

**ePortfolio**  
**User Guide for Trainees**

JRCPTB

**March 2009**

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## 1. Introduction

The JRCPTB ePortfolio allows evidence to be built up to inform decisions on a trainee's progress and provides tools to support trainees' education and development.

The JRCPTB ePortfolio is part of a shared service used by many foundation schools and other colleges. Trainees will be able to use the same username and password as they progress through Foundation, Core Medical Training and specialty training. A new version of the ePortfolio was released in August 2008 and the ePortfolio will be subject to further improvements and additions.

The administration, such as setting up users and posts, has currently been devolved through the deaneries to trusts in most cases. If you have an enquiry about the ePortfolio, your first port of call should be your Postgraduate Education Centre. When we refer to "local administrator" in this guide, we would usually expect it to be someone in your Postgraduate Education Centre.

The trainee's main responsibilities are to ensure the ePortfolio is kept up to date, arrange assessments and ensure they are recorded, prepare drafts of appraisal forms, maintain their personal development plan, record their reflections on learning and record their progress through the curriculum.

The supervisor's main responsibilities are to use ePortfolio evidence such as assessments, reflections and personal development plans to inform appraisal meetings. They are also expected to update the trainee's record of progress through the curriculum, write end of attachment appraisals and supervisor's reports.

## 2. Accessing the ePortfolio

Type in the web address: <http://www.nhseportfolios.org>

To log in, simply type in your User Name and Password into the login box and click 'Log In.' If you do not have a User Name and Password or are unable to log in with the details you do have, speak to your local administrator.

If you still cannot resolve your problem, email [eportfolio@jrcptb.org.uk](mailto:eportfolio@jrcptb.org.uk) with your query. If you have forgotten your password, click the '**Forgot Password?**' link.

You will be asked for your email address and a temporary password will be sent to you via email.

**NHS ePortfolio Login**

Welcome to the new version of the NHS ePortfolio

Use the login boxes on the right to access the site. If you have a username/password from the previous version of ePortfolio, it will automatically work when you login to this version. If you were given a 10-digit code to use for an assessment of a Trainee, then enter it in the Assessors box on the right.

If you have forgotten your password, you can use the [Request Forgotten Password](#) process.

If you have any problems with logging in, please contact your local administrative lead.

**The Royal College of Paediatrics and Child Health** should log in via <http://v1.nhseportfolios.org>

**Dental ePortfolio** users should log in at <https://dental.nhseportfolios.org/>.

NHS Education for Scotland will continue to be responsible for ePortfolio development and changes

**Log In**

User Name:

Password:

[Forgot Password?](#)

**Assessors**

*If you were given a 10-digit login code for an assessment, enter it here.*

Login Code:

about us | support

NHS Education for Scotland ePortfolio © 2008

## 3. ePortfolio Home Page

If you wish to access data which you stored before the ePortfolio was updated in August 2008, you can view a Historical ePortfolio.

Administrators are able to add local information under '**Alerts**' and '**Courses and Seminars**'. JRCPTB also use the Alerts to notify users about ePortfolio changes.

Dr Tester Trainee | [Logout](#)  
Selected Role: Physician Trainee

JRCPTB

ePortfolio Profile Curriculum Assessment Reflection Appraisal Progression Messages Help

Home

**Welcome to ePortfolio**

**Alerts**  
JRCPTB News: Latest Update  
Updated: 04 March 2009

**Your current status:**

**Current Post**  
Grade: ST3  
Location: Not placed  
Specialty: Cardiology  
Dates: 01/08/2008 - 31/07/2009

**Current Supervisors**  
Educational Supervisor: Dr

**Quick links**  

- [Messages](#)
- [Request an assessment](#)
- [Personal Library](#)
- [Forms Summary](#)
- [Personal Development Plan](#)

**Courses & Seminars**  
No current courses or seminars

Alerts are displayed in the box on the left-hand side of the page.

On the right-hand side of the home page, you will find some useful 'Quick Links'.

In the main area, you will see information on your current post and current supervisor. If this is incorrect, ask your local administrator to amend this.

Dr Shannon Umbuntu | [Logout](#)  
Selected Role: Physician Trainee

Wessex JRCPTB

ePortfolio Profile Curriculum Assessment Reflection Appraisal Progression Messages Help

Home

When using the ePortfolio, there is a consistent navigation bar at the top.

Dr Shannon Umbuntu | [Logout](#)  
Selected Role: Physician Trainee

ePortfolio Profile Curriculum Assessment Reflection

Home

**Welcome to ePortfolio**

**Alerts**  
No current alerts

**Courses and Seminars**

Profile  

- Personal Details
- Post / Supervisor Details
- Declarations and Agreements
- Certificates**
- Personal Library
- Download Full Portfolio
- Absences

If you roll over the top links, some will display a drop-down menu of further links for that category.

## 4. Profile


You are able to check and manage your user profile, by accessing your 'Personal Details' from the profile section.

### Personal Details

Personal Details   Photo   Login Details

Below are the Personal Details on file for this account in ePortfolio. To update these details, click on the "Edit Details" button below. To update your photo or change your password, select either the "Photo" or "Login Details" tabs above.

Personal Details	
Name:	Dr Shannon Ubuntu
GMC Number:	123456789
College Number:	
NTN:	
Department:	tertertert
Email:	traineeCMTWessex2@test.com
Telephone:	
Mobile:	07894 1786551
Address:	1 The Street A Place A City



[Edit Details](#)

To make a change to your personal information, click **'Edit Details'**.

## Personal Details

When updating your user profile, you will find that most information is optional but it would be very helpful if you add your NTN and GMC numbers. You can update this at any time but remember to save your changes.

Personal Details	
Title	<input type="text" value="Dr"/>
Forename *	<input type="text" value="Shannon"/>
Surname *	<input type="text" value="Umbuntu"/>
GMC Number	<input type="text" value="123456789"/>
College Number:	<input type="text"/>
NTN:	<input type="text"/>
Department	<input type="text" value="terterter"/>
Email *	<input type="text" value="traineeCMTWessex2@test.com"/>
Telephone	<input type="text"/>
Mobile	<input type="text" value="07894 1786551"/>
Address Details	
Address Line 1	<input type="text" value="1 The Street"/>
Address Line 2	<input type="text" value="A Place"/>
Address Line 3	<input type="text"/>
Town / City	<input type="text" value="A City"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

If you see an asterisk, this means this is a required field.

