

# **JRCPTB ePortfolio training user guide December 2013**

## **GUIDANCE FOR SUPERVISORS**

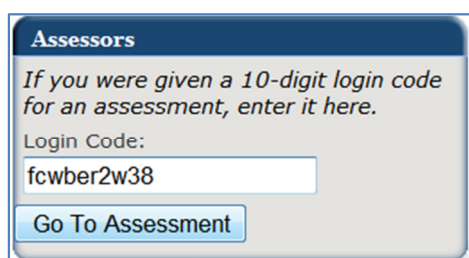
## Completing External Ticket assessments

Trainees will normally generate an external ticket for their assessors to complete. When an external ticket is generated, an email will be sent to the assessor with a unique 10-digit code. Assessors must use this code to login in order to complete the assessment forms.

Once you have been emailed the ticket code you will need to follow the guide below.

### Step 1:

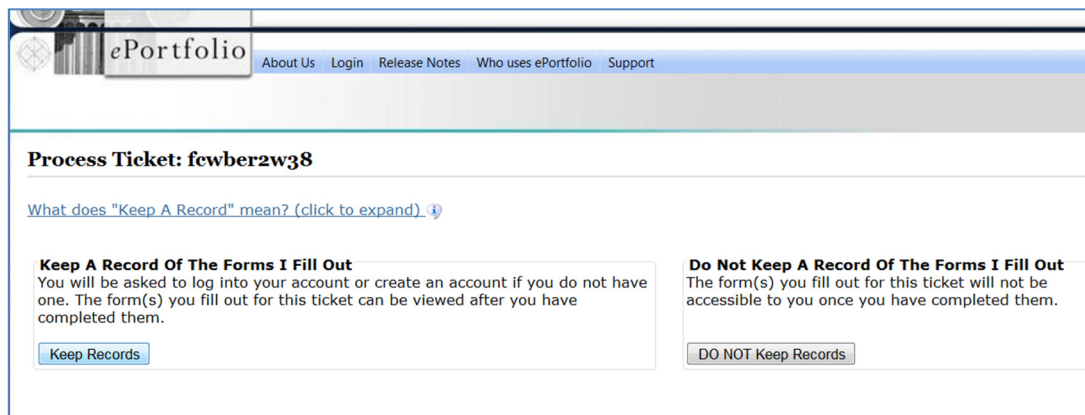
On the login page of the ePortfolio, you will need to enter the 10-digit code in the 'Assessment' box and then select 'Go to assessment'.



The screenshot shows a box titled 'Assessors' with the instruction: 'If you were given a 10-digit login code for an assessment, enter it here.' Below this is a 'Login Code:' label and a text input field containing 'fcwber2w38'. At the bottom of the box is a blue button labeled 'Go To Assessment'.

### Step 2:

You will need to select 'Keep record' or 'Do not keep record'. By selecting 'Do not keep record' it means that once you have completed the assessment for the trainee, you will not be able to get access to this record in your 'My filled Forms' for future reference.



The screenshot shows the 'ePortfolio' header with navigation links: 'About Us', 'Login', 'Release Notes', 'Who uses ePortfolio', and 'Support'. Below the header is a section titled 'Process Ticket: fcwber2w38'. A link says 'What does "Keep A Record" mean? (click to expand)'. There are two options: 'Keep A Record Of The Forms I Fill Out' (with a 'Keep Records' button) and 'Do Not Keep A Record Of The Forms I Fill Out' (with a 'DO NOT Keep Records' button).

### Step 3:

If you already have an account, use your login details. If you do not have an account, complete the 'New account' field. This will create an *External Assessor* account which is just for completing external assessments only.



The screenshot shows a box titled 'Keep A Record Of The Forms I Fill Out' containing a sub-section 'Existing Account Holders Log In'. It asks for 'username and password to login:'. There are input fields for 'User Name:' and 'Password:'. Below these is a 'Log In' button and a link for 'Forgot Password?'.

**New Accounts**

*For new accounts enter the details below:*

Username:

Password:

Confirm Password:

Forename:

Surname:

Email Address:

Send Username and Password to my email address?  
☒

#### Step 4:

Select 'Go To Assessment'.

**Enter Ticket Code**

**Assessors**

*If you were given a 10-digit login code for an assessment, enter it here.*

Login Code:

[Go To Assessment](#)

#### Step 5:

Here you will see the list of all the assessments you have been requested by the trainee to complete. You will need to click on 'Fill Form' against the assessment form you want to complete.

**Process Ticket: fcwber2w38**

**The following assessments have been requested to be filled out.**

Trainee: Miss Rifa Begum  
 Trainee Post: ST3 - Guy's & St Thomas' Hospitals (02 Jan 2013 to 31 Jul 2013)  
 Comment for assessor:

Requested Forms	
MiniCEX	<a href="#">Fill Form</a>

## Step 6:

You will now be able to complete the assessment form. Once this has been completed, click on 'Save'.

MiniCEX

Date of Assessment: 23/7/2013

Trainee's Surname: Begum  
Trainee's Forename: Rifa  
Trainee's GMC Number:  
Trainee's Year:

Assessor's Name: \* Assessor's Name is a mandatory field  
Assessor's Email:  
Assessor's Registration Number (eg GMC, NMC, GDC):  
Assessor Grade: Select

Setting for Assessment (eg A&E, GP Surgery):

Brief summary of case:

Please grade the following areas using the scale below:

Well below expectations for stage of training	Below expectations for stage of training	Borderline for stage of training	Meets expectations for stage of training	Above expectation for stage of training	Well above expectations for stage of training	Unable to Comment*
Medical Interviewing Skills:						U/C

The assessment will be saved on the trainees account.

You will be able to check that the assessments you have been requested for have been completed. It will have either a green tick or a red cross against the form.

**Process Ticket: fsjj2s2dk8**

**The following assessments have been requested to be filled out.**

Trainee: Miss Rifa Begum  
Trainee Post: ST3 - Chelsea & Westminster Hospital (01 Aug 2013 to 10 Jan 2014)  
Comment for assessor:

Requested Items	
CbD HST	✓ Completed 26 November 2013 12:46

Please note: External tickets expire after 30 days, after this period the tickets will no longer be valid and a new ticket assessment will need to be generated by the trainee.