



Royal College of
Obstetricians &
Gynaecologists

RCOG TRAINING EPORTFOLIO HELPSHEETS

GUIDANCE FOR TRAINEES

JULY 2013

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ePortfolio Access

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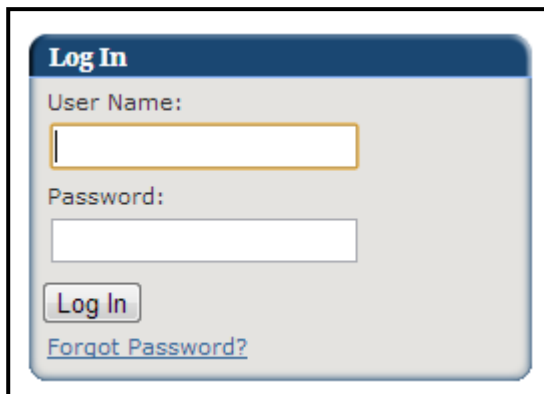
Accessing the RCOG ePortfolio

The College provides all new trainees with an ePortfolio which enables more practical, portable recording of competency development. The electronic format also improves the process for quickly locating and accessing information within the curriculum or logbooks. In addition, the ePortfolio provides opportunities for trainees to reflect on their learning experiences and identify future learning needs. Reflective entries can be typed with associated logs of clinical experiences and the electronic format is proven to encourage organisation of reflective entries more so than in a paper format.

All trainees joining the specialty will use ePortfolio, and will automatically receive details from the college regarding ePortfolio access (by email) when they join the Trainees' Register.

The ePortfolio can be accessed at <https://www.nhseportfolios.org>.

You should enter your ePortfolio Username and Password in the “Log In” box, then click to proceed. If you require a reminder of your details, click the “Forgot Password?” link.



The image shows a screenshot of a web-based login form. At the top, there is a dark blue header with the text "Log In" in white. Below the header, the form is set against a light gray background. It contains two input fields: "User Name:" followed by a white text box with a yellow border, and "Password:" followed by a white text box with a gray border. Below the password field is a "Log In" button with a blue border and text. At the bottom of the form is a blue hyperlink that reads "Forgot Password?".

If you have not received your login details for the ePortfolio or have any queries, please contact the ePortfolio Coordinator on telephone number 020 7772 6204 or email eportfolio@rcog.org.uk.

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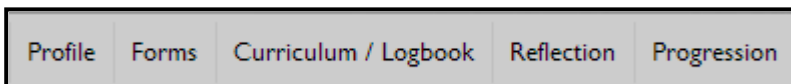
Accessing your RCOG Trainee account

Once you are logged into your ePortfolio account, you will be presented with the “Select Role” page. Select the option for “RCOG Trainee”.



You will then be presented with the RCOG Trainees homepage which will provide you with any relevant and up-to-date RCOG news and information, through the “Alerts” and “Courses & Seminars”. It also displays details of your current post and Educational Supervisor.

You can use the menu at the top of the page to navigate through the various sections of your ePortfolio account.



The sections are divided as follows:

Profile – Enter and view information on your personal and post details.

Forms – Enter electronic assessment forms into your ePortfolio, including Work-Based Assessments, Educational Supervision Forms and Meetings.

Curriculum / Logbook – Enter your progress linked to competences in the Curriculum.

Reflection – Enter your reflection on learning opportunities.

Progress - Area for access and completion of the electronic ARCP and Educational Supervisor’s Report forms.

Further information on each of these areas can be found in the relevant 2013 Training ePortfolio Helpsheets, accessible through the RCOG website.

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Support from the College

The College provides dedicated ePortfolio support. If you have any comments or queries relating to the RCOG ePortfolio, please contact the ePortfolio Coordinator on telephone number 020 7772 6204 or email eportfolio@rcog.org.uk.

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Curriculum / Logbook Section

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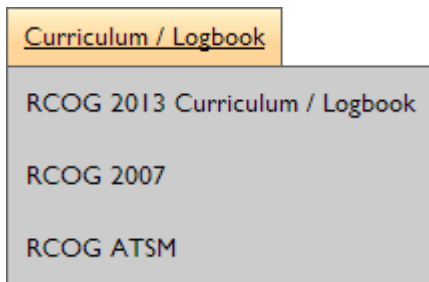
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Using the Curriculum / Logbook section of the RCOG ePortfolio



The RCOG Training ePortfolio includes a multi-functional logbook recording system, which allows Trainees to enter their curriculum competence ratings. It is then possible for Supervisors and Deanery/School educational support staff to see how the Trainee is progressing through the curriculum. The system also allows the Trainee to link work place based assessments, reflective logs and personal library files to specific curriculum competences.

The Curriculum section is easily accessed through the horizontal menu bar at the top of the ePortfolio for Trainees and through the sidebar when the Trainer is looking at the Trainee's 'Home Page'. The Curriculum is recorded by modules through accessing each curriculum module and the overall progression towards the end of training for each module is recorded under 'Curriculum Progress'.

Any intentional mis-transcription of sign off by the Trainees WILL be picked up by the educational supervisor or ARCP panel when comparing the two records.

Please note that "RCOG ATSM" will only appear if you have Advanced Training Skills Modules (ATSMs) assigned to your ePortfolio account.

