



**E-portfolio User Guide for
ARCP Reviewers in
Pharmaceutical Medicine**



**June 2015
Second Edition**

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1. Introduction

Trainees who enrol on the Pharmaceutical Medicine Specialty Training (PMST) from 1st August 2010 onwards are required to follow the PMST August 2010 (amended 2014) curriculum and to record their training using a trainee e-portfolio.

This document provides basic guidance for ARCP Reviewers on how to use some of the functions on the trainee e-portfolio system, which is hosted by NHS Education Scotland (NES), and administered by the Joint Royal Colleges of Physicians Training Board (JRCPTB).

ARCP Reviewers are encouraged to read the 'E-portfolio User Guide for Pharmaceutical Medicine Trainees' and the 'E-portfolio User Guide for Educational Supervisors in Pharmaceutical Medicine' to familiarise themselves with the activities that trainees and Educational Supervisors are required to fulfil on the e-portfolio.

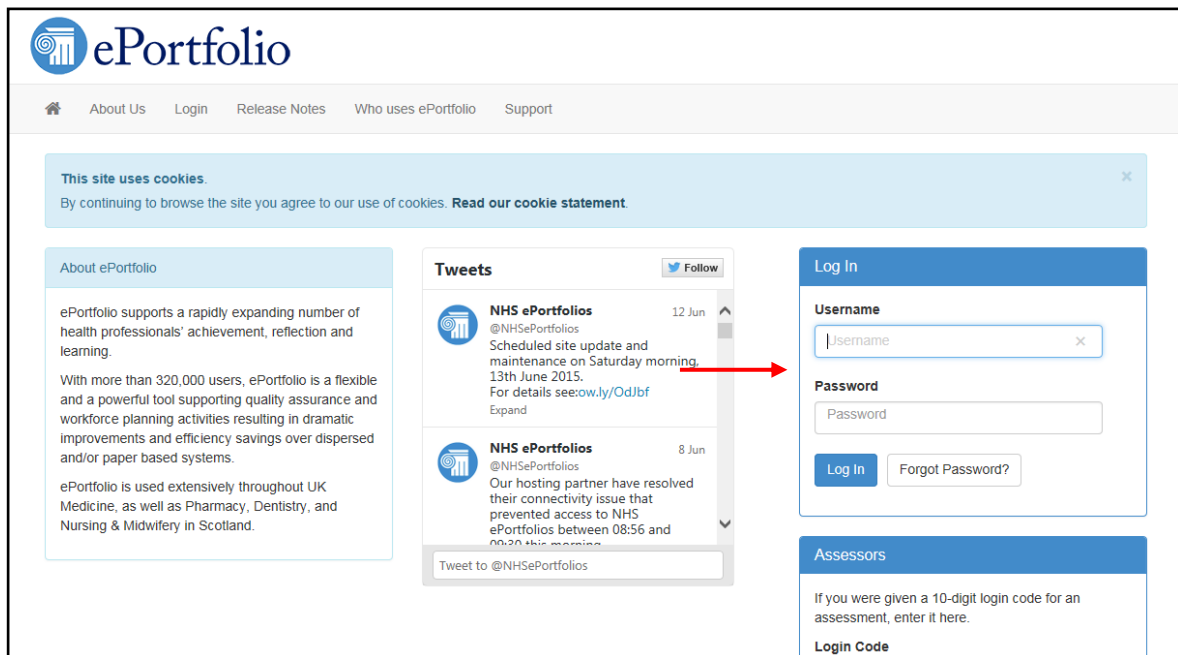
2. Logging into your e-portfolio

It is recommended that you bookmark the web-link below to your list of favourite websites for ease of reference.

www.nhseportfolios.org

When you visit the e-portfolio website you will be taken to homepage where you will need to log in to view the trainee's e-portfolio.

The Faculty office will create your e-portfolio account and provide you with your username and password. Your role on the e-portfolio will be an 'ARCP Assessor'. If you have not received or have forgotten your log in details please contact the Faculty office.



