

ePortfolio guidance

New layout to creating assessment forms

New layout for users creating or sending a ticket assessment form

All users of the Physician's ePortfolio will now see a new design layout under the 'Assessment' tab on a trainee's ePortfolio.

This replaces the 'Available Forms' and Existing Forms' tab which many users were finding difficult in navigate in finding the right forms to complete.

The functionality remains the same.

This is how the existing Assessment tab looked:

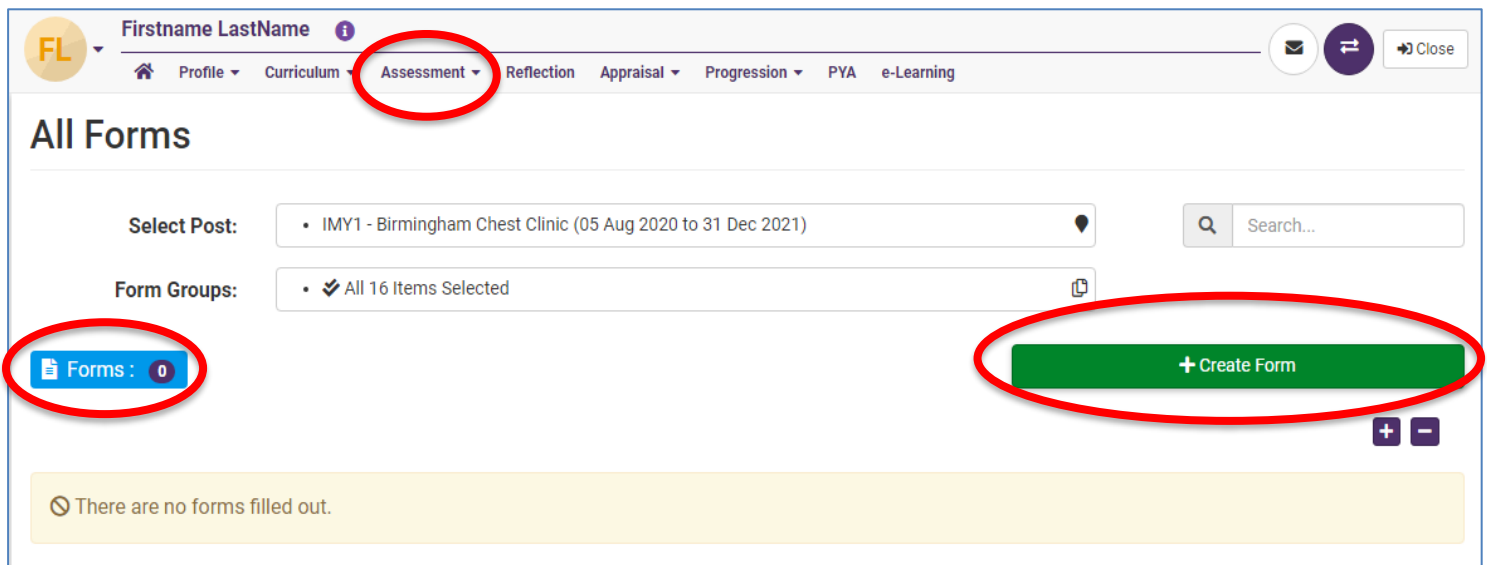
The forms were separated using the two tabs: Existing forms tab displayed all forms that were completed or in draft and the Available forms tab displayed forms that could be created.

The screenshot shows the 'Assessment' tab selected in the navigation menu. The 'Existing Forms' tab is active, showing 14 items. The 'Available Forms' tab is also visible. The list of forms includes:

- ACAT 2020 14 Dec 2020 Rifa Begum, JRCPTB administrator (Borderline for stage of training)
- ACAT 2020 08 Dec 2020 Rifa Begum, JRCPTB consultant (Above expectation for stage of training)
- ACAT 2020 08 Dec 2020 Rifa Begum, JRCPTB administrator (Meets expectations for stage of training)
- ACAT 2020 (IMT) 09 Mar 2021 (Rifa Begum), (JRCPTB administrator), (Cardiology), (Meets expectation for this year of training)
- ACAT 2020 (IMT) 09 Mar 2021 (Rifa Begum), (JRCPTB administrator), (Acute Internal Medicine), (Meets expectation for this year of training)


New Assessment tab layout:

This is the new layout of how users will see the display of forms completed and the new process of creating a form or ticketing.

