



**FACULTY OF
PUBLIC HEALTH**

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

ePortfolio Guidance for Training Programme Directors

Version.4 October 24

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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/jbbplnpkjmmeebjijfedlqcdilcofh>

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

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.

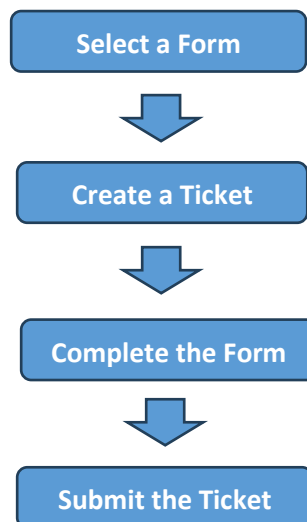
Posts, Forms and Tickets

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 (LOSOS), Out of Programme Applications and Completion of Training Forms (CCT). When the Registrar opens a form and submits this for review it becomes associated with the current Post they are attached to.

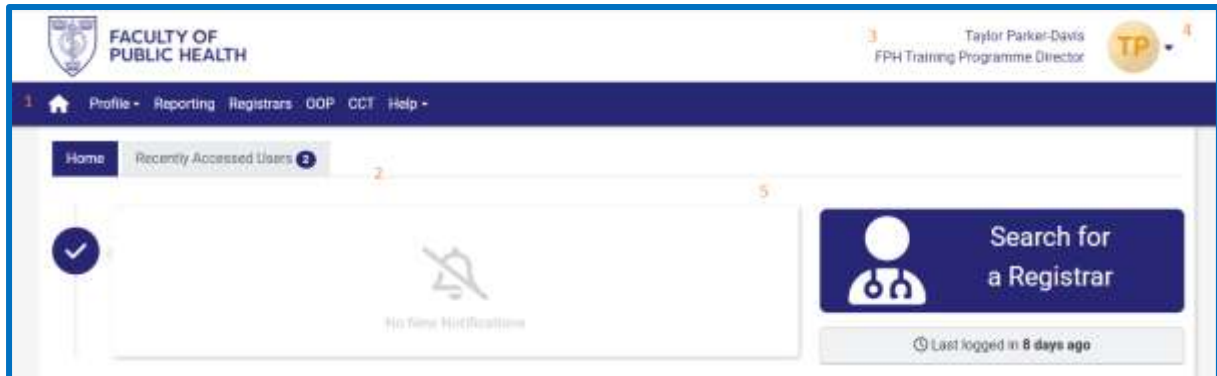
The Ticket system on the ePortfolio is a way to submit and manage Forms during the sign off process. Tickets can be recalled, copied and resubmitted.

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



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 tab & Activity tabs**

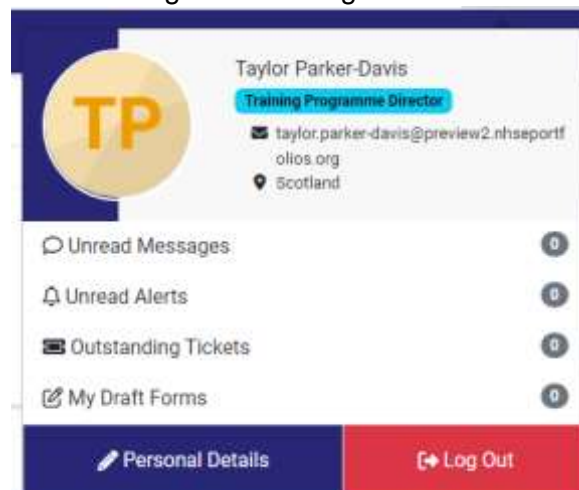
Home tab, to return to this page from any other page in the ePortfolio or refresh page. Activity tab, allows the users to see what activities have occurred related to their account; when items are created, submitted for sign off etc.

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.

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.

Reporting

Generate reports based on Registrars in your region.

Registrars: The following options are available

- View the Registrars accounts from those in region.

Help: The following options are available

- **Information**

Download user guidance for the ePortfolio

- **Support**

Send an email to the Faculty with your query

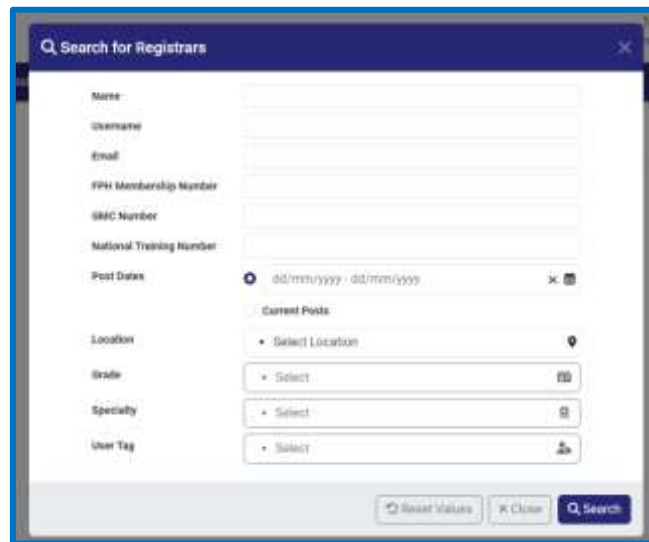
View Registrars in your region

As the Training Programme Director you can view all Registrars in region and enter their accounts to look at their progress from the home page using this button.

