E-portfolio User Guide for Educational Supervisors in Pharmaceutical Medicine

August 2015

Third Edition

Content

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1. Introduction

Welcome to the 'E-portfolio User Guide for Educational Supervisors in Pharmaceutical Medicine'. If you have a trainee following the August 2010 PMST (amended 2014) curriculum then they will be required to use a trainee e-portfolio.

Your trainee will be required to upload their evidence to his or her personal library and link it to the relevant Item(s) (competencies) of the curriculum. They will also need to write reflective commentaries, complete workplace-based assessments (WPBAs), and sign off Items that they have completed (i.e. achieved the competencies of the curriculum).

As an Educational Supervisor you will be responsible for reviewing your trainee's evidence, assessing their competency using the WPBAs (and / or other measures / assessments), and sign off the Items that they have completed. You will also be required to complete the 'Pharmaceutical Medicine Annual Appraisal' and the 'Supervisor's Report' for revalidation.

You are strongly advised to read the 'E-portfolio User Guide for Pharmaceutical Medicine Trainees' to familiarise yourself with the activities that your trainee is required to fulfil. A few of the functions in the trainees' e-portfolio are similar to the functions contained in your e-portfolio, e.g. completing WPBAs and signing off Items.

The Faculty will create your e-portfolio account and give you access to your trainee's e-portfolio so that you can start reviewing the evidence they have uploaded to their personal library, complete the WPBAs and sign off completed Items.
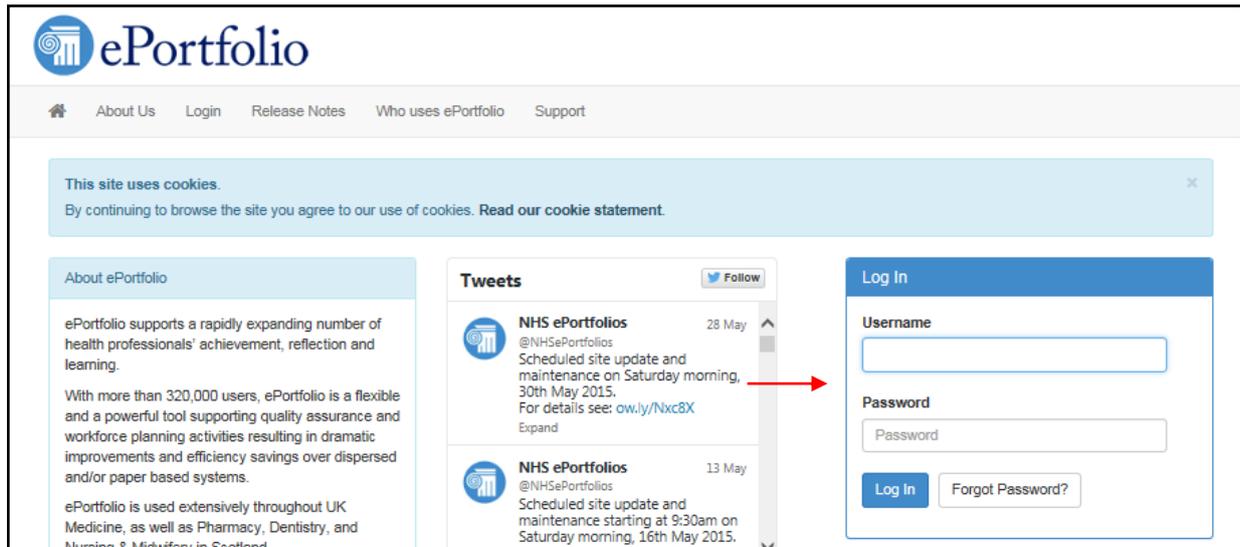
You are strongly encouraged to read the user guides that the Faculty and the Joint Royal Colleges of Physicians Training Board (JRCPTB) have produced.

2. Getting started

2.1. 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.

