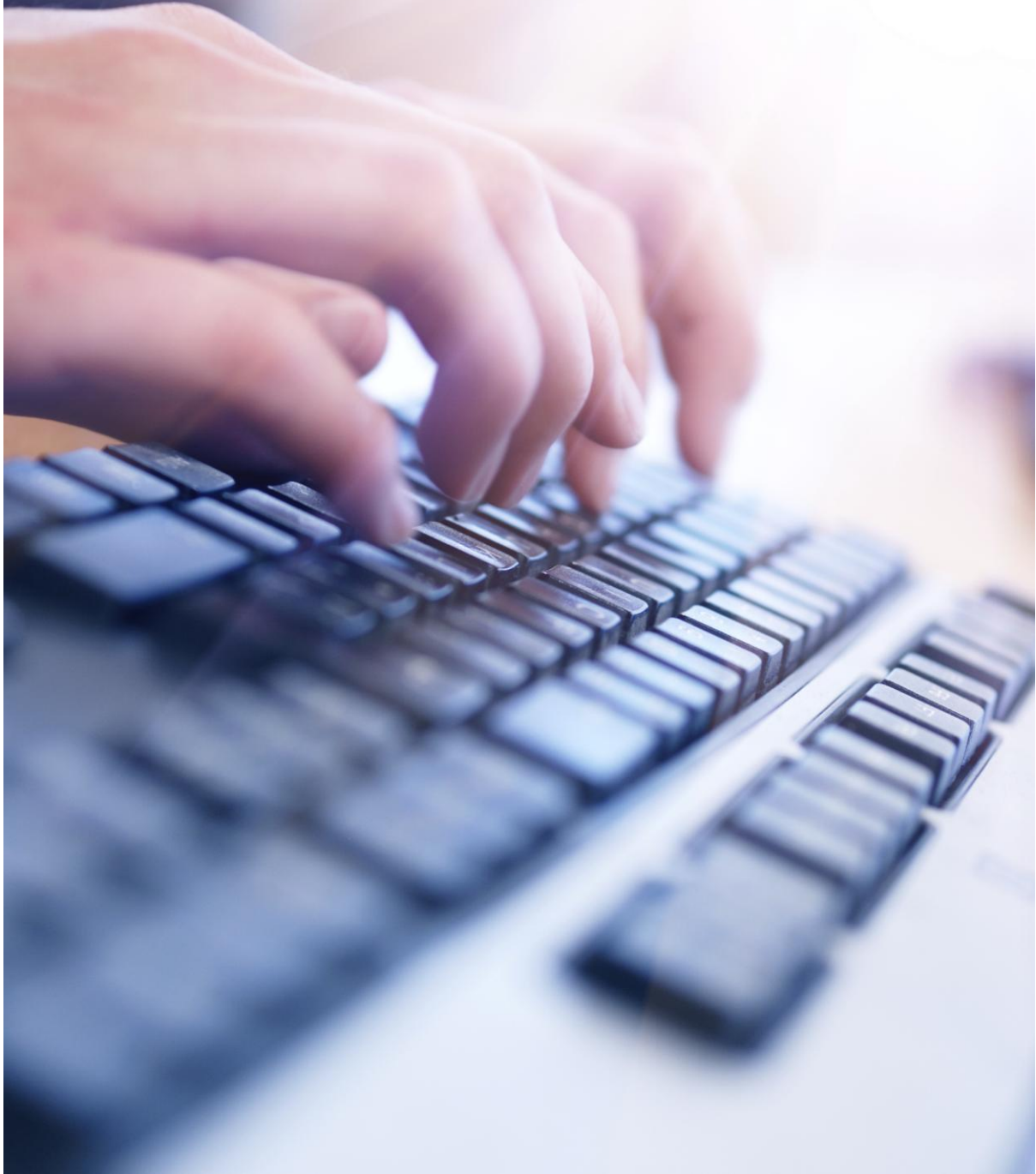


E-portfolio User Guide for Pharmaceutical Medicine Trainees



**August 2015
Third Edition**

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1. Introduction

Welcome to Pharmaceutical Medicine Specialty Training (PMST). We hope that you will find your experience in PMST to be rewarding, and a benefit to your practice as a pharmaceutical physician.

Trainees who enrol on the PMST programme from 1st August 2010 onwards are required to follow the PMST August 2010 (amended 2014) curriculum and to record their training using a trainee e-portfolio.

This document provides guidance on how to use some of the key functions of the trainee e-portfolio, which is hosted by NHS Education for Scotland (NES), and administered by the Joint Royal Colleges of Physicians Training Board (JRCPTB).

The Faculty of Pharmaceutical Medicine ('the Faculty') will create your trainee e-portfolio account once you have been issued your National Training Number (NTN) in Pharmaceutical Medicine.

2. Getting started

Before you log into your trainee e-portfolio account and start uploading your evidence there are a few Dos and Don'ts to consider:

Do familiarise yourself with the trainee e-portfolio. Read the user guides that the Faculty and the JRCPTB have produced.

Do prepare your evidence away from your computer before uploading it to your personal library. This activity will take time, but the hard work will be worth it when you attend your ARCP. Your job of linking the evidence to the Items (competencies) of the curriculum will be made easier if you identify the most relevant pieces of evidence beforehand.

Sift through the documents that you have collected over the weeks and review them with your Educational Supervisor. Decide which pieces of evidence best demonstrate your achievement of the competency in the module and upload them to your personal library. Before uploading evidence to the e-portfolio create folders in the personal library that correspond to the seven modules of the curriculum and then file your evidence in the module folder for which it is the primary evidence.

Don't upload whole documents onto the e-portfolio. The e-portfolio has a disk space of 80MB – this might seem a lot, but over the course of your 4-year programme you will be uploading a lot of documents.

We strongly recommend that you only upload the front-sheet of the primary evidence (suitably anonymised and redacted), and single items (emails, letters, certificates etc) of the supporting evidence (2-4 pieces per topic). This way you will keep within the 80MB.

The remaining bulk of your evidence can be kept elsewhere (hard-copy file, electronic on a memory stick, lap-top, CD etc), and if necessary code-linked with your own code to the evidence on the e-portfolio.

The ARCP panel will not want to see the whole evidence, as long as the evidence has been suitably authenticated (personalised by you) and validated by your Educational Supervisor, Associate Educational Supervisor or an external assessor.

Do personalise and authenticate your evidence before you upload it to your personal library. Whilst pieces of evidence can be personalised as much as possible (your name on papers / signatures / simple statements on the evidence ('I wrote this report as part of the product assessment.'), it is also essential to personalise the evidence at topic level through reflective commentary.

