



ePortfolio Version 4 - What's Changed for Trainers/ Supervisors

The biggest change to the ePortfolio for version 4.0 is the new review structure. You should ensure that you have read the Review Update document and are familiar with it. For reference it can be found here:

<http://www.rcgp-curriculum.org.uk/pdf/ePortfolio%20Review%20Update%20for%20Trainers.pdf>

This document concentrates on the other changes to the ePortfolio, as follows:

Data Protection Statement

While not a new item for Version 4.0, you are now able to view the Data Protection Statement within the ePortfolio to see how you may use your Trainee's data for appraisal, CPD and revalidation purposes. It should be noted that the information should only be stored for up to 5 years. After this period the information should be destroyed. This also applies to the download section mentioned later in this document.

Remember Last Login

For those of you with more than one role (eg, Trainer and Educational Supervisor), the ePortfolio will now remember what role you last logged out as and will automatically revert to this role when you next log back in. This should result in less need to use the 'switch roles' function if you find you use one role more than the others.

Posts

Trainees can now have up to 5 trainers/clinical supervisors assigned to them per post. This is to allow the system to be more flexible when it comes to innovative or combined posts, and will also help in practices where there may be more than one trainer. You will see the list of Trainers attached to a Trainee when you click on the Posts link. However, only one Educational Supervisor can be assigned to a Trainee at any point in time.

Posts							
Post	Dates	Forms					
		MSF	miniCEX	DOPS	CbD	COT	CSR PSQ
ST1 / Z RCGP Test Location 1 /	01/08/2008-01/02/2009	X	✖	🔍	🔍	🔍	✖
Educational Supervisor: Mr Mike Ravine [] Trainer(s): Mr Chirag Kothari [] Mr Mike Ravine [] Mr GP Trainer4 [nmrcgp@rcgp.org.uk] Dr GP Trainer9 [trainer9@rcgp.org.uk] Mrs Michele Yuen []							
Post	Dates	Forms					
		MSF	miniCEX	DOPS	CbD	COT	CSR PSQ
ST1 / Z RCGP Test Location 1 /	02/02/2009-02/03/2009	🔍	✖	✖	✖	✖	✖
Educational Supervisor: Mr Mike Ravine [] Trainer(s): Dr Jill Edwards [mravine@gmail.com] Dr Austin Powers [austin.powers@hotmail.com] Mr Mike Ravine [] Dr GP Trainer9 [trainer9@rcgp.org.uk] Mrs Michele Yuen []							

Learning Log

Previously labelled “Shared Log” the Trainee “Learning Log” now appears in your side menu. There are a few changes worth noting here:

- The summary screen for learning log entries now has an extra column, indicating those entries that have had a comment made on them. This should help identify new logs with comments in them. We hope to make further improvements to this in the future.
- Comments you make on a Trainee’s learning log entry will now have your name and date attached to them. This should improve dialogue with Trainees on learning log entries. This will only affect comments made after the update. It is also now possible to have multiple comments added to a learning log entry.

Lecture/Seminar	
Add/Edit Comment Validate evidence Marked as Read	
Current Selections	
<ul style="list-style-type: none"> • Professional Competences 7 Primary care admin and IMT • Professional Competences 9 Community orientation 	
Date	20/07/2009
What was the subject and aims of the lecture/seminar	Basic Life Support Training Recognition and Treatment of Anaphylaxis 1. To be competent in providing basic life support 2. To learn about airway adjuncts in basic life support 3. To be able to recognise and immediately manage to patient with anaphylaxis
What did you learn?	I learnt the current BLS protocol and how to use basic airway adjuncts to optimise the management of the patient with respiratory/ cardiac arrest. I refreshed my knowledge of the management of anaphylaxis.
What will you do differently in future?	I will be more confident in my skills to manage to patient in cardio-respiratory arrest before further assistance arrives.
What further learning needs did you identify?	I would like to refresh my knowledge of advanced life support and review the current guidelines for resuscitation using ALS.
How and when will you address these?	I will be attending an ALS course in November 2009
Shared?	Yes
Record created	21/08/2008 16:35:27
Supervisor/Trainer Comment	[08/07/2009 14:24:55] Dr Mark Trainee (GP Trainee) I have booked myself into this course already [08/07/2009 13:32:05] Mr Mike Ravine (Educational Supervisor) This will be a good direction to follow. Please ensure you do complete the course.

