



**FACULTY OF
PUBLIC HEALTH**

Protecting and improving the health of the public
through the organised efforts of our members

ePortfolio guidance for ARCPs

Version.5 November 2024

ePortfolio Guidance for ARCP

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Background

The Faculty of Public Health (FPH) electronic portfolio (ePortfolio) 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 ePortfolio 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](#)

Accessibility

Wherever possible, functionality within the NHS ePortfolios platform is developed and tested to be compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, details of which can be found here: <https://www.w3.org/TR/WCAG21/>

The “WAVE Evaluation Tool” was used during our development and test processes and a Chrome plug-in can be downloaded for free should you wish to use this yourself to ensure compliance of pages containing content you generate:

<https://chromewebstore.google.com/detail/wave-evaluation-tool/jbbplnpgkjmmeebjpijfedlqcdilcofh>

Accessing the ePortfolio

Registrars & Supervisors

Once the enrolment process is completed the Education & Training team will provide the Registrar login details so that they can begin to use the system.

For Supervisors to be added to the ePortfolio a request must come from the training programme team. The request should be emailed to educ@fph.org.uk with:

- The Supervisors email address to be associated with their account.
- Type of access to be given: Academic, Project or Educational Supervisor.

Logging In

Users can login by:

- Signing into the FPH's Members Portal: <https://members.fph.org.uk/>
Once logged into the Members Portal, Users will be able to access the ePortfolio without logging in again by clicking on the tab "ePortfolio".
- Or Users can log directly into the ePortfolio by going to:
<https://www.nhseportfolios.org/Anon/Login>

Please note, that ePortfolio login details are separate from those to access the FPH Members Portal.

Browser

Please note that the ePortfolio is not compatible with Internet Explorer web browser and as such some functions will not work. All other browsers are compatible with the system.

ePortfolio Guidance

Guidance documents and videos are available on the Faculty website here:

<https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/>

Support

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

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Privacy

Documents and work that are uploaded to the ePortfolio by Registrars can be viewed by the following users to supervise training and to administer the training programme:

- Educational Supervisors
- Training Programme Directors
- Deanery Staff
- FPH staff
- Officers for the FPH Education & Training department

It is the Registrars responsibility to ensure that sensitive information is redacted when uploaded to the ePortfolio.

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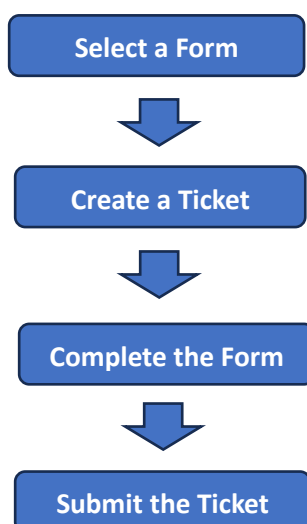
Posts, Forms and Tickets

Registrars are all connected to Public Health Specialty Training programme on the ePortfolio and as they progress through training they will record their training placements on the system as Posts.

Forms on the ePortfolio refers to Activity Summary Sheets, Learning Outcome Sign Off Sheets, Out of Programme Applications and Completion of Training Forms. When the Registrar opens a form and submits this for review it becomes associated with the current Post they are attached to.

The Ticket system on the ePortfolio is a way to submit and manage Forms during the sign off process. Tickets can be recalled, copied and resubmitted.

To sign off an Activity Summary Sheet or LOSOS Registrars will follow this process:



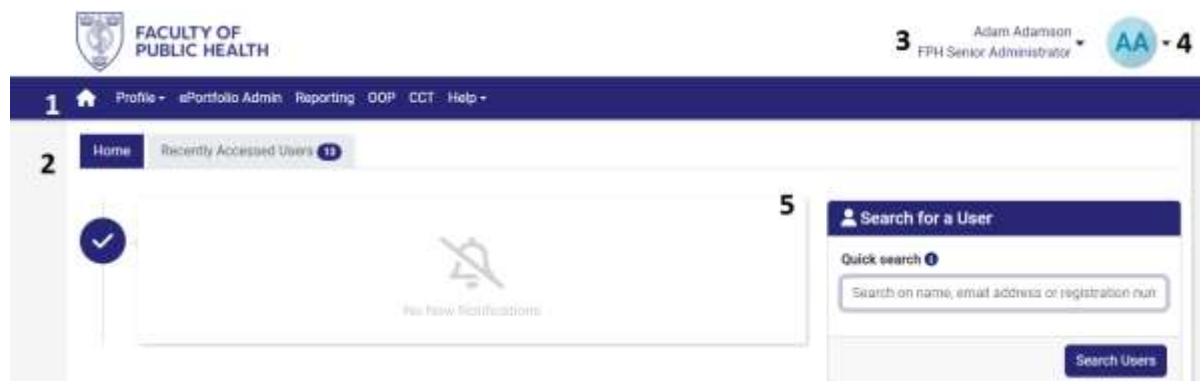
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Homepage

Once logged into the system you will be taken to the homepage and see a number of tabs. From here you can navigate to create new and review forms you have already created.



