ePortfolio for Medicine Trainees

How To and What’s Expected

www.nhseportfolios.org
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# Administrator Contacts

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**Clinical Oncology**

Please note that Clinical Oncology is with the RCR, not the JRCPTB.

ePortfolio support: eportfolio@rcr.ac.uk

CCT and training enquiries: training@rcr.ac.uk

Website: www.rcr.ac.uk/content.aspx?PageID=1641
Profile

Personal Details

Remember to update your Deanery Reference Number (Core and LATs) or National Training Number (ST3+) when you start a new programme, and keep your contact details up to date too.

Post/Supervisor Details

The CCT date the JRCPTB has on record for you (if you think the date is incorrect please email vykkie.winstanley@jrcptb.org.uk)

If any of these details are incorrect or missing please let your programme administrator know.
Certificates/Exams

You can record course attendances, exam passes and training in this section. MRCP exam results will automatically be added by the JRCPTB.

Your supervisor will need to log in and confirm the records you add once they have seen the original certificate.

- Tip: Remember to record any essential certificates here so the ARCP panel can find the information easily.

Personal Library

This is an example of a really well organised Personal Library. You will find it easier to find information if you upload documents to different folders, and it also makes the review process much more straightforward for the ARCP panel too.

- Tip: If you find that you are running out of space, try saving Powerpoint presentations and large documents or photos as PDFs instead.

Recording Clinic Experience

You can download a clinic log template from our website:

Curriculum

Which curriculum?

The curriculum you should be using depends upon the start date of your training programme. For more information please go to either www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Introduction.aspx (ST3+) or www.jrcptb.org.uk/trainingandcert/Pages/ST1-ST2.aspx (Core trainees). If your CCT date is after 31/12/2015 and you are not on the 2010 curriculum you will need to transfer (www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Movingtothecurrentcurriculum.aspx).

I’ve been using the wrong curriculum. Is it possible to move the links/sign-off?

Unfortunately that isn’t possible. Trainees who have linked competences or evidence to the wrong curriculum will have to manually remove them and re-link them to the correct curriculum.

Can I remove curricula that don’t apply?

Delete any links you have made on that curriculum then email your Programme Administrator to let them know.

Evidence Linking and Competence Sign-Off

Trainees need to show evidence of their progression by linking assessments and other evidence to the competences, rating themselves, and by getting their competences signed off by their supervisors.

The JRCPTB have produced video guides for trainees:

- How to link an assessment: www.youtube.com/watch?v=6A5aGaQXpsA&feature=youtu.be
- How to add a trainee rating: www.youtube.com/watch?v=dMPJSHn8bfE&feature=youtu.be

You should be linking at least three good quality pieces of evidence to each competence. Evidence could include assessments, course attendance, other training, reflections, and exam passes (but please use the exam passes sparingly!).

- Tip: Ask your supervisor to check which competences you can be signed off for when you have your regular meetings with them (it’s very time-consuming if they have to do it all in one go just before your ARCP, and some supervisors may refuse to do it at all if they have very little notice).

How many competences do I need to get signed off?

Check the relevant ARCP Decision Aid on your specialty’s page:

- www.jrcptb.org.uk/trainingandcert/Pages/ST1-ST2.aspx (Core trainees)
- www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Introduction.aspx (ST3+)
How many do I need to do?

The ARCP Decision Aid on your specialty’s page on the JRCPTB website will specify how many of each Work-Place Based Assessment you need to do each year.

www.jrcptb.org.uk/trainingandcert/Pages/ST1-ST2.aspx (Core trainees)

www.jrcptb.org.uk/trainingandcert/ST3-SpR/Pages/Introduction.aspx (ST3+)

- **Tip:** Check if your programme requires more than the minimum stated in the Decision Aid, e.g. Cardiology trainees in Wessex are required to do more DOPS than is stated in the Aid. Check your specialty’s page on [www.wessexdeanery.nhs.uk](http://www.wessexdeanery.nhs.uk).

- **Tip:** Send WPBA requests as soon as possible after the event along with a brief reminder of the procedure or what was discussed (your supervisor might have done several different assessments that day). Also, don’t be shy about chasing up forms that haven’t been completed!

MSF Troubleshooting

- **The responses to one MSF are recorded against two different posts.**

  Your programme administrator will be able to move the forms so they are all under one post.

- **My supervisor can’t release it.**

  Check there are at least 12 responses and that they are under the same post. Check that your supervisor is linked to your ePortfolio. If they aren’t, tell your programme administrator.

  If these steps don’t work, ask your supervisor to contact your programme administrator.

- **Someone accidentally ticked the wrong box on their response. Can it be changed?**

  The form can’t be edited, but if the person emails eportfolioteam@jrcptb.org.uk (from the email address you sent the ticket to) they can request that the form is deleted. You can then send them a new ticket.
Reflection

Trainees are expected to engage in reflective practice. Of course, some trainees are much more prolific ‘reflectors’ than others, but even those who initially struggle with the process tend to find it useful in the long-term.

- Tip: Whilst there is a tendency to link reflective practice to negative events, trainees are also encouraged to reflect on situations where the outcome was good but the event was still significant for their learning.

A reflective writing guide is available to download from the Health Education Wessex website:

www.wessexdeanery.nhs.uk/docs/Reflective%20writing%20guide%20for%20UKCEA%202010.doc
Appraisal

Appraisals

You and your supervisor should record induction, mid-point and end of attachment meetings on ePortfolio. You can also record your regular educational meetings.

Please note that a full Educational Supervisor’s Report (see Progression section) is required for ARCPs.

Personal Development Plan

This is a good way of recording your plans when you start a post and reviewing your progress throughout the year. It will also be useful when your supervisor writes their report.
Progression

**Supervisor’s Report**

Only your Educational Supervisor can complete this type of report.

You will need one for each ARCP (remember to check the date your previous report covered up until).

The Appraisal forms completed by your Clinical Supervisor, your WPBAs, your reflections and all the other evidence in your ePortfolio will be reviewed by your Educational Supervisor when they write their report. It’s important that you ensure they have enough evidence to write their report, and that you give them adequate warning that you will need one for your ARCP.

- Tip: a Supervisor’s Report can cover more than one post, e.g. if you changed post or hospital halfway through the year. You don’t have to have a separate Supervisor’s Report for each post.

**ARCP**

Your ARCP outcomes will be recorded in this section.

The posts and dates covered by the ARCP will be on the form along with a numbered outcome and the detailed reasons for the outcome being given.

- Tip: When you receive an ARCP invitation, remember to check your last ARCP outcome for any targets set by the panel.
- Tip: If you aren’t sure what period of time is being assessed at your next ARCP, look at your previous ARCP form (i.e. the date ‘to’).