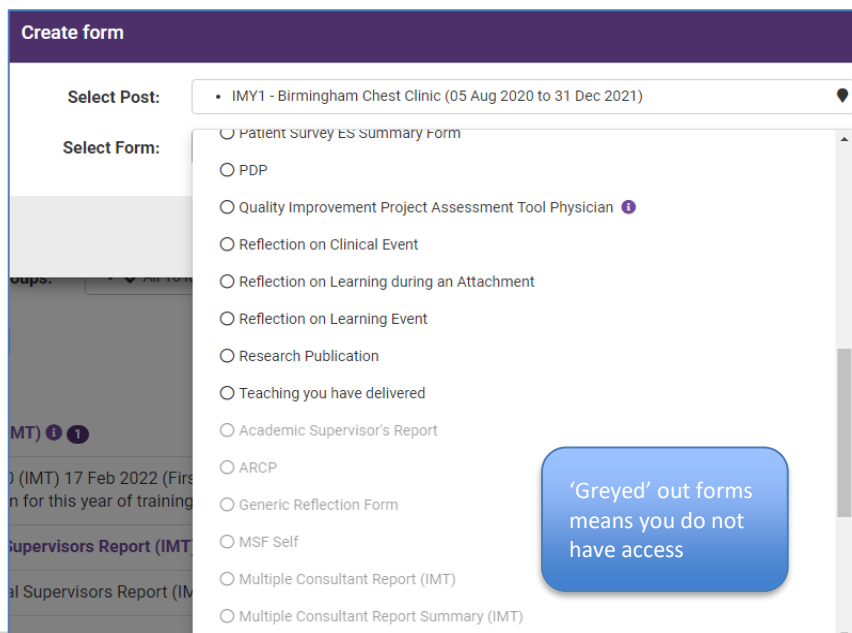


The screenshot shows the 'All Forms' page in the Assessment tab. The 'Assessment' menu item is circled in red. A blue button labeled 'Forms : 0' is circled in red. A green '+ Create Form' button is circled in red. A yellow message box at the bottom states 'There are no forms filled out.'

How to create a new form or send a ticket assessment

1. Click on all forms under the Assessment menu tab
2. Select the right form you want to create from the drop down list by clicking on the **+ Create Form button**

3. Ensure you select the correct post rotation you want to create a new form for or ticket

NOTE: you will only have access to creating a form or sending a ticket assessment depending on your role and permission (which remains the same). Any forms in 'grey' means you do not have access to that form.



The screenshot shows the 'Create form' dialog. The 'Select Post' dropdown is set to 'IMY1 - Birmingham Chest Clinic (05 Aug 2020 to 31 Dec 2021)'. The 'Select Form' dropdown shows a list of forms, with some items greyed out. A blue callout box states 'Greyed' out forms means you do not have access'.

4. Once you have selected the form you want to create or ticket, the system will let you know if the form can be ticketed or not or whether you have permission.

Create form [X]

Select Post: • IMY1 - Birmingham Chest Clinic (05 Aug 2020 to 31 Dec 2021) [Location Icon]

Select Form: • ACAT 2020 (IMT) [Info Icon] [Document Icon]

[Cancel] [Create Ticket] [Create Form]

[Error Icon] This form cannot be ticketed.

Create form [X]

Select Post: • IMY1 - Birmingham Chest Clinic (05 Aug 2020 to 31 Dec 2021) [Location Icon]

Select Form: • MSF [Document Icon]

[Cancel] [Create Ticket] [Create Form]

[Error Icon] You do not have permission to create this form.

Create form [X]

Select Post: • IMY1 - Birmingham Chest Clinic (05 Aug 2020 to 31 Dec 2021) [Location Icon]

Select Form: • ARCP [Document Icon]

[Cancel] [Create Ticket] [Create Form]

[Error Icon] This form cannot be ticketed.

[Error Icon] You do not have privileges to create this type of form.

5. Once you have selected 'create form' you will be directed to the form to complete. Once you have saved the form it will be displayed on the Assessment tab.

FL Firstname LastName

Profile Curriculum Assessment Reflection Appraisal e-Learning Progression PYA

All Forms

Select Post: IMY1 - Birmingham Chest Clinic (05 Aug 2020 to 31 Dec 2021)

Form Groups: All 16 Items Selected

Forms: 2 Total count of all forms completed or in draft

+ Create Form

ACAT 2020 (IMT) 1

ACAT 2020 (IMT) 17 Feb 2022 (Firstname LastName), (Physician Educational Supervisor), (Anaesthetic), (Meets expectation for this year of training)

Educational Supervisors Report (IMT) 1

Educational Supervisors Report (IMT) 17 Feb 2022 Firstname LastName () Draft