Do practise writing reflective commentaries. Your reflective commentaries should address the following questions:

1. What did you do?
2. Why did you do it? What evidence did you collect?
3. So what? What did you learn?
4. What next? What curriculum Items (competencies) are covered by this project and how have you fulfilled them?

There are a number of reflective commentary forms on the e-portfolio that you use, in particular the 'Reflection on a Learning Event'. Alternatively, you may want to create your own reflective templates in Word, but if you do this we would request that you follow the same section headings as the online forms.

Don't add too many Workplace-Based Assessments (WPBAs) unnecessarily.

Do ensure that all the documents link to each other, are explained (reflected upon) and show logical connections. The use of **personalised** reflective comments can achieve this ('I did', 'I showed', 'I have presented this evidence', 'I learnt', 'In future I will do', 'This relates the Items in my programme as follows'.)

Don't panic. Completing your training using the trainee e-portfolio is a methodical process. Provided that you are collecting your evidence prospectively, and scheduling time with your Educational Supervisor to sift through your evidence, you will find managing your e-portfolio to be straightforward.

In summary:

- Familiarise yourself with the functions of the e-portfolio. Read the user guides.
- Prepare your evidence away from your computer before uploading it to your personal library.
- Create folders in your personal library that correspond to the seven modules of the curriculum and file your evidence in the appropriate folders.
- Only upload front-sheets, 2-3 slides from PowerPoint presentations.
- Personalise your evidence.
- Write your reflective commentaries.

3. Uploading evidence

3.1. Preparing your evidence

Once you have been issued your NTN you should start collecting the evidence that you want to use to link to the curriculum Items (competencies).

Most of the work you will do in preparing your evidence will be done away from your desk, e.g. reviewing the evidence, drafting your reflective commentaries.

You should collect your evidence prospectively. Arrange to meet with your Educational Supervisor to review the documents, emails and letters that you have filed. Sift through your evidence and identify the relevant pieces of evidence that best demonstrate your competency in the curriculum Item(s).

When you and your Educational Supervisor have agreed which pieces of evidence should be uploaded to your personal library also think about which Items of the curriculum the evidence should be linked to. Remember that one piece of evidence can be linked to more than one Item.

Create folders in your personal library that correspond to the seven modules of the curriculum if you have not already done this, and file your evidence in the appropriate folders.

3.2. Logging into your e-portfolio

Log into your e-portfolio using the username and password that you will receive via an automated email sent from the e-portfolio.

Logging into your e-portfolio

This site uses cookies.
By continuing to browse the site you agree to our use of cookies. [Read our cookie statement.](#)

About ePortfolio

ePortfolio supports a rapidly expanding number of health professionals' achievement, reflection and learning.

With more than 320,000 users, ePortfolio is a flexible and a powerful tool supporting quality assurance and workforce planning activities resulting in dramatic improvements and efficiency savings over dispersed and/or paper based systems.

ePortfolio is used extensively throughout UK Medicine, as well as Pharmacy, Dentistry, and Nursing & Midwifery in Scotland.

Tweets

NHS ePortfolios @NHSePortfolios 28 May
Scheduled site update and maintenance on Saturday morning, 30th May 2015. For details see: [ow.ly/Nxc8X](#)
Expand

NHS ePortfolios @NHSePortfolios 13 May
Scheduled site update and maintenance starting at 9:30am on Saturday morning, 16th May 2015. For details see: [ow.ly/MTZbT](#)

Tweet to @NHSePortfolios

Log In

Username

Password

Log In **Forgot Password?**

Assessors

If you were given a 10-digit login code for an assessment, enter it here.

Login Code

Go To Assessment

3.3. Accessing your personal library

Click on the 'Profile' tab at the top of the screen and select 'Personal Library' from the drop-down-menu.

Accessing your personal library

JRCPTB
Joint Royal Colleges of Physicians Training Board

Mr Konrad Obiora (Physician Trainee) **Log Out**

Select Role Profile Curriculum Assessment Reflection Appraisal Progression PYA Messages Help

Trainee H...

Home Tickets

Alerts (3)

CCT & Exams data on ePortfolio
Recent issues affecting the display of trainees CCT date and exam on the ePortfolio are now resolved.
JRCPTB 28/05/2015

Logbook for recording procedures and clinics
JRCPTB have launched a logbook to assist CMT trainees in recording their procedures and clinics. It has been developed with the CMT advisory committee and trainee representatives. The logbook is in the form of an Excel spread sheet which can be used to record procedures and attendance at clinics and then uploaded to the personal

Current Post

Grade:
ST3

Dates
01/02/2015 - 31/01/2016

Location
Overseas

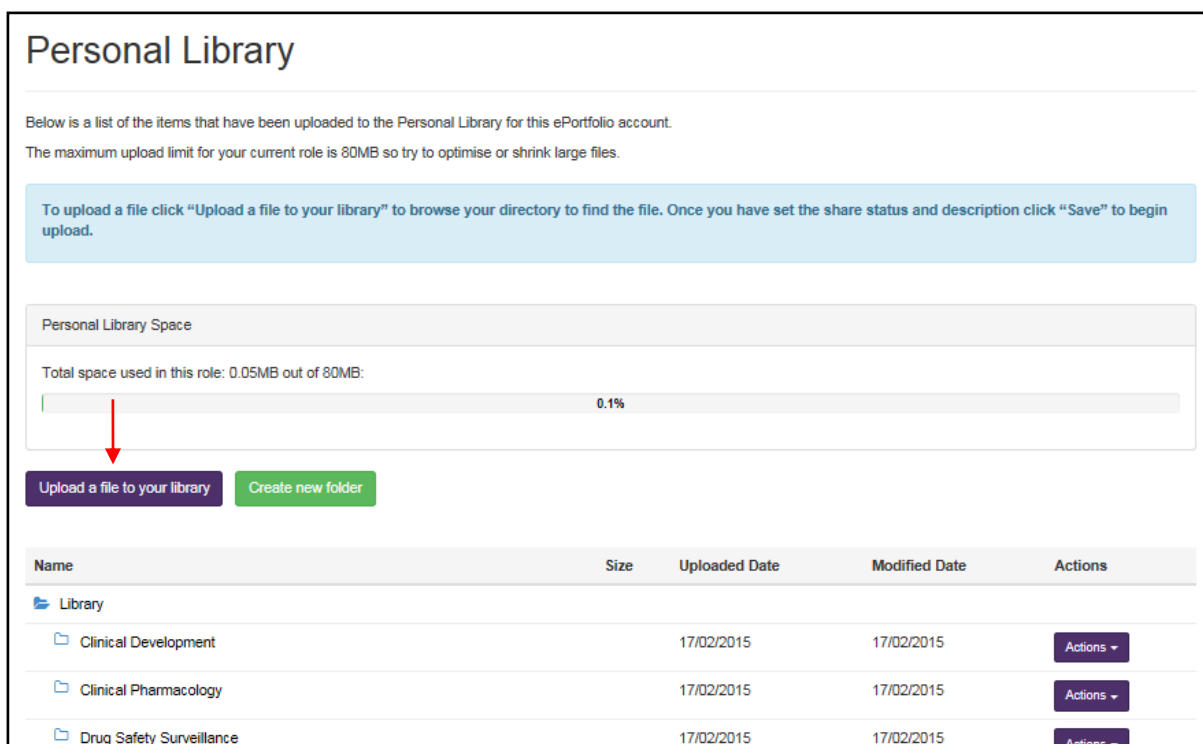
Specialty
Pharmaceutical Medicine

Supervisors

Click the 'Upload file to your library' button and then click on the 'Select' button to retrieve the file you want to upload to your personal library.

