FACULTY OF PUBLIC HEALTH

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

ePortfolio guidance for Registrars

Version.4 October 2024

ePortfolio Guidance - Registrars

Contents

4 St Andrews Place, London NW1 4LBE: educ@fph.org.uk T: +44 (0) 20 3696 1451 W: www.fph.org.uk

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/jbbplnpkjmmeebjpijfedlgcdilocofh

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 XXXX

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.

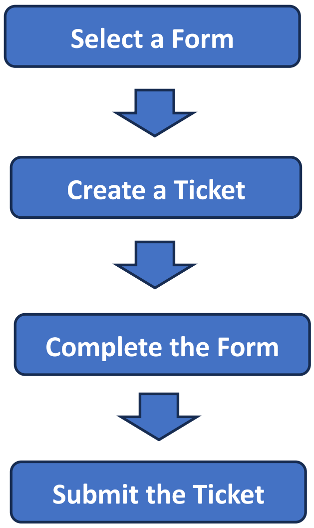
Posts, Forms and Tickets

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 & Menus

Once logged into the system you will be taken to the ePortfolio homepage and see a number of tabs for the different functions available.

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

2 **Home tab & Activity tab**
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. **Create a form**
To create a form to sign off item, report etc.

6 **Current Programme**
which specialty training programme you are on and details of your current placement.

Menus

The following tabs along the top of the homepage allow you access different menus on 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 the FPH Membership Portal login 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.
- **Placement/Supervisor Details**
  Details on the Registrars training post and supervisor can be added here.
- **Masters/MSC**
  Time spent completing Masters/MSC during training can be added here.
- **Learning Agreements**
  Learning agreements can be accessed and submitted here
- **Certificate & Exams**
  Details of when users have passed the FPH Diplomate and Final Membership exam.
- **Personal Library**
  All documents users have uploaded to the ePortfolio can be managed here including uploading and deleting documents.
- **Outstanding Tickets**
  Tickets associated to Forms that have been submitted but not yet signed off.
- **My Filled Forms**
  "Self-Entered" forms are listed here.

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.

Forms: The following options

- **Activity**
  Complete an Activity Summary Sign Off Sheet to complete work
- **LOSOS**

  Complete a Learning Outcome Sign Off Sheet to sign off a competency.

- **Supervision**

  Create an Academic Supervisor or Educational Supervisor report.
- **ARCP Form**

  View your ARCP forms and create an Additional Document form.
- **Ticket Requests**

  View outstanding and completed requests for sign off of forms.

Curriculum: The following options are available:

- **All Curricula**

  View all Specialty Training Curriculum's available to you.
- **Public Health Specialty Training Curriculum (2022)**

  View the current Specialty training Curriculum.
- **Curriculum Progress**

  View at a glance your progress in signing off competencies.

eLearning:

View activities connected to eLearning for Healthcare.

ARCP Summary:

A summary of work completed during your ARCP dates.

Help: The following options

- **Information**

  Download user guidance for the ePortfolio.
- **Blank Forms**

  Download PDF copies of forms used on the system.
- **Support**

  Send an email to the Faculty with your query and the reply will be sent to your email your personal address.

Getting Started

Training Placements

Registrars will record their training placements, including the duration, and the Whole Time Equivalent (WTE) that they are in the placement for on the ePortfolio.

When you login to the ePortfolio you will see that you are associated with the following programme: Public Health Specialty Training (2022) – you will remain in this programme for the duration of your time in training.

The start and end date of the Programme will be the date users started training and the date they are completing training, their CCT date.

The provisional CCT date is displayed on the home page. The CCT date can be changed by the Registrar as they progress. This can be either shortened or lengthened on the homepage using the edit function depending on the individual circumstance.

Please note that without a Programme or Placement listed on your account you will not be able to

- Create forms to sign off work. Forms are connected to Placements and Placements are connected to Programmes.
- Select your Educational Supervisor.

How to add a post and Educational Supervisor

Navigate: Profile> Placement/Supervisor details

On this page click on "Add Placement" in the Current Programme box. You will enter:

