

# JRCPTB ePortfolio training user guide December 2013

## **GUIDANCE FOR TRAINEES**

## How to request Multiple Consultant Report form

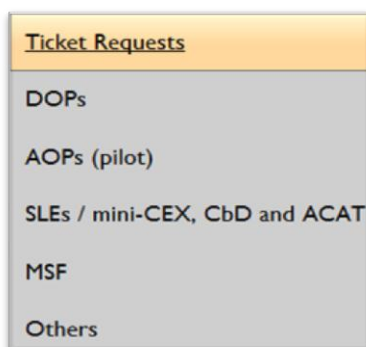
The Multiple Consultant Report (MCR) form must be completed by clinical supervisors. These evidence-based opinions of consultants will be automatically collated and presented to the educational supervisor for inclusion in their educational supervisors report. Guidance on this can be found on the [JRCPTB website](#).

The MSF should ideally be completed in the last 4-6 weeks of a placement.

Follow the guidance below on how to request the MSF to a clinical supervisor.

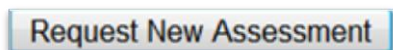
### Step 1:

From the Assessment menu bar, select 'Ticket Request'



### Step 2:

Click in 'Request New Assessment' button



### Step 3:

Select the relevant post rotation and then click on '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>	-- Select Post --	
<b>Assessment Forms *:</b>	<ul style="list-style-type: none"><li>-- Select Post --</li><li>ST3 - Hungerford, Berkshire (01 Jul 2013 to 01 Oct 2014)</li><li>OOP - Hungerford, Berkshire (31 Oct 2013 to 27 Feb 2014)</li><li>ST3 - Chelsea &amp; Westminster Hospital (01 Aug 2013 to 10 Jan 2014)</li><li>ST3 - Crewe and Victoria Infirmary (01 Aug 2013 to 16 Aug 2013)</li><li>ST3 - Freeman (01 Aug 2012 to 31 Jul 2013)</li><li>ST3 - Guy's &amp; St Thomas' Hospitals (02 Jan 2013 to 31 Jul 2013)</li></ul>	<input type="button" value="Next"/> <input type="button" value="Cancel"/>

#### Step 4:

You will need to tick the box against the Multiple Consultant Report (MCR) and then click 'Next'

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 - Hungerford, Berkshire (01 Jul 2013 to 01 Oct 2014) ▼
<b>Assessment Forms *:</b>	<input type="checkbox"/> Pharmaceutical Medicine Assessment Tool (PMAT) <input type="checkbox"/> Pharmaceutical Medicine Multi-Source Feedback (MSF) <input type="checkbox"/> Pharmaceutical Medicine Teaching Observation (TO) <input type="checkbox"/> Physician Pharmaceutical Medicine Project Based Discussion (PBD) <input type="checkbox"/> Audit Assessment <input checked="" type="checkbox"/> Multiple Consultant Report (MCR)

#### Step 5:

Enter clinical supervisors email address and click 'next'

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:

An email will be sent to the clinical supervisor with a 10-digit code to get access to the form in order to complete the MCR form.