- Trainees are also able to add comments to their learning log entries. You will see these in the same comments field but with their names next to them. This is so you and the trainee can develop a dialogue about entries where you feel this is appropriate. When you mark an entry as read, it no longer locks it for the Trainee.
- You no longer need to mark an entry as read for the Trainee to enable them to send an entry to the PDP. They can now do this independently.
- There will no longer be any prompts for learning log entries to satisfy CCT requirements when you mark it as read. This will be done solely through the review system.

- Validate again Competence has been renamed “Validate Evidence”. The mouse over “pop up” has been changed to better reflect the process. A detailed explanation of the change can be found here:
- The Validate against Competence entry in the learning log entry section of the e-portfolio has been revised and reworded. It is now called Validate Evidence. The reason for this is that there has been some confusion as to the purpose and implications of validation.
- It was always intended that supervisors validating a log entry are not making an assessment of competence in that area. Instead, they are confirming that the evidence presented is of good enough quality for others to use in assessing performance, i.e. that the evidence relates to the chosen competency area and shows meaningful reflection.
- We would not wish to be prescriptive about the nature of the Trainee’s entry but a useful guide is to ensure that entries identify learning points rather than just present a descriptive account of events or clinical encounters.
- Learning points do not always need to be developmental. For example if a case managed well is described and the reflection highlights the strengths of management, with learning points that a similar case should be managed the same way, this is acceptable.

Lecture/Seminar

[Add/Edit Comment](#) | [Validate evidence](#) | [Marked as Read](#) |

Current Selections

- Professional Competence
- Professional Competence

In validating evidence, the supervisor is confirming that the evidence is of good enough quality for others to use in making assessments of performance, i.e. that it relates to the chosen competency area and shows meaningful reflection. Validation does not imply that competency has been achieved.

Educators’ Notes

A new section appears within the ePortfolio called Educators’ Notes. This section allows for Trainers, clinical supervisors, educational supervisors and Deanery assessment leads/administrators to enter comments in the Trainee’s ePortfolio. This could include a note about interim meetings that don’t fit easily anywhere else or additional information you feel is important that you can’t enter anywhere else. Each entry will be date stamped, with the name of the person who entered it and a subject field. Trainees will be able to view everything that is entered in this section, but will only be able to respond to it through their learning log. It will also be available to the ARCP Panels.

Personal Details

Data Protection Statement

Messages (0)

Switch Roles:

Educational Supervisor

Select Trainee

Mark Trainee

Summary

Learning Log

PDP

Evidence

Posts

[Educators’ Notes](#)

Reviews

Curriculum Coverage

Skills Log

Trainee Self rating

View evidence

Record ratings

Finish Review

Curriculum

Educators’ Notes

Subject:

New note

(Maximum characters 1000)

Old notes

[08/07/2009 14:16:13] Mr Chirag Kothari (RegAdmin)
Can always do better
 We have been hearing particularly promising things about this trainee and will be following their progress with great interest.

[08/07/2009 14:14:56] Mr Mike Ravine (Educational Supervisor)
Doing Well
 Received a note of thanks from a patient praising the trainee on how they handled a particularly personal situation. They were nothing but professional in this instance.

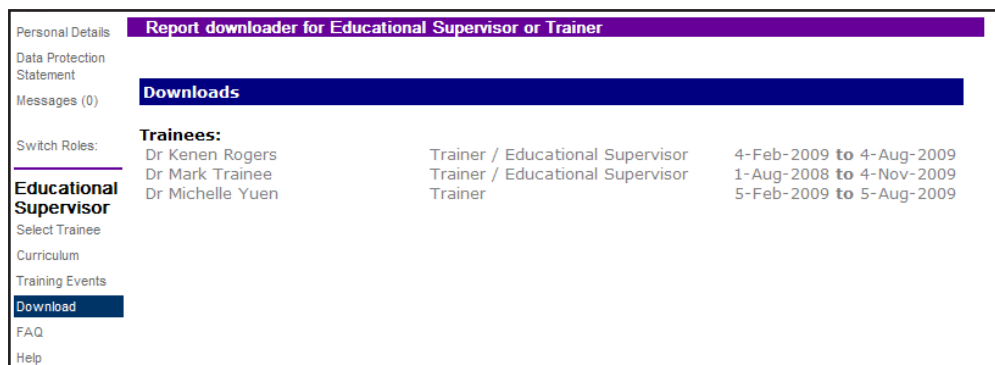
Reviews

Apart from the new review structure, the Review will now also include a section for you to comment on the Quality of Evidence presented. This is a compulsory section, much like the comments you make on the Curriculum Coverage and the Skills Log. It is important to remember that while Trainers can view reviews under the new version, they can no longer create reviews. These can now only be completed by Educational Supervisors. We hope that this change along with the remembering last login change, will remove some of the confusion about roles when completing reviews. As a result of this change, Trainers will now see a smaller range of menu items after selecting a Trainee.

