

JRCPTB ePortfolio training user guide December 2013

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

How to add a Training Programme

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

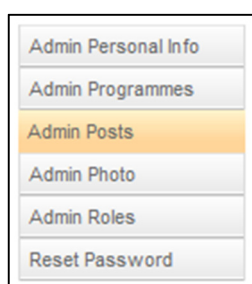
To avoid creating duplicating accounts, please ensure a thorough search is carried out first BEFORE a new account is created. Read guidance on 'How to locate a trainee' for further assistance.

Trainees must be added to a [GMC approved training programme](#) on ePortfolio. The programme will dictate which curriculum they view and which work-place based assessments they get access to.

Once you have located the trainees account, to administer training programme for a trainee follow the steps below.

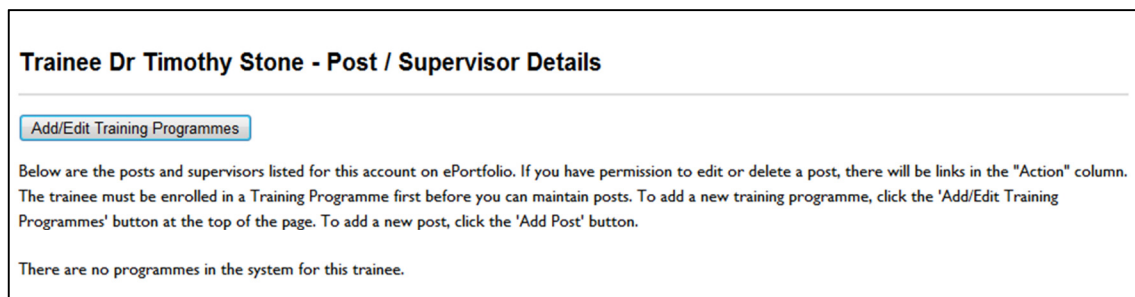
Step 1:

Select 'Admin Posts' on the left side menu



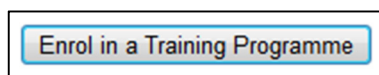
Step 2:

Click on 'Add/edit training programme'



Step 3:

To add a new training programme select 'Enrol in a training programme'



Step 4:

Select the correct training programme for the programme tree in your Deanery. The programmes are broken down by Core Medical Training, Specialty and Service. Please do not add Service posts (these are non-training doctors which only JRCPTB will administer)

Click on the expand icon for the specialty which will detail the GMC approved training programmes for that specialty and select the correct programme the trainee has been appointed to.

Enrol in a Training Programme

Programme: Core Medical Training (LON212) - C ▾

Training Status:

Start Date:

End Date:

Full Time Percentage:

Code:

Select Curricula To Add:

London
 Core
 ACCS
 Core Medical Training
 Core Medical Training - Core Medical Training - to be deleted - programme
 Core Medical Training (LON212) - Core Medical Training - Lon North West
 Core Medical Training (LON210) - Core Medical Training - Lon East & South West
 Core Medical Training (LON211) - Core Medical Training - Nor North Central

Step5:
You now need to add details of this appointment.

Enrol in a Training Programme

Programme: Dermatology (LON222) - Dermatolo ▾

Training Status: Provisional ▾

Start Date: 1/8/2013

End Date: 1/8/2018

Full Time Percentage: 100 ▾ %

Code:

Select Curricula To Add: Physician Dermatology 2010
 Physician Academic Checklist - All Clinical Trainees

Programme - The programmes are listed in order of Deanery and Specialty, click on the + boxes to open and select the correct programme

Training Status – Always set to ‘Provisional’

Start Date/End Date – Add the programme start date and finishing date e.g. a 5 year programme = Start Date: 7/8/2013, End Date: 7/8/2018

Full Time Percentage – If the trainee is working flexibly, select the work percentage from the drop down menu (if applicable)

Code – please leave this blank

Select Curricula to Add – Depending upon the start date of the programme, the relevant curriculum(s) will be listed. You will need to tick the relevant curriculum which will then be downloaded to the trainee’s ePortfolio

Click ‘Enrol’ once you have added all the information.

Once you have added the training programme this will appear on the trainees account.

Training Programme	Status	Start Date	End Date	Full Time	Code	Post (s)	Action		
Dermatology - London - North	Provisional	01-Aug-2013	01-Aug-2018	100%		0	Edit	Delete	Add/Edit Post(s)

[Enrol in a Training Programme](#)

If you have made any errors or need to update the programme details you can do this by selecting the 'edit/delete' option next to the programme.