



**FACULTY OF
PUBLIC HEALTH**

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

ePortfolio Guidance for Supervisors

Version.3 October 2024

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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/jbbplnplkjmeebjpifedlgcdilocofh>

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.

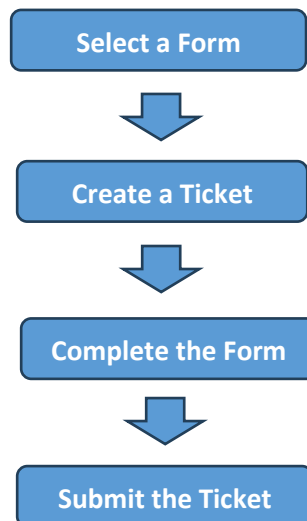
Posts, Forms and Tickets

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.

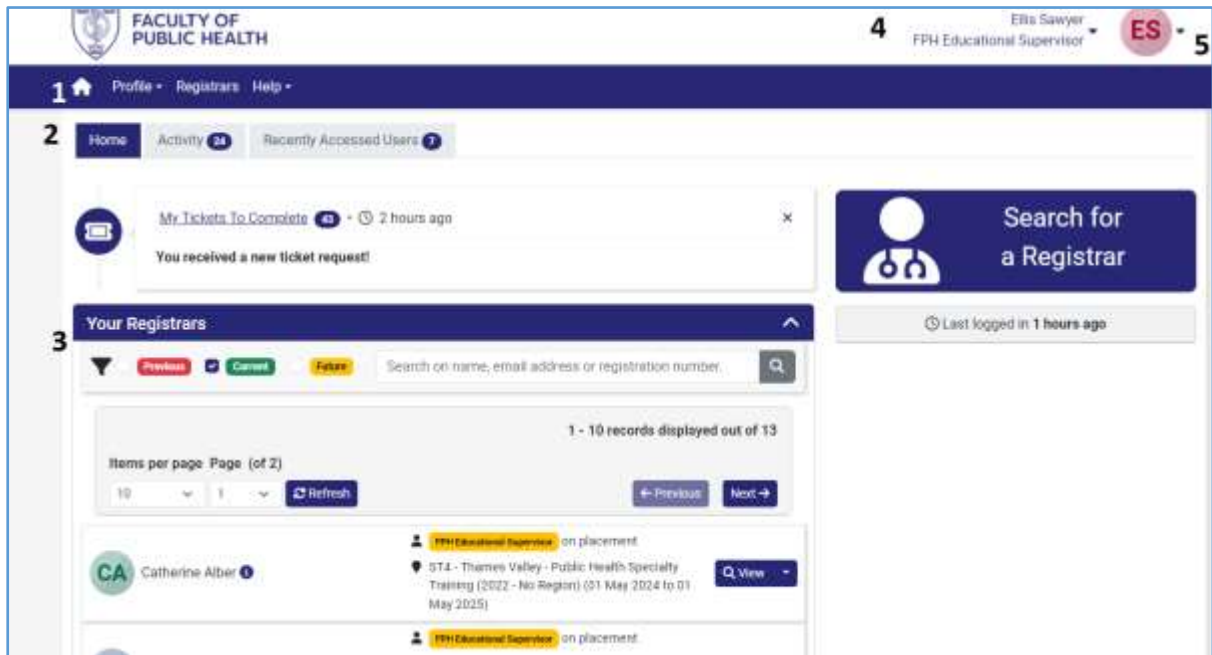
To request sign off an Activity Summary Sheet or LOSOS Registrars will follow this process:



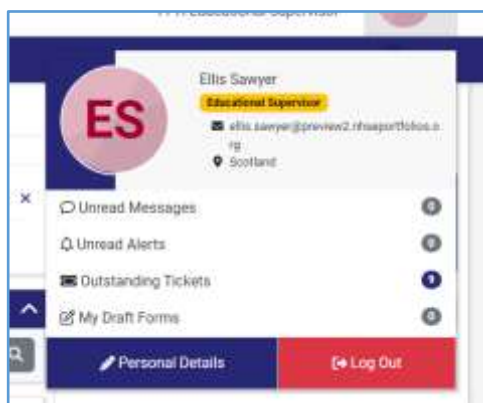
Homepage and Menus

Once logged into the system you will be taken to the homepage and see a number of features/options.