- Grade

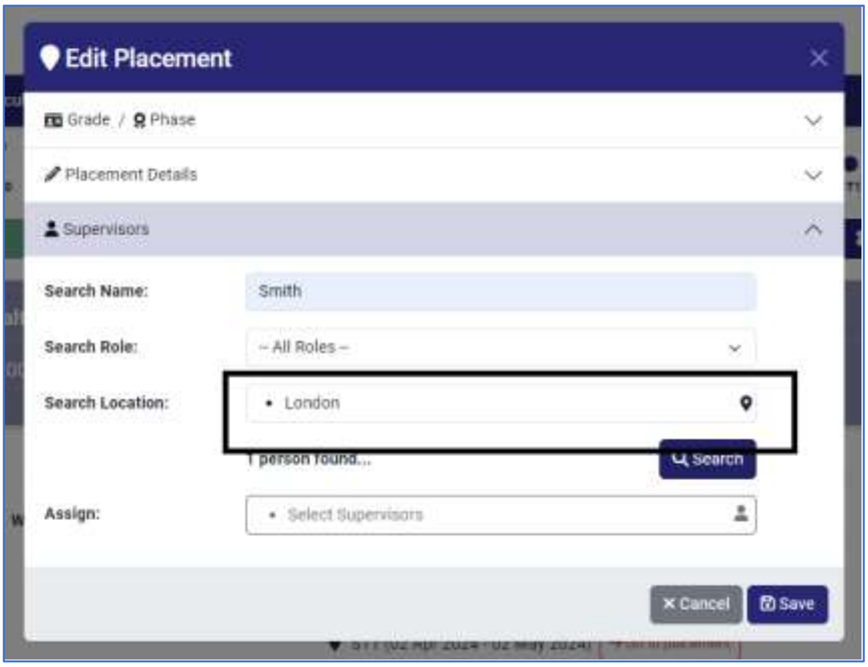
- Phase

Then complete the following Placement Details:

- Training Location name: This will be time in a GMC approved training location.
- Start Date
- End Date
- Status: In Training, Out of Programme, Sick leave etc
- Training Credits: How many months are to count towards training
- Full Time Percentage: How much time per week/month

Add your Educational Supervisor. They can be found by name, location or role.

To find your Supervisor you should search under the Region and not the placement. For examples Dr Smith at St Barts Hospital, London you should search for them in London.



- Please note that more than one supervisor can be linked to a Registrar's Placement
- Registrars can edit their Placement details at any time.
- **The Educational Supervisor will be able to see all of the Registrars account when linked. This includes the items in your Personal Library**

With the Placement added you will be able to see the Educational Supervisors connected to the Placement and the number of forms completed.

Completion of a Placement

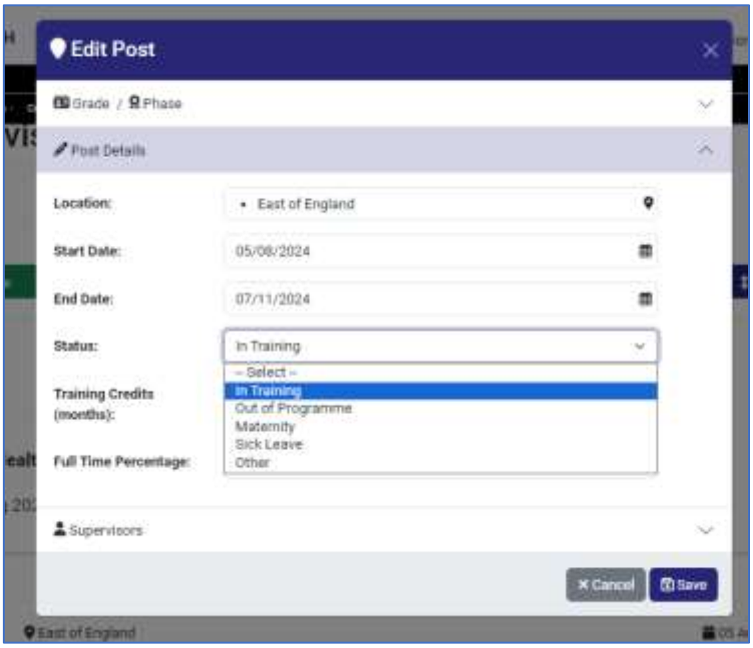
When the Placement is finished you should then add a further Placement and ensure that the start date for the next post follows the end date for the previous Placement.

By the end of training, you will have recorded of all your Placements that will feed into the Certificate of Completion of Training (CCT) application.

Out of Programme (OOP), sick leave and other time not counting towards training.

These will also need to be recorded on the system as Placements as well. When we process your CCT application we need to account for your entire time in training as well as the time that counts to your CCT.

