

# JRCPTB ePortfolio training user guide December 2013

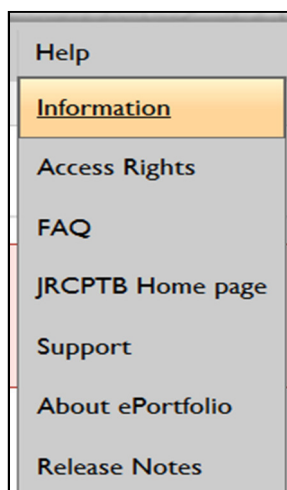
## **GUIDANCE FOR TRAINEES**

## How to locate your local administrator

Your local administrator is your first point of call for any amendments or updates required on your ePortfolio account, such as adding new posts, changing supervisors, moving forms etc. It is important that you know who your local administrator is at the Deanery, Trust or Postgraduate Centre.

### Step 1:

From the Help menu, select 'Information'.



### Step 2:

Here you will have information and resources that will provide guidance and assistance. Click on 'Local ePortfolio admin support' and click on 'View' to open the document.


### Information Resources

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The resources provided below will help guide you through different aspects of the Physician Programme. If you have a question that is not covered in this section, try looking through the [Frequently Asked Questions](#)

[Annual Report of Competency Progress\(ARCP\) Guy's & St Thomas Hospital NHS Trust](#) ↓

[Local ePortfolio admin support](#) ↓

**Local ePortfolio admin support contact list :**  [View](#)

If you require local assistance for any ePortfolio related [View File](#) please use this list as a guidance to locate your local administrator at the Deanery, Postgraduate Centre or Trust.

### Step 3:

You will see a document detailing a list of all the local administrators for each region. Find your region and choose the administrator listed to contact for assistance.

https://www.nhseportfolios.org/Auth/Common/Pages/PopupViewFile.aspx?InformationItemId=1063 - Win...

**JRCPTB Portfolio local contact**

East of England

Contact Name	Email address	Telephone number	Specialty	Location
Jeannette Richardson	jeannette.richardson@gehli.nhs.uk	01553 613791		The Queen Elizabeth Hospital - Kings Lynn
Amy James	Amy.james@meht.nhs.uk	01245 514731		Broomfield Hospital
Yvonne Munson	yvonne.munson@southend.nhs.uk	01702 385083		Southend Hospital
Mary Burgess	Mary.burgess@ipswichhospital.nhs.uk	01473 702562		Ipswich Postgraduate Centre (Ipswich Hospital NHS Trust)
Clara Smith	Clara.smith@nhs.net	01223 597 648		East of England Deanery
Michelle Argent	Michelle.argent@bedfordhospital.nhs.uk	01234 355122 Ext 2176		Education Centre, Bedford Hospital
Lisa Chung	Lisa.Chung@nnuh.nhs.uk	01603 286887		Norfolk and Norwich University Hospitals
Karen Crockett	Karen.Crockett@nnuh.nhs.uk	01603 286767		Norfolk and Norwich University Hospitals
Alex Middlemiss	Alex.Middlemiss@nnuh.nhs.uk	01603 286873		Norfolk and Norwich University Hospitals
Monica Little	Monica.Little@nnuh.nhs.uk	01603 286880		Norfolk and Norwich University Hospitals
Margaret Short	Margaret.short@pah.nhs.uk	01279 827020		Princess Alexandra Hospital
Christine Crick	christine.crick@nhs.net	01438 284838		East & North Herts NHS Trust - Lister Hospital
Julie Price	j.price3@nhs.net	01923 844737		East & North Herts NHS Trust - Mount Vernon Hospital
April Hall	april.hall@nhs.net	01707 224070		East & North Herts

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