The screenshot displays the ePortfolio website homepage. At the top left is the ePortfolio logo. A navigation bar contains links for 'About Us', 'Login', 'Release Notes', 'Who uses ePortfolio', and 'Support'. A light blue banner at the top states 'This site uses cookies.' Below this, the page is divided into several sections: 'About ePortfolio' with descriptive text, a 'Tweets' section featuring two tweets from @NHSePortfolios, a 'Log In' form with fields for 'Username' and 'Password', and an 'Assessors' section. A red arrow points from the 'Log In' form to the first tweet.

Once you have logged into the e-portfolio you will be taken to your homepage. On this page you can view alerts from the JRCPTB, and access webpages from via the quick links.

ARCP Assessor homepage

JRCPTB

Joint Royal Colleges of Physicians Training Board

(Physician ARCP Assessor) [Log Out](#)

[Home](#) [Select Role](#) [Profile](#) [Status Reports](#) [Trainees](#) [Messages](#) [Help](#)

[Home](#) [Messages](#) [Courses and Seminars](#) [Recently Accessed Users](#)

Alerts (1)

JRCPTB newsletter for trainers published

Our first newsletter aimed at trainers has just been published. Please see the link to find out the latest developments on Shape of Training, CMT quality criteria and the events aimed at trainers provided by the three Royal Colleges of Physicians.

<http://dmtrk.com/1V2N-3BW14-E7I2I8I341/cr.aspx>

Please copy and paste into your browser if the link doesn't work.

Professor David Black
Medical Director, JRCPTB

11/05/2015

[View all](#)

Quick Links

- [Messages](#)
- [Select a trainee](#)
- [Summary reports](#)

Last login on **Thursday 18 June 2015 7:54 AM**

3. Accessing a trainee's e-portfolio

All trainees enrolled on the PMST programme from 1 August 2010 must upload their evidence and complete their workplace-based assessments (WPBAs) via their trainee e-portfolio.

To view a trainee's e-portfolio in preparation for his or her Annual Review of Competence Progression (ARCP) you will first need to search the name of the trainee whose e-portfolio you wish to review. The Faculty office will give you the names of the trainees scheduled for an ARCP.

To search for the trainee you can either click on the quick link 'Select a trainee' or click the 'Trainees' tab located in top-bar menu. Either route will take you to the same screen.

The screenshot displays the JRCPTB (Joint Royal Colleges of Physicians Training Board) website interface. At the top, the JRCPTB logo and name are visible, along with a user profile icon and the text "(Physician ARCP Assessor)" and "Log Out". Below this is a navigation bar with tabs: "Select Role", "Profile", "Status Reports", "Trainees", "Messages", and "Help". A red arrow points to the "Trainees" tab. Below the navigation bar, there are sub-tabs: "Home", "Messages", "Courses and Seminars", and "Recently Accessed Users". A "Quick Links" box on the right contains links for "Messages", "Select a trainee", and "Summary reports". A "Last login on Thursday 18 June 2015 7:54 AM" notification is also present. The main content area features an "Alerts (1)" section with a blue header. The alert is titled "JRCPTB newsletter for trainers published" and contains text about a new newsletter, a link to the newsletter, and the name of the Medical Director, Professor David Black. A "View all" button is located at the bottom right of the alert section.

Home Select Role Profile Status Reports Trainees Messages Help

Trainees

To locate one of your Trainees, filter using the selections below and then click "Search Trainee".

Name	<input type="text"/>	Email	<input type="text"/>
Grade	-- All Grades --	Location	Pharmaceutical Medicine Virtual Deanery
Specialty	-- All Specialties --		Select a location at or under this...
		Post Dates	<input type="radio"/> From <input type="text"/> To <input type="text"/>
			<input checked="" type="radio"/> -- All Years --
			<input type="radio"/> Current Posts

You can search for the trainee by:

- Name
- Location
- Grade, i.e. ST3, ST4 etc
- Specialty
- Posts

The 'Pharmaceutical Medicine Virtual Deanery' is the default location in your search so all you need to do is enter the name of the trainee whose e-portfolio you wish to review. Click the 'Search Trainees' button to run your search query.

Your search result(s) will appear as illustrated below. Click on the hyperlinked name of the trainee you want to view.

[Home](#)
[Select Role](#)
[Profile](#)
[Status Reports](#)
[Trainees](#)
[Messages](#)
[Help](#)

Specialty ? -- All Specialties --

Post Dates
 From To
 -- All Years -- ?
 Current Posts ?