Move your cursor to the 'File status' and tick either the 'Private' or 'Shared' option. If you choose 'Private' only you will be able to view the file that you have uploaded to your personal library. Please note that the ARCP panel will need to view the files you have uploaded as well as your Educational Supervisor, so it is advisable that you tick the 'Shared' option.

Uploading and sharing files



Personal Library

Below is a list of the items that have been uploaded to the Personal Library for this ePortfolio account.
The maximum upload limit for your current role is 80MB so try to optimise or shrink large files.

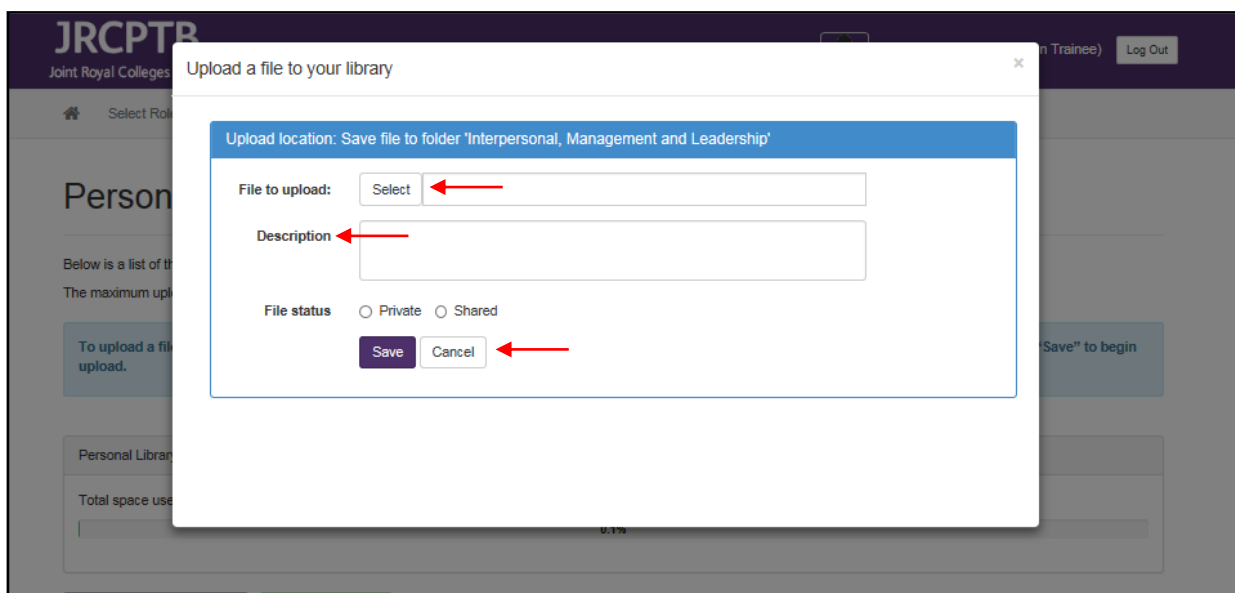
To upload a file click "Upload a file to your library" to browse your directory to find the file. Once you have set the share status and description click "Save" to begin upload.

Personal Library Space

Total space used in this role: 0.05MB out of 80MB: 0.1%

[Upload a file to your library](#) [Create new folder](#)

Name	Size	Uploaded Date	Modified Date	Actions
Library				
Clinical Development		17/02/2015	17/02/2015	Actions ▾
Clinical Pharmacology		17/02/2015	17/02/2015	Actions ▾
Drug Safety Surveillance		17/02/2015	17/02/2015	Actions ▾



Upload a file to your library

Upload location: Save file to folder 'Interpersonal, Management and Leadership'

File to upload:

Description:

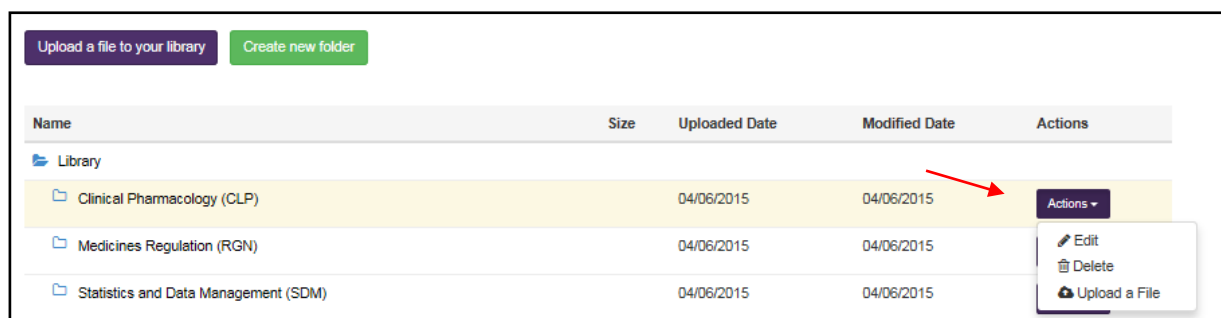
File status: Private Shared

If the information you are uploading is confidential please remember to redact or anonymise any commercially sensitive information, and the names and personal data of third parties and patients. You have a duty under the GMC's Good Medical Practice (GMP) to "keep records that contain personal information about patients, colleagues or others securely, and in line with any data protection requirements"¹, and to "treat information about patients as confidential; this includes after a patient has died"².

Once you have retrieved your file and selected the type of access that you want to assign to the file, i.e. 'Shared' or 'Private', you can enter a description of the file in the free text box (see picture above).

Once you have provided a description for your file, you can upload your file to your personal library by clicking on the 'Save' button. Your file will appear in a list in your personal library; you can then drag and drop your file into a folder once you have created it.

Alternatively, you can create your folders before uploading your file and then upload the file directly to your folder by clicking the 'Action' button against the folder that you want to upload the file to and then selecting 'Upload a File' from the drop-down menu (see picture below).

