

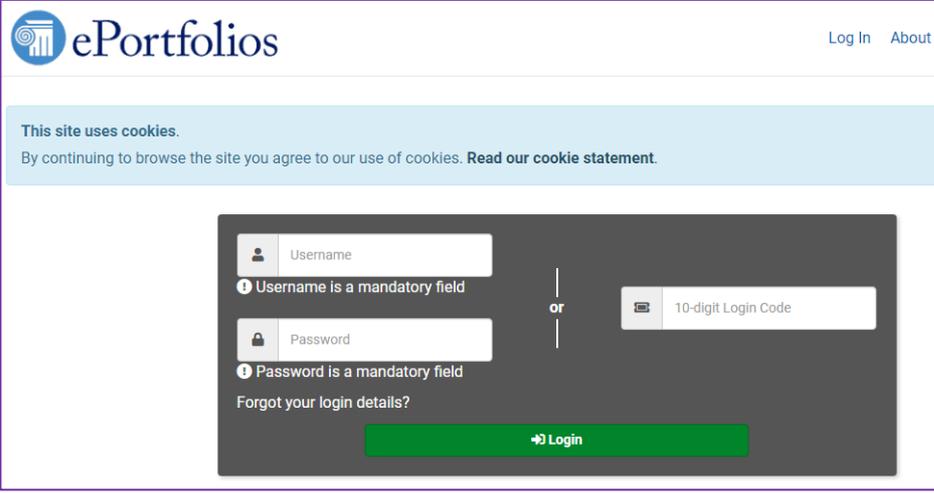
# ePortfolio guidance

## How to create an ARCP Panel

## Creating an ARCP Panels

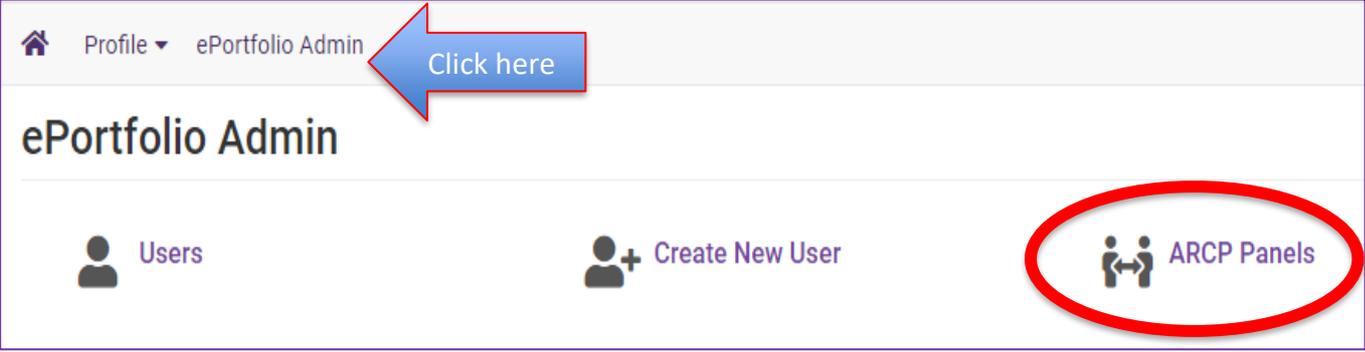
This is a quick guide for anyone that needs to set up an ARCP Panel on the ePortfolio. **This function can only be done if you have a Physician Administrator role at a deanery level.** If you have only trust of hospital level access you will not be able to create the ARCP Panel.

1. Log into the ePortfolio as a Physician Administrator.



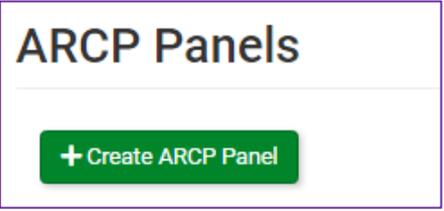
The screenshot shows the ePortfolios login page. At the top left is the ePortfolios logo, and at the top right are links for 'Log In' and 'About'. Below the header is a light blue banner with the text: 'This site uses cookies. By continuing to browse the site you agree to our use of cookies. Read our cookie statement.' The main content area is a dark grey login form with two input fields: 'Username' and 'Password'. Below the 'Username' field is a message: 'Username is a mandatory field'. Below the 'Password' field is a message: 'Password is a mandatory field'. There is a 'Forgot your login details?' link and a '10-digit Login Code' field. A green 'Login' button is at the bottom.

2. Click on the ePortfolio Admin menu. This will give you a list of functions available for this role. You should see the function for 'ARCP Panels'. Click on this.



The screenshot shows the ePortfolio Admin menu. At the top left is a home icon, followed by 'Profile' and 'ePortfolio Admin'. A blue arrow points to 'ePortfolio Admin' with the text 'Click here'. Below the header is the 'ePortfolio Admin' title. There are three main menu items: 'Users' with a person icon, 'Create New User' with a person and plus icon, and 'ARCP Panels' with a person and double-headed arrow icon. The 'ARCP Panels' item is circled in red.

3. You will then have the option to create a new ARCP Panel. Click on the 'Create ARCP Panel' button.



The screenshot shows the ARCP Panels page. At the top is the title 'ARCP Panels'. Below the title is a green button with a plus sign and the text '+ Create ARCP Panel'.

4. You will now be required to complete all the fields about the ARCP Panel that you are setting up. Please ensure that you enter the correct information.

