

ePortfolio Version 4 - What's Changed for Trainees

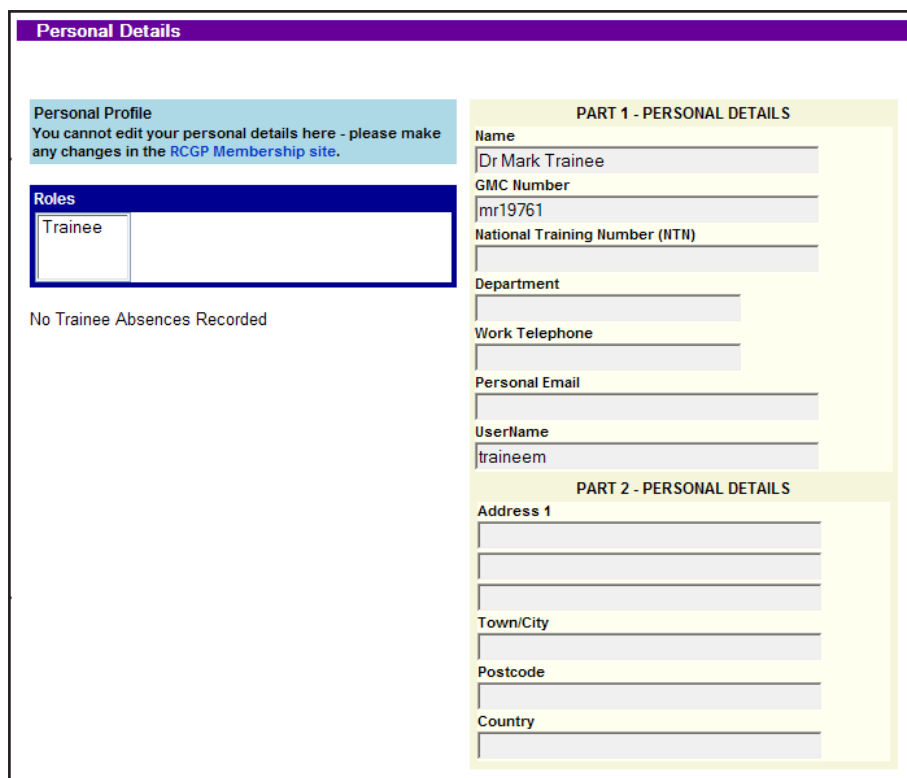
The biggest change to the ePortfolio for version 4.0 is the new review structure. You should ensure that you have read the Review Update document and are familiar with it. For reference it can be found here:

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

This document concentrates on the other changes to the ePortfolio.

Personal Details

There are 2 changes to this section, as follows:



The screenshot shows the 'Personal Details' section of the ePortfolio. It is divided into two main parts: 'PART 1 - PERSONAL DETAILS' and 'PART 2 - PERSONAL DETAILS'. On the left side, there is a 'Personal Profile' section with a note: 'You cannot edit your personal details here - please make any changes in the RCGP Membership site.' Below this is a 'Roles' section with a dropdown menu showing 'Trainee'. Underneath the roles, it says 'No Trainee Absences Recorded'. The main form area contains the following fields:

- NAME**: Dr Mark Trainee
- GMC Number**: mr19761
- National Training Number (NTN)**: (empty)
- Department**: (empty)
- Work Telephone**: (empty)
- Personal Email**: (empty)
- UserName**: traineem
- ADDRESS 1**: (empty)
- Town/City**: (empty)
- Postcode**: (empty)
- Country**: (empty)

The first is that we have removed the option for you to change your password here. The RCGP is moving towards a system of one password for all logins. Your ePortfolio password has always been tied to the membership system, however the password change option in the ePortfolio only applied to the ePortfolio. So, if you had changed your password in ePortfolio, and then had something updated in the membership system, that would override your ePortfolio password, and it would reset to the current membership one. By removing the facility to change the ePortfolio password in the ePortfolio, we will stop this happening. You can of course change your password through the membership system.

The second is that you can now see your National Training Number (NTN) here. The NTN still will need to be updated via membership@rcgp.org.uk if it is missing or needs updating, but now it is easier to see.

Data Protection Statement

While not a new item for Version 4.0, you now are able to view the Data Protection Statement within the ePortfolio to see how your data will be used.

Learning Log

The Learning Log probably sees the biggest change outside of reviews within the ePortfolio. The changes are listed below:

- 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.

