



Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

3 July 2015 - E-Portfolio update for dissemination

On the 19th of May, we circulated a communication which outlined a series of modifications and improvements we were planning for the E-Portfolio. Having previously circulated the details of the first round of improvements, which we have summarised again below, we can now update you on the most recent modification which revolved around providing functionality to improve the E-Portfolio's ARCP functionality.

We have also developed a set of FAQs. These have been reviewed by the E-Portfolio champions and have now been published on the E-Portfolio section of the FPH website [here](#). We hope that you find these helpful. Please do let us know if you have any suggestions for improving them.

We have also published the most recent communications that we have circulated in case you missed them or want to reference back to them. We also hope this proves useful to you.

Viewing ARCPs

Functionality has now been included in the E-Portfolio to create user roles for Deanery Administrators which will provide them with read access to ARCPs for the Registrars in their region. This read access will permit the viewing of all learning outcomes, activities and evidence related to a Registrars ARCP in the E-Portfolio. This change hopefully represents an improvement 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.

We have already contacted Heads of Schools and Training Programme Directors to notify them that this functionality now exists. We notified them that before registrars can link to their deanery, they will need to contact us providing an email address so that a specific account can be set up for each deanery. As soon as a deanery has contacted us and an account has been set up, we have asked them to let the Registrars in their region know that they can now link to them.

Registrars can link to their deanery administrators by logging into their accounts, and on the 'my profile' page, they can scroll down to the bottom of the page and enter the deanery they want to link to in the 'Deanery region' box and then select the Deanery Admin option in the 'Deanery' tab below that. For example, Registrars based in Wessex Deanery, would select that in the 'Deanery region' tab and then Wessex Deanery Admin in the 'Deanery' tab.

Previous modifications that we have already communicated.

- Functionality that allows registrars to upload Educational and Academic supervisor reports to their ARCP record.
- In the Educational Supervisor's view for signing off learning outcomes, the 'Show Project Undertaken' section will be shown by default.
- A resubmitted LOSOS will go to the Registrar's current Educational Supervisor, as opposed to the being automatically resent to the previous Educational Supervisor.
- A pop-up box preventing users not to navigate away from the Activity Relations page until comments have been saved has been added.
- The status of LOSOS can now be viewed directly in the Learning Outcomes Dashboard without having to click links.

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.

On a final note, Dom, our temporary e-portfolio expert, will be leaving us next week. We know that many of you have benefited from his help and would like to thank him for his sterling efforts in tackling the backlog of queries and migration issues.

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