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RCOG 2013 Curriculum / Logbook

Trainee Competence Tool – “Single Version of the RCOG Curriculum - Which Changes Affect Me”

As part of the implementation of the RCOG 2013 Single Curriculum, the Trainee Competence Tool has been introduced into the ePortfolio. The tool is intended to inform Trainees which competence changes or amendments affect them, based on the specific training year that they will enter in 2013.

Single Version of the RCOG Curriculum - Which Changes Affect Me?

Please select your current year of training:

[\[ST1\]](#) [\[ST2\]](#) [\[ST3\]](#) [\[ST4\]](#) [\[ST5\]](#) [\[ST6\]](#) [\[ST7\]](#) [\[SpR\]](#)

Once a training year is selected, the Trainee will be presented with a list of the Core Curriculum Modules. Modules where relevant changes have occurred will be hyperlinked in blue.

Which changes affect me? - ST4

1. Clinical skills

[2. Teaching learning & assessment](#)

[3. IT, clinical governance & research](#)

[4. Ethical & legal issues](#)

5. Core surgical skills

When the Trainee clicks on a module, the specific changes are shown in a table.

4. Ethical & legal issues		
Competence	Old Level	New Level
FGM competence - Ability to discuss issues surrounding female genital mutilation in a sensitive manner	NEW Competence	Achieve by end of ST5. The competence can be acquired by OM
Participate in critical incident review	Change from attend CNST meeting or equivalent by end of ST5	Level 2/Direct supervision by end of ST5

It is also possible to access information and guidance on sign-off by “OM” (Other Methodologies), by clicking on the hyperlink in the Trainee Competence Tool main menu and the module tables (where applicable).

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Curriculum / Logbook Progress













From the RCOG 2013 Curriculum / Logbook menu Trainees can select the ‘Curriculum / Logbook Progress’ option.


<input checked="" type="radio"/> RCOG 2013 Curriculum / Logbook <input type="radio"/> RCOG 2007 <input type="radio"/> RCOG ATSM
Core Training (Curriculum / Logbook Progress)

The curriculum progress section is maintained by the Trainee and will keep Supervisors up to date with ongoing progress.

When accessing each module of the curriculum, Trainees update either module completion or completion of the constituent parts as they progress through basic, intermediate and advanced training. The date of sign off should also be recorded.

Each log enables the Supervisor or Trainee to comment specifically on the completion which will be displayed next to the log as below.

Competences		
 Core Module 1: Clinical Skills  		
 (ES)	Mr Alex Baker	Module completed 11/07/2013 ""
 (T)	Mr Alex Baker	Module completed 06/07/2010 ""
 Core Module 2: Teaching, Appraisal and Assessment  		
 PDP		06/05/2011 
 (ES)	Mr Alex Baker	Module completed 11/07/2013 ""
 (T)	Mr Alex Baker	Advanced competences achieved 06/07/2010 ""

If the curriculum section is kept up to date it will allow both the Trainee and the Educational Supervisor to assess the progress through the curriculum easily, and to see where further experience may be required. These logs in the curriculum can be linked from the Curriculum / Logbook Progress menu screen using this icon  which exists next to each curriculum module in the first screen of the menu.

What would you like to link to this item? :

- [Link With An Assessment](#)
- [Link With A Log](#)
- [Link With A PDP](#)
- [Link With A Self Appraisal](#)
- [Link With A Supervision Form](#)
- [Link With A Post Evaluation Form](#)
- [Link With A Certificate](#)
- [Link With A File In The Personal Library](#)

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Curriculum / Logbook Modules

From the RCOG 2013 Curriculum / Logbook menu Trainees can select a curriculum module.

Each competence is displayed within the relevant module and once a module is selected they are listed beneath it with any relevant transcribed logs, comments or links previously entered.


Competences			
[-] Teaching			
🔍 Small group teaching 📄 📅			
🔍 Reflective Practice		14/10/2010	🔥
👤 (ES) Mr Alex Baker	Level 3	10/07/2013	""
👤 (ES) Mr Alex Baker	Level 2	10/07/2013	""
👤 (ES) Mr Alex Baker	Level 1	10/07/2013	""

To add a log, Trainees select the competence by clicking upon it (for example 'History Taking', above) and they will then be taken to a screen where they can enter what level has been signed off, when the competence was signed off and any comments.

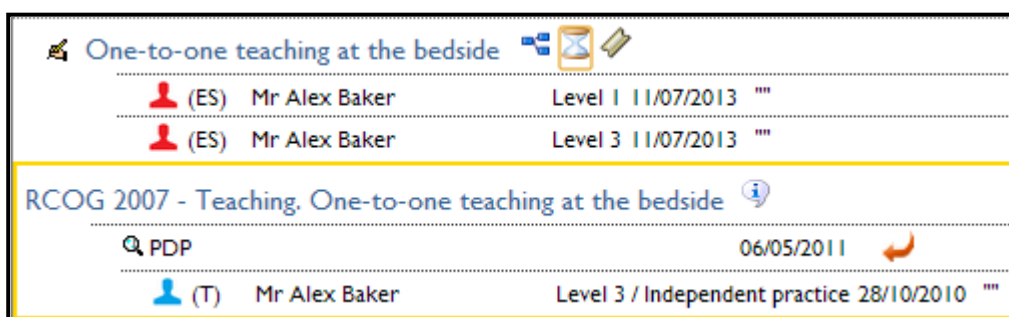
Add Rating/Comment	
Rated Date:	<input type="text" value="19/7/2013"/> 📅
Rating:	<input type="text" value="Level 2"/> ▾
Comments:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<input type="button" value="Back To Curriculum"/> <input type="button" value="Save"/>	

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“Hourglass” icon

Within the 2013 Curriculum / Logbook section, there is now an "Hourglass" icon to show 2007 progress 

This icon will appear next to all competences where 2007 Curriculum/Logbook information is present. When clicked, it will drop-down to show the details.