Once logged in you can access your trainee's e-portfolio from your homepage by clicking on the 'View' bottom against the trainee's name. If your trainee's name does not appear under 'Current' trainees, check that they are not listed under 'Previous' or 'Future' trainees. You can also search for your trainee by clicking on the 'Search for a Trainee' button.
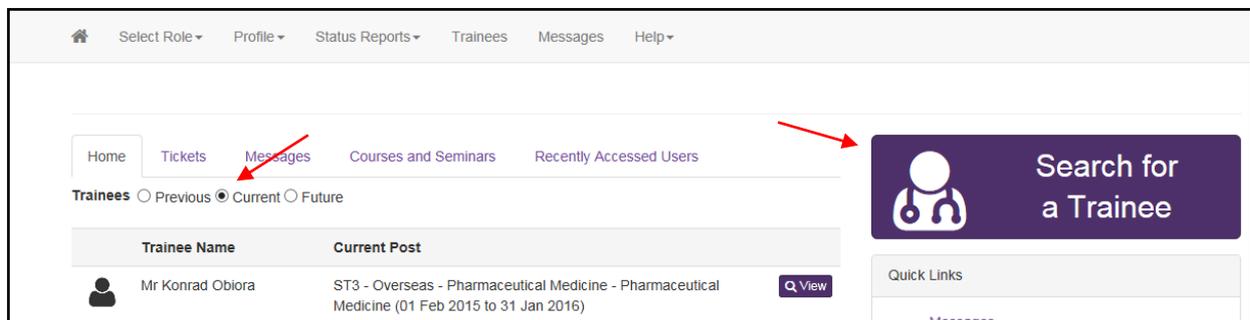
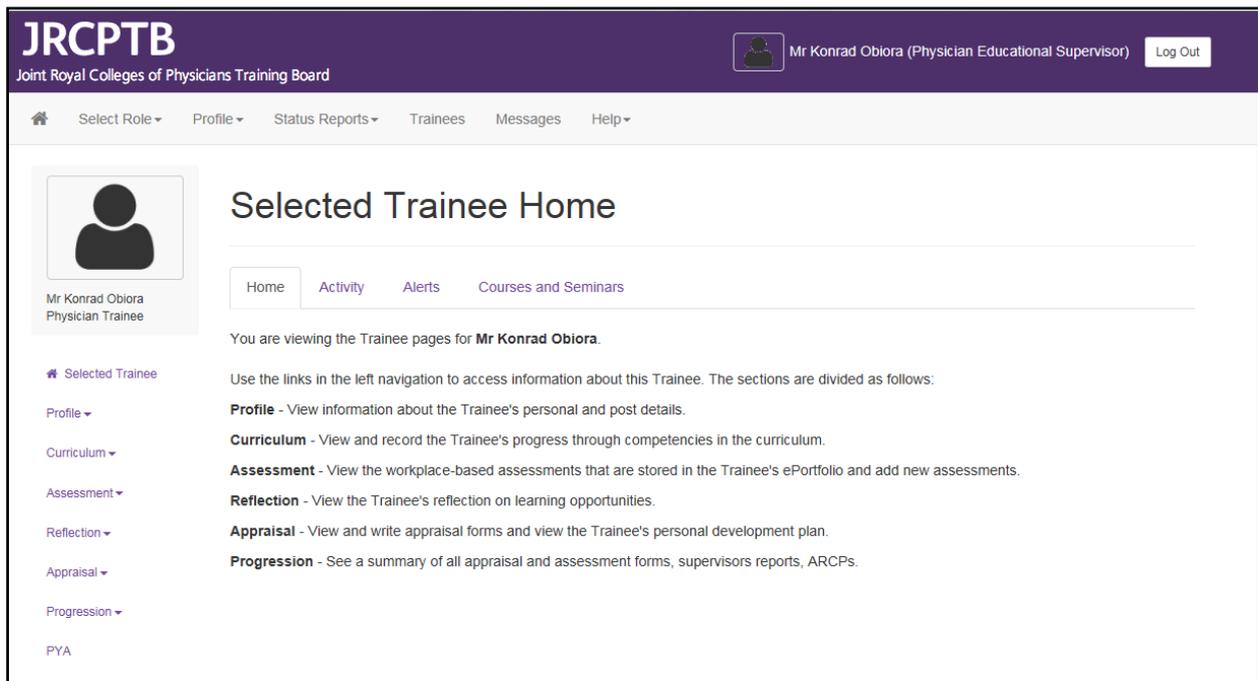## 2.2. Viewing your trainee's e-portfolio

After you found your trainee and clicked on the 'View' button you will be taking to the homepage of your trainee's e-portfolio. From here you can:

View the contents of the trainee's personal library

Complete WPBAs

Complete the 'Supervisor's Report' and 'Pharmaceutical Medicine Annual Appraisal'

Sign off the trainee's completed Items (competencies).

## 2.3. 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**

  o 'Pharmaceutical Medicine Assessment Tool (PMAT)'

- ○ 'Physician Pharmaceutical Medicine Project Based Discussion (PbD)'

