

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR TRAINEES

How to link evidence to the curriculum

Evidence is crucial to show that a trainee is competent and progressing within their training. Evidence be linked to a curriculum item or module. These can be assessment forms, reflections, certificates or documents from the personal library.


Follow the guide below on how to link evidence to the curriculum.




Step 1:

From the curriculum menu tab, select the relevant curriculum to link evidence.


| Curriculum | Assessment | Reflection | Appraisal | Progression | Messages | Help |
|---|------------|------------|-----------|-------------|----------|------|
| Specialist Training LON235 (Physician Academic Checklist - All Clinical Trainees) | | | | | | |
| Core Medical Training WAL377 (Physician Generic Curriculum) | | | | | | |
| Core Medical Training WAL377 (CMT curriculum 2009 (Amendments 2012)) | | | | | | |
| Specialist Training NOR2137 (General Internal Medicine 2009 (amendments 2012)) | | | | | | |
| Specialist Training NOR2137 (Acute Internal Medicine 2009 (amendments 2012)) | | | | | | |



Step 2:

You can choose to expand all of the competencies or just a module item by clicking on the plus icon 

| Competencies | | Expand All |
|---|---|------------|
|  | Section A (i) Progressive Elements | |
|  | Section A(ii) Dermatology Specific Progressive Elements | |
|  | Section B Modular Elements | |

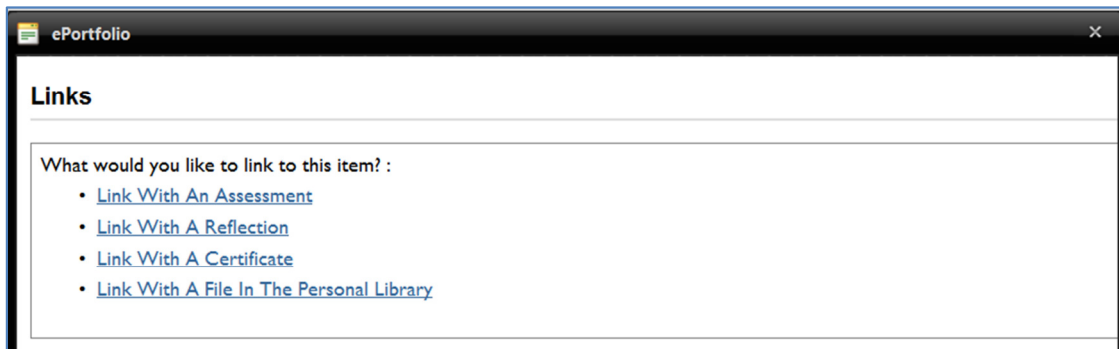
Step 3:

Once you have identified which competency you want to link evidence to, click on the 'Link evidence' icon 

| Competencies | | Expand All |
|---|---|------------|
|  | Generic Focus Area I - Good Clinical Care | |
|  | I.1i History Taking   | |
|  | I.1ii Examination   | |
|  | I.1iv Therapeutics and Safe prescribing   | |
|  | I.1v Information Management   | |
|  | I.2i Time Management   | |

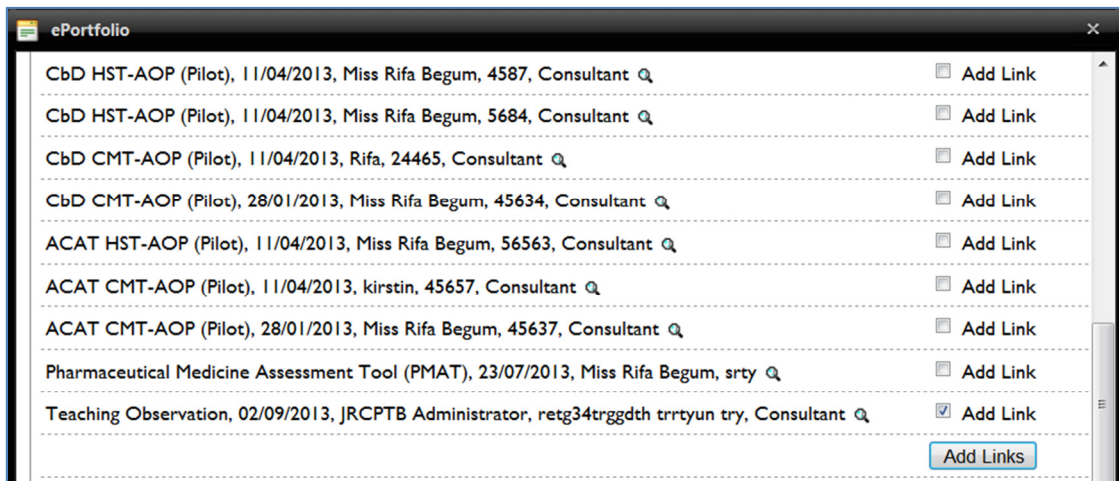
Step 4:

You will now have the option to choose what evidence you want to link from the four areas of the ePortfolio. Click on your chosen option.



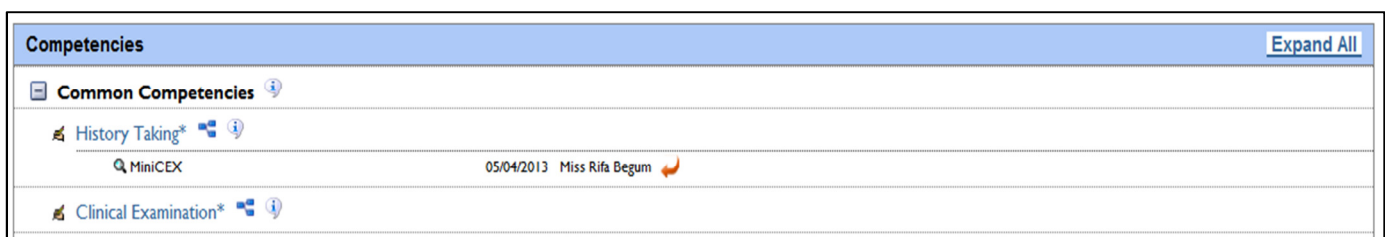
Step 5:

You will need to tick the 'Add link' box against the forms you want linked as evidence to the curricula item.



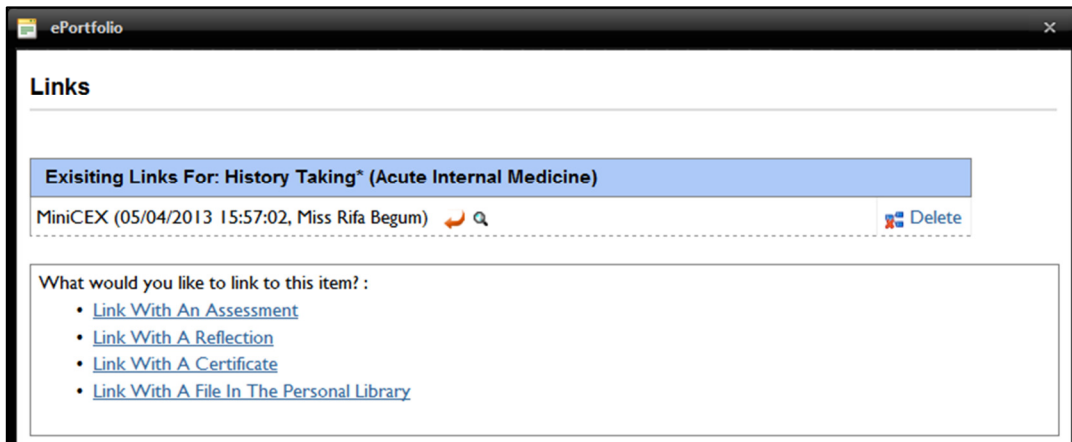
Step 6

Evidence is now linked to the competency. You can view the form by clicking on the magnifying glass icon.



Step 7:

If you want to delete a link, locate the relevant competency and then select the link icon. You will need to select which link you want to remove.



Step 8:

Select 'Delete' against the evidence you want to remove and then confirm.