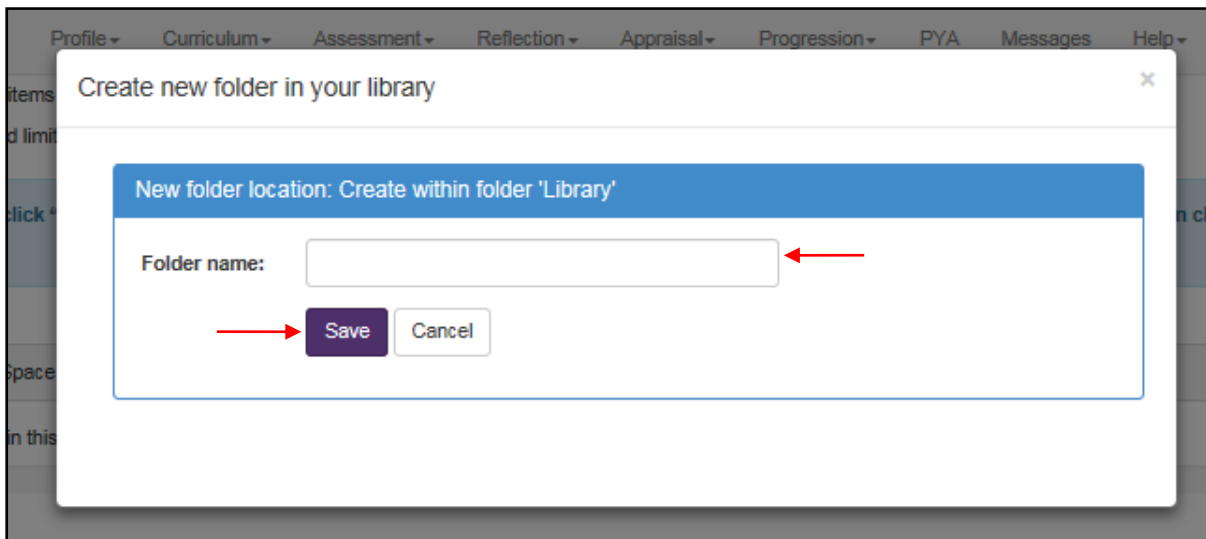
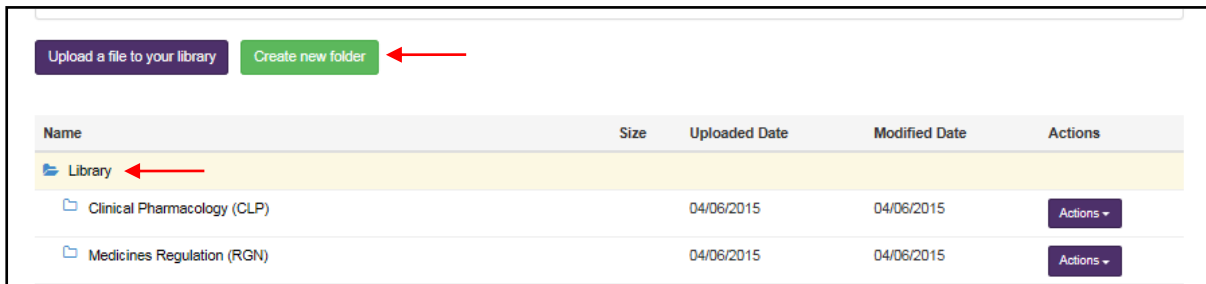


¹ Domain 1, paragraph 20, GMP (2013), GMC.

² Domain 3, paragraph 50, GMP (2013), GMC.

3.4. Creating folders in your personal library

To create a folder in your personal library make sure the 'Library' name is highlighted and then click on the 'Create new folder' button. Write the name of folder in the 'Folder name' free text box and then click the 'Save' button.



We strongly recommend that you create folders that correspond to the seven modules of the PMST August 2010 (amended 2014) curriculum:

- Medicines Regulation (RGN)
- Clinical Pharmacology (CLP)
- Statistics and Data Management (SDM)
- Clinical Development (CLD)

- Healthcare Marketplace (HMP)
- Drug Safety Surveillance (DSS)
- Interpersonal, Management and Leadership Skills (IML)

Creating folders that correspond to the seven modules of the curriculum

Name	Size	Uploaded Date	Modified Date	Actions
Library				
Clinical Pharmacology (CLP)	5		04/06/2015	Actions
Medicines Regulation (RGN)	5		04/06/2015	Actions
Statistics and Data Management (SDM)	5		04/06/2015	Actions
Clinical Development (CLD)		04/06/2015	04/06/2015	Actions
Drug Safety Surveillance (DSS)		04/06/2015	04/06/2015	Actions
Interpersonal Management & Leadership (IML)		04/06/2015	04/06/2015	Actions
Healthcare Marketplace (HMP)		04/06/2015	04/06/2015	Actions

Make sure 'Library' name is highlighted before creating your folders.

You may also want to create sub-folders for each of the seven modules that correspond to the module Items (competencies), e.g. RGN 1, RGN 2 etc.

Consider creating sub-folders that correspond to the module Items

Medicines Regulation (RGN)		04/06/2015	04/06/2015	Actions
RGN 1		04/06/2015	04/06/2015	Actions
RGN 2		04/06/2015	04/06/2015	Actions
RGN 3		04/06/2015	04/06/2015	Actions
RGN 4		04/06/2015	04/06/2015	Actions
RGN 5		04/06/2015	04/06/2015	Actions
RGN 6		04/06/2015	04/06/2015	Actions
RGN 7		04/06/2015	04/06/2015	Actions
RGN 8		04/06/2015	04/06/2015	Actions

Make sure the folder name is highlighted before creating your sub-folders.

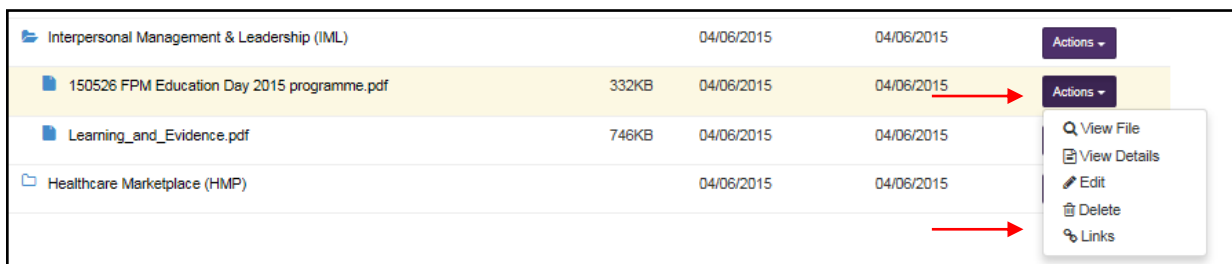
4. Linking evidence to the curriculum

You must link each piece of evidence, each WPBA and each reflective commentary directly to the curriculum and not to each other.

