# Access to the JRCPTB Physicians ePortfolio for Staff and Associate Specialist Grade (SAS) and those in non-training posts

The Joint Royal Colleges of Physicians Training Board (JRCPTB) ePortfolio for non-training doctors allows the user to:

* Record reflections on clinical events and courses
* Record performance in Work Place Based Assessments
* Log evidence against a physician specialty curriculum
* Record appraisals
* Create a personal development plan

The JRCPTB ePortfolio was developed by the JRCPTB in cooperation with the NES. The creation of the tool has relied on time and commitment of the JRCPTB team and its knowledge of how best to support training to those who are not in a formal training programme.

ePortfolio access has been opened up to those in staff and associate specialist and other non-training grade posts. The ePortfolio is for those wanting to record against [physician specialties](http://www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Introduction.aspx) only. Please note evidence collected during non-training posts against competencies within the curriculum will not count towards future approved training programmes. Doctors wising to count their non-training experience as evidence can apply through the CESR (Equivalence) route in the future.

To cover the costs of developing this tool and supporting you as users there will be a small fee for usage.

The fee is currently **£169 per year.** Once your application form has been received, you will be sent an invoice for payment. Full details of how to pay this invoice will be included on the invoice. Please check your junk folder should you not receive the invoice and contact the ePortfolio team.

Once payment has been received, your ePortfolio account will be set up within 1-5 business days. During busy periods this may take longer.

**Unfortunately we cannot accept payment details via email, post or phone.**

If you require any further information, please contact the JRCPTB ePortfolio support team on 0203 075 1440 or [epsasaccess@jrcptb.org.uk](mailto:epsasaccess@jrcptb.org.uk). Please also take the time to read the guidance policy before you complete the form.

# ePortfolio access application form for SAS and non-training doctors

IMPORTANT - Applications are assessed on information you provide therefore the details below are **ESSENTIAL** if your application is to be accepted. Your personal ePortfolio access will not be set up unless your application is complete.

## SECTION 1: Personal Details

|  |  |  |
| --- | --- | --- |
| Last name (as registered with the GMC): | |  |
| Forenames (in full): | |  |
| Gender: | |  |
| Date of Birth (dd/mm/yyyy): | |  |
| Home Address | First line of address: |  |
|  | Second line of address: |  |
|  | Town/City: |  |
|  | County: |  |
|  | Postcode: |  |
| GMC Registration Number: | |  |
| Home Telephone: | |  |
| Mobile: | |  |
| E-mail: | |  |

## SECTION 2: Post details – PLEASE COMPLETE THE BELOW FOR EPORTFOLIO ACCESS

|  |  |  |
| --- | --- | --- |
| Note: General (Internal) Medicine is a separate specialty. Please state if you also wish to have ePortfolio access for G(I)M in addition to the main specialty. | | |
| **Region:** |  | |
| **NHS Trust**: |  | |
| **Name of Hospital**: |  | |
| Grade / Level of non-training **(Please note if you are in a LAT or substantive post you MUST enrol with JRCPTB online to get ePortfolio access) Foundation level training will not be given ePortfolio access** | CMT equivalent | StR / ST3+ equivalent |
| Physician specialty 1 (if not CMT): |  | |
| Physician specialty 2 (if not CMT): |  | |
| **Name of Educational Supervisor**: |  | |
| GMC no of Educational Supervisor (If known): |  | |
| **Name of Clinical Supervisor:** |  | |
| GMC no of Clinical Supervisor (If Known): |  | |
| Is post less than 3 months? | Yes | No |
| Full-time? | Yes | No |
| If no, what % FTE sessions are you working? |  | |

## SECTION 3: Data Protection Act

|  |
| --- |
| All personal information held by the Joint Royal Colleges of Physicians Training Board will be held in accordance with the General Data Protection Regulation 2018. Data collected via the-Portfolio will be shared with the Federation and used for any reasonable activity in delivering services associated with the ePortfolio, specialist registration, certification, and training. Data will also be used for monitoring, research, statistical analysis, verification of qualifications and prevention of fraudulent activity.  Any data collected may be exchanged between the departments of the Federation, approved external partners (including the GMC, relevant regional and national training bodies), postgraduate medical deans and their staff (Deaneries/LETBs or their local equivalent for international candidates), relevant Royal College officers, representatives and staff, educational supervisors, specialist and trainee societies and employing authorities; for the above purposes. For full details see our fair processing statement [here](http://rcp-sa-webs01/live/rcpapps/JCHMT/TraineeControl.asp?txtRCPCodeno=322980https://www.jrcptb.org.uk/terms-conditions).  You have a right to access your personal data and rectify any inaccuracies in the information we hold about you. For further information about the above or your rights contact [ePortfolioteam@jrcptb.org.uk](mailto:ePortfolioteam@jrcptb.org.uk)  By submitting this form you give permission for your personal details to be made available to a third party(ies) as required for the purposes of monitoring, assessing and certifying my experience in medical specialties. You also confirm that all details given on this form are truthful and accurate. |