The screenshot shows a curriculum entry for "One-to-one teaching at the bedside". The entry includes a red person icon (ES) for Mr Alex Baker, Level 1, dated 11/07/2013. Below this is another red person icon (ES) for Mr Alex Baker, Level 3, dated 11/07/2013. A yellow border highlights a dropdown menu for "RCOG 2007 - Teaching, One-to-one teaching at the bedside". The dropdown menu shows a magnifying glass icon (PDP) for 06/05/2011, and a blue person icon (T) for Mr Alex Baker, Level 3 / Independent practice, dated 28/10/2010. An hourglass icon is visible next to the main entry title.






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Competence Ticket Requests

It is now possible to send Ticket Requests for Curriculum / Logbook competences, to allow completion by an External Assessor. These can be sent from the ePortfolio system at the time of, or immediately after the clinical encounter.

In the past Trainees would need to enter all of their competence rating information themselves, then have all of this information verified by their assigned Educational Supervisor.

The Trainee can generate a ticket by clicking the "Ticket" icon  to the right of a competence title.








Competences			
[-] Teaching			
Small group teaching 			
Q Reflective Practice 14/10/2010 			
	(ES) Mr Alex Baker	Level 3	10/07/2013 ""
	(ES) Mr Alex Baker	Level 2	10/07/2013 ""
	(ES) Mr Alex Baker	Level 1	10/07/2013 ""

You will then be required to confirm that the competence title is correct, and then enter your assessor's email address.

Assessor Email: <input type="text"/>

The ticket method generates an email which is sent to a trainer/assessor with a code to access and complete the competence rating. The assessor will then need to enter the code under the field labeled 'assessors' on the ePortfolio homepage (<https://www.nhseportfolios.org>).

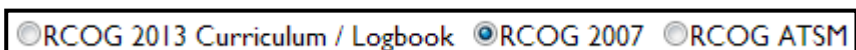
Once completed, the competence rating will appear under your 2013 Curriculum / Logbook section

 Formal presentation or lecture   			
	(ES) Mr Alex Baker	Level 1	11/07/2013
	(ES) Mr Alex Baker	Level 3	11/07/2013
	(EX) Mr Alex Baker	Level 2	11/07/2013


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RCOG 2007 Curriculum / Logbook

It is possible to view all information previously entered on the 2007 RCOG ePortfolio Curriculum / Logbook, by selecting the "RCOG 2007" option from the Curriculum / Logbook menu.



From the RCOG 2007 menu Trainees can select a curriculum module. Each competence is displayed within the relevant module, and once a module is selected they are listed beneath it with any relevant transcribed logs, comments or links previously entered.

The "Hourglass" icon is also present  to show where relevant competence information has been entered in the RCOG 2013 Curriculum / Logbook area. When clicked, it will drop-down to show the details.

Competences			
Teaching. Small Group teaching  			
RCOG 2013 Curriculum / Logbook - Small group teaching 			
	Reflective Practice	14/10/2010	
	(ES) Mr Alex Baker	Level 3 10/07/2013	""
	(ES) Mr Alex Baker	Level 2 10/07/2013	""
	(ES) Mr Alex Baker	Level 1 10/07/2013	""

Please note that this area is view only, and that all new competence information should be entered in the RCOG 2013 Curriculum / Logbook area.

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RCOG ATSM

For all Trainees undertaking Advanced Training Skills Modules (ATSMs), the 'RCOG ATSM' option will appear under the Curriculum / Logbook menu.

RCOG 2013 Curriculum / Logbook RCOG 2007 RCOG ATSM

To enter ATSM competences:


- Click on the relevant ATSM
- Click on the relevant Competence

You and/or your ATSM Supervisor will then be able to sign off the specific competence.

It is also possible to link competences with other areas of the ePortfolio (such as completed forms and personal library items), by clicking on the link icon to the right of the competence title.

What would you like to link to this item? :

- [Link With An Assessment](#)
- [Link With A Log](#)
- [Link With A PDP](#)
- [Link With A Self Appraisal](#)
- [Link With A Supervision Form](#)
- [Link With A Post Evaluation Form](#)
- [Link With A Certificate](#)
- [Link With A File In The Personal Library](#)

It is also now possible to send "Ticket Requests" for the ATSM competences, by clicking the "Ticket" icon  to the right of a competence title. The Ticket Request process is described [here](#).