## Photo

The tab 'Photo' to the right of 'Personal Details' allows you to upload a photograph. This is not mandatory but it may be useful for your supervisor.

Current Photo:	Select photo to upload:
	<input type="text"/> <input type="button" value="Select"/> <a href="#">Upload Photo</a>

To update this photo, click the **'Select'** button and choose a file from your local hard-drive. Then click the **'Upload Photo'** link.

Valid file types are **.jpg**, **.gif** and **.bmp**. The maximum file size that can be uploaded is 2 MB. The optimal dimensions for the photo are 150px x 200px. If you upload a larger photo, it will automatically be resized to fit these dimensions.

## Login Details

The tab **'Login Details'** to the right of the photo tab shows you your username and assigned role(s).

You are also able to change your password to something more memorable here.

Login Details	
Username	traineeCMTWessex2
Role(s)	Physician Trainee
Change Password	
Password length must be between 8 and 14 characters and contain alphanumeric characters only. You must also not use your username in your password.	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Re-enter New Password	<input type="text"/>
<input type="button" value="Change Password"/>	



## Post/Supervisor Details

This is where you can see the history of all the posts recorded for you.

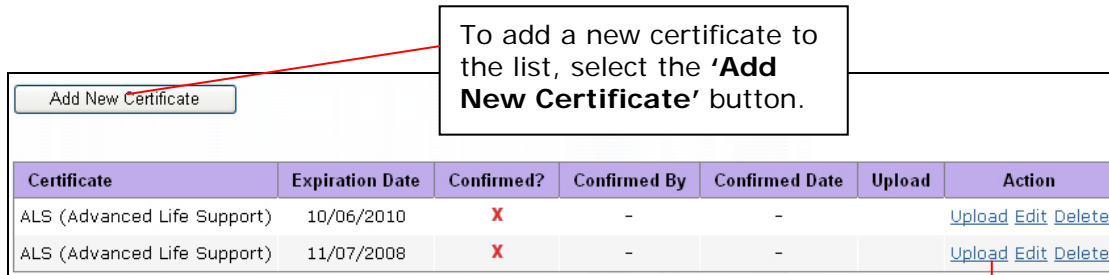
To view post or supervisor details, select '**Post/Supervisor Details**' from the 'Profile' drop-down menu. If details are incorrect or missing, contact your local administrator.

Post / Supervisor Details				
Below are the posts and supervisors listed for this account on ePortfolio. If the current details are missing or incorrect, please contact your local Post Graduate Administrator to assist in correcting this.				
<b>Current Post</b>				
Grade	ST3			
Location	St George's Hospital			
Specialty	Cardiology			
Dates	02/03/2009 - 31/07/2009			
Supervisor	Dr Ed Supervisor (Educational Supervisor)			
<b>All Posts</b>				
Grade	Location	Specialty	Start Date	End Date
ST3	St George's Hospital	Cardiology	02/03/2009	31/07/2009
ST3	Chelsea & Westminster Hospital	Cardiology	01/08/2008	28/02/2009
<b>All Supervisors</b>				
Post	Type	Name	Location	
ST3 (02/03/2009 - 31/07/2009)	Educational Supervisor	Dr Ed Supervisor	St George's Hospital	
ST3 (01/08/2008 - 28/02/2009)	Educational Supervisor	Dr Educational Supervisor	Chelsea & Westminster Hospital	

## Certificates

You can record the fact that you hold certificates in the ePortfolio for appraisal meetings. To view certificates, select 'Certificates' from the '**Profile**' drop-down menu.

To add a new certificate to the list, select the '**Add New Certificate**' button.



The screenshot shows a button labeled 'Add New Certificate' and a table with the following data:

Certificate	Expiration Date	Confirmed?	Confirmed By	Confirmed Date	Upload	Action
ALS (Advanced Life Support)	10/06/2010	X	-	-		<a href="#">Upload</a> <a href="#">Edit</a> <a href="#">Delete</a>
ALS (Advanced Life Support)	11/07/2008	X	-	-		<a href="#">Upload</a> <a href="#">Edit</a> <a href="#">Delete</a>

If there is an electronic version of the certificate available, it can be uploaded using the '**Upload**' link.

Home > Profile > Certificates > Detail

### Certificate Detail

To add a new Certificate, fill out the information below and click the "Save" button. If there is a Certificate Name missing, please contact Support and request that is gets added to the list.

Mandatory fields are marked with a \*.

Certificate Name \* -- Select Certificate --

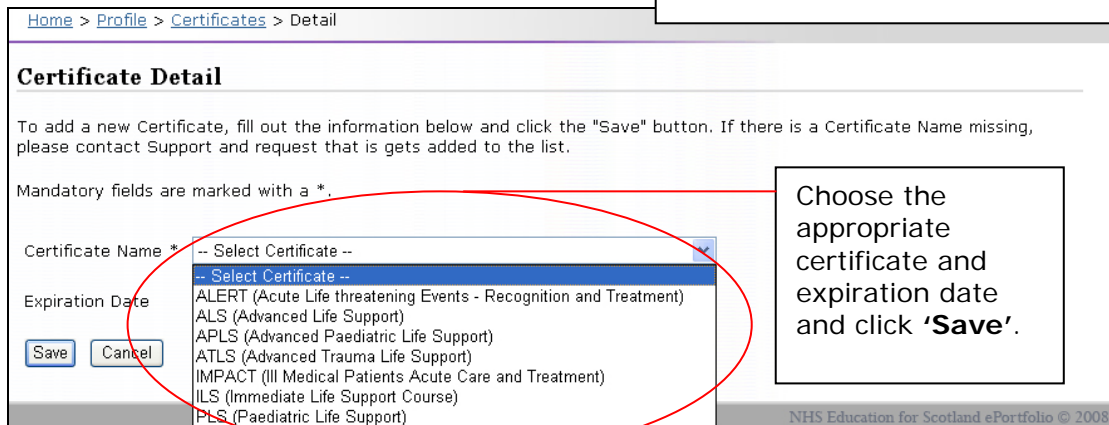
Expiration Date

[Save](#) [Cancel](#)

ALERT (Acute Life threatening Events - Recognition and Treatment)  
ALS (Advanced Life Support)  
APLS (Advanced Paediatric Life Support)  
ATLS (Advanced Trauma Life Support)  
IMPACT (Ill Medical Patients Acute Care and Treatment)  
ILS (Immediate Life Support Course)  
PLS (Paediatric Life Support)

Choose the appropriate certificate and expiration date and click '**Save**'.