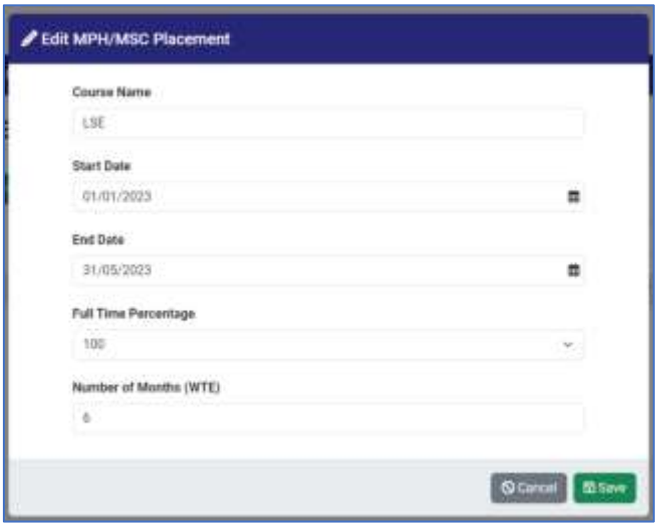
To capture these periods as a Placement, you will follow the same process as before but select the appropriate response under "Status".



MPH/MSC placements

If you are completing your masters you will capture details in the Masters/MSC tab

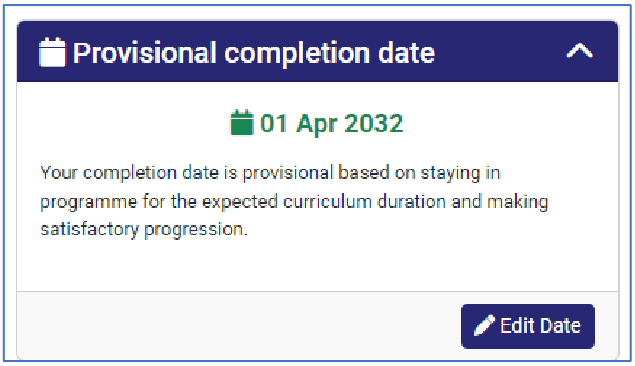
1. Navigate Profile> Masters/MSC
2. Click on “Add New Masters/MSC Placement”
3. Complete the fields and Save



The MPH/MSC will now be saved on the system. The entry can be edited and deleted using the “Actions” button.

Update your CCT Date

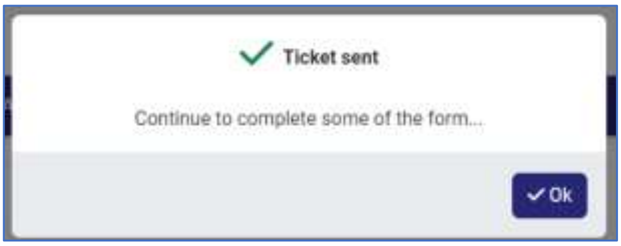
On the home page you will see a module which has listed your provisional completion of training or CCT date. As you progress in training and this date changes you should update this using the edit function.


Provisional completion date
01 Apr 2032
Your completion date is provisional based on staying in programme for the expected curriculum duration and making satisfactory progression.
Edit Date

Ticket Requests

Tickets can be submitted for review via the Ticket Request system. By creating a Ticket you are requesting a Form to be submitted for sign off.

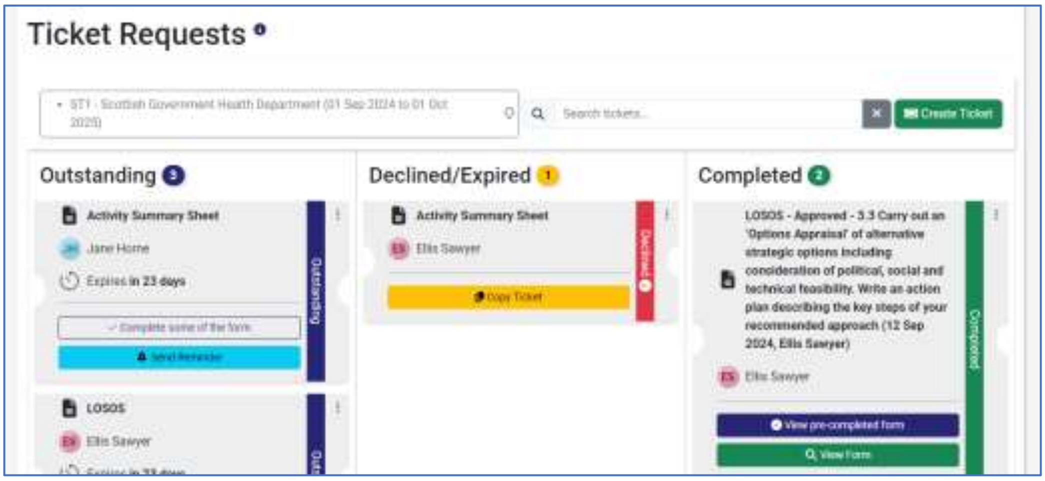
When the requests is made you will see the following:



At this point you will be able to complete the Form.

