TRAINING E-PORTFOLIO
SUPERVISOR/TPD GUIDANCE MANUAL

Last Updated May 2022

Contents

Background

The Faculty of Public Health (FPH) electronic portfolio (e-Portfolio) system provides Specialty Registrars with a central platform for the management of information and documentation on progression of learning against the public health specialty training curriculum during their time in training. The e-Portfolio allows trainees to relate documentation and evidence to the curriculum and incorporates the ability to record various sign offs against the competencies in the Public Health training curriculum

The information within the e-Portfolio is the responsibility of the Registrar to maintain and keep up to date.

Accessing the ePortfolio

If you wish to gain access to the ePortfolio as either a supervisor (Activity, Academic or Educational Supervisor) or Training Programme Director we will require an email from your deanery confirming what level of access you should have and the email address to be used with this account. The request should go to educ@fph.org.uk

To login to the ePortfolio please visit: https://eportfolio.fph.org.uk/

Support

The Education and Training Team can provide support for all users. Please email any queries to educ@fph.org.uk

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E: educ@fph.org.uk: +44 (0) 20 3696 1450 W: www.fph.org.uk
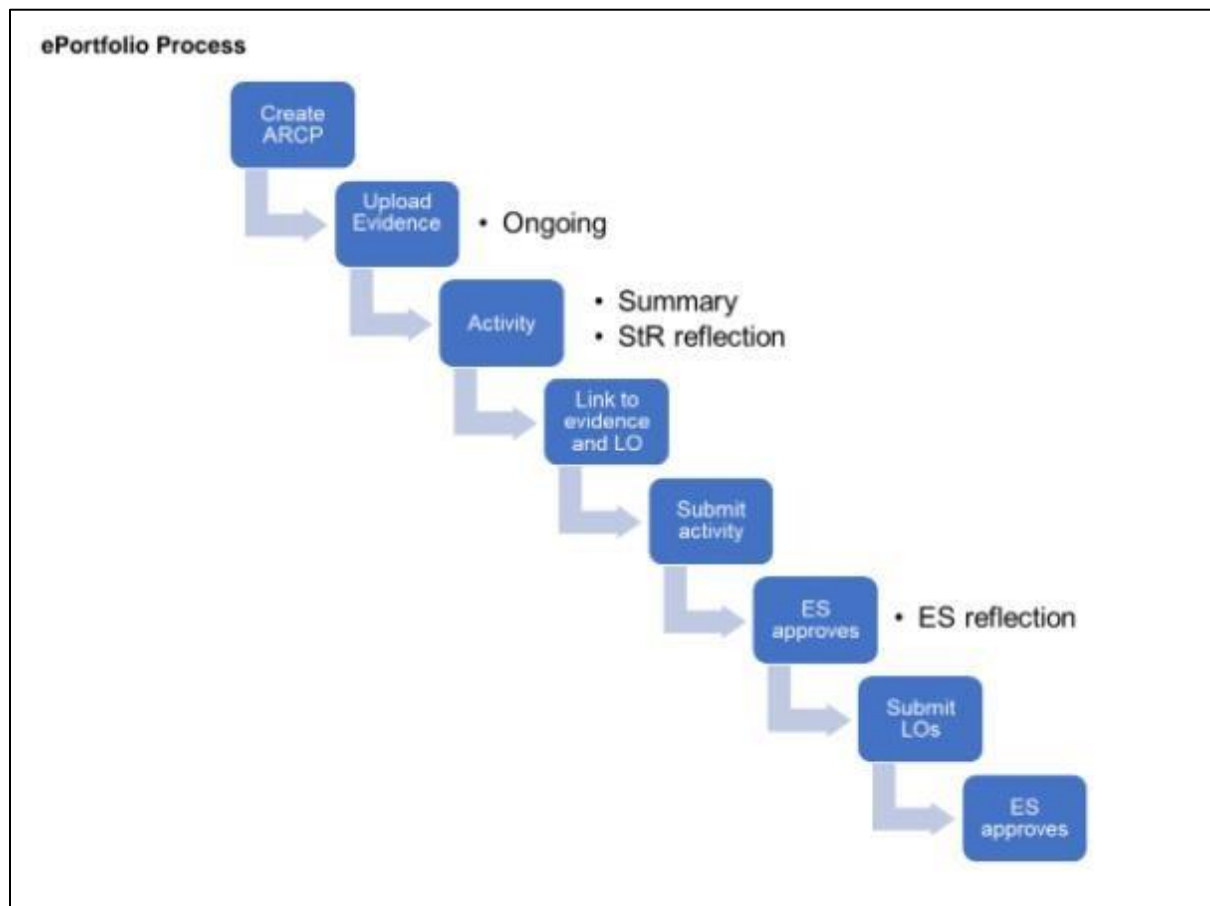Registered Charity No: 263894

3

How the ePortfolio works

The following briefly outlines how work is signed off on the system.