1 Home

To return to this page from any other page in the ePortfolio or refresh the page.

2 Home tabs & Activity tabs

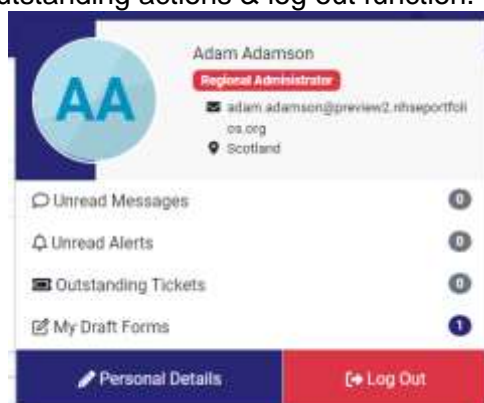
Home tab, to return to this page from any other page in the ePortfolio or refresh page. Activity tab, allows the users to see what activities have occurred related to their account; when items are created, submitted for sign off etc.

3 User Details

Name and type of user account (Registrar, Supervisor, Admin etc)

4 Summary Menu

A summary menu of outstanding actions & log out function.



5 Search for Registrars

Search for Registrar accounts in your region.

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Menus

The following tabs along the top of the homepage allow you access different functions of the ePortfolio:

Profile: The following options are available

- **Personal Details**
This includes Name, Faculty membership number and primary email associated with the ePortfolio. Note: that these details can only be changed via the FPH Members Portal.
- **Login details**
Here Users can update their usernames and passwords. Note: that this will only update the ePortfolio login details not FPH Membership Portal details.
- **Communication Preferences**
Notifications are sent from the ePortfolio to alert users of activities. Users can change the notifications on activities they receive from the ePortfolio.
- **My Filled Forms**
View forms that you have created.
- **Download/Export**
Allow users to download Forms/Curriculum item, Certificates & Exam or download all items associated. This can also be exported as an XML data spreadsheet.

ePortfolio Admin

Create ARCP Panels

Help: The following options are available

- **Information**
Download user guidance for the ePortfolio
- **Support**
Send an email to the Faculty with your query

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ARCP Panels

ARCP panels can view the Registrars progress using the ePortfolio. Users with ePortfolio Admin access can create ARCP panels and provide and manage access to panel members.

If you require user permission to create ARCP panels, please contact the Faculty educ@fph.org.uk

The ARCP process will include:

- Creating an ARCP panel: Selecting panel members and Registrars.
- Viewing the ARCP Summary Page: To see the work completed by the Registrar since the last ARCP.
- Viewing the Additional Documents Form: To see additional paperwork requested by the training programme.

Creating an ARCP panel

A member of the Training Programme team will login to the ePortfolio and create the panel. They will need to add both the Panel members and the Registrars to be reviewed.

Navigate: ePortfolio Admin> ARCP Panels>Create ARCP Panel

The screenshot shows the 'Edit Panel' interface. At the top, there are three input fields: 'Title' with the value 'ARCP 13/09', 'Date of Review' with the value '27/09/2024', and 'Phases being reviewed' with a dropdown menu showing 'Phase 1'. Below these is an 'Add Users' section with two radio buttons: 'Panel Member' (selected) and 'Registrar'. A search bar is present with the placeholder text 'Search by name, email, gmi, fph membership no or id'. Underneath, there are two lists of users. The first list, 'Panel Member(s)', includes three users: 'Elin Sanyir' (role: Chair), 'Adam Adenomon' (role: Support), and 'Christine Mofe' (role: Panel Member). The second list, 'Registrar(s)', includes one user: 'Wyeth Connelly'.

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Enter the Panel details:

1. Add a title.
2. The date its taking place.
3. Phases being reviewed – Phase 1& 2 can both be selected for the panel.
4. Add users click on the appropriate radio button and search to add the panel member/Registars.
5. A Chair of the Panel will need to be created in order to sign the ARCP Outcome form.
To do this enter “Chair” next to the appropriate Panel Members name.
6. Save the panel information.

