

ePortfolio Review Update – Information for Trainers/Supervisors

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 creating a review or 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 adding them until you get to the final review.

However the moment you need to add 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 trainee.

To look at a basic trainee, 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. You can add as many as necessary. Each time a new review is created for an ST year another review number is added.

For example a Trainee fails the CSA and needs another 6 months training in ST3. The additional ST3 review can be created as ST3-3

This also has a benefit for part-time trainees. They will use the same review structures. Instead of 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 which review you 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

Creating Reviews

Some changes have been made to the review creation process. The most important thing to note is that **Reviews can no longer be created under the Trainer role.**

The reason for this change was to clearly define the roles within the ePortfolio and to remove some confusion. Previously the trainer role would see all the Review Steps, but not be able to rate the trainee on the competence ratings. They could create a review, but not complete it. Both of these could result in reviews not being completed properly.

If you are both an Educational Supervisor and a Trainer, you will need to make sure you click on Switch Roles to create reviews. The way you create a review has not changed, but the review layout is slightly different:

Old Layout:

Finish Review

End of Review Period	<input type="text" value="01/08/2009"/> ...
Type of Review	<input type="text" value="12 month"/> ▼
During Post	<input type="text" value="01/08/2008 to 01/02/2009/Z RCGP Test Location 1/"/> ▼
Location	<input type="text" value="Practice"/>
Notes	<div style="border: 1px solid #ccc; height: 80px;"></div>

New Layout:

Create Review

Set an appointment for your next review with this trainee.

Last review was ST1-1 on 01/02/2009

End of Review Period	<input type="text" value="01/08/2009"/> ...
Type of Review	<input type="text" value="ST1"/> ▼
During Post	<input type="text" value="03/03/2009 to 03/07/2009/Z RCGP Test Location 1/0"/> ▼ While in this Post they were in
Location	<input type="text"/>
Notes	<div style="border: 1px solid #ccc; height: 80px;"></div>

As you can see, the Review date is still the same, but instead of selecting a month title, you select an ST year instead.

You get a reminder at the top what the last review created for the trainee was, and you can see what ST year they were in during the post selected.

The new review date will default to six months from the previous review period.

Once saved, this will create a new review in the system, in this case an ST1-2

The other change to reviews is there is a new section to make comments on: **Quality of Evidence Presented.**

Quality of Evidence Presented	
Has the quality of the evidence presented to date been satisfactory?	<input type="text"/>
How can the trainee improve the quality of evidence presented?	<input type="text"/>
Recommendation of educational supervisor	None given <input type="button" value="v"/> *
Comments	<input type="text"/>

This is used to look at the evidence the trainee has been submitting, both in the Learning Log and the formal assessments and give feedback on the quality of what you see and how they can improve in this area. In order to Complete and Submit the review, this section must be completed.

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 review type:

Trainee, Mark	
Posts / Meetings	
Review	ST1 <input type="button" value="v"/>
Review Number	1 <input type="button" value="v"/>
Forms submitted up to 01/02/2009	
Summary MSF miniCEX DOPS CbD COT CSR PSQ	
Progress to next Review	
ST1 - 1	
Requirement	Completed Minimum <input type="button" value="i"/>
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 the trainee based on reviews created. In the case of a review not being created e.g. a brand new ST1, the system will look at the post the trainee is in and then display the correct ST year, and a (not created) review number.

Review Review Number

This will indicate that the trainee has not had an appropriate review created for them.

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.

03 June 2009