

# JRCPTB ePortfolio training user guide December 2013

## GUIDANCE FOR TRAINEES

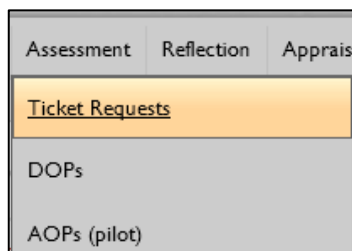
## How to generate external tickets assessments

Trainees' can send external tickets to assessors to complete. The external tickets will be emailed to the external assessors with a ten-digit code, which they will need to use to access the assessment to complete. External tickets can only be generated by the trainee.

To send external tickets follow the steps below.

### Step 1:

Once you have logged in to your trainee account, under the 'Assessment' tab menu, select 'Tickets Requests'



### Step 2:

This section will display all externally ticketed requests that have been sent and assessments that have been completed by the external assessor. Click on 'Request External Assessment' to request a new assessment

#### Ticket Requests

To request an assessment from a person who does not have log in access to this account on ePortfolio, select the "Request New Assessment" button below. This will generate a unique code that the Assessor can use to login to ePortfolio and submit the assessment.

You can send a ticket reminder if the ticket has not been completed within 7 days. The 'Send Reminder' link automatically appears next to any tickets that have not been completed within this time frame.

To view a list of all of your forms including tickets you have completed for others [click here](#).

[Request New Assessment](#)

View tickets generated from: 18/11/2013 to: 18/12/2013

Date	Assessor Name	Assessor Email	Login Code	Form/Procedure/Curriculum Item	Post		
16/12/2013	Ameena Beg	ameena.beg@jrcptb.org.uk	9nj7d52735	<span style="color: red;">✗</span> Multiple Consultant Report (MCR)	ST3 - Hungerford, Berkshire (01 Jul 2013 to 01 Oct 2014)	<a href="#">Delete</a>	<a href="#">Send Reminder</a>
26/11/2013	Rifa	rifa.begum@jrcptb.org.uk	fsij2s2dk8	<span style="color: green;">✓</span> CbD HST	ST3 - Chelsea & Westminster Hospital (01 Aug 2013 to 10 Jan 2014)		

### Step 3:

Select the post from the drop down menu you want the assessments to be completed for, and then select 'Next'

#### Generate New Ticket

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click 'Next'. Mandatory fields are marked with a \*.

**Post \*:**

**Assessment Forms \*:**   
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)

#### Step 4:

Tick the assessments that you wish to have completed by your assessor and then click 'Next'

### Generate New Ticket

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click 'Next'. Mandatory fields are marked with a \*.

<b>Post *:</b>	ST3 - Chelsea & Westminster Hospital (01 Aug 2013 to 10 Jan 2014) ▾
<b>Assessment Forms *:</b>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> MSF</li><li><input type="checkbox"/> mini-CEX HST</li><li><input type="checkbox"/> DOPS: Formative: Potentially life threatening</li><li><input type="checkbox"/> DOPS: Formative: Routine</li><li><input type="checkbox"/> DOPS: Summative: Potentially life threatening</li><li><input type="checkbox"/> DOPS: Summative: Routine</li><li><input checked="" type="checkbox"/> CbD HST</li><li><input type="checkbox"/> ACAT HST</li><li><input type="checkbox"/> Audit Assessment</li><li><input type="checkbox"/> Teaching Observation</li><li><input type="checkbox"/> Multiple Consultant Report (MCR)</li></ul>

#### Step 5:

Add assessor's email address and then select 'Next'

### Generate New Ticket

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click 'Next'. Mandatory fields are marked with a \*.

Assessor Email:

#### Step 6:

Add Assessor's details and then select finish, once this has been done a 10-digit ticket will be emailed to the assessor

### Generate New Ticket

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click 'Next'. Mandatory fields are marked with a \*.

Assessor Name \*:

Assessor Designation / Job Title \*:

Assessor GMC / NMC Number:

Assessor Location \*:

Comment for assessor:

Send email to assessor? \*:  No  Yes

Once the assessor has received the email with the 10-digit code they will be able to complete the assessments