[Search Trainee](#)

Search Results

Below are the Trainees that match your search criteria. If you don't find the trainee you are looking for, try broadening your search by removing one of the search criterias above.

sc)
 Items per page
 Page of
1 - 1 records displayed out of 1

Name	Current Programme(s)	Current Post(s)	Supervisors	Location	Roles
[Redacted Name]	Pharmaceutical Medicine	ST3 - Overseas - Pharmaceutical Medicine - Pharmaceutical Medicine - [Redacted] (Physician Educational Supervisor) (01 Feb 2015 to 31 Jan 2016)	[Redacted]	Pharmaceutical Medicine Virtual Deanery, Overseas	Physician Administrator, Physician ARCP Assessor, Physician Educational Supervisor, Physician Trainee

Name of trainee will appear here as a hyperlink.



4. Viewing a trainee's evidence and WPBAs

Trainees and their Educational Supervisors must have the following forms on the e-portfolio completed before the ARCP:

- Personal Development Plan (PDP)
- WPBAs:
 - Pharmaceutical Medicine Assessment Tool (PMAT)
 - Project-based Discussion (PbD)
 - Teaching Observation Tool (TO)
- Multi-Source Feedback (MSF), which is completed during ST4 and ST6
- Pharmaceutical Medicine Annual Appraisal
- Supervisor's Report
- Reflective Practice

The trainee must also be uploading his or her evidence to their personal library and linking it to the Items (competencies) of the curriculum.

The illustration below shows you where you can find the forms listed above, but it is recommended that you visit the curriculum page to view all these forms and the evidence linked to the Items, and to check which Items have been signed off by the trainee and his or her Educational Supervisor as complete.

The screenshot shows the 'Selected Trainee Home' page. The left-hand navigation menu includes: Selected Trainee, Profile, Curriculum, Assessment, Reflection, Appraisal, Progression, and PYA. The main content area lists sections: Profile, Curriculum, Assessment, Reflect, Appraisal, and Prog. Red callout boxes with arrows point from the following text to the corresponding navigation items:

- Go here to find completed WPBAs** (points to Curriculum)
- Go here to read completed reflective practice commentaries.** (points to Reflection)
- Go here to read completed Pharmaceutical Medicine Annual Appraisal.** (points to Appraisal)
- Go here to read completed Supervisor's Report.** (points to Progression)

To view the Items that the trainee has linked their evidence and WPBAs to, click on the 'Curriculum' button located in the left-hand side menu and select the 'Specialist Training PHM001 (Physician Pharmaceutical Medicine 2010 (amendments 2014))'.

This screenshot shows the 'Selected Trainee Home' page with the 'Curriculum' menu expanded. The expanded menu lists 'Specialist Training PHM001 (Physician Pharmaceutical Medicine 2010 (amendments 2014))'. The main content area lists sections: Profile, Curriculum, Assessment, Appraisal, and Progression.

Once you have selected the ‘Specialist Training PHM001 (Physician Pharmaceutical Medicine 2010 (amendments 2014))’ you can view the trainee’s Items. You can expand all the modules to view all the Items.

This section of the trainee’s e-portfolio is their ‘training log’. It is here that you will find the evidence, completed WBPAs and reflective practice commentaries linked to the Items, and it is based on this information that you will assess the trainee’s progress in PMST.

You will know if the trainee and his or her Educational Supervisor has signed off Items as complete because there will be two figures against the trainee’s and their Educational Supervisor’s names.

The red figure denotes that the Educational Supervisor has signed off the Item; and the blue figure denotes that the trainee has signed off the Item. The ARCP panel will expect to see both the red and blue figures.

5. Further help and assistance

The 'E-portfolio User Guide for ARCP Reviewers in Pharmaceutical Medicine' only provides you with basic guidance on some of the functions of the e-portfolio, therefore, you are strongly encouraged to read the JRCPTB's series of guidance documents on the other functions of the e-portfolio.

You can contact the JRCPTB's e-portfolio team [here](#) for technical advice and assistance. For other enquiries about the e-portfolio please contact the Faculty [here](#).