



FPH ePortfolio: Update for recording placements

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Overview

To facilitate a placement page which can accommodate the flexibility required to record Registrars training placements, for example overlapping dates, it's been necessary to split the information from the "Placement/Supervisor Details" page across two pages; "Placements" page and "Year/Supervisor" page.

This document outlines the changes that will take place on the system.

Any queries regarding these updates should go to educ@fph.org.uk

Updates on recording Placements & Supervisor details

New Placements page (Profile > Placement Details)

On the new Placements page, you will be able to add the following details:

- MPH/MSc – Placements taken up while in training.
- Approved training places – All training placements contributing towards time in training.
- Out of Programme Placements (Contributing Towards Training) – OOPR and OOPT will be recorded here.
- Out of Programme Placements (Not Contributing Towards Training) – time away from training, including sick leave and parental leave, will be recorded here.

Course Name	Start Date	End Date	Full Time Percentage	Number of Months (WTE)	
Masters PH	01 Feb 2019	01 Apr 2019	80	1.5	Actions
Masters of Public Health	01 Sept 2016	01 Feb 2018	100	17.5	Actions

Location	Start Date	End Date	Full Time Percentage	Number of Months (WTE)	
South Tyneside Council	13 Jun 2023	13 Jul 2024	100	13.25	Actions
South Tyneside Council	01 Aug 2022	27 Feb 2023	80	5.5	Actions
University of Newcastle	02 Aug 2021	31 Jul 2022	80	9.5	Actions
Gateshead Council	16 Mar 2021	01 Aug 2021	80	3.5	Actions
Gateshead Council	05 Aug 2020	15 Mar 2021	60	4.5	Actions
Newcastle - Waterfront 4	20 Apr 2020	04 Aug 2020	60	2	Actions
Newcastle - Waterfront 4	07 Aug 2019	19 Apr 2020	100	8.5	Actions
North Tyneside Council	02 Aug 2017	06 Aug 2019	100	24.5	Actions
Hartlepool Borough Council	03 Aug 2016	01 Aug 2017	100	12	Actions

Please note that:

All training placement details that are currently entered on the system will be transferred into this new page, where they can be amended if needed.

- The system will now accept overlapping placement dates.
- The system will automatically calculate the number of months WTE and round to the nearest 0.5.
- Display placements up to half a month e.g. 3.5 months.

Along with placements, OOP and MPH/MCS details will be captured here. The new placements page will also:

- Auto-calculate the time spent in a placement using the start and end date and the full-time percentage.
- List placements by date once the page is refreshed.
- Autofill the required placement details for the online ARCP Outcome and CCT forms when these are launched.

Recording Year & Supervisor Details (Profile>Year/Supervisor Details)

This page is an updated version of the current “Placement/Supervisor Details page” with the placement details removed.

- Here the Registrars will now add each year of training and then allocate their supervisors to that year.
- When creating forms, you will be asked to select from the years that the user has added to the system, which will inform the supervisors you select to submit work to.
- Please note forms are now connected to years rather than placements. This has no impact in terms of work signed off or ARCP.

Updated Page

Following the update when Registrar logs into this page they will see that their previous placement entries are replaced with entries with their regions listed instead for example:

01/01/2025 - 31/01/2025 - Dudley Metropolitan Borough Council

Will be :

01/01/2025 - 31/01/2025 - West Midlands

For Registrars who have multiple entries these will now be listed as individual Years, which will potentially exceeds the number of years you are in training.

What should I do on this page?

You should continue to add Supervisors and submit forms against the current year. When you reach the end of the year create a new Year entry.

If you have multiple Year entries there is no requirement to edit these previous entries. Having multiple Year entries will not affect your the Learning Outcomes sign off or your ARCPs. You should continue to add and submit forms against your current Year. When you reach the end of the year create a new Year entry.

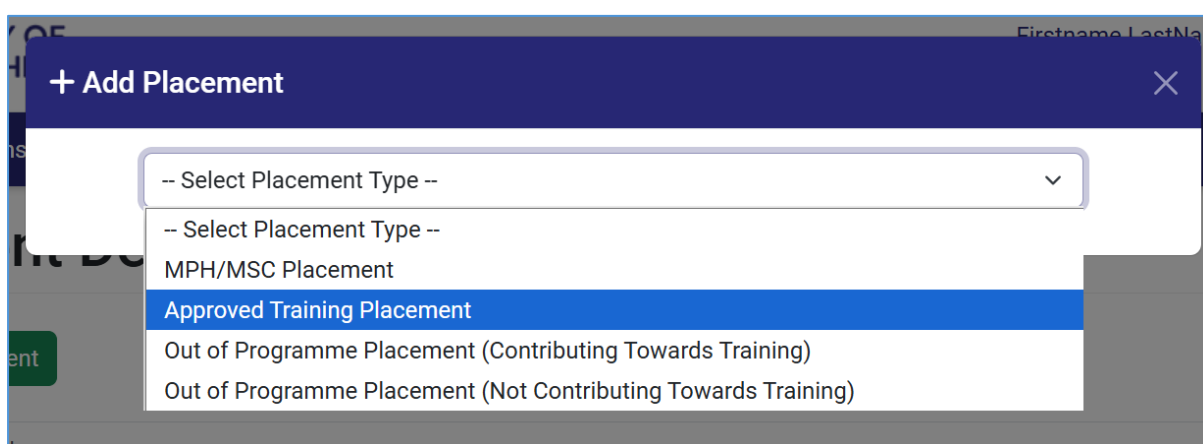
Guidance on how to add Placements & Supervisors