NHS Education for Scotland ePortfolio © 2008



Your supervisor can view the certificate and confirm its validity.

## Personal Library

You can use your Personal Library to store supporting evidence in your ePortfolio for reflective practice. Examples include abstracts of publications, audit reports etc. The maximum upload limit per user is 20MB so try to shrink large files.

Click on a file in the Library area and its information will appear in the right-hand side in the '**Selected File/Folder**' section. From here, you can view the file, edit the description on the file or delete it. You can also enable or prevent supervisors from viewing your file by selecting '**shared**' or '**private**'.

Your files can be organised into folders and sub-folders as in a windows directory.

Upload the file from your file directory by clicking **'Select'** and adding the file.

If you wish it to be viewable, select **'Shared'**. The file name will display in green in your personal library to indicate it is a shared file.

Total Size Used: 0.02MB out of 20MB

Selected File/Folder  
 Folder Name: Audit Reports  
 Date Created: 07/10/2008 16:33:10  
 Date Modified: 07/10/2008 16:33:10  
[Edit](#)  
*Note: a folder can only be deleted if it is empty*

Upload File  
 File:  [Select](#)  
 Share:  Shared  Private  
 Description:   
[Upload File](#)

Create New Folder  
 [New Folder](#)

Give your new folder a name here and then click **'New Folder'**

## 5. Curriculum

This part of the ePortfolio shows the competencies from the relevant curricula. Each section should be signed and dated by a supervisor when the trainee demonstrates competence as described in the curriculum.

The list of competencies is a summary document, to be completed over time. It does not need to be filled out after each post. The appraisal meetings might be a good opportunity to have some competencies signed, as this is when evidence of achievement is reviewed, such as results of workplace-based assessments.

Evidence for the achievement of these competencies should be available elsewhere in the ePortfolio. This may include workplace-based assessments, reflective episodes following a course etc, reports or certificates of achievement such as course attendance, MRCP, audit reports, publications.

Trainees can add their own self-assessment ratings to record their view of their progress. The aims of the self-assessment are:

- To provide the means for reflection and evaluation of your current practice
- To inform a discussion with your educational supervisor to help you both gain insight into your understanding of your current abilities
- To identify shortcomings between experience, competency and areas defined in the curriculum so as to guide future clinical exposure and learning
- Self-assessment is shared with your supervisor and assists you in developing your personal development plan.

The curricula available to a trainee will be those relevant to their stage of training and or their specialty. For core training, trainees will follow the GIM (Acute) Level 1 curriculum and the Generic curriculum.

For specialty training, trainees follow the GIM Level 2 curriculum if in acute specialties, the Generic curriculum, their specialty curriculum and possibly a sub-specialty curriculum.

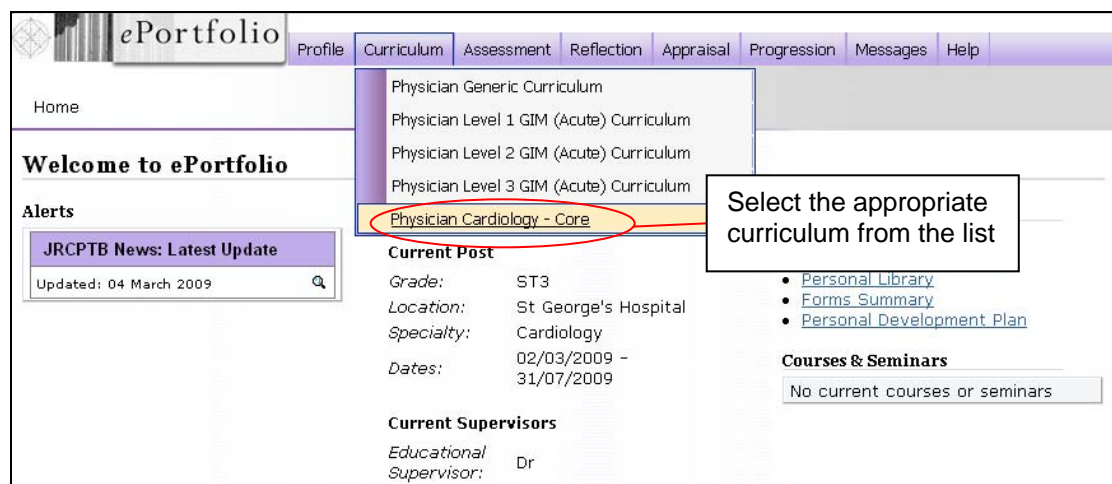
The *Generic Curriculum for Medical Specialties* describes the competencies required by all physicians in all medical specialties and is closely based on *Good Medical Practice*. Some of the competency areas need to be achieved by the end of core training. These are called mandatory Level 1 competencies. However, you will be expected to be aware of the curriculum content in the Level 2 competence areas, and begin gaining experience in these areas. Achieving Level 2 competence in these areas is not mandatory until the end of Specialist Training.

The GIM (Acute) curriculum defines the medical competencies, which trainees must acquire to deliver the effective practice of General Internal Medicine, with emphasis on the acute setting. The Level 1 competencies are those which are relevant to core training. By the end of core training you should have demonstrated competence in the emergency presentations, the 'Top 20' presentations, all procedures and other presentations relevant to specialties experienced.