- Forms are associated with Placements. The User can filter the Placements at the top of the page for specific Placements. By default, the current placement will be selected.
- Once the ticket is sent, the Supervisor has 30 days to respond to the Ticket.
- Registrars can send a reminder message to the recipient of the Ticket, but only 24 hours after the Ticket is send. Following this, a reminder maybe sent once every 24 hours.
- Where no reminder has been sent, the system will automatically send one after six days.

On the Tickets Request page (Navigate: Forms>Ticket Requests) you will see the following:



- Completed – Forms which have assessed by Supervisors.

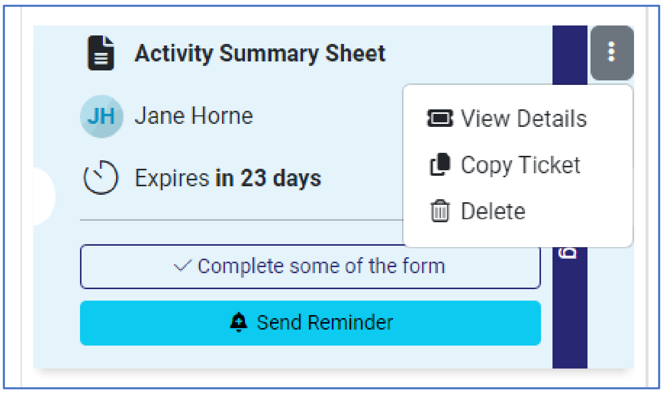
- Declined or Expired – Forms which the Supervisor has declined to review or the Ticket has expired.
- Draft- Forms which are draft status are waiting to be sent.
- Outstanding – Forms which has been submitted and awaiting are action by the Supervisor.

Ticket Functions

By clicking on “Complete Some of the Forms” in Outstanding Tickets, amendments can be made to the Form after it’s been sent. However once the Form has been reviewed by the supervisor the ticket will be completed and no further edits can be made.

By clicking on the three dots on each ticket you can:

- View Details: See details of the submission and who it has been sent to.
- Copy the Ticket: Create a new version of the ticket to amend for assessment.
- Delete: Remove the Ticket and its contents.



Creating a Ticket

A Registrar makes a Ticket Request for the Supervisor to review the Form. The Registrar can choose to:

- Complete some of the Form and send.
- Complete some of the Form and save as draft, to be sent when ready.

The Supervisor receives the Ticket and completes the form by adding their comment and saving.

Registrars can create the draft ticket by:

- Navigate: Activity/LOSOS>Forms>Create Form>Selecting from the forms listed > Create Ticket
- Then on the module move the slider on “I want to save as draft”
- Then “Save Ticket”.

Complete some of the Form and/or click Save at the bottom of the page.

To return and further edit the ticket for review go:

- Navigate: Forms>Ticket Requests
- Under the “Outstanding Tickets” column you will see the draft Ticket.
- Complete some of the Form: Further edit for later submission.
- Submit for review: Click on the three dots and “Send”.

Submitting an Activity Summary sheet for sign off

When you have a piece of work that will contribute to the signing off a competency, you will need to submit work for review to your supervisor. You will need to submit an Activity Summary Sheet associated with Learning Outcomes and evidence from your Personal Library.

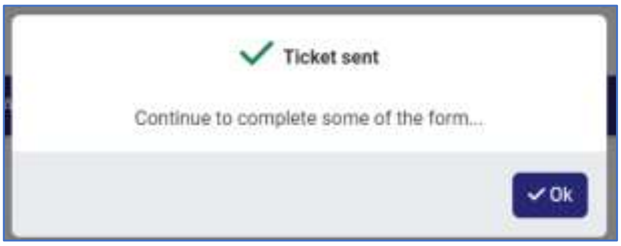
Submit an Activity Summary Sheet

1. Navigate: Forms>Activity>Create Form
2. Select "Activity Summary Sheet" from the list of Forms

3. Select "Create Ticket"
4. Select if this is to be drafted and submitted later or completed and immediately sent to the Supervisor
5. Save as draft by clicking on the slider "I want to save as draft?" and select "Create Ticket".

