educational Supervisor)	Edit Move Delete
Add Post							

Please note: All post/placement rotations must be added under the one training programme