



Royal College of
General Practitioners

THE *e*PORTFOLIO FOR GP SPECIALTY TRAINING
(INCLUDING WPBA GUIDANCE)
A GUIDE FOR TRAINEES

UPDATED FOR VERSION 5.0 AUGUST 2010

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INTRODUCTION

This manual is divided into two sections. The first section provides a guide to the navigations and functions within ePortfolio.

The second section provides guidance for proceeding through MRCGP using ePortfolio. Its aim is to make MRCGP easier to follow.

If you need assistance with navigation, please refer to the first section. If you need help or assistance in how to use the system within a wider context, please refer to the second

FURTHER INFORMATION

For more specific information on MRCGP and the latest updates for the ePortfolio, please visit

<http://www.rcgp-curriculum.org.uk/>

SECTION I: THE ePORTFOLIO

LOGIN AND HOME PAGE

This manual provides an introduction to trainees on how to use the functions within ePortfolio. Your username will be your email address and your password will be your RCGP members password that you selected during your registration.

RCGP ePortfolio

Username:

Password:

Login

[Forgotten Password?](#)

You can complete certain [Assessment Forms](#) without logging in.

Please note there is now one contact number for ePortfolio enquiries: 0207 344 3075

If you have forgotten your password, please use the Forgotten Password option which allows you to enter an email address to retrieve a password. Please note, this function will only work if an email address has been provided in the profile in ePortfolio.

Once you have logged into ePortfolio, you will be on the home page which is entitled 'Welcome Page'.

The column on the left allows you to navigate through the system

Dr GP TraineeA

Home

Personal Details

Data Protection Statement

Code of Conduct

Messages (0)

Declarations and Agreements

Learning Log

PDP

MRCGP Information

Evidence

Posts

Skills Log

Review Preparation

Educators' Notes

Progress to Certification

Curriculum Documents

Personal Library

Learning Resources

RCGP Homepage

Download

Self Rating

FAQ

Help

e-Portfolio Enquiries

Logout

Home

Important Notice to all Trainees: If your training programme contains posts from before August 2007, please send your deanery endorsed VTR forms to the Certification Unit as soon as possible. http://www.rcgp.org.uk/gp_training/certification/cct/cct_application_checklist.aspx

Please note there is now one contact number for ePortfolio enquiries: 0207 344 3075

Welcome Page

Post Info

Your Educational Supervisor is **Dr Ed Super1**

Your Trainer(s)/Clinical Supervisor(s) are:
Dr Joe Bloggs

Please check you have signed all the necessary [declarations and agreements](#).

Main Menu

- [Learning Log](#)
- [Personal Development Plan](#)
- [MRCGP Information](#)
 - [General Information](#)
 - [Applied Knowledge Test](#)
 - [Clinical Skills Assessment](#)
 - [Workplace-Based Assessment](#)
- [Workplace-based Assessment](#)
 - [Evidence](#)
 - [Skills Log](#)
 - [Review Preparation](#)
 - [Progress to Certification](#)
- [Curriculum Documents](#)
- [Learning Resources](#)
 - [RCGP Curriculum Website](#)
 - [Courses](#)
- [Personal Library](#)
- [Useful Links](#)
- [RCGP Homepage](#)

In the next few pages we will look at personal details and emailing through ePortfolio.

DECLARATIONS AND AGREEMENTS

There are declarations and agreements that require an electronic signature from you to verify that you will abide to the agreements set. One of these, the Educational Agreement, also needs to be countersigned by your Educational Supervisor. From the home page, click on 'Declarations and Agreements' to open the window shown.

Declarations for GP TraineeA

Declarations	Sign by	Signed	Countersigned
Probity: Professional Obligations	Trainee	Not signed	Not Required
Probity: Convictions and disciplinary actions	Trainee	Not signed	Not Required
Health: Professional Obligations	Trainee	Not signed	Not Required
Health: Regulatory and voluntary proceedings	Trainee	Not signed	Not Required
Educational Agreement	Trainee	Not signed	Waiting for signature

[Historical Declarations](#)



1. To sign the declaration, select the one you wish to sign by clicking where it says 'Not Signed'.
2. A new screen will show the declaration.

Probity: Professional Obligations

I accept the professional obligations placed upon me in paragraphs 56 to 76 of Good Medical Practice (See GMC Website or Appendix 2)

I have read this declaration and agree to be bound by it

Dr GP TraineeA

3. To sign the agreement, click the sign button at the bottom of the box.
4. You will be returned to the declarations and agreements screen and the signed box will now have the time and date stamp for the signature

You will need to sign the declarations as follows;

1. Probity: Professional Obligations and Health: Professional Obligations need to be signed at the start of training. **You will not be able to enter Learning Log entries without signing these.**
2. The Educational Agreement needs to be signed at the start of your Training in a Deanery. **You will not be able to enter Learning Log entries without signing this.** If you change Deaneries, this will need to be re-signed.
3. Probity: Convictions and disciplinary actions and Health: Regulatory and voluntary proceedings must be signed for each review. If your Educational Supervisor has not created the current review, then you will not have the option to sign these two. If there is a reason where you cannot directly accept these, there is an option to indicate that you have made your Deanery aware of this.
5. You are also able to view declarations that have been signed in previous reviews, or under the old system of declarations by post, by clicking on Historical Declarations. These are for reference only and if a declaration was not signed during a post, it cannot be signed at a later date.

PERSONAL DETAILS

The personal details section contains information such as your address, email, phone numbers and login details. You can also view your National Training number and your Route to Certification here. To access this information select 'Personal Details' on the left toolbar (Section shown below).



If you notice that any of your personal information is incorrect, please login to the RCGP Membership Site to correct it. This will automatically update the ePortfolio, but may take up to 48 hours for the changes to take effect.

Personal Details

Personal Profile
You cannot edit your personal details here - please make any changes in the [RCGP Membership site](#).

Roles

GP Trainee

Part 1 - Personal Details

Name	Dr GP TraineeA
Route	Article 11
GMC Number	qwertyaa
National Training Number (NTN)	
Department	
Work Telephone	
Personal Email	nmcrgp@rcgp.org.uk
UserName	traineea
Address (Line 1)	
Address (Line 2)	
Address (Line 3)	
Town/City	
Postcode	
Country	

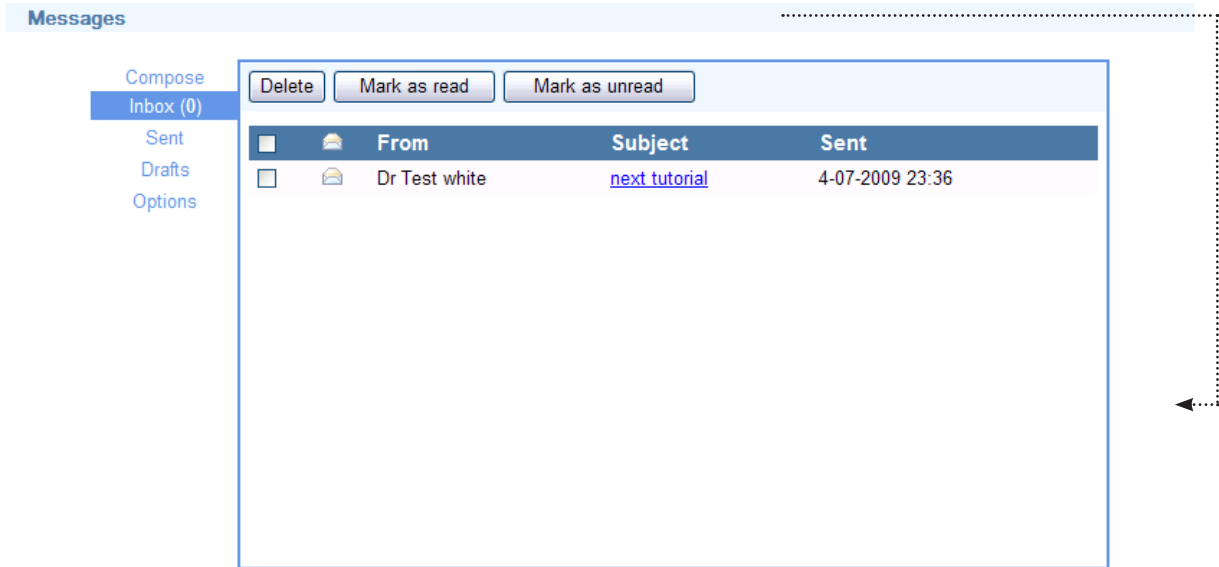
Your password cannot be changed via this screen. It must be changed via the RCGP members section <https://integra.rcgp.org.uk/membersarea/login>

MESSAGING SYSTEM

The Messages section allows you to exchange emails with other ePortfolio users for easy communication. Email addresses are listed by Person, Area or Role.



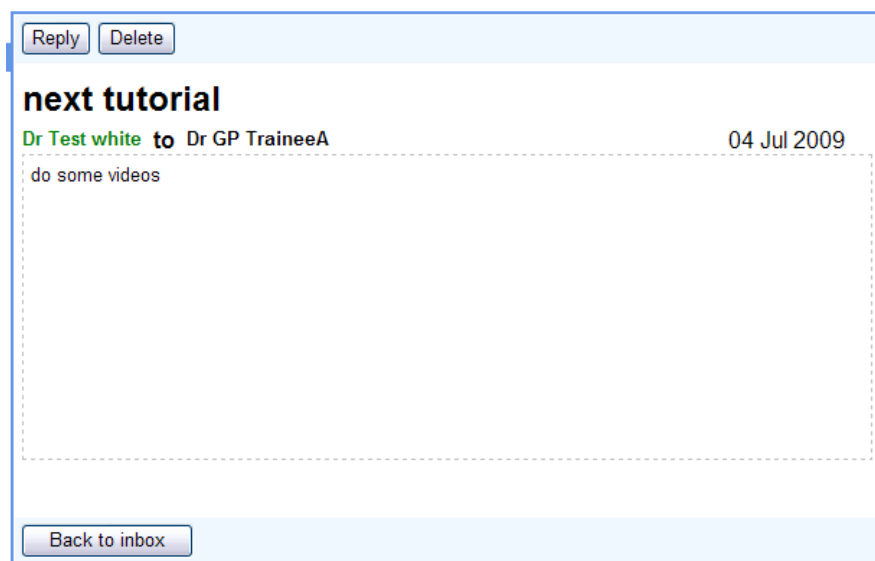
The toolbar on the left will show if there are any new messages in your inbox. Clicking on this link will take you to the messaging interface. It defaults to compose, but you can click in Inbox to view your new messages.



INBOX (RECEIVING MESSAGES)

When a new message has been received in the inbox, an email will also be sent to the email address that has been provided on the system. The email that you receive will inform you only that you have received a new message in the messaging system.

The messages that you receive are only available in plaintext format. You are not able to send attachments using the messaging system.



Once you have read the email you can choose whether to reply, delete, or close the current message that you are viewing.

COMPOSE (SENDING MESSAGES)

You can send messages to all other users of the ePortfolio system within your Deanery.

TERMS AND CONDITIONS

Users must take the same care in drafting a message as they would for any other communication. In line with current national NHS guidelines, confidential information including patient identifiable information should not be sent using the ePortfolio messaging system. Messages of an offensive nature can be traced to the originator and action will be taken against the perpetrator. Serious deliberate breach of the messaging policy may be regarded as gross misconduct and as such dealt with under the RCGP disciplinary policy and procedures and/or through legal action.

Click on Compose to start a message. . To select recipients, click on To. This will bring up the address book.