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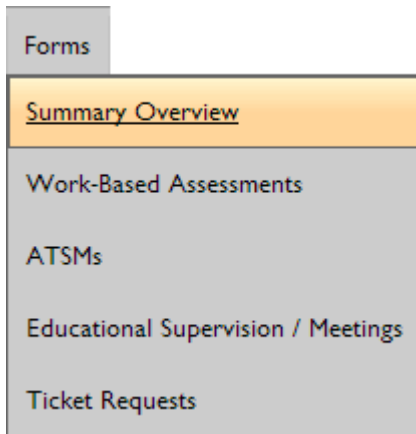
Forms Section

1. [Summary Overview](#)
2. [Work – Based Assessments](#)
3. [ATSMs](#)
4. [Educational Supervision / Meetings](#)
 - [Induction and Appraisal forms for Trainees](#)
5. [Ticket Requests](#)
 - a. [What is the ticket functionality for external assessments?](#)
 - b. [Work – Based Assessment Ticket Requests](#)
 - c. [Team Observation Forms](#)

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Summary Overview

Upon selecting the Summary Overview option from the Forms drop down menu the user is taken to the Forms summary overview which consists of a top down view of submissions.



These range from induction meetings to Work-Based Assessments holistically for the posts actuated on the user's account. The user can create forms from this screen and also see the number of submissions for each form.



If the user clicks on the hyperlinked number of submissions, this link will take them to the relevant area of the Forms section (i.e. Work-Based Assessments or Educational Supervision / Meetings).

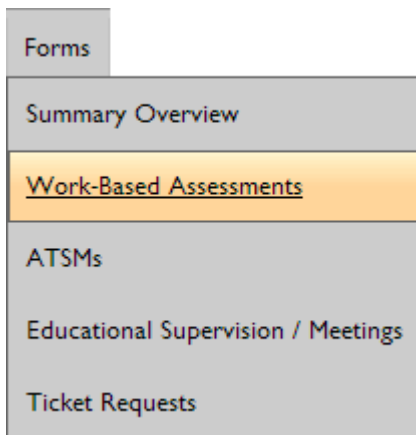
This section of the ePortfolio is dedicated to requesting or completing assessments and allows the user, by clicking on the three blue rectangles by the assessment, to link assessments to different areas within the ePortfolio.

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Work – Based Assessments


N.B. WBA forms completed through your RCOG Trainee login will not be validated assessments. Only assessments carried out through a supervisory login such as a College Tutor or Educational Supervisor, or validated ticket assessor route will be counted as a valid assessment for ARCP purposes. When creating an assessment with Trainee and Trainer present this should always be done through the Trainer’s login.

From the Forms menu, Trainees can select the “Work-Based Assessments” option.



You will then be presented with the “Work-Based Assessments Summary” page.

Request External Assessment		Add New Assessment
Assessment Title	View Summary	View Submissions
ST4 - WMidlands Test - RCOG - Obstetrics & Gynaecology (02 Aug 2012 to 01 Aug 2013)		
OSATS - Ultrasound assessment of pelvic pain		28 June 2013 17:49 (b) 

Details of completed WBAs are provided (with date, time and Trainer information). The “Links” icon  is also present, which allows the Trainee to link assessments to other relevant areas of the ePortfolio.




What would you like to link to this item? :

- [Link With A Meeting](#)
- [Link With A Curriculum Item](#)
- [Link With A File In The Personal Library](#)
- [Add A Comment](#)
- [Add A Signature](#)

This page also gives Trainees the option to:

Request External Assessment – Takes the Trainee to the “Ticket Requests” area for assessments. An explanation is available [here](#).

Add New Assessment – Takes the Trainee through to the electronic Work-Based Assessment forms. From this screen, to complete a Workplace Based Assessment simply select the appropriate assessment from the appropriate training year and click on the ‘Create’ option next to it.

File against	ST4 - WMidlands Test (02 Aug 2012 to 01 Aug 2013) ▼
	Action
CbD Gynaecology	 Create
CbD Obstetrics	 Create
MiniCEX Gynaecology	 Create

You can add details to your previous post for up to 3 months after the post has ended.

Complete the assessment according to the best practice advice given by the RCOG. When this is done ensure that the appropriate option is chosen at the bottom of the assessment (i.e. Form completed together or separately at computer during or after assessment).

Once the form is completed, the Trainee can submit it by clicking "Save". The submitted assessment will then be visible under the "Work-Based Assessments Summary" and "Summary Overview" areas.

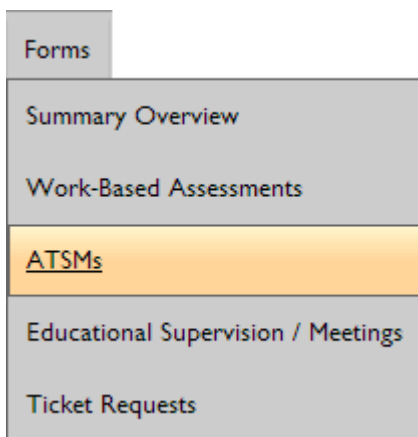
Please note that submitted forms cannot be edited or deleted by the Trainee after submission.