1. Evidence, e.g. a health needs assessment or registrar reflective note, is uploaded to the system.
2. An Activity is created and linked with the Evidence and a Learning Outcome.
3. This is submitted by the Registrar for approval by an Activity Supervisor/Educational Supervisor.
4. Once all activities associated with a Learning Outcome are approved the Learning Outcome Sign of Sheet (LOSOS) can be submitted to the Educational Supervisor for sign off.

All LOSOS are associated with an ARCP date, which in effect groups a body of work under one heading so that progress can be reviewed by the deanery. Once a ARCP date has been reached, and the panel has reviewed the Registrars work then a new ARCP should be created by the Registrar to capture the next period's work.

The diagram below illustrates the progression through the e-portfolio functionality from start to finish, from adding evidence through to submitting an ARCP.

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4

There are 4 different supervisor roles on the ePortfolio

- Training Programme Director
- Educational Supervisor
- Activity Supervisor
- Academic Supervisor*

This document outlines the process for signing off work submitted by Registrars on the ePortfolio.

- Activity and Academic Supervisors can sign off Activity Summary Sheets only.

- Educational Supervisors and Training Programme Directors can sign off Activity Summary Sheets and Learning Outcome Sign off Sheets (LOSOS).

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5

*In this guidance the Academic Supervisor guidance is the same as the Activity Supervisor as the user types have the same functionality.

Please note that guidance on conducting ARCPs is within a separate document.

My Profile

Go to My Portfolio and then "My Profile"

This page is aimed at Registrars and allows them to record details and connect with their TPD and Educational Supervisor. As supervisors you will not need to complete this page.

As Activity Supervisor

Once logged in you will see the overview bar on the left including "As Activity Supervisor".

As an Activity Supervisor you will be able to sign off Activities.

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6

View All Activities – will allow you see all Activities that have been submitted to you including pending and signed off items. Please note that Pre Planning Activity Sheets are also submitted via this section as well.

View Outstanding Activities – will allow you to see all Activities that have been submitted and require sign off.

How to approve an Activity

As Activity Supervisor and then **"View Outstanding Activities"**

Click on the title of the Activity to be approved. When the Activity is opened you will see:

- Activity Summary Section – To be completed by the Registrar, which will include Results and Personal Reflection fields. This field will be locked.

- Activity Relations Section – To be completed by the Registrar, the Evidence and Learning Outcomes associated with the Activity. These can be opened by clicking on the item. This field will be locked.

- Supervisor Section – To be completed by the Supervisor, including Supervisor Reflection and Rejection reason fields.

- The Approve and Reject functions – To be completed by the Supervisor.

Once the Supervisor Section is completed the item will need to be Approved or Rejected.

If Rejected the Activity goes back to the Registrar where it can be edited and re-submitted.

When signing off a previously rejected item please ensure the review date reflects the latest submission.

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7

Please note you can see all Activities signed off via "View All Activities"

As Educational Supervisor

Once logged in you will see the overview bar on the left including "As Educational Supervisor".

As the Educational Supervisor you will be able to sign off Activities, LOSOS and view Registrars progress.

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8

View All LOSOS – will allow you see all LOSOS that have been submitted to you including pending and signed off items.

View Outstanding LOSOS – will allow you to see all LOSOS that have been submitted and require sign off.

How to approve a LOSOS

Go to Learning Outcomes click on "View Outstanding"

Click the particular row related to the item you want to approve.

- You will see all the details of the LOSOS including the Registrars Name and the Learning Outcome.

- Activities that have been approved and are associated with the LOSOS. These can be expanded, and the evidence viewed by clicking on "+"

Once the LOSOS is opened, complete the following fields:

- Method of assessment.
- New Level of achievement
- Educational Supervisor comments.

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9

- Review date
- Approve or Reject.

To Approve or Reject a LOSOS you will need to select the level of achievement first;

- No Achievement = Reject
- Minimal, Partial, Full = Approve

Please note you can see all LOSOS you have signed off via "View All LOSOS"

View Registrars Progress

If you cannot see the Registrar they have not selected you as the ES on their account so the link between accounts has not been made. Please note that Registrars can only nominate one Educational Supervisor at any given time.

Go to As Educational Supervisor and View Registrars Progress.
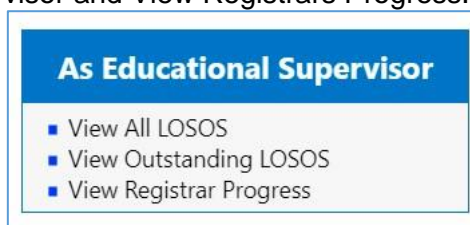
As Educational Supervisor
- View All LOSOS
- View Outstanding LOSOS
- View Registrar Progress

You will then click on the name of the Registrars name and then be able to view their progress on LOSOS sign off.

Registrar Progress

As Educational Supervisor

Show 10 ˅ entries   Search: [   ]

Surname	Name	Region	Phase
Attridge	Kiranjeet Kaur	FPH	Phase 2
Bland	Laura	FPH	Phase 1
Endeley	Mina Eka	FPH	Phase 1
Firth	Richard Cristopher	FPH	Phase 3

View All ARCPs

This allows you to view the ARCPs of the Registrars who selected you as their Educational Supervisor.

