

e-Portfolio Assessments Guide

www.eportfolioforms.com

To perform an assessment for a trainee you do not need to have an e-Portfolio account and you or the trainee you are assessing do not need to be logged in.

To complete an assessment simply go to www.eportfolioforms.com and complete the initial forms as described here.

There is also link to the assessments form on the e-Portfolio log in page:

Username:

Password:

Login

[Forgotten Password?](#)

You can complete certain [Assessment Forms](#) without logging in at www.eportfolioforms.com

Click link

1. Enter your own details

First enter your email address. This is asked for in case we need to contact you regarding any problems. In addition, should you perform another assessment then you will not need to enter your addition details (i.e. name, designation, location) again as these details will have been saved from the first time.

If you do not have an email address then enter "unknown" into this box.

If this is the first time you have completed an assessment form then enter your name, designation (e.g. SpR, Nurse), location (e.g. Ward and hospital), and GMC or NMC number (if you have have one – this is not required).

Assessor Details

*Email address (Write *Self if doing a self-assessment):

(You only need to complete these details if you have **not** done so previously)

*Name:

*Designation / job title:

*Location:

*GMC/NMC number:

2. Enter the trainee's details

Now enter in the trainee's name and GMC number.


If you are completing an assessment for a trainee who has since moved onto a different post (and hence you doing an assessment for that trainee's previous post rather than their current post) then select "Previous post" from the drop down box.

Now press the "Continue" button.

Trainee details

Name:

*GMC number:

Form applies to trainee's 

3. Confirm your own and the trainee's details

You must now confirm that your details are correct. If anything is not correct then make the changes here.

Likewise it is essential you confirm the name of the trainee you are assessing appears in the "Name" box. If it is incorrect then check the GMC number has been entered correctly.

If you are satisfied that the details are correct then select the type of assessment you wish to complete.

Now press "Continue to form" button.

Assessor Details

*Email address:

*Name:

*Designation / job title:

*Location:

**GMC/NMC number:

Trainee details

*Name:

*GMC number:

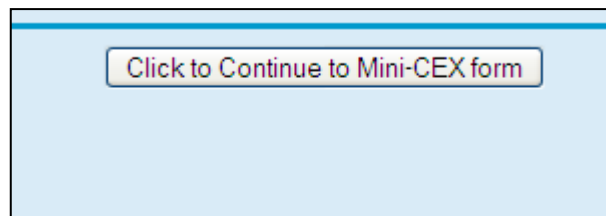
Form applies to trainee's Current post

Mini-CEX TAB

4. Confirm the assessment type

Now confirm you are about to complete the intended assessment form.

Press "Click to Continue to ... form" button. (in the example below a mini-CEX assessment is to be completed)



5. Complete the assessment

The appropriate form can now be completed (in the example below the start of a mini-CEX form is displayed).

You still have to opportunity to confirm your own and your trainees details. If these are incorrect you can still press the "back" button on your web browser and make appropriate corrections – nothing has been saved for the trainee as yet.

Make sure you complete all the required question. For forms a "U/C" option is available where you are unable to give an answer/score

Assessor Name:	Dr Demo Assessor
Assessor GMC:	1121112
<hr/>	
Trainee SurName:	Trainee
Trainee ForeName:	Demo
Trainee GMC:	demott
Post number:	Current post

miniCEX

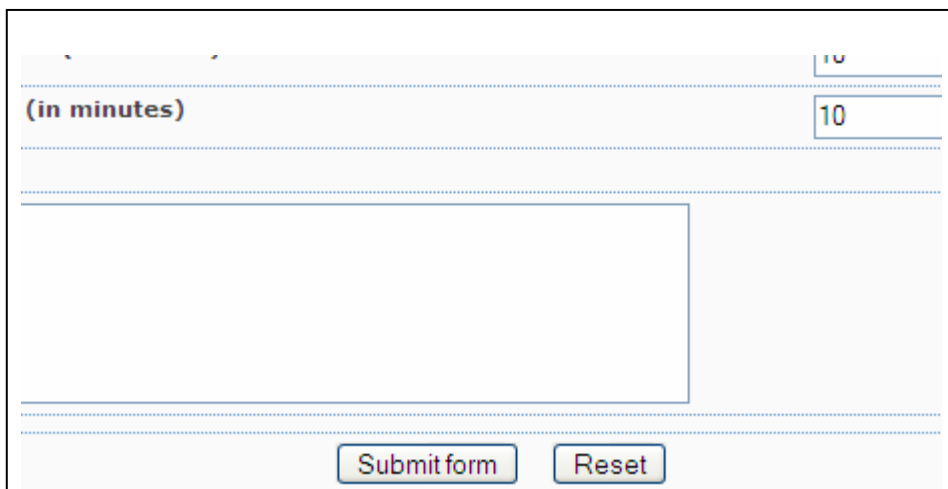
Clinical Setting			
A&E <input type="checkbox"/> 1	OPD <input type="checkbox"/> 2	In-patient <input type="checkbox"/> 3	Acute Admission <input type="checkbox"/>
Clinical Problem Category			
Pain <input type="checkbox"/> 1	Airway/Breathing <input type="checkbox"/> 2	CVS/Circulation <input type="checkbox"/> 3	Psych/Behav <input type="checkbox"/> 4
Neuro <input type="checkbox"/> 5			
If Other please specify			
New or FU?			
Focus of clinical encounter			
History <input type="checkbox"/> 1	Diagnosis <input type="checkbox"/> 2	Management <input type="checkbox"/> 3	

