

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR TRAINEES

How to create an appraisal form

The Appraisal page has a number of appraisal forms that the trainee and supervisor can complete, these are:

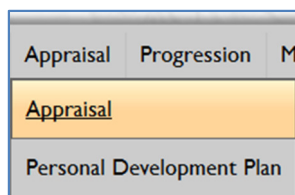
- Induction appraisal
- Mid-point review
- End of attachment appraisal
- Educational Meeting

The only form that the trainee cannot complete is the end of attachment appraisal form. This form must be completed by the supervisor.

The process for creating an appraisal form for each of the above forms is the same.

Step 1:

As a trainee, select 'Appraisal' from the Appraisal menu tab.



Step 2:

Select 'Add Appraisal'.

Appraisal

A formal process of appraisals and reviews underpins Medical Training. This process ensures adequate supervision for you during training, and provides continuity between posts and different supervisors.

The appraisal forms can be written in draft by the trainee and then checked and finally saved by the supervisor. End of attachment appraisals can only be written by supervisors.

[Induction Appraisal - Read more...](#)
[Mid-point Review - Read more...](#)
[End of Attachment Appraisal - Read more...](#)
[Educational meeting - Read more...](#)

[Add Appraisal](#)

Step 3:

Select the relevant rotation post from the drop down menu where you want to appraisal form to be associated with.

Select Type of Appraisal Form

Please select where to file this Appraisal Form and then select the "Create" link.

File against

Appraisal Form

ST3 - Crewe and Victoria Infirmary (01 Aug 2013 to 16 Aug 2013)

ST3 - Hungerford, Berkshire (01 Jul 2013 to 01 Oct 2014)

ST3 - Chelsea & Westminster Hospital (01 Aug 2013 to 10 Jan 2014)

ST3 - Crewe and Victoria Infirmary (01 Aug 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:

You will need to select which appraisal form you want to complete. Click on the 'create' link against the form you want to complete.

Please select where to file this Appraisal Form and then select the "Create" link.

File against ST4 - Royal Derby Hospital (01 Aug 2013 to 08 Aug 2014)

	Action
Induction Appraisal Form	Create
Mid point review	Create
End of Attachment Appraisal	Create
Educational Meeting	Create

Step 5:

Complete the form.

Induction Appraisal Form

Meeting Date * Meeting Date is a mandatory field

Timetable of regular weekly fixed commitments eg ward rounds, clinics, etc

Day	AM	PM	Teaching etc
Monday:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Out of hours work:

Arrangements for senior review of admissions:

Note: if you save the form as a permanent copy you will not be able to edit the form. If you tick the 'save as draft' box, you will be able to edit the form at a later stage.

Save Form As Draft? ☒

Message from webpage

You are saving the form to be edited later. This form has not been submitted.

Step 6:

If you have saved the form as a permanent copy it will appear on the appraisal page as shown below. If you saved the form as a draft, you will see *(draft)* next to the entry which indicates that you will be able to edit the form.

Add Appraisal	
Appraisal Form	View Submissions
ST3 - Hungerford, Berkshire - Pharmaceutical Medicine - Acute Medicine, Pharmaceutical Medicine (01 Jul 2013 to 01 Oct 2014)	
Induction Appraisal Form	 15 November 2013 15:36 (Draft)  
Educational Meeting	 15 November 2013 15:41  
ST3 - Chesterfield Royal Hospital - Geriatric Medicine (LON235) - Sports & Exercise Medicine (03 Aug 2011 to 01 Jan 2013)	
Induction Appraisal Form	 14 May 2012 12:13  
To view data security and data protection information see Help section, About ePortfolio	