To Sort by a column, click on the heading for the column

Filter

No curriculum heading

Page Up 1 / 2 Page Down

Go to Page:

	Type	Event	Date	Shared	Read	Has Comment
Q	Tutorial	Aim Mens health and provision of services Objective Raise awareness of the different health issues between men and women Registrar to explore the issues around developing a protocol for urinary symptoms in men	01/08/2008	✓	✓	X
Q	Professional Conversation	Received blood glucose results, unsure of differentiation between IFG and IGT	01/08/2008	✓	✓	X
Q	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 an	20/08/2008	✓	✓	✓
Q	Lecture/Seminar	Good Practice in General Practice	05/08/2008	✓	✓	✓

- Comments made by Educational Supervisors and Trainers will now have their name and date attached to them so that you can see who has given you the feedback and when it was made. This will only apply to comments made after this update; it cannot be applied retrospectively to older entries. It is now also possible to have more than one comment made on a learning log entry.
- You are now able to add additional reflective comments to a learning log entry. Like the Supervisor comments, this will be date stamped with the date the entry was made. This will help to develop dialogues with supervisors about learning log entries.

Lecture/Seminar	
Add/Edit Comment Validated Edit record Select Descriptors Already in PDP	
Current Selections	
<ul style="list-style-type: none"> Curriculum Statement Headings 6 Genetics in Primary Care 	
Date	05/08/2008
What was the subject and aims of the lecture/seminar	Good Practice in General Practice
What did you learn?	Better Admin and Communication skills
What will you do differently in future?	More use of IT
What further learning needs did you identify?	Need some additional training on MS office
How and when will you address these?	Booked on a course at Happy Computers in November
Shared? :	Yes
Record created	26/08/2008 16:00:18
Supervisor/Trainer Comment	[30/06/2009 13:39:37] Dr Mark Trainee (GP Trainee) This is my feedback on the comments here. [29/05/2009 11:22:19] Mrs Michele Yuen (Trainer / Clinical Supervisor) Michelle Test Comment [29/05/2009 11:21:00] Mr Mike Ravine (Educational Supervisor) This is my example comment

- Entries “Marked as Read” by Supervisors will no longer be locked. You can edit them if needed and add appropriate curriculum headings.
- “Send to PDP” will no longer require the entry to be “Marked as Read”. However, you will still need to enter something in the “What further learning needs did you identify?” and “How and when will you address these?” fields.
- The option for your Supervisor to mark you as achieving your CPR requirement has been removed from the learning log. This is now done solely within the Review they do for you. This function didn’t sit properly within the Learning Log - it could be confusing and didn’t always work correctly.

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 to enter comments in your ePortfolio. This could include a note about interim meetings that don’t fit easily anywhere else or additional information they feel is important that they can’t enter anywhere else. Each entry will be date stamped, with the name of the person who entered it and a subject field. You will be able to view everything that is entered in this section, but will only be able to respond to it through your learning log. It will also be available to the ARCP Panels.

The screenshot shows the ePortfolio interface. On the left is a sidebar with navigation links: Personal Details, Data Protection Statement, Messages (0), Declarations and Agreements, Learning Log, PDP, nMRCGP information, Evidence, Posts, Skills Log, Review Preparation, **Educators' Notes** (circled in red), Progress to Certification, Curriculum Documents, Personal Library, Learning Resources, RCGP Homepage, and Download. The main content area is titled 'Educators' Notes' and contains two entries:

- [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.

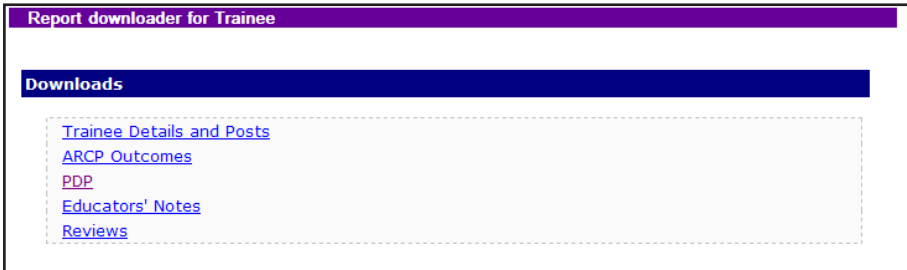
Reviews

Apart from the new review structure, the Review will now also include a section for your Educational Supervisor to comment on the Quality of Evidence presented. This will be compulsory and you will be able to see it on the last section of the review, labelled “Workplace Based Assessment”

Downloads

We have included a new section to enable you to download parts of your ePortfolio. All pages within your 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. The aim of this section is to provide options to print or download some of the bigger items for your own records.

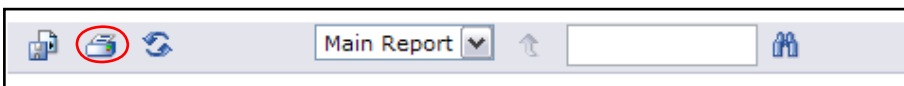
Initially we are giving the options for a summary of Post information, a full copy of all reviews, a full copy of the Educators Notes and another way to access the ARCP forms. These can be saved in a variety of formats including PDF and Word formats.



