



Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

Supervisors Quick Guide to e-Portfolio

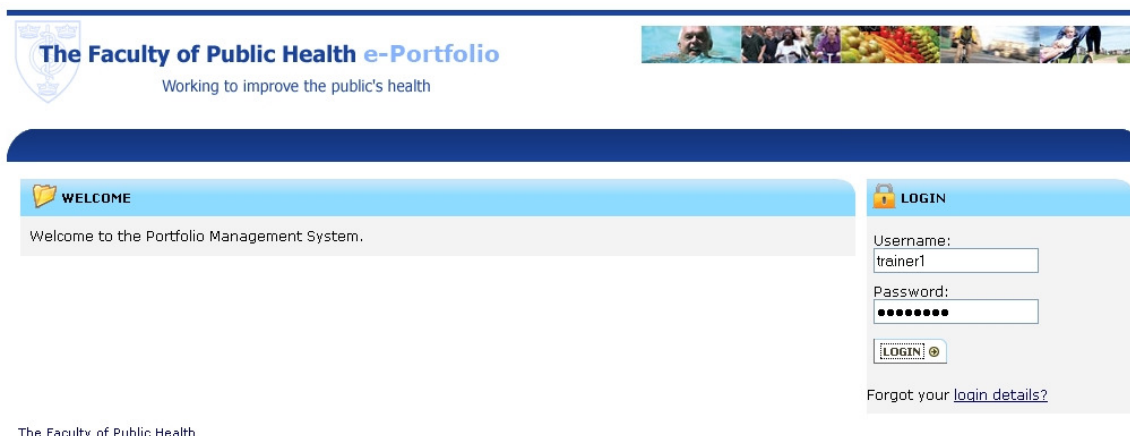
Please read the brief instructions below on how to use the e-Portfolio.



This guidance document has specifically created to help Educational Supervisors navigate through the portfolio in order to sign off learning outcomes.

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1. Log-on

The e-Portfolio address is <https://portfolio.fph.org.uk>



- Enter Username (your email address) and Password.
- Press Enter or click on 
- If the incorrect Username or Password have been entered the following will be displayed 
- If you cannot remember your password or login click on [Forgot your login details?](#) and enter your email address when prompted.
- If there are continued difficulties please contact educ@fph.org.uk

2. Documents for your attention

Listed on the right-hand side of the screen you will find the “Tasks” menu. The menu will list documents/assessments for your attention and approval, known as “sign-off”. See below for an example.



3. Navigating and Listing Assessments

Select the "Assessment" tab from the navy blue menu bar. See below.

Currently running as a user: es2 (es2@fph.org.uk)
Original User: Russell Ampofo (russellampofo@fph.org.uk)

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Assessments | **Enter New Assessment** | Outstanding Assessments

Name: es2 [logout] [edit profile]
GMC / UKPHR No.:

ASSESSMENT

- Complete a new assessment, either as a trainer or trainee
- View assessments pending review

TASKS

- AS: jsna: Approve form for trainee2 trainess [Edit](#), [Approve](#)
- AS: Obesity HNA: Approve form for trainee2 trainess [Edit](#), [Approve](#)
- LA: Approve form for trainee2 trainess [Edit](#), [Approve](#)
- LA: Approve form for trainee2 trainess [Edit](#), [Approve](#)

MESSAGES

Recent messages:

- CBD & DOPH Forms (04 Dec 09, 09:41)

The "Assessments" tab will list and briefly outline all of the outstanding assessments to be signed-off. See below.

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Assessments | **OUTSTANDING ASSESSMENTS**

You are logged in as es2 . [Logout](#)

OUTSTANDING | PREVIOUSLY APPROVED | ENTER ASSESSMENT

ASSESSMENTS THAT REQUIRE YOUR ATTENTION

Description	Assessment Date	Last Modified	Type	Status	Actions
AS: jsna	27/01/2010	27/01/2010 13:59	Project	Awaiting Approval	Approve form for trainee2 trainess Edit , Approve / Reject
AS: Obesity HNA	02/03/2010	02/03/2010 10:34	Project	Awaiting Approval	Approve form for trainee2 trainess Edit , Approve / Reject
LA	13/10/2009	02/03/2010 10:24	Three Way	Awaiting approval from the educational supervisor	Approve form for trainee2 trainess Edit , Approve / Reject
LA	13/10/2009	27/01/2010 13:38	Three Way	Awaiting approval from the educational supervisor	Approve form for trainee2 trainess Edit , Approve / Reject

Total Records: 4

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4. Sign-off Assessments

The assessments can be signed off by selecting the relevant tabs from the top menu, such as “Approve Assessment”. See below.

