JRCPTB
Joint Royal Colleges of Physicians Training Board

JRCPTB ePortfolio training user guide 2019
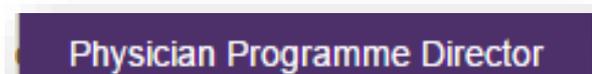
GUIDANCE FOR SUPERVISORS

How to locate a trainee as a Training Programme Director

Training Programme Directors are responsible for trainees within their own programme. Training Programme directors are given permissions to access all trainees within the Core or Specialty programme they are responsible for within the deanery/LETB.

This function allows Training Programme Directors to oversee and access all trainees ePortfolio. The trainees can only be accessed via the Programme Trainee function which is only applicable to Training Programme Director role. Follow the guide below on how to access the trainees.
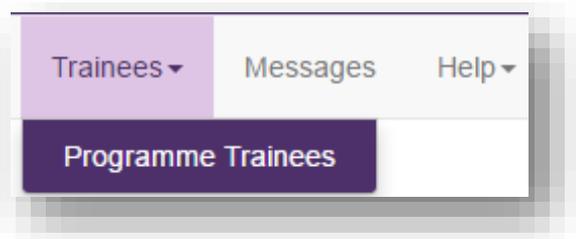
Step 1:
You will need to log in using the Physician Programme Director role.

Physician Programme Director

Step 2:
From the Trainee menu tab, select 'Programme Trainees' from the sub-menu.

Trainees ▾   Messages   Help ▾

Programme Trainees

Step 3:
You can locate a trainee by either selecting the training programme they are on or by searching for the name of the trainee.

A list of all trainees who have been assigned to this programme will appear or trainees that match the name.

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 in the list that appears, this will direct you to the trainees ePortfolio account.