

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR SUPERVISORS

How to complete a Multiple Consultant Report form

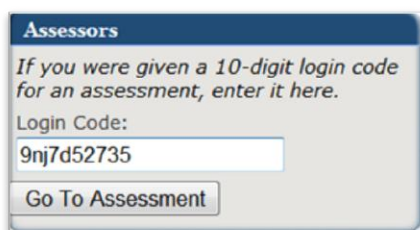
The MCR form can only be completed by the clinical supervisor. The form can be completed by:

- Clinical supervisor assigned to trainee's post can complete the form directly onto the trainees account
- Receiving an external ticket request by the trainee

Follow the guidance below on how to complete the MCR form.

Step 1:

If you have received an email with a 10-digit code, click on the link or go to the website www.nhseportfolios.org.uk. Enter the ticket code under 'Login Code' and then click on 'Go to Assessment'



Assessors

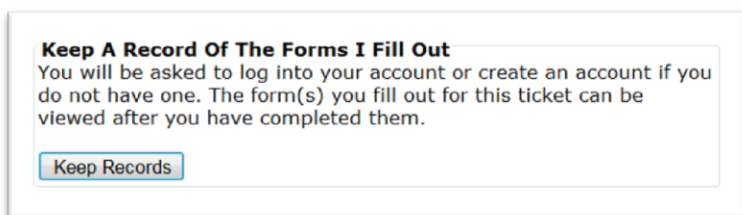
If you were given a 10-digit login code for an assessment, enter it here.

Login Code:
9nj7d52735

Go To Assessment

Step 2:

Choose whether you want to keep a record of the assessment or not. It's recommended you keep a record.



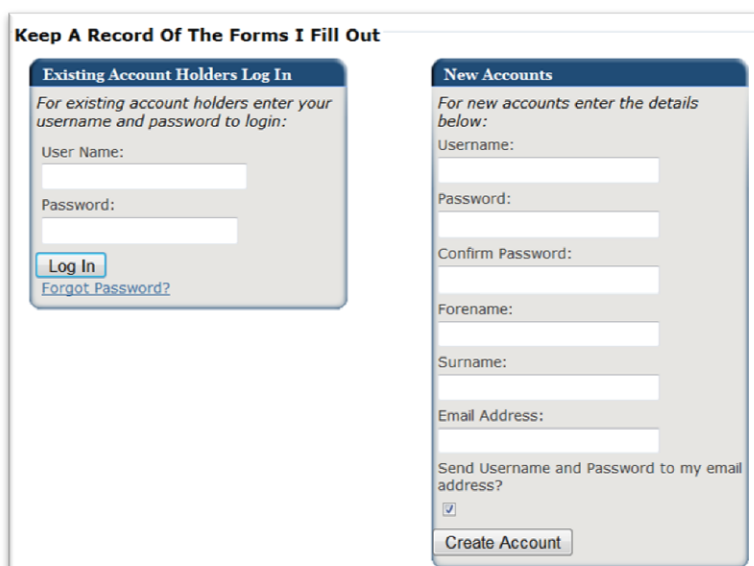
Keep A Record Of The Forms I Fill Out

You will be asked to log into your account or create an account if you do not have one. The form(s) you fill out for this ticket can be viewed after you have completed them.

Keep Records

Step 3:

If you have an existing account you can login using this, alternatively if you don't have an account you simply enter the details for a new account.



Keep A Record Of The Forms I Fill Out

Existing Account Holders Log In

For existing account holders enter your username and password to login:

User Name:
Password:
Log In
[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?

Create Account

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:
9nj7d52735

[Go To Assessment](#)

Step 5:

Select 'Fill Form' to complete the form

Requested Items

Multiple Consultant Report (MCR) [Fill Form](#)

Step 6



Complete all the relevant fields on the form when assessing the trainee, then click on the save button

Multiple Consultant Report (MCR)

Trainee Name: Miss Rifa Begum
Trainee GMC:
Specialty:
** Specialty is a mandatory field*

Please state the nature and frequency of your clinical interaction with this trainee (eg: weekly OP clinic):

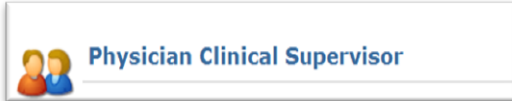
Completed By:
Date: 16/12/2013

Period covered by this report
From: 
To: 

If you are directly assigned to the trainee as a clinical supervisor for their post, you are able to complete the MCR form directly on to the trainee's ePortfolio.

