



Royal College of
General Practitioners

**THE ePORTFOLIO FOR GP SPECIALTY TRAINING
(INCLUDING WPBA GUIDANCE)**

A GUIDE FOR TRAINEES

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Introduction

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

This Guide has been updated for the New Trainee ePortfolio in January 2015.

Further information

For more specific information on MRCGP and the latest updates for the ePortfolio, please visit: <http://www.rcgp.org.uk/gp-training-and-exams.aspx>

Section 1: the ePortfolio

Login and Home Page

This manual provides an introduction to trainees on how to use the functions within ePortfolio.

Trainee ePortfolio url: <https://gpeportfolio.rcgp.org.uk/>

Your username will be your email address and your password will be your RCGP members password that you selected during your registration.

RCGP Royal College of General Practitioners

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Version: 3.6.2

Please login

Forgot your password?
If you are an appraisee or appraiser, you can retrieve your password here.
If you are a PCO officer, you can retrieve your password here.
If you are a deanery user, you can retrieve your password here.

**Revalidation ePortfolio
Trainee ePortfolio**

Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

LOGIN clear

Password box is case sensitive

If you have forgotten your password, please use the 'retrieve password' option which allows you to enter your registered email address to retrieve your details.

Once you have logged in to ePortfolio, you will get to the dashboard.

The column on the left and shortcuts on the folder icons allow you to navigate through the system

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Trainee ePortfolio

Welcome to your Dashboard

Gp TraineeA
Trainee
Logout

Dashboard

Personal Details

Messages (0)

Enquiries

Home

Summary

Learning Log

PDP

Review Preparation

Evidence

Pits

Declarations

Skills Log

Educators' Notes

Personal Library

Progress to Certification

Downloads

Notifications
There are new learning log comments
New Log Log Summary

Learning Logs
Date of Last Log: 15/05/2014
New Log Log Summary

PDP
Date of Last PDP: 18/02/2013
New PDP PDP Summary

Pits
End of current post: 05/06/2012
Educational Supervisor
Educational Supervisor
Trainee(s) / Clinical Supervisor(s):
14/06/2012
Summary

Declarations
Declarations Summary

Skills Log
Date of Last: 11/05/2012
Skills Log Summary

Progress to Certification
Summary

Educators' Notes
Date of Last Note: 05/07/2013
Summary

Review Preparation
Current Review
End of Review
Evidence Summary
Self Rating

Declarations and agreements

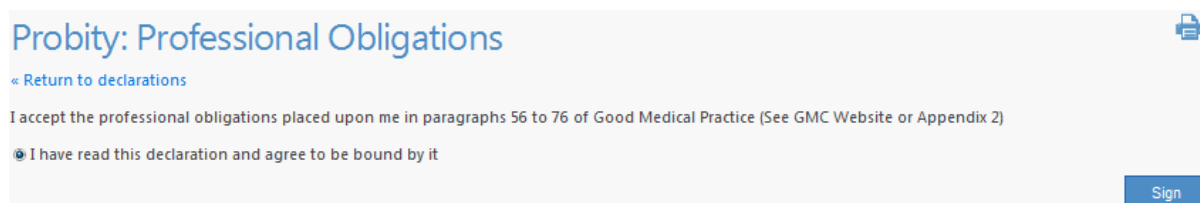
There are declarations and agreements that require an electronic signature from you to verify that you will abide to the agreements set. One of these, the Educational Agreement, also needs to be countersigned by your Educational Supervisor. You'll be asked to sign these when you first log in. Alternatively, from the home page, click on 'Declarations' to open the window shown.



Declaration	Signed By	Signed	Countersigned
Probity: Professional Obligations	Trainee	Sign	Not required
Health: Professional Obligations	Trainee	Sign	Not required
Educational Agreement	Trainee	Sign	Awaiting Trainee Signature

[Historical Declarations](#)

1. To sign the declaration, select the one you wish to sign by clicking 'sign'.
2. A new screen will show the declaration.



Probity: Professional Obligations

[Return to declarations](#)

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

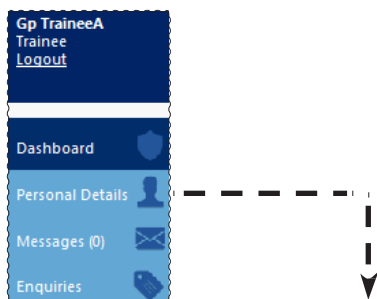
I have read this declaration and agree to be bound by it

[Sign](#)

3. 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.
5. You will need to sign the declarations as follows;
 - a. '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.
 - b. 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.
 - c. '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.
6. 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 review, 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 Certify 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.

Details

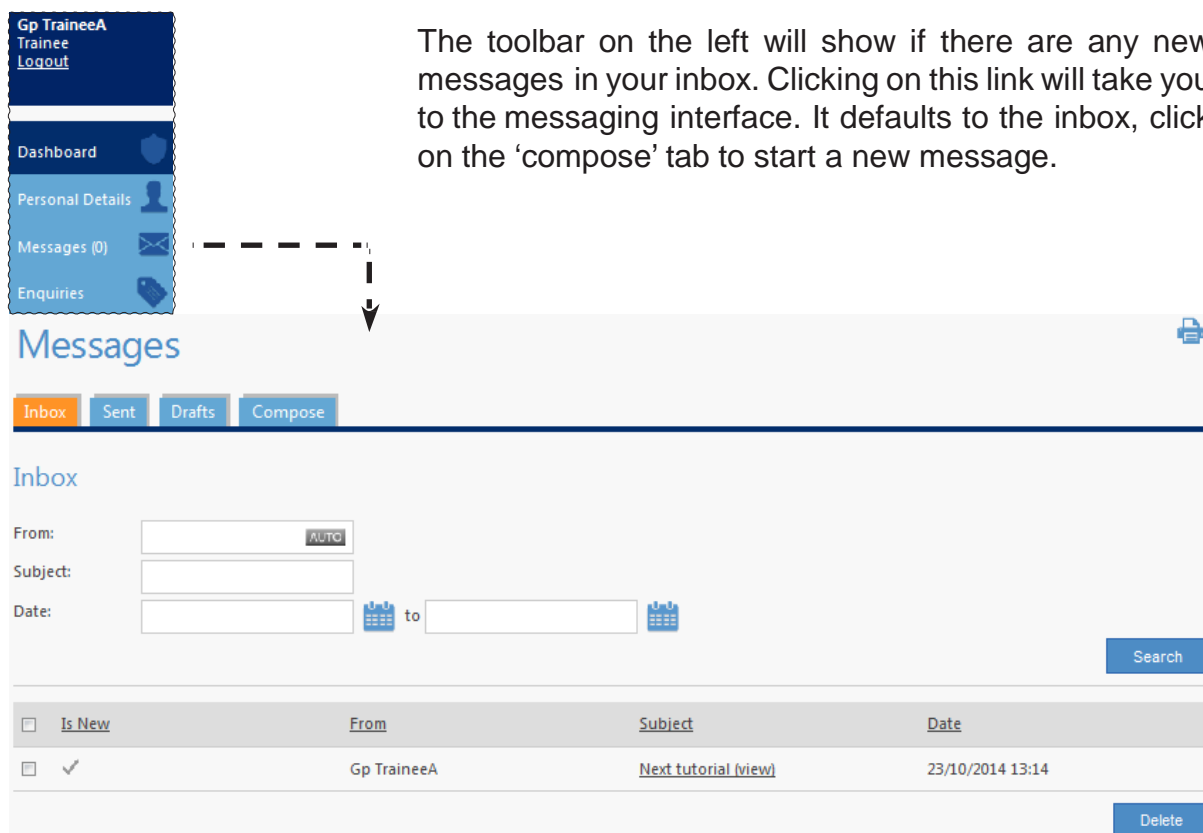
You cannot edit your personal details here - please make any changes in the [RCGP Membership site](#).

Title:	Dr
First name:	Gp
Surname:	TraineeA
GMC number:	123Train
Department:	-
Work telephone:	
Email:	traineeA@rcgp.org.uk
Address line 1:	
Address line 2:	
Address line 3:	
Town / City:	
Postcode:	
Country:	

Details, including your password, cannot be changed via this screen. They must be changed via the RCGP members section: <https://www.rcgp.org.uk/my-rcgp/my-profile.aspx>.

Messaging system

The Messages section allows you to exchange messages with other ePortfolio users for easy communication. Contacts 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 the inbox, click on the 'compose' tab to start a new message.

The screenshot shows the ePortfolio messaging interface. On the left is a navigation menu with items: Gp TraineeA Trainee (Logout), Dashboard, Personal Details, Messages (0), and Enquiries. A dashed arrow points from the 'Messages (0)' link to the main interface. The main interface has a 'Messages' header and a toolbar with 'Inbox', 'Sent', 'Drafts', and 'Compose' tabs. Below the tabs is an 'Inbox' section with search filters for 'From', 'Subject', and 'Date'. A search button is on the right. Below the filters is a table of messages:

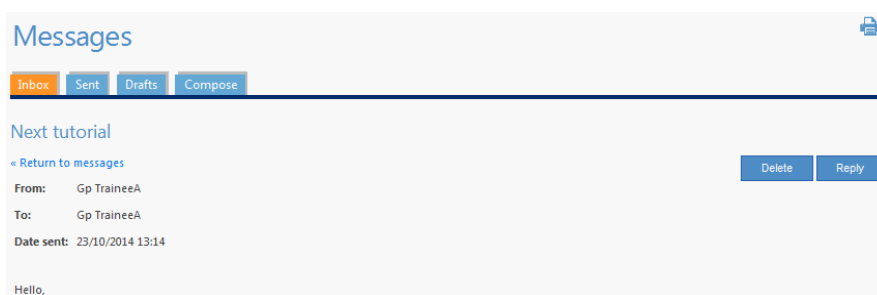
<input type="checkbox"/>	<u>Is New</u>	<u>From</u>	<u>Subject</u>	<u>Date</u>
<input checked="" type="checkbox"/>		Gp TraineeA	Next tutorial (view)	23/10/2014 13:14

A 'Delete' button is located at the bottom right of the message list.

Inbox (receiving messages)

When a new message has been received in the inbox, an email will also be sent to your email address. 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.



The screenshot shows the ePortfolio messaging interface with a single message view. The message title is 'Next tutorial'. Below the title is a 'Return to messages' link. The message content is as follows:

From: Gp TraineeA
To: Gp TraineeA
Date sent: 23/10/2014 13:14
Hello,

Buttons for 'Delete' and 'Reply' are visible on the right side of the message content.

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.