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LOGOUT ES2 LOGOUT

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HOME MY DETAILS

Assessments

You are logged in as es2 . [Logout](#)

APPROVE ASSESSMENT

VIEW APPROVE / REJECT EDIT

Form: Activity Summary Sheet

Code: AS

Trainee: trainee2 trainees

Trainee's Current Phase: 1

Trainee's Workplace: fph

Locked: Stage

Lock Reason: Phase cannot be modified after the assessment is created

Assessor: es2

Status: Awaiting Approval

Last Modified: 27 Jan 10, 13:59

Project name: jona

PERSONAL DETAILS

Date (dd/mm/yyyy): 27/01/2010

Training location: kirklees

TIPS

Click on the ⓘ icon in order to reveal further information on a particular topic.

[Skip to approval](#)

Next, fill in the relevant fields, as below.

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LOGOUT ES2 LOGOUT

POST-PROJECT REFLECTION

Personal Reflection: all ok

Supervisor reflection

Approve or Reject

Approve:
Please confirm the approval of this form: *

APPROVE ⓘ

Reject:
Reasons for rejecting this form: *

REJECT ⓘ

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5. Sign-off Learning Outcomes

To sign-off Learning Outcomes (LO's), Educational Supervisors (ES's) should first follow **Step 1** above. Next, locate the "My Trainees" tab on the bottom right-hand side of the screen. If there are a large number of outstanding assessments awaiting your attention, it may be necessary to scroll down the page to locate the "My Trainees" tab.

ES's can view the progress of an individual trainee by selecting the required phase of training. To do this, select one of the underlined phase requirement links, as highlighted below.

The screenshot shows a user interface for an Educational Supervisor. At the top, it indicates the user is logged in as 'es2 (es2@fph.org.uk)'. The main area is divided into sections: 'OVERVIEW' with user details, 'ASSESSMENT' with instructions, 'TASKS' with a list of pending actions, 'MESSAGES', and 'MY TRAINEES'. The 'MY TRAINEES' section contains a list of trainees, with the first entry 'trainee2 trainees' having links for 'Entries, ARCP, Phase 1, Phase 2, Phase 3'. This entire section is circled in red.

Once a phase is selected, a screen similar to the one below will be displayed. A visual illustration of the trainee's progress in the phase selected is displayed. Please note that the "Requirement Approval" section (i.e. sign-off) **cannot** be selected from this screen.

The screenshot shows the 'REVIEW PROGRESS AGAINST THE STAGE' screen. It features a navigation bar with tabs for 'MY TRAINEES', 'PORTFOLIO ENTRIES', 'ARCP', and 'PHASE 1 ITEMS'. Below this is a 'CHECKLIST FOR PHASE 1' table. The table has four columns: 'Requirement', 'Associated Evidence', 'Evidence Approved', and 'Requirement Approval'. The 'Requirement Approval' column contains the text 'Approve in ARCP' for each row. A red circle highlights this column. To the right, there is a 'KEY' section with a legend for Learning Outcomes (Signed Off, Has some evidence, No evidence) and Evidence (Approved, Not approved). Below the key is a 'FILTER' section with radio buttons for 'All', 'Has some evidence', and 'No evidence'.

Requirement	Associated Evidence	Evidence Approved	Requirement Approval
EMS1.1: Recognise and work within professional competence	AS: eton seroprevalence study - presentation AS: Test - Yasmin report number 2	es2 (2010-05-04 10:55:34) es2 (2010-05-04 11:00:00)	Approve in ARCP
EMS1.2: Be willing to consult colleagues	AS: Test - Yasmin report number 2	es2 (2010-05-04 11:01:41)	Approve in ARCP
EMS1.3: Keep clear, accurate and contemporaneous records	AS: Test - Yasmin report number 2	es2 (2010-05-04 11:01:58)	Approve in ARCP
EMS1.4: Keep colleagues informed when working in partnership	AS: eton seroprevalence study - presentation AS: Test - Yasmin report number 2	es2 (2010-05-04 10:52:53) Awaiting request signoff from trainee2 trainees	Approve in ARCP
EMS1.5: Establish and maintain trust by listening to and respecting others' views	AS: eton seroprevalence study - presentation	Awaiting request signoff from trainee2 trainees	Approve in ARCP
EMS1.6: Treat others with courtesy			
EMS1.7: Respect the rights of the public and			

The "Requirement Approval" column asks you to "Approve in ARCP". Therefore, to approve the item select the "ARCP" tab, as highlighted below.