You can link your evidence to the curriculum either from: 1) your personal library or 2) the curriculum page to the personal library.

4.1. Linking your evidence from your personal library

Go to your personal library and open the folder with the evidence that you want to link to the curriculum. Click the 'Action' button against the evidence that you want to link and select 'Links' from the drop-down menu.

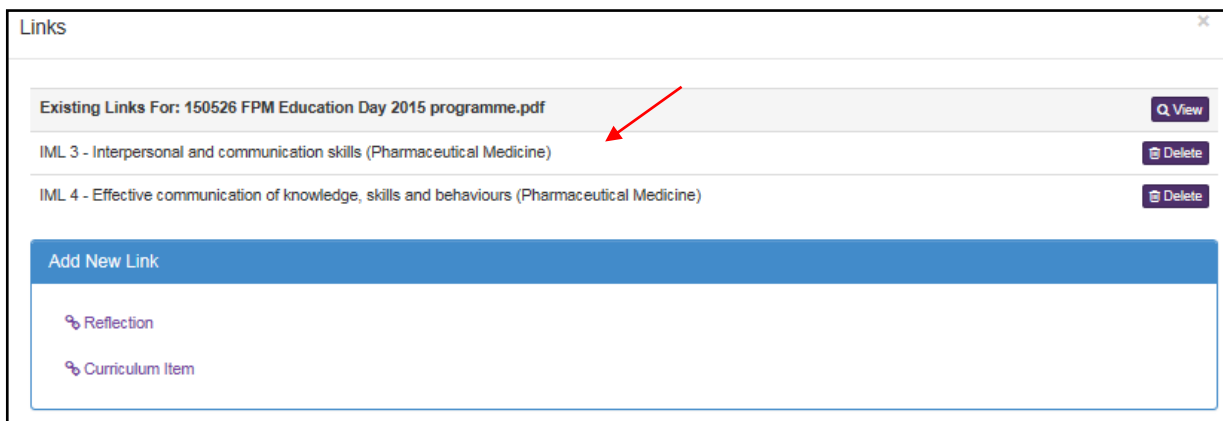


Click on the 'Curriculum Item' button and select 'Specialist Training PHM001 (Physician Pharmaceutical Medicine 2010 (amendments 2014))', then select the module(s) and Item(s) that you want to link your evidence to and finally click the 'Add Links' button once you have finished.





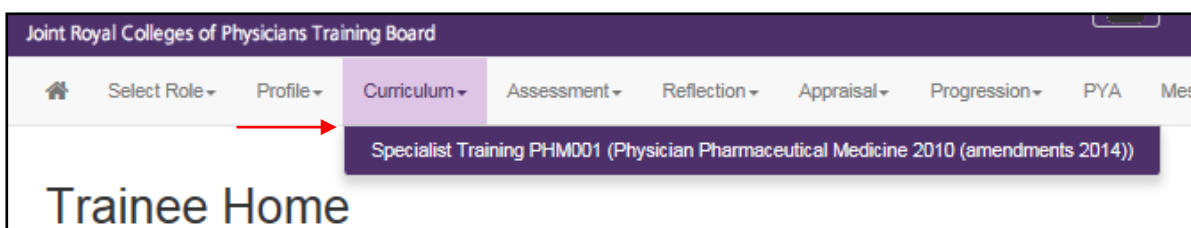
When you go back to your personal library, click on the 'Action' button against the evidence you have just linked, select 'Links' from the drop-down menu and a window will open that will display the Items that you have linked your evidence to.















You can link the same piece of evidence in your personal library to as many of the curriculum Items as you wish. You do not need to re-upload the same piece of evidence to your personal library.

4.2 Linking your evidence from the curriculum

Click on the 'Curriculum' tab at the top of the screen and select 'Specialist Training PHM001 (Physician Pharmaceutical Medicine 2010 (amendments 2014))'.







Once on the curriculum page, open the module that you want to use and click the 'Link' button against the Item that you want to link your evidence to.


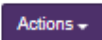

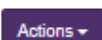

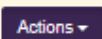

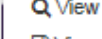


Module 7 - Interpersonal, Management and Leadership Skills (IML)	
IML 1 - Understand the managed environment, the contribution of law and regulation and key stakeholders in the commercialisation of medicines  	 Link
IML 2 - Principles and practices of people management and leadership  	 Link
IML 3 - Interpersonal and communication skills  	 Link
IML 4 - Effective communication of knowledge, skills and behaviours  	 Link






Click the 'File in The Personal Library' button and select the evidence in your personal library that you want to link to the Item.

Add New Link

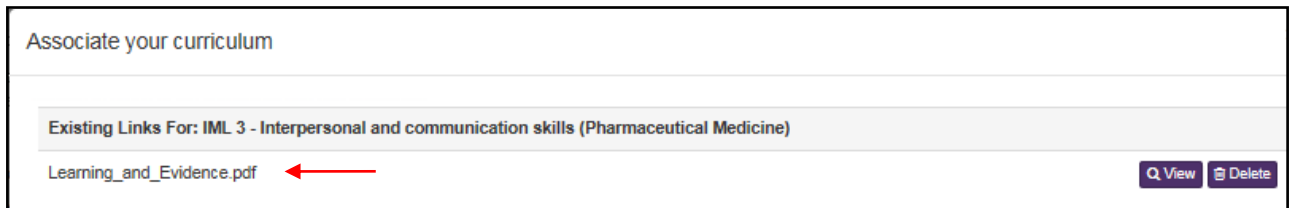
-  Assessment
-  Reflection
-  Certificate
-  File In The Personal Library

Click the 'Action' button against the evidence that you want to link to the Item and then select 'Add Link'.