1. Click on 'Compose' to start a message. To select recipients, click on 'select' next to the 'To' box, or click directly on the 'To' field. This will bring up the contacts search box.



The screenshot shows a search interface titled "Select 'To' recipients". It features a "Find:" text input field, a "Hospital:" dropdown menu with an "AUTO" button, a "Roles:" dropdown menu, and an "ST Year:" dropdown menu. A blue "Search" button is positioned to the right of the "Roles:" dropdown. Below the search fields, a message states "There are no recipients to display."

2. Type in all or some of the name for person you wish to address the message to in the 'find' box and click 'search'. There are filters for 'roles' and 'ST Year', which allow you to narrow or focus your search. The 'Hospital' field will auto complete based upon locations for your area.
3. When the recipient's name is shown, tick the box next to it and click 'select'. Repeat the process to add more recipients. It is also possible to add multiple recipients at once by ticking next to the relevant names.
4. To remove a recipient: click on the relevant field to get the contacts box, search for the recipient to be removed, untick the box next to their name, click 'select'.
5. If you wish to send a copy to one or multiple recipients but do not wish to disclose their details in the header of the message, click on 'select' next to the 'BCC' box and add them as recipients in this field.
6. You will now be able to start composing your message. Enter the subject of the message and the body of the text. You have the option to 'send', 'discard' the message or 'Save as Draft'.

Drafts

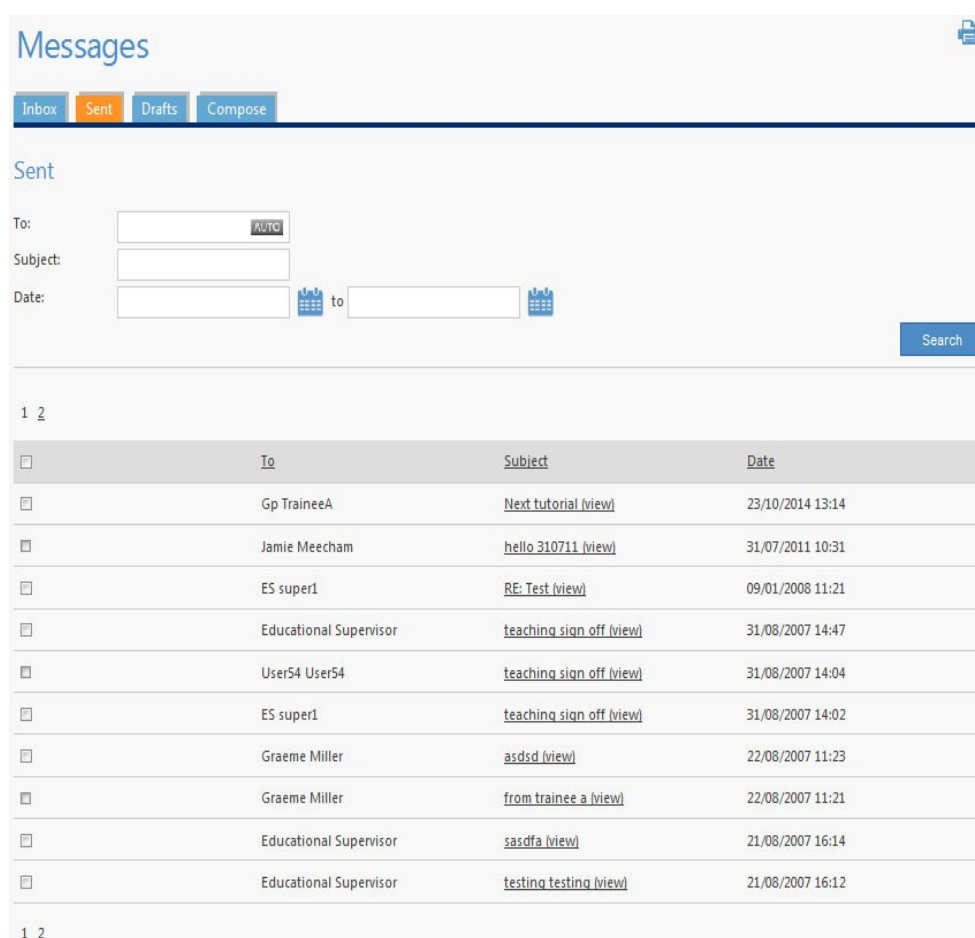
Saved messages are shown here for the user to edit/send them later.



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 clicking 'Delete'.

Sent

Sent messages are stored here for reference.



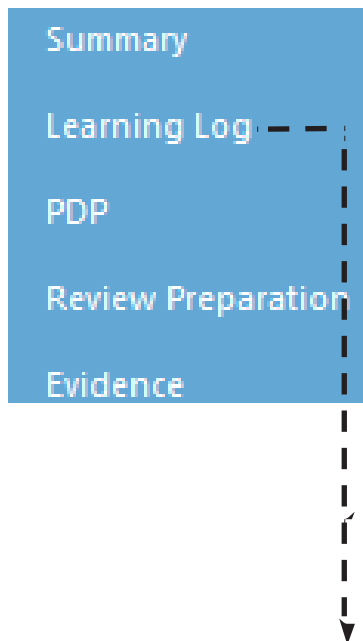
Trainee educational activities

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 but 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



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
- Placement Planning Meeting
- Academic Activity

Learning Logs

Type:

Keywords:

[Search](#)

[New Learning Log](#)

[Export All](#)

Page size:

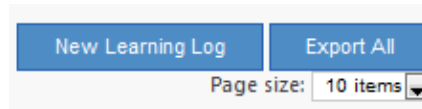
1 2 3 4 5 6 7 8 9 10 ... >>

Type	Subject Title	Event	Date	↓	Shared	Read	Has Comment	Att.	Unread Comment
Clinical Encounter	child with fever	temp 38 settled with calpol pulling room apart obs and ent exam	15/04/2014						

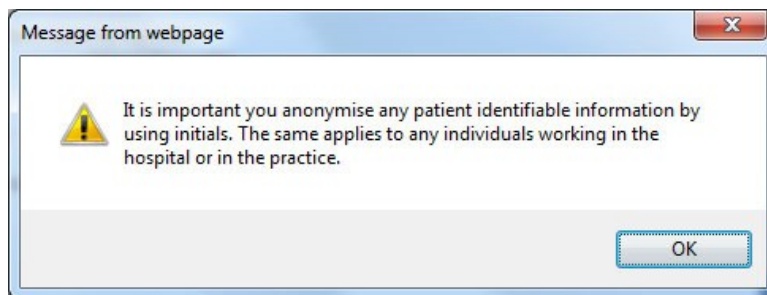
Add new learning log entry

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

1. At the top of the screen click 'New Learning Log' and select the type of log you would like to create, then click 'next'. 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. Click 'ok'.



3. Fill in the information as required. There is no word limit so you are able to provide as much information as you wish. You can save the entry at any time as long as each mandatory field (indicated by *) contains data (this could even be a full stop).
4. When you reach the bottom of the form, click on 'Continue'.
5. Now click 'select descriptors' to choose the curriculum headings (maximum of 3) under which this clinical encounter would feature. Tick the boxes next to the relevant headings and click 'save' at the bottom. The headings are also linked to guidance documents, click on them to bring up more information.

6. Once you have saved the log, you will be presented with a summary of your log showing all the information.

The screenshot displays the 'View Log: Clinical Encounter' page. At the top, there is a title and a navigation bar with links for 'Return to learning log summary', 'Previous', 'Select Descriptors', 'Share Log', 'Edit Log', and 'Delete Log'. Below this is a 'Current Selections' section with a table listing three items: '2.01 The GP Consultation in Practice', '2.02 Patient Safety and Quality of Care', and '2.03 The GP in the Wider Professional Environment'. Each item has a 'Delete' icon. The main content area contains several fields: 'Date: 24/10/2014', 'Subject title: Here is the title', 'What happened?: Here is what happened.', 'What, if anything, happened subsequently?: Then what happened...', 'What did you learn?', 'What will you do differently in future?', 'What further learning needs did you identify?', 'How and when will you address these?', 'Shared?: No', 'Date shared:', 'Record Created: 24/10/2014 12:33', and 'Date locked:'. Below these fields are sections for 'Comments' (with a 'New Comment' button) and 'Attachments' (with a 'New Attachment' button).

View Log: Clinical Encounter

[Return to learning log summary](#) [Previous](#) [Select Descriptors](#) [Share Log](#) [Edit Log](#) [Delete Log](#)

Current Selections

Name	Competence	Delete
2.01 The GP Consultation in Practice		
2.02 Patient Safety and Quality of Care		
2.03 The GP in the Wider Professional Environment		

Date: 24/10/2014

Subject title: Here is the title

What happened?: Here is what happened.

What, if anything, happened subsequently?: Then what happened...

What did you learn?:

What will you do differently in future?:

What further learning needs did you identify?:

How and when will you address these?:

Shared?: No

Date shared:

Record Created: 24/10/2014 12:33

Date locked:

Comments

There are no learning log comments to display.

[New Comment](#)

Attachments

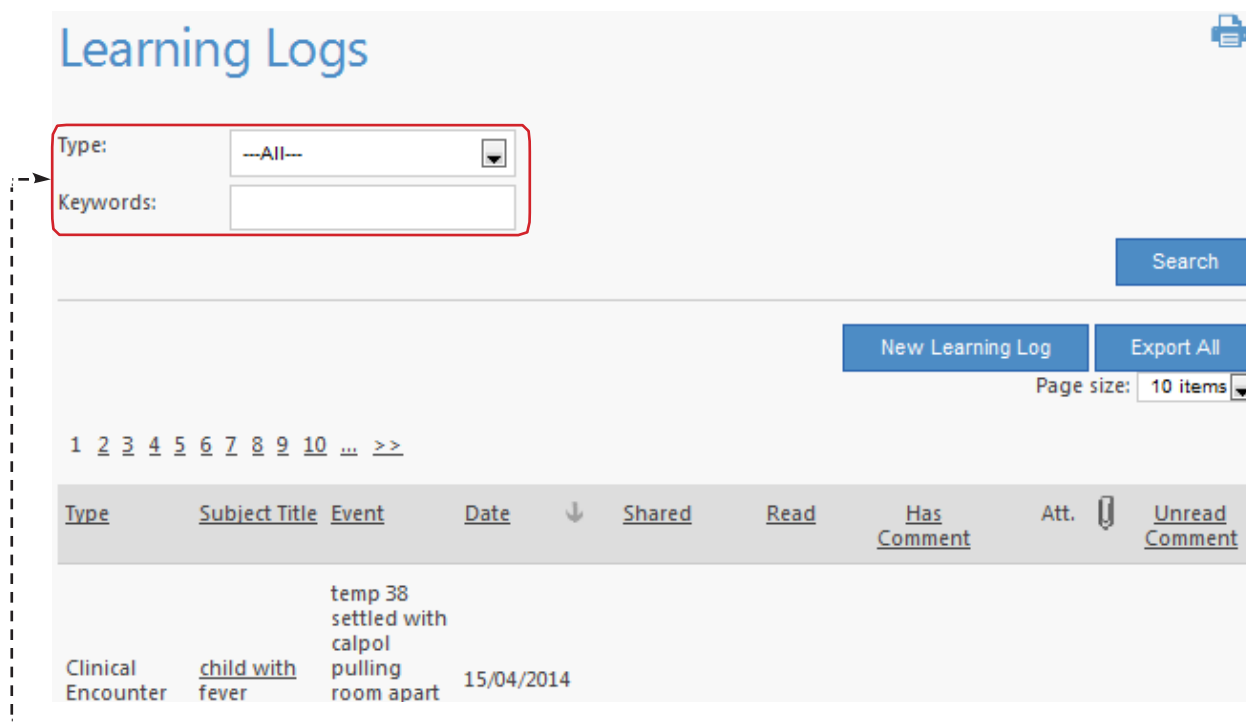
There are no library items to display.