Downloads

We have included a new section where you will be able to download and print off sections of your Trainees' ePortfolio. All pages within the ePortfolio can be printed off individually and there is a Printer Friendly Version link at the bottom of each page that gives you the page without the sidebar. However, the aim of the Download section is to provide options to print or download some of the bigger items for your own records.

When you click on the Downloads link you are presented with a list of trainees that you have supervised within the last 5 years. Regardless of whether you were their Trainer or Educational Supervisor, you will see them listed under both roles.



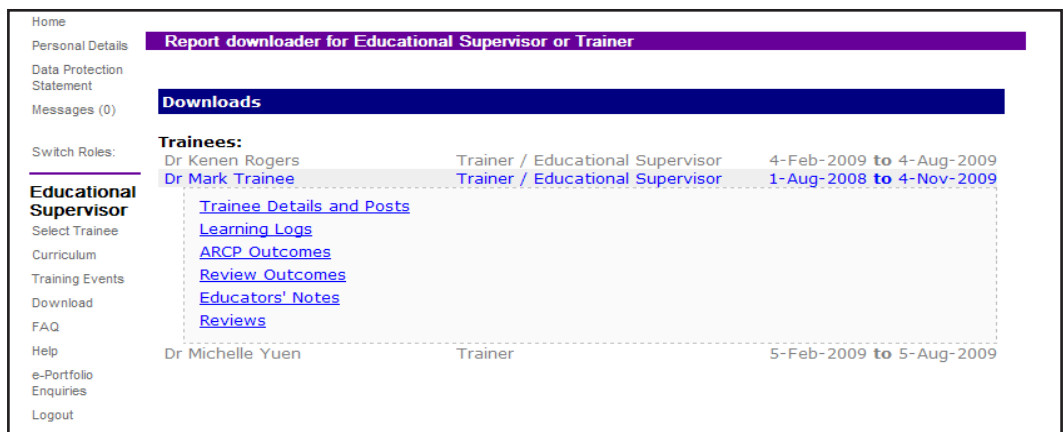
Report downloader for Educational Supervisor or Trainer			
Downloads			
Trainees:			
Dr Kenen Rogers	Trainer / Educational Supervisor	4-Feb-2009 to 4-Aug-2009	
Dr Mark Trainee	Trainer / Educational Supervisor	1-Aug-2008 to 4-Nov-2009	
Dr Michelle Yuen	Trainer	5-Feb-2009 to 5-Aug-2009	

Clicking on a Trainee's name will give you a list of report options. The initial report offerings are listed below:

- Trainee Details and Posts - Trainee Name and GMC numbers along with all the posts that they have undertaken
- Learning Logs – You will get a list of all learning logs you have commented on since the new system went live. You will be able to print or save each one individually, with all comments. Please note you will not have the option to save learning log entries from here that you commented on from before version 4.0 as we were not tracking comment maker details then.

- ARCP Outcomes – A list of all ARCP outcomes for the Trainee. If the ARCP is complete and the trainee has accepted it, you will get a link in this report to the ARCP form itself.
- Review Outcomes – A list of all the Trainees reviews and the Educational Supervisor recommendation that was made.
- Reviews – For the Trainees that you completed a review for, you will see this option. This will present to you the 4 page review the trainee and panel sees. This combines your comments with the respective parts of the ePortfolio.

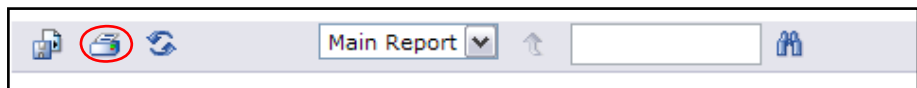
These can be saved in a variety of formats including PDF and Word formats.



