

Amendments to Training Programme and Post display on ePortfolio

For Physician Administrators - effective from 22 November 2014

JRCPTB have updated the way information on trainee's training programme and post/placement rotations are recorded on the ePortfolio.

The new changes include the following:

1. Target number of months
2. Training credits (JRCPTB use only)
3. In programme status
4. Full Time percentage

This is to provide a better and more accurate recording facility on a trainee's post history page. Below are screen shots showing how the new changes will work and be displayed. Only JRCPTB administrators will have the rights to enter data for 'Training Credits'.

All local administrators will be able to enter all other information for trainees in CMT and specialty training.


Adding a new Training Programme


Enrol in a Training Programme

Enrol in a Training Programme

Programme:

Training Status:

Start Date: 

End Date: 

Target number of months:

Code:

Select Curricula To Add: *none available*

NEW: Target number of months is the total number of months for the duration of the training programme e.g. Dermatology is 48 months

Once you have added the target number of months, this will then be displayed on the post history

Only administrators are able to add the training programme. Once this has been added, it will become visible to all users who have access to the trainees account.

Trainee post history page – adding a post/placement rotation

Please note the changes will be applicable to all trainees in CMT and Specialty training.

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](#)

NEW: Training Credit (months) is pre-set to 0. This is only editable by JRCPTB administrators who will add the approved number of credits for each rotation, OOP etc.

NEW: Full Time Percentage is to show at what FTE % a trainee is working on e.g. if full time this will be 100, if part time at 0.5 this will be 50

NEW: In Programme is to show whether a trainee is in or out of programme. If grade is 'OOP' this will automatically default to 'Out of Programme'

NEW: 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).

Full Time Percentage: 100 ▾

Grade: CT1 ▾

Start Date: 1/8/2014 7

End Date: 31/12/2014 7

Training Credits (months): 0

In Programme: In Programme ▾

Training Period Year: 1

Reference Code:

Location: Physician ▾
Royal London Hospital ▾

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SURGEONS OF GLASGOW

Royal College
of Physicians

Display of programme and post

This is an example of how the new training programme and post will be displayed on the trainee's post history page.

London - Core Medical Training - London - North West - LON212 (01 Aug 2013 to 31 Jul 2015) [Edit](#) [Delete](#)

Year	Grade	In Programme	Location	Specialties	Dates	Code	Supervisors	Full Time Status %	Training Credits	
1	CT1	Yes	Royal London Hospital	Core Medical Training	01 Aug 2013 to 30 Dec 2014		Dr PTB Academic Supervisor (Physician Academic Supervisor), Dr PTB Clinical Supervisor (Physician Clinical Supervisor), Dr PTB Educational Supervisor (Physician Educational Supervisor), Dr Training Programme Director (Physician Programme Director)	100	12	Edit Move Delete

The target number of months is from the training programme is displayed here

Target Number of months: 24