

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR TRAINEES

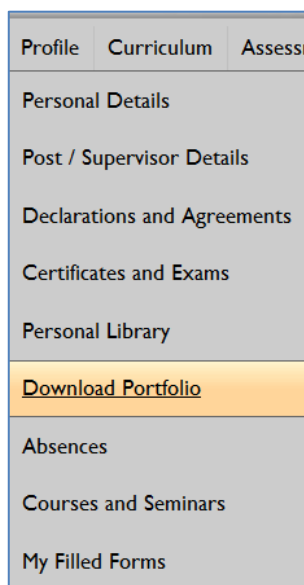
How to download ePortfolio in PDF

The ePortfolio can be electronically downloaded into PDF. This can only be downloaded by a trainee.

Follow the guide below on how to download the ePortfolio.

Step 1:

From the Profile tab, select 'Download Portfolio'



Step 2:

Click on 'Select items from my ePortfolio to make into a PDF' link.

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Below are the Portfolio Downloads on file for this account. These are PDF files that contain a snapshot of the ePortfolio information you selected at the time it was created.

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Step 3:

If you do not wish to have the post/supervisor details on the overview page then untick 'Include Post/Supervisor Details on Overview Page'.

Item source:

Curriculum / Competencies

Forms -- Select Year or Post --

Include Post/Supervisor Details on Overview Page

50/50 items can still be added to your pdf.

Step 4:

Select Curriculum/Competencies if you want to download any parts of the curriculum or competencies.

Select Forms if you want to download any of the forms under each post completed.

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Curriculum / Competencies

Forms -- Select Year or Post --

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Step 5:

Select the post rotation you want to download the form contents from.

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To create a PDF, select the items from your ePortfolio in the left box and click the button. You can view detailed information on the Available Items by hovering over the item.

-- Select Year or Post --

-- Select Year or Post --

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 6:

You will have the option to select the contents from the ePortfolio you want to convert into PDF for download. Tick against the forms you want or select 'All' and then move the files across to 'Items to be made into a PDF by using the arrow buttons.

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Available Items:	Select All	Select None	Items To Be Made Into A PDF:
<input type="checkbox"/> Cbd (12/10/2011)			
<input type="checkbox"/> Teaching you have delivered (28/08/2012)			
<input type="checkbox"/> MiniCEX (05/04/2013)			
<input type="checkbox"/> ARCP (05/04/2013)			
<input type="checkbox"/> Teaching Observation (02/09/2013)			
<input type="checkbox"/> MSF (10/06/2013)			

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Step 7:

Once you have selected all your files, click on 'Make PDF'. The download time will depend upon the number of files you have selected and the server time.

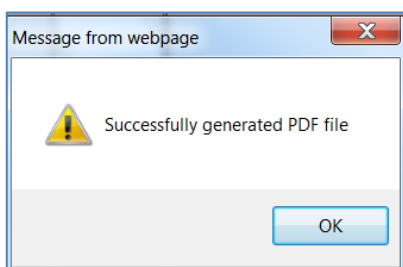
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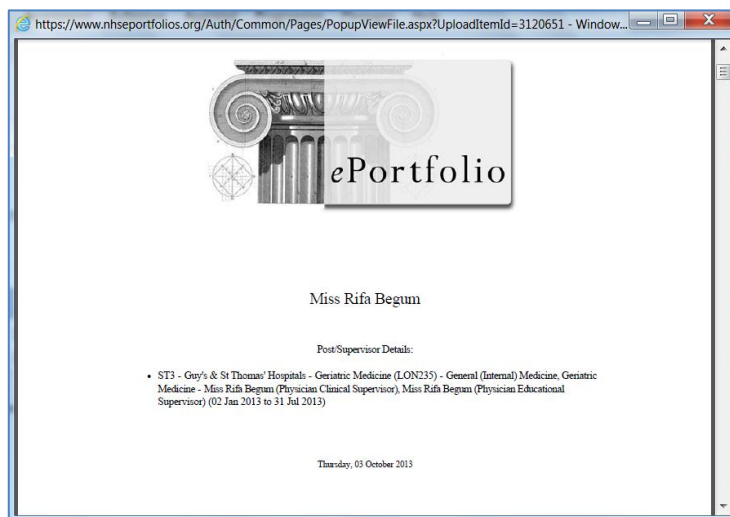
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