



Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

12 February 2015 - **E-Portfolio update for dissemination**

E-portfolio go-live scheduled for 16:00 on 13 February 2015

Firstly, thank you for your patience while we have been working through the development of the new e-portfolio system.

Although there are some additional refinements which need to take place, we believe that the new e-portfolio is sufficiently developed so as to warrant it going live. Therefore, the new portfolio and all functionality will be live and accessible from 16:00 on Friday 13 February 2015.

Accessing the New E-portfolio

Prior to go-live, each person who had a login for the old portfolio will be sent an automated email confirming the URL of the new e-portfolio as well as their username and password. In the case of those Registrars who were sent these after the initial data migration in November last year, the log-in details will be the same. However for convenience, we will be sending them again.

Adding new Registrars and Users

For those Registrars who joined the programme during last years intake, and who did not get access to the old e-portfolio, we will be providing rolling access to the system so that each of you will have received an email with log-in details by 27 February at the latest. Please email us on educ@fph.org.uk if you have not received log in details by then.

Dealing with Migration Anomalies

We are aware that there are some registrars who identified anomalies in the migration of their data to the new system. The Education and Training team are reviewing these on a case-by-case basis and will be looking to resolve them within the next couple of weeks.

E-Portfolio Manuals

To coincide with the e-portfolio going live, we will be publishing user manuals for Registrars and Supervisors on the FPH website which will also be updated with information about the new e-portfolio on 13 Friday 2015.

Managing Feedback via E-Portfolio Champions

We welcome constructive feedback that could lead to improvements in the system and the user experience. But in order to manage feedback, including any questions or issues you might have about the new system, we would ask you to contact your local e-portfolio Champion in the first instance. A training session was held for them on 3 February 2015 and they should be your first point of contact. They will be collating any feedback so that it can be presented to us in a manageable way.

As a result of consultation with the champions during the training session, we have identified some areas which require additional functionality development. The most important of these is the Educational Supervisor Report, part of the ARCP functionality, which still requires additional refinement and is

currently not available. We would suggest that you circumnavigate this issue by using the supervisor template report available on the FPH website and uploading that completed form as evidence for now.

Finally, thank you again for your patience while the new system has been in development. I realise that its development took longer than initially planned and we hope that you have not been inconvenienced too much. The e-portfolio Champions did note at the training session that the new system seemed more intuitive and user-friendly and we hope you also find this to be the case.

This communication will also be distributed to Training Programme Directors who have agreed to cascade any updates to Educational and Academic Supervisors.

Kind regards,
FPH Education & Training Team