



Royal College of
General Practitioners

THE *e*PORTFOLIO FOR nMRCGP

A GUIDE FOR TRAINEES

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LOGIN AND HOME PAGE

This manual gives an introduction to trainees on how to use the functions within ePortfolio. You will have been provided with a username and password and this should be entered into the login screen shown below.

Username:

Password:

[Forgotten Password?](#)

Username and Password boxes are both case sensitive

You can complete certain [Assessment Forms](#) without logging in.

The Forgotten Password option allows you to enter an email address to retrieve a password. Please note, this function will only work if an email address has been provided in the profile in ePortfolio. If an email has not been provided in your ePortfolio account, then please contact the system administrator.

Once you have logged into ePortfolio, you will be on the home page which is entitled '**Welcome Page**'. The column on the left allows you to navigate through the system that has been tailored for your access level.

Dr GP TraineeA

- Home
- Personal Details
- Messages (0)

RCGP Royal College of General Practitioners

Dr GP TraineeA Home

Home

Welcome Page

Messages (0)

You can [download](#) and [print/save](#) a copy of your entire portfolio.

Your Educational Supervisor is **Mr Ed Super1**
Your Trainer is **Mr GP Trainer4**
Your Clinical Supervisor is **Dr Clinical CSuper1**

Please check you have [signed all](#) the necessary declarations and agreements.

Main Menu

- nMRCGP
 - [General Information](#)
 - [Learning Log](#)
 - [Personal Development Plan](#)
 - [Applied Knowledge Test](#)
 - [Clinical Skills Assessment](#)
 - [Workplace-Based Assessment Information](#)
 - [Progress to Certification](#)
 - [Reviews](#)
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- Curriculum Documents
 - [Being a GP](#)
 - [Competency Areas](#)
 - [RCGP Curriculum](#)
- Useful Links
 - [RCGP Curriculum Website](#)
 - [External Resources](#)
 - [eLearning Links to be confirmed on Thursday](#)
 - [Podcasts to be confirmed on Thursday](#)
 - [RCGP Homepage](#)
 - [Courses](#)

In the next few pages we will look into personal details and emailing through ePortfolio.

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 declarations also needs countersigning by your Educational Supervisor. From the home page, click on 'Declarations and Agreements' to open the window shown.

Declarations for GP TraineeC

Note: This page now displays declarations signed during the current post only.

Type	Sign by	Signed	Countersigned
Probity: Professional Obligations	Trainee	Not signed	Not Required
Probity: Convictions and disciplinary actions	Trainee	Not signed	Not Required
Health: Professional Obligations	Trainee	Not signed	Not Required
Health: Regulatory and voluntary proceedings	Trainee	Not signed	Not Required
Educational Contract	Trainee	Not signed	waiting for signature

1. To sign the declaration, select the one you wish to sign by clicking where it says 'Not Signed'.
2. A new screen will show the declaration.

Declaration

Probity: Professional Obligations

I accept the professional obligations placed upon me in paragraphs 48 to 58 of Good Medical Practice (See GMC Website or Appendix 2)

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

3. To sign the agreement, click the agreement text 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.

Declarations for GP TraineeC

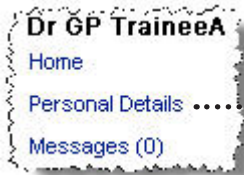
Note: This page now displays declarations signed during the current post only.

Type	Sign by	Signed	Countersigned
Probity: Professional Obligations	Trainee	06/08/2007 16:46:27	Not Required
Probity: Convictions and disciplinary actions	Trainee	Not signed	Not Required
Health: Professional Obligations	Trainee	Not signed	Not Required
Health: Regulatory and voluntary proceedings	Trainee	Not signed	Not Required
Educational Contract	Trainee	Not signed	waiting for signature

PERSONAL DETAILS

The personal details section contains information such as address, email, phone numbers and login details. 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. You can edit your ePortfolio login password here.



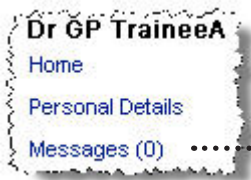
Boxes which are greyed out in Part 1 or Part 2 are not available for editing by this user. Details may need to be edited on the RCGP Membership site or by the system administrator.

The screenshot shows the 'Personal Details' page. At the top is a purple header with the text 'Personal Details'. Below this is a light blue box titled 'Personal Profile' with the text: 'You cannot edit your personal details here - please make any changes in the RCGP Membership site. You can update the following: Password'. To the left is a 'Roles' section with a table containing 'Trainee'. Below that, it says 'No Trainee Absences Recorded'. On the right, there are two sections: 'PART 1 - PERSONAL DETAILS' and 'PART 2 - PERSONAL DETAILS'. 'PART 1' contains fields for Name (Dr GP TraineeA), GMC Number (abcdefg), Department, Work Telephone, Personal Email (nmrcgp@rcgp.org.uk), Username (traineea), and a password change section with fields for 'Change Password: Enter Original', 'New Password', and 'Confirm Password', followed by a 'Save' button. 'PART 2' contains fields for Address 1, Town/City, Postcode, and Country. Dotted lines connect the 'Personal Details' menu item to the 'PART 1' section and the 'Save' button to the explanatory text below.

Changes to your password are made here by inputting the original password, selecting a new one and then clicking on 'Save Password'.

MESSAGING SYSTEM

The Messages section allows you to send and receive emails to other ePortfolio users for easy communication. Email addresses are listed by Person, Area or Role.



You can read your current messages in this window. The toolbar on the left will show if there are any new messages in your inbox.

Messages can be deleted by marking them for deletion then clicking on 'Delete Selected'.

Messages for Dr GP TraineeA

Inbox Compose Address Book Sent Items Drafts

INBOX Date Order: - Desc - View Number of Messages: - 10 -

Status	From	Subject	Date	Delete
	Mr Neil McManus	test, Support ID: 3889	06/08/2007	<input type="checkbox"/>
	Mr Neil McManus	Does this work, Support ID: 3886	22/07/2007	<input type="checkbox"/>
	Dr GP TraineeB	Message to 5 Trainees	22/07/2007	<input type="checkbox"/>

Messages 1 To 3 Of 3 Delete Selected

INBOX (RECEIVING MESSAGES)

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

Messages for Mr Reg Admin1

Inbox Compose Address Book Sent Items Drafts

From: Dr GP TraineeA
To: Mr Reg Admin1
Date: 17/07/2007 at 13:51:45
Sent:
Subject: RE: This is test to send to ALL using the book

Message: I got your message.