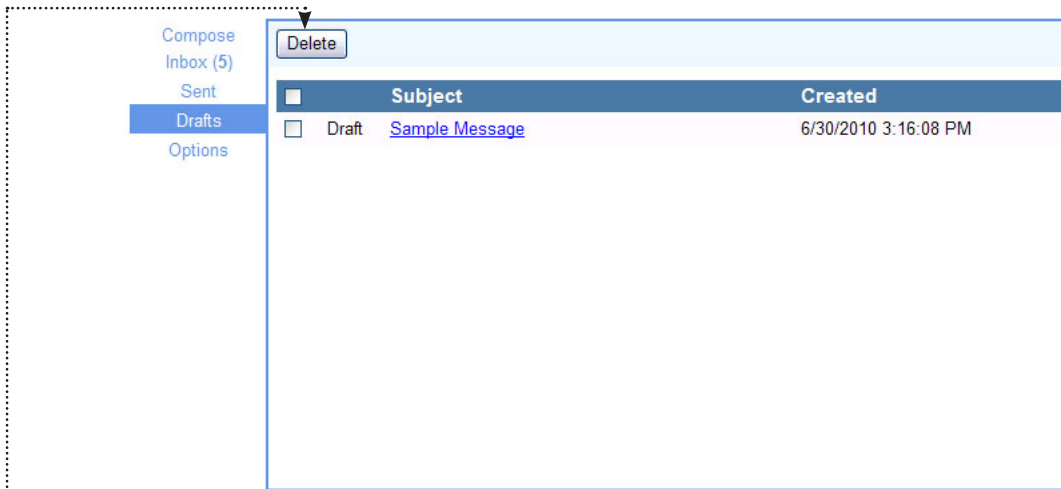
The screenshot shows two overlapping windows. On the left is the 'Address book - Windows Internet Explorer' window. It has a search bar and a list of contacts: Joe Bloggs, Sophie Dexter, Joan Smith, and Jack Sprat, each with a checkbox and a 'Delete' link. Below the list is a 'To' field. On the right is the message composition window. It has buttons for 'Send', 'Save to drafts', and 'Discard'. Below these are fields for 'To', 'Subject', and a large text area for the message body. Dotted arrows indicate the flow from the 'To' field in the address book to the 'To' field in the message composition window.

If you have already added users to your address book, you can add them to the message by ticking their name and clicking To. Otherwise you can click on Search to find additional recipients (and can add new people to the address book). If you want to remove a recipient, click on their name in the bottom box and then click on Remove. When you have selected all recipients, click on done. This will add them as recipients to your message.

After selecting the recipients, you will be able to start composing your message. Enter the Subject of the message and the body of the text. You can choose to discard the message or Save it to Drafts.

DRAFTS

Saved messages are shown here for the user to send them later.

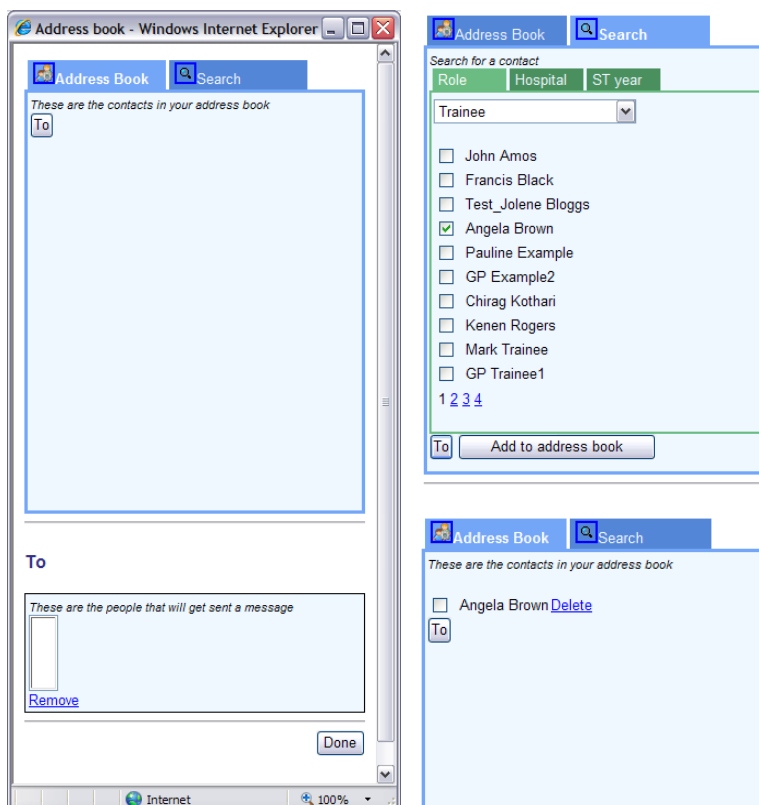


Clicking on the message will take you back to a compose screen so you can edit and send it. You can delete items directly out of the drafts screen as well, by ticking the box next to it and pressing Delete.

ADDRESS BOOK

The address book allows you to view all the people currently on the system. You are also given the option to save them in your personal address book within ePortfolio. This is very useful if there are a few people that you contact regularly. To access the Address Book, click on "To" in the compose menu. This opens a pop up window.

When you first come to use the address book there will be no one listed under this section; you will need to go in and select those users you wish to see in your personal address book



To add someone to the Address Book, click on Search.

You can search for a user by Role, Location, or Current ST year.

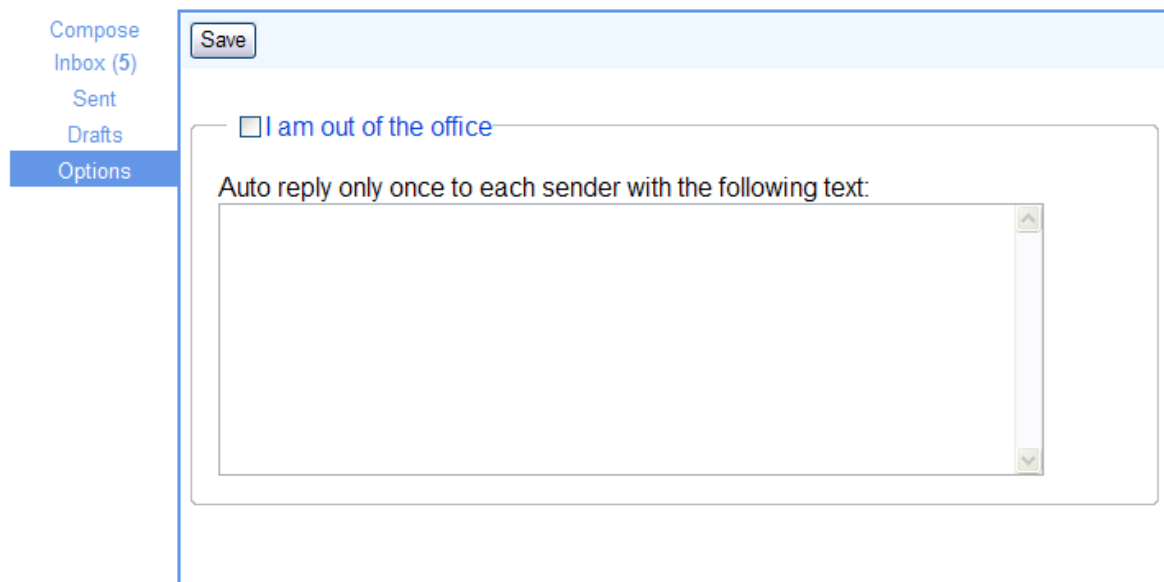
Once you have found the user you want, tick the box next to them and then click on Add to Address Book. They will then be available for you to add to future messages. When you are done, close this window directly. You can also add users to your Address book while you are composing a message.

To remove a name from your address book, click on the delete link next to their name. You can always re-add them later.

OUT OF OFFICE

If you are not going to be checking your ePortfolio messages for some time, you can use the Out of Office function. This will send a custom response to any user that messages you.

To activate this, click on Options. You can then tick the box labelled "I am out of the office". You can enter a custom message underneath. This will be the message other users receive if they send you a message.



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes the following items: Compose, Inbox (5), Sent, Drafts, and Options. The 'Options' item is highlighted with a blue background. The main content area has a light blue header with a 'Save' button. Below the header, there is a checkbox labeled 'I am out of the office'. Underneath the checkbox, the text reads 'Auto reply only once to each sender with the following text:'. Below this text is a large, empty text input field with a vertical scrollbar on the right side.

TRAINEE EDUCATIONAL ACTIVITIES

There are many educational activities for trainees which include information on the curriculum and building up a learning log. Use of these tools will help your education. We will look at each of these in detail. Please note that information contained in your ePortfolio account can be viewed by administrators from your deanery as well as your current trainer, educational supervisor or clinical supervisor; only the messages and learning log are kept private (unless otherwise selected). It is your choice whether you want them to see your learning log entries, but please note that they can only feedback on your entries and validate the competences if they are shared.

LEARNING LOG

Functions Available

- Add new learning log entry
- View and edit an existing learning log entry
- Attach evidence and send to PDP
- Share or unshare a log entry

- Learning Log
- PDP
- MRCGP information
- Evidence
- Posts
- Skills Log
- Review Preparation
- Educators' Notes
- Progress to Certification

The learning log allows you to record a wide range of learning opportunities that will arise during your period of training. You can split the information into different categories:

- Clinical Encounters
- Professional Conversation
- Tutorial
- Reading
- Course/Certificate
- Lecture/Seminar
- Out of Hours Session
- Audit/Project
- Significant Event Analysis
- eLearning Session

Learning Log

Enter a new: [Clinical Encounter](#) | [Professional Conversation](#) | [Tutorial](#) | [Reading](#) | [Course/Certificate](#) | [Lecture/Seminar](#) | [Out Of Hours session](#) | [Audit/Project](#) | [Significant Event Analysis](#) | [eLearning Session](#) |

All recorded activities

[Clinical Encounter](#) | [Professional Conversation](#) | [Tutorial](#) | [Reading](#) | [Course/Certificate](#) | [Lecture/Seminar](#) | [Out Of Hours session](#) | [Audit/Project](#) | [Significant Event Analysis](#) | [eLearning Session](#) |

[All](#) |

To Sort by a column, click on the heading for the column

Filter Event

No curriculum heading

Logs per Page:

1 / 2

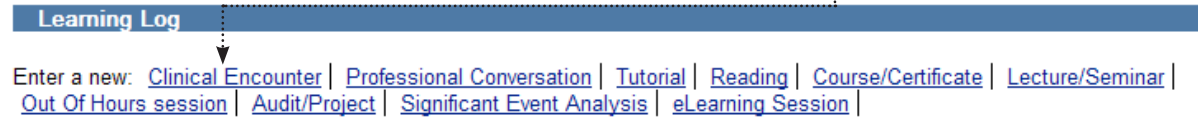
Go to Page:

Type	Event	Date	Shared	Read	Has Comment
Lecture/Seminar	Basic Life Support Training Recognition and Treatment of Anaphylaxis 1. To be competent in	20/08/2008	✓	✓	✓

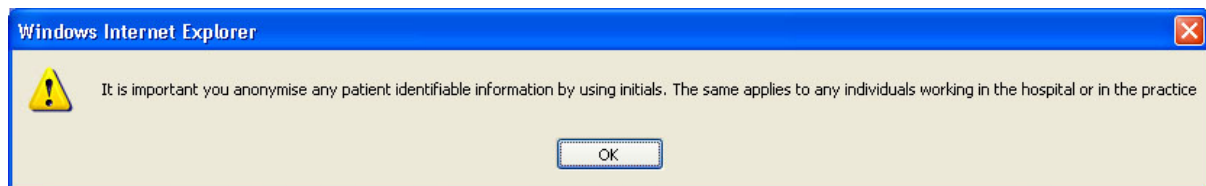
ADD NEW LEARNING LOG ENTRY

To add a new entry, follow the steps shown below.

1. At the top of the screen under the section headed 'Learning Log' select the type of log you would like to create. For demonstration purposes, we will create a 'Clinical Encounter'.



2. Next you will see a message box appear asking you to make sure you are complying with the Data Protection Act; names of patients or staff should not be used in any log entry. Please use initials where necessary.



3. Firstly, select the curriculum headings under which this clinical encounter would feature. To select more than one, hold down the CTRL key and use the mouse to click on the headings you require.
4. Continue filling in the information as required. There is no word limit so you are able to provide as much information as you wish.
5. When you reach the bottom of the form, click on 'Save Event'.
6. Once you have saved the log, you will be presented with a summary of your log showing all the information.

