

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR SUPERVISORS

How to add ratings against a trainee's curriculum

As a supervisor, you can add ratings against the trainee's progression on the curriculum to show their competency level.

Follow the guide below on how to add a rating.















Step 1:

From the Curriculum menu, select the curriculum you want to add a rating to.

Curriculum	▶ Service LON StR Service (Physician Academic Checklist - All Clinical Trainees)
Assessment	▶ Core Medical Training WAL377 (CMT curriculum 2009 (Amendments 2012))
Reflection	▶ Specialist Training NOR2137 (General Internal Medicine 2009 (amendments 2012))
Appraisal	▶ Specialist Training NOR2137 (Acute Internal Medicine 2009 (amendments 2012))
Progression	▶ Service LON StR Service (Physician Dermatology 2010)
	Service LON StR Service (Physician Geriatric Medicine 2010)

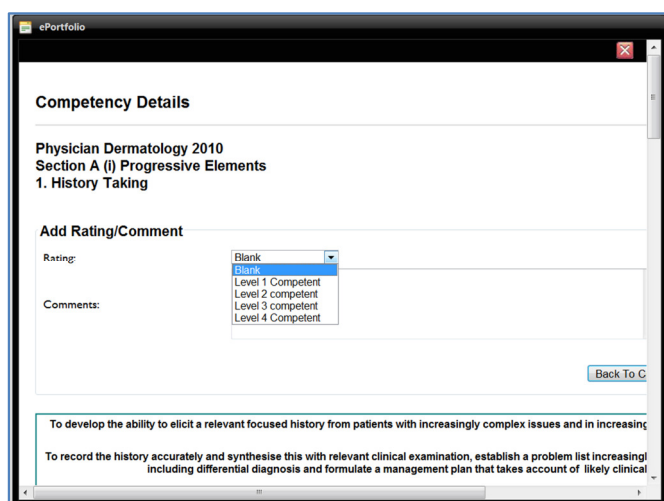
Step 2:

Click on the Expand ALL or plus icon  to view further curricula items.

Competencies		Expand All
	Common Competencies	
	Emergency Presentations	
	'The Top Presentations' - Common Medical Presentations	
	Other Important Presentations	
	System Specific Competencies	
	Synthesis of Competencies that must be acquired	
	Procedural Competencies	

Step 3:

Once you have selected the competency you want to rate the trainee on, click on the name of the curricula item. A pop-up window will appear.



The screenshot shows a web application window titled 'ePortfolio'. Inside, there's a section 'Competency Details' for 'Physician Dermatology 2010', specifically 'Section A (I) Progressive Elements' and '1. History Taking'. Below this is a form to 'Add Rating/Comment'. The 'Rating' dropdown menu is open, showing options: 'Blank', 'Level 1 Competent', 'Level 2 competent', 'Level 3 competent', and 'Level 4 Competent'. The 'Comments' field is empty. At the bottom right of the form is a 'Back To C' button. Below the form, there's a description of the competency: 'To develop the ability to elicit a relevant focused history from patients with increasingly complex issues and in increasing... To record the history accurately and synthesise this with relevant clinical examination, establish a problem list increasing including differential diagnosis and formulate a management plan that takes account of likely clinical...'

Step 4:

From the rating box, you use the drop down menu option to select what rating you want to give the trainee. You can add a comment as well. Remember to click 'Save' so that the ratings/comments are saved to the curriculum.

The screenshot shows a web browser window titled 'ePortfolio'. The main heading is 'Competency Details'. Below this, it specifies 'Acute Internal Medicine 2009 (amendments 2012)' and 'Common Competencies History Taking'. There is a section titled 'Add Rating/Comment' which contains a 'Rating:' dropdown menu set to 'Level 3 competent' and a 'Comments:' text area with the word 'Competent' entered. At the bottom of this section are two buttons: 'Back To Curriculum' and 'Save'. Below the form, there is a descriptive text box: 'To progressively develop the ability to obtain a relevant focussed history from increasingly complex patients and challenging circumstances. To record accurately and synthesise history with clinical examination and formulation of management plan according to likely clinical evolution'. At the very bottom, there are three tabs: 'Knowledge', 'Assessment Methods', and 'GMP'.

This also details the Good Medical Practice, Knowledge, behavior, attitude and the assessment methods a trainee should be achieving.

Step 5:

The curriculum page will now display the rating and comments.

Competencies Expand All				
Section A (i) Progressive Elements				
1. History Taking				
(ES) Miss Rifa Begum	Level 1 Competent	11/07/2013	"Excellent"	
2. Clinical Examination				
3. Time Management and Decision Making				