

## THE e-PORTFOLIO

The evidence for WPBA will be recorded in a web-based e-portfolio.

The e-portfolio is much more than an electronic record of specialist training, updated and accessible through the internet, it records details of achievement in the [Applied Knowledge Test](#) and Clinical Skills Assessment, and documents all stages of training, records evidence of WPBA, reviews with educational supervisors and the subsequent development as a General Practitioner.

A record of personal development and experience is becoming mandatory for all doctors. It provides evidence that training has taken place and allows the GP trainee to reflect on a range of learning opportunities. The WPBA is defined as the evaluation of a doctor's progress in their performance over time, in those areas of professional practice best tested in the workplace.

Workplace-based assessment brings together teaching, learning and assessment. Trainees will know what is expected of them and will have the opportunity to demonstrate attainment over time in a variety of contexts. The assessment recorded in the e-Portfolio will be drawn from performance and evaluation taking place in the real situations in which doctors work. It also allows competency in areas such as team-working to be appraised in a manner which cannot be done by the AKT and the CSA.

Many tools will be completed on-line without the contributor having to enter the e-Portfolio. Writing to many parts of the e-Portfolio will be limited to the trainer or educational supervisor. The personal section of the e-Portfolio will be hidden to all except the GP trainee.

The AKT and CSA must be passed before the e-Portfolio can be signed off as a complete record of GP training and a recommendation of certification (CCT), inclusion in the General Medical Council's GP Register and applying for membership of the Royal College of General Practitioners.

[www.rcgp.org.uk](http://www.rcgp.org.uk)

*click on home page link to e-portfolio*

# PLAN OF THE e-PORTFOLIO

## EDUCATION LOG:

### Learning Log Entries

Clinical encounters, tutorials, reading, lectures, seminars, professional conversations and more.

### Personal Development Plan

A dynamic record of training needs

## EVIDENCE:

### Progress to Certification

Information on CCT, chart summarizing progress, declarations and more.

### Applied Knowledge Test (AKT)

Information on AKT, how to book a test and record of result.

### Clinical Skills Assessment (CSA)

Information on CSA, online application and record of result.

### Workplace-based Assessment (WPBA)

Information on WPBA, professional competencies, DOPS, CbD, MSF, PSQ, CSR, mini-CEX, COT.

## REVIEWS:

6 month, 12m, 18m, 24m, 30m and final review, Deanery Panel Reviews.

## SKILLS LOG:

Record of skills

## RESOURCES:

### Curriculum

'Being a GP' linked to RCGP curriculum.

### Resources

RCGP resources, ITI, external resources, e-learning links, podcasts and library resources.

### Courses

National and local courses from RCGP.

### Personal Library

Record of literature and sources used, including search facility.

## MAIL BOX:

SMS, Email and reminders

# e-PORTFOLIO ASSESSMENT FORM GUIDE

[www.eportfolioforms.com](http://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](http://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.

## 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 one – his is not required).

## 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.

## 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.

#### **4. Confirm the assessment type**

Now confirm you are about to complete the intended assessment form. Press “Click to Continue to ... form” button.

#### **5. Complete the assessment**

The appropriate form can now be completed.

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**

#### **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)

#### **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 the may have the effect of submitting the form more than once.

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.