Clinical Encounter

[Add/Edit Comment](#) | [Edit record](#) | [Unshare record](#) | [Select Descriptors](#) |
Current Selections

- **Curriculum Statement Headings** 2 The General Practice Consultation

Date	01/08/2008
What happened?	Mother consulted about her daughter who is a vegetarian, wanted me to persuade her daughter that she was not getting the right diet
What, if anything, happened subsequently?	
What did you learn?	who is the patient? What was the reason for the encounter
What will you do differently in future?	Be open and ask about reasons for consultation and be more receptive to cues
What further learning needs did you identify?	
How and when will you address these?	
Shared? :	Yes
Record created	26/08/2008 16:04:03
Comments	

Storage used 10% of 30Mb

Supporting Evidence

Attach file (Max size 5Mb)

Supporting Web Links (Weblinks do not count towards your storage space limit)

Attach web link 0 / 255

Title 0 / 255

EDIT AN EXISTING LEARNING LOG ENTRY

If you have already created a Learning Log and you wish to make amendments to it, follow the steps below.

1. Click on 'Learning Log' on the left menu.
2. Under the section marked 'All recorded activities' you will see all the logs you have created.

Learning Log

Enter a new: [Clinical Encounter](#) | [Professional Conversation](#) | [Tutorial](#) | [Reading](#) | [Course/Certificate](#) | [Lecture/Seminar](#) | [Out Of Hours session](#) | [Audit/Project](#) | [Significant Event Analysis](#) | [eLearning Session](#) |

All recorded activities

[Clinical Encounter](#) | [Professional Conversation](#) | [Tutorial](#) | [Reading](#) | [Course/Certificate](#) | [Lecture/Seminar](#) | [Out Of Hours session](#) | [Audit/Project](#) | [Significant Event Analysis](#) | [eLearning Session](#) | [All](#) |

To Sort by a column, click on the heading for the column

Filter **Event**

No curriculum heading

Logs per Page: 1 / 2

Go to Page:

From here, you can choose whether you wish to see all the logs or just specific logs; for example, only clinical encounters.

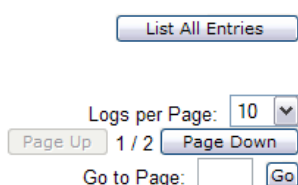
3. When you have found the entry you wish to amend, click the icon next to the entry.
4. The log will open up to display the contents of the log.
5. Click on 'Edit record' at the top of the screen

[Add/Edit Comment](#) | [Validated](#) | [Edit record](#) | [Select Descriptors](#) | [Send to PDP](#) |


6. Make any changes to the record that you require and click on 'Save Event'.

NAVIGATE THE LEARNING LOG

The Learning Log has several tools to help you Navigate it. By default it shows only the most recent entries. However you can change what is viewed here.




A screenshot of the Learning Log navigation interface. It features a 'List All Entries' button at the top. Below it is a 'Logs per Page' dropdown menu set to '10'. To the left of the dropdown are 'Page Up' and 'Page Down' buttons, with '1 / 2' displayed between them. At the bottom is a 'Go to Page' input field followed by a 'Go' button.

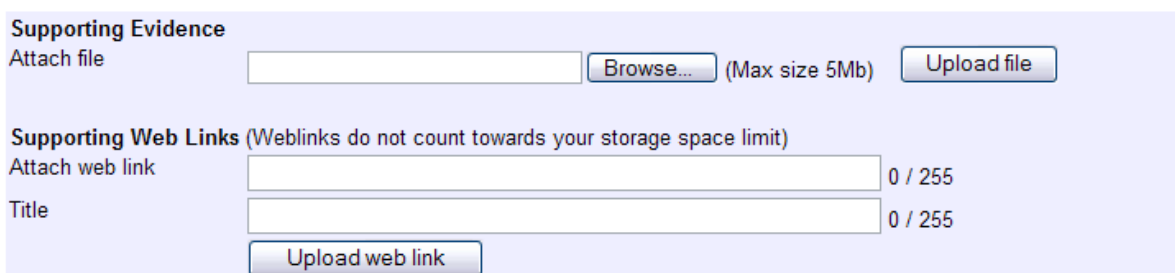
1. By clicking on a Learning Log Type at the top of the screen, you can filter to display only those entries.
2. Clicking on List all Entries will display all your learning log entries on one page.
3. By default the system displays 10 logs per page. You can change the default number from the drop down. This will be remembered each time you login.
4. You can also switch between each page by using the Page Up and Page Down buttons. If you know the particular page you want to view, enter it into the Go to Page box and click GO.
5. You can use the Search button to search for Learning Logs containing specific text.

6. Finally you can click on any of the headings to sort by that column type.

Type	Event	Date	Shared	Read	Has Comment
------	-------	------	--------	------	-------------

ATTACH EVIDENCE

If the learning log has already been created and you wish to attach evidence that you may have gathered follow the steps shown below.

1. Click on 'Learning Log' on the left menu.
2. Under the section marked 'All recorded activities' you will see all the logs you have created.
3. When you have found the entry you wish to amend, click the  icon next to the entry.
4. The log will open up to display the contents of the log.
5. Scroll down to the bottom of the screen and you will see a 'Supporting Evidence' section.




A screenshot of the 'Supporting Evidence' section in the Learning Log interface. It contains two main areas: 'Supporting Evidence' and 'Supporting Web Links'. The 'Supporting Evidence' section has an 'Attach file' input field, a 'Browse...' button (with '(Max size 5Mb)' next to it), and an 'Upload file' button. The 'Supporting Web Links' section has a note '(Weblinks do not count towards your storage space limit)'. It includes an 'Attach web link' input field with '0 / 255' characters remaining, a 'Title' input field with '0 / 255' characters remaining, and an 'Upload web link' button.

6. You can choose to either upload a supporting file to the entry, or attach a supporting weblink. You have a total allocated storage space of 30Mb, so it is worth considering carefully what files you want to upload. You can save space if you know there is a web copy of the document somewhere.
7. To upload a file, locate it using the browse button and then click on upload. Please note, there is a 5Mb limit to the attachment.
8. To attach a web link, enter the full path of the link in the Attach web link box. You can give it a more friendly description by entering it in Title (this is what will be seen on your Learning Log entry).

SHARE OR UNSHARE A LOG ENTRY

You may share a log entry with your trainer and supervisor if you wish. It is entirely your choice whether you want them to see your learning log. To share a log entry follow the steps outlined below:

1. Click on 'Learning Log' on the left menu.
2. Under the section marked 'All recorded activities' you will see all the logs you have created.
3. When you have found the entry you wish to amend, click the  icon next to the entry.
4. The log will open up to display the contents of the log.
5. Click 'Share Record'.

[Add/Edit Comment](#) | [Edit record](#) | [share record](#) | [Select Descriptors](#) | [Send to PDP](#) |

On viewing a shared entry your Educational Supervisor/Trainer may add a comment. They may also choose to validate the entry as a piece of contributory evidence towards Workplace Based Assessment. In this case, your Educational Supervisor/Trainer will also assign a professional competence area to the entry. Once this has been done, the Curriculum Statement Headings and Competence Areas are now locked and cannot be edited further.


The Educational Supervisor or Trainer can add additional Curriculum Statement Headings once this has happened if you need them to.

Curriculum Statement Headings of shared entries will appear under the table in Review Preparation.

ADD LEARNING LOG ENTRY TO PDP

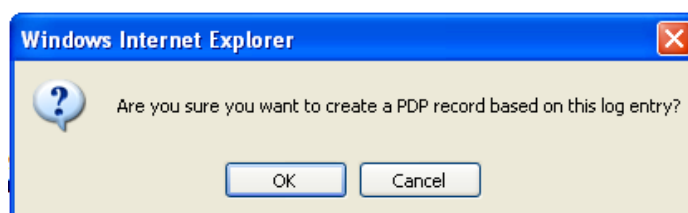
If you would like a created learning log entry to be attached to your Personal Development Plan, follow the steps below. For more information on the PDP, go to page 18.

Please note: In order to send a Learning Log entry to the PDP, you must have filled in the Sections on "What further learning needs did you identify?" and "How and when will you address these?"

1. Click on 'Learning Log' on the left menu.
2. Under the section marked 'All recorded activities' you will see all the logs you have created.
3. When you have found the entry you wish to amend, click the  icon next to the entry.
4. The log will open up to display the contents of the log.
5. Click on 'Send to PDP' at the top of the screen.

[Add/Edit Comment](#) | [Edit record](#) | [share record](#) | [Select Descriptors](#) | [Send to PDP](#) |

6. You will be asked to verify that you want to place the log in the PDP.



7. Complete the information in the PDP as required and click 'Save'.
8. The entry will now be added to your PDP.

MAKING COMMENTS ON LEARNING LOG ENTRIES

All Learning Log Entries allow you to enter comments about the Entry. Most commonly, your Trainer or Educational Supervisor will make a comment on your Log Entry. You then have the option to respond to those comments, thus creating a dialogue. These comments will appear in your Learning Log entry with the name of the comment maker next to each.

Clinical Encounter

[Add/Edit Comment](#) | [Edit record](#) | [Unshare record](#) | [Select Descriptors](#) |
Current Selections

- **Curriculum Statement Headings 2** The General Practice Consultation

Date	01/08/2008
What happened?	Mother consulted about her daughter who is a vegetarian, wanted me to persuade her daughter that she was not getting the right diet
What, if anything, happened subsequently?	
What did you learn?	who is the patient? What was the reason for the encounter
What will you do differently in future?	Be open and ask about reasons for consultation and be more receptive to cues
What further learning needs did you identify?	
How and when will you address these?	
Shared? :	Yes
Record created	26/08/2008 16:04:03
Comments	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Dr Joe Bloggs (Educational Supervisor) [30/06/2010 16:51:34] Can you please give some more insight into what you have learned?</p> </div>

To make a comment on a Learning Log Entry;

1. Click on the Add/Edit Comment Option.

Clinical Encounter

[Add/Edit Comment](#) | [Edit reco](#)
Current Selections

2. Enter the comment you wish to make and click Add Comment.

Edit Comment

New Comment

(Maximum characters 1000)

Previous Comments	
<small>Dr Joe Bloggs wrote on 30/06/2010 16:51:34</small>	Can you please give some more insight into what you have learned?

You can also edit a previous comment here as well.

PERSONAL DEVELOPMENT PLAN

Functions Available

- Add new PDP entry
- View and edit an existing PDP entry
- Attach evidence



Your PDP is entirely your responsibility although it should be discussed with your supervisors. It is the place where you record your longer term learning. It can be derived from learning events, from systems such as PUNs and DENs, from personal reflection, guidance from supervisors or health policy statements. As you are in training the number of items that you might record will be large so a conversation with your supervisors can help you to know how to prioritise. The PDP is a fundamental part of your NHS appraisal.

The personal development plan allows you to set objectives for yourself that will be relevant to your continuing professional development.

You can assign timescales to your objectives and they can be marked as achieved once completed. The personal development plan can be viewed by your supervisors and trainers.

A historical record of all PDP entries that you have logged is also kept but when you first log in and view the PDP section, you will see only active entries. To view previous entries, click 'View All'

As with the learning log entries, you can add attachments to your PDP entry. Currently attached evidence cannot be viewed by your Trainer/Educational Supervisor.

If you wish to delete a PDP entry (eg one entered by accident) you can click on the Rubbish Bin icon to do so.

Once marked as Achieved, an entry can no longer be edited, but can be deleted if needed.

ADD NEW PDP ENTRY

To add a new PDP entry, follow the steps outlined below.

1. Click on 'PDP' on the left menu.
2. At the top of the Personal Development Plan page, click on 'Create new entry'.
3. This will open up the entry for you to fill the information in.

