



STEP BY STEP GUIDE FOR TRAINERS – TRANSFERRING YOUR TRAINEES FROM PREVIOUS VERSION OF EPORTFOLIO TO PRESENT ‘SINGLE VERSION’ EPORTFOLIO (AUGUST 2013)

This approach should be adopted for all modules that have **NEW or REVISED** competences which will require sign off – i.e. **core modules 2, 3, 4, 7, 8, 9, 10, 11, 12, 13, 16, 17, 19**

Your Trainee will be at **ONE** of the following stages for each of the modules in their previous version of eportfolio

All competences and final “Curriculum / Logbook Progress” signed off by Educational Supervisor (**in previous version of eLogbook**)

All competences signed off but final “Curriculum / Logbook Progress” not signed off by Educational Supervisor (**in previous version of eLogbook**)

All competences not yet signed off (i.e. Trainee is progressing through the module)

PROCESS FOR TRANSFER

1. Competences completed by the Trainee in a previous eLogbook version can be viewed using the ‘hourglass’ icon
2. You are required to **sign off/verify these competences individually** in the “RCOG 2013 Curriculum / Logbook”. You can do this quickly through the “Logbook Output Report” (click [here](#) for further information)
3. You and your Trainee must then carefully review all **NEW** and **REVISED** competences added to the 2013 version
4. Clicking [here](#) will take you to detailed guidance about any changes or additions to specific modules **relevant to your Trainee’s training year**
5. You and your Trainee will need to make a note of any **NEW** or **REVISED** competences that they need to complete, and agree a plan for achieving them
6. These competences can be completed by a Clinical Supervisor, through “Ticket Requests”
7. You may complete specific competences and **must** verify all changes/additions

PROCESS FOR TRANSFER

1. Competences completed by the Trainee in a previous eLogbook version can be viewed using the ‘hourglass’ icon
2. You are required to **sign off/verify these competences individually** in the “RCOG 2013 Curriculum / Logbook”. You can do this quickly through the “Logbook Output Report” (click [here](#) for further information)
3. You and your Trainee must then carefully review all **NEW** and **REVISED** competences added to the 2013 version
4. Clicking [here](#) will take you to detailed guidance about any changes or additions to specific modules **relevant to your Trainee’s training year**
5. You and your Trainee will need to make a note of any **NEW** or **REVISED** competences that they need to complete, and agree a plan for achieving them
6. They will also need to continue working through the module to complete any unsigned competences
7. These competences can be completed by a Clinical Supervisor, through “Ticket Requests”
8. You may complete specific competences and **must** verify all changes/additions

PROCESS FOR SIGN OFF WHEN MODULE COMPLETED

1. Open the “Logbook Output Report”
2. Select “RCOG 2013 Curriculum / Logbook”
3. Select “Curriculum / Logbook Progress”
4. Click “sign” under the “Module completed” header, for the modules where the Trainee has been signed off

You must verify/sign off all of the Trainee’s completed modules, but only once you are both completely sure that all NEW and REVISED competences for the specific module have been individually signed off at the required level