-----Original Message-----

From: Mr Reg Admin1
To: Dr GP TraineeA
Subject: This is test to send to ALL using the book
Date Sent: 17/07/2007 at 13:19:21
Message: This works doesnt it!

Reply Delete Close Print

Once you have read the email you can choose whether to reply, delete, print or close the current message that you are viewing.

COMPOSE (SENDING MESSAGES)

You can send messages to all other users of the ePortfolio system.

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.

There are two options for selecting the recipient of the message. You can search by person or by area (trainees only).

The screenshot shows the 'Messages for Dr GP TraineeA' interface. At the top, there are navigation buttons: Inbox, Compose, Address Book, Sent Items, and Drafts. Below this, there are two main sections:

- Select an Option:** This section contains two options: 'Search for a Person' and 'List Trainees by Area'. Each option has a corresponding link: 'Search for a Person' and 'List Trainees by Area'.
- Messaging:** This section contains a 'Terms and Conditions' box with the following text: '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.'

Below the main interface, two search forms are shown:

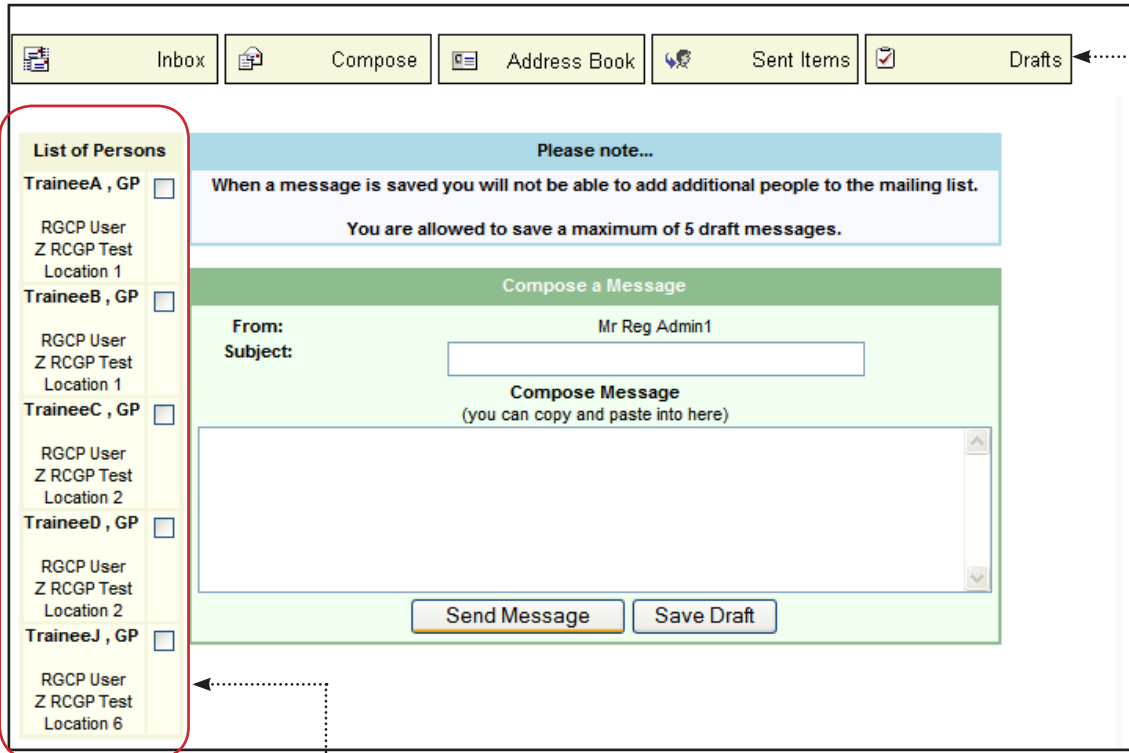
- Search for a Person:** This form has a text input field for 'Please enter Person's surname:', a dropdown menu for 'Please select a role:' (currently set to 'Any Role'), and a 'Search' button.
- Select trainees based on Area:** This form has a table for selecting trainees. The table has two columns: a number (1, 2) and a dropdown menu. The first row shows '1.' and 'All Unselected'. The second row shows '2.' and 'Maternity'. Below the table is a 'Continue >>' button.

Dotted arrows indicate the flow from the 'Search for a Person' and 'List Trainees by Area' options in the main interface to their respective search forms.

To search for a person, enter their surname and their role type within ePortfolio from the drop down box, then click search. If you are unsure of the full surname or spelling of the surname then you can use the wild card function; wild card symbol is the percentage symbol (%). This can be placed anywhere within the surname box.

Trainees can be searched on by area also. Use the drop down box to choose an area, then click 'Continue'. This will then pick up all the trainees within the area you specified.

After selecting the surname or area in the above boxes, you will be able to start composing your messages. You can choose whether the email is sent now or whether the email should be saved for sending later (Drafts).