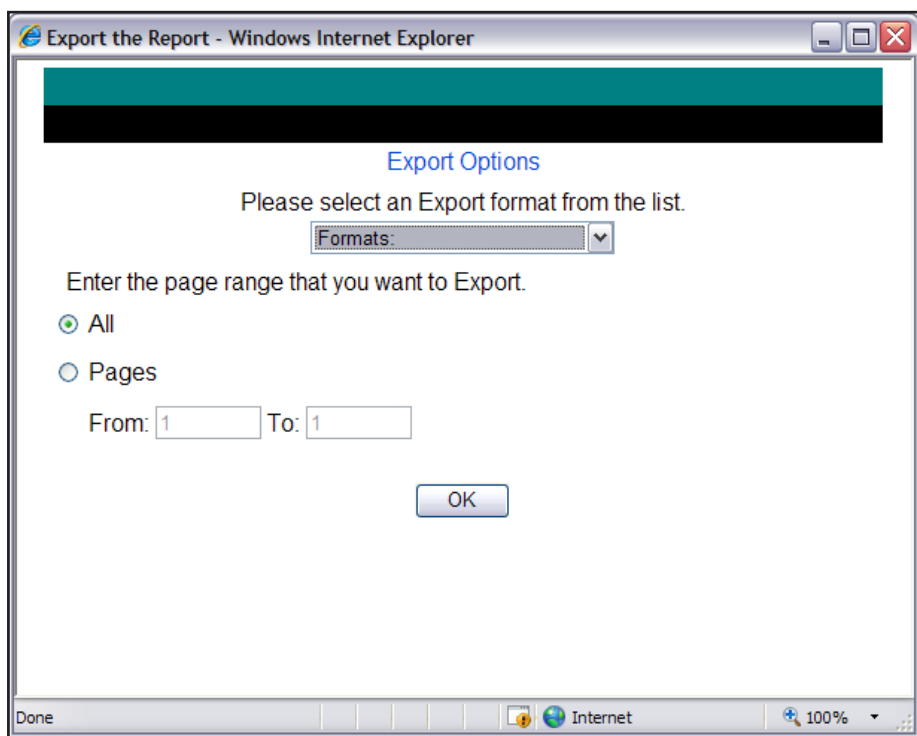
We hope to expand on these at a later date.

Using the Download Section

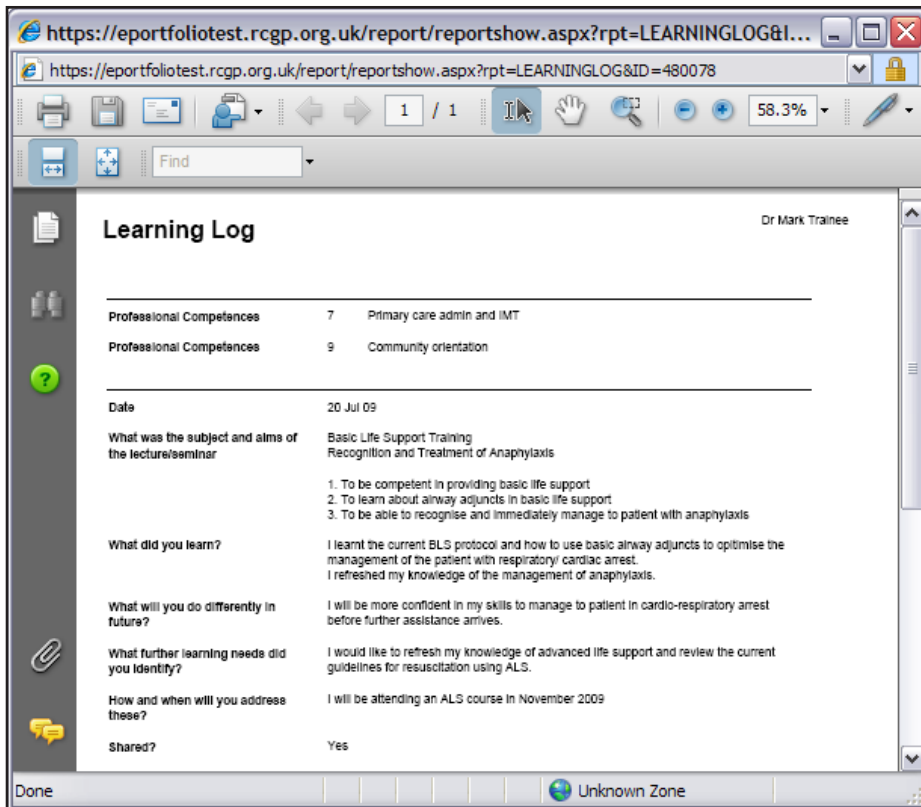
If you want to print out a report, click on the print icon.