Before you return the application form to the JRCPTB, please check that you have completed the following:

## ON THE APPLICATION FORM:

|  |  |
| --- | --- |
| GMC Number | Yes |
| Email address – it is important to include an email address otherwise we will not be able to send you your login details | Yes |
| Details of the post you would like registered on the ePortfolio | Yes |
| Agreed to the Data Protection statement | Yes |
| I have read the guidance policy and agree with the policy terms | Yes |

**PLEASE NOTE**: that if all these requirements are not met your application form will be returned. This will delay your access to the JRCPTB ePortfolio.

## ePortfolio access fees

* I understand that access to the ePortfolio will cost me £169 per calendar year
* I understand that this fee covers support for my use of the ePortfolio, but not for any queries about equivalence or training. Fees for this support will be handled separately by the JRCPTB.
* I understand that the fee must be paid in full before I can gain access to the ePortfolio
* I understand that if I want to continue access to the ePortfolio after 1 year I must renew my subscription again each time

**Signature / Print name**

**Date**

**Please Note:** Access will be granted from the day of payment. Posts cannot be backdated prior to 2 weeks of payment.

# Policy guidance for non-training doctor’s access to ePortfolio

This document outlines the rules and policy for JRCPTB giving ePortfolio access to doctors who are in non-training posts. Please note that doctors in non-training posts are not mandated to use the ePortfolio.

## Rules for non-training doctors and Trust-appointed International Medical Graduates:

1. ePortfolio access for non-training doctors and Trust-appointed International Medical Graduates can only be provided by the JRCPTB [ePortfolioteam@jrcptb.org.uk](mailto:ePortfolioteam@jrcptb.org.uk) ePortfolio access cannot be given by the deanery, postgraduate centre or trust administrators.
2. Only non-training doctors and Trust-appointed International Medical Graduates in a [physician specialty](http://www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Introduction.aspx)  will be granted access to the JRCPTB Physician ePortfolio. JRCPTB does not provide ePortfolio access to Foundation level and specialties other than Physician specialties.
3. Access will only be granted once the application and fee has been received by the JRCPTB.
4. Access is set up in blocks of 1 year. A new application form will need to be submitted for each New Year of ePortfolio access.
5. Only electronic application forms will be accepted. Please download the application form and type in your details and send the completed form to email address [epsasaccess@jrcptb.org.uk](mailto:epsasaccess@jrcptb.org.uk) Please do not send handwritten applications or paper copies as these will be rejected.
6. Access to the ePortfolio will be granted from the date a completed application with payment is received. Post start dates will not be back dated. Incomplete application forms will be rejected.
7. Applicants must clearly mark their applications as core or specialty level. Failure to do so will mean your application is rejected pending further information.
8. No access will be given to non-trainee doctors with post duration less than 3 months.
9. Applicants must be UK based. No access will be granted to anyone based overseas or taking time out to train overseas if they are not in a GMC approved training programme.
10. All post/supervisor updates will be done by the JRCPTB ePortfolio team. Please email [ePortfolioteam@jrcptb.org.uk](mailto:ePortfolioteam@jrcptb.org.uk) for the updates to be made
11. JRCPTB has the right to lock and deactivate any non-training accounts where the year’s ePortfolio access hasn’t been registered and fees paid with the JRCPTB.
12. No reductions to the annual fee will be given even if ePortfolio is not fully utilised for the full 12 months.
13. Refunds will only be granted if a written request is received by the JRCPTB ePortfolio team within 30 days of getting ePortfolio access, any later than 30 days refund will be refused.
14. The fees are subject to increase on an annual review basis.

## Rules for International Medical Graduates – Royal College of Physicians Scheme

1. MTI doctors who are confirmed they are part of the Royal College of Physicians of London and the Royal College of Physician of Edinburgh scheme will give given ePortfolio access as part of their registration with the relevant College.
2. To get ePortfolio access you will need to contact the International Department for RCPL [mti@rcplondon.ac.uk](mailto:mti@rcplondon.ac.uk) or RCPE [S.McGlynn@rcpe.ac.uk](mailto:S.McGlynn@rcpe.ac.uk) where an application form will be required to be completed.
3. The International team will be solely responsible for setting up MTI doctors on the RCPL and RCPE Scheme on ePortfolio and maintaining this.