6. To complete the Form and send to the Supervisor straight away, select the supervisor and select “Create Ticket”.

7. You will then see the following message and click “OK”.



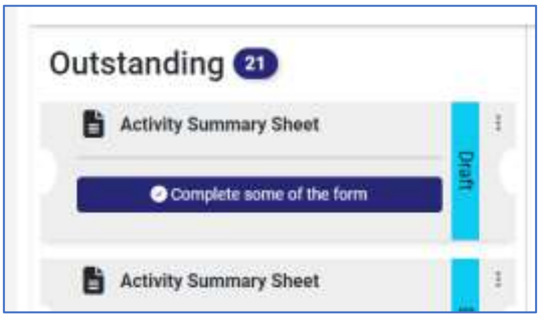
8. The Activity Summary Sheet will open for the Registrars to complete, including associating the Learning Outcome. More than one Learning Outcome can be selected.
9. Complete the fields and press “Save” at the bottom of the form.

- The Activity is now submitted to Supervisor. An email is sent to their ePortfolio account notifying them of the Ticket.
- When the Activity Summary Sheet has been reviewed you will receive a notification on the “Activities Tab” on the front page. The completed Activity will be listed on the Activity form page.

- Once approved the Learning Outcome displayed on the Curriculum Progress and Public Health Specialty Training Curriculum page will be updated to reflect this associated Activity Summary Sheet.

Submitting a draft Activity Summary Sheet

When you wish to further complete the Activity Summary Sheet or submit go to the Ticket Request page and under Outstanding Tickets you will find Draft Items. Make the changes and press “Save”.



When you are ready to submit the Ticket for review go:

1. Navigate: Forms>Ticket Requests
2. Under the Outstanding Tickets column, you will see the Daft Ticket:
3. Submit for review: Click on three dots and “Send”

The Draft item will now appear as an Outstanding Ticket at the bottom of the list.

Recalling and Amending a submitted Activity Summary Sheet

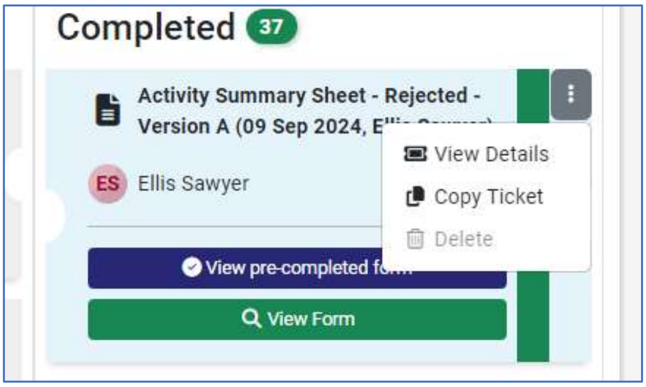
If you wish to amend ticket you can click on “Complete some of the form” and update. The supervisor will see the form with the updated fields.

If you wish to recall an Activity Summary Sheet from being reviewed you can delete the Ticket by clicking on three dots and "Delete".

Resubmitting a rejected an Activity Summary Sheet

When a form is rejected by the supervisor you will receive an email notification. Go to the Tickets Requests page and you will see the Ticket listed under completed.

You will then have the option to "Copy Ticket". This will copy over all the information from the original submission into a new form to submit.



You will then be able to make the changes to the original form and submit.

Please note a draft version cannot be created, when a copy is of a form is created you will need to amend and submit at once.

Submitting a Learning Outcome for sign off

Once you have signed off Activities associated with a Learning Outcome you should then submit a Learning Outcome Sign off Sheet so you can demonstrate that you have achieved the competency. On the ePortfolio the process to sign off is via “Rating” the LOSOS.

Learning Outcomes can be signed off as either:

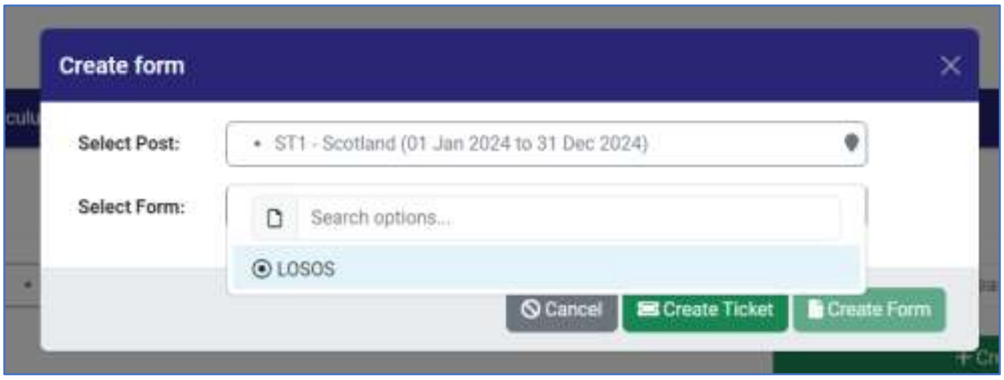
- Partial
- Full
- The process for sign off is the same for both Partial & Full.

