Trainee User Guide

This document provides guidance for trainees on using the JRCPTB e-portfolio. It should be read in conjunction with the General User Guide and other materials on the assessment and e-portfolio pages of www.jrcptb.org.uk.

Home Page and Main Menu

Navigation is via the menu bar on the left hand side of the page:

Home	Welcome page and links to downloads and declarations
Personal details	Your name, e-mail address, GMC number etc.
Alerts	This is linked to the messaging system.
Messages	This may used by some deaneries for communication.
Posts, Meetings	This is the main section of the-portfolio.
Information	Information and resources
Self Assessment	Where you can keep a record of your view of your progress against the curricula. This can only be written by the trainee but can be viewed by supervisors.
Reflective Practice	Here you can access the log of previously completed reflections and enter new items of reflection. This section also contains access to other logs of activity which are described in the reflective practice section.
PDP	Personal Development Plan
Record of competence	Trainees can view the entries which can only be made by supervisors.
Assessments	This can be used as an alternative way (compared to the Posts, Meetings page) of viewing assessments in the current post. It also contains some instruction sheets for assessors, which are recommended for the MSF process in particular.
Careers Management	Ability to record careers discussions
Logout	Always log out at the end of a session of work to ensure confidentiality. The website is a secure site which will automatically logout the user after a few minutes inactivity.

Home Page Content

The download link will open an amalgamated view of a lot of the content of the e-portfolio. It may take a few seconds to open, depending on the size of your portfolio. This can be either viewed online or printed. It is the quickest way to access a lot of e-portfolio content. The contents list is being reviewed at present to ensure that this contains all the completed workplace based assessments, appraisal records and items of reflective practice.

The names of the supervisor and tutor appear on the home page. *(They are specifically entered for each post by people with a local or deanery administrator role. The policy for use of these roles has been determined by each deanery. The supervisor will be responsible for updating the record of competence, releasing the MSF at the appropriate time of the year and for entering the end of attachment appraisal and supervisor's report).*

Each trainee will have someone responsible for supervising their education for each clinical post and someone responsible for their education for the duration of the programme. Within the e-portfolio these people are referred to as the Supervisor and the Tutor. Terminology and exact responsibilities vary around the country and within your deanery they may be referred to variously as Clinical Supervisor, Educational Supervisor, College Tutor, Programme Director etc.

Access to the Declarations and (educational) agreement is via a link on the home page.

Signing Educational Agreements

The declarations and agreements link on the trainees home page links to the health and probity declarations and educational agreement that should be electronically signed by the trainee for each post. This is achieved by clicking on the link and then scrolling to the bottom of the paragraph or page to click on the signature link.

The supervisor for each post should countersign the educational agreement via their login but this can only be done after the trainee has signed the agreement for that post.