This is the page of the ePortfolio that is designed to show quick links and summary information for you. From here you can navigate to sign off forms and access information.



- 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 Your Registrars**
List of Registrars who have connected to your account.
- 4 User Details**
Name and type of user account (Registrar, Supervisor, Admin etc)
- 5 Summary Menu**
A summary menu of outstanding actions & log out function.



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, FPH 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.

Registrars: The following options are available

View the Registrars accounts who have selected you as an Educational Supervisor. Please note that Academic and Project Supervisors do not have access to view Registrars accounts.

Help: The following options are available

- **Information**
Download user guidance for the ePortfolio
- **Support**
Send an email to the Faculty with your query and the reply will be sent to your email your personal address.

Supervisor Details

Forms that are submitted for sign off (Activity Summary Sheets and Learning Outcome Sign Off Sheets) come with a number of fields that the Supervisor is required to complete for each form that is submitted for review:

- Assessor Name
- Assessor Designation / Job Title
- Assessor GMC / NMC Number
- Assessor Location

These can be auto filled by logging in and selecting External Assessor under User Details and then completing the “Pre-filled details” module.

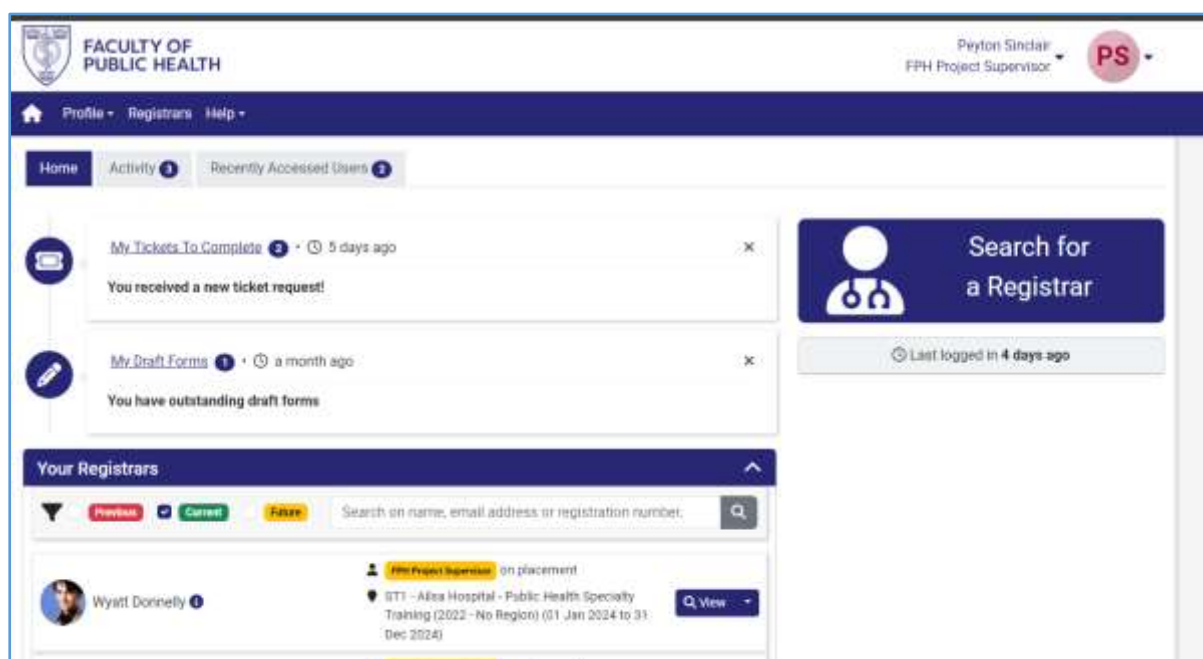
The screenshot displays the ePortfolios user interface. At the top right, the user is identified as 'Elis Sawyer, External Assessor' with a profile icon 'ES'. A navigation bar includes 'Profile', 'Enter Ticket Code', 'Outstanding Tickets', 'Completed Items', 'My Draft Forms', and 'Help'. A yellow notification banner states: 'Your account contains other roles. To access them, click your role in the header above.' The main content area is divided into two sections. On the left, 'My Tickets To Complete' shows two outstanding tickets for 'Fiona Robertson' (FR) with 'LOSOS' forms, each expiring in 8 days. Each ticket has a green 'Complete' button and a red 'Decline Outstanding Items' button. On the right, the 'Enter Ticket Code' section has a '10 digit Login Code' input field and a 'Go To Assessment' button. A 'Pre-filled Details' modal window is open, showing the following information: Assessor Name: Elis Sawyer; Assessor Designation / Job Title: DPH; Assessor GMC / NMC Number: 0124532464; Assessor Location: London. An 'Edit Details' button is located at the bottom right of the modal.