The Level 2 competencies are those which trainees must acquire during specialty training in acute medical specialties. They are not a requirement for core training, although trainees should be aware of them and may make some progress in them. Individual specialty curricula (for ST3+) will be added in coming months.

For full versions of the curricula and more information about them see the JRCPTB website: <http://www.jrcptb.org.uk/training/CMT/Pages/default.aspx>

To access the curriculum, select 'Curriculum' from the top bar of links.



The screenshot shows the ePortfolio website interface. At the top, there is a navigation bar with the following tabs: Profile, Curriculum, Assessment, Reflection, Appraisal, Progression, Messages, and Help. The 'Curriculum' tab is selected, and a dropdown menu is open, listing the following options: Physician Generic Curriculum, Physician Level 1 GIM (Acute) Curriculum, Physician Level 2 GIM (Acute) Curriculum, Physician Level 3 GIM (Acute) Curriculum, and Physician Cardiology - Core. The 'Physician Cardiology - Core' option is highlighted with a red oval. A callout box with a white background and black border points to this option, containing the text: 'Select the appropriate curriculum from the list'. Below the dropdown menu, the 'Current Post' section is visible, showing details for a post at St George's Hospital in Cardiology, with dates from 02/03/2009 to 31/07/2009. The 'Current Supervisors' section shows an Educational Supervisor named Dr. On the right side of the page, there are links for 'Personal Library', 'Forms Summary', and 'Personal Development Plan', and a 'Courses & Seminars' section indicating 'No current courses or seminars'.

## Physician Cardiology – Core

Competencies		
<b>Clinical Syllabus</b>		
2.1.a. Chest Pain ⓘ		
2.1.b Stable angina ⓘ		
2.1.c Acute coronary syndromes ⓘ		
2.2. Acute breathlessness ⓘ		
2.3. Chronic breathlessness ⓘ		
2.4. Heart failure ⓘ		
2.5. Cardiomyopathy ⓘ		
2.6. Patients with valvular heart disease ⓘ		
2.7. Pre-syncope and syncope ⓘ		
2.8. Arrhythmias ⓘ		
2.8.(b) Atrial fibrillation ⓘ		
2.9. Pericardial disease ⓘ		
2.10. Primary and secondary prevention of cardiovascular disease ⓘ		
2.10. i. Hypertension ⓘ		
2.10.ii Lipid Disorders ⓘ		
2.11. Adult Congenital Heart Disease ⓘ		
2.12. The prevention and management of endocarditis ⓘ		
2.13. Diseases of the Aorta ⓘ		
2.14. Cardiac Tumours ⓘ		
2.15. Cardiac rehabilitation ⓘ		
2.16. Assessment of patients with cardiovascular disease prior to non-cardiac surgery ⓘ		

You will see a list of competencies with an 'i' for information icon alongside each item as appropriate.

Click the 'i' for further details on how the competency is broken down.

For example, in the Cardiology curriculum, when you click the 'i' next to 'Stable angina', you see the following pop-up box:

### 2.1.b Stable angina


Knowledge	Skills	Attitudes and Behaviour
<ul style="list-style-type: none"> <li>Define the pathogenesis of atheroma and the importance of risk factors.</li> <li>Define the natural history, pathophysiology, and presentations of coronary artery disease.</li> <li>Define the pharmacology of drugs currently used in the treatment of stable angina.</li> <li>Define the indications, limitations, risks and predictive value of non-invasive and invasive investigations.</li> <li>Define which patients should be investigated further and referred for intervention.</li> </ul>	<ul style="list-style-type: none"> <li>Be able to diagnose angina accurately.</li> <li>Be able to take a relevant history and perform a reliable and appropriate examination.</li> <li>Be able to select and use investigations appropriately.</li> <li>Be able to present the risks and benefits of an intervention to a patient in a way that they understand.</li> </ul>	<ul style="list-style-type: none"> <li>Recognise the role of cardiac nurse specialists and cardiac rehabilitation.</li> <li>Appreciate the interaction of symptoms with the patient's life style.</li> <li>Appreciate the concerns and anxiety of patients and relatives with coronary heart disease.</li> <li>Advise patients regarding life style and long-term risk factor management.</li> <li>Educate patients and relatives.</li> <li>Discuss sexual issues including impotence and use of drugs, with the patient and their partner in a sensitive manner.</li> </ul>

When you click on a curriculum item, you will be taken to a page where you can comment on your own progress for that particular competency and give yourself a rating.

**Competency Details**

Physician Cardiology - Core  
Clinical Syllabus  
2.1.b Stable angina

**Add Rating/Comment**

Rating:  

Comments:






















**Select the appropriate rating. These will vary from curriculum to curriculum.**

**You can add comments here to justify the rating.**

**Remember to click 'Save'**

Knowledge	Skills	Attitudes and Behaviour
<ul style="list-style-type: none"> <li>Define the pathogenesis of atheroma and the importance of risk factors.</li> <li>Define the natural history, pathophysiology, and presentations of coronary artery disease.</li> <li>Define the pharmacology of drugs currently used in the treatment of stable angina.</li> <li>Define the indications, limitations, risks and predictive value of non-invasive and invasive investigations.</li> <li>Define which patients should be investigated further and referred for intervention.</li> </ul>	<ul style="list-style-type: none"> <li>Be able to diagnose angina accurately.</li> <li>Be able to take a relevant history and perform a reliable and appropriate examination.</li> <li>Be able to select and use investigations appropriately.</li> <li>Be able to present the risks and benefits of an intervention to a patient in a way that they understand.</li> </ul>	<ul style="list-style-type: none"> <li>Recognise the role of cardiac nurse specialists and cardiac rehabilitation.</li> <li>Appreciate the interaction of symptoms with the patient's life style.</li> <li>Appreciate the concerns and anxiety of patients and relatives with coronary heart disease.</li> <li>Advise patients regarding life style and long-term risk factor management.</li> <li>Educate patients and relatives.</li> <li>Discuss sexual issues including impotence and use of drugs, with the patient and their partner in a sensitive manner.</li> </ul>

When you go back to the curriculum, you will note a link icon at the end of each row. This tool enables you to link to evidence to support your self-rating. Evidence might include assessments, reflections or certificates for example. This link is reciprocal so you might find it easier to link an assessment or reflection to relevant competencies at the time you record it.