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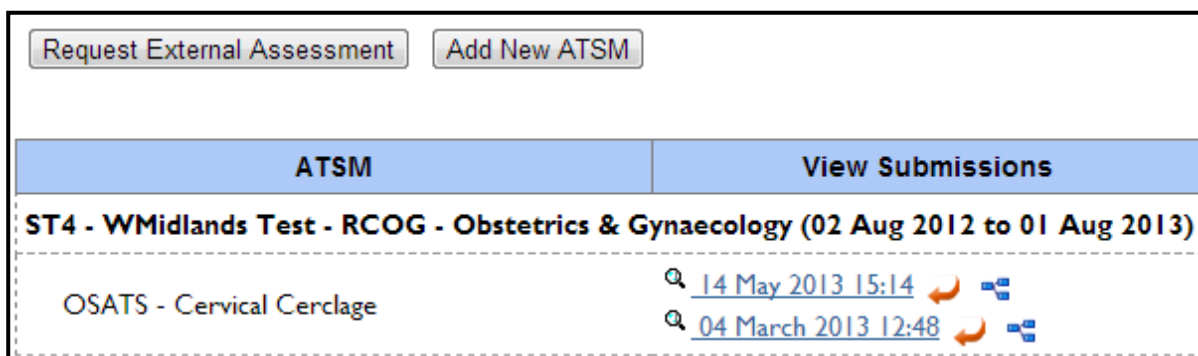
ATSMs


N.B. ATSM forms completed through your RCOG Trainee login will not be validated assessments. Only assessments carried out through a supervisory login such as a College Tutor or Educational Supervisor, or validated ticket assessor route will be counted as a valid assessment for ARCP purposes. When creating an assessment with Trainee and Trainer present this should always be done through the Trainer's login.

From the Forms menu, Trainees can select the "ATSMs" option.



You will then be presented with the "ATSMs" page.



Details of completed ATSM assessments are provided (with date and time). The “Links” icon  is also present, which allows the Trainee to link assessments to other relevant areas of the ePortfolio.

What would you like to link to this item? :




- [Link With A Meeting](#)
- [Link With A Curriculum Item](#)
- [Link With A File In The Personal Library](#)
- [Add A Comment](#)
- [Add A Signature](#)

This page also gives Trainees the option to:

Request External Assessment – Takes the Trainee to the “Ticket Requests” area for assessments. An explanation is available [here](#).

Add New ATSM – Takes the Trainee through to the electronic ATSM assessment forms. From this screen, to complete an ATSM form simply select the appropriate assessment from the appropriate training year and click on the ‘Create’ option next to it.

File against

	Action
OSATS - Anterior Repair	 Create
OSATS - Cervical Cerclage	 Create
OSATS - Diagnostic Colposcopy	 Create

You can add details to your previous post for up to 3 months after the post has ended.

Complete the assessment according to the best practice advice given by the RCOG. When this is done ensure that the appropriate option is chosen at the bottom of the assessment (i.e. Form completed together or separately at computer during or after assessment).

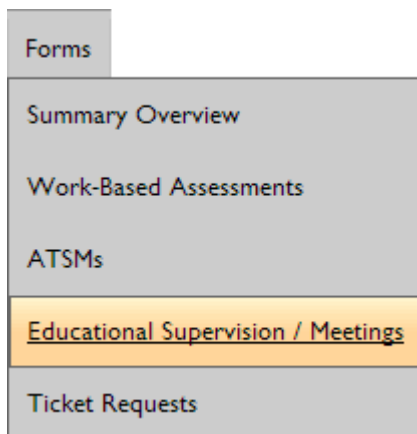
Once the form is completed, the Trainee can submit it by clicking "Save". The submitted assessment will then be visible under the "ATSMs" and "Summary Overview" areas.

Please note that submitted forms cannot be edited or deleted by the Trainee after submission.










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Educational Supervision / Meetings

From the Forms menu, Trainees can select the “Educational Supervision / Meetings” option.








You will then be presented with the “Educational Supervision / Meetings” page. Details of completed Educational Supervision / Meetings forms are provided (with date and time).

Meeting/Form Type	View Submissions
ST4 - WMidlands Test - RCOG - Obstetrics & Gynaecology (02 Aug 2012 to 01 Aug 2013)	
Induction and Appraisal	 28 May 2013 16:08  
Annual Assessment Review Form	 28 May 2013 16:10 (test)  
Training Evaluation Form	 06 June 2012 13:03  

The “Links” icon  is also present, which allows the Trainee to link Educational Supervision / Meetings forms to other relevant areas of the ePortfolio.

This page also gives Trainees the option to:

Add New Meeting or Form – Takes the Trainee through to the electronic Educational Supervision / Meetings assessment forms. From this screen simply select the appropriate form from the appropriate training year and click on the 'Create' option next to it.

File against		ST4 - WMidlands Test (02 Aug 2012 to 01 Aug 2013) ▼
Meeting or Supervision Form		Action
	Team Observation Summary (TO2)	X
	Induction and Appraisal	 Create
	Annual Assessment Review Form	 Create
	ARCP Disagreement Form	 Create
	Educational Meeting	 Create
	Training Evaluation Form	 Create

Please note that submitted forms cannot be edited or deleted by the Trainee after submission.

