



Faculty of Public Health

Of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

Trainees Quick Guide to e-Portfolio

Please read the brief instructions below on how to use the e-Portfolio. A more detailed manual is available for [download](#) if this quick guide does not provide enough information.

Trainees Quick Guide to e-Portfolio	1
1. Logging on.....	2
2. My Details.....	2
3. Assessments	3
4. Evidence.....	4
5. Progress	5
APPENDIX I.....	6
APPENDIX II.....	7



At the end of this document ([Appendix I](#)) is a list of items that should be completed when you first log onto the e-Portfolio. There is also a flow chart ([Appendix II](#)) of how the sign off process works in the e-Portfolio.

1. Logging on

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



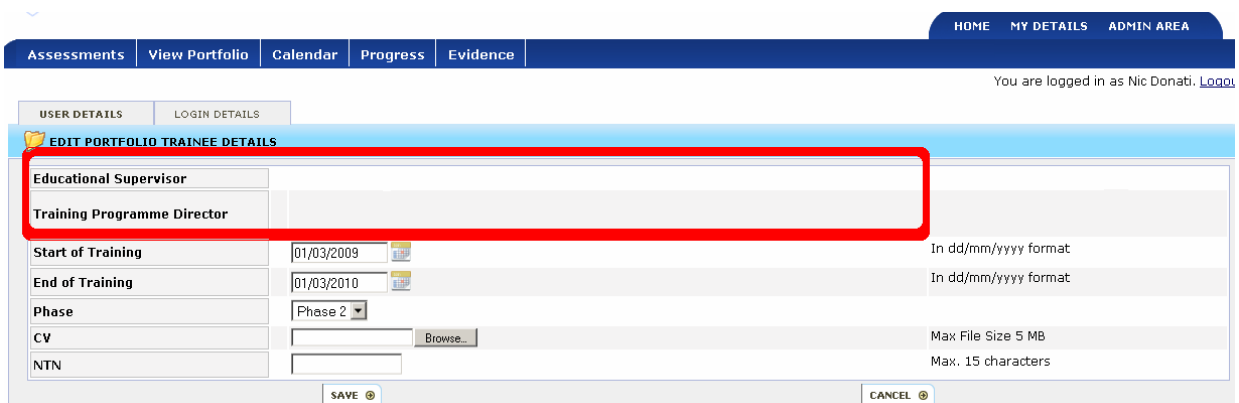
[The Faculty of Public Health](#)

- Enter Username (your email address) and Password.
- Press Enter or click on **LOGIN** 
- If the incorrect Username or Password have been entered the following will be displayed **Login failed** 
- 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 logging in please contact educ@fph.org.uk

2. My Details

Once logged in please ensure that all of your details are filled in correctly.

- Click on **MY DETAILS** and review the information currently there. Please make any changes that are necessary and keep the information on the e-Portfolio up to date.
- Under the **VIEW PORTFOLIO USER DETAILS** section you should see the name of your TPD and your Educational Supervisor. The TPD is allocated to you by your region. If your TPD is not allocated to you please contact educ@fph.org.uk.
- If your Educational Supervisor is not listed please follow this up with your TPD who is able to make this change.



3. Assessments

This is the section where you can create Assessments (CBD or DOPH) Projects (Activity Summary Sheets and Pre-Project Planning) and the Learning Agreement (3 way sign off).

- Hover over **Assessments** and then click on **Enter New Assessment**
- To enter a CBD or DOPH select a Project Supervisor and the type of Assessment you would like to submit. Then follow the onscreen instructions. **If you cannot find your project supervisor please contact educ@fph.org.uk**
NB- Currently the DOPH and CBD forms of Assessment do not link through to the progress section. FPH has created some Forms in the **List Shared Evidence section which can be downloaded completed and uploaded as a piece of evidence to solve this.**

ASSESSMENT

This section allows you to complete online assessment forms which need to be approved. Trainees can apply assessments to themselves and will have to choose who will be approving the assessment. Trainers can apply assessments to trainees but the trainee will have to approve the form.

To start an assessment form, please select from the following:

Enter assessment to your portfolio

❓ To create an approved assessment you will need to select a person to approve your entry.

The person who will approve the assessment: *

Choose the assessment form to complete: * Direct Observation of Public Health Practice

ENTER ASSESSMENT

- To enter an Activity Summary Sheet or Pre-Project Planning select a Project Supervisor and the type of Project you would like to submit. Then follow the onscreen instructions. **If you cannot find your project supervisor please contact educ@fph.org.uk**

PROJECT

This section allows you to complete online assessment forms which need to be approved. Trainees can apply assessments to themselves and will have to choose who will be approving the assessment. Trainers can apply assessments to trainees but the trainee will have to approve the form.

To start an assessment form, please select from the following:

Enter assessment to your portfolio

❓ To create an approved assessment you will need to select a person to approve your entry.

The person who will approve the assessment: *

Choose the assessment form to complete: * - Select Form -

ENTER ASSESSMENT

- To create a new Learning Agreement (3 way sign off) you will need to make sure that you have an Educational Supervisor and TPD assigned to you.
The TPD is allocated to you automatically by your region and your educational supervisor can be allocated by your TPD.