Personal details

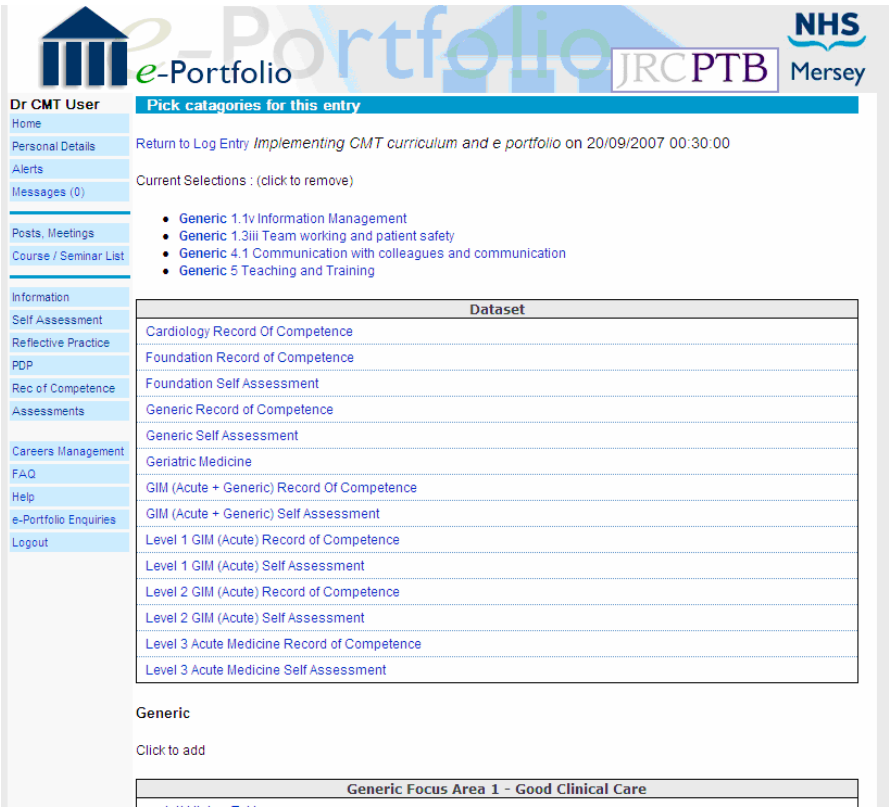
Your Name, GMC number, e-mail address etc are in this section. Some of this may have been entered when you were set up as a user. Correct any of these details if necessary. There is no requirement to add your address and phone number. Your e-mail address is important as if you lose your password it can be sent to this address.

Information

This section contains some files that explain how to use the e-portfolio. They are similar to some of those in the e-portfolio section of the JRCPTB website.
There are 2 Word files in this section which contain **evaluation forms for a presentation or teaching session** delivered by a trainee. The trainee should print off these forms before a teaching session when they wish to receive feedback. They should distribute them to the audience or students to invite their feedback on the teaching session or presentation. The feedback should be summarised and referred to via the reflective practice area of the e-portfolio.

supportive evidence to demonstrate that competence has been achieved. There are therefore 2 further steps that will usually need to be taken.

Firstly a link should be created to a competency or a set of competencies from one or more of the curricula that the trainee is using to guide their training.



This is achieved by clicking on the select descriptors link and then selecting the competency from the lists e.g. select teaching and training from the generic curriculum list.

This link to the reflection will be recorded by adding one to the total on the counter in the reflective practice column in the record of competence for the respective generic, symptom or procedural competency(ies) that it has been linked to.

Secondly the reflection should be moved into the shared part of the-portfolio by clicking on Add to shared portfolio. The trainee's supervisor will then be able to view this item of reflection as will others who have access to the e-portfolio**. This step should not be taken if a trainee does not wish to share their private reflective thoughts with others.**

Supervisors can add comments to shared items of reflection via their login. This will be particularly helpful is evaluating teaching and providing supporting evidence for other parts of the curriculum.

Records of competence

The record of competence can only be written and edited by supervisors. Trainees can view the entries. There are separate records of competence for the generic and specialty curricula and each level of the GIM (Acute Medicine) curriculum. A historical view of a trainee's Foundation record of competence is included for reference but will usually be unpopulated.

The record has been set up to open in the generic record of competence. Links to other records of competence and self assessments are available by clicking on the show other curricula icon at the top of the page.

Counters have been set up in the record the number of workplace assessment forms / items of reflection logged against for each curriculum competency

Further information on the record of competence can be found in the User Guide for Supervisors.

Evidence of Competence

It is necessary for trainees to produce appropriate and sufficient evidence from work place based assessments and other supporting evidence, such as reflection, in order to demonstrate that the mandatory curriculum competencies and a sample of the other competencies have been achieved. Trainees will therefore need to accumulate a variety of evidence of competence in their e-portfolio.

Multiple assessments performed by a variety of assessors are required to provide evidence of competence in many individual parts of the curricula.

A single workplace assessment such as a mini-CEX or CbD can provide partial evidence for multiple areas of the curriculum. *Care should be taken when multiple competencies are assessed in one assessment to ensure that the outcomes entered apply to all the competencies assessed and where necessary clarification is given in the supporting feedback text about the areas of the curriculum competency covered (or not covered).*