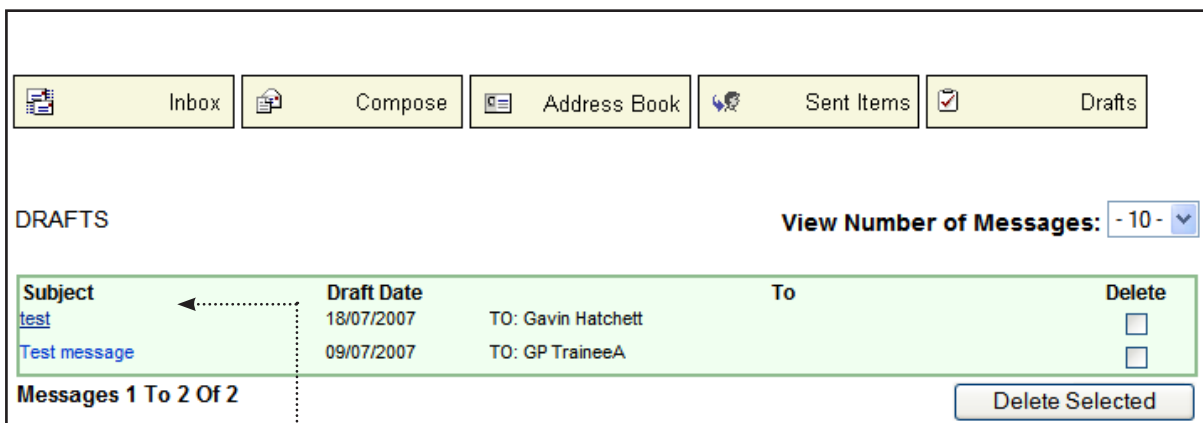


Select here which persons you want the message to go to. Then click 'Send Message' or 'Save Draft'.

If you chose to save draft, it can be viewed by clicking on 'Drafts'.

DRAFTS

Saved messages are shown here for the user to send them later. Please note, once a message has been saved, you will not be able to add additional people to the mailing list. You are allowed a maximum of 5 draft messages.



To send a saved message, select it from area shown and the email will reopen. Then click send.

Delete any saved messages that you don't require here to make space for more draft messages.

ADDRESS BOOK

The address book allows you to view all the people currently on the system. You are also given the option to save them in your personal address book within ePortfolio. This is very useful if there are a few people that you contact regularly. When you first come to use the address book there will be no one listed under this section; you will need to go in and select those users you wish to see in your personal address book

Inbox Compose Address Book Sent Items Drafts

Search for a Person to add to your Personal Address Book

Please select a role:
Clinical Supervisor

Please select a hospital:
Z RCGP Test Region 1, Z RCGP Test Location 1

Search

Personal Address Book
No People have been added to your Personal Address Book.

Select the role and hospital of the person, then click 'Send'. The address book will then show which users you have selected.

Address Book

CSuper1 Dr, Clinical Add >>

Personal Address Book

People currently listed in your Personal Address Book	Delete
1. C Super1 Dr, Clinical Z RCGP Test Location 1 Roles within Eportfolio: <ul style="list-style-type: none">Clinical Supervisor	<input type="checkbox"/>

Delete

You can now populate your Personal address book by clicking 'Add'.

TRAINEE EDUCATIONAL ACTIVITIES

There are many educational activities for the 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 officials 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).

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

The information that you store in the learning log does not have to be shared with the trainers or supervisor. It is your choice whether you want them to see it.

Learning Log

Enter a new: [Clinical Encounter](#) | [Professional Conversation](#) | [Tutorial](#) | [Reading](#) | [Course/Certificate](#) | [Lecture/Seminar](#) | [Out Of Hours session](#) |

All recorded activities

[Clinical Encounters](#) | [Professional Conversations](#) | [Tutorials](#) | [Readings](#) | [Course/Certificates](#) | [Lecture/Seminars](#) | [Out Of Hours sessions](#) | [All](#) |

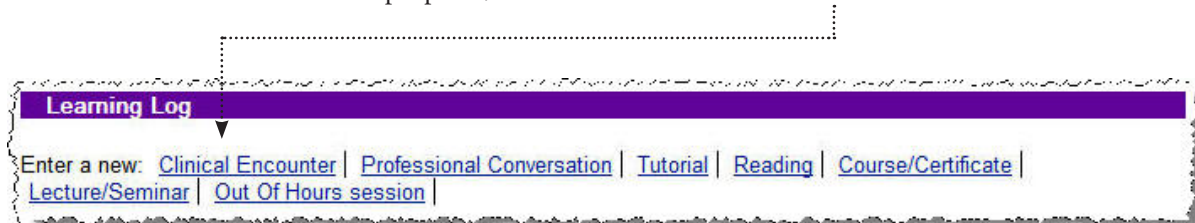
Filter

	Type	Event	Date	Shared	Read	
Q	Course/Certificate	How to take bp	20/07/2007	✓	✓	
Q	Lecture/Seminar	Insect bites in winter	19/07/2007	✓	X	
Q	Clinical Encounter	test	19/07/2007	✓	✓	
Q	Out Of Hours session	Just a test	19/07/2007	X	n/a	
Q	Tutorial	THis is a test	12/07/2007	✓	✓	
Q	Course/Certificate	How to use the ePortfolio	11/07/2007	X	n/a	
Q	Clinical Encounter	patient fell over	11/07/2007	✓	X	

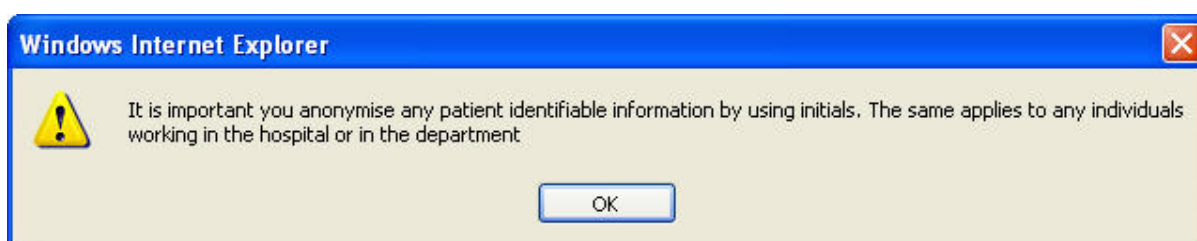
ADD NEW LEARNING LOG ENTRY

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

1. At the top of the screen under the section headed 'Learning Log' select the type of log you would like to create. For demonstration purposes, we will use 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.



3. Firstly, select which curriculum headings this clinical encounter would feature under. To select more than one, hold down the CTRL key and use the mouse to click on the headings you require.
4. Continue filling in the information as required. There is no word limit so you are able to provide as much information as you wish.
5. When you reach the bottom of the form, click on 'Save Event'.
6. Once you have saved the log, you will be presented with a summary of your log showing all the information.

