ePortfolio V2 JRCPTB FAQs

The Frequently Asked Questions below should be appearing in the ePortfolio and are included here as a supporting document until then.

General

What is the purpose of the ePortfolio?

This ePortfolio is designed to support learning by providing a secure record of appraisal discussions, an ongoing personal development plan, workplace assessments plus reflection on clinical and other learning events. The ePortfolio links to the relevant PMETB approved curricula appropriate to your stage of training.

The ePortfolio is designed to help gather and organise evidence in a way that is trainee centred and user friendly. The emphasis for this is on you as the trainee with support from your supervisor.

Who can see my portfolio?

Supervisors, tutors and programme directors who have been linked with you; administrators in your trust and deanery; ARCP review panels
Reflections which you have not shared cannot be seen by anyone other than you.

Can I save a copy of the data on my PC and work on it off-line?

No. You can download text versions but you can only work on the ePortfolio data online.

How secure is the ePortfolio?

The ePortfolio has been designed and built with full consideration for security from the outset. Extensive testing and usage have not revealed any security issues. Specialist security consultants are employed regularly to audit the system (e.g. by attempting to break the security measures)

Could my data get lost?

There is always some possibility that individual items of data might fail to be saved in the database because of local network problems or because of user error such as closing screens before saving, but these incidents should be very rare. The database is backed up at all times, to secure against any major data loss in the event of a disaster.

Do trainees have to pay to use the ePortfolio?

There is no charge to trainees (or deaneries) to use the ePortfolio. It is, however, a requirement that trainees enrol with the JRCPTB, as outlined in the Gold Guide (www.mmc.nhs.uk). This can be done online at www.jrcptb.org.uk.

Do all ACCS trainees have to use the ePortfolio?

For convenience we tend to refer to the ePortfolio for CMT, but ACCS for physicians is included and anyone on an ACCS(Medicine) programme should be given access. For ACCS trainees on an Emergency Medicine or Anaesthetics path their arrangements for recording training will be as specified by the appropriate college, but JRCPTB has no objection to them being given access for the purpose of recording progress in medical attachments.

How does the JRCPTB ePortfolio link with Foundation ePortfolio?

A version of the ePortfolio is being used by Foundation trainees in most UK deaneries. The JRCPTB and Foundation e-portfolios are a single common system, but with different content and tools – trainees will see a view of the ePortfolio that varies according to their stage of training and speciality. The ePortfolio will build up as a single record from Foundation carrying on into specialty training.

How does the ePortfolio link with the GPs ePortfolio?

The RCGP ePortfolio is based on the same original software but is run separately – there is no connection between the systems.

How does the e-portfolio apply to SpRs already in training?

There is currently no expectation that SpRs should use the e-portfolio.

How does the e-portfolio apply to StRs in years ST3+?

The e-portfolio should now be used by trainees starting ST3 posts from August 2008. Not all specialty curricula or specific assessment forms are currently available but these will appear from September 2008 onwards.

Trainees in ST4 can also be given access to the ePortfolio, subject to agreement from supervisors and deaneries.

Who enters information into the e-portfolio?

The **trainee** has to take personal responsibility for the main parts of the portfolio and should complete most of the data entry, e.g.

- Declarations and agreements
- Self assessment
- Personal development plan
- Initial appraisal meeting forms with advice at the meeting from the educational supervisor
- Mid point appraisal
- All elements of personal reflective practice

It is the trainees' responsibility to arrange for their workplace assessments and to ensure that the assessments are completed.

The **supervisor** should maintain the record of curriculum competencies throughout an attachment and write the end of attachment appraisal and supervisors report.

Remember that supervisors do not have to carry out the majority of assessments for their trainees.

What should I use the messaging system for?

The Messaging System is used to communicate with users regarding Support Queries. The ePortfolio Messaging System is also an optional tool for messaging other users of the ePortfolio, eg trainees, assessors and administrators.

Where do we record attendance at teaching/courses?

Trainees are encouraged to record reflections on teaching events they have attended as part of their reflective practice (Reflection on a Learning Event). They can say what course they have been on and their reflections on it – what they learnt, how it will change their practice etc.