[New Attachment](#)

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 - **logs cannot be edited once they have been 'marked as read'**.

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.



The screenshot shows the 'Learning Logs' interface. At the top, there is a search filter section with a 'Type:' dropdown menu set to '--All--' and a 'Keywords:' text input field. A red box highlights these filters, with a dashed arrow pointing to step 2 of the instructions. To the right of the filters is a 'Search' button. Below the filters are two buttons: 'New Learning Log' and 'Export All'. A 'Page size:' dropdown is set to '10 items'. A pagination bar shows page numbers 1 through 10, with '>>' for next page. Below the pagination is a table with the following columns: Type, Subject Title, Event, Date, Shared, Read, Has Comment, Att., and Unread Comment. The first row of data is: Clinical Encounter, child with fever, temp 38 settled with calpol pulling room apart, 15/04/2014.

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 title.
4. The log will open up to display the contents of the log.
5. Click on 'Edit log' at the top of the screen



The screenshot shows a menu with four options: 'Select Descriptors', 'Share Log', 'Edit Log', and 'Delete Log'. A dashed arrow points from step 5 of the instructions to the 'Edit Log' button.

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

Navigate the learning log

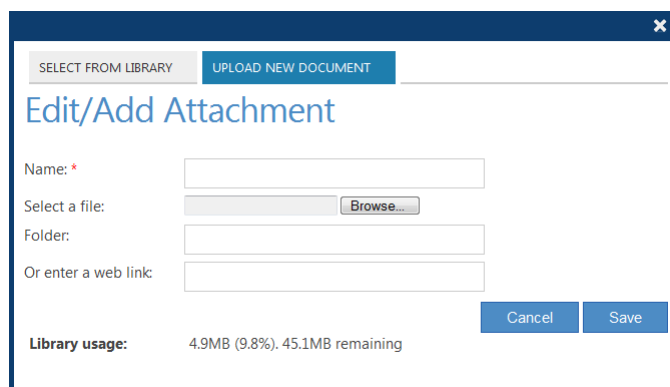
The Learning Log has several tools to help you Navigate it. By default it shows only the most recent entries. However you can change what is viewed here.

1. By using the drop down box Learning Log 'Type' at the top of the screen and clicking 'search', you can filter to display only those types of entries.
2. By default the system displays 10 logs per page. You can change the default number from the drop down.
3. You can also switch between each page by using the number links.
4. You can also use the Search button to search for Learning Logs containing specific text.
5. You can click on any of the headings to sort by that column type.
6. Should you require a copy of your learning logs, use the 'Export All' function near the top of the table.

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. You will see all the logs you have created.
3. When you have found the entry you wish to amend, click the title of the entry.
4. The log will open up to display the contents.
5. Scroll down to the bottom of the screen and you will see the 'Attachments' section. Click 'New Attachment'.



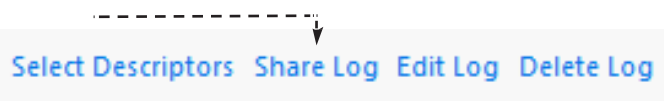
The screenshot shows a dialog box titled "Edit/Add Attachment". At the top, there are two tabs: "SELECT FROM LIBRARY" and "UPLOAD NEW DOCUMENT". The "UPLOAD NEW DOCUMENT" tab is selected. Below the tabs, there are four input fields: "Name: *" (with a red asterisk), "Select a file:" (with a "Browse..." button), "Folder:", and "Or enter a web link:". At the bottom left, there is a "Library usage:" section showing "4.9MB (9.8%), 45.1MB remaining". At the bottom right, there are "Cancel" and "Save" buttons.

6. You can choose to either upload a new supporting file to the entry, attach a web link (click the 'Upload New Document' tab) or link to an existing item in your personal library. You have a total allocated storage space of 50Mb, 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. Most popular file types are supported.
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. You will see all the logs you have created.
3. When you have found the entry you wish to amend, click the title of the entry.
4. The log will open up to display the contents of the log.
5. Click 'Share Log'. You will be asked to confirm to proceed with this action. Click 'ok'. The entry is now shared and a timestamp is inserted in to the record. To undo, click 'unshare log'.



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 assign a professional competence area to the entry. Once the entry is marked as 'read' by the ES/Trainer, the log is locked and cannot be edited further.

Further additions to a locked entry will need to be made as 'comments' or a new entry can be created as necessary.

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 16.

Please note: In order to send a Learning Log entry to the PDP it must have been 'shared' and you must have filled in the sections "What further learning needs did you identify?" and "How and when will you address these?" (Not all categories of Learning Log have these fields available - in such instances a manual PDP entry will need to be made instead.)

1. Click on 'Learning Log' on the left menu.
2. You will see the logs you have created.
3. When you have found the entry you wish to amend, click the title of the entry.
4. The log will open up to display the contents.
5. Click on 'Send to PDP' at the top of the screen.



6. Complete the information in the PDP as required and click 'Save'.
7. 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.

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?	Test.
How and when will you address these?	Test.
Shared?	Yes
Date shared:	31/07/2012 16:08
Record Created:	31/07/2012 15:44
Date locked:	

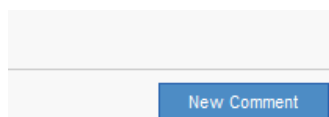
Comments

ES super1 (Educational Supervisor) [31/07/2012 16:18]
Can you please give some more insight in to what you have learned?

New Comment

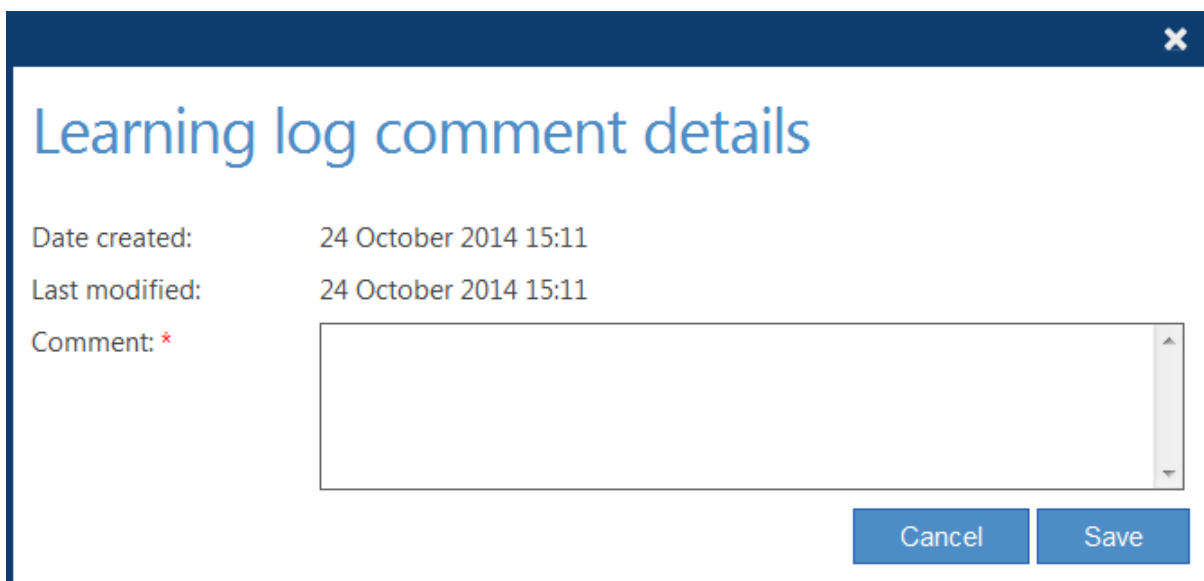
To make a comment on a Learning Log Entry;

1. Click on the 'New Comment' option.



A screenshot showing a blue button labeled 'New Comment' on a light grey background.

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



A screenshot of a dialog box titled 'Learning log comment details'. It shows the following information:

- Date created: 24 October 2014 15:11
- Last modified: 24 October 2014 15:11
- Comment: * (with a large text input area below it)

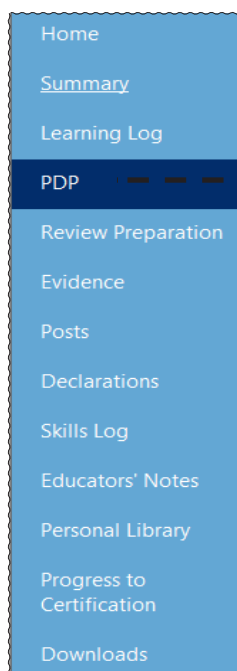
At the bottom right, there are two buttons: 'Cancel' and 'Save'.

It is also possible to edit a previous comment.

Personal Development Plan (PDP)

Functions Available

- Add new PDP entry
- View and edit an existing PDP entry
- Attach evidence
- Create a Learning Log entry from the PDP



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.

Date Created	Learning Objectives	Target Date	Action Plan	Achieved	Send To Log	Att.	Edit	Delete
24/10/2014	Here is the title (from log entry)	01/10/2014	Here is the title		Send To Log			
18/02/2013	ww (From Log entry)	18/02/2013	ww (From Log entry) - (Time Scale:)		Send To Log			

As with the learning log entries, you can add attachments to your PDP entry.