A screenshot of a 'Clinical Encounter' summary form. The title bar is purple and labeled 'Clinical Encounter'. Below the title bar are several blue hyperlinks: 'Edit record', 'Share record', 'Delete', and 'Select Descriptors'. Underneath, there is a section titled 'Current Selections' with two bullet points: 'Curriculum Statement Headings 3.6 Research and Academic Activity' and 'Curriculum Statement Headings 4.1 Management in Primary Care'. The main part of the form is a table with the following rows:

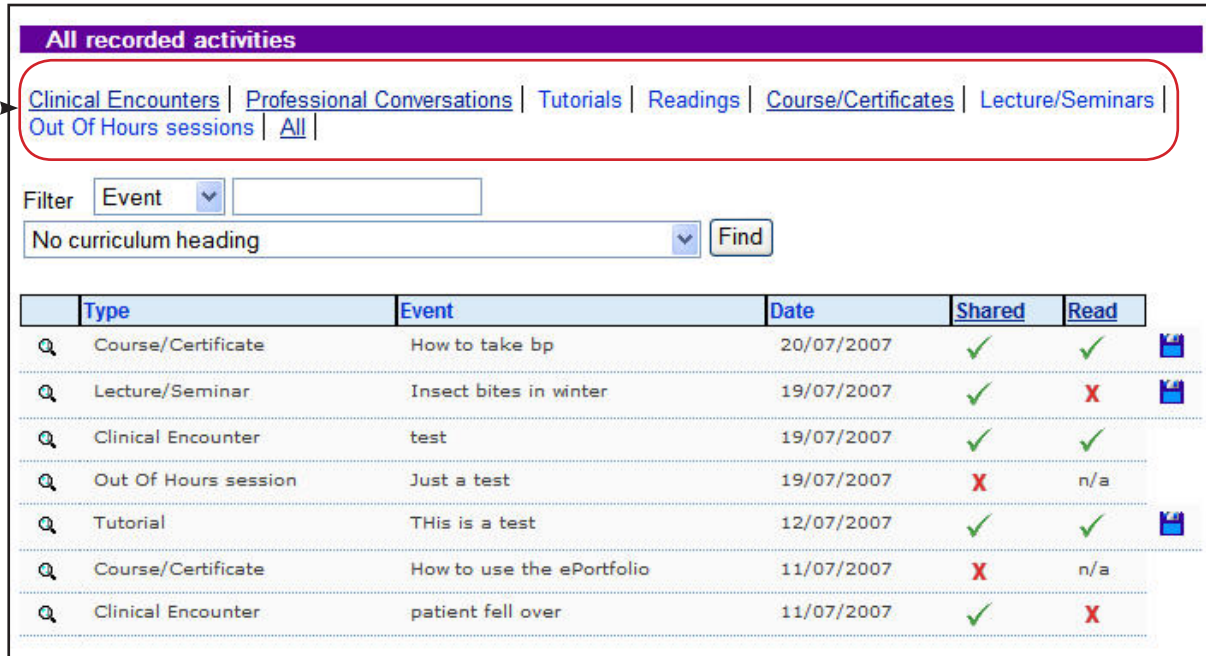
Date	13/08/2007
What happened?	learnt stuff
What, if anything, happened subsequently?	learnt i needed to learn more
What did you learn?	learnt that i don't know much about dermatology
What will you do differently in future?	go and study more about dermatology
What further learning needs did you identify?	dermatology course
How and when will you address these?	go on course
Shared? :	No
Record created	13/08/2007 15:27:01
Education Supervisor Comment	

Below the table, it says 'Storage used 34% of 10Mb'. At the bottom of the form, there is a section for 'Supporting Evidence' with an 'Attach file' button, a text input field, a 'Browse...' button, '(Max size 5Mb)', and an 'Upload file' button.

EDIT AN EXISTING LEARNING LOG ENTRY

If the learning log has already been created and you wish to make amendments to it, follow the steps below.

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 'All recorded activities' section with a navigation bar containing links for Clinical Encounters, Professional Conversations, Tutorials, Readings, Course/Certificates, Lecture/Seminars, Out Of Hours sessions, and All. Below this is a filter dropdown set to 'Event' and a search bar containing 'No curriculum heading' with a 'Find' button. A table lists several log entries with columns for Type, Event, Date, Shared, and Read status.

	Type	Event	Date	Shared	Read	
🔍	Course/Certificate	How to take bp	20/07/2007	✓	✓	📅
🔍	Lecture/Seminar	Insect bites in winter	19/07/2007	✓	✗	📅
🔍	Clinical Encounter	test	19/07/2007	✓	✓	
🔍	Out Of Hours session	Just a test	19/07/2007	✗	n/a	
🔍	Tutorial	THis is a test	12/07/2007	✓	✓	📅
🔍	Course/Certificate	How to use the ePortfolio	11/07/2007	✗	n/a	
🔍	Clinical Encounter	patient fell over	11/07/2007	✓	✗	

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 🔍 icon next to the entry.
4. The log will open up to display the contents of the log.
5. Click on 'Edit record' at the top of the screen

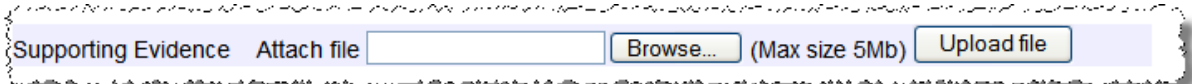
[Back to list](#) | [Edit record](#) | Validated | [Send to PDP](#) |

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

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. Under the section marked 'All recorded activities' you will see all the logs you have created.
3. When you have found the entry you wish to amend, click the  icon next to the entry.
4. The log will open up to display the contents of the log.
5. Scroll down to the bottom of the screen and you will see a 'Supporting Evidence' section.



6. Locate the file using the browse button and then click on upload. Please note, there is a 5Mb limit to the attachment.

