JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR TRAINEES

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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.



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 -3

Competencies	Expand All
Generic Focus Area I - Good Clinical Care	
🔏 I.Ii History Taking 📲 🕔	
🔏 1.1ii Examination 📲 🚯	
🛋 1.1 iv Therapeutics and Safe prescribing 📲 💷	
🛋 1.1v Information Management 📲 🚯	
🛋 1.2i 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.

🚔 ePortfolio	×
Links	
What would you like to link to this item? :	
Link With An Assessment	
Link With A Reflection	
Link With A Certificate	
Link With A File In The Personal Library	

Step 5:

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

📄 ePortfolio		×
CbD HST-AOP (Pilot), 11/04/2013, Miss Rifa Begum, 4587, Consultant Q	Add Link	*
CbD HST-AOP (Pilot), 11/04/2013, Miss Rifa Begum, 5684, Consultant Q	Add Link	
CbD CMT-AOP (Pilot), 11/04/2013, Rifa, 24465, Consultant Q	Add Link	
CbD CMT-AOP (Pilot), 28/01/2013, Miss Rifa Begum, 45634, Consultant Q	Add Link	
ACAT HST-AOP (Pilot), 11/04/2013, Miss Rifa Begum, 56563, Consultant Q	Add Link	
ACAT CMT-AOP (Pilot), 11/04/2013, kirstin, 45657, Consultant Q	Add Link	
ACAT CMT-AOP (Pilot), 28/01/2013, Miss Rifa Begum, 45637, Consultant Q	Add Link	
Pharmaceutical Medicine Assessment Tool (PMAT), 23/07/2013, Miss Rifa Begum, srty Q	Add Link	
Teaching Observation, 02/09/2013, JRCPTB Administrator, retg34trggdth trrtyun try, Consultant Q	Add Link	E
	Add Links	

Step 6

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

Comp	petencies		Expand All
	ommon Competencies 🌖		
1	History Taking* 📲 🔍		
		05/04/2013 Miss Rifa Begum 🞺	
ø	Clinical Examination* 📲 🌗		







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.

📑 ePortfolio		×
Links		
Exisiting Links For: History Taking* (Acute Internal Medicine)		
MiniCEX (05/04/2013 15:57:02, Miss Rifa Begum) 🔑 🔍	📲 Delete	
What would you like to link to this item? :		
Link With An Assessment		
Link With A Reflection		
Link With A Certificate		
Link With A File In The Personal Library		

Step 8:

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

ePortfolio		×
	Message from webpage	
ing Links For: 3. Time Manage		
g Observation (02/09/2013 13:41:2	Are you sure you want to remove this link? This will NOT delete the item itself, only remove the link.	💦 Delete
vould you like to link to this item? :		
ink With An Assessment	OK Cancel	
ink With A Reflection	UK Cancer	
ink With A Certificate	J	
ink With A File In The Personal Li.	brary	