Physician Cardiology - Core	
Competencies	
<b>Clinical Syllabus</b>	
2.1.a. Chest Pain ⓘ	
2.1.b Stable angina ⓘ	
2.1.c Acute coronary syndromes and myocardial infarction ⓘ	
2.2. Acute breathlessness ⓘ	
2.3. Chronic breathlessness ⓘ	
2.4. Heart failure ⓘ	
2.5. Cardiomyopathy ⓘ	
2.6. Patients with valvular heart disease ⓘ	
2.7. Pre-syncope and syncope ⓘ	
2.8. Arrhythmias ⓘ	
2.8.(b) Atrial fibrillation ⓘ	
2.9. Pericardial disease ⓘ	
2.10. Primary and secondary prevention of cardiovascular disease ⓘ	
2.10. i. Hypertension ⓘ	
2.10.ii Lipid Disorders ⓘ	
2.11. Adult Congenital Heart Disease ⓘ	
2.12. The prevention and management of endocarditis ⓘ	
2.13. Diseases of the Aorta ⓘ	
2.14. Cardiac Tumours ⓘ	
2.15. Cardiac rehabilitation ⓘ	
2.16. Assessment of patients with cardiovascular disease prior to non-cardiac surgery ⓘ	

Click the link item to add evidence to support your self-rating and comments.

**Links**

**Links For:**  
**Physician Cardiology - Core: 2.1.b Stable angina**

*You currently have nothing linked with the above item.*

What would you like to link with the above item? :


- [Link With An Assessment](#)
- [Link With A Reflection](#)
- [Link With A File In The Personal Library](#)
- [Link With A Certificate](#)

Click which item you would like to link to, eg 'Link with An Assessment' then click 'Add Link' next to the specific item you would like to link to.

**Links**

**Links For:**  
**Physician Cardiology - Core: 2.1.b Stable angina**

[MiniCEX \(10/03/2009 17:21:43\) ⓘ](#)



You will see the linked item appears beneath the competency.

## Physician Cardiology - Core

Competencies	
Clinical Syllabus	
2.1.a. Chest Pain ⓘ	
2.1.b. Stable angina ⓘ	
Trainee Rating: Some Experience, 11/03/2009 Trainee Comment: I am not too bad at this... See my assessment... Evidence: MiniCEX (10/03/2009 17:21:43) ⓘ	
2.1.c. Acute coronary syndromes and myocardial infarction ⓘ	ⓘ
2.2. Acute breathlessness ⓘ	ⓘ
2.3. Chronic breathlessness ⓘ	ⓘ

The trainee rating and comment appears beneath the competency. The supervisor can also add to this. Evidence that has been linked to a competency is also highlighted.



## 6. Assessment

Workplace-based assessments form an important part of training in medicine. A number of different assessments over a period of time are used to provide information on how a trainee is performing and their degree of clinical competence. A very important aspect of the assessments is that constructive feedback from the assessor should be provided to shape trainee development.

Trainees are generally responsible for arranging their own assessments (eg choosing timing, case and observer). Supervisors should not perform all the assessments for a trainee and it is preferable to use multiple assessors.

There are three ways assessments can be recorded in the ePortfolio:

### *Trainee Records the Assessment*

You have the ability to record assessments on behalf of your assessors in the ePortfolio. You do this by going into the assessments section of your ePortfolio and adding a new assessment.

Request External Assessment	<b>Add New Assessment</b>	
Assessment Title	View Summary	View Submissions
ST2 - North Hampshire (02/04/2008 - 31/08/2008)		
MiniCEX		<a href="#">16/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)</a>
MSF Self	<a href="#">Summary MSF</a>	<a href="#">16/06/2008 16:23:28 (Self Assessment)</a>

Post

ST2 - North Hampshire (02/04/2008 - 31/08/2008) ▼

	Action
MiniCEX	<a href="#">Create</a>
DOPS	<a href="#">Create</a>
MSF	X
CbD	<a href="#">Create</a>
ACAT	<a href="#">Create</a>
MSF Self	<a href="#">Create</a>

Work Based Assessment

**MiniCEX**

Date of Assessment:

Trainee's Surname: Trainee  
 Trainee's Forename: Tester  
 Trainee's GMC Number:

Assessor's Name:

Assessor's Registration Number (eg GMC, NMC, GDC):

Assessor Grade:

Setting for Assessment (eg A&E, GP Surgery):

Brief summary of case:

Please grade the following areas using the scale below:

Well below expectations for stage of training	Below expectations for stage of training	Borderline for stage of training	Meets expectations for stage of training	Above expectation for stage of training	Well above expectations for stage of training	Unable to Comment*
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> u/c
Medical Interviewing Skills:						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> u/c
Physical Examination Skills:						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> u/c

Ensure the correct name and registration number for the assessor is recorded in the boxes below.

Select the grade of the Assessor in the drop-down menu.

State the setting for the assessment.

Summarise the case in the text box.

Record the assessor's rating for the clinical area by selecting the appropriate radio button.

If a clinical area has not been assessed, select '**unable to comment**'

### ***Supervisor Records the Assessment***

If your supervisor happens to be the one who has taken your assessment, they are also able to record the assessment in the same way as the trainee, using their own access to the ePortfolio.

### ***Provide Access to an External Assessor***

You can provide assessors with temporary access to the assessment section of your ePortfolio by using the "ticket" process. These assessors do not need to have an ePortfolio username and will not be able to see anything in your ePortfolio.

<b>Request External Assessment</b>		<b>Add New Assessment</b>
Assessment Title	View Summary	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>		
MiniCEX		16/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)
MSF Self	<a href="#">Summary MSF</a>	16/06/2008 16:23:28 (Self Assessment)

To provide access to an external assessor click **'Request External Assessment'**

**Request External Work Based Assessment**

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, select the "Request New Assessment" button below. This will generate a unique code that the Assessor can use to login to ePortfolio and submit the assessment.

