

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR SUPERVISORS

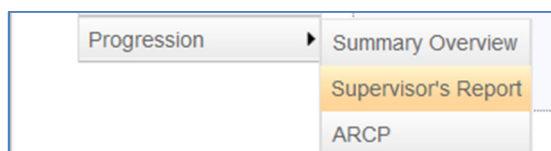
How to Create a Supervisors Report

It is the responsibility of the Educational Supervisor to complete the Educational Supervisor's Report for a trainee.

To complete the form, follow the guide below.

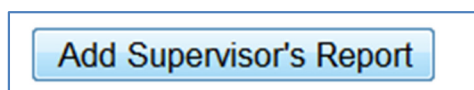
Step 1:

From the Progression menu, select 'Supervisor's Report'.



Step 2:

Click on 'Add Supervisor's Report' to create a new report.



Step 3:

From the drop down menu, select the relevant rotation post the report covers.


Miss Rifa Begum - Select Type of Supervisor's Report

Please select where to file this Supervisor's Report and then select the "Create" link.

File against	<input type="text" value="Service - Crewe and Victoria Infirmary (19 Apr 2013 to 16 Aug 2013)"/>
Supervisor's Report	<ul style="list-style-type: none">Service - Crewe and Victoria Infirmary (19 Apr 2013 to 16 Aug 2013)ST3 - Freeman (01 Aug 2012 to 31 Jul 2013)ST3 - Guy's & St Thomas' Hospitals (02 Jan 2013 to 31 Jul 2013)CT1 - Glangwili General Hospital (01 Aug 2012 to 01 Jan 2013)ST3 - Chesterfield Royal Hospital (03 Aug 2011 to 01 Jan 2013)Service - King George Hospital (05 Aug 2010 to 05 Aug 2011)

Step 4:

Click on 'Create' against the Educational Supervisor's Report.

	Action
Educational Supervisor's Report	 Create

NOTE: If you see a red cross, this means you do not have access to complete the report or you have exceeded the time limit.

Step 5:

Complete the educational supervisors report.

Educational Supervisor's Report

Trainee Name: Miss Rifa Begum
Trainee GMC:
Specialty: General (Internal) Medicine

Completed By: Miss Rifa Begum

Period covered by this report

From: 7 * Period From is a mandatory field
To: 7 * Period To is a mandatory field

Posts covered by this report

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.

You have the option to 'save the form as draft' which is allow you to edit the form at a later stage before saving the form as a permanent copy.

Save Form As Draft?

NOTE: Forms that are still in draft will not be visible to the trainee.