6. Submit and save the completed assessment

Once you have completed the necessary items on the assessment for you should then submit the form. This will then save the form.

Note that the form must be submitted only when completed. Partly completed forms, once submitted and saved cannot be returned to for editing for finishing at a later date or time.

Pressing "Submit form" button will save the form details in the e-Portfolio database. (the "Reset" button will clear the form)

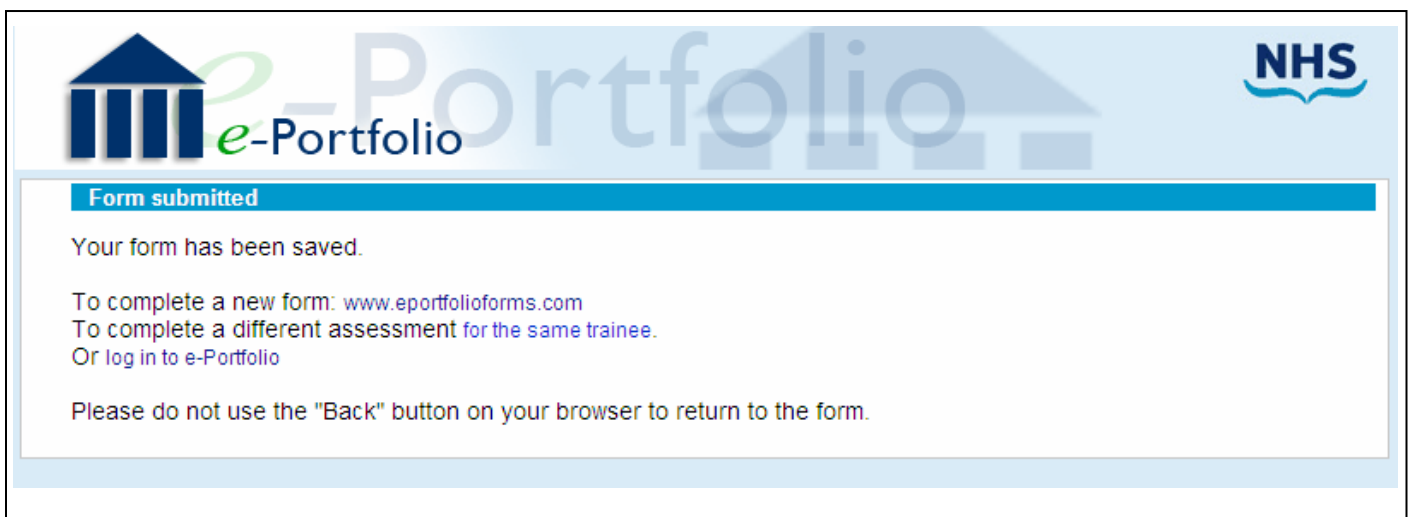


The screenshot shows a form interface with a large text input area. At the top right, there is a small input field containing the number '10'. Below it, the text '(in minutes)' is displayed, followed by another input field containing the number '10'. At the bottom of the form, there are two buttons: 'Submit form' and 'Reset'.

7. The assessment is now saved

Once the assessment has been saved successfully you should see the below page.

At times when your local network is running slowly, this page might take a while to appear. Do not be tempted to press the "Reload" or "Refresh", or the "back" button on your browser as this may have the effect of submitting the form more than once.



The screenshot shows the top header with the e-Portfolio logo and the NHS Education for Scotland logo. Below the header is a blue bar with the text "Form submitted". The main content area contains the following text:

Your form has been saved.

To complete a new form: www.eportfolioforms.com
To complete a different assessment for the same trainee.
Or [log in to e-Portfolio](#)

Please do not use the "Back" button on your browser to return to the form.

We would advise that you confirm with the trainee that the completed assessment is now present within their e-Portfolio account. If not then the trainee can contact e-Portfolio via the e-Portfolio Enquiries.