Personal Development Plan

[Return to PDP](#)

Edit a PDP entry


New Entry

Learning Objectives	<input type="text"/>
Action Plan	<input type="text"/>
Time Scale	<input type="text"/>
How will I know when it's achieved	<input type="text"/>
Has it been achieved?	<input type="checkbox"/>
Outcome (after PDP achieved)	<input type="text"/>

4. Once you have completed the form, click 'Save'

VIEW AND EDIT AN EXISTING PDP AND ATTACH EVIDENCE

If you would like to amend a current PDP entry or maybe change its status to achieved (entry must be an 'active' one), follow the steps below.

1. Click on 'PDP' on the left menu.
2. Select the entry that you wish to amend by clicking on the  icon for the entry.
3. This will open up the entry for you to edit the information.

Personal Development Plan

[Return to PDP](#)

Edit a PDP entry

Learning Objectives	Current treatments for endometriosis Time management - dealing with complex issues in short consultation (From Log entry)
Action Plan	BMJ learning module I will aim to request a further appt with complex issues (From Log entry)
Time Scale	two months
How will I know when it's achieved	passed course
Has it been achieved?	<input type="checkbox"/>
Outcome (after PDP achieved)	

Storage used 10% of 30Mb

Supporting Evidence

Attach file (Max size 5Mb)

Supporting Web Links (Weblinks do not count towards your storage space limit)

Attach web link 0 / 255

Title 0 / 255

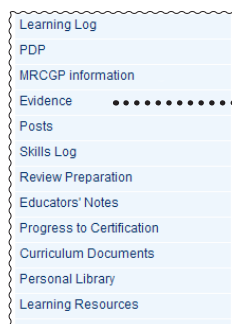
4. If you would like to mark the entry as achieved, tick the box at the bottom of the entry. You can return to your achieved PDP entries at any time.
5. If you would like to attach supporting evidence, locate the file using the browse button and then click on upload. Please note, there is a 5Mb limit to an individual attachment.

Attachments to the PDP can only be viewed by yourself and not by your Educational Supervisor or Trainer.

EVIDENCE

Functions Available

- View assessment requirements
- Preview blank forms
- Print off handouts for assessors



Review Review Number

Forms submitted between 01/08/2008 and 01/02/2009

[Summary](#) [MSF](#) [miniCEX](#) [DOPS](#) [CbD](#) [COT](#) [PSQ](#) [CSR](#)

Progress to next Review

ST1 - 1

Requirement	Completed	Minimum ⓘ
3 x mini-CEX or COT	2	3
3 x CbD	3	3
DOPS (as appropriate)	2	As appropriate
Clinical supervisors' reports	0	1
PSQ (if in primary care and not yet completed)	0	1
MSF (5 clinicians only)	0	5

Please note: These are minimum requirements and additional evidence may be requested by your educational supervisor or following a deanery panel review.

[[Posts](#)]

The evidence section of the ePortfolio allows you to see the completed formal assessments that make up the minimum evidence required for Workplace Based Assessment. Every 6 months you will be required to complete a specific number of different assessments, based on your stage in training and your post. Towards the end of every 6 months your Educational Supervisor will conduct a review for you within the ePortfolio. This review will be informed by the evidence collected through the WPBA tools, augmented by any naturally occurring evidence such as Learning Log entries etc).

These assessments include:

- Case-based Discussion (CBD)
- Consultation Observation Tool (COT) (in primary care)
- Direct Observation of Procedural Skills (DOPS)
- Clinical Evaluation Exercise (Mini-CEX) (in secondary care)
- Clinical Supervisors Reports (CSR)
- Multi-Source Feedback (MSF)
- Patient Satisfaction Questionnaire (PSQ) (in primary care)

These are not pass or fail assessments, they are formative; the evidence may be insufficient or inadequate, particularly in the early stages of training. The picture of your competence can be built up as more evidence is fed into the system.

Information on the minimum requirements can be found here:

http://www.rcgp-curriculum.org.uk/nmrcgp/wpba/minimum_evidence.aspx

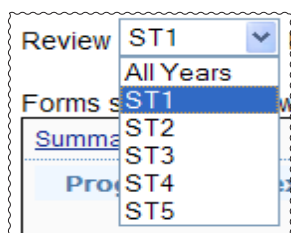
Within the ePortfolio, these reviews are organised based on ST year and the number of reviews conducted in that year. For example, standard full-time training over 3 years would give you the following set of reviews:

ST1-1
ST1-2
ST2-1
ST2-2
ST3-1
ST3-2

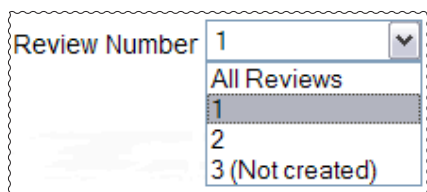
However, during your training there may be instances where extra reviews are needed in an ST year. For example, if you were on maternity leave during your ST2 year, you may need extra reviews as your ST2 year will take longer to complete. Also, less than full-time trainees will require extra reviews as the ST year will be longer than 12 months. Reviews are still required every 6 months regardless of whether a Trainee is full-time or less than full-time. In these cases, your Educational Supervisor will create the extra reviews as needed. For example, a trainee who undertakes a 3-year training programme at 50% would give you the following set of reviews:

- ST1-1
- ST1-2
- ST1-3
- ST1-4
- ST2-1
- ST2-2
- ST2-3
- ST2-4
- ST3-1
- ST3-2
- ST3-3
- ST3-4

For navigating the Evidence section within the ePortfolio, you have 2 drop-down menus - one for ST year and one for Review Number. The ST year gives you the options from ST1 – ST5.




The Review Number will give you the numbers corresponding to reviews created for you by your Educational Supervisor.



Each time your Educational Supervisor creates a review for you, the number will automatically increase by one. In this drop down menu, you will notice numbers with “(not created)” appearing next to them. These are place holders for when your Educational Supervisor has not created a review of this type for you. For example, when first starting ST1, and looking at the Evidence section for the first time, a trainee will only see “1 (not created)” in this drop-down menu. This is because no reviews have been created for them yet. Once their first review has been created, then they should be able to see “1” and “2 (not created)”.

The system will automatically show your current ST year and Review Number based on your post and the reviews created for you by your Educational Supervisor.

To select a different review period, first change the ST year drop down menu, then the review number. There may be slight variations to the minimum requirements depending on if you are a less than full-time trainee, or if you are undertaking a period of extended training. The information icon  has a link explaining the minimums for less than full-time and full-time trainees. If you have any queries about this, please check with your Deanery.

VIEW ASSESSMENT REQUIREMENTS

Here you can view information on your current assessments; the completed column shows the total that have been submitted and the minimum column shows the number that should be completed by the time of the next review.

Review ST1 Review Number 1

Forms submitted between 01/08/2008 and 01/02/2009

[Summary](#)
 [MSF](#)
 [miniCEX](#)
 [DOPS](#)
 [CbD](#)
 [COT](#)
 [PSQ](#)
 [CSR](#)

Progress to next Review

ST1 - 1

Requirement	Completed	Minimum ⓘ
3 x mini-CEX or COT	2	3
3 x Cbd	3	3
DOPS (as appropriate)	2	As appropriate
Clinical supervisors' reports	0	1
PSQ (if in primary care and not yet completed)	0	1
MSF (5 clinicians only)	0	5

Please note: These are minimum requirements and additional evidence may be requested by your educational supervisor or following a deanery panel review.

[\[Posts \]](#)

Depending on the review type that you select, the 'completed' column will increase or decrease accordingly.

You will currently be in summary mode. To have a more detailed look into each of the assessments, click on the name of the assessment (circled above). Each of the assessment screens will have similar layouts. For demonstration purposes we will use the DOPS information for this trainee as an example.

Review ST1 Review Number 1

Forms submitted between 09/03/2009 and 31/07/2009

[Summary](#)
 [MSF](#)
 [miniCEX](#)
 [DOPS](#)
 [CbD](#)
 [COT](#)
 [PSQ](#)
 [CSR](#)

DOPS

RCGP Direct Observation of Procedural Skills

Submissions (3)	Q
View a blank form	Preview, just for information
Request an assessor completes a form	(handout)
For this review: DOPS (as appropriate)	-

Please note: These are minimum requirements and additional evidence may be requested by your educational supervisor or following a deanery panel review.

[\[Posts \]](#)

From this screen you can preview the evidence collected for the current review period. To view information on other review periods, select them

Naturally Occurring Evidence

It is the nature of General Practice that you will be able to demonstrate competencies outside of the formalised assessments; teaching would be one of these. In these circumstances you can ask your trainer / supervisor to validate such competencies through the learning log as Naturally Occurring Evidence.

PREVIEW BLANK FORMS AND PRINT OFF HANDOUTS FOR ASSESSORS

You can also request that an assessor completes a form for you or you can preview a blank form. To preview a blank form, simply click the 'Preview' button on the form.

If you wish to make a request for an assessor to complete a form, click on the 'handout' button.

Review	ST1	Review Number	1				
Forms submitted between 09/03/2009 and 31/07/2009							
Summary	MSE	miniCEX	DOPS	CbD	COT	PSQ	CSR
DOPS							
RCGP Direct Observation of Procedural Skills							
Submissions (3)				🔍			
View a blank form				Preview, just for information			
Request an assessor completes a form				(handout)			
For this review: DOPS (as appropriate)				-			

In this case, a screen will be displayed entitled DOPS Request.

You have 2 ways of sending this to an assessor.

1. Copy the contents of the form (including the ticket code at the top) and paste it into an email and send it to your assessor.
2. Print out the page and give it to your assessor.

DOPS Request

Trainee Dr GP TraineeA
Ticket Code SXPBSFYDRY (Valid From:14/07/2010 and Valid To:25/08/2010)

Instructions for Assessors

The above doctor requests that you complete their assessment form. This assessment is continuous throughout general practice training. It is the responsibility of the trainee to initiate the assessment of each clinical skill or procedure with the most relevant professional for each.

1. Go to: <https://eportfoliotest.rcgp.org.uk/forms>
2. Enter your name, designation and GMC or NMC number (where applicable, for verification purposes).
3. Enter the Ticket code above in the ticket code box and press continue to form. The ticket code determines the type of assessment.
4. Confirm your details are correct on the next page and then continue to the form.
5. There will be random checking of submitted forms to verify that they were submitted by the stated assessor.

[Go back](#)

POSTS INFORMATION

Learning Log
PDP
MRCGP Information
Evidence
Posts
Skills Log
Review Preparation
Educators' Notes
Progress to Certification
Curriculum Documents
Personal Library

Clicking on Posts in the left-hand menu allows you to see your current and future posts within the ePortfolio. You can also see evidence submitted during each post.

Posts								
Post	Dates	Forms						
		MSF	miniCEX	DOPS	CbD	COT	PSQ	CSR
ST1 / Z RCGP Test Location 1 / Accident & Emergency / Full Time	01/08/2008-01/02/2009	X	Q	Q	Q	Q	X	Q
Educational Supervisor: Dr Test white [test.white@nhs.net] Trainer(s)/Clinical Supervisor(s): Dr Test white [test.white@nhs.net]								

You can also navigate to the posts section through the Evidence Screen

1. Click 'Evidence' on the left hand menu.
2. At the bottom of the screen click on 'Posts'.

Review	ST1	Review Number	1
Forms submitted between 01/08/2008 and 01/02/2009			
Summary	MSF	miniCEX	DOPS
CbD	COT	PSQ	CSR
Progress to next Review			
ST1 - 1			
Requirement	Completed	Minimum	
3 x mini-CEX or COT	2	3	
3 x CbD	3	3	
DOPS (as appropriate)	2	As appropriate	
Clinical supervisors' reports	0	1	
PSQ (if in primary care and not yet completed)	0	1	
MSF (5 clinicians only)	0	5	
<p>Please note: These are minimum requirements and additional evidence may be requested by your educational supervisor or following a deanery panel review.</p> <p>[Posts]</p>			

It is important that your post details are correct, because they appear on you Annual Review of Competence Progression (ARCP) forms, which are a statutory requirement for Certification purposes at the end of your training.

Any inaccuracy may delay the Certification Process, and you will not be able to work without your CCT or CEGPR (Article 11).

