

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR SUPERVISORS

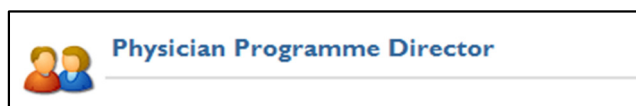
How to locate a trainee through the Training Programme role

Training Programme Directors are responsible for trainees within their own programme. This function allows Training Programme Directors to oversee and access all trainees ePortfolio.

Trainees can only be accessed via the Training Programme if you are logged in using the Training Programme role. Follow the guide below on how to access the trainees.

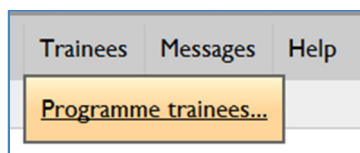
Step 1:

You will need to log in using the Physician Programme Director role.



Step 2:

From the Trainee menu tab, select 'Programme Trainees' from the sub-menu.



Step 3:

In the search field select the training programme you are responsible for, then click 'Search'. A list of all trainees who have been assigned to this programme will appear.

Trainees within my training programme(s)

Select Training Programme: Select Dates: Previous Current Future

Search on user: training programme status Status:

Search on trainee name:

Search on GMC programme code:

Show entries

Last Name	First Name	Current Status	Current Training Programme
Abayalingam	Mayavan	Provisional	London - Core Medical Training - London - North West - LON212 (01 Aug 2012 to 05 Aug 2014)
Achilleos	Andrew	Provisional	London - Core Medical Training - London - North West - LON212 (01 Aug 2012 to 05 Aug 2014)
Adams	George	Enrolled	London - Core Medical Training - London - North West - LON212 (07 Aug 2013 to 04 Aug 2015)
Adlington	Katherine	Enrolled	London - Core Medical Training - London - North West - LON212 (07 Aug 2013 to 04 Aug 2015)
Agahi	Amy	Enrolled	London - Core Medical Training - London - North West - LON212 (07 Aug 2013 to 04 Aug 2015)
Ahmad	Shiraz	Enrolled	London - Core Medical Training - London - North West - LON212 (01 Aug 2012 to 05 Aug 2014)
Ahmed	Mehtan	Enrolled	London - Core Medical Training - London - North West - LON212 (01 Aug 2012 to 05 Aug 2014)
Ahmed	Saddif	Enrolled	London - Core Medical Training - London - North West - LON212 (01 Aug 2012 to 05 Aug 2014)
Al Bakir	Maise	Enrolled	London - Core Medical Training - London - North West - LON212 (01 Aug 2012 to 05 Aug 2014)
Al-Hassani	Ahmed	Enrolled	London - Core Medical Training - London - North West - LON212 (01 Aug 2012 to 05 Aug 2014)

Showing 1 to 10 of 175 entries

NOTE: Ensure that you tick 'past, present, future' boxes as trainees may have left the programme, which may be a reason they may not appear in the list. Alternatively the trainee may have been added to the wrong programme.

Step 4:

Click on the name of the trainee, this will direct you to the trainees ePortfolio account.