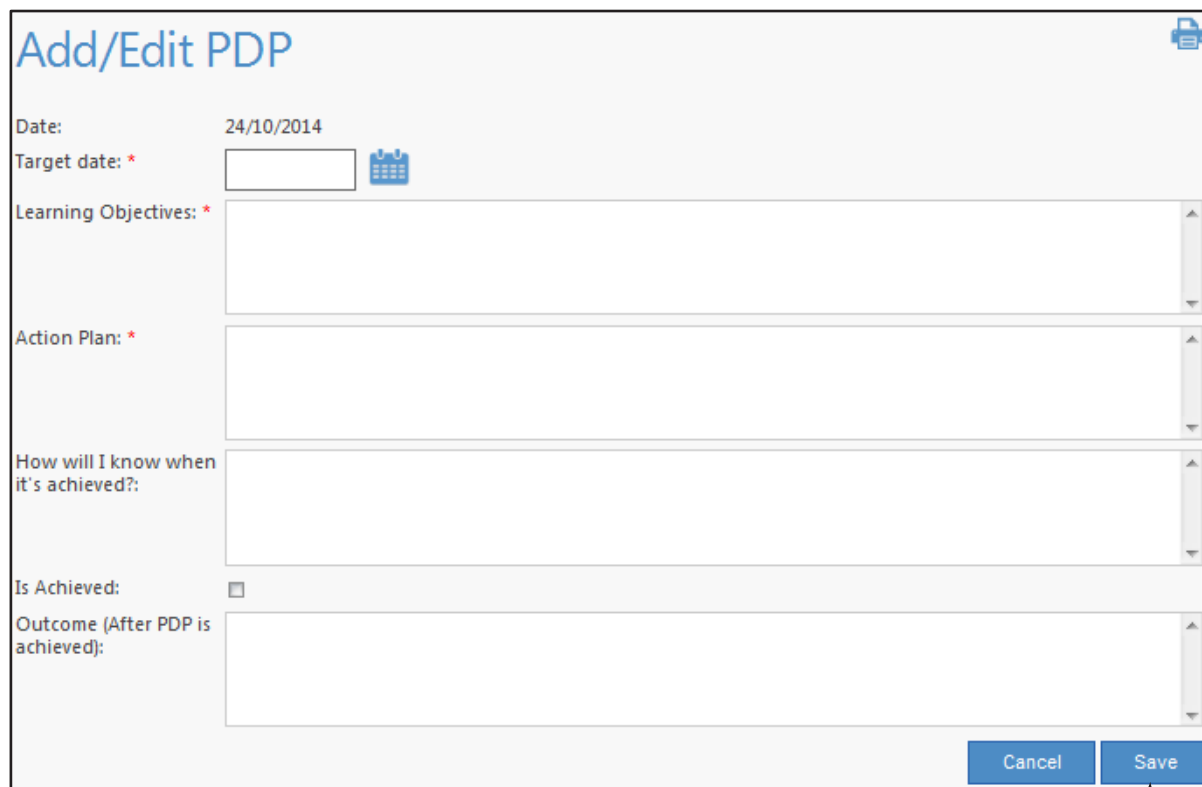
If you wish to delete a PDP entry (e.g. one entered by accident) you can click on the Rubbish Bin icon to do so.

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 'Add New'.
3. This will open up the entry for you to fill the information in.



The screenshot shows a web form titled "Add/Edit PDP". The form contains the following fields and controls:

- Date:** 24/10/2014
- Target date: ***: A text input field with a calendar icon to its right.
- Learning Objectives: ***: A large text area with a vertical scrollbar.
- Action Plan: ***: A large text area with a vertical scrollbar.
- How will I know when it's achieved?:**: A large text area with a vertical scrollbar.
- Is Achieved:**: A checkbox that is currently unchecked.
- Outcome (After PDP is achieved):**: A large text area with a vertical scrollbar.
- Buttons:** "Cancel" and "Save" buttons are located at the bottom right of the form.

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

View and edit an existing PDP

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 edit icon.
3. This will open up the entry for you to edit the information.

Add/Edit PDP

Date: 24/10/2014

Target date: * 03/03/2012

Learning Objectives: *
Read up on BNF prescribing rules for octreotide
Learn causes of diarrhoea and treatments (From Log entry)

Action Plan: *
Next 1-2 wks, read appropriate section of BNF
Read Text book / web resources (From Log entry) - (Time Scale: Next 1-2 wks)

How will I know when it's achieved?:
Will be familiar with prescribing rules for octreotide (especially if trial of loperamide fails and decision to prescribe is made)
Will be familiar with the different causes and appropriate management of diarrhoea in malignant disease in the palliative setting

Is Achieved:

Outcome (After PDP is achieved):
Familiar with the local prescribing rules (trial of octreotide then if successful convert to (less expensive and longer acting) lantreotide)
Familiar with the different causes and appropriate management of diarrhoea

Cancel Save

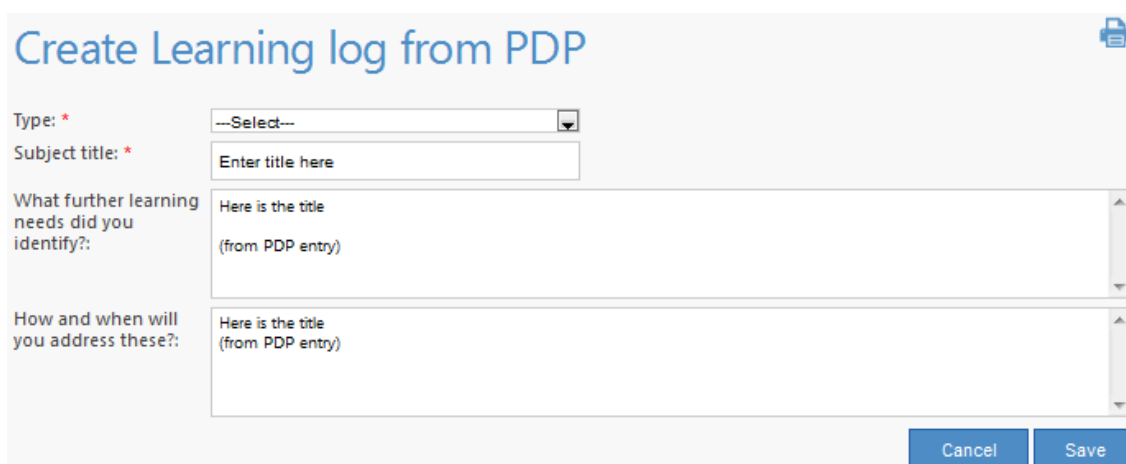
4. If you would like to mark the entry as achieved, tick the box at the bottom of the entry - **you will no longer be able to edit entries marked as achieved.**

Add PDP entry to learning log

If you would like to use a PDP entry to generate a Learning Log, follow the steps below.

Please note: In order to send a PDP entry to the Learning Log, you must have filled in the Sections on “What further learning needs did you identify?” and “How and when will you address these?” (Not all categories of Learning Log have these fields available - in such instances, a manual entry will need to be made instead.)

1. Click on ‘PDP’ on the left menu.
2. You will see all the entries you have created.
3. When you have found the entry you wish to use, click the ‘Send To log’ link next to it.
4. The form will appear to create the log. Select from the drop down the appropriate Learning Log Type and ensure you enter a ‘Subject title’
5. Click on ‘Save’ button at the bottom.



The screenshot shows a web form titled "Create Learning log from PDP". The form includes a dropdown menu for "Type: *" with "--Select--" selected, a text input for "Subject title: *" with "Enter title here", and two text areas for "What further learning needs did you identify?:" and "How and when will you address these?:", both containing "Here is the title (from PDP entry)". The form has "Cancel" and "Save" buttons at the bottom right.

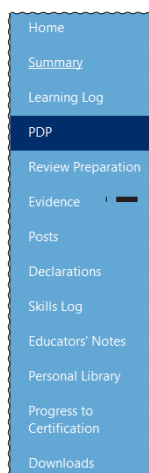
6. The entry will now be added to your Learning Log.

Please note - it is only possible to generate one Learning Log per PDP entry. Additional Learning Logs related to the same PDP entry will need to be created manually in the usual way.

Evidence

Functions Available

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



The screenshot shows the 'Evidence' section of the ePortfolio. At the top, there are dropdown menus for 'Review Type' (set to ST1) and 'Review number' (set to 1). Below these are tabs for different assessment types: Summary, MSF, PSQ, miniCEX, DOPS, CbD, COT, and CSR. The main content area displays a table of assessment requirements with columns for 'Requirement', 'Completed', and 'Minimum'. A red note at the bottom states: 'Please note: These are minimum requirements (based upon Full Time Training) and additional evidence may be requested by your educational supervisor or following a deanery panel review.'

Requirement	Completed	Minimum
mini-CEX or COT	0	3
CbD	0	3
DOPS (as appropriate)	0	As appropriate
CSR	0	1
PSQ (if in primary care and not yet completed)	0	1
MSF (5 clinicians and 5 non-clinicians if in Primary Care)	0	5 (10 if in primary care)

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.org.uk/gp-training-and-exams/mrcgp-workplace-based-assessment-wpba.aspx>

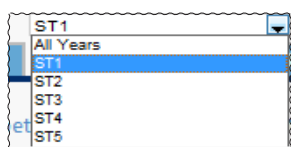
Within the ePortfolio, these reviews are organised based on ST year and the number of reviews conducted in that year. For example, standard full-time training over 3 years would give you the following set of reviews:

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

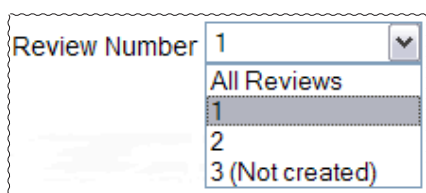
However, during your training there may be instances where extra reviews are needed in an ST year. For example, if you were on maternity leave during your ST2 year, you may need extra reviews, as your ST2 year will take longer to complete. Also, less than full-time trainees will require extra reviews, 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 placeholders for where 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 ‘minimum’ header 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/LETB.

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, based upon a full time training schedule.

Evidence

Review Type: Review number:

Summary MSF PSQ miniCEX DOPS CbD COT CSR

Forms submitted between 02/08/2000 and 30/06/2011

Requirement	Completed	Minimum
mini-CEX or COT	0	3
CbD	0	3
DOPS (as appropriate)	0	As appropriate
CSR	0	1
PSQ (if in primary care and not yet completed)	0	1
MSF (5 clinicians and 5 non-clinicians if in Primary Care)	0	5 (10 if in primary care)

Please note: These are minimum requirements (based upon Full Time Training) and additional evidence may be requested by your educational supervisor or following a deanery panel review.

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.

