

JRCPTB ePortfolio training user guide December 2013

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

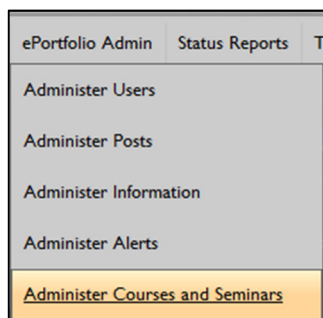
How to administer courses and seminars on the ePortfolio

The courses and seminar section on the ePortfolio allows the local administrator to post details of any courses that are relevant to trainees within their region.

To add a course or seminar follow the guide below.

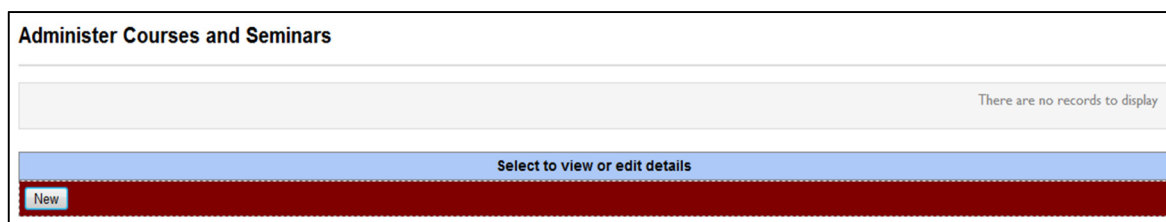
Step 1:

From the ePortfolio Admin menu bar, select the 'Administer courses and seminars'.



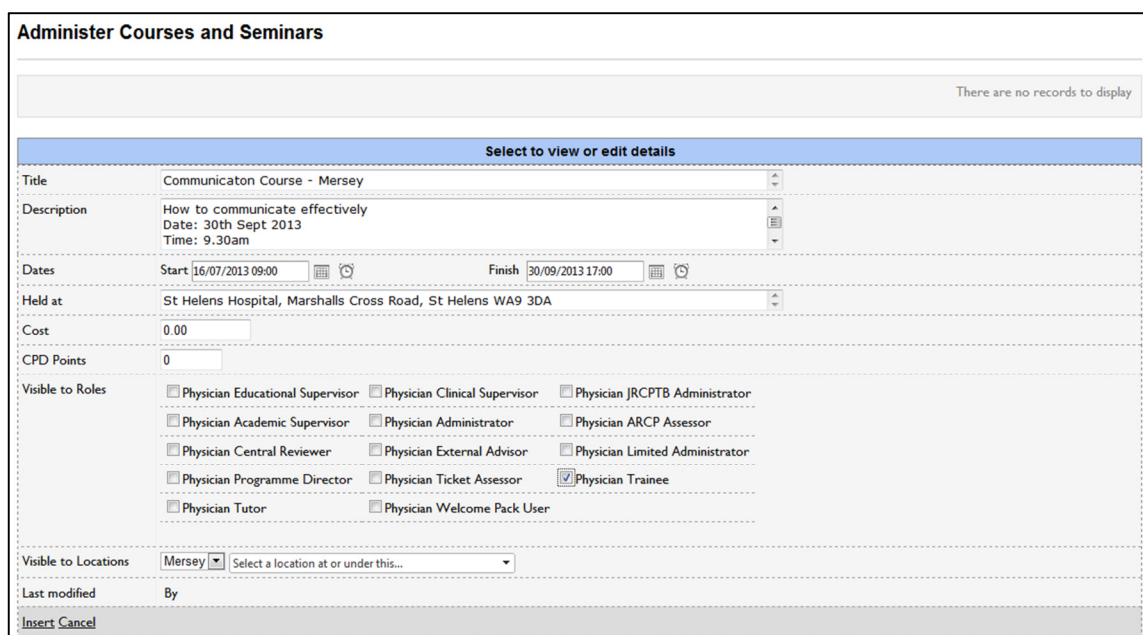
Step 2:

Click on 'New' to create a new entry



Step 3:

Enter the course details and ensure a **Role** and (if required) a specific **Trust Location** is selected from the drop down menu and click 'Insert'. The alert will appear under the 'Courses and Seminar' section of the trainees ePortfolio.



You can always edit, amend or delete the entry you make by selecting the entry and clicking on edit.

Courses and Seminars				
1 - 4 records displayed out of 4				
items per page 10 GO page 1 of 1 GO				
	Title	Description	Start	Held At
Select	Risk Benefit Assessment in Pharmacovigilance	Approved module by the Faculty of Pharmaceutical Medicine as satisfying the requirements of the Drug Safety Surveillance section of the PMST curricula.	16 Oct 12:00 AM	Solent Hotel, Whiteley near Farnham
Select	Statistics and Data Management - Module 2	Part two of a two-part course approved by the Faculty of Pharmaceutical Medicine as satisfying the requirements of the Statistics and Data Management section of the PMST curricula.	16 Sep 12:00 AM	Denham Grove, Denham, Uxbridge
Select	Back to Basics in Pharmacovigilance	Approved module by the Faculty of Pharmaceutical Medicine as satisfying the requirements of the Drug Safety Surveillance section of the PMST curricula.	04 Sep 12:00 AM	Solent Hotel, Whiteley near Farnham
Select	Statistics and Data Management - Module 1	Part one of a two-part course approved by the Faculty of Pharmaceutical Medicine as satisfying the requirements of the Statistics and Data Management section of the PMST curricula.	16 Jul 12:00 AM	Denham Grove, Denham, Uxbridge
Select to view details				