Academic & Project Supervisors

When logged in as either Project or Academic Supervisor you will see the following below which includes:

- The home tab – this will bring you back to this page from the rest of the site.
- Activity tab -alerts for any forms you or one of your Registrars has submitted or created.
- List of Recently accessed users.
- Notifications of work submitted to you.
- View and search for Registrars that are linked to your account.

If you are unable to view this screen ensure that you have selected the Academic/Project Supervisor in the User Details drop down at the top right of the screen.



Viewing My Registrars

Please note that you will be able to view only Registrars who have selected you on their account as a Supervisor. As a Project/Academic Supervisor you can only view forms you have completed for the Registrars.

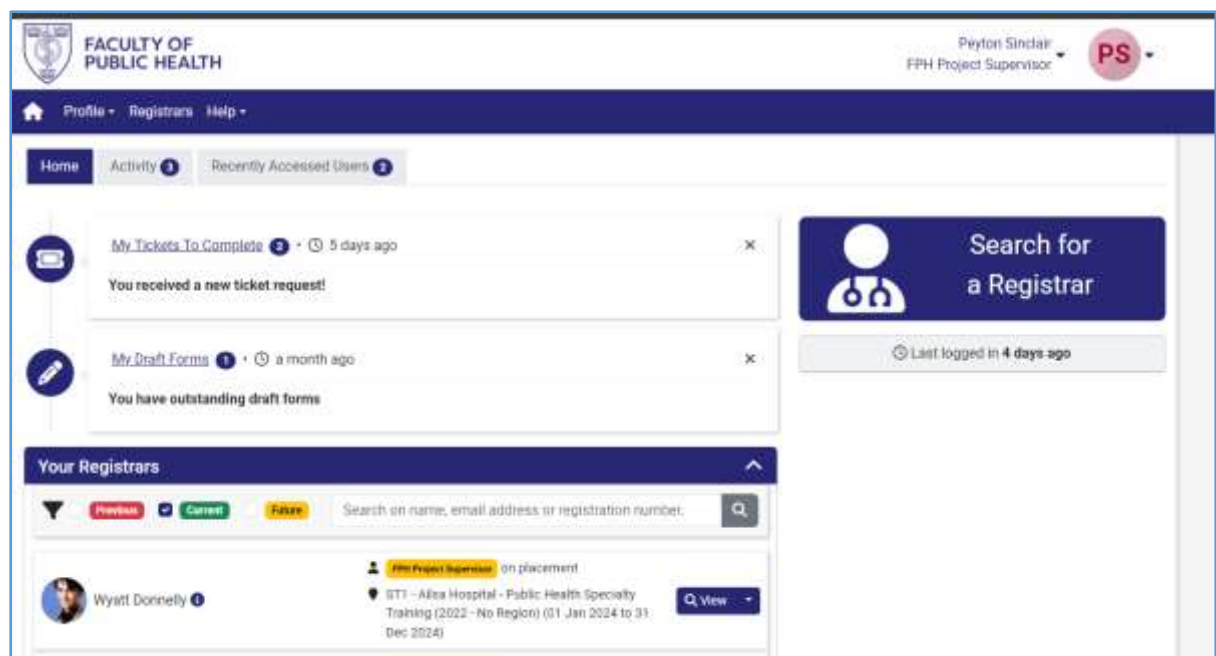
To view a Registrars account go to Registrars tab at the top of the page. Then find the Registrar from the list and click “View”.