If a Learning Outcome is signed off as “Partial” you will need to demonstrate that you have achieved Full sign off by associating further evidence via approved “Activities”.

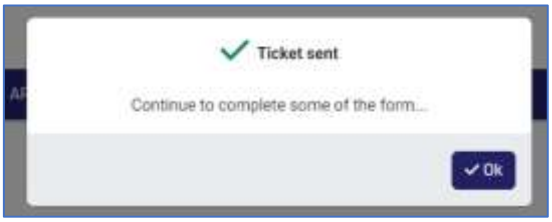
Submit a Learning Outcome Sign Off Sheet

When you have sufficient activities associated to demonstrate that you have achieved a Learning Outcome you will submit a LOSOS.

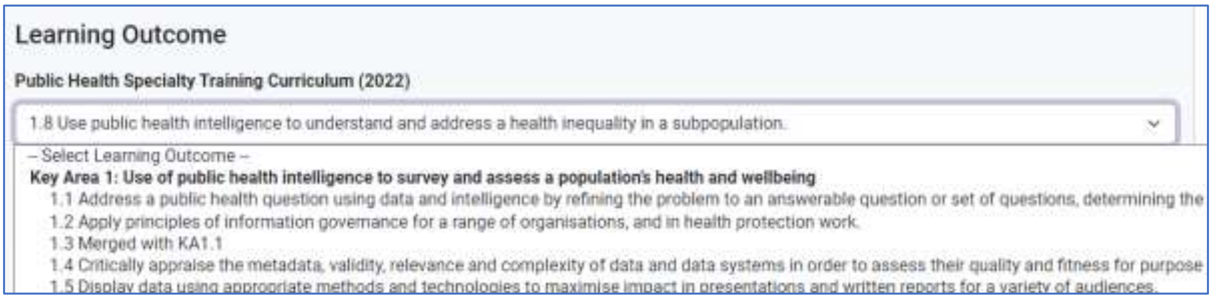
1. Navigate: Forms>LOSOS>Create Form
2. Select “LOSOS” from the list of Forms



3. Select “Create Ticket”.
4. Select the Educational Supervisor.
5. Select “Create Ticket”.
6. You will then see the following message and click “OK”.



7. The LOSOS will open for the Registrar to complete.
8. Select the Learning Outcome. Once selected you will see the associated Activities displayed. These forms can be viewed in full by clicking on View.



9. Press “Save” at the bottom of the form.

- The LOSOS form is now with the Educational Supervisor for review. . An email is sent to their ePortfolio account notifying them of the Ticket.
- When the LOSOS form has been reviewed you will receive a notification on the “Activities Tab” on the front page. The completed LOSOS will be listed on the LOSOS form page.
- Once approved the Curriculum Progress and Public Health Specialty Training Curriculum page will be updated with the level of sign off.

Partial Learning Outcome to Full sign off

To have a Partial Learning Outcome signed off as Full follow the steps above and select the Learning Outcome. You will see the LOSOS form updated with:

- Partial achievement rating
- Activities associated to the Learning Outcome
- Previous comments from the Educational Supervisor

You will then submit as above.

Rejected Learning Outcomes

If your LOSOS form is rejected you will see on the resubmitted LOSOS the rejection reason listed.

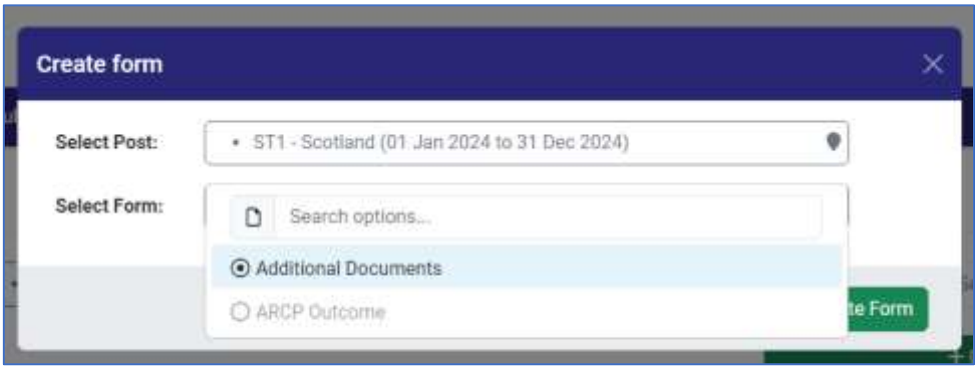
ARCP

The Training Programme will create an ARCP panel, who will be able to view the Registrars work via a date range they set entry. The start and end date for the ARCP will capture the posts, and the forms associated to those posts, that have been created during this time. When the outcome has been decided and the TPD has signed the form, the Registar will sign the form and the process is complete.