Evidence

Review Type: Review number:

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

Direct Observation of Procedural Skills

Forms submitted between 02/08/2000 and 30/06/2011

RCGP Direct Observation of Procedural Skills

Submissions (0)	View Submissions
View a blank form	Preview
Request an assessor completes a form	Produce Ticket Code

For this review DOPS (as appropriate)

From this screen you can preview the evidence collected for the current review period.

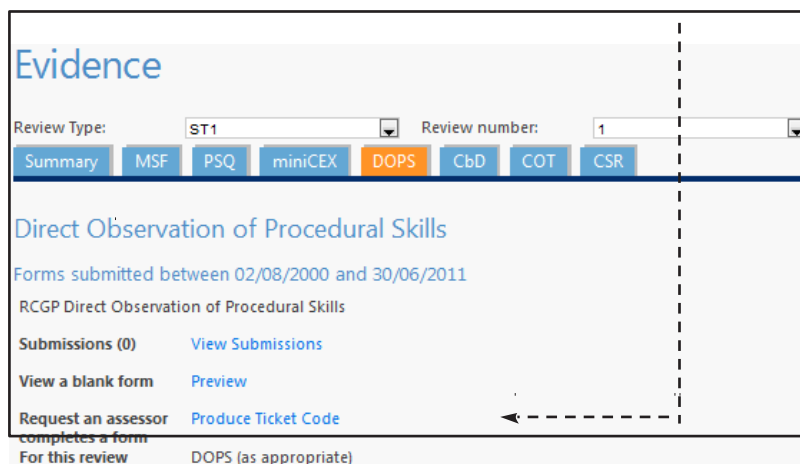
To view information on other review periods, select them

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 hand outs 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 'Produce Ticket Code'.



Evidence

Review Type: Review number:

Summary MSF PSQ miniCEX **DOPS** CbD COT CSR

Direct Observation of Procedural Skills

Forms submitted between 02/08/2000 and 30/06/2011

RCGP Direct Observation of Procedural Skills

Submissions (0) [View Submissions](#)

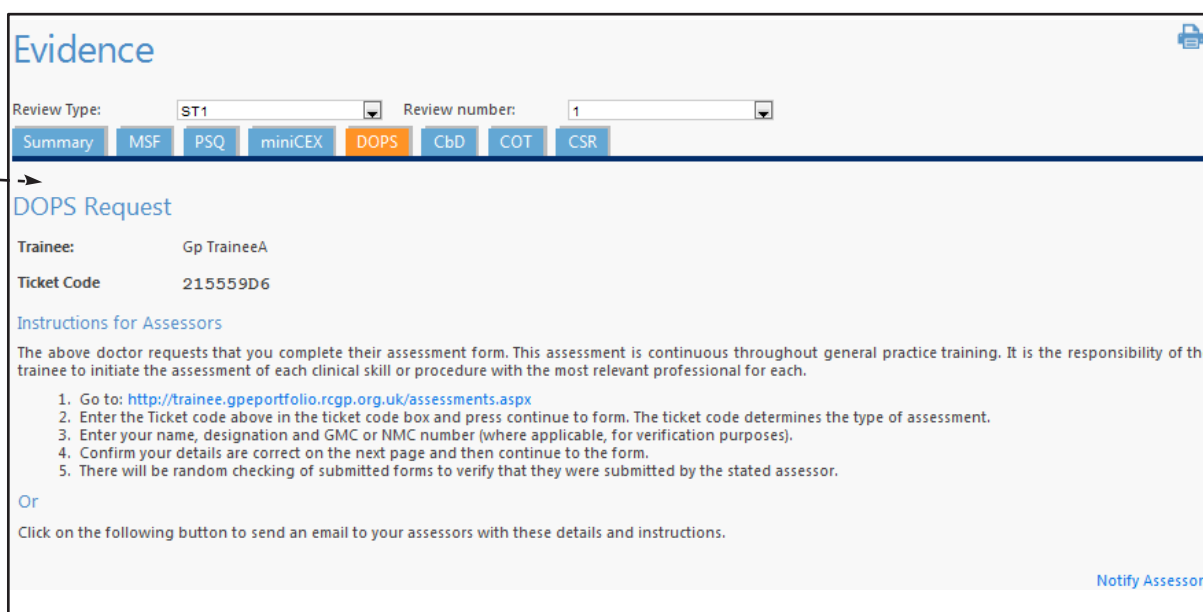
View a blank form [Preview](#)

Request an assessor to complete a form [Produce Ticket Code](#)

For this review DOPS (as appropriate)

In this case, a screen will be displayed entitled 'DOPS Request'. You have 3 ways of sending this to an assessor.

1. Click on the 'Notify Assessors' link. This will take you to a form where you can enter the name and email address of multiple assessors. Click 'send' to generate an email containing instructions and a link to the relevant assessment.
2. 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.
3. Print out the page and give it to your assessor.



Evidence

Review Type: Review number:

Summary MSF PSQ miniCEX **DOPS** CbD COT CSR

DOPS Request

Trainee: Gp TraineeA

Ticket Code 215559D6

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: <http://trainee.gpeportfolio.rcgp.org.uk/assessments.aspx>
2. Enter the Ticket code above in the ticket code box and press continue to form. The ticket code determines the type of assessment.
3. Enter your name, designation and GMC or NMC number (where applicable, for verification purposes).
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.

Or

Click on the following button to send an email to your assessors with these details and instructions.

[Notify Assessors](#)

Posts information



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 by clicking 'View' in the 'Assessments' column.

Posts	Dates	Educational Supervisor	Clinical Supervisors/Trainers/Academic Supervisors	Assessments
ST1//Z RCGP Test Location 1/Care of Elderly/Part Time 60%	01/01/2010-19/03/2012	ES super1	James Brown	View
ST1//Z RCGP Test Location 1/Community Child Health/Part Time 60%	02/07/2010-19/03/2012	ES super1	James Brown	View

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

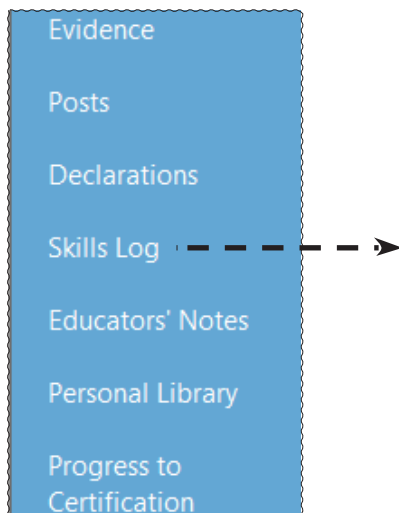
Any inaccuracies may delay the Certification Process, and you will not be able to work without your CCT or CEGPR (Article 11).

So please check your post details carefully and if you notice any errors, please contact your Deanery/LETB 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



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 44.

Skills Log

Mandatory skills

Procedure	DOPS Present	Satisfactory DOPS	Trainee Self Rating	Trainee Comment	Dated	Has Attachments	Edit
Breast examination	0	0	Can perform unsupervised	Yes	31/05/2012		
Female genital examination	1	0	Performed supervised	good technique	19/01/2011		
Male genital examination	0	0	Can perform unsupervised	Yes feel I can - again lots of experience in A and E	11/10/2011		
Rectal examination	0	0	Performed supervised	gained experience in A and E post	11/10/2011		
Prostate examination	0	0	Can perform unsupervised	need to do this not confident in interpreting findings	11/10/2011		
Cervical cytology	0	0	Performed supervised	gbb	19/10/2011		
Testing for blood glucose	0	0	Can perform unsupervised	Have done several times but not observed	11/10/2011		
Application of simple dressings	0	0	Trained in skills lab		09/07/2008		

Optional Skills

Procedure	DOPS Present	Satisfactory DOPS	Trainee Self Rating	Trainee Comment	Dated	Has Attachments	Edit
Cryotherapy	0	0	Can perform unsupervised	was dermatology assistant	12/11/2007		
Curettage/Sha ve excision	0	0	Can perform unsupervised		14/11/2007		
Cauterisation	0	0	Performed supervised	n	08/10/2008		
Incision and drainage of abscess	0	0	Performed supervised	ok now	17/06/2008		
Aspiration of effusion	0	0	Performed supervised	di it with dr w in minor op clinic	03/10/2007		
Excision of skin lesions	0	0	Can perform unsupervised	still feel inexperienced in this - simple suturing OK but...	11/10/2011		
Proctoscopy	0	0	Trained in skills lab	observed several but not done	11/10/2011		
Joint and peri-articular injections	0	0	Performed supervised	aspirated a knee joint	11/03/2008		
Hormone replacement implants of all types	0	0	Can perform unsupervised		11/03/2008		
Suturing of skin wound	0	0	Not performed	confident with simple lacerations	11/10/2011		
Ability to take skin surface specimens for mycology	0	0	Performed supervised	great skills	09/10/2007		

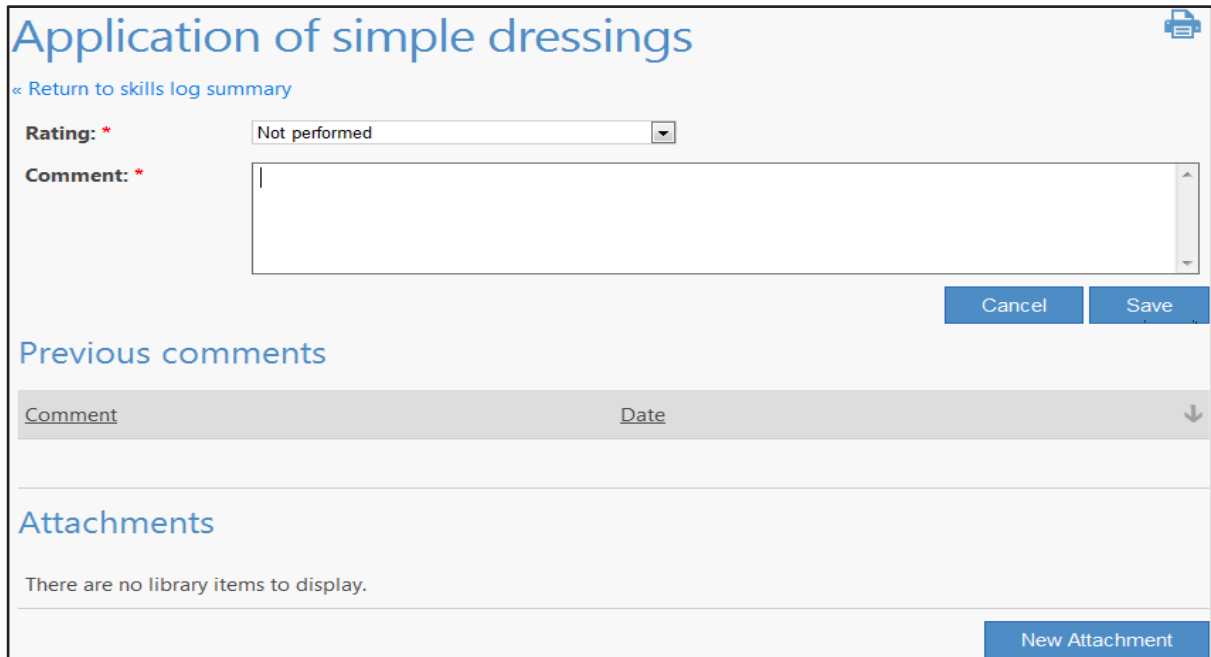
Other Skills

Procedure	DOPS Present	Satisfactory DOPS
Other	0	0

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 edit icon.
3. Screen will refresh to show a screen similar to this.