So please check your post details carefully and if you notice any errors, please contact your Deanery who will correct them for you.

SKILLS LOG

Functions Available

- View a summary of your DOPS assessments
- Add comments and attachments to the skills log

Learning Log
PDP
MRCGP information
Evidence
Posts
Skills Log
Review Preparation
Educators' Notes
Progress to Certification
Curriculum Documents
Personal Library
Learning Resources
RCGP Homepage
Download
Self Rating

The skills log is a record of the DOPS of which there are 8 mandatory and 11 optional. The skills log brings together assessors' grades and comments together with the trainee's self assessment into one table.

The DOPS Present column shows the total number of DOPS submitted for the particular skill. Clicking on this number will take you directly to the DOPS forms for that assessment.

The mandatory, optional and foundation skills are split into sections for easier viewing.

Please note the Optional and Foundation skills are included for reference. You are not required to repeat these as part of WPBA, but may be asked to. For more information, please see Page 46.

Skills Log						
<p>The following is a summary of skills attained and DOPS assessments performed. Each of the mandatory skills must be successfully assessed by DOPS at a level of "meets expectations" or above. Optional skills should also be assessed by DOPS in order to demonstrate the trainee's competence to others in future. The trainee may also be requested to be reassessed in certain Foundation skills. In addition to DOPS, trainees are also asked to record their own level of competence for each skill and add an optional comment. Supervisors should ensure that this self-rating is congruent with the result of DOPS assessments performed.</p> <p>DOPS should be assessed by senior clinicians with active experience of the procedure being undertaken. This may include nurse clinical specialists, nurse practitioners or practice nurses</p>						
Skills Log	DOPS Present	Satisfactory DOPS	Trainee Self Rating			
			Rating	Comment	Dated	Edit/View
Mandatory Skills						
Breast examination	10	9	Performed supervised	can perform	05/09/2009	✎
Female genital examination	2	2	Performed supervised		10/03/2009	✎
Male genital examination	3	3	Performed supervised	performed supervised - normal examination	03/09/2009	✎
Rectal examination	7	7	Can perform unsupervised	i can perform this well as had plenty of practice in surgical clinic	03/09/2009	✎
Prostate examination	2	2	Insufficient evidence			✎
Cervical cytology	4	4	Can perform unsupervised		21/01/2009	✎
Testing for blood glucose	9	9	Can perform unsupervised	IS OK	16/09/2009	✎
Application of simple dressings	5	2	Insufficient evidence			✎
Optional Skills						
Cryotherapy	1	1	Performed supervised	with nurse practitioner - 2 x seborrheic warts - still awaiting histology	04/02/2009	✎
Curettage/shave excision	1	1	Insufficient evidence			✎
Cauterisation	0	0	Can perform unsupervised	test 3/9/09	03/09/2009	✎
Incision and drainage of abscess	0	0	Not performed		25/05/2009	✎
Aspiration of effusion	0	0	Insufficient evidence			✎
Excision of skin lesions	0	0	Performed supervised	fine	15/01/2009	✎
Proctoscopy	1	1	Insufficient evidence			✎
Joint and peri-articular injections	1	1	Insufficient evidence			✎
Hormone replacement implants of all types	0	0	Insufficient evidence			✎
Suturing of skin wound	1	1	Insufficient evidence			✎
Ability to take skin surface specimens for mycology	0	0	Insufficient evidence			✎
Other Skills						
Other	10	6				

ADD COMMENTS OR ATTACHMENTS TO THE SKILLS LOG

You can add comments to the skills log for each individual skill type. To add comments, follow the steps below:

1. On the left hand menu click on 'Skills Log'.
2. Find the skill against which you wish to place a comment and click on the 🗨 icon.
3. Screen will refresh to show a screen similar to this.

The screenshot shows a web interface for adding a comment to a skills log entry titled "Application of simple dressings". At the top, there is a "Rating" dropdown menu set to "Not performed". Below this is a "New Comment" text area with a character count of "1000" and a red note "(Maximum characters 1000)". An arrow points from this note to the "Old Comment" section below. The "Old Comment" section is currently empty. A "Save Comment" button is located at the bottom of the comment form. Below the comment form, it indicates "Storage used 3% of 30Mb". There are two sections for attachments: "Supporting Evidence" with an "Attach file" field, a "Browse..." button, a "(Max size 5Mb)" label, and an "Upload file" button; and "Supporting Web Links (Weblinks do not count towards your storage space limit)" with an "Attach web link" field (0 / 255), a "Title" field (0 / 255), and an "Upload web link" button.

4. Change the rating and comments information and then click 'Save Comment'. You are limited in the comment field to 1000 characters. The counter will let you know how many characters you have remaining. You cannot exceed this limit.
5. If you would also like to attach supporting evidence, browse for the file and click 'Upload File'.

Whenever you add a new comment, it will appear on the main Skills Log page. However, the old comments are not lost and will be seen when viewing the entry under Old Comment with a date stamp.

Please note that while you can upload evidence to the self rating of the skills log, this will not suffice as far as the formal assessment of the skill goes. You will still need to have the formal DOPS form completed for the skill.

REVIEW PREPARATION

Functions Available

- View summary of preparation stages for your next review

Posts
Skills Log
Review Preparation
Educators' Notes
Progress to Certification
Curriculum Documents
Personal Library
Learning Resources

Review Summary Page

There are three stages to preparation for a review:

- Review of curriculum coverage
- Skills log
- Self assessment against competence areas

Your Reviews

31/08/2009	ST1-1
31/02/2010	ST1-2
31/08/2010	ST2-1

Professional Competences

RCGP Curriculum Statement Headings	Number of linked Log entries
Curriculum Statement Headings	
2 The General Practice Consultation	12
3.1 Clinical Governance	2
3.2 Patient Safety	8
3.3 Ethics and Values Based Medicine	6
3.4 Promoting equality and valuing diversity	0
3.5 Evidence-based Practice	5
3.6 Research and Academic Activity	2
3.7 Teaching, Mentoring and Clinical Supervision	6

The review summary page gives you an overview for the stages required for review preparation and the preparation that you have already done is also listed here. The three stages for preparation are:

- **Review of curriculum coverage:** Against each curriculum statement heading you can view how many log entries you have submitted. When you click on each curriculum statement heading, you can open the associated logs.
- **Skills Log:** The skills log is repeated here to check progress on your DOPS assessments leading to the review..**Professional Competences:** Your **self assessments** against the 12 competence areas are shown as well as your supervisor's rating from the previous review.

All the entries on this page are continuous throughout your training and do not reset every review period.

EDUCATORS' NOTES

Functions Available

View notes made within your ePortfolio by Trainers, Supervisors and Deanery Assessment Leads/Administrators

PDP
MRCGP information
Evidence
Posts
Skills Log
Review Preparation
Educators' Notes
Progress to Certification
Curriculum Documents
Personal Library



Educators' Notes

Dr Ed Super1 (Educational Supervisor) [15/07/2010 13:30:41]
Doing Well

Received a note of thanks from a patient praising the trainee on how they handled a particularly personal situation. They were nothing but professional in this instance.

This section allows for Trainers, Clinical supervisors, Educational Supervisors and Deanery Assessment Leads/Administrators to enter comments in your ePortfolio. This could include a note about interim meetings that don't fit easily anywhere else or additional information they feel is important that they can't enter anywhere else. Each entry will be date stamped, with the name of the person who entered it and a subject field. You will be able to view everything that is entered in this section, but will only be able to respond to it through your learning log. It will also be available to the ARCP Panels.

PROGRESS TO CERTIFICATION

Functions Available

- View AKT achievement
- View CSA achievement
- View CPR Achievement
- View OOH Achievement
- View Completed Review
- View Completed ARCPs
- Apply for CCT (at completion of training)

VIEW WPBA COMPONENTS

The Progress to Certification page keeps track of the various components that make up nMRCGP. As you progress through your training and complete various components, they will appear here.


MRCGP Information
Evidence
Posts
Skills Log
Review Preparation
Educators' Notes
Progress to Certification
Curriculum Documents
Personal Library
Learning Resources
RCGP Homepage
Download

Progress to Certification			
Target	Progress	Achieved	
AKT	No results	-	
CSA	No results	-	
Holds valid CPR and AED Certificate	Met	X	
Has met Out of Hours Session requirements	Met	X	
Reviews	Most recent:		🔍

Initially it will look as above and as you complete components you can see when you have booked the exams and whether you have passed. You can also view the outcomes here by clicking on the Magnifying Glass icon 🔍

Progress to Certification				
Target	Progress		Achieved	
AKT	Pass	28/11/2009	✓	🔍
CSA	Pass	31/05/2010	✓	🔍
Holds valid CPR and AED Certificate	Met		✓	
Has met Out of Hours Session requirements	Met		✓	
Reviews	Most recent: ST2-1			🔍
ARCPs	Most recent: ST1			🔍




Clicking on the AKT and CSA result icons will take you straight to a summary including all the times you have sat them. You can then view more details on the individual results.

Assessment Date	Result	
30/01/2008	Pass	
Go back		

Clicking on Reviews will bring up a list of your reviews, and clicking on ARCP will bring up your completed ARCPs. These will be looked at in the next sections.

APPLYING FOR CCT

On completion of your training programme, you will then have the option to electronically apply for your CCT. This button will not appear until you have completed all MRCGP components listed above and had your Final ST3 ARCP marked as complete.

Has met Out of Hours Session requirements	Met	
Reviews	Most recent: ST3-2	
ARCPs	Most recent: ST3	

When you have attained the above, you can

After applying a date stamp will appear at the top of the screen and the button will disappear.

REVIEWS

As part of your training, your Educational Supervisor will conduct six-monthly reviews of your progress. These are not governed by Post, but by every six months in training. When your Educational Supervisor has completed a review for you, the following message will appear when you login to the ePortfolio:

Welcome Page

Post Info

Your Educational Supervisor is **Dr Ed Super1**

Your Trainer(s)/Clinical Supervisor(s) are:
Dr Joe Bloggs

! You have 1 unsigned Educational Supervisor Review. Please click here to view and accept.

Please check you have signed all the necessary [declarations and agreements](#).

Clicking on this link, or going through Progress to Certification and clicking on reviews will bring you to the reviews list

End of review period	Outcome	Review Type	Trainee Accepted	Self Rating Complete
03/08/2008	Satisfactory Progress	ST1 - 1		X

As you complete more reviews, this list will grow.

Clicking on the magnifying glass will bring up the review in detail

The review is broken up into four pages that can be navigated through at the bottom of the page.

[Personal Details >>](#)
[Curriculum coverage >>](#)
[Skills log >>](#)
[Workplace based assessment](#)

On the last page, you will see a trainee signoff button. You should only click on this if you are happy that all the details of the review are correct. Trainees are asked to self-rate against the 12 professional competence areas and will not be able to sign off the review until the form has been completed. In addition, the Declarations for Probity: Convictions and disciplinary actions and Health: Regulatory and voluntary proceedings need to have been signed before you can proceed, otherwise you will see the following warning.

inee's learning portfolio, covering the time period from

ptance by: **You can not sign this review because: Self Assessment form is not complete and the mandatory Declarations have not been signed**
[Click Here To Sign](#)

Until the 'Trainee Sign-Off' has been successfully completed, your Educational Supervisor can still edit the review. Once you have signed it off, they cannot edit it.

I confirm this is an accurate description/summary of this trainee's learning portfolio, covering the time period from to

Electronic Submission by: **Dr Ed Super1** Electronic Acceptance by: Trainee Sign-Off

Date: **15/07/2010 15:04:38** Date:

ANNUAL REVIEW OF COMPETENCE PROGRESSION (ARCP)

At the end of each training year, you will undergo an ARCP conducted by your Deanery ARCP Panel. This is based on your two reviews conducted during that year by your Educational Supervisor. Once the Deanery Panel has completed your ARCP, you will see the following message when you log into the ePortfolio:

 You have 1 Unsigned Deanery Panel Review. Please click here to view and accept.