Previously generated ticket codes are shown below.

**Request New Assessment**

View tickets from: 08/09/2008 to: 08/10/2008

To generate a new ticket code, click **'Request New Assessment'**

Complete the fields below and then click **'Generate Ticket'**.

**Generate New Ticket**

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click "Next". Mandatory fields are marked with a \*.

Post \*: **ST2 - North Hampshire (02/04/2008 - 31/08/2008)**

You can select multiple assessments for one assessor if desired.

Assessment Forms \*:  MiniCEX  DOPS  MSF  CbD  ACAT

Assessor Email:

Assessor Name \*:

Assessor Designation / Job Title \*:

Assessor GMC / NMC Number:

Assessor Location \*:

Comment for assessor:

**Generate Ticket**

Select the training post.

Select the form(s) which need completing

Add the assessor details and add a message for the assessor if you wish and then **'Generate Ticket'**.

## Generate New Ticket

The unique login code for the Assessor to use is: **9g4q633md3**

A unique login code to allow an entry to be made to your ePortfolio is emailed to the assessor.

An email has been sent to notifying the assessor of this unique login code

----- Email Sent To Assessor -----

Dear Joe Booth,

Assessments have been requested for the trainee listed below.

Please use the login code "9g4q633md3" to access these assessments from the ePortfolio home page at <http://www.nhseportfolios.org>.

The following link will automatically enter this code for you:  
<http://www.nhseportfolios.org?LoginCode=9g4q633md3>

### ASSESSMENT DETAILS:

Trainee: Dr Shannon Umbuntu  
Post: ST2 - North Hampshire (02/04/2008 - 31/08/2008)  
Assessments Requested: MiniCEX  
Assessor: Joe Booth  
LoginCode: 9g4q633md3  
Trainee Comment: This is a test.

Thank you for taking the time to complete these assessments.

If you have any problems then please contact support by emailing [support@nhseportfolios.org](mailto:support@nhseportfolios.org)

Regards,  
Dr Shannon Umbuntu

Ok

Click 'OK'

You will be taken to a screen with a table of generated tickets.

View tickets from: 08/09/2008 to: 24/12/2008

Date	Assessor Name	Login Code	Forms	Post	
08/10/2008	Joe Booth	9g4q633md3	X MiniCEX	ST2 - North Hampshire (02/04/2008 - 31/08/2008)	<a href="#">Delete</a>

To view all assessments submitted so far, go to the main assessment page called '**Work-Based Assessments Summary**'.

### ST1 - North Hampshire - Clinical Oncology, CMT (02/04/2008 - 31/08/2008)

To view a particular assessment, click on the title of the submission or the magnifying glass.

- [04/08/2008 10:22:51 \(Dr John Smith, Consultant\)](#)
- [25/07/2008 10:25:11 \(Dr George Harris\)](#)
- [21/07/2008 11:38:07 \(Joe Booth, Consultant\)](#)
- [21/07/2008 11:37:23 \(Joe Booth, Consultant\)](#)
- [27/06/2008 16:28:42 \(Dr George Harris, Consultant\)](#)
- [24/06/2008 09:40:48 \(Joe Booth, Other\)](#)

Trainees can add comments to assessment forms (DOPS, mini-CEX, CBD, ACAT) at the time of entry or at any time afterwards, whoever the assessment was entered by. This is done by use of the "links" feature.

## Multisource Feedback

This tool is a method of assessing generic skills such as communication, leadership, team working, reliability etc, across the domains of Good Medical Practice. This provides objective systematic collection and feedback of performance data on a trainee, derived from a number of colleagues.

"Raters" are individuals with whom the trainee works including doctors, administration staff and other allied professionals. The trainee will not see the individual responses by raters.

### Instructions

Firstly, you should fill out an MSF self-assessment, which is identical to the forms that nominated raters are sent.

Assessment Title	View Summary	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>		
MiniCEX		<a href="#">16/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)</a>
MSF Self	<a href="#">Summary MSF</a>	<a href="#">16/06/2008 16:23:28 (Self Assessment)</a>

Post	Action
ST2 - North Hampshire (02/04/2008 - 31/08/2008)	
MiniCEX	<a href="#">Create</a>
DOPS	<a href="#">Create</a>
MSF	X
CbD	<a href="#">Create</a>
ACAT	<a href="#">Create</a>
MSF Self	<a href="#">Create</a>

You should choose a range of raters from healthcare professionals and clerical staff and agree this with your supervisor. The majority of raters should be consultants, senior trainees and experienced nursing and allied health professional colleagues. You should then use the "ticket" process to request ratings from these people.

<input type="button" value="Request External Assessment"/> <input type="button" value="Add New Assessment"/>		
Assessment Title	View Summary	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>		
MiniCEX		<a href="#">16/06/2008 16:20:28 (Dr Shannon Umbuntu, Consultant)</a>
MSF Self	<a href="#">Summary MSF</a>	<a href="#">16/06/2008 16:23:28 (Self Assessment)</a>

To provide access to a rater click **'Request External Assessment'**

**Request External Work Based Assessment**

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, select the "Request New Assessment" button below. This will generate a unique code that the Assessor can use to login to ePortfolio and submit the assessment.

Previously generated ticket codes are shown below.

View tickets from:  to:

To generate a new ticket code, click **'Request New Assessment'**

Complete the fields below and then click **'Generate Ticket'**.

**Generate New Ticket**

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click "Next". Mandatory fields are marked with a \*.

Post \*:

*You can select multiple assessments for one assessor if desired.*

Assessment Forms \*:  MiniCEX  DOPS  MSF  Cbd  ACAT

Assessor Email:

Assessor Name \*:

Assessor Designation / Job Title \*:

Assessor GMC / NMC Number:

Assessor Location \*:

Comment for assessor:

Select MSF

Select the training post.

Add the assessor details and add a message for the assessor if you wish and then **'Generate Ticket'**.

If an e-mail address is entered for the rater they will automatically receive details and a link. If an e-mail address is not known for a rater, print the ticket page and give it to them.