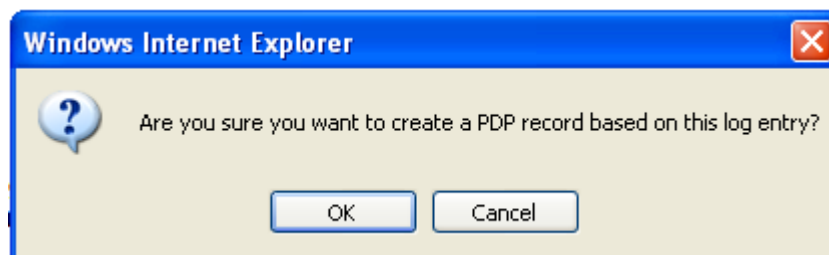
ADD LEARNING LOG ENTRY TO PDP

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 15.

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.
3. When you have found the entry you wish to amend, click the  icon next to the entry.
4. The log will open up to display the contents of the log.
5. Click on 'Send to PDP' at the top of the screen.




6. You will be asked to verify that you want to place the log in the PDP.



7. Complete the information in the PDP as required and click 'Save'.
8. The entry will now be added to your PDP.

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. By default it is not shared. To share a log entry follow the steps outlined below:

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.
3. When you have found the entry you wish to amend, click the  icon next to the entry.
4. The log will open up to display the contents of the log.
5. Click 'Share Record'.



[Back to list](#) | [Edit record](#) | [Share record](#) | [Delete](#) | [Select Descriptors](#) |

On viewing a shared entry the educational supervisor/trainer may add a comment. They may also choose to validate the entry as a piece of contributory evidence towards workplace assessment. In this case, the educational supervisor/trainer will also assign a professional competence area to the entry. Once this has been done, this particular entry is now locked and cannot be edited further.

PERSONAL DEVELOPMENT PLAN

Functions Available

- Add new PDP entry
- View and edit an existing PDP entry
- Attach evidence



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.

A historical record of all PDP entries that you have logged is also kept but when you first log in and view the PDP section, you will only see active entries. To view previous entries, click 'View All'

Personal Development Plan

Viewing active only [\[view all\]](#)

[Create New Entry](#)

Date	Learning Objectives	Action Plan	Time Scale	How will I know when objective is achieved?	Achieved	
05/07/2007 12:13:13	test	test	test	test	X	
19/07/2007	need to read about X (From Log entry)	get a book (From Log entry)			X	
25/07/2007 14:42:21	Learn about causes of chest pain	Search internet. Cuttings from journals Talk to my GP Trainer	10 days	GP Trainer to test me	X	
Create New						

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

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 'Create new entry'.
3. This will open up the entry for you to fill the information in.

The screenshot shows a web interface for adding a new PDP entry. At the top, there is a purple header bar with the text "Personal Development Plan". Below this is a blue link labeled "Return to PDP". The main content area is titled "Edit a PDP entry" in a dark blue header. Underneath, there is a section labeled "New Entry" which contains four text input fields, each with a label on the left and a vertical scrollbar on the right. The labels are "Learning Objectives", "Action Plan", "Time Scale", and "How will I know when it's achieved". Below these fields is a checkbox labeled "Has it been achieved?". At the bottom center of the form is a "Save" button. A dotted arrow points from the "Save" button down to the fourth step of the instructions.

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

VIEW AND EDIT AN EXISTING PDP AND ATTACH EVIDENCE

If you would like to amend a current PDP entry or maybe change its status to achieved, 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  icon for the entry.
3. This will open up the entry for you to edit the information.

Personal Development Plan

[Return to PDP](#)

Edit a PDP entry

Learning Objectives	Learn about causes of chest pain
Action Plan	Search internet. Cuttings from journals Talk to my GP Trainer
Time Scale	10 days
How will I know when it's achieved	GP Trainer to test me
Has it been achieved?	<input type="checkbox"/>

Storage used 30% of 10Mb

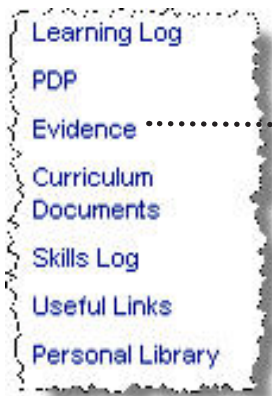
Supporting Evidence Attach file (Max size 5Mb)

4. If you would like to mark the entry as achieved, tick the box at the bottom of the entry. You can return to your achieved PDP entries at any time.
5. If you would like to attach supporting evidence, in the supporting evidence section, locate the file using the browse button and then click on upload. Please note, there is a 5Mb limit to the attachment.

EVIDENCE

Functions Available

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



In this section, the evidence that is collected by each of the WPBA tools is shown. These include:

- Case-based Discussion
- Consultation Observation Tool (in primary care)
- Direct Observation of Procedural Skills
- Clinical Evaluation Exercise (Mini-CEX) (in hospital posts)
- Clinical Supervisors Reports (in hospital posts)
- Multi-Source Feedback
- Patient Satisfaction Questionnaire (in primary care)

These are not pass or fail assessments; the evidence may be insufficient or inadequate particularly in the early stages of training. Your picture of competence can be built up as more evidence is fed into the system.

Review

Showing all forms

Summary MSF miniCEX DOPS CbD COT CSR PSQ

Progress to next Review

6 Month Review

Requirement	Completed	Minimum
3 x mini-CEX or COT	2	3
3 x CbD	3	3
DOPS	4	As appropriate
Clinical supervisors' reports (if in secondary care)	2	1
MSF (clinicians only)	2	1

[[Posts](#)]

Information here is updated by your trainers and supervisors. Recommendations for further development identified at the six-monthly staging reviews will automatically be added in as a PDP entry.

For more information on each of these WPBA tools please see:

http://www.rcgp.org.uk/the_gp_journey/nmrcgp/wpba_and_eportfolio.aspx

VIEW ASSESSMENT REQUIREMENTS

Here you can view information on your current assessments. There are two columns; 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.

Review Additional ST2 ▼

Forms submitted from 11/07/2007

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

Progress to next Review

Additional ST2

Requirement	Completed	Minimum
DOPS as appropriate	0	As appropriate
PSQ (if in primary care and not yet completed)	0	As appropriate
Clinical supervisors' reports (if in secondary care)	0	1
3 x mini-CEX or equivalent	0	3
3 x CbD	0	3

[[Posts](#)]

The information listed gives a summary of the number of assessments that the trainee has to complete or has completed in preparation for their next review. The review type can be amended through the drop down box located at the top of the screen; the options available in review type are shown below.