Clicking on this link will bring you straight to your ARCP.

After you look through this and have ensured the details are correct, you need to click on the Trainee Sign-Off button at the bottom.

Once you have accepted this, it will be viewable by yourself as a PDF file under Progress to Certification.

If the outcome from your ARCP panel is that your progress is unsatisfactory and you have been recommended further training or assessment, it is important that you sign the ARCP form to accept this outcome. Once the additional training requirements have been met a second ARCP will need to be produced by your Deanery, but this cannot be generated until the first one has been accepted.

If you notice any errors in the ARCP form, such as your name is spelt wrong, your post dates are inaccurate, or your GMC number is wrong, please contact your Deanery to have these details corrected before you accept the ARCP.

Any inaccuracies could delay your CCT application at the end of your training.

Annual Review of Competence Progression			
Deanery	Z RCGP Test	Date of assessment	24/05/2010
Training Programme	Jlltest		
GMC Programme/Post Approval Number	ST3 -/The B Practice//		
Trainee's Name	Dr Angela Brown	GMC Number	qqyvt
Training Number			
Panel			
Panel Members	Designation		
Bob Smith	Lay Member		
Period covered			
First date	03/05/2010	Last date	30/05/2010
Phase of training programme (ST year)			
ST1			
List post information for posts up to current period - dates % FT/PT post & Hospital			
Start date	Finish date	%FT/PT	
01/08/2007	07/02/2008	Full Time	ST1 -/The A Hospital/Accident & Emergency//1
08/02/2008	05/08/2008	Full Time	ST1 -/The A Hospital/General Practice//1
06/08/2008	03/02/2009	Full Time	ST2 -/The A Hospital/Paediatrics//1
04/02/2009	04/08/2009	Full Time	ST2 -/The A Hospital/General Medicine//1
05/08/2009	05/08/2010	Full Time	ST3 -/The B Practice/General Practice//1
Document taken into account (and known to the trainee) in addition to e-portfolio and workplace-based assessments:			
a			
Academic progress to date (if appropriate)			
a			
Additional Comments			
a			
Progress to Certification			
Target	Progress	Achieved	
A&E	No results	-	
CSA	No results	-	
Holds valid CPR and AED Certificate	Not met	X	
Has met Out of Hours Session requirements	Not met	X	
Reviews	Most recent:		
ARCPs	Most recent: ST1		
Recommended outcomes (tick required box)			
Satisfactory progress	<input type="checkbox"/> 1. Achieving progress and competences at the expected rate (clinical) <input type="checkbox"/> 2. Achieving progress and competences at the expected rate (academic)		
Unsatisfactory progress	<input type="checkbox"/> 3. Development of specific competences required - additional training time not required <input type="checkbox"/> 4. Inadequate progress by the trainee - additional training time required <input type="checkbox"/> 5. Released from training programme with or without specified competences <input type="checkbox"/> 6. Incomplete evidence presented - additional training time may be required		
Recommendation for completion of training	<input type="checkbox"/> 7. Has gained all the required competences for the completion of training (clinical) <input type="checkbox"/> 8. Has gained all the required competences for the completion of training (academic)		
Outcomes for trainees out of programme or not in run through training	<input type="checkbox"/> 9. Fixed-term specially outcome - competences achieved identified above <input type="checkbox"/> 10. Out of programme experience for approved clinical experience, research or career break/maternity <input type="checkbox"/> 11. Top-up training (outcome should be indicated in one of the areas above)		
Signed by:			
I give permission for my personal details to be made available to the GMC as required for the purposes of monitoring, assessing and certifying my specialist training.			
Dr James Brown	Trainee		
Chair of panel (on the day of the panel)	Date:		
Date: 19/07/2010	Date of next review		
Date of next review	27/08/2010		
Please check the dates and details of your training posts listed on the ARCP form before you accept it			
I give permission for my personal details to be made available to GMC as required for the purposes of monitoring, assessing and certifying my specialist training.			
Trainee Sign-Off			

CURRICULUM DOCUMENTS

Functions Available

- View Curriculum Documents

Learning Log
PDP
MRCGP information
Evidence
Posts
Skills Log
Review Preparation
Educators' Notes
Progress to Certification
Curriculum Documents
Personal Library
Learning Resources
RCGP Homepage
Download
Self Rating

This section is an information source for your curriculum documents and competence areas outlined for the Workplace Based Assessments.

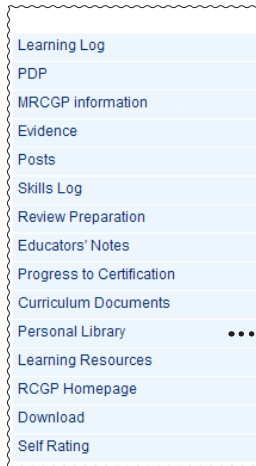
To view the items, click on the title to open.

Curriculum views
Click on the title of the curriculum to see items.
Being a General Practitioner
Curriculum Statement Headings
Professional Competence Areas

PERSONAL LIBRARY

Functions Available

- View items in the personal library



Personal Library

All items of uploaded media, both linked and unlinked to log entries

Attachments	Options
Directions to CPGMEC.doc	(Log entry)
Directions to Monmouth Canoe Centre.doc	(Log entry)
Directions to Redwood Education Centre.doc	(Log entry)
finding patients.doc	(Log entry)
wibble.tif	

Storage used 3% of 30Mb

Supporting Evidence
Attach file (Max size 5Mb)

Supporting Web Links (Weblinks do not count towards your storage space limit)
Attach web link 0 / 255
Title 0 / 255

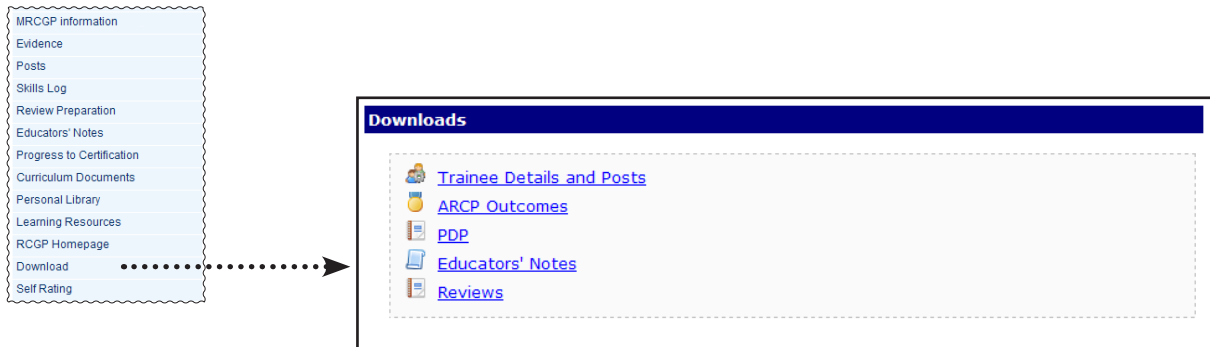
The personal library section contains all attachments that you have imported into ePortfolio through the logs. You can also attach other files directly through the personal library by using the 'supporting evidence' section at the bottom of the screen.

When you click on the 'edit' icon you will be able to put the files into different groups so that it is easier to find them when the list gets very large.

DOWNLOADS

Functions Available

- Save sections of ePortfolio in a variety of formats
- Print of sections of ePortfolio

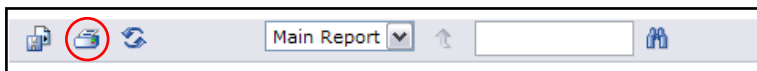


Every page within the ePortfolio can be printed off using the “Print-friendly Version” link at the bottom of each page. The download section allows for saving and printing specific parts of the ePortfolio for your own personal use. The options are

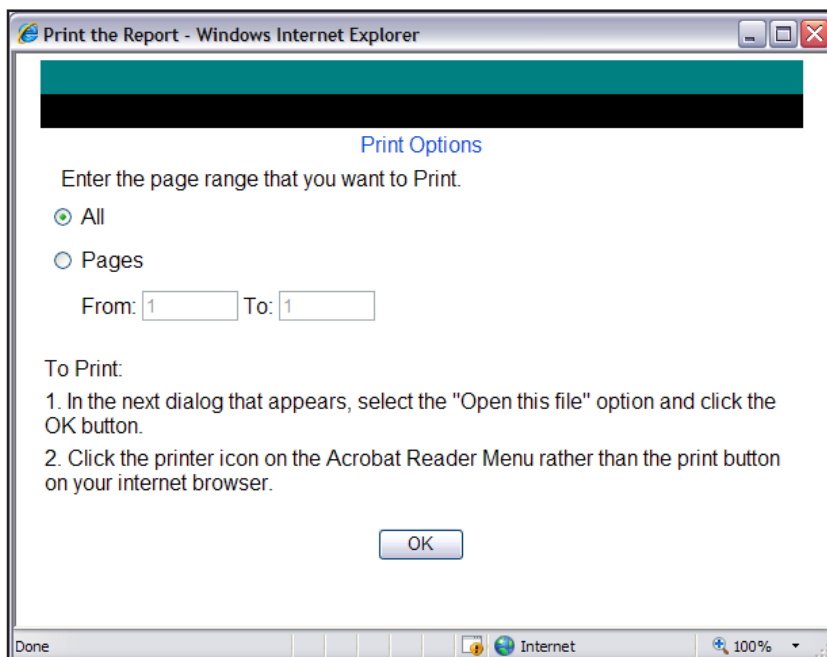
- Trainee Details and Posts
- ARCP outcomes
- PDP
- Educators Notes
- Reviews

By clicking on these, you will either open up a report of that item, or a sub menu of items to choose from. These sub items will open up the relevant report in a new window.

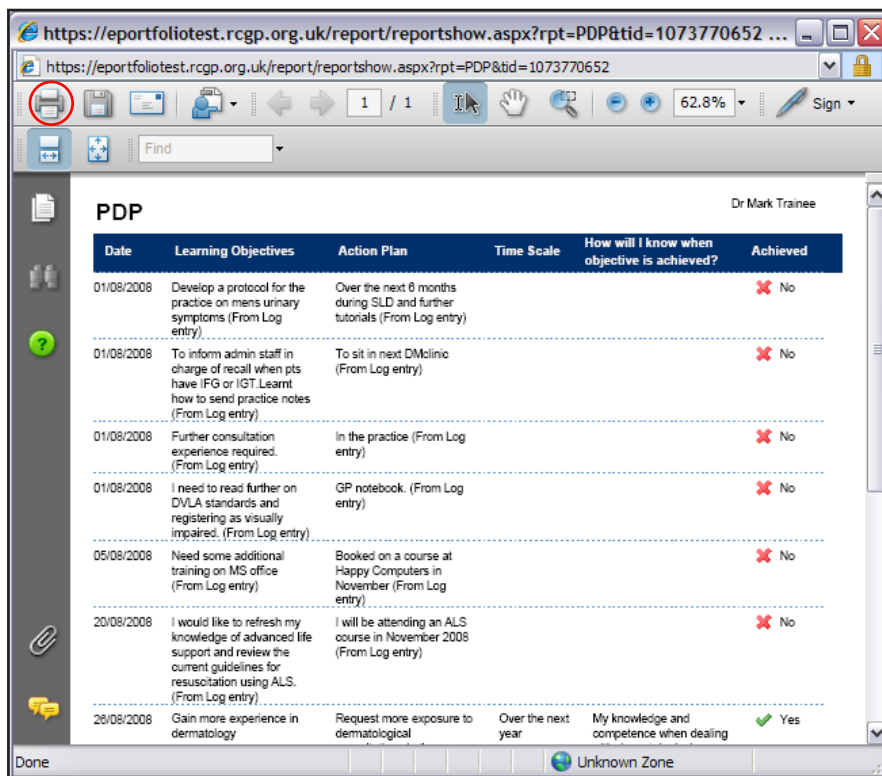
If you want to print out a report, click on the print icon.