Educational Supervisors

When logged in as an Educational Supervisor you will then see the following screen.

- The home tab – this will bring you back to this page from the rest of the site.
- Activity tab -alerts for any forms you or one of your Registrars has submitted or created.
- List of Recently accessed users.
- Notifications of work submitted to you.
- View and search for Registrars that are linked to your account.

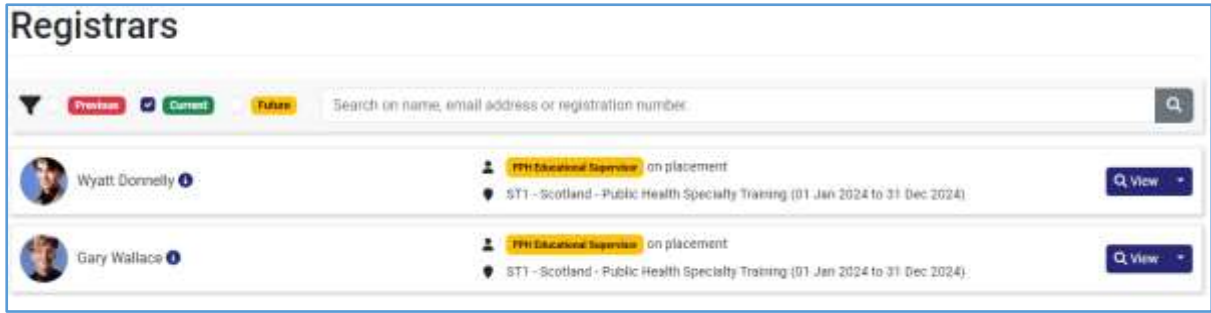
If you are unable to view this screen ensure that you have selected the Educational Supervisor in the User Details drop down at the top right of the screen.



Viewing My Registrars progress

When a Registrar adds a Placement to their account they will add an Educational Supervisor. This link will allow the Educational Supervisor to access their account and view progress.

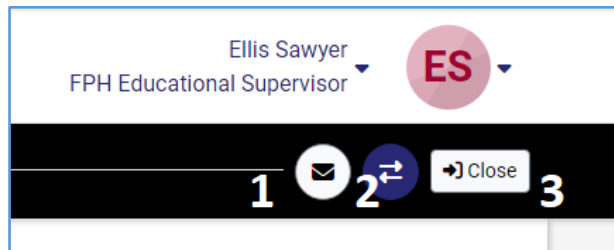
To view a Registrars account go to Registrars tab at the top of the page. Then find the Registrar from the list and click "View".



You will then be able to access their ePortfolio account and view forms and progress etc.

When viewing a Registrar 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.

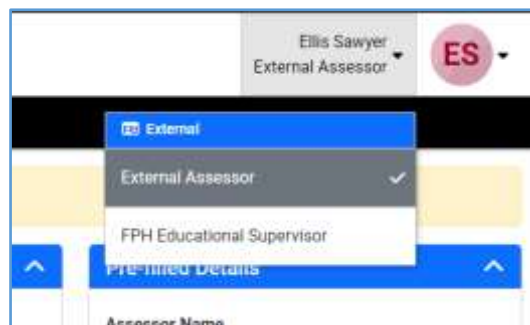


Signing off Forms

Depending on the Supervisors role you can sign off the following forms:

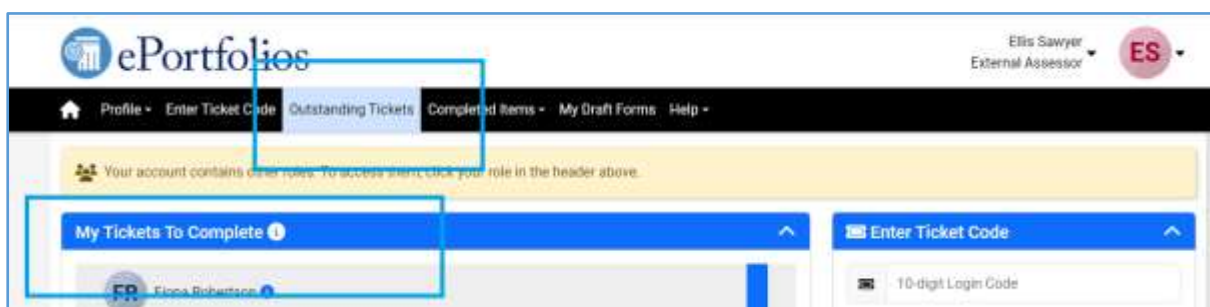
- Project Supervisors/ Academic Supervisors can sign off Activity Summary Sheets.
- Educational Supervisors can sign off Activity Summary Sheets and Learning Outcome Sign Off Forms.

Once logged into the system you can sign off forms as an External Assessor – this is connected to the Supervisor account. You can change between the two by moving between the user roles in User Details drop down at the top right of the screen.



To view the form:

- As a Supervisor via the Activities Tab and clicking “Complete”.
- As an External Assessor via the “My Tickets to Complete” or “Outstanding Tickets” tab and clicking on “Create”.



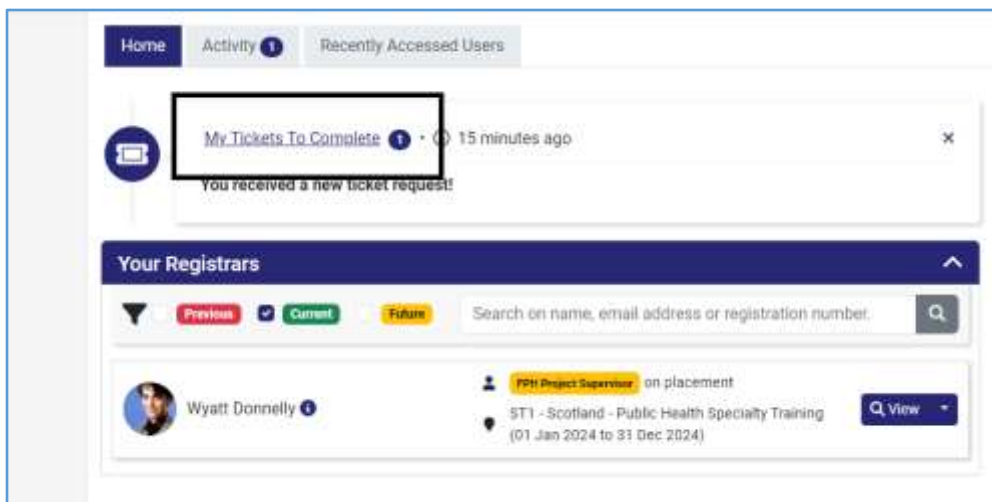
How to sign off an Activity Summary Sheet

When submitting an Activity Summary sheet for sign off, the Registrar will create a Ticket and fill in the Form and submit to the Supervisor for assessment.

When the Registrar has submitted the Activity for sign off you will receive a notification to your email address that you have a Ticket to complete. There are two ways to review the form:

As a Supervisor

On the home page click on “My Tickets” to complete.



On the Outstanding Ticket page you can either:

- Complete: Which means open the Ticket and complete the Activity Summary Sheet for the Registrar.
- Decline: To send back the ticket without making an assessment.