- All Reviews

 - 6 month
 - 12 month
 - 18 month
 - 24 month
 - 30 month
 - Final Review
 - Additional ST1
 - Additional ST2
 - Additional ST3
 - Final review after extended training

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, select by clicking 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.

Review Additional ST2 ▼

Forms submitted from 11/07/2007

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

DOPS

RCGP Direct Observation of Procedural Skills

No submissions

View a blank form [Preview, just for information](#)

Request an assessor completes a form [\(handout\)](#)

For next review: DOPS -

[[Posts](#)] ←

From this screen you can preview the evidence collected for the trainee.

To view information on other assessments, click here.

PREVIEW BLANK FORMS AND PRINT OFF HANDOUTS 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 'handout' button.

Forms submitted from 11/07/2007

Summary	MSF	miniCEX	DOPS	CbD	COT	CSR	PSQ
DOPS							
RCGP Direct Observation of Procedural Skills							
Submissions (4)				🔍			
View a blank form				Preview, just for information			
Request an assessor completes a form				(handout) ←			
For next review: DOPS				-			

In this case, a screen will be displayed entitled DOPs request. Complete the form using the instructions given.

DOPS Request	
Trainee	Dr GP TraineeA
GMC number	abcdefg
Instructions for Assessors	
<p>The above doctor requests that you complete their assessment form. This assessment is continuous throughout CMT 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.</p> <ol style="list-style-type: none"> 1. Go to: http://eportfolio.rcgp.org.uk/forms 2. Enter your name, designation and GMC or NMC number (where applicable, for verification purposes). 3. Enter the trainee name and GMC number. 4. Confirm the trainee's details, and select DOPS 5. By entering a GMC number and name against an assessment it will then be moved automatically to the appropriate e-portfolio for that trainee. 6. There will be random checking of submitted forms to verify that they were submitted by the stated assessor. 	

FUTURE POSTS INFORMATION

Location and dates of your future posts are also available.

1. Click 'Evidence' on the left hand menu.
2. At the bottom of the screen click on 'Posts'.

Review Additional ST2 ▼

Forms submitted from 11/07/2007

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

Progress to next Review

Additional ST2

Requirement	Completed	Minimum
DOPS as appropriate	4	As appropriate
PSQ (if in primary care and not yet completed)	1	As appropriate
Clinical supervisors' reports (if in secondary care)	2	1
3 x mini-CEX or equivalent	1	3
3 x Cbd	3	3

[\[Posts \]](#) ←

This will then open up to display the posts and locations for you.

Posts

Post	Location	Dates	Forms						
			MSF	miniCEX	DOPS	CbD	COT	CSR	PSQ
- 1	Z RCGP Test Location 1 Accident & Emergency	01/01/2007 - 29/08/2007	🔍	🔍	🔍	🔍	🔍	🔍	🔍
- 2	Z RCGP Test Location 2 Cardiology	01/09/2007 - 25/01/2008							

CURRICULUM DOCUMENTS

Functions Available

- View Curriculum Documents



This section is an information source for your curriculum documents and competence areas outlined for the workplace-based assessments.

To view the items, click on the title to open.

Curriculum views

Click on the title of the curriculum to see items.

Being a General Practitioner
Curriculum Statement Headings
Professional Competence Areas

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 rating is summarised here for each skill. When you click on the DOPS score, the DOPS form for that assessment will be shown.

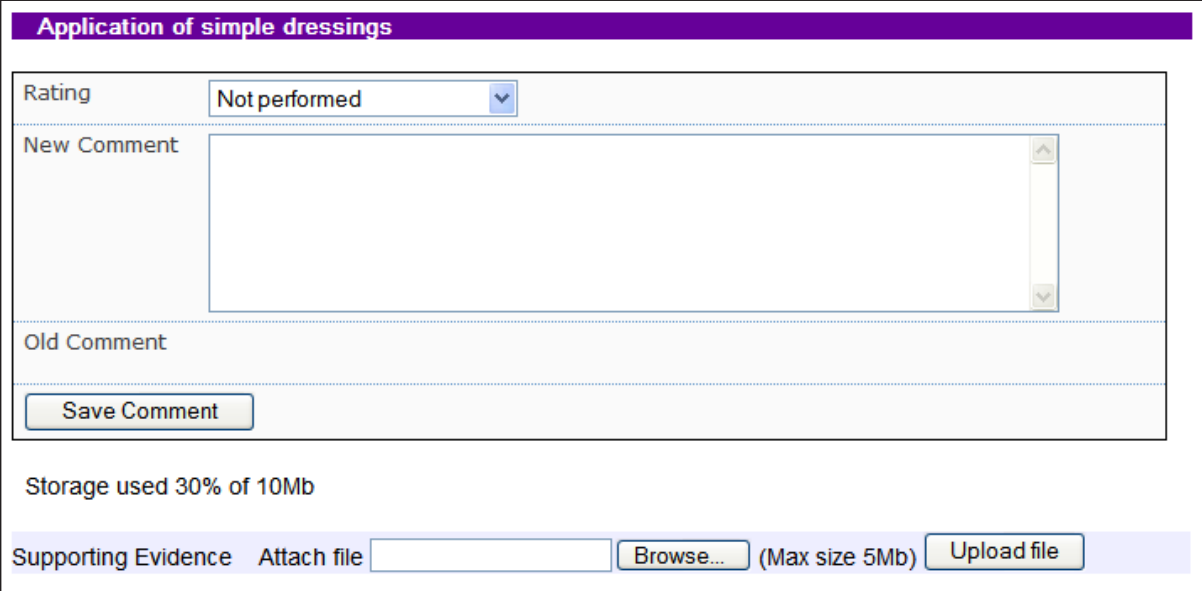
The mandatory, optional and foundation skills are split into sections for easier viewing.