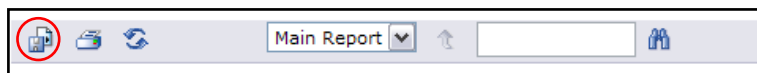
This will open a new window with options.



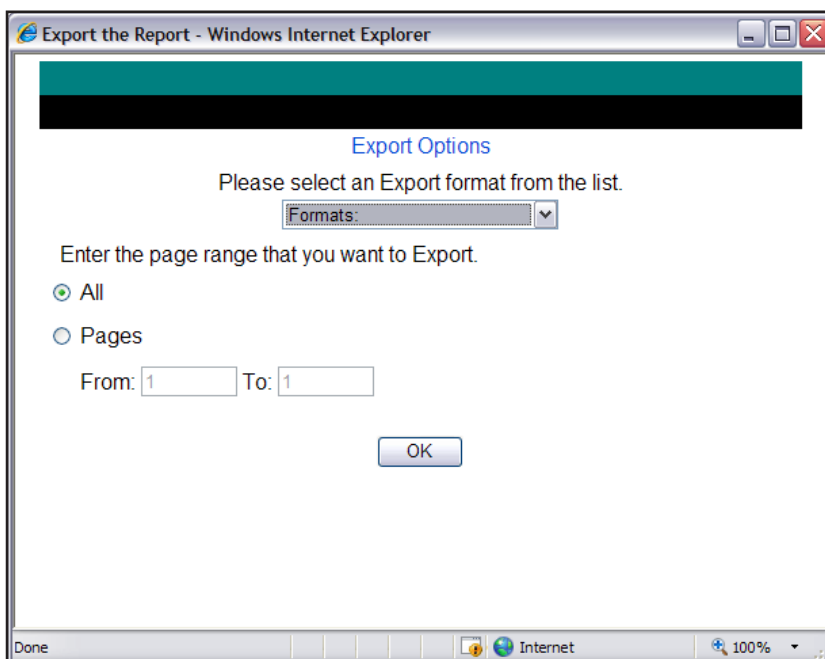
Clicking OK takes you to a new window where you can print the report. (The layout may vary on different browsers) Click the print button here to print the report.



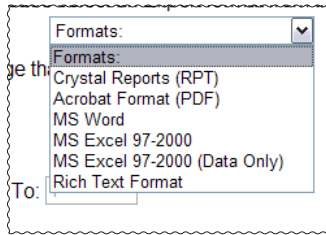
The other main option that you have is exporting. Click on the Floppy Disc icon to begin the export process.



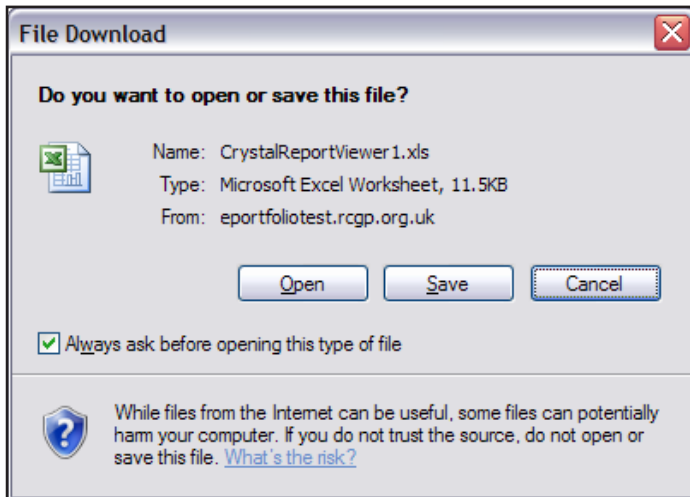
This will open the export window where you can select the format you want to use.



Below are the currently available formats. Select the one you require and then click OK.



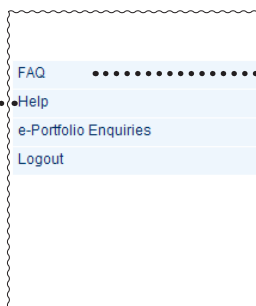
You will then see a standard file download box. Save the item as you would any other. This screen may vary depending on your browser and you may wish to rename the file.



FREQUENTLY ASKED QUESTIONS (FAQs) AND HELP

Functions Available

- View FAQs
- View Help Files



To read any of the frequently asked questions, click on the item to display its contents.


Frequently asked questions

Other items:

- [Assessments - how do I get them completed?](#)
- [Assessments - The Assessor does not have access to the Trainee's ePortfolio.](#)
- [Curriculum – what do I need to learn?](#)
- [Declarations and agreements - how do I sign them?](#)
- [Educational Supervisor and Trainer – how can I contact them?](#)
- [Educational Supervisor and Trainer – who are they?](#)
- [Evidence- how do I get it submitted](#)
- [Help - how can I get help?](#)
- [How do clinical supervisors enter in their assessments if they do not have a login to ePortfolio?](#)
- [How do I add extra appraisals \(reviews\)](#)
- [How do I change my userid?](#)
- [How do I change personal details?](#)
- [How do I do a Clinical Supervisor Report?](#)
- [How do I download the ePortfolio](#)
- [How do I look at my ST1/ST2 trainees and my current ST3 trainee?](#)
- [If I validate a record my trainee shares with me, does this mean I have deemed them competent.](#)
- [If we have evidence of an underperforming registrar, where should we record it?](#)
- [Keeping parts of the ePortfolio private – which parts and how do I do this?](#)
- [Linked learning log entries - PDP](#)
- [MSF Guidance: More information Feb 2008](#)
- [MSF- I cannot see the summary](#)

e-Portfolio Help

Select the icon for the help media type which will appear in a new window.

- SE Scotland: Brief Guide for Clinical Supervisors
A brief guide to work based place assessment for clinical supervisors. How to use the assessment tools.
 [PDF](#)
- ePortfolio Ticket Code Tutorial
[Ticket code tutorial](#)
A Virtual Tutorial for the creation of Ticket codes, created by Jonathan Wright and Mahibur Rahman

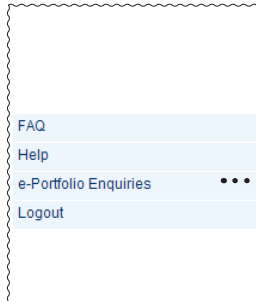
These help files refer to the various forms and documentation used across the UK. Please be aware of which forms and documentation apply to your deanery area before following the help instructions. For example, workplace assessment and significant event analysis are only used in Scotland.

These help files contain extra information in the form of powerpoint slides, word documents, pdfs or pictures. Select the media type you require by clicking the icon.

ePORTFOLIO ENQUIRIES

Functions Available

- View existing support enquiries
- Create new enquiries



ePortfolio Enquiries allows all users to log any enquiries that they may have about the system. Any questions that appear regularly will be added to the FAQs.

Select current Support

You can also view [Completed Support](#).

[Create new enquiry](#)

Support ID	Title	Date Created	Status	Unread replies	Request Name	Support
28965	Test	19/07/2010 13:15:00	Not Started	0	Dr GP TraineeA	R.CGP Support

On this screen you can view current and completed support logs. These can be sorted by date, name or status.

To view an enquiry that you have open, click on title to open the log.

Support Details [< Return to list](#)

[Add reply to support response](#)

Support ID	28965 []
From	Dr GP TraineeA
Title	Test
Date Created	19/07/2010 13:15:00
Status	Under review
Description	I am creating a test enquiry.

Responses

Date	Response
19/07/2010 13:14:53	// Support Response \\ Thank you for your enquiry. For future correspondence regarding this specific issue, please quote the reference code: 28965 E-Portfolio Administration.

CREATE NEW ENQUIRIES

1. Click on 'Create new enquiry' at the top of the screen.
2. This will open up a new web browser page which allows you to input the enquiry (<http://eportfolio.rcgp.org.uk/report.asp>).

Have you tried the [Frequently Asked Questions](#) page to find your answer?

If you have any enquiries or comments about e-Portfolio, please use the form below.

Currently we are experiencing a high volume of enquiries in the Eportfolio and therefore response times are slower than we would like. For more urgent matters you may prefer to email nmrcgp@rcgp.org.uk.

Enter a query:

To: e-Portfolio Enquiries

Subject:

Message:

3. Input the subject and message that you would like to log.
4. Click 'Post Enquiry'.
5. The screen will refresh to inform you that the enquiry has been logged.

e-Portfolio Query sent

Thank you for your enquiry.

For future correspondence regarding this specific issue, please quote the Error reference code: **3888**

E-Portfolio Administration.

6. You will be provided with a log number for the enquiry.
7. Click 'Close Window' to continue.

SECTION II: MAKE THE MOST OF WPBA AND THE ePORTFOLIO

HOW TO GET THE BEST OUT OF WORKPLACE BASED ASSESSMENT, THE ePORTFOLIO AND THE LEARNING LOG

WPBA requires trainees to keep a training record and learning log, housed in the ePortfolio (eP). Within the eP, trainees log their training and map their learning experiences to curriculum and competence areas. The educational supervisor reviews that log, assesses and agrees competency coverage and validates them. This is recorded in the eP and a picture of the learning journey and progression of competence builds up. The more evidence that is presented the more clarity is added to that picture and the final judgment becomes more robust. Assessors make judgements of competence progression throughout the training programme. In this context competence is defined as competent for licensing and independent practice. Therefore a grading of “needs further development” is not a negative judgment but allows formative feedback to help develop competence.

HOW TO DEMONSTRATE COMPETENCE AND GATHER EVIDENCE

WPBA provides a number of tools and assessments that will test across the competence framework; each covering different areas. Using the range of tools and a reflective learning log help provide a balanced comprehensive portfolio.

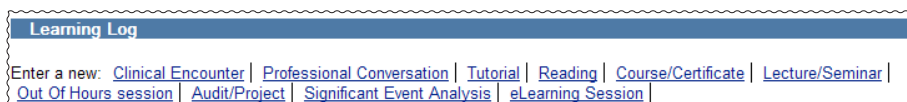
HOW TO GET THE BEST OUT OF WPBA

- Planning, the suggested schedule of assessments defines the minimum evidence required for each staged review and that informs the judgement of competence progression.
- Discuss learning needs with educational supervisors early in the programme, be aware of what assessments are needed and schedule them; reflecting on experiences with patients and colleagues, practising and developing skills. Review progress regularly, it is far more difficult to cram assessments in to the last few weeks of posts. Planning one a month is more realistic and gives greater opportunity for formative development.
- Planning for DOPS is particularly important; many of the procedures are best reviewed during secondary care placements and avoid the stress of catching up in primary care. There are eight required DOPS for WPBA but evidence from optional DOPS can be used to develop the professional portfolio.
- Use the assessments formatively, a case based discussion done early in ST1 is unlikely to show competence or excellence in the desired competences but it gives a snapshot of performance at that stage. Assessors give feedback on how to improve and develop.
- Look for learning opportunities. The contextual nature of WPBA provides rich learning opportunities, keeping a reflective diary helps capture that information and the competences it tests can be reviewed and validated by the trainer during “professional conversations”. It is important to be discriminating in the learning log entries. Record personal reflections not documents and handouts. Critical reflection on how knowledge has been applied to solve a problem gives information about higher cognitive ability of understanding, synthesis and evaluation gives the educational supervisor a clearer understanding of how trainees are progressing than purely descriptive entries.
- WPBA is not just about COTs and CBDs; evidence from other activities such as audit, critical appraisal and significant event analysis can better test some of those difficult professionalism competence areas. The naturally occurring evidence and learning log are currently under used and help to provide a balanced portfolio of evidence for panels to assess.

LEARNING LOG.

The learning log is intended to be a personal log of your experiences. You control what goes into this and what items you choose to share.

There is no minimum number of learning log entries required for completion of training. However, there needs to be sufficient evidence of balanced curriculum and competence coverage, this will of course be contextual depending on your current post. Sharing the log entries with your educational supervisor at each review can be helpful in tailoring your learning programme to ensure a balanced portfolio of evidence.