A minimum of twelve assessments must be received, including your current supervisor. Trainees will be able to see who has responded but not their ratings or comments. Supervisors will see the individual and collated responses. The

results of the MSF should be discussed between supervisor and trainee during an appraisal meeting and the supervisor can release the anonymised collated results to be visible in the trainee's ePortfolio.

Once an assessment has been recorded, it is good practice to link it to a curriculum item or reflection as supporting evidence. You can link an assessment to more than one curriculum competency.

## 7. Reflection

Reflective practice is the process of spending some time after an event to reflect on the learning experience. This can be after you experience a particular incident or event that may shape your future development. Reflective practice can also be applied to a period of time, such as a period of night duty or a clinical post, or after a learning event such as a course. Reflective practice is an opportunity to record many of your most challenging or personal experiences. Describe interesting, difficult or uncomfortable experiences. Try to record both positive and not so positive elements.

Good reflective practice is a core part of any learning programme. Being able to identify your challenges and discuss them with your supervisor will help you to define future learning opportunities and apply what you are learning in the work environment.

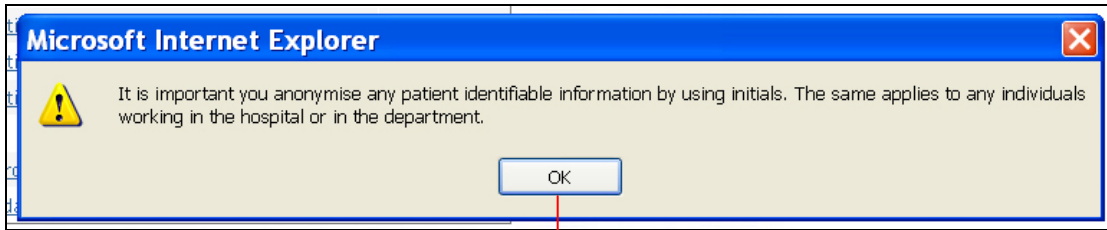
Record or review information in your log such as presentations, procedures or tutorials you have completed.

Add New Log						
Title	Type	Date Modified	Date of Activity	Shared?	Countersigned?	Action
<a href="#">Lumbar Puncture</a>	Reflection On Clinical Event	16/06/2008 16:32	05/06/2008	X	X	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Sleep deprivation</a>	Research Publication	17/06/2008 14:46	11/06/2008	✓	✓	

To record a new reflection, click 'Add New Log'

Select the type of event you want to record by clicking on the hand icon or the textual link.

Type of Log	Description
<a href="#">Reflection on Clinical Event</a>	description...
<a href="#">Reflection on Learning during an Attachment</a>	description...
<a href="#">Reflection on Learning Event</a>	description...
<a href="#">Reflection on your teaching</a>	description...
<a href="#">Audit</a>	description
<a href="#">Research Publication</a>	description...
<a href="#">Attendance at organised teaching</a>	description...



You will see a warning that you should anonymise any information about patients or staff in your reflection. Click 'OK' to accept this.

To add a new Reflection On Learning Event entry, fill out the details below and click the "Save" button.

Date of Learning Event

Title

What type of learning event?

What was the learning event?

Calendar showing September 2008 with the 30th selected. A red circle highlights the calendar icon above the calendar.

Click the calendar icon to select the date of the event.

Tuesday, September 30, 2008

After completing the various fields for your reflection, remember to save your entry.

How did the learning event inform any future learning needs? Will your PDP change to reflect these needs?

Which areas of the curricula have been developed following this learning event?

In order for a Supervisor to see this entry, it must be shared. If the Supervisor then signs this entry, it will no longer be editable.

Private or Shared?

Keep in the Private Area of my ePortfolio  
Keep in the Private Area of my ePortfolio  
Place in the Shared Area of my ePortfolio

Save Cancel

If you wish your Supervisor to be able to view your ePortfolio entry, select 'Place in the Shared Area of my ePortfolio' and then click 'Save'. Otherwise only you will be able to see it.



**Links**

**Links For:**  
**Reflection on Clinical Event (12/03/2009 15:41:56)** 🔍

*You currently have nothing linked with the above item.*

What would you like to link with the above item? :

- [Link With An Assessment](#)
- [Link With A Curriculum Item](#)
- [Link With A File In The Personal Library](#)

Once you have recorded a reflection, it is good practice to link it to a curriculum item or assessment as supporting evidence. You can link a reflection to more than one curriculum competency or assessment.

## 8. Appraisal

A formal process of appraisals and reviews underpins Medical Training. This process ensures adequate supervision for you during training providing continuity between posts and different supervisors.

The induction and midpoint appraisal forms can be written in draft by the trainee and then checked and finally saved by the supervisor.

**Add Appraisal**

To record a new appraisal, simply click **'Add Appraisal'**

Appraisal Form	View Submissions
ST2 - North Hampshire (02/04/2008 - 31/08/2008)	
Induction Appraisal	<a href="#">10 July 2008 11:45</a>
ST2 - North Hampshire (05/12/2007 - 01/04/2008)	
Induction Appraisal	<a href="#">11 June 2008 14:41</a>

Post: **ST2 - North Hampshire (02/04/2008 - 31/08/2008)** ▼

Appraisal Form	Action
Induction Appraisal	<a href="#">Create</a>
Mid point review	<a href="#">Create</a>
End of Attachment Appraisal	X
ARCP	X
Supervisor's Report	X

Select the post this appraisal applies to, and then click the **'Create'** link next to the appropriate appraisal form.

You are unable to create the last 3 forms, as these can only be completed by a supervisor.

Has any assessment or aspect of performance highlighted any concerns which should be addressed within the PDP?




Further explanatory comments:

**Save Form As Draft?**

Save Cancel

Once you have completed the appraisal, you can either save it as a draft to be edited later or save a final version.

Add Appraisal

Appraisal Form	View Submissions
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>	
Induction Appraisal	 <a href="#">10 July 2008 11:45</a>
Mid point review	 <a href="#">26 September 2008 16:56</a>
<b>ST2 - North Hampshire (05/12/2007 - 01/04/2008)</b>	
Induction Appraisal	 <a href="#">11 June 2008 14:41</a>

When you are ready to edit the appraisal, click the edit icon or the submission link.

