

JRCPTB ePortfolio training user guide April 2014

GUIDANCE FOR SUPERVISORS

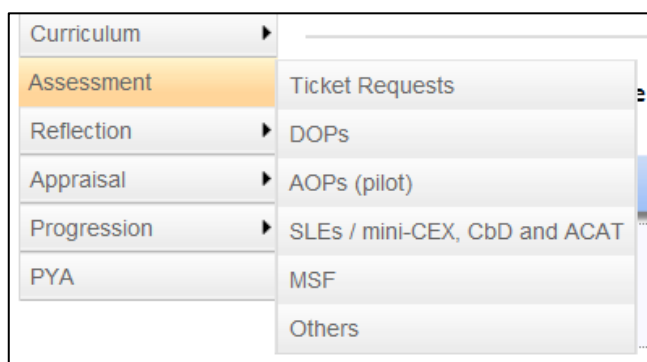
How to view assessments

It is the responsibility of the assessor to complete the tickets within 30 days of external assessment tickets been requested by the trainee. Once the assessment has been completed the supervisor can view the completed assessment in the trainees ePortfolio account. The supervisor must be linked to the trainees account.

Follow the guide below in on how to view completed assessment forms.

Step 1:

Select the assessment tab or the relevant assessment type from the drop down menu.



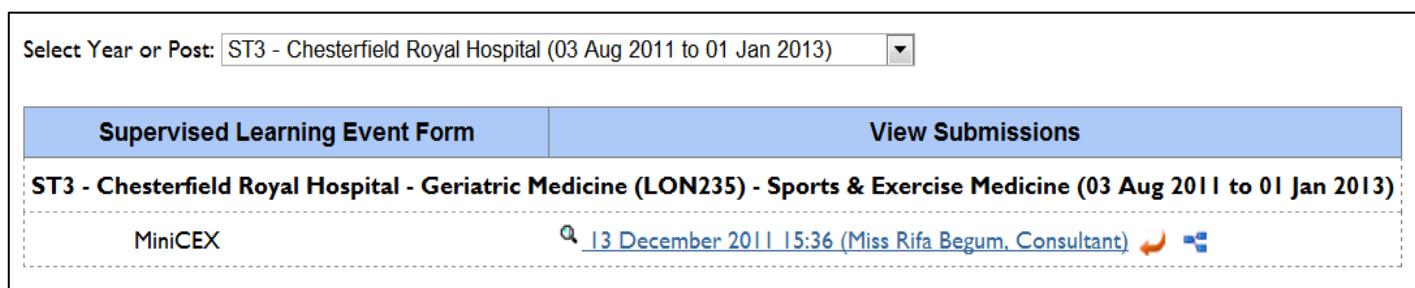
Step 2:

The assessments can be viewed by individual post rotation. This will default to the current post. To view all assessments completed for the all the post rotations completed you will need to click on 'Select All'.





Step 3:

If you select an individual post rotation you will only be able to view the assessments for that particular rotation and only be able to view assessments that have been completed in the rotation you have been assigned as the supervisor.



Step 4:

By clicking on 'Select All' option this will display all the assessments that have been completed for the trainee during their training period. As a supervisor you will only be able to view assessments that have been completed in the rotation that you have been assigned to.

Supervised Learning Event Form		View Submissions	
ST3 - Hungerford, Berkshire - Pharmaceutical Medicine - Acute Medicine, Pharmaceutical Medicine (01 Jul 2013 to 01 Oct 2014)			
CbD HST		26 November 2013 12:46 (Miss Rifa Begum, Consultant)	 
Physician Pharmaceutical Medicine Project Based Discussion (PBD)		X 15 August 2013 12:38 (Ms Catherine MacLaren)	
		X 15 August 2013 12:31 (Ms Catherine MacLaren)	
Pharmaceutical Medicine Assessment Tool (PMAT)		23 July 2013 12:43 (Miss Rifa Begum) (Draft)	 
ST3 - Guy's & St Thomas' Hospitals - Geriatric Medicine (LON235) - General (Internal) Medicine, Geriatric Medicine (02 Jan 2013 to 31 Jul 2013)			
MiniCEX		05 April 2013 15:57 (Miss Rifa Begum, Consultant)	 
CbD		12 October 2011 09:57 (Rifa Begum, Consultant)	 
ST3 - Chesterfield Royal Hospital - Geriatric Medicine (LON235) - Sports & Exercise Medicine (03 Aug 2011 to 01 Jan 2013)			
MiniCEX		13 December 2011 15:36 (Miss Rifa Begum, Consultant)	 