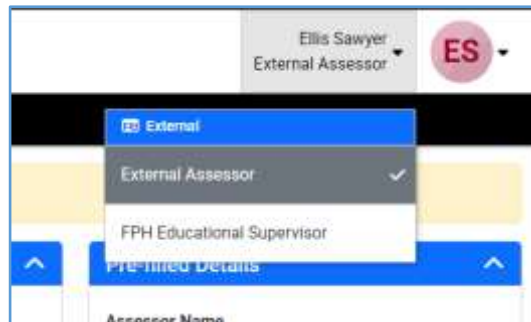
On the Outstanding Tickets page you can either:

- Create: To open and complete the assessment
- Decline: To send back the ticket without making an assessment.

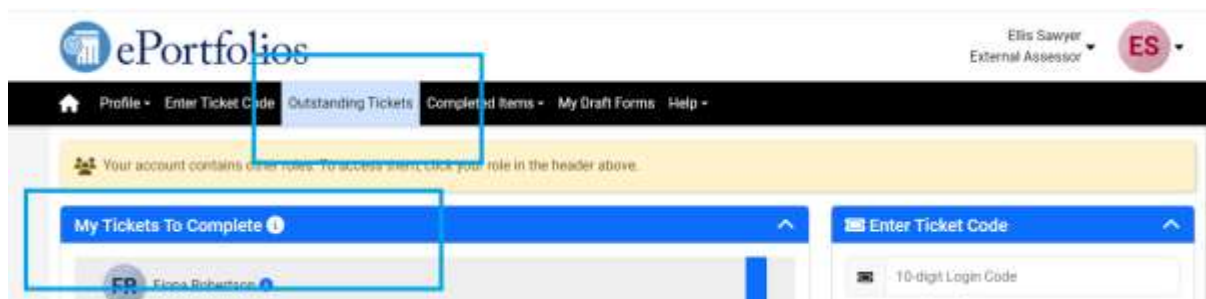
When declining a Ticket a pop up module will allow you to enter a reason for declining the Form – which the Registrar will see – then click on submit and the Registrar will be notified via their ePortfolio account.

As an External Assessor

Once logged in click on your User Details drop down at the top right of the page.



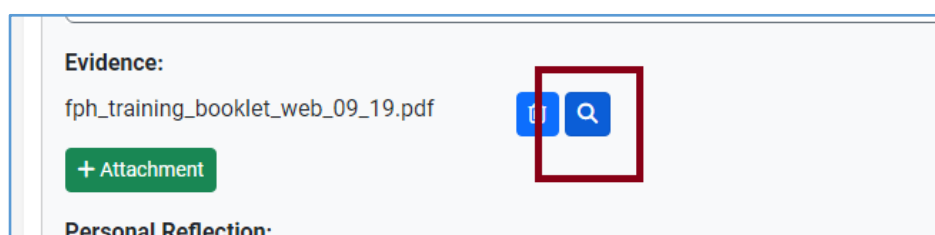
Go to Outstanding Tickets (Note that this is still connected to your ePortfolio account) and “Complete”.



Completing the Assessment

In the Activity Summary Sheet you will be able to view all the fields completed by the Registrar and the evidence attached.

You will be able to open the evidence by clicking on the magnifying glass next to the item.



In the Activity Summary sheet complete the Supervisor Reflection and update the status field as either “Approved” or “Rejected” and complete the comments field.

Then click on “Save”. Once approved the form is locked and cannot be re-edited.

The Registrar will then receive a notification that the assessment is complete.

How to sign off a Learning Outcome Sign Off Sheet (LOSOS)

Once a Registrar has signed off activities associated with a Learning Outcome they should then submit the Learning Outcome Sign off Sheet so that they can demonstrate that they have achieved the competency.