The screenshot shows a web interface for editing a skills log entry titled "Application of simple dressings". At the top left, there is a link "Return to skills log summary". Below this, there is a "Rating: *" field with a dropdown menu currently set to "Not performed". Underneath is a "Comment: *" text area. To the right of the comment area are "Cancel" and "Save" buttons. Below the comment area is a section titled "Previous comments" with a table header containing "Comment" and "Date" columns. Below that is an "Attachments" section with the text "There are no library items to display." and a "New Attachment" button at the bottom right.

4. Change the rating and comments information and then click 'Save'.
5. If you would also like to attach supporting evidence, browse for the file and click 'New Attachment'.

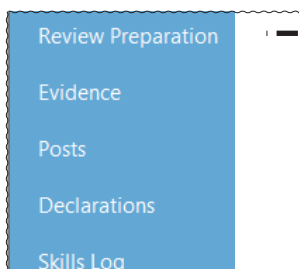
Whenever you add a new comment, it will appear on the main Skills Log page. However, the old comments are not lost and will be seen when viewing the entry under Old Comment with a date stamp.

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



End Of Review Period	Review Type	Outcome	Self Rating Complete	Is Accepted By Trainee	View	
30/06/2011	ST1-1	Satisfactory progress	✓	✓	View	Download
30/01/2012	ST1-2	Satisfactory progress	✓	✓	View	Download

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. **Important - the individual tabs will not appear on this page if you do not have a current ESR (ESR with an end date that is greater than 'today'). Ask your ES to set one up as appropriate.** 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 and shared. Against each curriculum statement heading, you can open a link to view the associated logs. (The curriculum was updated 01.08.12 - entries linked to the previous curriculum can be viewed by clicking the link 'Curriculum Statement Headings 2010' below the table).
- **Skills Log:** The skills log is repeated here to check progress on your DOPS assessments leading to the review.

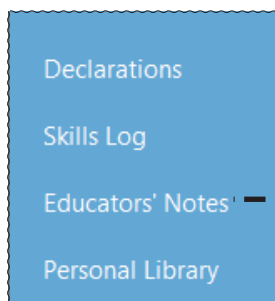
- **Professional Competence Areas:** Against each competence you can view how many logs and assessments have been recorded that link to this - you can click the hyperlink to view the individual records. Your **Self Rating** against the 12 competence areas are shown as well as your supervisor's rating from the previous review (**ES Feedback**). These entries are review specific and must be completed fully or each one. Once you are satisfied with your comments you need to click the 'Submit' button to finalise them for the review. **Important - once you have submitted the self-ratings for the review they can no longer be edited.**


After this, any further comments on these will need to be entered as reflective Learning Log entries.

Educators' notes

Functions Available

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



Educators' Notes 				
Expand all				
Date	By	In Role	Notes	View
03/07/2013 13:46	Educational Supervisor	Trainer	Excellent You are the best doctor ever	View
25/08/2011 09:52	Two Ed Supervisor	Educational Supervisor	PDP interesting pDP. have you thought about doing case studies as means of outcomes instead	View

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.

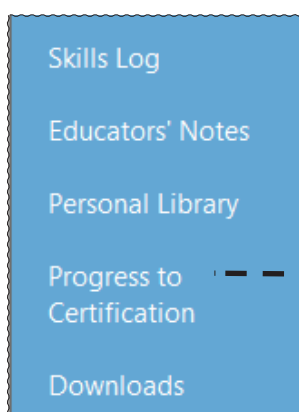
The date of the latest entry will be displayed in the dashboard or 'Home' area of the site.

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 MRCGP. As you progress through your training and complete various components, they will appear here.

Target	Progress	Date	Achieved	View
AKT	No results			View
CSA	No results			View
Holds valid CPR and AED certificate	Met		Yes	
Has met out of hours session requirements	Met		Yes	
Reviews	Most recent ST1-2	26/07/2011		View
ARCPs				View

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 when they are published here by clicking on 'View'.

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

« Return to previous page		
Date Of Exam	Results	View
28/04/2010	Pass	View

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 in the Progress To Certification area until you have completed all MRCGP components listed above and had your Final ST3 ARCP marked as complete.

Important - the 'apply for CCT' option will only appear after the following has been recorded in the ePortfolio: AKT pass; CSA pass; 'Valid CPR and AED certificate' and 'Out of Hours requirement' marked as met in the final ESR by the ES; final ARCP rated Outcome 6, 'Recommendation for Completion of Training' and signed off.

Messages (3)	Holds valid CPR and AED certificate	Met	Yes
Enquiries	Has met out of hours session requirements	Met	Yes
Home	Reviews	Most recent ST5-1	05/08/2013 View
Summary	ARCPs	Most recent ST3	06/08/2013 Yes View
Learning Log	apply for CCT		
PDP			

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 'There are unsigned reviews' notification will appear when you login to the ePortfolio:

End Of Review Period	Review Type	Outcome	Self Rating Complete	Is Accepted By Trainee	View
01/10/2014	ST1-1	Satisfactory progress	✓		View

As you complete more reviews, this list will grow.

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

Clicking on 'View' will bring up the review in detail

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

Competence Areas | Curriculum Coverage | Skills Log | Workplace Based Assessment

On the last page ('Workplace Based Assessment') at the bottom you will see the 'Accept Review' 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 the review cannot be completed until the form has been completed and submitted. In addition, the Declarations for Probity: Convictions and disciplinary actions and Health: Regulatory and voluntary proceedings need to have been signed.

Once you have signed off the review, it cannot be edited further.

Recommendation

Recommendation of Educational Supervisor: Satisfactory progress

Recommendation comments and concerns: ES comments final page.

I confirm this is an accurate description/summary of this trainee's learning portfolio, covering the time period from 01/08/2013 to 01/10/2014

Electronic Submission by: Patrick Oshea

Submission Date: 29 October 2014 15:27

[Accept Review](#)

[Competence Areas](#) [Curriculum Coverage](#) [Skills Log](#) [Workplace Based Assessment](#) Page 4 of 4

Competence areas



Curriculum coverage

Curriculum Statement Headings	Current Learning Log/Current Review	Current Learning Log/Current Review	Current Learning Log/Current Review
01 The GP Consultation	0	0	0
02 Patient Safety and Quality of Care	0	0	0
03 The GP Role in Primary Care	0	0	0
04 Relating Professional Competence	0	0	0
05 Health, Safety and Infection Control	0	0	0
06 Evidence-Based Practice	0	0	0
07 Clinical Reasoning	0	0	0
08 Care of Children and Young People	0	0	0
09 Care of Older Adults	0	0	0
10 Women's Health	0	0	0
11 Men's Health	0	0	0
12 Mental Health	0	0	0
13 Care of People with Intellectual Disabilities	0	0	0
14 Care of People with Physical Disabilities	0	0	0
15 Care of People with Sensory Disabilities	0	0	0
16 Care of People with Substance Use Problems	0	0	0
17 Care of People with Psychological Problems	0	0	0
18 Primary Health Care	0	0	0
19 Care of People with Acute Problems	0	0	0
20 Care of People with Chronic Problems	0	0	0

All of the pages are linked and reflect the current status of your ePortfolio.

This is the same Panel view your Deanery will be looking at when they conduct your ARCP at the end of each year.

Mandatory Skills						
Procedure	DCPS Present	Satisfactory DCPS	Trainee Self Rating	Trainee Comment	Dated	Has Attachments
Visual examination	0	0	Insufficient evidence			
Female genital examination	0	0	Insufficient evidence			
Male genital examination	0	0	Insufficient evidence			
Rectal examination	0	0	Insufficient evidence			
Prostate examination	0	0	Insufficient evidence			
Cervical cytology	0	0	Insufficient evidence			
Testing for blood glucose	0	0	Insufficient evidence			
Application of simple dressings	0	0	Insufficient evidence			

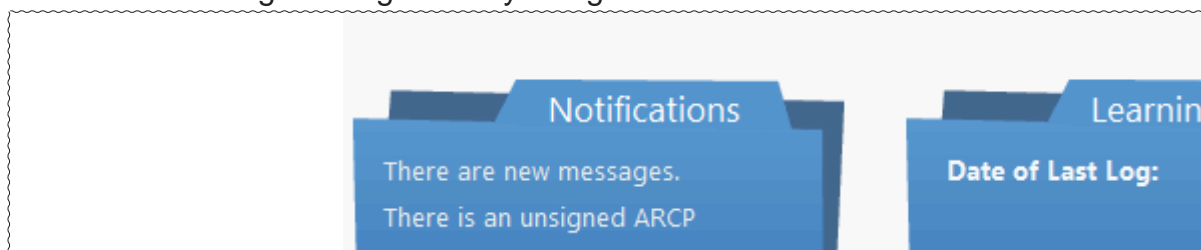
Optional Skills						
Procedure	DCPS Present	Satisfactory DCPS	Trainee Self Rating	Trainee Comment	Dated	Has Attachments
Cryotherapy	0	0	Insufficient evidence			
Lumbar/Spine or excision	0	0	Insufficient evidence			
Catheterisation	0	0	Insufficient evidence			
Incision and drainage of abscess	0	0	Insufficient evidence			
Superficial sutures	0	0	Insufficient evidence			
Excision of skin lesions	0	0	Insufficient evidence			
Proctology	0	0	Insufficient evidence			
Joint and peri-articular injections	0	0	Insufficient evidence			
Minimally-invasive implants of all types	0	0	Insufficient evidence			
Suturing of skin wounds	0	0	Insufficient evidence			
Ability to take skin surface specimens for microbiology	0	0	Insufficient evidence			

Other Skills		
Procedure	DCPS Present	Satisfactory DCPS
Other	0	0

Workplace Based Assessment

Annual Review of Competence Progression (ARCP)

At the end of each training year, you will undergo an ARCP conducted by your Deanery/ LETB 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 in to the ePortfolio:



Clicking on this link will bring you to your ARCP. Click on 'View' to open it.