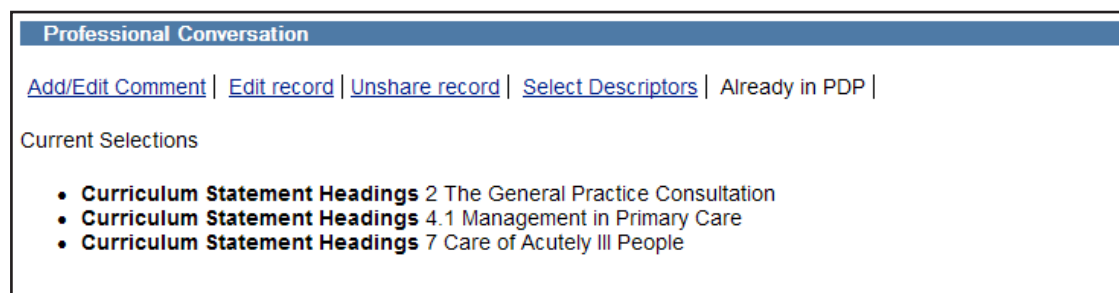


The headings are intended to assist you in inputting your entries. However you shouldn't get too concerned if you are using the right heading. Make your own judgement about what you feel is correct.

When entering and sharing learning log entries, you should be considering quality over quantity. With entries you share, your Educational Supervisor will be looking at what you have put in, more than how many entries you have shared. The original design of the learning log is to encourage reflective practice, on experiences in the workplace, so for example a brief case description, the learning points, referenced to any evidence e.g. NICE guidance, how that improves your management skills and demonstrates that you are learning from your day to day practice. This contributes to the emerging picture of your learning journey developing competence.

It is important to remember that WPBA is essentially a formative developmental process and it is unlikely that you will be judged as competent in the early stages of training and it is to be expected that many of the assessments are graded "needs further development". This is not a negative judgement but should be supported by feedback from your supervisors to help you develop those skills to achieve competence.

Your Educational Supervisor will have the opportunity to validate entries against competences. They will not do this for all entries, only those that show significant hard evidence of a competence.



You do not need to send all Entries to the PDP. Generally you would only create PDP entries from Log entries where you can look at a specific area upon which to improve.

Professional Competences	
RCGP Curriculum Statement Headings	Number of linked Log entries
Curriculum Statement Headings	
2 The General Practice Consultation	12
3.1 Clinical Governance	2
3.2 Patient Safety	8
3.3 Ethics and Values Based Medicine	6
3.4 Promoting equality and valuing diversity	0
3.5 Evidence-based Practice	5
3.6 Research and Academic Activity	2
3.7 Teaching, Mentoring and Clinical Supervision	6

Under Review Preparation, there is an area on Curriculum Coverage. Only shared learning log entries will have their Curriculum entries linked here. This is because this is a public area that your Supervisor and Deanery can see.

EVIDENCE.

Through the course of your training, you will complete many assessments that are gathering evidence to build a picture of your fitness to practice. Each review period will have different requirements. The ePortfolio will display these for each review period. All of these listed are minimums though. You are encouraged where possible to submit more and indeed your Deanery or Educational Supervisor may ask for more than these. Each review is labelled by ST year and then how many reviews you have had in that year. For a full time trainee with no breaks, the following is a list of your reviews.

- ST1-1 6 month
- ST1-2 12 month
- ST2-1 18 month
- ST2-2 24 Month
- ST3-1 30 Month
- ST3-2 Final Review

It may be that you end up having some absence or extended training. If this happens you may have more reviews in an ST year. These will just appear as additional review numbers. For example, a period of extended training in ST2, may have the following reviews

- ST2-1
- ST2-2
- ST2-3

Each of the minimums are specific to that review period. If you do more than the minimum in a period, this does not mean that you can do less in the next six month period.

Your Educational Supervisor will set your Review Dates for you, and this will affect your Review periods. Everything submitted up to a review date will appear in that review and everything afterwards will be applied to the next review. When you have your Review with your Educational Supervisor, if you have outstanding items, you will need them to set the review date to cover this.

LESS THAN FULL-TIME TRAINEES

Some trainees will be working less than full-time. As such your review structure works a little differently. You are still required to have six monthly reviews, and each six month period has a minimum evidence requirement. But you will have more reviews overall. Please see the link below.

Your reviews will not be labelled differently from full-time trainees. A less than full-time trainee working at 50% would have the following reviews. The labels to the right of them are the names given in the link at the bottom of the screen. The months in brackets are how many months of training you will have completed at this point.

- ST1-1 First ST1 6 month (6 month)
- ST1-2 Second ST1 6 month (12 month)
- ST1-3 Third ST1 6 month (18 month)
- ST1-4 Final ST1 6 month (24 month)
- ST2-1 First ST2 6 month (30 month)
- ST2-2 Second ST2 6 month (36 month)
- ST2-3 Third ST2 6 month (42 month)
- ST2-4 Final ST2 6 month (48 month)
- ST3-1 First ST3 6 month (54 month)
- ST3-2 Second ST3 6 month (60 month)
- ST3-3 Third ST3 6 month (66 month)
- ST4-4 Final ST3 6 month (72 month)

These will need to be set up by your Educational Supervisor.

As with full-time trainees, if you have periods of extended absence from training or extensions of training, then further reviews will take place.

More information for Less Than Full-Time Trainees can be found here:

http://www.rcgp-curriculum.org.uk/nmrcgp/less_than_full_time_trainees.aspx

How many Reviews do I need and what Evidence do I need?

If you are training at less than full-time, the following may help work out how many reviews you need.

You will need a review every 6 months. You will need to complete the minimum amount of CBD/mini-CEX and COT for that 6 month period.

You will also need a review to mark the end of an ST year. This may cover a period less than 6 months. If so, please consult your Deanery as to what evidence they may require.

You will need to complete 2 rounds of MSF in ST1 and ST3. The MSF should be conducted once in the first half of the ST year and once in the second round of the ST year.

You will need to complete at least 1 PSQ in ST3, near the end of your ST3 year. If you have a General Practice post outside your ST3 year, you will need to complete an additional PSQ in that post.

You must complete the 8 mandatory DOPS by the end of training.

SKILLS LOG

The skills log covers the skills you would be expected to demonstrate as a GP. You will gather external evidence of these via DOPS. DOPS collected for a skill will be shown here.

You need to complete at least the eight Mandatory DOPS by the end of your training. Therefore if you are currently in a post that does not cover this skill, don't worry, you will be able to demonstrate it later.

There are also optional skills listed. These are not compulsory, but you may wish to demonstrate your performance in these areas. Alternatively you may be specifically asked in your training to demonstrate one of these skills.

The foundation skills are also listed under 'Other Skills'. Like the optional skills, these are not compulsory, but you may submit them if you wish and you may be asked to demonstrate one.

All DOPS must be submitted by someone who has seen you perform this first hand while in GP Specialty training. You cannot for example, have a foundation DOPS submitted from someone who saw you perform this in your foundation years.

You also can rate yourself against the skills here. This is for you to give an indication of how capable you think you are. We expect this would change over the course of your training.

With your Self Rating, you can attach evidence to back this up. However these will not count as the eight Mandatory DOPS.

Skills Log						
<p>The following is a summary of skills attained and DOPS assessments performed. Each of the mandatory skills must be successfully assessed by DOPS at a level of "meets expectations" or above. Optional skills should also be assessed by DOPS in order to demonstrate the trainee's competence to others in future. The trainee may also be requested to be assessed in certain Foundation skills. In addition to DOPS, trainees are also asked to record their own level of competence for each skill and add an optional comment. Supervisors should ensure that this self-rating is congruent with the result of DOPS assessments performed.</p> <p>DOPS should be assessed by senior clinicians with active experience of the procedure being undertaken. This may include nurse clinical specialists, nurse practitioners or practice nurses</p>						
Skills Log	DOPS Present	Satisfactory DOPS	Trainee Self Rating			
			Rating	Comment	Dated	Edit/View
Mandatory Skills						
Breast examination	10	8	Performed supervised	can perform	05/09/2009	✎
Female genital examination	2	2	Performed supervised		10/03/2009	✎
Male genital examination	3	3	Performed supervised	performed supervised - normal examination	03/09/2009	✎
Rectal examination	7	7	Can perform unsupervised	i can perform this well as had plenty of practice in surgical clinic	03/09/2009	✎
Prostate examination	2	2	Insufficient evidence			✎
Cervical cytology	4	4	Can perform unsupervised		21/01/2009	✎
Testing for blood glucose	8	8	Can perform unsupervised	IS OK	16/09/2009	✎
Application of simple dressings	5	2	Insufficient evidence			✎
Optional Skills						
Cryotherapy	1	1	Performed supervised	with nurse practitioner - 2 x sebaceous warts - still awaiting histology	04/02/2009	✎
Curettage/shave excision	1	1	Insufficient evidence			✎
Cauterisation	0	0	Can perform unsupervised	test 3/9/09	03/09/2009	✎
Incision and drainage of abscess	0	0	Not performed		25/05/2009	✎
Aspiration of effusion	0	0	Insufficient evidence			✎
Excision of skin lesions	0	0	Performed supervised	fine	15/01/2009	✎
Proctoscopy	1	1	Insufficient evidence			✎
Joint and peri-articular injections	1	1	Insufficient evidence			✎
Hormone replacement implants of all types	0	0	Insufficient evidence			✎
Suturing of skin wound	1	1	Insufficient evidence			✎
Ability to take skin surface specimens for mycology	0	0	Insufficient evidence			✎
Other Skills						
Other	10	8				

REVIEWS

Every six months, you will have a Review with your Educational Supervisor. They will comment on your areas of training and note how you are doing. They will date this review and this date controls where your evidence will appear.

Prior to having the review, you should look through the section labelled "Review Preparation". The areas here should be considered prior to the review, especially the Self-Rating against the Competences.

You are expected to rate yourself against these Competences prior to each review. These are not reset after each review, but instead provide an ongoing picture over time and as such we expect they would change over time.

You will also see your Educational Supervisors ratings of you in these areas. These too we expect to change as you progress through your training.

When the Educational Supervisor has completed the review, they will click on a Complete and Submit option. This will then share the review with you.

When they have done this, you will see the following link when you log into the ePortfolio.

The screenshot shows a "Welcome Page" with a "Post Info" section on the left and a yellow notification box on the right. The notification box contains an information icon and the text: "You have 1 unsigned Educational Supervisor Review. Please click here to view and accept." Below the notification, there is a link: "Please check you have signed all the necessary [declarations and agreements](#)."

Click on this and you will be taken to review list. The most recent will be at the top. Click on the magnifying glass to view the review.

End of review period	Outcome	Review Type	Trainee Accepted	Self Rating Complete
03/08/2008	Satisfactory Progress	ST1 - 1		X

The review is broken up into four pages. You can navigate through these at the bottom of the screen.

[Personal Details >>](#) [Curriculum coverage >>](#) [Skills log >>](#) [Workplace based assessment](#)

This is the view your Deanery ARCP Panel will see as well when reviewing your ePortfolio. On the last page of the review, you have the option to accept it. Accepting the review locks it and it can no longer be edited. Therefore you should check through it carefully to make sure everything is correct. If there are areas that you have queries about, please discuss this with your Educational Supervisor. They will be able to alter the review as needed, so long as you have not accepted it.

I confirm this is an accurate description/summary of this trainee's learning portfolio, covering the time period from	
<input type="text" value="03/02/2008"/>	to <input type="text" value="03/08/2008"/>
Electronic Submission by: Dr Ed Super1	Electronic Acceptance by: <input type="button" value="Trainee Sign-Off"/>
Date: 15/07/2010 15:04:38	Date:

HELPFUL CONTACT DETAILS

WPBA and General ePortfolio Enquiries:

ePortfolio Helpdesk

Email: nmrcgp@rcgp.org.uk

Telephone: 020 7344 3075

Registration, Booking Assessments & Associate Membership Enquiries:

AiT Helpdesk

Email: ait@rcgp.org.uk

Telephone: 020 7344 3078