Skills Log					
The following is a summary of your DOPS assessments.					
Skills Log	DOPS scores	Rating	Optional Comment	Dated	Edit
Mandatory Skills					
Breast examination	3	Performed supervised	Really good at this	20/07/2007	
Female genital examination		Trained in skills lab	Seemed OK. I was confident. Manikin seemed happy.	24/07/2007	
Male genital examination		Can perform unsupervised		22/07/2007	
Rectal examination	1	Not performed		22/07/2007	
Prostate examination		Performed supervised		22/07/2007	
Cervical cytology		Can perform unsupervised		22/07/2007	
Testing for blood glucose	5	Performed supervised	This was so easy. The little machine took blood when I pressed the button.	25/07/2007	
Application of simple dressings		Insufficient evidence			
Optional Skills					
Cryotherapy		Insufficient evidence			
Curettage/shave excision		Insufficient evidence			
Cauterisation		Insufficient evidence			
Incision and drainage of abscess		Insufficient evidence			
Aspiration of effusion		Insufficient evidence			
Excision of skin lesions		Insufficient evidence			
Proctoscopy		Insufficient evidence			
Joint and peri-articular injections		Insufficient evidence			
Hormone replacement implants of all types		Insufficient evidence			
Suturing of skin wound		Insufficient evidence			
Ability to take skin surface specimens for mycology		Insufficient evidence			
Foundation Skills					
Venepuncture		Performed supervised		22/07/2007	
Cannulation		Performed supervised		22/07/2007	
IV Infusions		Insufficient evidence			
ECG		Insufficient evidence			
SC Injection		Insufficient evidence			
ID Injection		Insufficient evidence			
IM Injection		Insufficient evidence			
IV Injection		Insufficient evidence			
Urethral Catheterisation		Insufficient evidence			
Local Anaesthetics		Insufficient evidence			X
Perform and interpret spirometry and peak flow		Insufficient evidence			

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 that you wish to place a comment for and click on the  icon.
3. Screen will refresh to show a screen similar to this.



Application of simple dressings

Rating: Not performed

New Comment

Old Comment

Save Comment

Storage used 30% of 10Mb

Supporting Evidence Attach file Browse... (Max size 5Mb) Upload file

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

PERSONAL LIBRARY

Functions Available

- View items in the personal library



Personal Library

All items of uploaded media, both linked and unlinked to log entries

Title	Options
10 steps to CCT.doc	(Log entry)
sphygamameter.jpg	(Skills Log)
countdown.swf	
Tech support in the middle-ages	
medical pics	
Michael diving.doc	(Log entry)
sphygamameter.jpg	(Log entry)
New group from Michael	
StereoPair_1280.jpg	(PDP)

Storage used 30% of 10Mb

Supporting Evidence Attach file (Max size 5Mb)

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 'supporting evidence' section at the bottom of the screen.

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

REVIEW PREPARATION

Functions Available

- View summary of preparation stages for your next review

Review Preparation

RCGP Curriculum Statement Headings	Number of linked Log entries
Curriculum Statement Headings	
2 The General Practice Consultation	1
3.1 Clinical Governance	2
3.2 Patient Safety	2
3.3 Ethics and Values Based Medicine	1
3.4 Promoting equality and valuing diversity	1
3.5 Evidence-based Practice	0
3.6 Research and Academic Activity	2
3.7 Teaching, Mentoring and Clinical Supervision	1

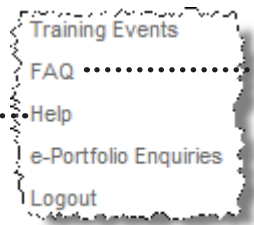
The review summary page gives you an overview for the stages required for review preparation and the preparation that you have already done is also listed here. The three stages for preparation are:

- **Review of curriculum coverage:** Against each curriculum statement heading you can view how many log entries you have submitted. When you click on each curriculum statement heading, you can open the associated logs.
- **Skills Log:** The full skills log is viewed here also for information on your DOPs assessments.
- **Professional Competences:** Your self assessments against the 12 competence areas are shown as well as your supervisor's rating from the previous review.

FREQUENTLY ASKED QUESTIONS (FAQs) AND HELP

Functions Available

- View FAQs
- View Help Files



To read any of the frequently asked questions, click on the item to display its contents.




Frequently asked questions

Other items:

- [Address or telephone number - how do I change personal details?](#)
- [Assessments - how do I get them completed?](#)
- [Assessments - how to I write one?](#)
- [Curriculum – what do I need to learn?](#)
- [Declarations and agreements - how do I sign them?](#)
- [Educational Supervisor and Trainer – how can I contact them?](#)
- [Educational Supervisor and Trainer – who are they?](#)
- [Help - how can I get help?](#)
- [Keeping parts of the ePortfolio private – which parts and how do I do this?](#)
- [OOH – how do I record Out of Hours?](#)
- [Password – how do I change this?](#)
- [PDP entry – how do I show that I no longer have this need?](#)
- [Personal Library – how I delete items](#)
- [Personal Library getting large – how do I organise it?](#)
- [Review Preparation – what am I expected to do?](#)
- [Sharing and validation – how and why?](#)
- [Skills Log and DOPs – what's the difference?](#)

e-Portfolio Help

Select the icon for the help media type which will appear in a new window.

- Assessment Guide
How to complete online assessments via www.eportfolioforms.com.
-  [PowerPoint](#)  [PDF](#)  [Animated GIF](#)

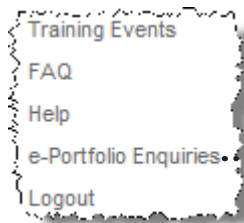
These help files refer to the various forms and documentation used across the UK. Please be aware of which forms and documentation apply to your deanery area before following the help instructions. For example, workplace assessment and significant event analysis are only used in Scotland.

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 can be answered using the FAQs.

Select current Support

You can also view [Completed Support](#).

[Create new enquiry](#)

Support ID	Title	Date Created	Status	Unread replies	Request Name	Support
3889	test	06/08/2007 12:20:00	Not Started	0	Dr GP TraineeA	Mr Neil McManus

On this screen you can view current and completed support logs. These can be sorted by date, name or status.

To view an enquiry that you have open, click on title to open the log.