After you look through this and have ensured the details are correct, you need to click on the 'ARCP 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/ LETB, but this cannot be generated until the first one has been accepted.

If you notice any errors in the ARCP form, such as you name is spelt wrong, your post dates are inaccurate, or your GMC number is wrong, please contact your Deanery/LETB 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: GSWest London Deanery Date of assessment: 11/02/2014

GP Specialty Training Programme: Greater London Deanery GMC Programme/Post Approval Number: 111, 110/016 London Specialty School of General Practice

Trainee's Name: Jimmy Williams Training Number: ---

GMC Number: 29523

Panel Members

Panel Members	Designation
Janis Agius	Chair of Chair
Janis Madsen	Lay Person

Period Covered

First date: 01/06/2013 Last date: 31/05/2014

No. of days of Time out of Training since last review (from Form 6 Part 5): 0

Phase of training programme (GP only): ST1 Expected CCT date: 29/07/2018

Chair of practice: --- Date of expected Revalidation: ---

Posts

Post	Date	FT/PT
ST1/GSWest St George's Hospital A&E/Accident & Emergency Full Time	01/06/2013-30/05/2014	Full Time
ST1/GSWest London Specialty School of General Practice/Accident & Emergency Full Time	29/06/2014-28/02/2015	Full Time

Progress to Certification

Target	Progress	Date	Achieved	View
ACT	No results			None
CSA	No results			None
Has met OME and A&E certificate	Not met		No	
Has met out of hours session requirements	Not met		No	
Systems	Must receive ST1-1	28/02/2014		None
ARCP	Must receive ST1	02/02/2014		None

Revalidation

Information is available in the trainee's Education Form 6, in his/her employer's Collective Ect Report and the Revalidation Ect Report when there is a concern and in his/her Clinical Supervisor Report and Educational Supervisor Report.

Recommended Outcomes

Selected	Name
<input checked="" type="checkbox"/>	1. Achieving progress and competencies at the expected rate (Satisfactory)
<input type="checkbox"/>	2. Achieving progress and competencies at the expected rate (Unsatisfactory)
<input type="checkbox"/>	3. Development of specific competencies 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 competencies
<input type="checkbox"/>	6. Incomplete evidence presented - additional training time may be required
<input type="checkbox"/>	7. Has general all the required competencies for the completion of training (Satisfactory)
<input type="checkbox"/>	8. Has general all the required competencies for the completion of training (Unsatisfactory)
<input type="checkbox"/>	9. Filled terms specialty outcome - competencies achieved identified above
<input type="checkbox"/>	10. COPE - Experience
<input type="checkbox"/>	11. COPE - Research
<input type="checkbox"/>	12. COPE - Career Break
<input type="checkbox"/>	13. Top-up training outcome should be indicated in one of the areas above.

Signed by

Chair of Panel (on day of the Panel): Panel Chair 1 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.

Chair signed: 11/02/2014

Postgraduate Dean or equivalent Responsible Officer: Trainee: Jimmy Williams

Dr Janis Smith Date signed off:

Date of next review: 30/05/2015

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.

ARCP Sign-off

Functions Available

- [View Curriculum Documents](#)

[Legals](#) | [FAQs](#) | [Resources](#) | [Contact Us](#) | [RCGP Main Website](#)

The above links are located near the top of the page after you log in to the ePortfolio. Click on 'Resources' and then 'Curriculum' for an information source for your curriculum documents and competence areas outlined for the Workplace Based Assessments.

Curriculum Views

Click on the title of the curriculum to see items

[Being a General Practitioner](#)

[Curriculum Statement Headings](#)

[Curriculum Statement Headings 2010](#)

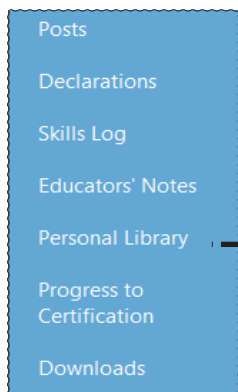
[Professional Competence Areas](#)

[Guidance for Indicators of Potential Underperformance \(IPUs\)](#)

Personal library

Functions Available

- View items in the personal library



Name	File	Web Link	Edit	Delete	Usage
01 Comms.jpg	Download (PG, 137.3KB)				
01 Comms.jpg	Download (PG, 137.3KB)				
12.jpg	Download (PG, 1.2MB)				
121.jpg	Download (PG, 1.2MB)				
122.jpg	Download (PG, 1.2MB)				
130418 Screenshots.doc	Download (DOC, 915KB)				
dtb error.jpg	Download (PG, 40.5KB)				
dfsdof	Download (XLS, 206.5KB)				
doc file to upload	Download (DOC, 44.5KB)				
doc x	Download (DOCX, 19.5KB)				
weblink		Go to Link			
ets	Download (XLSX, 13.5KB)				

Library usage: 12MB (23.9%), 38MB remaining

Edit/Add Attachment

Name: *

Select a file:

Folder:

Or enter a web link:

Library usage: 12MB (23.9%), 38MB remaining

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 'Add New' option at the bottom of the screen.

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

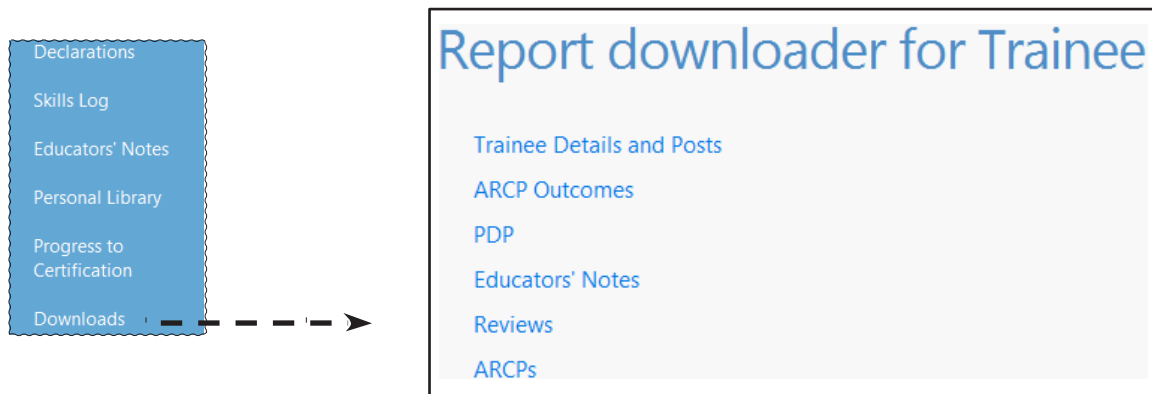
Personal library Storage is limited to 50Mb, it may be necessary to manage these files should storage become full. Note it is possible to upload links to external sites and files - consider storing larger files online using alternative services and linking directly to them instead of directly uploading to the ePortfolio.

The maximum file size that can be uploaded at one time is 5MB.

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 top right of each page. The download section allows for saving specific parts of the ePortfolio for your own personal use.

The options are:

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

By clicking on these, you will either open up that item, or a sub menu of items to choose from. You will then have the option to ‘export’ the records in pdf format.

Frequently Asked Questions (FAQs) and help

Functions Available

- View FAQs
- View Help Files

Legals | **FAQs** | Resources | Contact Us | RCGP Main Website

* Frequently Asked Questions

01. Assessments - how do I get them completed?
02. Curriculum – what do I need to learn?
03. Declarations and Agreements - how do I sign them?
04. Educational Supervisor and Trainer – how can I contact them?
05. Educational Supervisor, Trainer and Posts - How do I add them?
06. Adding the Postgraduate Dean/Responsible Officer
07. How do I add meetings or appraisals that are not the six monthly review?
08. How do I change my userid?
09. How do I change personal details?
10. Download the ePortfolio
11. If I validate a record my trainee shares with me, does this mean I have deemed them competent.
12. Keeping parts of the ePortfolio private – which parts and how do I do this?
13. Linking to Learning Logs and PDP
14. MSF - How to get one done
15. How do I obtain Ticket Codes for Assessments
16. MSF/PSQ How do I view the feedback and summary?
17. OOH – how do I record Out of Hours/CPR?
18. Password – how do I change this?

Personal Library

Progress to Certification

Downloads

FAQs

Help

Also available via the FAQs link is the 'help' section - the link appears at the bottom of the left hand menu. This is where you may find support documents uploaded by your Deanery/LETB.

Help

Find:

Uploaded by:

---All---

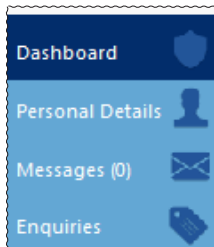
Search

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.

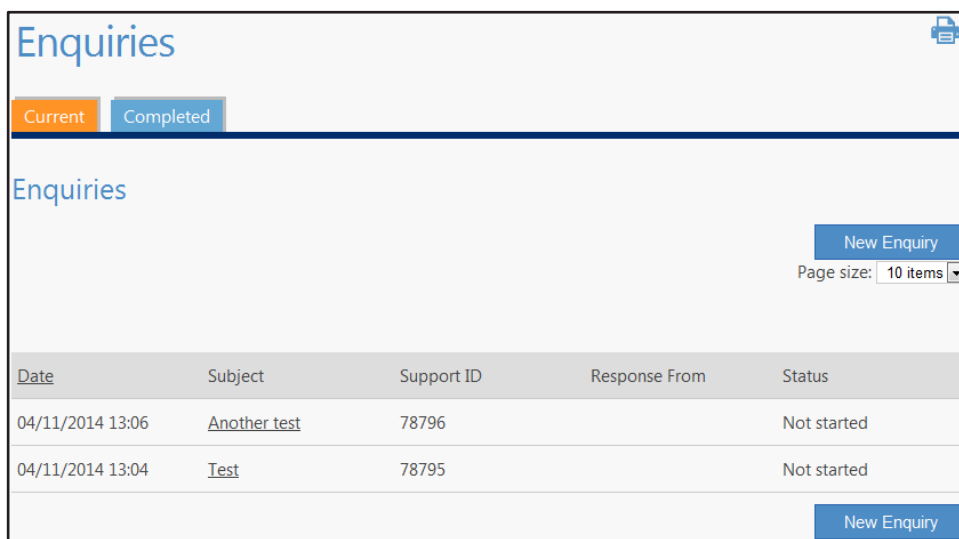
ePortfolio enquiries

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.