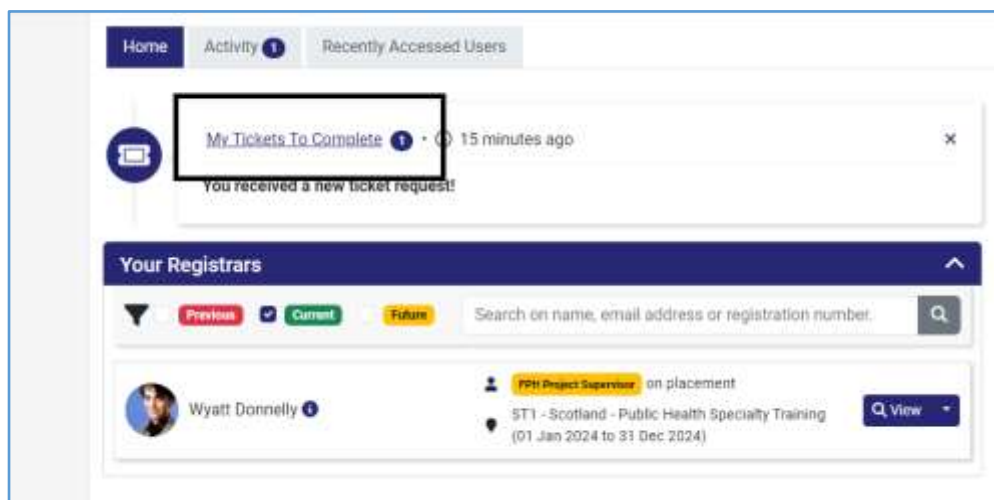
Learning Outcomes can be signed off as either Partial or Full. The process for sign off is the same for both. On the ePortfolio the process to sign off is via Rating the LOSOS.

- When submitting a LOSOS for sign off the Registrar will create a Ticket and fill this in and submit to the Educational Supervisor for assessment.
- When the Registrar has submitted the LOSOS for sign off you will receive a notification that you have received a Ticket to complete.
- If a Learning Outcome is signed off as Partial, the Registrar will need to demonstrate that they have achieved Full sign off by associating further evidence via approved Activities.

Once logged in, click on My Tickets to complete. There are two ways to review the form:

As Educational Supervisor

On the home page click on “My Tickets to Complete”.



On the Outstanding Ticket page you can either:

- Complete: Which means open the Ticket and complete the Activity Summary Sheet for the Registrar.
- Decline: To send back the ticket without making an assessment.

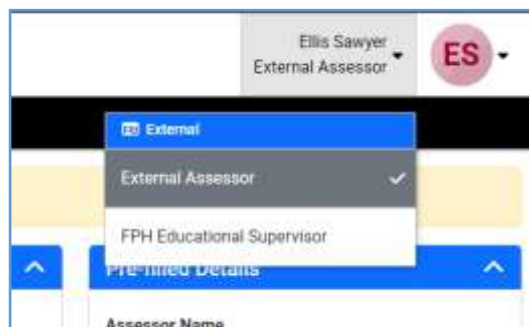
On the Ticket Items page you can either

- Create: To open and complete the assessment
- Decline: To send back the ticket without making an assessment.

When declining a Ticket a pop up module will allow you to enter a reason for declining the Form – which the Registrar will see – then click on submit and the Registrar will be notified.

As an External Assessor

Once logged in click on your User Details drop down at the top right of the page.



Go to Outstanding Tickets (Note that this is still connected to your ePortfolio account) and click on “Complete”.

Completing the Assessment

On the Form you can access all the Activities associated to the Learning Outcome by clicking the “View” button next to each item. In each Activity Form you will then be able to open the Evidence attached.

Then complete the LOSOS fields in the form:

- Status: To give Learning Outcome a Rating (Partial or Full) click on “Approved”. If there is insufficient evidence select Reject.
- Method of Assessment
- Level of Achievement
- Educational Supervisors Comments

If you are Rejecting the LOSOS you need to add a comment in the Rejection Reason field.

Then click on “Save”. Once approved the form is locked and cannot be re-edited.

The Registrar will then receive a notification that the assessment is complete.

Partial to Full sign off

When a Registrar has further evidence associated with an LO signed off as Partial, they will resubmit the Form in the same way.

When you open the Form you will see the previous comments and newly added evidence associated to the Learning Outcome.