## 9. Personal Development Plan

The Personal Development Plan is your chance to set out what you expect to achieve during each post and throughout the programme. It should be developed in conjunction with your supervisor and should be updated following appraisal meetings.

The PDP should be reviewed at the beginning of each post. You should identify learning objectives, outline the plan for the objectives to be met, and give an indication of the timescale for the objectives, and an idea of how evidence for the completion of the objective will be achieved. These should be agreed with your supervisor. Once objectives have been achieved, they can be ticked off. They will remain on the PDP to reflect your achievements throughout training.

	Title	Date Modified	Achieved?	Shared?	Countersigned?	Action
🔍	<a href="#">Improve briefing before a ward round</a>	17/06/2008 14:46	✓	✓	✓	

To start a new Personal Development item, click **'Add New Entry'**

Please note supervisors do not need to countersign entries and this feature will be removed shortly.

Fill out the boxes for the Personal Development Plan.

### Personal Development Plan Detail

---

**PDP**

To add a new Personal Development Plan entry, fill out the details below and click the "Save" button. Mandatory fields are marked with a \*.

---

Title \*

---

What specific development needs do I have? \*

[\[Tips on writing - click to show/hide\]](#)

---

How will these objectives be addressed?

---

Timescale

---

Evaluation and outcome (show how you have achieved your objectives)

If you need advice on how to define your learning objectives, click **'Tips on Writing'**

Has it been achieved?

In order for a Supervisor to see this entry, it must be shared. If the Supervisor then signs this entry, it will no longer be editable.

Private or Shared? Keep in the Private Area of my ePortfolio

Save Cancel

When you have achieved a personal development plan, tick the checkbox.

If you wish your Supervisor to be able to view your ePortfolio entry, remember to **'Place in the Shared Area of my ePortfolio'** and then click **'Save'**.

## 10. Progression Section

### *Progression Section*

To view a summary of all assessments, appraisals, supervisor's reports and ARCP forms recorded by post, go to 'Summary Overview'.

**Progression Summary**

Below is a summary of all assessments, appraisals, supervisor's reports and ARCP forms recorded by post.

Type	Form	Submissions	Create
<b>ST2 - North Hampshire (02/04/2008 - 31/08/2008)</b>			
Work Based Assessment	MiniCEX	<a href="#">2 Submissions</a>	<a href="#">Create</a>
Summary	Summary MSF		<a href="#">Create</a>
Work Based Assessment	DOPS	-	<a href="#">Create</a>
Work Based Assessment	MSF	-	X
Work Based Assessment	CbD	-	<a href="#">Create</a>
Work Based Assessment	ACAT	-	<a href="#">Create</a>
Work Based Assessment - Self	MSF Self	<a href="#">1 Submission</a>	<a href="#">Create</a>
Educational Supervision	Induction Appraisal	<a href="#">1 Submission</a>	<a href="#">Create</a>
Educational Supervision	Mid point review	<a href="#">1 Submission</a>	<a href="#">Create</a>
Educational Supervision	End of Attachment Appraisal	-	X
Educational Supervision	ARCP	-	X
Educational Supervision	Supervisor's Report	-	X

Click the link to see submissions for that item.

## 11. Support

If you have a problem with accessing your ePortfolio or your post or supervisor details are incorrect, your local administrator in your Postgraduate Education Centre should be able to help.

If you need support with another aspect of the ePortfolio, you should click on the 'Support' link and select the category you need help with. If you are not directed

to a web page with the support that you require, you will be able to send a message direct to a support administrator.

You should get a response within three working days. If the support team are unable to resolve your query they will let you know that it is being redirected to a technical development team who will get back to you within ten working days.

**Support**

If you are having any difficulties using the ePortfolio application, we would be happy to assist.

If you want to give us any comments, suggestions, or general feedback, please email ePortfolio using this address: [feedback@nhseportfolios.org](mailto:feedback@nhseportfolios.org).

Please select the category that best describes the issue you are facing.

-- Select Category --  
-- Select Category --  
Admin  
Assessments/Forms  
Curriculum/Competency  
General  
Login  
Profile  
Reflection  
Supervision  
Trainees  
None of the above

Select the type of support you require and then click 'Next'.

site\_map | support NHS Education for Scotland ePortfolio © 2008

If you cannot resolve your problem from the text provided in the ePortfolio, then send a message to the support team by clicking the contact form button at the bottom.

No, none of these answer my question. [Continue to support contact form >>](#)

**Support**

Please contact your local administrator if your problem can be resolved directly by them (see notes below)

Please select the type of enquiry that query relates to:

-- Select Type --  
-- Select Type --  
Administration  
Page error  
Incorrect data  
Other

- Administration:** If you have an issue with your post details, assignment of supervisor, or are experiencing any other problem that requires your local Post Graduate Administrator's intervention, we recommend that you contact your Post Graduate Administrator first as that will be the quickest way to resolve your issue.
- Page error:** If you are repeatedly experiencing an error page
- Incorrect data:** If there is some data in your ePortfolio that appears to be wrong, and you, or your local administrator, are unable to fix it.

Select your problem type and then click 'Complete Support Form'

If you think the issue can only be resolved by the ePortfolio support team then please complete the support form:

[Complete Support Form](#)

If you think the issue can only be resolved by the ePortfolio support team then please complete the support form:

**Please use the form below to submit a detailed description of the problem you are having.**  
Fields marked with a \* are mandatory.

We will communicate with you on this issue using the email address entered below.

Category: Assessments/Forms

Subject \*

Description of issue \*

Submitted By

Email Address \*

Confirm Email Address \*

If you want to use a different email address as shown above please ensure both boxes are completed with the same email address

Give as much information as you can about the problem you have. You can change the default email address to another address for the support team to contact you at.

**Support**

Your message has been sent to the ePortfolio support team.

All correspondence regarding this enquiry will be sent to **cmt\_test@gmail.com**

You will receive the following confirmation message.