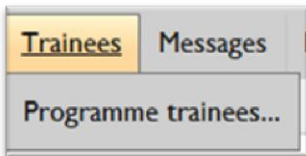
Step 1:

You must log in using your Physician Clinical supervisor role



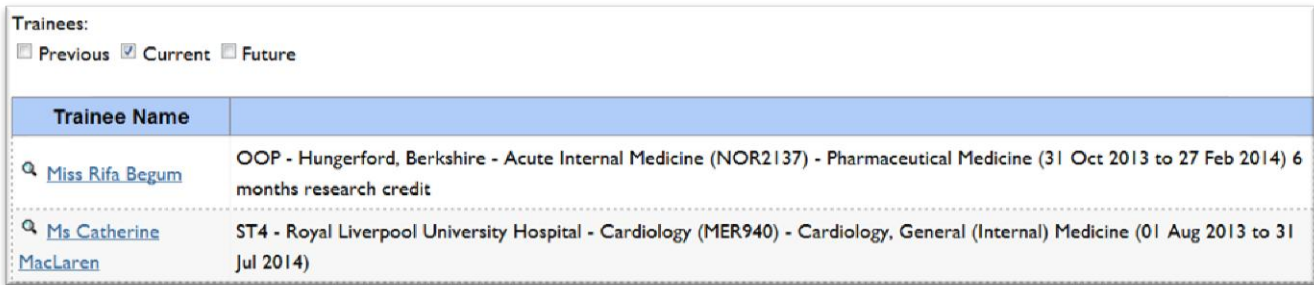
Step 2:

Click on the Trainees menu tab



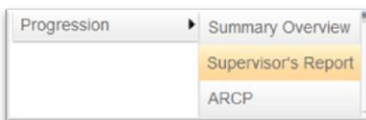
Step 3:

Trainee you are linked to will appear in the list. Click on the name of the trainee you want to complete the MCR for



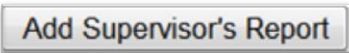
Step 4:

When you are in the trainees ePortfolio, from the Progression tab select 'Supervisor's Report'



Step 5:

Click on 'Add Supervisor's Report'



Step 6:

Select relevant post rotation and then click on 'create' against the Multiple Consultant Report (MCR)



Step 7:

Fill in all the relevant field on the form, click the save button when finished

The screenshot shows a web application interface for creating a 'Pharmaceutical Medicine Supervisors Report'. At the top, there is a navigation menu with links for 'Select Role', 'Profile', 'Status Reports', 'Trainees', 'Messages', and 'Help'. Below this is a breadcrumb trail: 'Select Role > Home > Select A Trainee > Trainee Home > Progression > Supervisor's Report > Detail'. On the left side, there is a sidebar menu with options: 'Trainee Home', 'Profile', 'Curriculum', 'Assessment', 'Reflection', 'Appraisal', and 'Progression'. The main content area is titled 'Pharmaceutical Medicine Supervisors Report' and contains the following fields:

- Trainee Name:** Miss Rifa Begum
- Trainee GMC:** (empty field)
- Specialty:** Acute Medicine, Pharmaceutical Medicine
- Completed By:** Miss Rifa Begum

Below these fields, there is a section titled 'Period covered by this report' with two date pickers: 'From:' and 'To:'. Underneath, there is a section titled 'Posts covered by this report' with the following text: 'Click the "Get Posts" button below to retrieve information based on the period "From" and "To" dates entered above. This will retrieve all posts for the period. This will also retrieve the number of assessments undertaken during the dates to fill the "Workplace Based Assessments" section below.' A 'Get Posts' button is located at the bottom of this section.

Once you have saved this it will appear on the trainees eportfolio account.