The e-portfolio does not include a formal attendance register.

Can we record a trainee's attendance at outpatient clinics?

There is no specific facility for this and no current plan to incorporate it.

What is the timeout, before you can no longer browse back to the last page?

60 minutes. Extending this further increases the risk of unauthorized users accessing an account, particularly in public environments.

Login & Administration

How does someone get/find out their username and password?

If they have used the previous version of the ePortfolio, it will work with this version.

New users will either be added centrally by deaneries or locally, e.g. by postgraduate centres, and an automatic e-mail will be sent to them with their username and password.

What will happen if a user forgets their Username or Password?

Users can click *'Request Forgotten Password'* on the login page and details will be sent to their e-mail address as long as this has been recorded in their ePortfolio profile.

Alternatively, administrators can find a Trainee in the Administer Users section of ePortfolio and their Username is displayed here. Administrators can also request that a password be reset.

Is it possible to logon on the same computer as a Trainee and Supervisor at the same time, e.g. for updating appraisals, curricula and PDP.

This is only possible if you use two different browsers, e.g. Firefox and Internet Explorer.

My current post details are wrong, how can I correct them?

Contact your local administrator, who will be able to edit these for you.

My current supervisor is incorrect, how can I correct it?

Contact your local administrator, who will be able to correct this for you.

I can't find my trainee in the eportfolio, what should I do?

Notify your local administrator who should be able to deal with this.

Profile

Do I have to upload a photo?

It is not necessary, though it might help for supervisors, tutors or administrators to recognise and remember trainees.

What is the purpose of the personal library?

The personal library is a place for you to store electronic documents which you may wish to link to as evidence in your ePortfolio. You can upload any file type but you are limited to 20 MB of space in total. You can also organise files into folders and subfolders.

If a file is shared in the personal library, who can see it?

If your file is shared, then your supervisor and anyone else who has access rights to you portfolio will be able to see it. It you select it as unshared or private, only you can see it.

Why might I want to download my portfolio?

If you are meeting with your supervisor, and you do not have Internet access, it may be easier to download a paper copy of the ePortfolio to refer to during the meeting as long as you update the electronic version afterwards.

Is it compulsory to record absences?

This depends on the policy at your local trust and deanery - it is not a requirement for JRCPTB.

Curriculum

I am in an ST2 Neurology post. Why can't I see the Neurology curriculum?

In core medical training (ST1 and ST2) you should be following two curricula: General Internal Medicine (Acute Medicine) Level 1 and the Generic Curriculum.

What evidence do I need to associate with the curriculum?

You can use assessments and reflections as evidence of your application of the curriculum as you progress through your training.

How do I link evidence in my portfolio to curriculum competencies?

This feature is not currently available but will be added shortly

I am in an ST3 Gastroenterology post. Why can't I see the Gastroenterology curriculum?

At the time of writing we still have work to do to make the specialty curricula available – this should start to appear from September 2008.

Assessment

How many assessments do trainees need to record?

Trainees should collect the evidence needed to demonstrate that learning has developed against the competencies set out in the curricula. Bear in mind that one assessment might be used as evidence for a number of competencies.

JRCPTB has defined minimum numbers of assessments required (see the ARCP Decision Aids available from www.jrcptb.org.uk) but trainees may need more than this to demonstrate competence.

Who can assess trainees?

For mini-CEX, ACAT and Case-Based Discussion assessors can be any doctor with appropriate experience beyond CMT level (i.e. SpR/ ST3 grade and above). For DOPS assessors can be anyone with expertise in the procedure, including experienced nurses and allied health professionals as appropriate. Trainees should not be assessed by colleagues of the same grade (other than during multi-source feedback).

How do I complete a Patient Survey / Patient Satisfaction Questionnaire?

Patient Survey is not a required assessment method for CMT/ACCS. Patient Survey will be required for specialty training from ST3 and JRCPTB and the RCP Education Department are piloting this. We expect this to use a paper form for patients to complete but with the ability for the summary results to be held in the e-portfolio. No such facility exists at the moment.

