

ePortfolio Review Update – Information for Trainees

Introduction

When we are talking about a change to the ePortfolio review structure, we are not talking about a change to the number of reviews required each year, or the evidence requirements of these. What we are talking about is a change to the labelling of the reviews within the ePortfolio.

Why the change?

Currently within the ePortfolio, the choices when viewing evidence, appear as a very long list. Each review type in the list follows the one before it.

For a full time trainee you can start at a 6 month review and keep having reviews added until you get to the final review.

However the moment you need to have an extra review in an ST year, for any reason, the review structure starts to break down. Evidence stops appearing in the correct place, you can run out of reviews and the process can get in a real mess.

Part time trainees need to use the long named reviews at the bottom of the list and this may not always be obvious or easy to understand.

6 month
12 month
18 month
24 month
30 month
Final Review
Additional ST1
Additional ST2
Additional ST3
Final review after extended training
42 Month Review (ST4 Pilot)
48 Month Review (ST4 Pilot)
First ST1 6 month (6 month)
Second ST1 6 month (12 month)
Third ST1 6 month (18 month)
Final ST1 6 month (24 month)
First ST2 6 month (30 month)
Second ST2 6 month (36 month)
Third ST2 6 month (42 month)
Final ST2 6 month (48 month)
First ST3 6 month (54 month)
Second ST3 6 month (60 month)
Third ST3 6 month (66 month)
Final ST3 Review (70 month)

The Change

Instead of the reviews within the ePortfolio having set names based on months into training, the reviews will be named with the ST year, followed by a number indicating which review this was for the in this ST year.

To look at a 3-year, full-time training scheme, the following shows how these change.

Old System	New System
6 Month	ST1-1
12 Month	ST1-2
18 Month	ST2-1
24 Month	ST2-2
30 Month	ST3-1
Final Review	ST3-2

However you are not restricted to only 2 reviews in an ST year. As many reviews as necessary can be added. Each time a new review is created for you by your Educational Supervisor another number is added to that ST year.

For example if an ARCP determines you require an extra 6 months training time in ST3 the additional ST3 review can be created as ST3-3.

This also has a benefit for part-time trainees. Part-time reviews will use the same review structures. Instead of the Educational Supervisor having to select a specific part time review, additional reviews for the ST year are created.

For a 50% ST1 trainee:

Old System	New System
First ST1 6 Month (6 Month)	ST1-1
Second ST1 6 Month (12 Month)	ST1-2
Third ST1 6 Month (18 Month)	ST1-3
Final ST1 6 Month (24 Month)	ST1-4

So as needed, reviews can be created for each year.

This has a number of benefits.

- No more guessing by your Educational Supervisor as to which review they need to create
- The same system for part time and full time trainees
- Out Of Post Reviews can be easily included
- Easier handling of duplicate reviews

Evidence Layout


The Evidence layout has been changed slightly to accommodate the new review layout. The single drop down at the top has been replaced with two. One selects ST year, the other the review number:

Trainee, Mark

Posts / Meetings

Review Review Number

Forms submitted up to 01/02/2009

Summary	MSF	miniCEX	DOPS	CbD	COT	CSR	PSQ
Progress to next Review							
ST1 - 1							
Requirement	Completed	Minimum 					
3 x mini-CEX or COT	2	3					
3 x CbD	3	3					
DOPS (as appropriate)	2	As appropriate					
Clinical supervisors' reports (if in secondary care)	1	1					
PSQ (if in primary care and not yet completed)	0	1					
MSF (5 clinicians only)	0	5					

[\[Posts\]](#)

You can select *All Years* from the Review drop down. This will show all evidence in the system.

You can also select *All Reviews* from the Review Number box to see all evidence for an ST year.

The evidence screen will always default to the current review for you based on reviews created, just as it does already. In the case of a review not being created e.g. a brand new ST1, the system will look at your current post and then display the correct ST year, and a (not created) review number.

Review Review Number

This will indicate that you have not had an appropriate review created for you.

Due to the system needing to be as flexible as possible, for most review periods, all evidence types will be present, with some descriptors after them. There is also now an information link next to the minimum heading that will open up the minimum evidence page. We will be re-doing this page slightly for the release and adding links to the part time requirements as well.

Therefore if you ever have a discrepancy between the evidence requirements within the ePortfolio, and the requirements on the minimum evidence page, go by the minimum evidence page.

The Conversion Process

All existing reviews will be converted to the new structure during the downtime of the version 4 release. The conversion does look at posts as well as existing reviews to convert them. Therefore to prevent issues at a later stage, we are recommended that all trainees check all their post details to ensure they are correct. If there are errors, we recommend that you contact your Deanery to have these corrected.

03 June 2009