



Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

19 May 2015 - E-Portfolio update for dissemination

Over the last month or so, we have been reviewing the queries and feedback you have sent through with a view to seeing how we can improve your experience of the E-Portfolio. Having identified a few key areas and themes from the feedback, we have worked with our IT Company, Trillium, to introduce some improvements into the system.

Some of the main improvements include the following:

- Creating a user role for Deanery Administrators which includes read access to ARCPs for the Registrars in their region. This change will improve on the current situation where registrars are obliged to provide their login details to the deanery administrator for viewing their ARCP records during ARCP panels.
- Adding functionality that will mean that Registrars can upload word and PDF reports, such as completed Educational and Academic supervisor reports to their ARCP record. The templates for these reports will also be available to download on the ARCP page.
- Adding functionality to improve Registrars interaction with the Learning Outcomes Dashboard page. This will improve their experience in significant ways. The status of a LOSOS, for example whether it is approved/pending or requiring revision, will now be displayed instead of 'View Submitted LOSOS' which means that Registrars will immediately be able to tell the status of their LOSOS. Registrars will also be able to click on the link and view the Educational Supervisor's comments once the LOSOS has been reviewed. This will be particularly useful in cases where the Educational Supervisor has reviewed a LOSOS and decided that revision is required. In this case, the Registrar will be able to view the rejection reason.
- An unapproved activity that has been locked as a result of it being related to a LOSOS that has been submitted for approval, will be unlocked if that LOSOS is rejected.
- A resubmitted LOSOS will go to the Registrar's current Educational Supervisor, as opposed to the current functionality which results in the LOSOS being automatically resent to the previous Educational Supervisor.
- The 'Activity Relations Page' will include a validation statement saying 'Please save comments before navigating away from the window' to ensure that users have saved the learning outcomes and comments that they sought to relate to their activity.
- In the Educational Supervisor's view for signing off learning outcomes, the 'Show Project Undertaken' section will be shown by default.

We expect these changes to be phased in over the next three weeks and we will notify you when the various changes have been implemented. Following these changes, we will look to publish an updated manual within the next couple of weeks. We are also in the process of developing an FAQ and will look to publish this within the next few weeks as well.

We will continue to monitor and review the feedback that we receive for ways that we can improve your E-Portfolio experience in ways that are congruent with the budget we have in place.

In other news, we have also allocated additional funds to retain Dom, the temporary worker who has been so helpful to us in managing the E-portfolio queries that we have received, for an additional six

weeks. As of this week, Dom will be diving into the migration anomalies that are still outstanding and require attention.

Submitting E-Portfolio Queries

In relation to submitting queries, all e-portfolio queries should be sent to educ@fph.org.uk. Please only send them to this address. That way we can keep track of the queries in an organised manner. Please provide as much detail as possible about the issue and whether the problem is impeding an upcoming ARCP or CCT. Please also provide your login details in case we need to access your account directly.

Advisory Section

For Registrars:

- Activity, Academic and Educational Supervisor roles are distinct in the e-Portfolio and to grant any access privileges to these we require confirmation of each status from the relevant Deanery or TPD. **Please contact your Deanery or TPD with your request and ask them to forward their confirmation to educ@fph.org.uk.**
- Using the e-Portfolio system, a Supervisor will not receive automatic notification by email when a Registrar submits content, nor is there an option for it. It was decided at the development stage not to include this function because it wasn't proving its worth in the previous system. We hope it won't inconvenience any user to send their Supervisor an email whenever they've made a submission.
- In order for an Activity Supervisor to view a Registrar's name in their account, the registrar must have submitted an activity to them.
- When Learning Outcomes are linked to an activity, each learning outcome must have a comment entered into the adjacent text box and it must be saved, otherwise the comments may be lost.
- Sometimes, it may seem that evidence is taking a long time to upload. In this case, please click the refresh button on your browser. It is likely that the uploading has already completed.

For Supervisors

In the 'My Profile' section you are required to input details of your Educational Supervisor and Training Programme Director. In the 'region' field of both ES and TPD, please select 'No Region' and in the search field please select or type into the field 'System SU'.

Kind regards,
FPH Education & Training Team