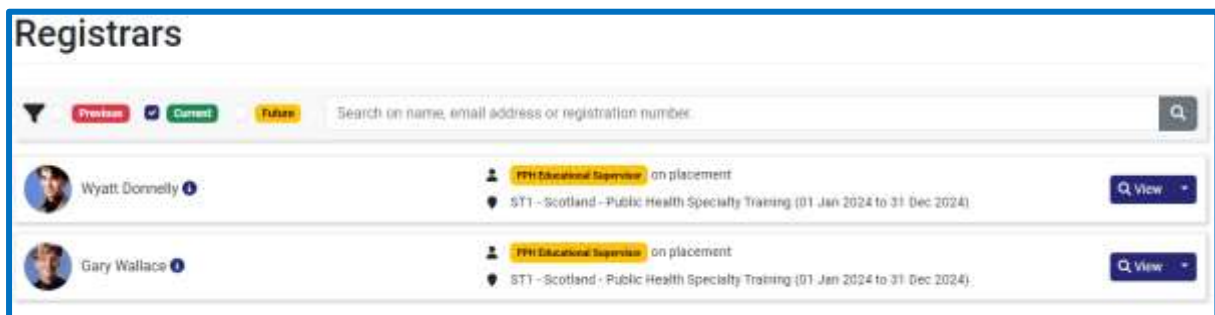


You will then be able to search for Registrars in your region by a number of filters.

If you cant see your Registrars, try clicking on “Current Phase” and then searching.

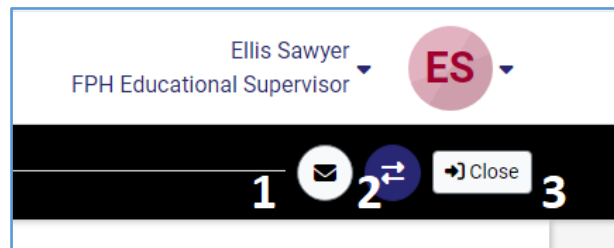


Once you have found the Registrars click on “View”.



You will then be able to access their ePortfolio account and view forms and progress. When viewing a Registrars account you can also:

1. Send an email direct to their ePortfolio account.
2. Switch to another Registrar account you wish to view.
3. Close the view to go back to your own account.



ARCP Preparation

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 an ARCP panel, 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 a section for 'Add Users' with radio buttons for 'Panel Member' (selected) and 'Registrar'. A search bar is present with the text 'Search by name, email, gmi, fph membership no or id'. Underneath, there are two lists of users. The 'Panel Member(s)' list includes three users: 'Elin Sawyer' (role: Chair), 'Adam Adairson' (role: Support), and 'Christine Molise' (role: Panel Member). The 'Registrar(s)' list includes one user: 'Wyatt Connelly'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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 details. At the top, there are two radio buttons: 'Panel Member' (selected) and 'Trainee'. Below this is a search bar containing the text 'TAYLOR' and a search icon. A dropdown menu below the search bar indicates '1 person found...' and lists 'Dylan Taylor' with a user icon. Underneath, there are two sections: 'Panel Member(s) *:' and 'Trainee(s) *:'. In the 'Panel Member(s) *:' section, 'Dylan Taylor' is listed with a user icon, and a text box next to it contains the word 'Chair'. 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.

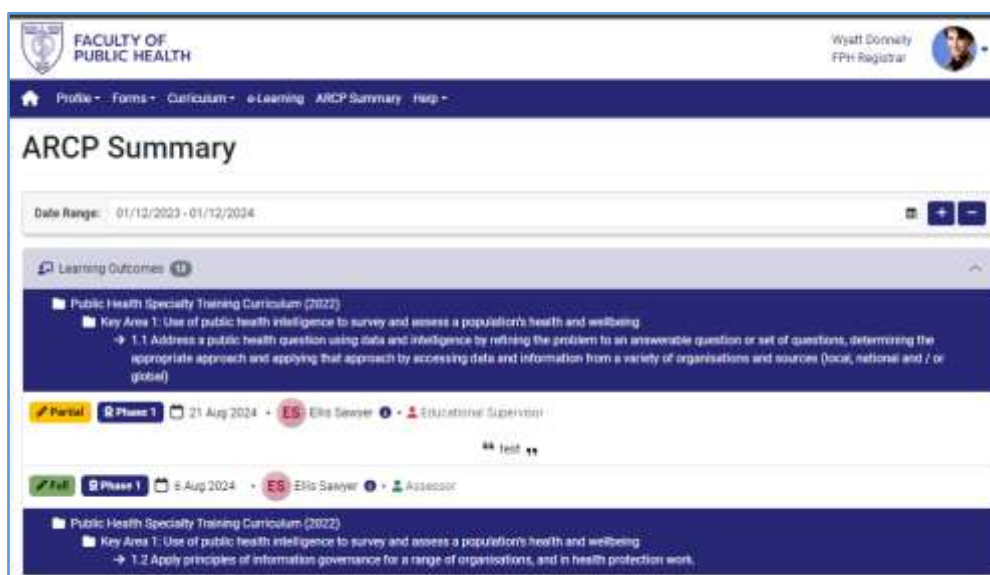
ARCP Summary form

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.



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