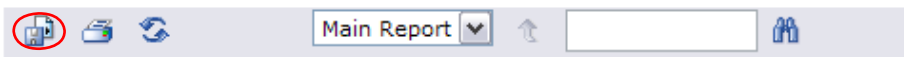
This will open a new window with options.



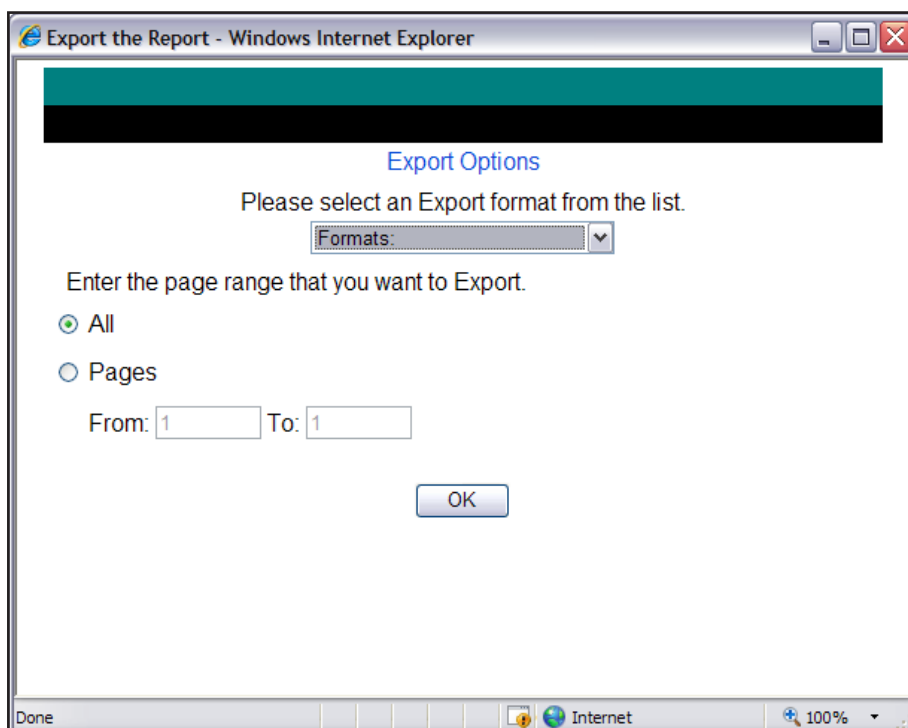
Clicking OK takes you to a new window where you can print the report. (The layout may vary on different browsers) Click the print button here to print the report.



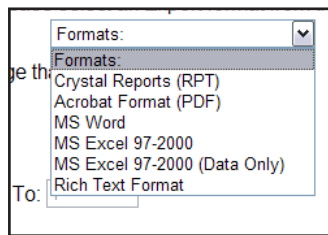
The other main option that you have is exporting. Click on the Floppy Disc icon to begin the export process.



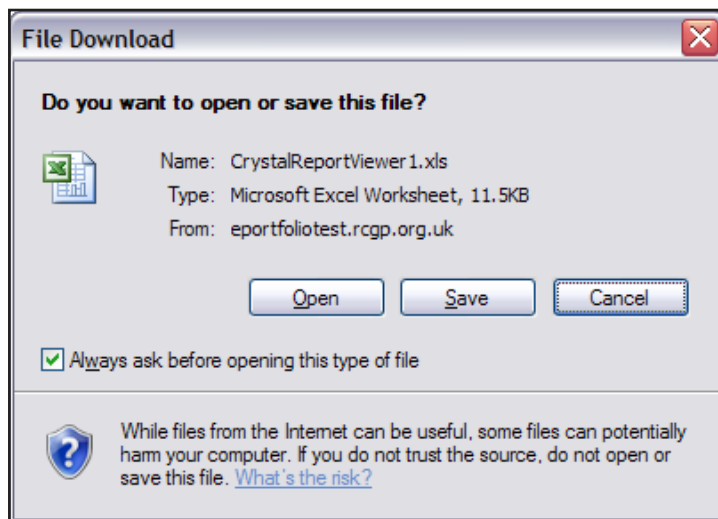
This will open the export window where you can select the format you want to use.



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



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



These are the main changes to the ePortfolio for Trainers and Educational/Clinical Supervisors, the Trainers manual will be updated in due course to reflect these changes, and includes full details of all aspects of using the ePortfolio.