 Interpersonal Management & Leadership (IML)		04/06/2015	04/06/2015	
 150526 FPM Education Day 2015 programme.pdf	332KB	04/06/2015	04/06/2015	
 Learning_and_Evidence.pdf	746KB	04/06/2015	04/06/2015	
 Medicines Regulation (RGN)		04/06/2015	04/06/2015	
 Statistics and Data Management (SDM)		04/06/2015	04/06/2015	

-  View File
-  View Details
-  Edit
-  Delete
-  Add Link

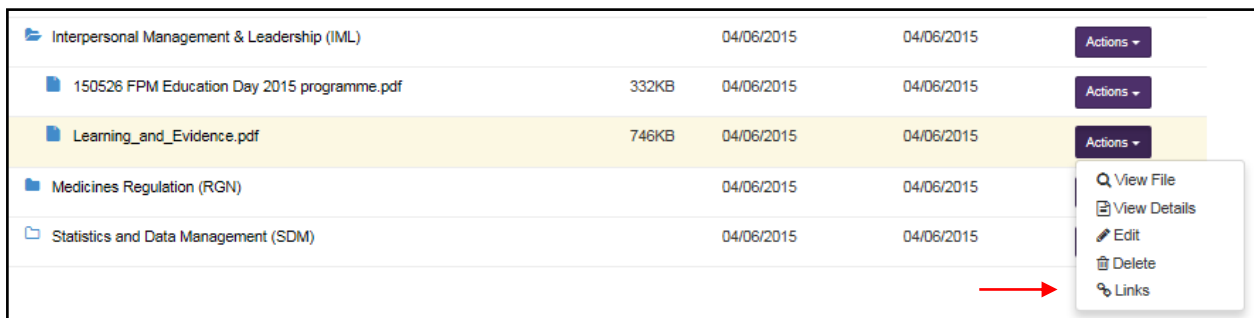
Your evidence is then linked to the Item and appears in the list of existing links.



4.3 Deleting links from the personal library

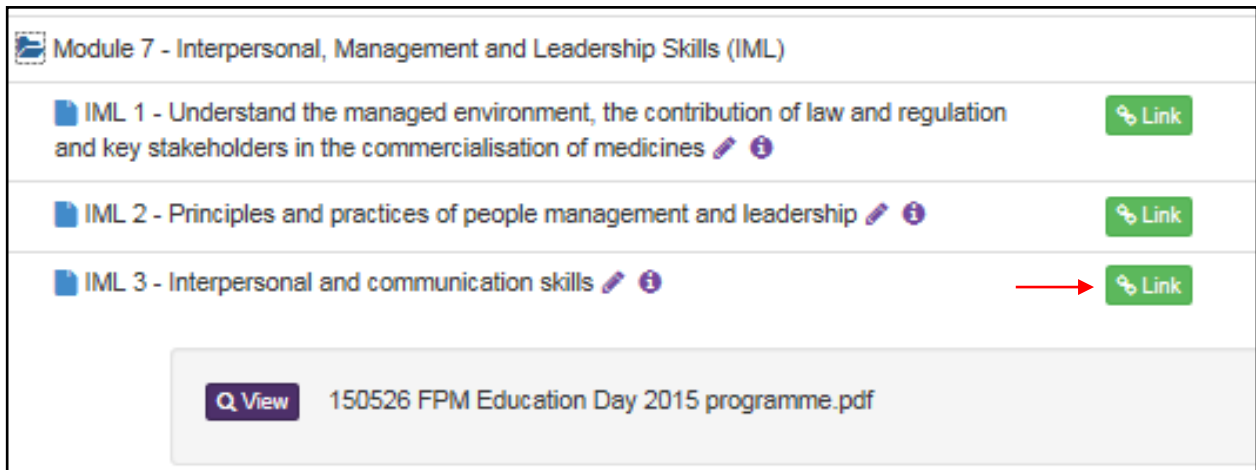
You can delete a link between the evidence and the curriculum Item either from your personal library or from the curriculum.

To delete the link from your personal library go to the evidence that is linked to the Item(s), click the 'Action' button and select 'Links'. A window will open with your existing link, click the 'Delete' button to remove the link to the Item.

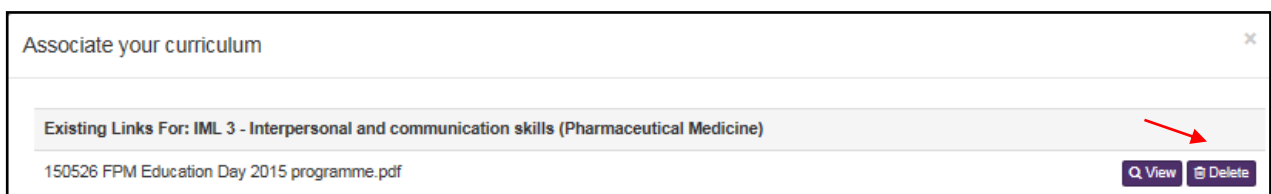


4.4 Deleting links from the curriculum

Click on the 'Curriculum' tab at the top of the screen and select 'Specialist Training PHM001 (Physician Pharmaceutical Medicine 2010 (amendments 2014))'. Scroll down to the module that contains the linked evidence and then click on the 'Link' button against the Item(s) with the linked evidence.



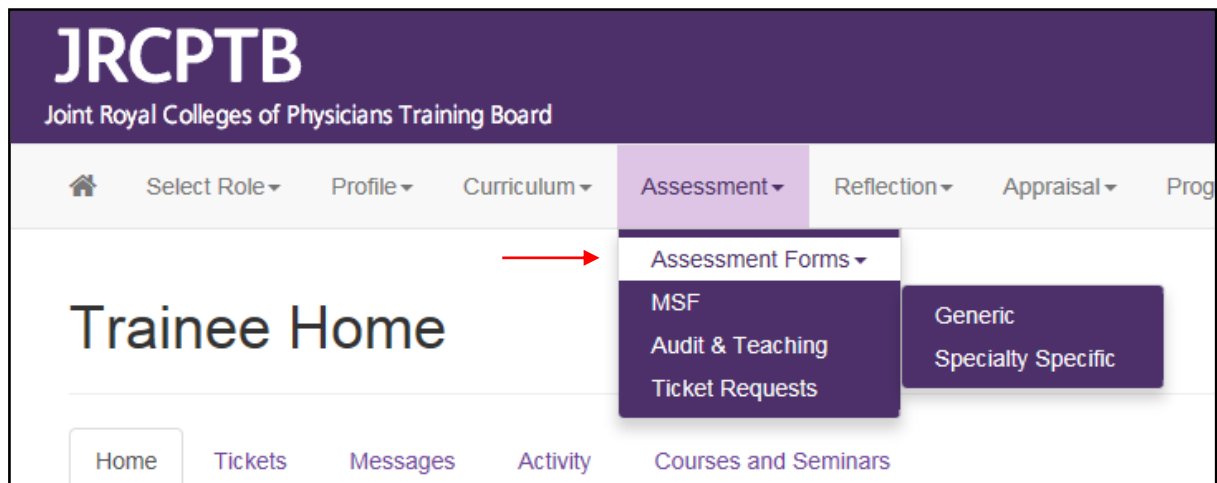
After the window has opened click on the 'Delete' button to remove the link to the evidence.