Adding placements:

Profile>Placement details>Add New Placements

You will then select from the following options:

- MPH/MSC Placements
- Approved Training Placements
- Out of Programme Placements (Contributing Towards Training)
- Out of Programme Placements (Not Contributing Towards Training)



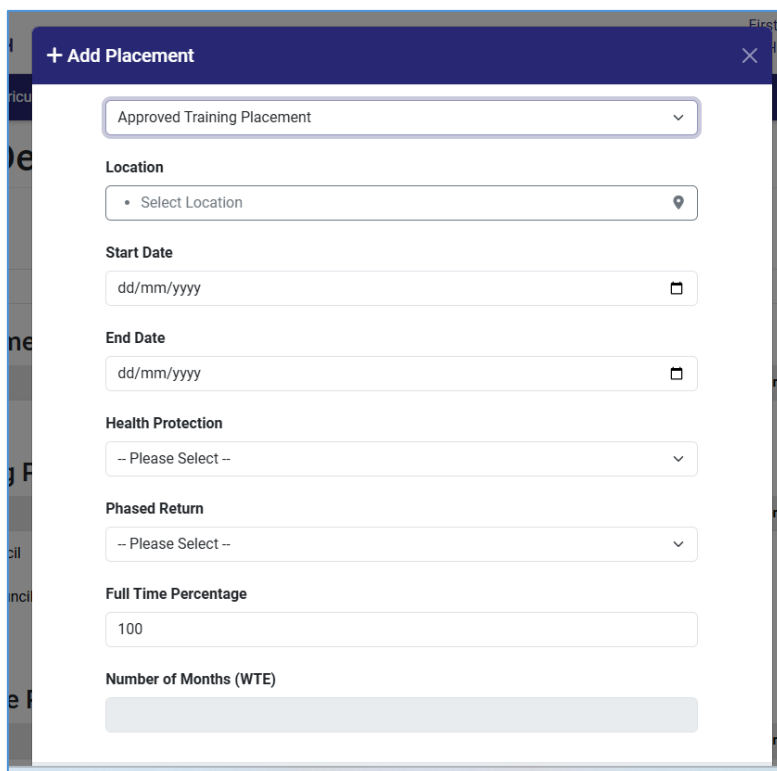
The type of entry you are recording, will determine which information you are available to:

- MPH/MSC Placements: You will add the course name
- Out of Programme Placements (Contributing Towards Training): You can add a title for a placement.
- Out of Programme Placements (Not Contributing Towards Training): You can add a brief descriptor of the reason you are OOP.

Training Placements

When Training placements are added you will add the current details and complete the following fields:

- Location – which will be from the list of GMC approved training placements
- Start Date
- End date
- State whether it's a Health Protection placement
- State if it's a Phased Return
- Full time percentage
- Number of months (WTE) will be auto calculated and rounded up/down 0.5



The screenshot shows a web application interface for adding a training placement. The form is titled '+ Add Placement' and includes the following fields:

- Approved Training Placement:** A dropdown menu with a downward arrow.
- Location:** A text input field with a placeholder 'Select Location' and a location pin icon.
- Start Date:** A date picker field with a placeholder 'dd/mm/yyyy' and a calendar icon.
- End Date:** A date picker field with a placeholder 'dd/mm/yyyy' and a calendar icon.
- Health Protection:** A dropdown menu with a placeholder '-- Please Select --' and a downward arrow.
- Phased Return:** A dropdown menu with a placeholder '-- Please Select --' and a downward arrow.
- Full Time Percentage:** A text input field with the value '100'.
- Number of Months (WTE):** A text input field that is currently empty.

Warnings on the system

There are two warnings which may appear on the Placements Page when adding information:

Please ensure the full time percentage does not exceed 100% for overlapping placements.					
Location	Start Date	End Date	Full Time Percentage	Number of Months (WTE)	
Lincolnshire County Council	15 Feb 2022	01 Apr 2022	100	1.5	Actions
Leicestershire County Council	01 Feb 2022	01 Mar 2022	100	1	Actions
Leicester City Council	01 Feb 2022	01 Mar 2022	100	1	Actions

This message has occurred because the exact dates have been used for the two entries. If the dates are correct, then the Full Time Percentage will need to be edited so that it doesn't exceed 100%.

Please ensure there are no gaps between placements.					
Location	Start Date	End Date	Full Time Percentage	Number of Months (WTE)	
Lincolnshire County Council	15 Mar 2022	01 Apr 2022	100	0.5	Actions
Leicestershire County Council	01 Feb 2022	01 Mar 2022	50	0.5	Actions

This message has occurred because of the gap between the end date of the training placement and the start date of the next placement. There should not be any gaps in time spent in the training programme. Please note if time is spent OOP, Parental leave etc then this message will not appear.

