Royal College of Obstetricians & Gynaecologists

STEP BY STEP GUIDE FOR TRANSFER 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**

Each of the modules will be in **ONE** of the following stages in your 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. you are progressing through the module)

PROCESS FOR TRANSFER

1. Competences completed in a previous elogbook version can be viewed using the 'hourglass' icon
2. Competences completed in a previous elogbook that have **NOT BEEN REVISED/CHANGED, do not need to be re-entered** in the new "RCOG 2013 Curriculum / Logbook". However, Your Educational Supervisor **will still need to sign off/verify these competences individually** in the "RCOG 2013 Curriculum / Logbook". They can do this quickly through the "Logbook Output Report"
3. You 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 training year**
5. You will need to make a note of any **NEW** or **REVISED** competences that you need to complete, and have a plan for achieving them
6. These competences can be completed by a Clinical Supervisor, through "Ticket Requests"
7. Your Educational Supervisor may complete specific competences and **must** verify all changes/additions

PROCESS FOR TRANSFER

1. Competences completed in a previous elogbook version can be viewed using the 'hourglass' icon
2. Competences completed in a previous elogbook that have **NOT BEEN REVISED/CHANGED, do not need to be re-entered** in the new "RCOG 2013 Curriculum / Logbook". However, Your Educational Supervisor **will still need to sign off/verify these competences individually** in the "RCOG 2013 Curriculum / Logbook". They can do this quickly through the "Logbook Output Report"
3. You 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 training year**
5. You will need to make a note of any **NEW** or **REVISED** competences that you need to complete, and have a plan for achieving them.
6. You 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. Your Educational Supervisor 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 you have been signed off
5. When your Educational Supervisor logs in they **must** verify/sign off all 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**