5. Accessing the workplace-based assessments (WPBAs)

The WPBAs for Pharmaceutical Medicine are located under the following tabs on the e-portfolio:

- **Assessments > Assessment Forms > Specialty Specific**
 - 'Pharmaceutical Medicine Assessment Tool (PMAT)'
 - 'Physician Pharmaceutical Medicine Project Based Discussion (PbD)'
- **Assessments > Audit & Teaching**
 - 'Pharmaceutical Medicine Teaching Observation (TO)'



The WPBAs can be completed by the trainee, the Educational Supervisor or an external assessor. The only form that the trainee cannot complete is the Multi-Source Feedback (MSF), which needs to be completed by a third party, e.g. a peer/colleague.

Below is a summary of the editing functions of the WPBAs:

- PMAT – Trainee can create and save the form as a draft. The Educational Supervisor can create and save the form as a draft.
- PbD – Trainee can create and save form as a draft. The Educational Supervisor can create and save the form as a draft.
- TO – Trainee can create and save the form as a draft. The Educational Supervisor can create and save the form as a draft.

There are opportunities for either you or your Educational Supervisor to make additional comments once the WPBA has been completed. The additional comments can be linked to the completed WPBA, but they cannot be written into the completed WPBA.

Do not click the 'Save' button of a WPBA before you and the Educational Supervisor or external assessor are satisfied with the content. Once the WPBA is saved it cannot be amended.

To complete a PMAT and PbD click on the 'Assessment' tab and select 'Assessment Forms' and 'Specialty Specific' from the drop-down menus. Click on the 'Add New SLE Form' button'.



Choose the WPBA that you want to complete and then click the 'Create' button.

Select Form

Please select where to file this Form and then select the "Create" link.

File against

Form	Action
Pharmaceutical Medicine Assessment Tool (PMAT)	+ Create
Physician Pharmaceutical Medicine Project Based Discussion (PBD)	+ Create

To complete a TO click on the 'Assessment' tab and select 'Audit & Teaching' from the drop-down menu. Click on the 'Add New Assessment Form' button, and then the 'Create' button.

Audit & Teaching

These tools are used to provide structured, formative feedback to trainees on their competence in completing an audit or quality improvement projects and on their teaching skills.

There are three ways assessments can be recorded in the ePortfolio:

- Directly from a supervisor's access
- Directly from the trainee's access
- Using the external "ticket" process to provide access to an assessor who may not have an ePortfolio account or be linked to the trainee

Assessment Descriptions

[Audit Assessment \(AA\) - Read more...](#)

[Quality Improvement Project Assessment Tool \(QIPAT\) - Read more...](#)

[Request External Assessment](#) [Add New Assessment Form](#) ←

Select Form

Please select where to file this Form and then select the "Create" link.

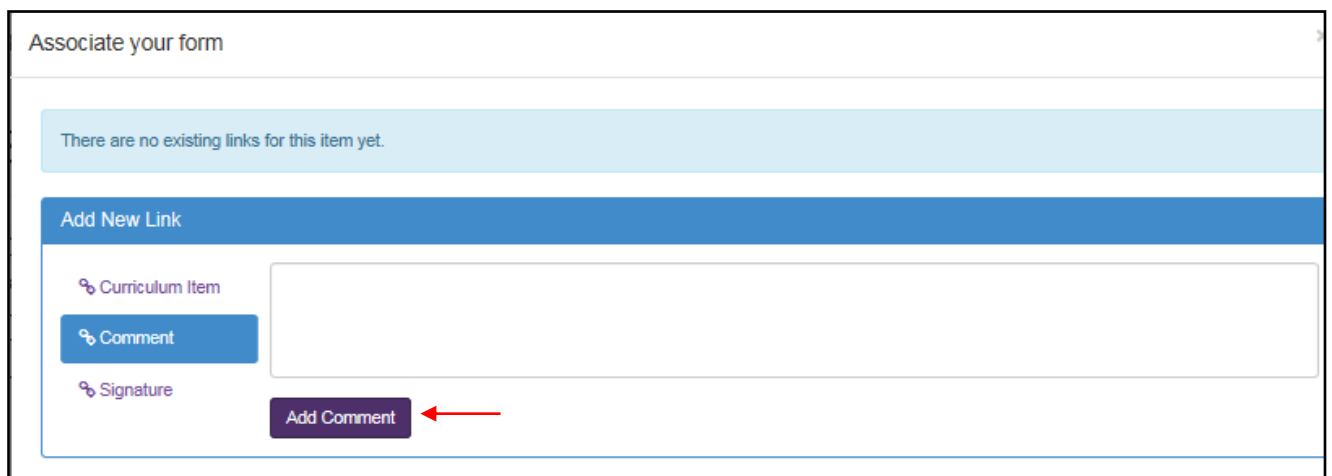
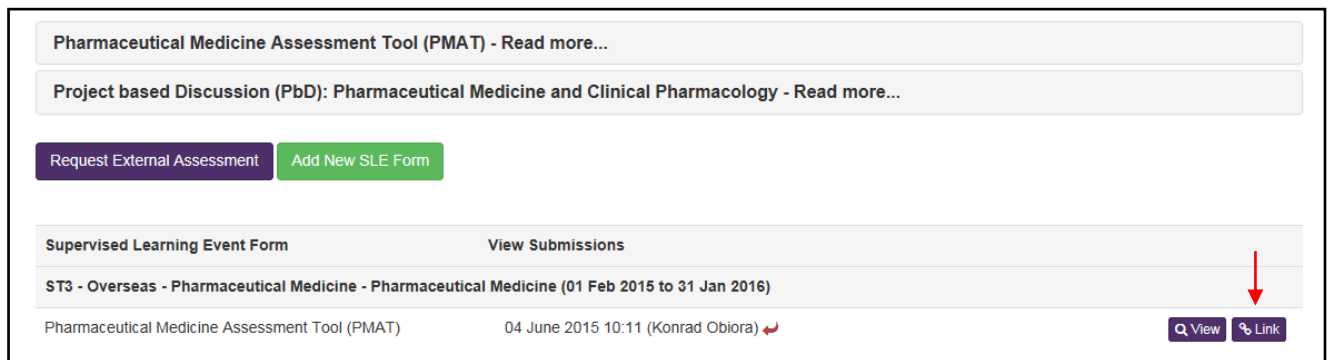
File against

Form	Action
Summary of Clinical Activity and Teaching Attendance (HST)	+ Create
Audit Assessment	+ Create
Pharmaceutical Medicine Teaching Observation (TO)	+ Create
Quality Improvement Project Assessment Tool Physician	+ Create

Please refer to the PMST August 2010 (amended 2014) curriculum to see how each curriculum item (competency) might be assessed.