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Induction and Appraisal forms for Trainees

You may have completed your induction and appraisal form with your educational supervisor and should now transfer this to your ePortfolio. If you have completed the form electronically (within the Microsoft Word document), it should not take you very long to copy and paste the data in to the ePortfolio and you will then have all of your data available electronically. If your induction and appraisal document has been written and signed by

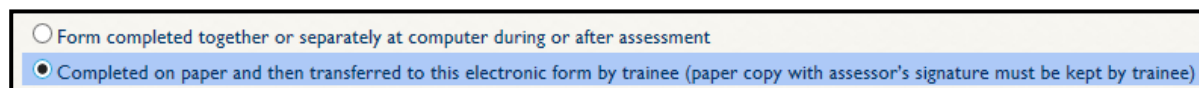
hand on paper, you will need to re-type the text in to the form, but hang on to the paper version with the signature.

Follow the steps below:

1. When you have accessed the system, click the “Forms” tab and select the “Educational Supervision / Meetings” option.
2. Click “Add New Meeting or Form”. This can be an induction of annual review. Other meetings should be recorded in the reflective area of the ePortfolio as logs of meetings/experiences.
3. Click to create i.e. to load the Induction and Appraisal form.



4. Complete the form and then at the bottom, tick the box and save the form. It cannot be edited afterwards.

A screenshot of a radio button selection box. It is a rectangular box with a black border. Inside, there are two radio button options. The first option is "Form completed together or separately at computer during or after assessment" and is currently unselected. The second option is "Completed on paper and then transferred to this electronic form by trainee (paper copy with assessor's signature must be kept by trainee)" and is selected, indicated by a filled radio button. The second option's text is highlighted in blue.

Retaining paper copies of authorised documentation

You are likely to collect paper certificates and documents throughout training so even though you no longer have a paper-based Training Portfolio and file, we recommend that you do keep a file so that you retain this important paperwork.

How do I upload my induction and appraisal form if I have completed it on paper?

You can also scan paper-based documents and upload them to your personal library so that they are easily accessible.

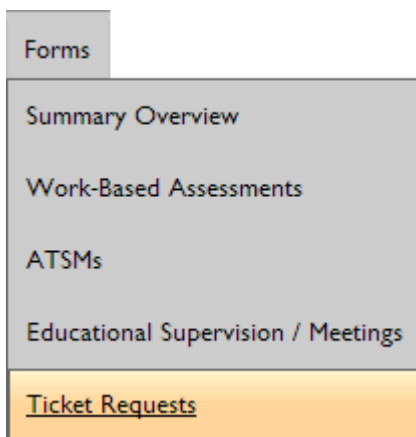
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Ticket Requests

What is the ticket functionality for external assessments?

There are a couple of ways to access the screen needed to request an external assessment/Ticket Request.

From the Forms menu, Trainees can select the “Ticket Requests” option.



Alternatively through “Forms” > “Work-Based Assessments”, it is possible to select the “Request New Assessment” option.

[Request New Assessment](#)

By clicking on this option the user is taken to a ticket summary screen, which is automatically calibrated to display outstanding tickets from the last month. This timescale can be altered.

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Work – Based Assessment Ticket Requests

The Ticket Request process for WBAs is summarised below:

1. Trainee is about to do a procedure and would like an OSATS/Mini CEX completed
2. Trainee requests appropriate supervision and assessor agrees that they will complete an OSATS/Mini CEX
3. Trainee logs in to their eportfolio account
4. Trainee clicks “Forms” > “Ticket Requests” > “Generate New Ticket” > selects relevant post and OSATS/Mini CEX > clicks “Next” > enters assessor email and details > selects “Send email to assessor” then “Finish” **(NB: if an Educational Supervisor is doing the assessment for their Trainee, they log in to their own account to complete an assessment for the Trainee; a ticket is not required)**
5. Ticket and code is visible to Trainee immediately.
6. Ticket code and request for assessment completion is also emailed to the assessor
7. Code is put into eportfolio account by assessor or Trainee
8. Assessor may wish to discuss procedure with Trainee but complete assessment later if time restricts full completion (in which case they access the ticket code from their email later on)
9. Assessor completes and saves OSATS/Mini CEX online (box at bottom is ticked to say that assessment is completed online)
10. Assessment is saved within Trainee’s account (cannot subsequently be edited by assessor or Trainee)
11. Log out

When the Trainee next logs back in to their account, the assessment is available to view within their ePortfolio. Trainees, Educational Supervisors, Training Programme Directors, College Tutors and Chairs of Deanery STCs or Heads of Schools can access workplace-based assessments for Trainees relevant to them.

In order to have a case-based discussion assessment completed, exactly the same principle applies, but obviously case-based discussions are likely to be pre-arranged so the ePortfolio form completion can be managed accordingly.

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Team Observation forms

The ticket assessment method can also be used for the completion of Team Observation 1 forms. When assessors have completed a TO1 form, the Trainee can see the number of forms that have been completed, but they cannot access the forms to view the content.

The Educational Supervisor can see the content of the TO1 forms and is then responsible for generating a TO2 form for the ARCP or appraisal. TO1 forms can be sent to Trainees but this is at the request of the Trainee and they would need to ask their Educational Supervisor to release the forms.

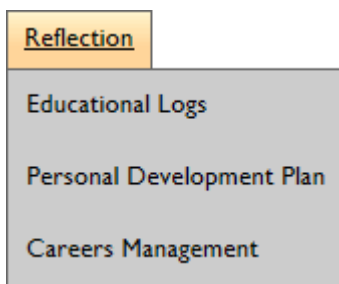
Constructive feedback and appropriate support from the Educational Supervisor would be required in this situation, as appropriate.