Go to ARCPs and then View All.

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10

ARCPs
- View Pending ARCPs
- View All ARCPs

You will then click on the name of the Registrars name and then be able to view their ARCPs.

View all ARCPs list

As Educational Supervisor

Show 10 entries   Search:

Surname	Name	Status	From Date	Cut-off Date	Numbers of LOSOS assigned to me	Total LOSOS assigned to ARCP
Roughton	Susanna	Under Review	01/08/2009 00:00:00	10/11/2010 00:00:00	1	7
Roughton	Susanna	Under Review	17/11/2010 00:00:00	19/01/2012 00:00:00	21	92
Roughton	Susanna	Under Review	26/01/2012 00:00:00	16/01/2013 00:00:00	18	57

Showing 1 to 3 of 3 entries   Previous 1 Next

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11

Training Programme Director

The TPD will be able to view all Registrar in their region who have selected them as their TPD. With this link made the TPD can view the progress of the Registrars in signing Learning Outcomes off.

Go to "As Educational Supervisors" then "View Registrars Progress".

You will then see a list of all Registrars who selected you as their TPD. By clicking on the Registrars name you will then be able to view their progress against the Learning Outcomes. You will be able to view the activities and evidence associated with the Learning Outcomes.

As Training Program Director

Show 10 entries   Search:

Surname	Name	Region	Phase
Banks	Jessica	Wessex	Phase 2
Barker	Jennifer	South Central	Phase 2
Booker	Charlotte	Wessex	Phase 1
Buttivant	Helen Mary	London	Phase 1

Frequently Asked Questions

What if I have problem with ePortfolio?

All queries should go to the Education & Training team who will be able to resolve any issue. Please email educ@fph.org.uk with details of your query, such as access to the system or corrections.

I am an Educational/Activity/Academic supervisor, how do I get access to the ePortfolio?

An email from your deanery should request login details for you. This will need to include the email address to be linked to ePortfolio account . All requests for logins should go to educ@fph.org.uk

How do I reset my password?

Once logged into the ePortfolio, in the top right click on your name and follow the prompts on the drop down menu.

I'm an Educational Supervisor, why can't I see my Registrars on the system?

As an Educational Supervisor you can be linked to your Registrars account so that you are able to view their progress in signing off LOSOS and their ARCPs. These can be viewed under the Registrars progress and ARCP section.

If you have no Registrars listed that is because the Registrar has not added you as the Educational Supervisor on their account.
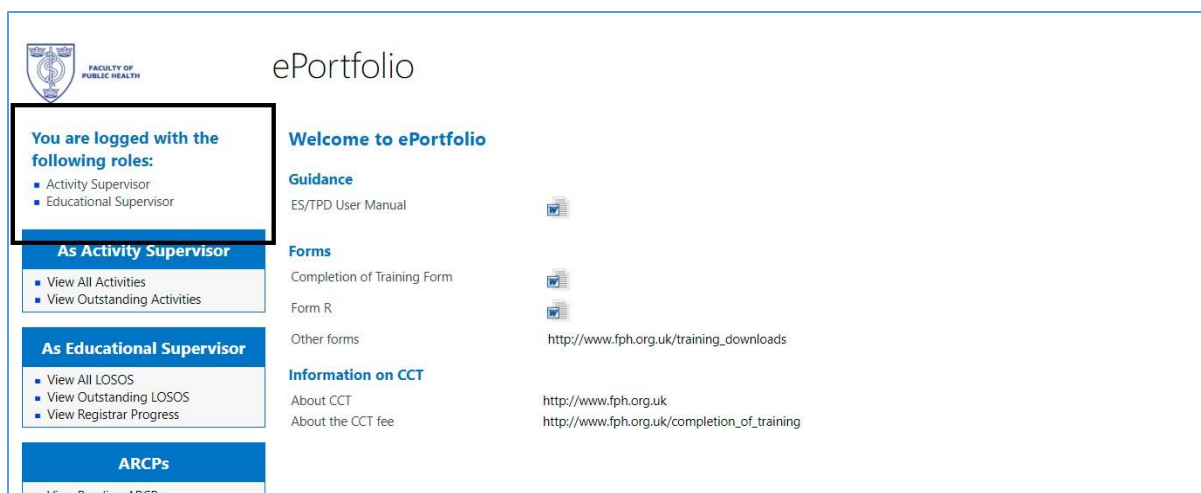
I can't see the items submitted to me for approval

You should ask the Registrar to confirm which items have been submitted to you by reviewing their account and confirming.

I have submitted the wrong comments to the Activity/LOSOS. How can I add/amend to the item?

Email educ@fph.org.uk and we will reject the item back to the Registrar who can resubmit the items.

What role have I been given access as?

When logged into the ePortfolio you will be able to tell which supervisor role you been given access as soon as you are logged in. You may have access in multiple roles.

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13

What items can I sign off?

Activity and Academic Supervisors can sign off Activity Summary Sheets only.

Educational Supervisors and Training Programme Directors can sign off Activity Summary Sheets and Learning Outcome Sign off Sheets (LOSOS).