5.1. Adding additional comments to a WPBA

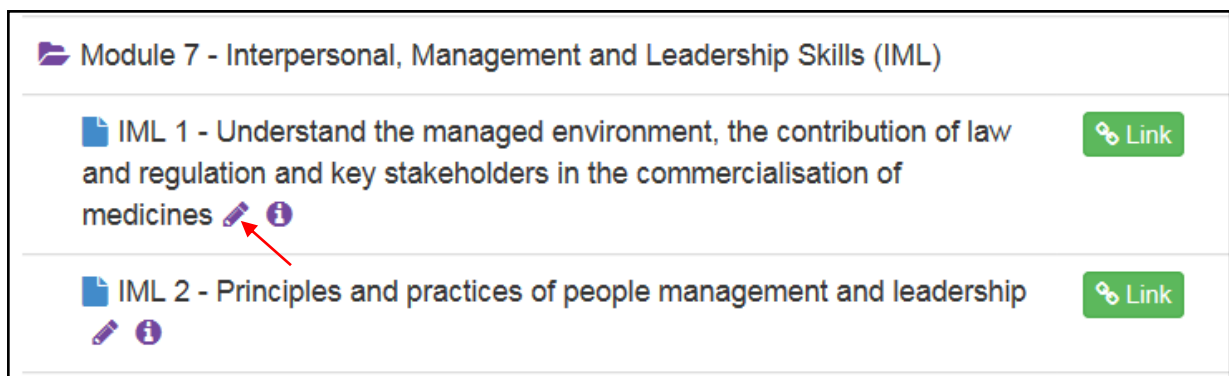
If you, the Educational Supervisor or external assessor want to make additional comments in a WPBA once it has been saved, go to your completed WPBA and click on the 'Link' button and then select 'Comment' from the options on the 'Add New Link' window. You can then enter your comment and click the 'Add Comment' button once you have finished. Your comment will appear at the end of your completed WPBA as link.



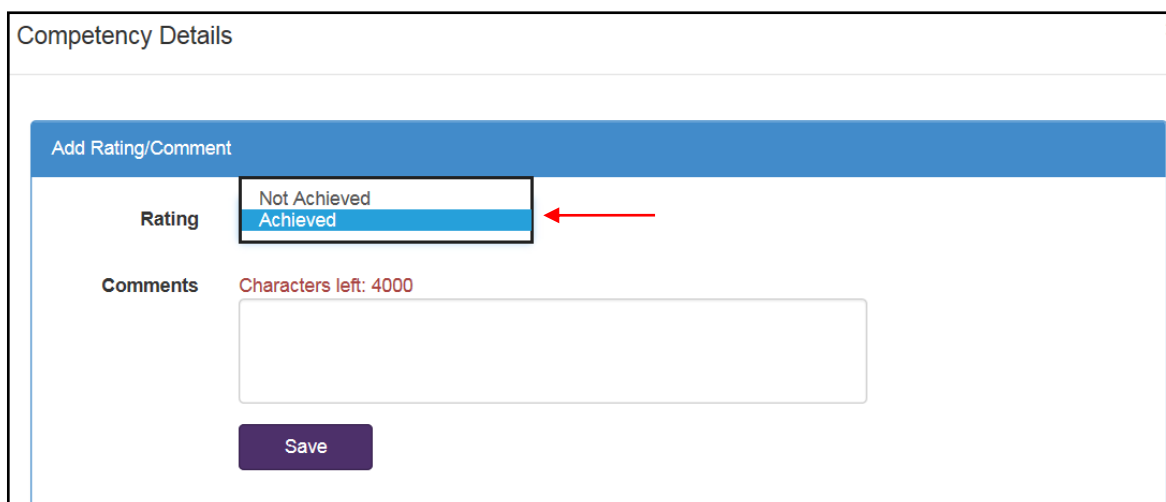
6. Signing off completed Items of the curriculum

When you and your Educational Supervisor are satisfied that a module Item (competency) has been completed you will both need to sign it off as complete. The Educational Supervisor will need to log into his or her own e-portfolio account to sign off the item.

Click on the 'Curriculum' tab at the top of the screen and select 'Specialist Training PHM001 (Physician Pharmaceutical Medicine 2010 (amendments 2014))'. Scroll down to the module Item(s) that you want to sign off as complete. Open the module, select the Item to be signed off and click on the pencil icon.




Once you have clicked on the pencil icon a 'Competency Details' window will appear onscreen that will enable you to select 'Achieved' from the drop-down menu to indicate completion of the competency.



The 'Competency Details' window contains the following elements:

- A blue header bar with the text 'Add Rating/Comment'.
- A 'Rating' dropdown menu with two options: 'Not Achieved' and 'Achieved'. A red arrow points to the 'Achieved' option.
- A 'Comments' section with a text area and a character count of 'Characters left: 4000'.
- A purple 'Save' button at the bottom.

After you have selected 'Achieved' click on the 'Save' button. A blue figure will appear to denote that you as the trainee have signed off the Item; a red figure will appear after your Educational Supervisor has signed off the Item. The ARCP panel will expect to see both the blue and red figures.

IML 2 - Principles and practices of people management and leadership				Link
 				
 (T)	Mr Konrad Obiora	Achieved	04/06/2015	""
 (ES)	Mr Konrad Obiora	Achieved	04/06/2015	""

7. Preparing for your ARCP

In preparation for your ARCP you will need to ensure that all your evidence is linked to the relevant module Items, and that where applicable both you and your Educational Supervisor have rated your competency with an 'Achieved'. It is recommended that both you and your ES write a brief summary explaining why you believe the module Item has been completed.

The information that you must have completed prior to your ARCP is as follows:

- Completed WPBAs, e.g. PMATs that you have completed with your Educational Supervisor or an external assessor.
- Reflective practice commentaries.
- Pharmaceutical Medicine Annual Appraisal (to be completed by the Educational Supervisor through the ES portal).
- Personal Development Plan (i.e. your annual Training Plan).
- Supervisor's Report (to be completed by the Educational Supervisor through the ES portal).

NB: If your documents are incomplete and/or not submitted on time, or the evidence is incomplete and/or not available for review at your ARCP, the ARCP panel will be unable to make a statement about your progress in training and you will be issued with an unsatisfactory ARCP outcome, and may be required to attend an interim review.

The Postgraduate Dean may also have to notify the GMC that you are not engaging with the ARCP process for revalidation, which could lead to the removal of your licence to practise and the withdrawal of your NTN in Pharmaceutical Medicine.

8. Further help and assistance

This document only provides you with basic guidance on some of the functions of the e-portfolio and what you will be required to do to ensure you upload, personalise and authenticate your evidence and progress through the PMST programme. Therefore, you are strongly encouraged to read the JRCPTB's series of guidance documents on the other functions of the e-portfolio such as sending a ticket request to an external assessor.

You can contact the JRCPTB's e-portfolio team [here](#) for technical advice and assistance. For other enquiries about the e-portfolio please contact the Faculty [here](#).