- **Assessments > Audit & Teaching**

- ○ 'Pharmaceutical Medicine Teaching Observation (TO)'
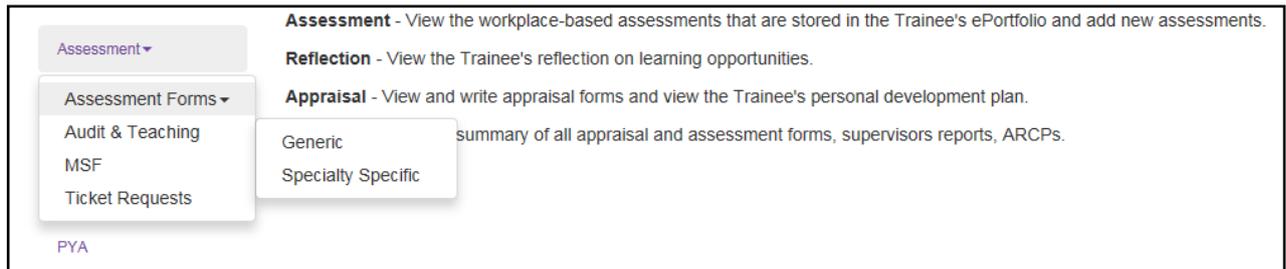
The WPBAs can be completed by the trainee, the Educational Supervisor or an external assessor. The only form that the trainee cannot complete is the Multi-Source Feedback (MSF), which needs to be completed by a third party, e.g. a peer/colleague. You will be responsible for releasing the MSF summary report. Please refer to the JRCPTB's user guide on 'How to Release the MSF Summary, which you can download here.

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 trainee 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 trainee are satisfied with the content. Once the WPBA is saved it cannot be amended.

To complete a PMAT or 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'.
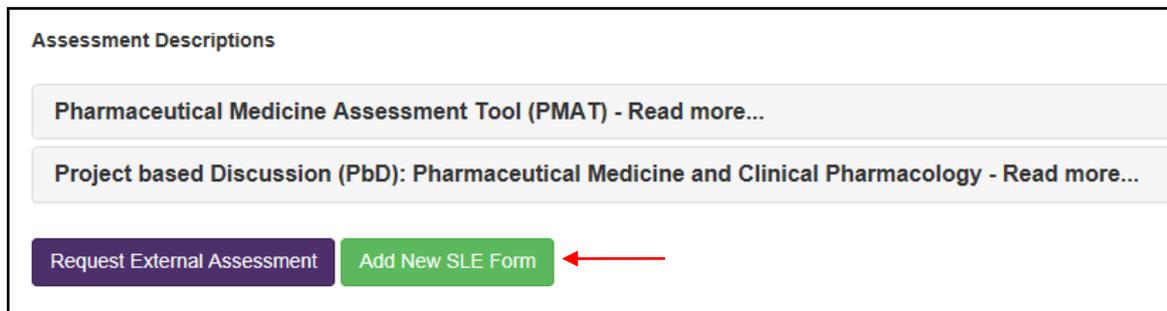
Choose the WPBA that you want to complete and then click the 'Create' button.

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.

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

2.4. Adding additional comments to a WPBA

If you or the trainee 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.

2.5. Linking the WPBA to the curriculum

Only the trainee can link the WPBA to the curriculum Item (competency) so it is advisable for you to agree with them beforehand, which Item(s) of the curriculum the WPBA should be linked to. The WPBA can be linked to more than one Item so there is no need to complete the same WPBA if it applies to several Items. Ensure that before writing the WPBA you know which Item(s) of the curriculum the WPBA will cover.

2.6. Completing forms for revalidation

It is your responsibility to complete the following forms on the e-portfolio for your trainee's Annual Review of Competence Progression (ARCP) for revalidation:

- 'Pharmaceutical Medicine Annual Appraisal'

- 'Supervisor's Report

To complete the 'Pharmaceutical Medicine Annual Appraisal' go to click on the 'Appraisals' tab on the sidebar menu and select 'Appraisals' from the drop-down menu. Click on the 'Add Appraisal' button and click on the 'Create' button.

To complete the 'Supervisor's Report' go to click on the 'Progressions' tab on the sidebar menu and select 'Supervisor's Report' from the drop-down menu. Click on the 'Add Supervisor's Report' button and click on the 'Create' button.

Supervisor's Report

Mr Konrad Obiora
Physician Trainee

- Selected Trainee
- Profile ▾
- Curriculum ▾
- Assessment ▾
- Reflection ▾
- Appraisal ▾
- Progression ▾

This report is key to informing the Training Programme Director (or deputy) about the trainee's progress. The form should be completed by the trainee's Educational Supervisor, after a thorough ePortfolio review. Where the Educational Supervisor is not the current clinical supervisor, it is mandatory that clinical supervisors' reports (including the mid and/or end of attachment appraisals) and relevant information from other health professionals about the trainee's performance is reviewed prior to completion of this report. The report needs to be honest, constructive, accurate and defensible.

The MCR Summary draws together information from all Multiple Consultant Reports completed within the selected academic year and is intended to assist you when completing the Educational Supervisor Report. The MCR form captures the opinions of Consultants who have supervised the trainee focusing on clinical knowledge and skills and various important aspects of clinical performance. Educational Supervisors should agree with each trainee appropriate respondents for their MCR at the beginning of the placement/training year.