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Reflection Section

Reflective practice is a continuous process and involves the learner considering critical incidents in his or her life's experiences. Reflective practice is associated with learning from experience, and is viewed as an important strategy for health professionals who embrace lifelong learning. By reflecting we can promote the development of autonomous, qualified and self-directed professionals.

The reflection section of the ePortfolio can be accessed by selecting the Reflection heading on the drop down menu or to access a particular part the Trainee or Supervisor will be taken to the appropriate constituent part of this section.



This section contains educational logs, careers management and the personal development plan. The Trainee will be able to keep certain entries into this part of the ePortfolio private from the Educational Supervisor with items only being viewable if specifically selected to be shared.

If we use an “Educational Log” as an example:

1. Upon selecting “Educational Logs” from the Reflection drop-down menu the user will be able to view a top down summary list of all logs they are permitted to view. The title, type and date of activities and its modifications are displayed on this screen. These entries can be countersigned by the supervisor and therefore used as a pseudo communication system between Educational Supervisor and Trainee.

Title	Type	Date Modified	Date of Activity	Shared?	ePortfolio Actions
Q AAAAAAAAAA	Teaching Session	15/12/2010	09/12/2010	✓	Edit Delete Links
Q _	Reflective Practice	14/10/2010	01/10/2010	✓	Edit Delete Links (2)

2. Upon selecting ‘Add a New Log’ a choice of the type of log required is displayed with a short description of what each style would be geared towards.

Please select the type of Educational Log you would like to add from the list below.

Post:

Type of Log	Description
Reflective Practice	Record your reflections on clinical situations you have encountered
General Log	Record comments and supervision details on procedures you have completed
Audit	Record audit projects, the standards and data collection along with your conclusions
Research	Record research activities you have undertaken
Teaching Session	Record details of teaching sessions you have attended
Formal Presentation	Record details of formal presentations made to deanery, national or international audiences
Publication	Record details of publications

3. For this example we have selected ‘Reflective Practice’ and you are instantly reminded to anonymise any patient identifying information. You have a time limit for each session to make sure that if you are called away quickly your log and account will not be open indefinitely. This is displayed in the top right hand corner.

Once the form has been completed, the Trainee can choose whether they want to make this entry viewable to other individuals who have access to their ePortfolio.

In order for a Supervisor to see this entry, it must be shared.

Private or Shared?

4. Once the form is saved the Trainees have a choice to link this log with any particular experience logged and entered into the ePortfolio.

Submission Completed

Your submission has been successfully completed.

To link items from your ePortfolio to this Educational Log, use the Links section below.

Or [Add a New Educational Log](#) or go back to the [Educational Log](#) overview page.

Links

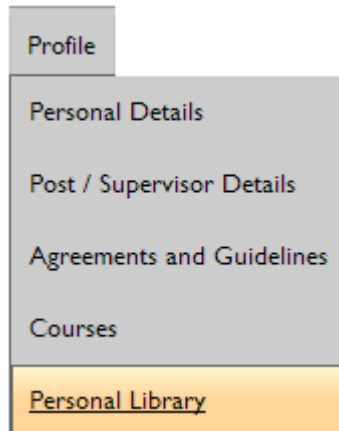
What would you like to link to this item? :

- [Link With An Assessment](#)
- [Link With A Curriculum Item](#)
- [Link With A PDP](#)
- [Link With A File In The Personal Library](#)
- [Add A Comment](#)
- [Add A Signature](#)