Support Details

[< Return to list](#)

[Add reply to support response](#)

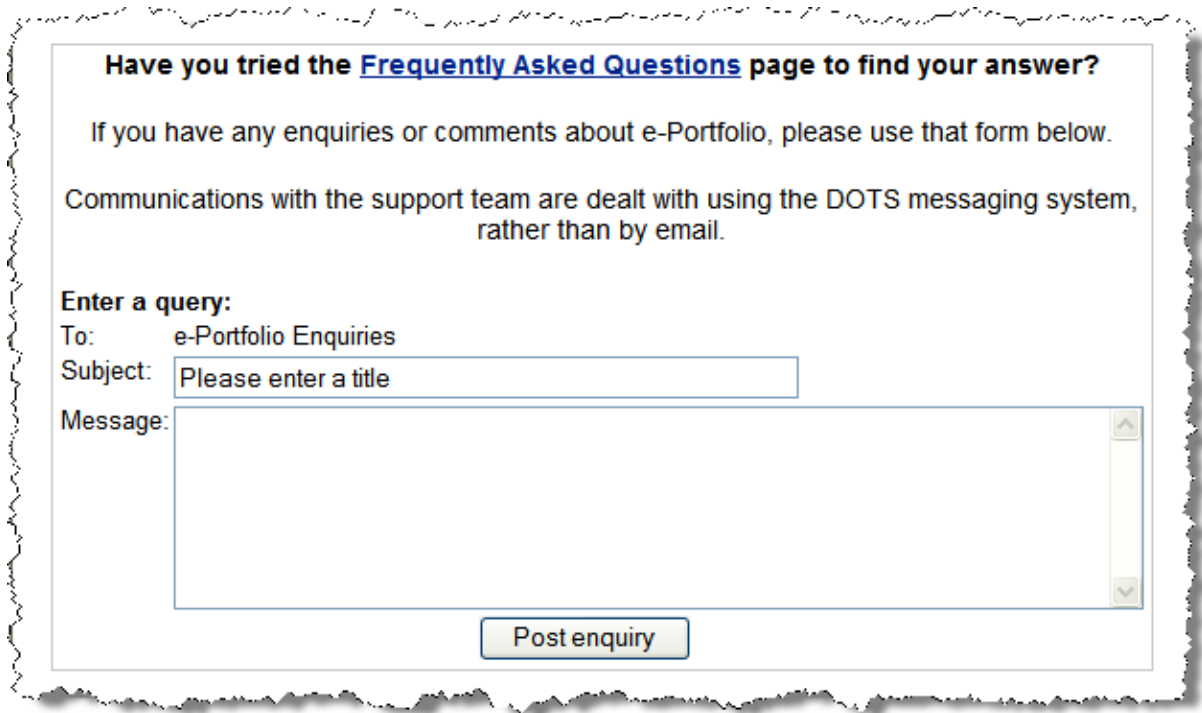
Support ID	3889 []
From	Dr GP TraineeA
Title	test
Date Created	06/08/2007 12:20:00
Status	Under review
Description	i am creating a test enquiry

Responses

Date	Response
06/08/2007 12:18:17	// Support Response \\ Thank you for your enquiry. For future correspondence regarding this specific issue, please quote the Error reference code: 3889 E-Portfolio Administration.

CREATE NEW ENQUIRIES

1. Click on 'Create new enquiry' at the top of the screen.
2. This will open up a new web browser page which allows you to input the enquiry (<http://eportfolio.rcgp.org.uk/report.asp>).



Have you tried the [Frequently Asked Questions](#) page to find your answer?

If you have any enquiries or comments about e-Portfolio, please use that form below.

Communications with the support team are dealt with using the DOTS messaging system, rather than by email.

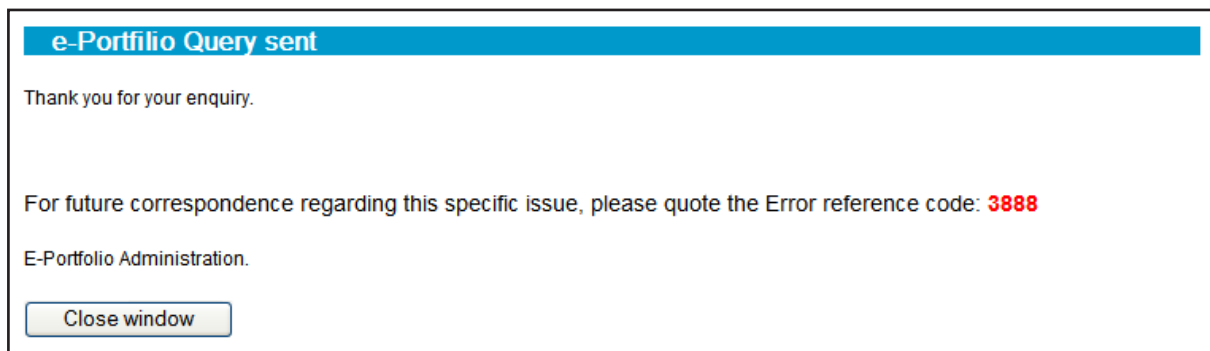
Enter a query:

To: e-Portfolio Enquiries

Subject:

Message:

3. Input the subject and message that you would like to log.
4. Click 'Post Enquiry'.
5. The screen will refresh to inform you that the enquiry has been logged.



e-Portfolio Query sent

Thank you for your enquiry.

For future correspondence regarding this specific issue, please quote the Error reference code: **3888**

E-Portfolio Administration.

6. You will be provided with a log number for the enquiry.
7. Click 'Close Window' to continue.

HELPFUL CONTACT DETAILS

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

Technical Issues:

Alpa Patel

Email: apatel@rcgp.org.uk

Telephone: 020 7344 3173

Registration, Booking Assessments & Associate Membership Enquiries:

Antoinette Hoyte

Email: ait@rcgp.org.uk

Telephone: 020 7344 3078

WPBA and General ePortfolio Enquiries:

Cathy Juta

Email: eportfolio@rcgp.org.uk

Email: cjuta@rcgp.org.uk

Telephone: 020 7344 3115