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LOGOUT ES2 LOGOUT

PROGRESS AGAINST THE STAGE

PORTFOLIO ENTRIES **ARCP** PHASE 1 ITEMS

PHASE 1

	Associated Evidence	Evidence Approved	Requirement Approval
Recognise and work within professional competence	AS: eton seroprevalence study - presentation	es2 (2010-05-04 10:55:34)	Approve in ARCP
	AS: Test - Yasmin report number 2	es2 (2010-05-04 11:00:00)	Approve in ARCP
Be willing to consult colleagues	AS: Test - Yasmin report number 2	es2 (2010-05-04 11:01:41)	Approve in ARCP
Keep clear, accurate and contemporaneous records	AS: Test - Yasmin report number 2	es2 (2010-05-04 11:01:58)	Approve in ARCP
Keep colleagues informed when working in partnership	AS: eton seroprevalence study - presentation	es2 (2010-05-04 10:52:53)	Approve in ARCP
	AS: Test - Yasmin report number 2	Awaiting request signoff from trainee2 trainees	Approve in ARCP
Establish and maintain trust by listening to and respecting others' views	AS: eton seroprevalence study - presentation	Awaiting request signoff from trainee2 trainees	Approve in ARCP
Treat others with courtesy			
Respect the rights of the public and patients to be involved in choices			

KEY

Learning Outcomes:

- Signed Off
- Has some evidence
- No evidence

Evidence:

- Approved
- Not approved

KEY

Show learning outcomes:

- All
- Has some evidence
- No evidence

FILTER

The ARCP events will be displayed for the selected trainee. Select the appropriate ARCP event, where you will find the LO's available for sign-off displayed. To sign-off the appropriate LO select the "Approve" tab, as highlighted below. If an assessment is not displayed here then the trainee has not associated a piece of evidence to a specific learning outcome, so it cannot be displayed on the ARCP listing.

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LOGOUT ES2 LOGOUT

HOME MY DETAILS

Assessments

You are logged in as es2 . Logout

REVIEW PROGRESS AGAINST THE ARCP SCHEDULED FOR WEDNESDAY 11TH APRIL 2012

MY TRAINEES PORTFOLIO ENTRIES ARCP **ARCP PROGRESS**

CHECKLIST FOR PHASE 1

Requirement	Associated Evidence	Evidence Approved	Requirement Approval
EMS1.1: Recognise and work within professional competence	AS: Test - Yasmin report number 2	es2 (2010-05-04 11:00:00)	APPROVE
EMS1.2: Be willing to consult colleagues	AS: Test - Yasmin report number 2	es2 (2010-05-04 11:01:41)	APPROVE
EMS1.3: Keep clear, accurate and contemporaneous records	AS: Test - Yasmin report number 2	es2 (2010-05-04 11:01:58)	APPROVE
EMS1.4: Keep colleagues informed when working in partnership	AS: Test - Yasmin report number 2	Awaiting request signoff from trainee2 trainees	APPROVE
EMS1.5: Establish and maintain trust by listening to and respecting others' views			
EMS1.6: Treat others with courtesy			
EMS1.7: Respect the rights of the public and patients to be involved in choices			

KEY

Learning Outcomes:

- Signed Off
- Has some evidence
- No evidence

Evidence:

- Approved
- Not approved

KEY

Show learning outcomes:

- All
- Has some evidence
- No evidence

FILTER

By selecting the "Approve" tab you confirm that you have made a considered decision to sign-off an LO. Therefore, you will be required to re-confirm your wish to sign-off, as illustrated below.

HOME MY DE

ments

You are logged in as

APPROVAL

ES PORTFOLIO ENTRIES ARCP ARCP PROGRESS APPROVE REQUIREMENT

Please confirm approving the " (EMS1.2: Be willing to consult colleagues)" requirement for trainee2 trainees.

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Selecting the "Confirm" button above will sign-off the learning outcome. Please note that it is **not possible** for LO's to be unsigned once they are signed-off.

6. Create an Educational Supervisor Report

This form is for submission to the Annual Review of Competence Progression panel by the trainee's current educational supervisor, summarising the trainee's learning portfolio since the previous assessment. This form is a standard assessment form in the portfolio system which is signed off online. This form can only be initiated by an Educational Supervisor. After creating the form by selecting the trainee for which it applies, a screen prompts the supervisor to select which ARCP record to which it applies. This allows the pre-filling of data from the information that the trainee has assigned to the ARCP.

Once the ARCP record has been selected, the selection of the form showing learning outcomes which have been assessed is automatically completed based on the WARS which have been associated with the selected ARCP record. This is automatically updated every time the form is edited **until the point that the form is signed off by the supervisor**, at which point:

- The pre-filled data is fixed and will not be automatically updated on viewing the form (because it has been signed off and data which has been signed off should not change).
- The associated WARS are locked to the ARCP with which they are associated.

This form also pulls information from elsewhere in the portfolio to list outcomes from adverse incidents, complaints or any other appropriate activities. The form requires the Educational Supervisor to make general comments, specific comments on strengths, areas for improvement and recommendations. This form requires sign-off from the Educational Supervisor and the trainee.

Educational Supervisors are able to create this form by hovering over **Assessments** and selecting **Enter New Assessment**. The relevant trainee is then selected and the appropriate ARCP date assigned. The Educational Supervisor is then able to complete the form and send this for approval to the trainee prior to the ARCP date.

7. Questions?

If you have any additional issues which are not covered here, please contact educ@fph.org.uk