The screenshot displays a user interface for managing panel members. At the top, there are two tabs: 'Panel Member' (selected) and 'Trainee'. Below the tabs is a search bar containing the text 'TAYLOR' and a magnifying glass icon. Underneath the search bar, it says '1 person found...' and shows a dropdown menu with 'Dylan Taylor' selected. Below this, there are two sections: 'Panel Member(s) *:' and 'Trainee(s) *:'. The 'Panel Member(s) *:' section shows 'Dylan Taylor' with a 'Chair' button next to it. The 'Trainee(s) *:' section shows 'No Trainees assigned'.

Please note:

- Panel members who are not connected as Users on the ePortfolio system will not be listed for you to select as Panel Members.
- In this case you can create an ARCP panel member role.
- A Panel Member will have access to the Registrars account for 14 days and then it will close on the day after the Panel meet.
- The Panel member will have the same access to the account as a supervisor and will be able to view the Registrar’s accounts attached to the panel.

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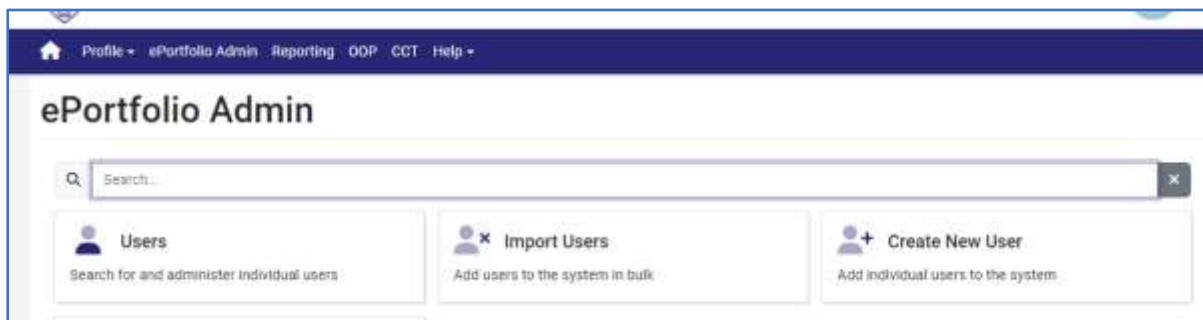
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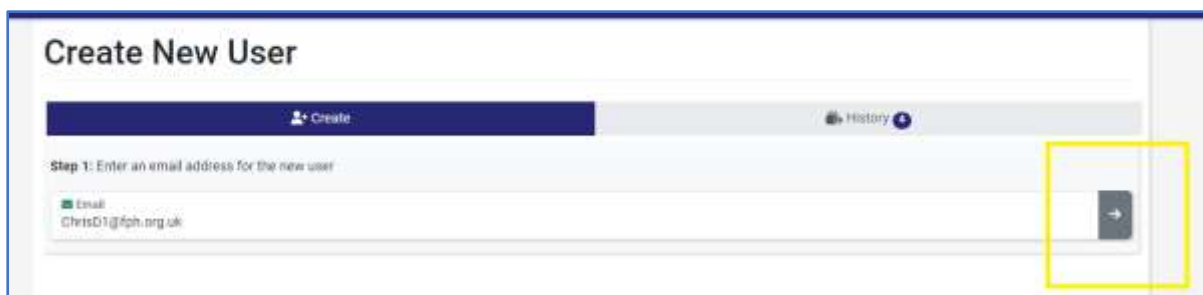
Creating an ARCP Panel Member account.

For members of the ARCP Panel who don't have ePortfolio account you can create an ARCP Panel Member account by

Navigate to: ePortfolio Admin>+Create User



Add their email address and press the arrow at the end of the field:



On the next page add the following details:

- Name
- Surname
- Select their Location – which should just be the region, so just Scotland NOT Glasgow Hospital in Scotland.
- Select FPH ARCP Panel Member

When saved and automated email will go to the email address with a link and temporary password: welcome. Once logged in they will be required to update their password as a first step.

Alternatively, the user can login using the “Forgot Username or Password” at:

<https://www.nhseportfolios.org/Anon/Login>

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You will then be able to add the user to the ARCP panel following the steps above.

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ARCP Summary form

To view the Learning Outcome's, Activities and other documents completed by the Registrar during the period since the last ARCP use the ARCP Summary Form.

Navigate: Search for the Registrar>Forms>ARCP Summary Form

Enter the date range for the ARCP. which will display:

- Posts, To and from date, WTE and months counted.
- Out of Programme periods
- Forms submitted during the date range of the ARCP period.