View the "MCR Year Summary Sheet" : [MCR Year Summary Sheet]

Detailed Instructions

[Request External Assessment] [Add Supervisor's Report] ←

- Selected Trainee
- Profile ▾
- Curriculum ▾
- Assessment ▾
- Reflection ▾
- Appraisal ▾

File against   [ST3 - Overseas (01 Feb 2015 to 31 Jan 2016) ▼]

| Supervisor's Report	Action
Academic Supervisor's Report	+ Create
Pharmaceutical Medicine Supervisors Report	+ Create ←
Multiple Consultant Report (MCR)	+ Create

3. Signing off completed Items of the curriculum

When you and your trainee are satisfied that a module Item (competency) has been completed you will both need to sign it off as complete. The trainee 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.
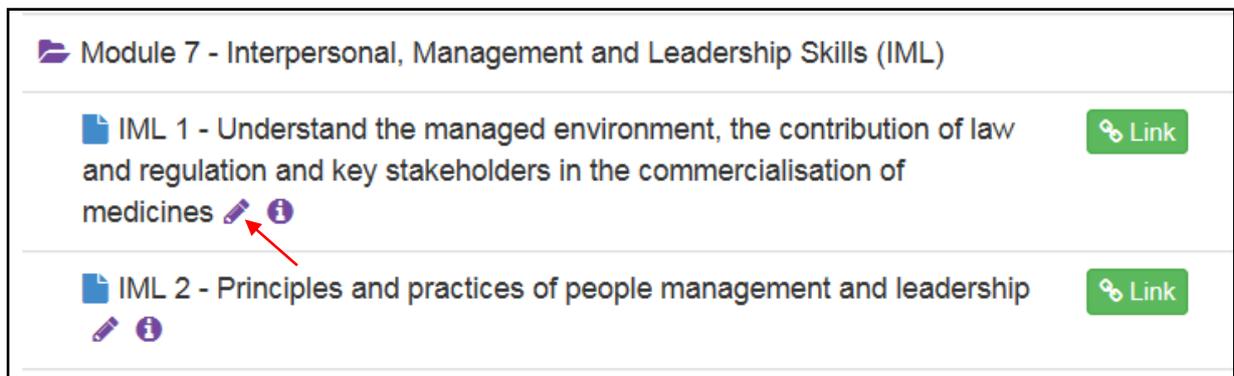
Once you have clicked on the pencil icon a 'Competency Details' window will appear onscreen that will enable you to select 'Achieved' from the drop-down menu to indicate completion of the competency.
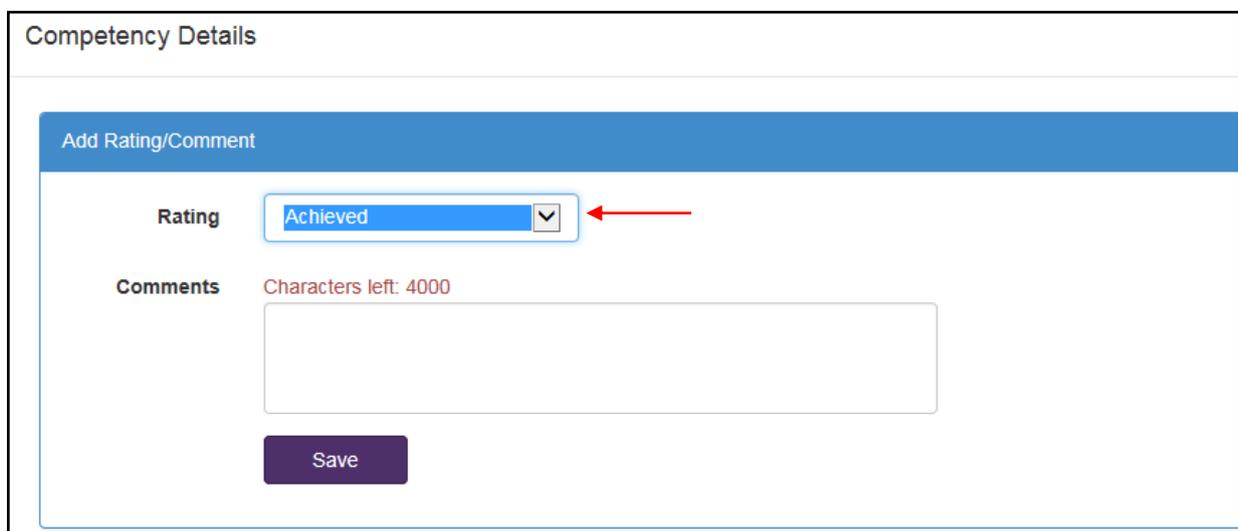
After you have selected 'Achieved' click on the 'Save' button. A red figure will appear to denote that you as the Educational Supervisor have signed off the Item; a blue figure will appear after your trainee has signed off the Item. The ARCP panel will expect to see both the red and blue figures.

4. 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.