Adding: Year and Supervisor details

Adding a Year and Supervisor details on the page.

Profile>Year/Placement details>Add Year

Add the following details:

- Grade/Phase
- Year/Details: In this section you will also find your training region automatically entered. This can be amended if need be.
- Supervisors

The screenshot displays the 'Public Health Specialty Training (2022 - East of England)' interface. On the left is the 'FACULTY OF PUBLIC HEALTH' logo. The main header area is purple and contains the text 'Public Health Specialty Training (2022 - East of England)', the dates '01 Aug 2023 → 05 Sep 2028', and a '+ Add Year' button. Above this header is a 'Current Programme' tab, and to the right are two blue buttons labeled 'FPH01' and 'EOE715'. Below the header is a 'Hide 2 Years' button. The 'ST1' section is highlighted with a dashed line. It shows 'East of England' as the training region, with dates '02 Apr 2024 → 02 Oct 2025'. Under 'Phase 1', there are two supervisor fields: 'Firstname LastName (FPH Educational Supervisor)' and 'Firstname LastName (FPH Project Supervisor)'. An 'Actions' button is on the right, and a '0' icon is at the bottom right.

- When your year of training is completed, you will then add the next year.
- Forms completed (Activity Summary Sheets & LOSOS) will now be attached to these years.

Frequently Asked Questions

With the new placement page live, what will the Registrars need to action?

Those Registrars with overlapping placements should now amend the dates on the new page to accurately reflect their time in the placements.

Why have you separated the Supervisor and Placement details?

The previous page to capture placements would not allow overlapping dates for placements. The new page will not allow for Supervisors to be linked to forms.

Ideally this would all be on page but limitations with the coding of the system do not allow for both these functions to be captured on one page.

Placements FAQs

Will the placements that I have captured on the system need to be re-added?

No. Your placements data will be transferred to the new page, where you will be able to edit the details.

Do I have to add a placement to submit a form now?

No. You will just need to ensure that you have a current Year you wish to submit work against.

How do I capture my two training placements that I split my time between?

You should add the two placements as separate entries and ensure that the time between the two placements does not exceed Full Time Percentage 100%.

For example, if you were splitting your time between your NHS Trust 30% and Local Authority 70% this should be captured on the ePortfolio as two entries:

- NHS Trust – 01/09/2024 – 01/12/2024 – Full time percentage: 30%
- Local Authority – 01/09/2024 – 01/12/2024 – Full time percentage 70%

I have changed how much I work per week, but I am still in the same placement.

How do I capture this?

You should add a separate entry, starting from the date you changed the amount of time you work and record this new percentage of time.

For example, if you were in Local Authority for 30% Full-Time Percentage and then change to 60%, this should be captured on the ePortfolio as:

- Local Authority – 01/06/2024 – 01/10/2024 – Full-Time Percentage 30%
- Local Authority – 02/10/2024 – 01/03/2024 – Full-time Percentage 60%

If you changed how much you worked again, you would then create a new entry reflecting that.

Supervisors and Years FAQs

Where do I enter details of my supervisor now?

These are captured on the Year/Supervisor Details page.

Do I need to retrospectively add my previous years in training?

No, just your current year and each subsequent year in training.

There is no need to edit or add previous years to the Year/Supervisor Details page.

Masters, OOP, and time away from training FAQs

How should I record time split between my masters and placement?

If you have completed a master's as part of the training scheme and have split this time between this and another placement, you should ensure that the Full Time Percentage of these placements do not exceed 100%.

For example, if you were splitting your time between your Masters and placement 60% and 40% this should be captured on the ePortfolio as:

- Masters – 01/09/2024 – 01/12/2024 – Full time percentage: 60%
- Local Authority – 01/09/2024 – 01/12/2024 – Full time percentage 40%

Where do I record Sick Leave?

Any period that isn't counting towards training should be recorded under Out of Programme Placements (Not Contributing Towards Training).

Where do I record Maternity/Parental Leave?

Any period that isn't counting towards training should be recorded under Out of Programme Placements (Not Contributing Towards Training).

How to add OOPR/OOPT?

That are approved as counting towards training should be added under Out of Programme Placements (Contributing Towards Training).

Some of my time OOPR is contributing to approved training how do I add that?

That are approved as counting towards training should be added under Out of Programme Placements (Contributing Towards Training).

You should add the start date and the end date of the placement, but you should add the percentage of time during the OOP that will count towards training as the full-time percentage.

For example, if 3 months out of a 6-months placement was to count towards training, you would add the full-time percentage as 3 months

How to I add details of the FPH project I have been working on?

FPH Projects completed during training will not be captured on the ePortfolio. When undertaking your project, you will be at a home placement and as such this is all that is required to capture on the ePortfolio. Any supervisors that sign off project work will be captured under the home placement. ePortfolio is capturing details of your placements for CCT purposes. Accounting for Project work is not required for this