 **Create ARCP Panel**
✕

**Title \*:**

**Date of ARCP \*:**  

**Specialties being reviewed \*:**

**Deanery \*:**

It should look like this once you have added all the information:

Example

 **Create ARCP Panel**
✕

**Title \*:**

**Date of ARCP \*:**  

**Specialties being reviewed \*:**  

**Deanery \*:**  

5. The next step is to add the panel members who will be reviewing the trainees ePortfolio. To find the members search by either:
  - a. Name
  - b. GMC
  - c. Email
  - d. Username

This will display the user if it has matched on the search criteria or if a broad search was done then list all possible users.

You can check if they are the correct user by clicking on the information icon next to the name and it will give you the details of the individual.

Once you have added the panel member you must type in what their role is on the panel e.g. Chair, TPD, Educational Supervisor etc.

This is how the Panel list will be displayed.

Example

The screenshot shows the 'Add Users' interface. At the top, there are two radio buttons: 'Panel Member' (selected) and 'Trainee'. A blue arrow labeled 'Search criteria' points to the search input field. To the right, a blue box says 'Click here to expand search across all deaneries' with an arrow pointing to a 'Deanery Locations' button. Below the search bar, it says '1332 people found (max 100 results shown)...'. A list of users is shown, with 'Panel Member(s) \*:' highlighted in a red box. The list includes 'Dr Mike Jones', 'Dr Alastair Miller', and 'Prof David Black'. To the right of this list are three dropdown menus labeled 'Chair', 'TPD', and 'ES'. A blue box with an arrow points to these dropdowns, saying 'Ensure you add the correct roles to each member'.

6. You will need to assign all the trainees that will be having their ARCP. Follow step 5 in searching for trainees and adding them to the list.

This is how the trainee list will be displayed.

Example

The screenshot shows the 'Add Users' interface with 'Trainee' selected. A blue arrow labeled 'Search' points to the search input field. A blue box on the right says 'Click here if trainee or panel member is outside of your location' with an arrow pointing to the 'Deanery Locations' button. Below the search bar, it says '490 people found (max 100 results shown)...'. A list of users is shown, with 'Panel Member(s) \*:' highlighted in a red box. The list includes 'Dr Mike Jones', 'Dr Alastair Miller', and 'Prof David Black'. Below this is a section for 'Trainee(s) \*:' which includes 'Dr Rifa Begum', 'Dr Andrew Brown', and 'Dr Christopher Smith'. To the right of the 'Panel Member(s)' list are three dropdown menus labeled 'Chair', 'TPD', and 'ES'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Once the panel has been set up, if there is a requirement to make changes to this due to changes to panel members or trainees (add or remove), you can always edit the ARCP and update this as long as it is before the ARCP date.

**The panel members will automatically be given ARCP reviewer access to the trainees who are listed on this ARCP date.** There will be no requirement to request for any additional access from the JRCPTB ePortfolio team.

Access will be given maximum of 4 weeks prior to the ARCP date by default. This cannot be extended.

Access will be automatically removed for panel members once the ARCP has taken place.

## Panel members access to trainees on the ARCP panel

When a panel member is added to the ARCP Panel and trainees are also linked to this ARCP, the panel members will automatically be given the 'ARCP reviewer role' to enable them to access the trainees for this ARCP only and access will only be until the date of the ARCP.

ARCPs taking place within 4 weeks will be displayed under the ARCP panel on the home page with a list of all the trainees to review prior to the review date.

Under the ARCP Panels tab it will display all the ARCPs the panel member has been assigned to as they could be a panel member on multiple ARCPs.

Example: the panel member has been assigned to two ARCPs taking place. One is within 4 weeks and one is more than 4 weeks. There is an alert against each ARCP panel when it will 'go live' to be able to get access to the trainees and how long they have until the ARCP date to review the trainees ePortfolio.

The screenshot displays the 'ARCP Panels' section of a user interface. It contains two panels, each with a header, a main body, and a status alert. The first panel is for 'IMT ARCP 08/03/2022' and features a green icon of two people. Its main body contains the text 'Expand to view the 1 trainee(s) in this panel' with a downward arrow. A green alert bubble on the right says 'LIVE NOW. ARCP will be on 08 Mar 2022 (in 5 days)'. The second panel is for 'Dermatology ARCP 4/04/2022' and features a blue icon of two people. Its main body is empty. A blue alert bubble on the right says 'GOING LIVE ON 07 Mar 2022. ARCP will be on 04 Apr 2022.' Red circles are drawn around the expand link, the green alert, and the blue alert.

For ARCPs within 4 weeks, the panel member can view each trainee that has been linked to that ARCP and review the ePortfolio. They can see how many trainees are on each ARCP by expanding the '**Expand to view the 1 trainee(s) in this panel**'

## ARCP Panels

IMT ARCP 08/03/2022

LIVE NOW. ARCP will be on 08 Mar 2022 (in 5 days).

Collapse the 1 trainee(s) in this panel ^

FL Dr Christopher Smith

IMY2 - Royal London Hospital - Internal Medicine Training (LON)  
(05 Aug 2021 to 09 Aug 2022)

Not Reviewed

View

Click on 'view' to access the trainee's account

Reviewers can see status of trainee whether it has been reviewed or not e.g. ARCP form completed

If ARCPs are set up in the future beyond 4 weeks of the ARCPs taking place, then the panel members will not have access to review the trainees ePortfolio if it is within 4 weeks' time frame. They will see the upcoming ARCP but won't be able to access the trainees until it's within 4 weeks.

This is an automated process and once the ARCP date is within 4 weeks, this will then become active on the ePortfolio and allow the panel members to review the trainees. After the ARCP date expires, the ePortfolio will automatically remove access from the panel members.