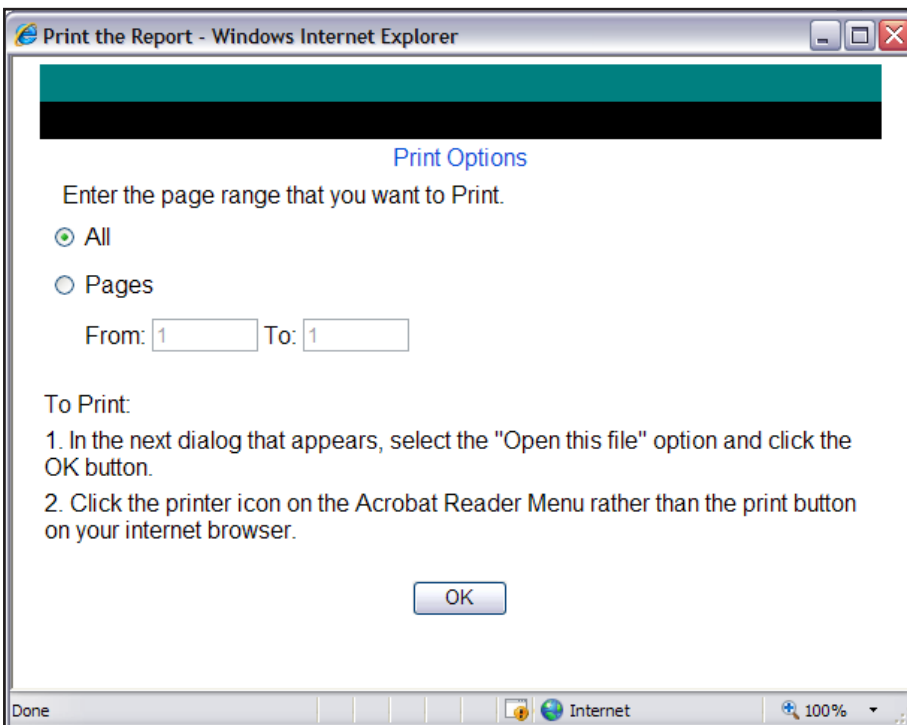
We hope to expand on these at a later date.

Using the Download Section

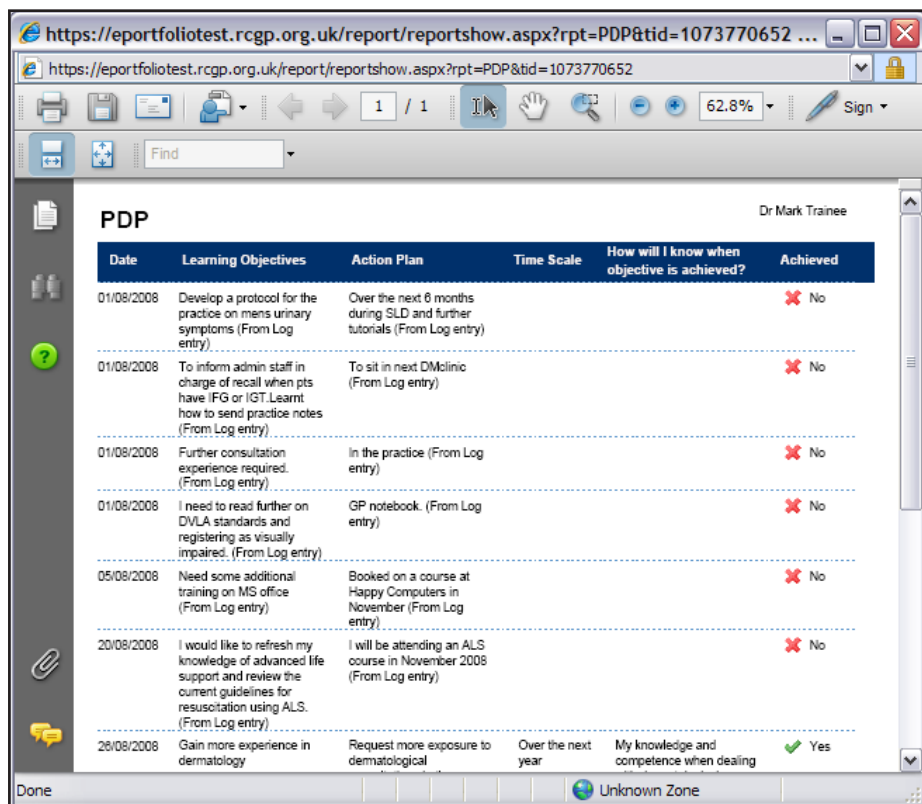
If you want to print out a report, click on the print icon.