THREE WAY SIGNOFF ASSESSMENTS

This section allows you to complete online assessment forms which need to be approved twice. Trainees can apply assessments to themselves and will have to choose two assessors to approve each assessment.

To start an assessment form, please select from the following:

Enter assessment to your portfolio

? To create a three-way signoff assessment you will need to provide two people that will approve your form.

Your educational supervisor: **es3**

Your training programme director: **tpd**

Choose the assessment form to complete: **Learning Agreement**

ENTER ASSESSMENT

4. Evidence

In this section you can create pieces of evidence to attach to projects.

- Hover over the **Evidence** tab and select **Add Evidence** from the drop down list.
- Complete the form as instructed completing all the mandatory fields (indicated with a *).
Personal evidence is for your portfolio only and shared evidence will be submitted for all trainees to view in the **List Shared Evidence** **section upon admin approval.**

- To associate evidence with a project (Activity summary sheet form) at **Link to item in portfolio** This can be done at any point in time and does not need to be done when the evidence is first created.
- It is important to select the correct phase for a piece of evidence. The default is set to your current phase of training however if your piece of evidence is for Learning Outcomes from a different phase make sure this is indicated.
Only associate the evidence with Learning Outcomes from the phase selected. If your evidence spans Learning Outcomes from multiple phases it will need to be entered for each phase it covers.

5. Progress

In this section you can review your progress at completing Learning Outcomes and contributions to your ARCP.

- Hover over the **Progress** tab. By selecting **List Phases** you will be able to review your progress by phase. By clicking on [Show requirements](#), next to the desired phase you will see a list of all the Learning Outcomes required for that Phase.

PHASE REQUIREMENTS FOR PHASE 1.			
REQUIREMENTS	PHASE ITEMS		
CHECKLIST FOR PHASE 1			
Requirement	Associated Evidence	Evidence Approved	Requirement Approved?
EMS1.1: Recognise and work within professional competence	AS: russell - RA1	Awaiting signoff from Standard fph login	es3 (02/11/2009 12:22)
EMS1.2: Be willing to consult colleagues	AS: E-portfolio training - Report on FPH e-portfolio	es3 (2009-10-29 11:27:41)	es3 (29/10/2009 11:24)
EMS1.3: Keep clear, accurate and contemporaneous records	AS: russell - RA1	Awaiting signoff from Standard fph login	
EMS1.4: Keep colleagues informed when working in partnership	AS: E-portfolio training - Report on FPH e-portfolio	es3 (2009-10-31 15:10:11)	No
EMS1.5: Establish and maintain trust by listening to and respecting others' views	AS: russell - RA1	REQUEST SIGNOFF	No
EMS1.6: Treat others with courtesy	AS: russell - RA1	REQUEST SIGNOFF	No

- In order to get pieces of Evidence signed off by your project supervisor you will need to **REQUEST SIGNOFF**.
- By using **REQUEST SIGNOFF** a WARS form will be automatically created and sent to your Project Supervisor for approval.
Currently the DOPH and CBD forms of Assessment do not link through to the progress section. FPH has created some Forms in the **List Shared Evidence section which can be downloaded completed and uploaded as a piece of evidence to solve this.**
- Under the **Progress** tab you can also **Create New ARCP** and **List ARCP**. This allows the trainees to manage their Annual Review of Competence Progression (ARCP).
It is important to set up an ARCP date as soon as you begin to use the e-Portfolio as evidence will then be automatically assigned to it.
- Next to each pending ARCP is an option to [List assigned items](#) Each item in the list is a link to the relevant assessments or evidence that has been assigned to the ARCP.
To remove evidence from an ARCP click [List assigned items](#). Users can then click on evidence or individual assessments and go to the **ARCP tab to make any alterations.**

ARCP

Applied to an ARCP: Not currently applied to an ARCP

Update ARCP

ARCP * Open (26/02/2009 - 26/02/2010) ▼

APPENDIX I

Below are the first steps that should be undertaken when first logging onto the e-Portfolio. Please make sure all of these have been completed.

1. Log on to the e-Portfolio go to “my details” and complete all of the information in the boxes.
2. Ensure that a TPD and Educational Supervisor have been assigned to you. If a TPD has not been assigned to you contact FPH (educ@fph.org.uk) and if an Educational Supervisor has not been assigned to you alert your TPD.
3. Set up an ARCP date on the approximate time you think your next ARCP will be held (the exact date can be changed later but it is important one gets set up before entries are made on the e-Portfolio).
4. If you know who your project supervisors will be/ are check to see they are on the system and let FPH know if anyone is missing so that we can add them as soon as possible.
5. To sign off Learning Outcomes that were achieved on the paper based portfolio – upload the Learning Outcome Sign Off sheet and ARCP outcome sheet as a piece of evidence for those Learning Outcomes. These can now be signed off by your current Educational Supervisor. Make sure you agree this with them in advance.

APPENDIX II

Below is a visual explanation of how information is stored on the e-Portfolio and the sign off process for it.

