

JRCPTB ePortfolio training user guide December 2013

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

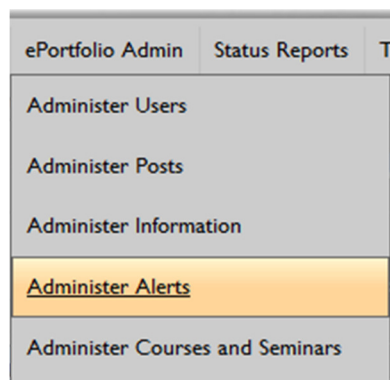
How to administer Alerts on ePortfolio

The 'Administer Alerts' function allows you to send out alerts to designated ePortfolio user groups that can be filtered by location.

Once you have logged in through the Physician Administrator role follow the steps below.

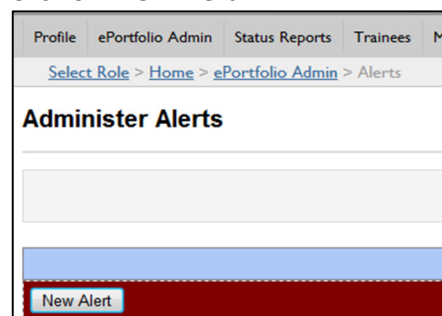
Step 1:

From the ePortfolio Admin menu tab select 'Administer Alerts'



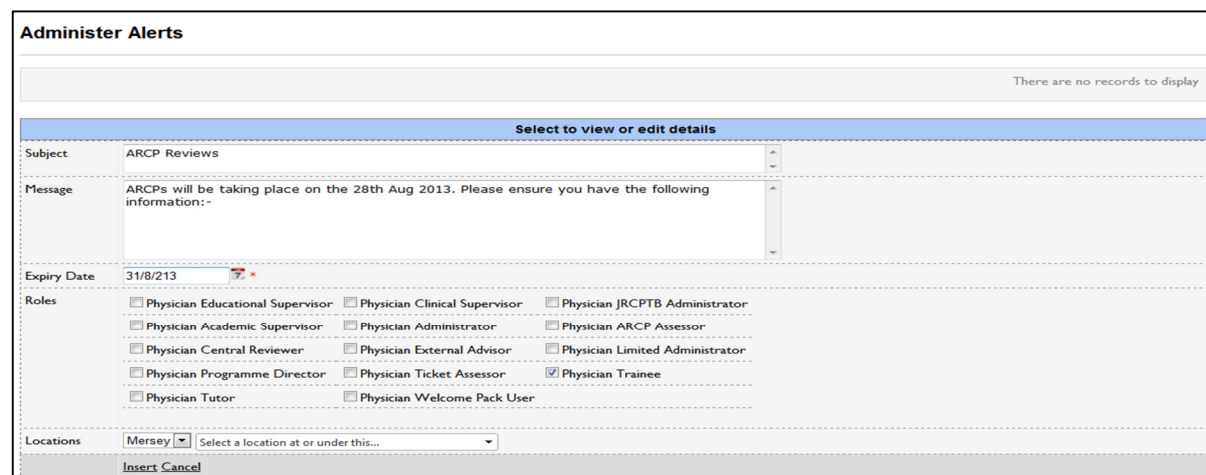
Step 2:

Click on 'New Alert'.



Step 3:

Complete the fields with the relevant information you want to publish. You can add an expiry date for the alert and filter the message to who you want it to be displayed to by role and location. Click 'Insert' when you have finished.


A screenshot of the Administer Alerts form. The form has the following fields:

- Subject: ARCP Reviews
- Message: ARCPs will be taking place on the 28th Aug 2013. Please ensure you have the following information:-
- Expiry Date: 31/8/213
- Roles: A grid of checkboxes for various roles. The 'Physician Trainee' checkbox is checked.
- Locations: Mersey (selected) and a dropdown menu for 'Select a location at or under this...'

At the bottom of the form, there are 'Insert' and 'Cancel' buttons.

Step 4:

Once you have saved your entry it will appear on the home screen of the user group you selected.



The screenshot shows the JRCPTB ePortfolio interface. At the top, there is a navigation menu with links for Profile, Curriculum, Assessment, Reflection, Appraisal, Progression, and Messages. Below the menu, there is a breadcrumb trail: [Select Role](#) > Home. The main heading is "Welcome to ePortfolio". Below this, there is an "Alerts (4)" section with a "Hide These Items" link. The alerts section contains two items:

- Practical Neurology for Junior Doctors 2014**
is a conference held in Newcastle Upon Tyne at the 'Life' Conference Centre on Thursday March 13th, 2014
The conference aims to equip junior doctors (foundation and core) with skills to assess and manage any common neurological condition that comes on call. If you are particularly interested in neurology or just looking to gain general medical skills, this course is for you.

Due to heavy funding, the early bird tickets for this conference only close soon to avoid disappointment. Lunch and refreshments are provided, as well as freebies!

If you are interested in attending the conference, visit the website on www.lifeconfer.co.uk or the twitter site @neuroconference for more information and updates. Request study leave and book onto the course early, as numbers are limited. Interactive group sessions are manageable.
- Trainee revalidation**
The RCP has recently released the revalidation portfolio to help doctors with appraisal and revalidation. All trainee doctors should continue to use their portfolio for the duration of their training, as this is sufficient to help meet the requirements for trainees. The RCP revalidation portfolio is designed for doctors to help them to prepare for their annual appraisals and revalidation with their employer.

If you have any queries about revalidation please email revalidation@rcp.ac.uk

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