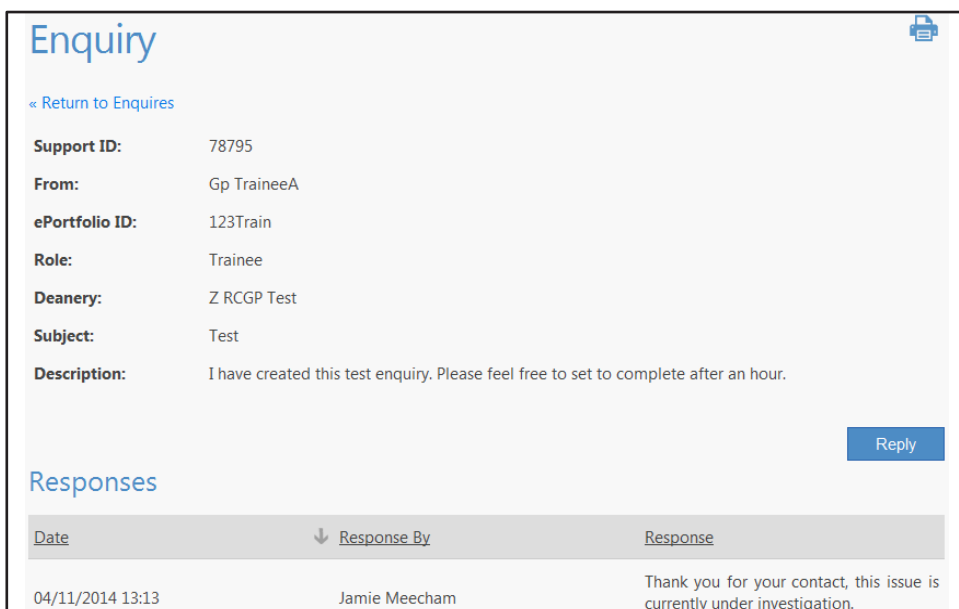


The Enquiries screen features a header with a print icon and two tabs: 'Current' (selected) and 'Completed'. Below the tabs is the title 'Enquiries' and a 'New Enquiry' button. A 'Page size: 10 items' dropdown is also present. The main content is a table with the following data:

Date	Subject	Support ID	Response From	Status
04/11/2014 13:06	Another test	78796		Not started
04/11/2014 13:04	Test	78795		Not started

A 'New Enquiry' button is located at the bottom right of the table.

On this screen you can view current and completed support logs (use the tabs to navigate between these). To view an enquiry that you have open, click on the subject title to open the log.



The Enquiry detail screen shows the following information:

- Support ID:** 78795
- From:** Gp TraineeA
- ePortfolio ID:** 123Train
- Role:** Trainee
- Deanery:** Z RCGP Test
- Subject:** Test
- Description:** I have created this test enquiry. Please feel free to set to complete after an hour.

A 'Reply' button is located at the bottom right. Below the description is a 'Responses' section with a table:

Date	Response By	Response
04/11/2014 13:13	Jamie Meecham	Thank you for your contact, this issue is currently under investigation.

Create new enquiries

1. Click on 'Enquiries' from the left hand menu then the 'New Enquiry' button.
2. This will open up a new page, which allows you to input the enquiry.

Enquiry

Make sure you check the [FAQ](#) section before submitting a new Enquiry. Your question could be answered there.

From: Gp TraineeA
ePortfolio ID: 123Train
Deanery: Z RCGP Test
Subject: *
Description:

I have created this test enquiry. Please feel free to set to complete after an hour.

Cancel Submit

3. Input the subject and message that you would like to log.
4. Click 'Submit'.
5. The screen will refresh to display that the enquiry has been logged with a corresponding reference number.

Date	Subject	Support ID	Response From	Status
04/11/2014 13:06	Another test	78796		Not started
04/11/2014 13:04	Test	78795		Not started

New Enquiry

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 pre-sented 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 “NFD -” (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

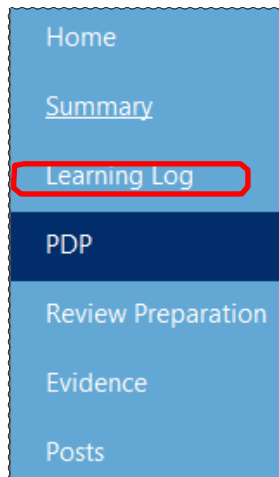
- Planning, the suggested schedule of assessments defines the minimum evidence required for each staged review and that informs the judgement of competence progression.
- Discuss learning needs with educational supervisors early in the programme, be aware of what assessments are needed and schedule them; 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.

The screenshot shows a web interface titled "View Log: Clinical Encounter". At the top, there are navigation links: "Return to learning log summary", "Previous", "Next", "Select Descriptors", "Share Log", "Edit Log", and "Delete Log". Below this is a section titled "Current Selections" which contains a table with two rows of selected competences, each with a delete icon.

Name	Competence	Delete
3.01 Healthy People: promoting health and preventing disease		
3.04 Care of Children and Young People		

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.

The screenshot shows a table titled "Competence Areas" with seven columns: Competence, Linked Learning Logs In Current Review, Linked Learning Logs In Current ST Year, Linked Learning Logs Total, Linked Forms In Current Review, Linked Forms In Current ST Year, and Linked Forms Total. The table lists five competences with their respective values.

Competence	Linked Learning Logs In Current Review	Linked Learning Logs In Current ST Year	Linked Learning Logs Total	Linked Forms In Current Review	Linked Forms In Current ST Year	Linked Forms Total
1 Communication and consultation skills	0	70	70	1	1	1
2 Practising holistically	0	46	46	0	0	0
3 Data gathering and interpretation	0	39	39	1	1	1
4 Making a diagnosis/decisions	0	26	26	1	1	1
5 Clinical management	0	61	61	1	1	1

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 based upon a full time training schedule. 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 based upon a full time schedule. 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 as appropriate.

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 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.org.uk/training-exams/mrcgp-workplace-based-assessment-wpba/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 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							
Mandatory skills							
Procedure	DOPS Present	Satisfactory DOPS	Trainee Self Rating	Trainee Comment	Dated	Has Attachments	Edit
Breast examination	0	0	Can perform unsupervised	Yes	31/05/2012		
Female genital examination	1	0	Performed supervised	good technique	19/01/2011		
Male genital examination	0	0	Can perform unsupervised	Yes feel I can - again lots of experience in A and E	11/10/2011		
Rectal examination	0	0	Performed supervised	gained experience in A and E post	11/10/2011		
Prostate examination	0	0	Can perform unsupervised	need to do this not confident in interpreting findings	11/10/2011		
Cervical cytology	0	0	Performed supervised	gbb	19/10/2011		
Testing for blood glucose	0	0	Can perform unsupervised	Have done several times but not observed	11/10/2011		
Application of simple dressings	0	0	Trained in skills lab		09/07/2008		
Optional Skills							
Procedure	DOPS Present	Satisfactory DOPS	Trainee Self Rating	Trainee Comment	Dated	Has Attachments	Edit
Cryotherapy	0	0	Can perform unsupervised	was dermatology assistant	12/11/2007		
Curettage/Sha ve excision	0	0	Can perform unsupervised		14/11/2007		
Cauterisation	0	0	Performed supervised	n	08/10/2008		
Incision and drainage of abscess	0	0	Performed supervised	ok now	17/06/2008		
Aspiration of effusion	0	0	Performed supervised	di it with dr w in minor op clinic	03/10/2007		
Excision of skin lesions	0	0	Can perform unsupervised	still feel inexperienced in this - simple suturing OK but...	11/10/2011		
Proctoscopy	0	0	Trained in skills lab	observed several but not done	11/10/2011		
Joint and peri-articular injections	0	0	Performed supervised	aspirated a knee joint	11/03/2008		
Hormone replacement implants of all types	0	0	Can perform unsupervised		11/03/2008		
Suturing of skin wound	0	0	Not performed	confident with simple lacerations	11/10/2011		
Ability to take skin surface specimens for mycology	0	0	Performed supervised	great skills	09/10/2007		
Other Skills							
Procedure	DOPS Present		Satisfactory DOPS				
Other	0		0				

Reviews

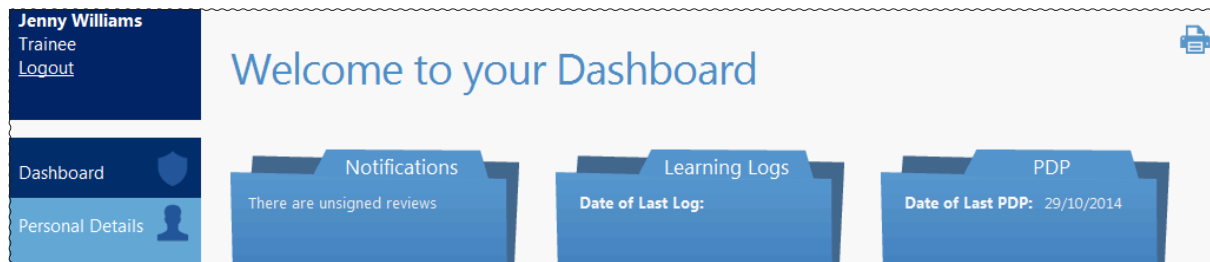
Every six months, you will have a Review with your Educational Supervisor. They will comment on your areas of training and note how you are doing. They will date this review and this date controls where your evidence will appear.

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 ratings are review-specific and provide a snapshot for the relevant stage of your development. When completed they must be submitted using the ‘Complete and Submit’ button, after which they cannot be edited. Previous entries are viewable in historical reviews.

You can 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.



Click on the link in the notification area to be taken to review list. The most recent will be at the top. Click on ‘View’ to open the review.

End Of Review Period	Review Type	Outcome	Self Rating Complete	Is Accepted By Trainee	View
01/10/2014	ST1-1	Satisfactory progress	✓		View

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



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.

I confirm this is an accurate description/summary of this trainee's learning portfolio, covering the time period from 01/08/2013 to 01/10/2014	
Electronic Submission by:	Patrick Oshea
Submission Date:	29 October 2014 15:27
Accept Review	

Helpful Contact Details

Below are some contact details in case of any errors or problems you encounter with ePortfolio.

WPBA and General ePortfolio Enquiries:

RCGP Helpdesk

Email: via ePortfolio enquiries for further help and advice.

Telephone: 020 3188 7655 (Mon-Fri 09:00-17:00, except for Tuesdays between 16:00-16:30 when the Helpdesk is closed for brief training)