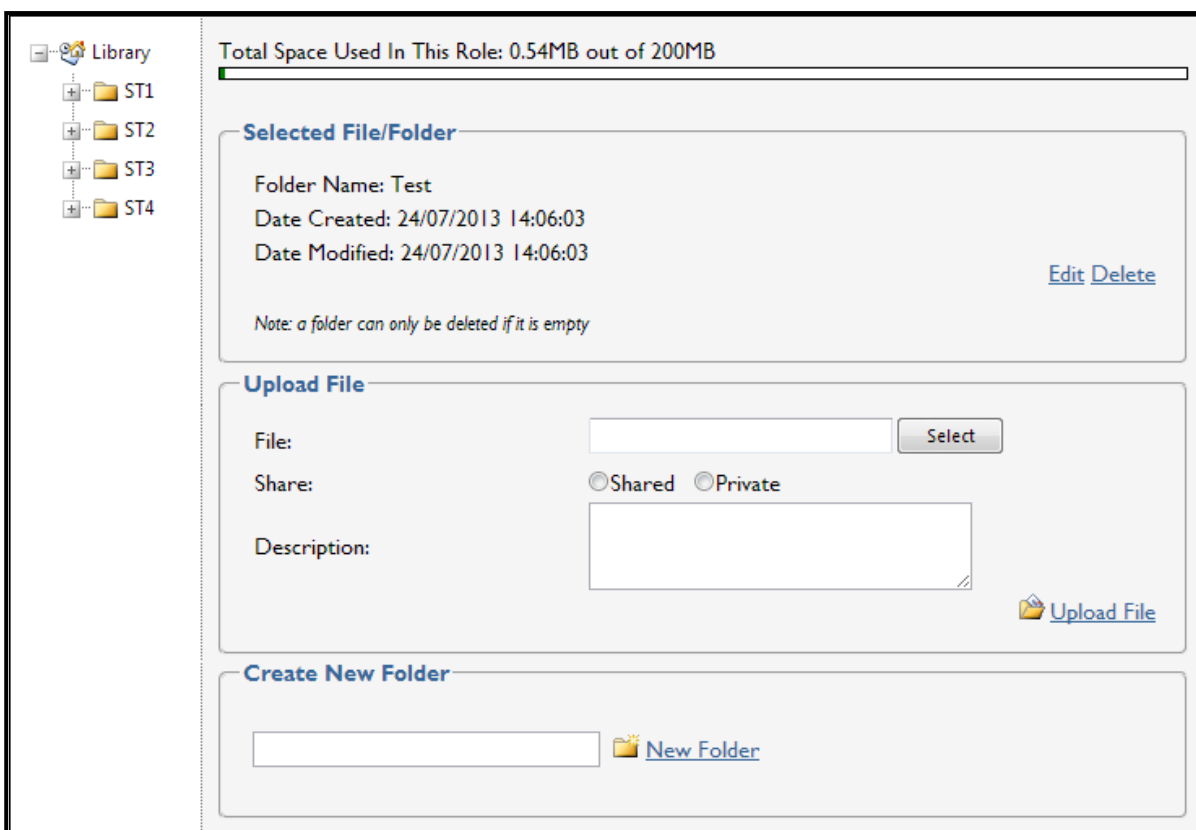
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Personal Library

From the Profile menu, Trainees can select the “Personal Library” option.



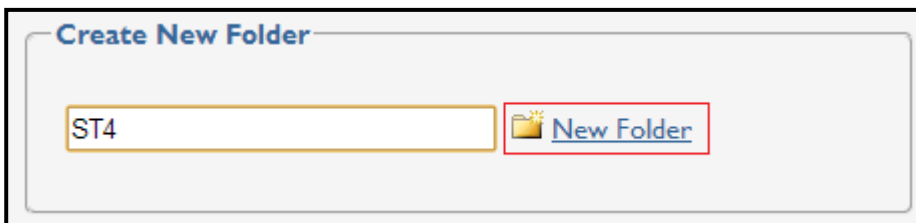
You will then be presented with the “Personal Library” page.



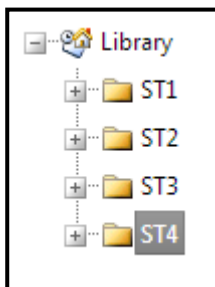
Within this space there is 200MB for a Trainee to upload any type of document that they wish.

You may want to create a directory of sub-folders first, so that the uploaded files can be stored in a specific place.

Under “Create New Folder”, type in a name then click “New Folder”.

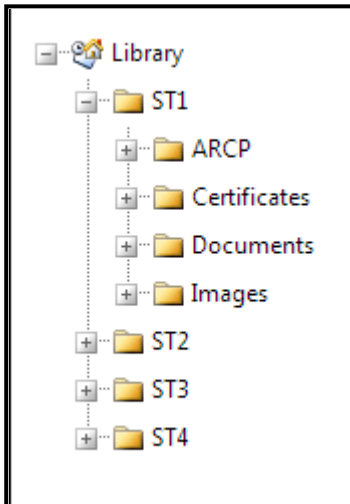


The folder will then be created.



Please note there is unfortunately no "Drag and drop" functionality on the Personal Library section. To upload files to a specific folder please first ensure that the appropriate folder is selected, and then commence the file upload process described above.

You are advised to utilise this folder system to organise your Personal Library by training (ST) year, so that all relevant documentation is easily accessible.



Files can be uploaded through the “Upload File” area.

A screenshot of a web form titled 'Upload File'. The form contains the following elements:

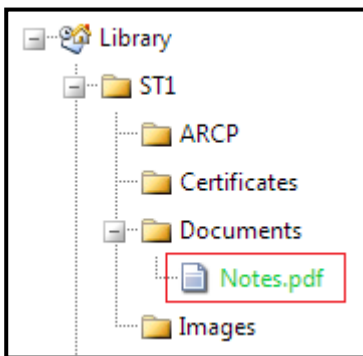
- Instructions: "To upload a file click “Select” to browse your directory to find the file. Once you have set the share status and description click “Upload File” to begin upload."
- File: A text input field followed by a 'Select' button.
- Share: Two radio buttons labeled 'Shared' and 'Private'.
- Description: A large text area for entering a description.
- At the bottom right, there is a folder icon and a blue link labeled 'Upload File'.

To upload a file:

- Click “Select”, to the right of “File”
- A window will appear, allowing you to select a file

- Click on the file you wish to upload, then select “Open”
- Select whether the item should be “Shared” or “Private” (If you wish to share a file, e.g. certificate, with your Educational Supervisor, you can click “Shared”. “Private” files will not be visible to any other users viewing your account)
- Enter any relevant information in the “Description” text box (useful as an aide-mémoire, when you access the file at a later point).
- Click “Upload File”

The uploaded file will then appear in your Personal Library.



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