Additional Documents

If there are additional documents required for your ARCP please create an Additional Documents form associated to the Post.

1. Navigate: Forms> ARCP
2. Click on "Create Form" and select "Additional Documents".



3. Attach the documents from your Personal Library to the Form and "Save".
4. This Additional Documents form is now associated to your current post, which the ARCP panel will be able to view.

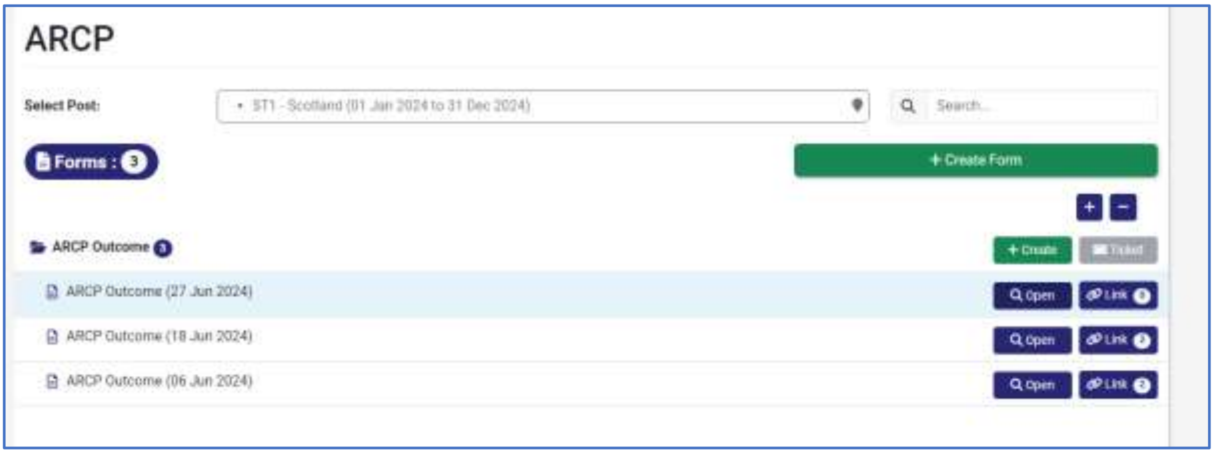
Signing an ARCP Outcome Form

To sign the form you will need to login to your account and open the ARCP Outcome Form

Navigate: Forms> ARCP

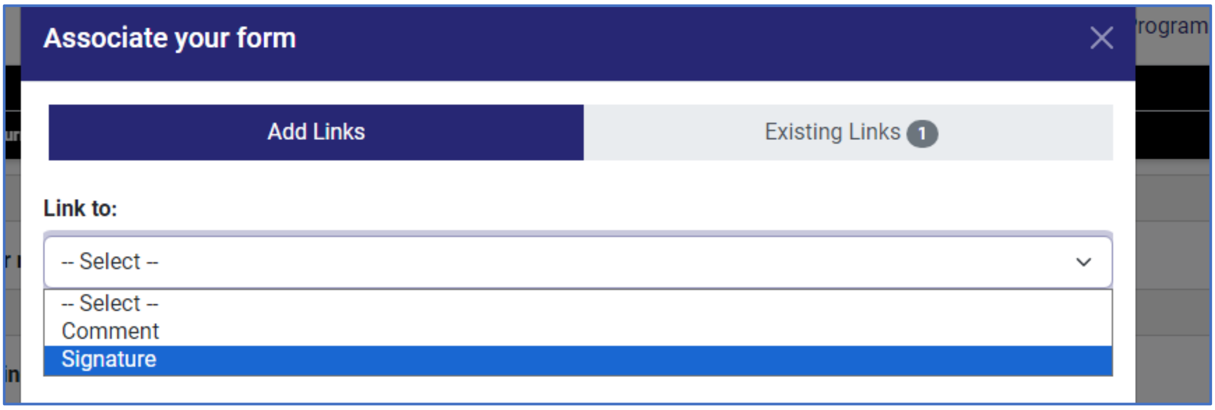
You will open the ARCP outcome form:

1. Review and select the appropriate form from the list.



2. At the bottom of the page click on “Links”.

3. Click on the Signature in the drop down menu.

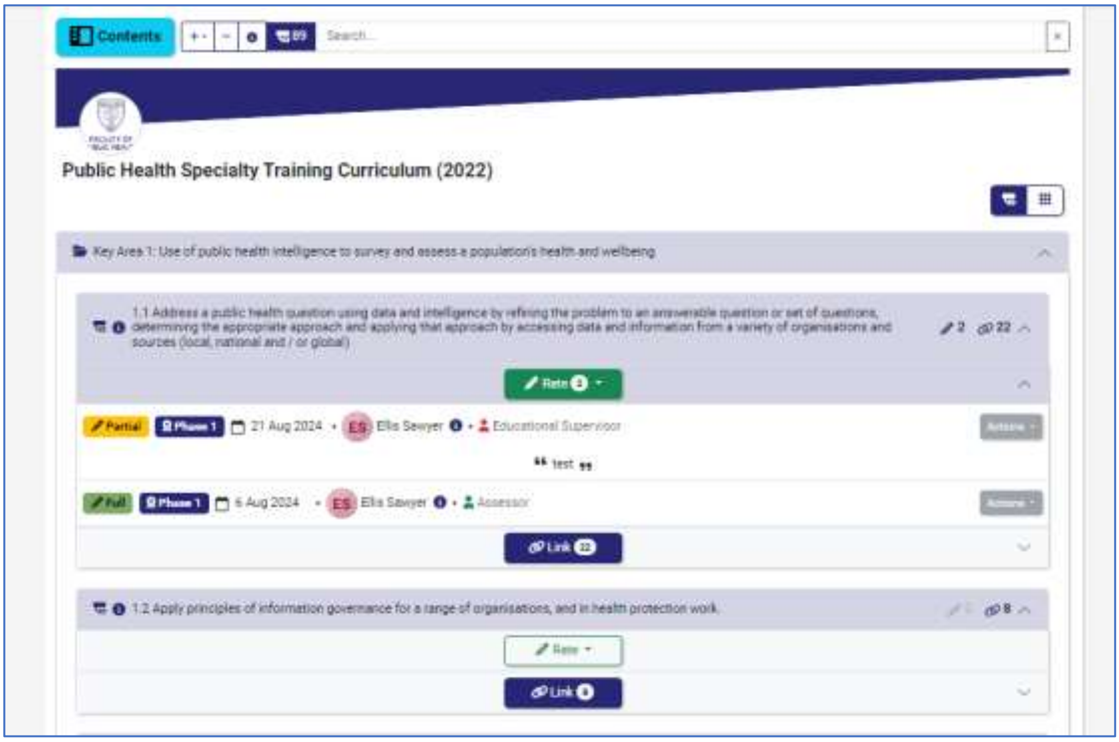


Your signature will then be added at the bottom of the page.

Curriculum Progress

Registrars are able to view their progress in signing off Learning Outcomes in one place by using the Curriculum Progress page. This can be viewed by going to the Curriculum tab.

Progress can be viewed either as a list under the Public Health Specialty Training Curriculum (2022) tab:

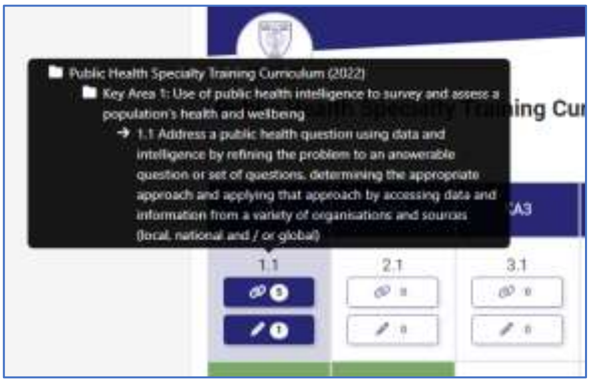


Or in a grid format using the Curriculum Progress tab

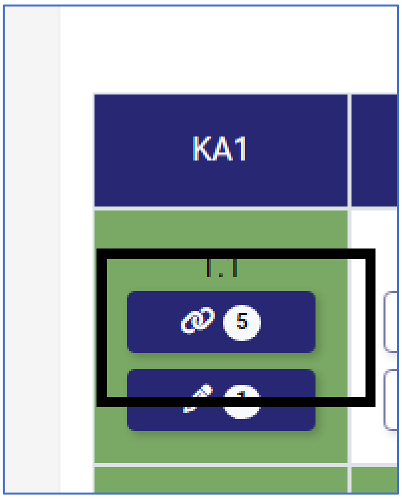
Each Learning Outcome is colour coded depending on the level of sign off.

Further details on this page

Hover the cursor over the Learning Outcomes number will display the full Learning Outcome.



Clicking on the link icon will display the Activity Summary Sheets associated to this Learning Outcome.



Clicking on the Pencil icon will display the level of sign off for the Learning Outcome.