The screenshot displays the ARCP Summary interface. At the top, the Faculty of Public Health logo and the user 'Wyatt Donnelly, FPH Registrar' are visible. The main heading is 'ARCP Summary'. A 'Date Range' filter is set to '01/12/2023 - 01/12/2024'. Below this, a section titled 'Learning Outcomes' shows two entries. The first entry is for 'Public Health Specialty Training Curriculum (2022)' with 'Key Area 1: Use of public health intelligence to survey and assess a population's health and wellbeing'. It includes a sub-point: '1.1 Address a public health question using data and intelligence by refining the problem to an answerable question or set of questions, determining the appropriate approach and applying that approach by accessing data and information from a variety of organisations and sources (local, national and / or global)'. The status is 'Partial' for 'Phase 1' on '21 Aug 2024', assessed by 'Elio Sawyer' (Educational Supervisor). The second entry is identical but with a 'Full' status for 'Phase 1' on '8 Aug 2024', assessed by 'Elio Sawyer' (Assessor).

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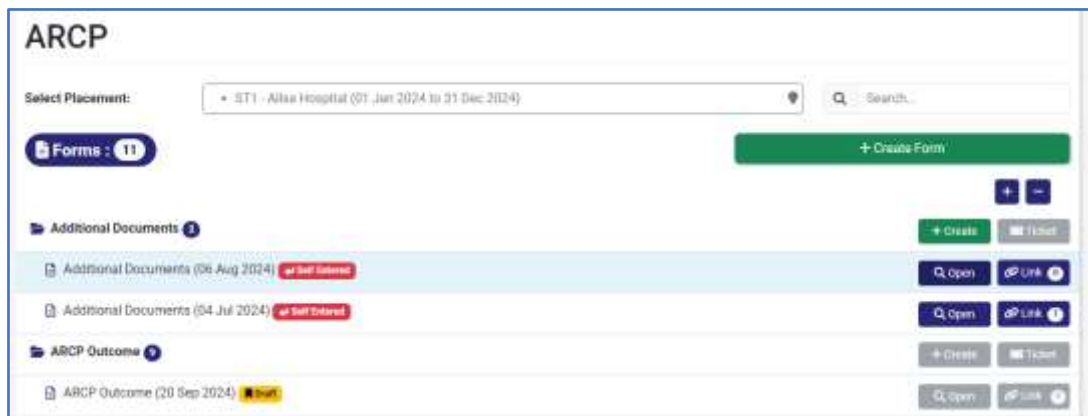
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Additional documents

If you have requested additional paperwork for the ARCP, the Registrars should upload to the ePortfolio and link to the Additional Document form. To view this Form:

Navigate: Search for the Registrar>Forms> Additional Document



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ARCP panel member guidance

Panel members can be given their login details to access the system and view Registrars progress. Once logged into the ePortfolio they will see the live ARCP panels listed:



By clicking on view on Registrar tab the Panel member will be able to access their accounts and view their progress.

- Panel Members will be able to review the Registrars account for 14 days before the date of the ARCP.
- Following the date of the ARCP Panel Members will not be able to view Registrars accounts further.

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ARCP Summary form

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Navigate to: Search for the Registrar>Forms>ARCP Summary Form

Enter the date range for the ARCP. which will display:

- Posts, To and from date, WTE and months counted.
- Out of Programme periods
- Forms submitted during the date range of the ARCP period.

The screenshot shows the ARCP Summary form interface. At the top, the Faculty of Public Health logo and name are visible, along with the user profile of Wynn Donnelly, FPH Registrar. The navigation menu includes Profile, Forms, Curriculum, e-Learning, ARCP Summary, and Help. The main heading is 'ARCP Summary'. Below this, a 'Date Range' field is set to '01/12/2023 - 01/12/2024'. The 'Learning Outcomes' section is expanded to show 'Public Health Specialty Training Curriculum (2022)'. Under this, 'Key Area 1: Use of public health intelligence to survey and assess a population's health and wellbeing' is listed, with a sub-point '1.1 Address a public health question using data and intelligence by refining the problem to an answerable question or set of questions, determining the appropriate approach and applying that approach by accessing data and information from a variety of organisations and sources (local, national and / or global)'. Two assessment entries are shown: a 'Partial' assessment on 21 Aug 2024 by 'Ella Sawyer' (Educational Supervisor) and a 'Full' assessment on 8 Aug 2024 by 'Ella Sawyer' (Assessor). The bottom of the screenshot shows the start of another learning outcome section: 'Key Area 1: Use of public health intelligence to survey and assess a population's health and wellbeing' with sub-point '1.2 Apply principles of information governance for a range of organisations, and in health protection work'.

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