



Royal College of
General Practitioners

THE *e*PORTFOLIO FOR nMRCGP
A Guide to the new reviews for
Educational Supervisors.

Educational Supervisor guide to the new Review Functions.

There have been a number of changes to the Review functionality for the ePortfolio that you need to be aware of. These increase its usability and allow for it to be used for ARCP signoff and final signoff for CCT. It is important that you are aware of these changes and what is now required.

You still create the review the same way. However now there are more fields that you need to complete.

You still enter the date and type of review and where it occurred and the post it was under. We have re-labelled the date field “End of review period”. This can be set as the review date if all assessments are submitted already, or when the review period will end. If you are doing the review before the end of the period, please note the date the review occurred in Notes.

The first change is that you get the option to comment on the Curriculum Coverage of the trainee. Through their learning log, the trainee should be showing they are covering the curriculum. This is your opportunity to comment on how they are doing, and identify areas for improvement.

After the review has taken place :

Curriculum Coverage Comments	
Has the coverage of the curriculum to date been satisfactory?	Yes it has
On which areas of the curriculum does the trainee now need to focus their attention?	The remaining areas

The next section is another change. Here you comment directly on the trainee's Skills Log. This is you keeping track of their DOPS coverage. The trainee needs to have completed the 8 Mandatory DOPS by the end of their training. You can note how they are progressing and advise the trainee what areas to work on.

Skills Log Comments	
Has the coverage of the skills to date been satisfactory?	Yes it has
On which skills does the trainee now need to focus their attention?	Still outstanding 2 Mandatory DOPS

Then you have the recommendation and feedback sections. These haven't changed, though your trainee and Deanery will now be able to see the review you enter, so it is more useful.

Recommendation of educational supervisor	Satisfactory progress
Comments	Happy with their Work
Feedback on areas for further development	Clinical Skills
Agreed Learning Plan	Do more OOH

Near the bottom you have an option for Marking OOH and CPR complete. These should only be looked at for the **FINAL REVIEW**. There is a process in the system for checking off the trainee's CPR certificate. This option will tick automatically if this has been set. However it is possible that this process might not have worked correctly for you. This gives you the option on the final review to mark this as achieved.

CPR And Out of Hours	
Holds valid CPR and AED Certificate?	<input checked="" type="checkbox"/>
Has met Out of Hours requirements?	<input checked="" type="checkbox"/>
Only for final Review	

All trainees are required to have a number of Out of Hours (OOH) sessions to complete their training. These are done in their ST3 year, but may be supplemented in ST1 or ST2 on a pro-rata basis. You should check with your Deanery on the specifics of your trainee's requirements. For the Final Review only, you should check your trainee has met these and you are satisfied with them. If you are, then you can tick this and it will mark them as complete for the trainee. It is possible your trainee will not have quite completed these by their Final Panel. If this is the case, you can still mark this off, but only if you have agreed with them that they will complete their requirement. If they still have OOH to complete, you should ensure they enter these as future Learning Log entries.

Both of these are required for the final ARCP signoff by your Deanery, so it is important that for the Final Review these are marked off.

The dates at the bottom of the screen have now been adjusted to allow you to enter dates. These should be the dates since the last review and the review date. Previously these were generated and didn't display correctly.

I confirm this is an accurate description/summary of this trainee's learning portfolio, covering the time period from	
<input type="text" value="01/05/2007"/>	<input type="text" value="30/04/2008"/>

Finally you have the save options and there are now two choices. "Save" acts just as it has previously. It saves the review, but you can go back in and edit it whenever you need to. This is useful as the current review date has to be set to release MSF and PSQ results to trainees, or if you think you may need to adjust the review date to allow for late evidence.

There is also a "Complete & Submit" option. When you click on this, you are signing off this review as complete. This will send a message to the trainee that they have a review pending for them to accept. They will read this review and then agree to it. Once they have accepted the review it can no longer be edited.

All reviews already in the system prior to this version will be set as saved, but not yet complete. For reviews that happened in Jan/Feb, you will need to go and edit those reviews and mark them as complete. The trainee will need to accept these as well.

Once the review is submitted, it goes to the trainee for acceptance. They then sign off they have seen their review. It is at this point it goes to the panel to view. The panel will not see it until the trainee has signed it off.

The Panel Chair is able to view all the Trainees that have been passed through the Panel. They are able to sign these reviews off as complete. This can be done at a later stage if needed.

After the Final ARCP, the following are required for the Panel Chair to sign off the document:

- CSA passed
- AKT passed
- CPR/AED valid certificate
- OOH complete
- Satisfactory final review.
- Candidate is Article 10 not Article 11.

CPR and OOH should be marked as part of the final review.

CSA and AKT will show up on the final ARCP, but do not need to be completed before the Ed Sup completes the final review. Therefore the review and panel can be done before the Trainee has their results, but the signoff will have to wait for them.

Once the final ARCP has been signed off, this will show under Progress to Certification. You will see it at the bottom of your Trainee Summary Screen.

Progress to Certification			
Target	Progress	Achieved	
AKT	No results	-	
CSA	No results	-	
Holds valid CPR and AED Certificate	Not met	X	
Has met Out of Hours Session requirements	Met	✓	
Reviews	Most recent: 24 month		🔍
ARCPs	Most recent: ST2		🔍

If you click on the magnifying glass next to ARCPs, you will be able to view the completed form in pdf format.

The trainee will see everything as complete and will be able to apply for CCT. This will timestamp their Application and Certification will be working off the timestamps as far as order goes. **The trainee accepting their final ARCP will not complete the application for CCT process. Please make sure your trainee is aware of this.**

Article 11 trainees will still need their ARCP signed off by the Deanery Panel. They are not able to complete apply for CCT electronically. They need to manually print off the ARCP form and send it to PMETB.

FAQ's

Q: What if we had to put placeholder reviews in due to problems saving? Do we have to mark all these extra reviews as complete?

A: No. You should leave these reviews as is. Otherwise they will show up on the ARCP for the trainees.

Q: My trainee has a review from Jan/Feb that they are asking me to submit, but I didn't do this with them. Should I mark it as complete?

A: Yes. These reviews are required as part of the ARCP. Only a completed review will show on this. At the last round of reviews we didn't have this option. So if they have an older review that needs to be submitted but you were not Educational Supervisor at the time, please can you enter the person who completed it in the Notes section and then submit it.

Q: I have Completed and Submitted my review but made a mistake, can this be undone?

A: You can still edit the review until the trainee accepts it. Once this has been done, the review goes in to view only mode and can't be edited.

Q: What if my trainee needs additional Reviews?

A: You should seek guidance from your Deanery, but you would likely have to use the Additional ST review for the year they are in.

Q: I have a Part-Time Trainee. What reviews should I use for them?

A: We have introduced several new reviews for Part-Time Trainees. You should use the most appropriate one for them at this stage of their training.