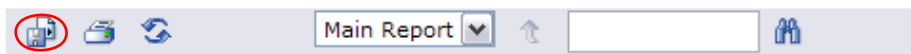
This will open a new window with options.



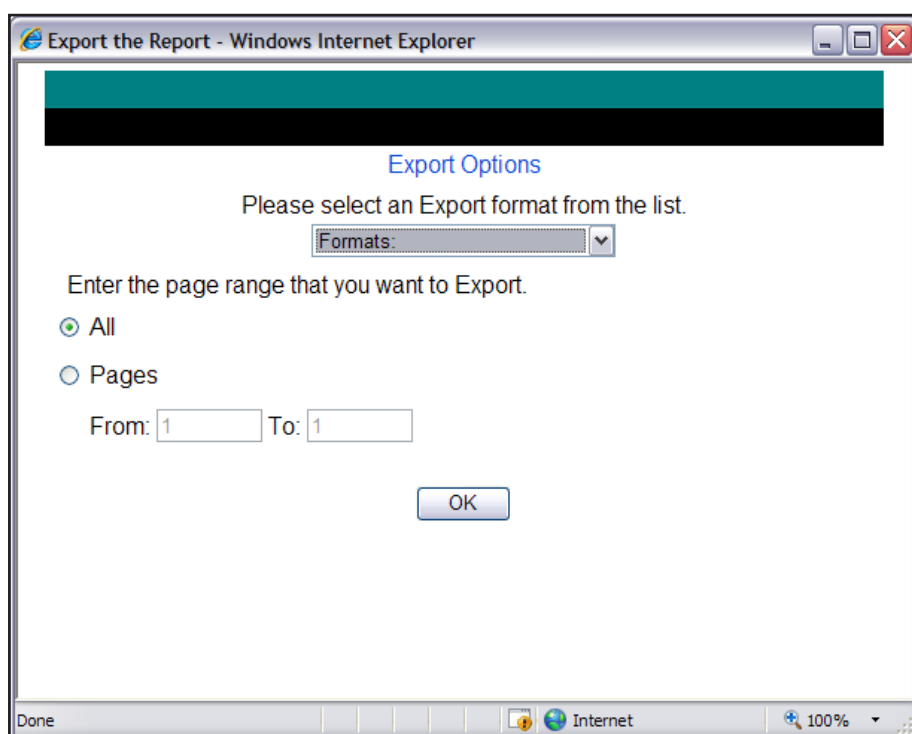
Clicking OK takes you to a new window where you can print the report. (The layout may vary on different browsers) Click the print button here to print the report.



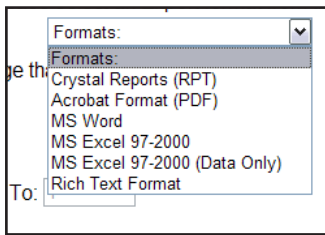
The other main option that you have is exporting. Click on the Floppy Disc icon to begin the export process.



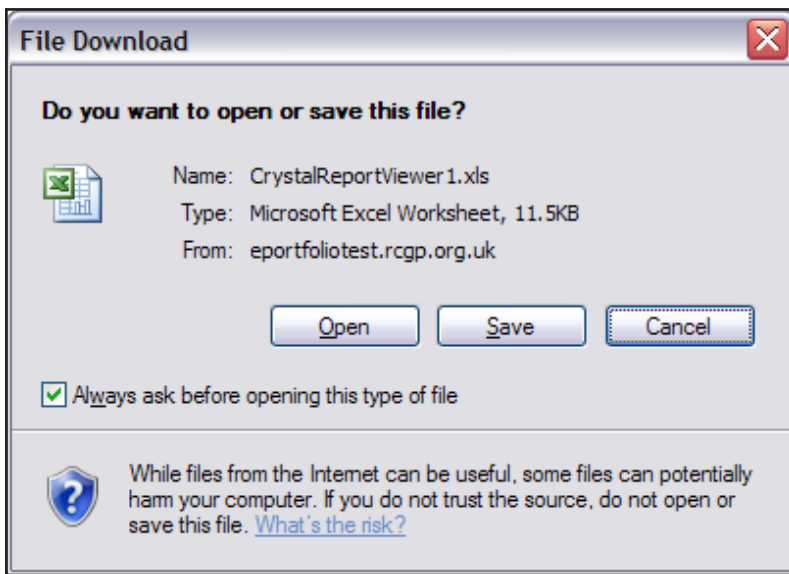
This will open the export window where you can select the format you want to use.



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 Trainees, please see the updated Trainee manual for full details.