What happens when I request an assessment from an external assessor?

A unique "ticket code" is generated that the assessor can use to login to the ePortfolio and submit the assessment. The assessor will not be able to see your portfolio.

Who is responsible for recording assessments?

The supervisor, assessor and trainee all have the ability to record assessments; however, you may wish to seek advice locally on the preferred method for recording an assessment. Ideally it is a trainee-led ePortfolio so the onus on completing the records lies with the trainee.

Am I allowed to edit an assessment?

Once an assessment has been saved it cannot be edited.

Can trainees request assessments for previous posts?

Assessments should usually be carried out in post and recorded promptly. It is possible to record an assessment against a previous post, which may be useful around the time of changeover of posts.

Does the Request External Assessment form check the validity of the Assessor GMC number?

The GMC of the External Assessor is not a mandatory field and it is not checked. All of the information the trainee enters about the External Assessor (their name, department, title, email, GMC etc.), will show up pre-populated for the External Assessor after they put in their 10 digit ticket code and they will be able to update it with accurate information.

Should supervisors request assessments for their trainees?

Ultimately, it is the trainee’s responsibility; nevertheless if you feel it is appropriate following a review of your trainee’s development, you do have the ability to request assessments.

Is there any way to monitor if people being sent ‘tickets’ have done the assessments?

Yes, the Request Assessments page shows when the assessments are completed – red cross (haven't yet been completed) and green tick (have been completed) icons.

Why can’t I see my MSF results?

Only a supervisor can see individual MSF assessment forms. They can also see a summary table. When a sufficient number have been completed the supervisor can release the summary table at which point it will appear in the trainee’s ePortfolio.

Reflection

Is it compulsory to keep reflective logs?

There is no requirement for this in the curricula and no set number of entries defined, though it is very likely that your supervisors, tutors, and ARCP panels will expect to see evidence of reflective learning.

Reflective logs can be used as part of the appraisal and personal development planning process, so it is highly recommended that you take the opportunity to reflect to identify future learning needs.

What should trainees reflect upon?

Anything that has helped the trainee to learn. In the e-portfolio there is a range of reflective practice formats to direct reflection on clinical events or other learning events. The trainee has the option to share these reflections or not.

The reflective practice section also contains sections for recording the results of audit(s) and to give details of research output.

Reflections should ideally be linked to curriculum topics as evidence of learning.

Educational supervisors have access to their trainee's shared reflective practice and can comment on individual reflections if they wish.

How many reflective logs do I need to record?

There are no rules about the number of reflections you have to complete though it is good practice to put aside time to reflect on the day's learning opportunities and identify any further learning needs. You can use the templates to record a variety of situations, including for example educational, clinical, ethical, legal, or personal experiences. Use the list of questions to aid your reflective writing.

How do I make a reflective log available to my supervisor?

After you have added a reflective log, you can add it to the shared area of the ePortfolio by selecting 'shared' at the bottom of the form before saving it. You can keep reflections private by choosing not to share them.

Is it compulsory to record careers' advice?

No, although as with keeping reflective logs, recording careers' advice is encouraged as it would be beneficial during appraisal meetings and when planning your professional development.

Appraisal

Who is responsible for recording appraisal forms?

Appraisals can be written by either the trainee or the supervisor – we suggest that the appraisal forms should be written in draft by the trainee and then checked and finally saved by the supervisor.

Can I edit an appraisal form?

You can edit it while it is in draft, however, once the final save has been made it cannot be changed.

Someone I want to fill in an assessment or MSF form does not have an e-mail address – what should I do?

You can still create an assessment ticket for them and print out the page of details for them, which they can enter as long as they have web access.

Alternatively, for an MSF you might ask them to complete a paper copy and give it to your supervisor to enter for them (please check with your supervisor first).
Other assessments can also be completed on paper and given to you to enter into your own portfolio.

Why can't I enter the End of Attachment Appraisal?

Only supervisors can do this. The "red cross" icon denotes something that the user (in this case the trainee) could look at if it had been completed but cannot add themselves.