

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. ePortfolio access cannot be given by the deanery, postgraduate centre or trust administrators. You will need to contact the JRCPTB ePortfolio team ePortfolioteam@jrcptb.org.uk
2. Only non-training doctors and Trust-appointed International Medical Graduates in a [physician specialty](#) will be granted access to the JRCPTB 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. Post start date will not be back dated.
5. Only electronic application forms will be accepted. Please download the application form and type in your details and email to ePortfolioteam@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. Incomplete application forms received 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 depending further information.
8. No access will be given to non-trainee doctors with post duration of 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. The main hospital will be that of which is named on the application form.
11. All post updates will be done by JRCPTB ePortfolio team.
12. If JRCPTB come across any accounts for doctors in non-training posts that have not been registered and paid for ePortfolio access, JRCPTB will give the account holder 30 days' notice to register and pay. Failing to comply with this notice JRCPTB has the right to lock and deactivate the account.
13. Access to the ePortfolio will be given on an annual basis.
14. No reductions to the annual fee will be given even if ePortfolio is not fully utilised for the full 12 months.
15. Refund 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.
16. The fees are subject to increase on an annual review basis.

Rules for International Medical Graduates - RCP Scheme

1. IMG doctors who are confirmed as part of the RCP scheme provided by the International department will have ePortfolio access provided automatically as part of their registration with RCP.
2. To get ePortfolio access you will need to contact the International Department international@rcplondon.ac.uk where an application form will be required to be completed.
3. The International team will be solely responsible for setting up IMG doctors on the RCP Scheme on ePortfolio and maintaining this.

