



Royal College of  
General Practitioners

# THE *e*PORTFOLIO FOR nMRCGP

A Guide to the new functions for  
Trainees in Version 3.

## Guide for Trainees for Version 3 of the ePortfolio

While there are a number of changes in this release of the ePortfolio, the most important ones that affect you (that are not bug fixes) are to do with Progress to Certification and Reviews. We will cover these here.

### Progress to Certification:

This has been altered slightly in how it presents some of the information. The CPR/AED requirement now works and will correctly show as complete if achieved.

The OOH completion is now tied into the Educational Supervisor Review. AKT and CSA remain unchanged.

Most recent review now allows you to see all your completed reviews.

You now have an option to see each ARCP and this is stored as a pdf for you, which you can access by clicking on the magnifying glass icon.

Progress to Certification			
Target	Progress	Achieved	
AKT	No results	-	
CSA	No results	-	
Holds valid CPR and AED Certificate	Not met	X	
Has met Out of Hours Session requirements	Met	✓	
Reviews	Most recent: 24 month		🔍
ARCPs	Most recent: ST3		🔍

### Cardio Pulmonary Resuscitation & Automated External Defibrillation Certificated (CPR/AED)

The process for noting this as achieved now works correctly. To have this marked off, please follow these steps:

1. Create a Learning Log Entry under Course/Certificate
2. Add Curriculum Statement Heading 7: Care of Acutely Ill People
3. Add the date the certificate was achieved.
4. Share this with your trainer/supervisor.

When your trainer/supervisor goes to mark it as read, they should get a message asking "Does this satisfy the CPR requirements for CCT?"

Get them to Click Yes.

Once this has been done, this should show up under Progress to Certification as complete.

If you have already done this before the upgrade, it should show up automatically and you don't need to repeat this.

If you have done this but it is not showing up, don't worry. Your Educational Supervisor now has an option within the Review to mark this as complete for you. This is to cover anything that might have been missed previously.

A Valid CPR/AED certificate is required for your final ARCP signoff.

## **Out Of Hours (OOH)**

This is a much bigger change. Previously a count of your sessions was shown here and when 12 had been achieved, they were marked as completed. However some Deaneries prefer to document OOH in hours instead of sessions. Also you would not be able to complete 12 sessions before your final review and ARCP.

Therefore we have changed the signoff functionality to be part of the Educational Supervisor's Review. As part of their review of you, they should be checking your Learning Log for your OOH entries and rating them against competences. If they are happy you have achieved the OOH requirement (or will do so by the end of your training), they can mark these as complete. Once this has been done, it will appear achieved here.

**If you have not completed all your sessions by your final review, please record the remaining booked OOH session in the Learning Log as future dated entries.**

Some trainees liked keeping track of the number here, and you can still do so, by going to the Learning Log and choosing to display only OOH entries.

OOH is required for your final ARCP signoff.

## **Reviews**

Reviews still show the latest review entered into the system for you. However now clicking on the icon will take you to a summary screen where you can see your Reviews and their outcomes.

On this new screen, clicking on the icon next to the review will show you the details of it. This gives you a complete rundown of all areas covered in the review and the suggestions and comments from your Educational Supervisor. You will see several pieces of information all on one screen. This is what your Deanery and Panel will be looking at when they look at your reviews. This is covered in the next section in more detail.

**You will need to sign off your reviews as accepted before the Deanery and Panel can see your review.**

## **Annual Review of Competence Progression (ARCP)**

This is a new option here. At the end of each year of training, after your panel review, you will be able to see the results of the ARCP done for you. This is the same view the Deanery Panel sees and you can see their signoff and recommendations.

**You will need to sign off your ARCP the same as signing off your Reviews.**

## **Apply for CCT (Certificate of Completion of Training)**

Unlike the previous version, the Apply for CCT button will not appear until you have had your final ARCP sign-off and have completed everything on Progress to Certification. Once this is completed, you can apply electronically.

Article 11 trainees: While you will still have an ARCP completed for you, you will not have the option to apply electronically for CCT. Instead you will need to manually print off your ARCP and send it directly to PMETB along with any other documentation they require.

## Reviews:

The other big change that affects you is the ability to see your Reviews. **Not only do you see them, but you have to sign them off electronically as accepted.**

Learning Log **Welcome Page**

PDP

nMRCGP information [You can download and print/save a copy of your entire portfolio.](#)

Evidence Your Educational Supervisor is **Mr GP Trainer2**

Skills Log Your Trainer/Clinical Supervisor is **Mr GP Trainer2**

Review Preparation

Progress to Certification Please check you have signed all the necessary [declarations and agreements](#).

Curriculum Documents **i** [You have 2 Unsigned educational supervisor reviews.](#)

Personal Library

If you have a review pending to be signed, when you log in you will see a message indicating this. Clicking on this message will take you to the review summary and then you can click on your review.

Review Referred on	Outcome	Review Type	
01/06/2009	Satisfactory Progress	Final Review	
01/02/2008	Satisfactory Progress	30 month	

Check through the review and then you can elect to sign it off at the bottom of the screen.

I confirm this is an accurate description/summary of this trainee's learning portfolio, covering the time period from <input type="text" value="01/08/2007"/> to <input type="text" value="01/02/2008"/>	
Electronic Submission by: <b>Mr GP Trainer2</b>	Electronic Acceptance by: <input type="button" value="Trainee Sign-Off"/>
Date: <b>22/04/2008 11:54:17</b>	Date:

There is a similar functionality for ARCP signoff. When you log in you will get a message that you have an unsigned deanery panel review to sign-off.

Your Educational Supervisor is **Mr GP Trainer2**  
Your Trainer/Clinical Supervisor is **Mr GP Trainer2**

Please check you have signed all the necessary [declarations and agreements](#).

**i** [You have 1 Unsigned deanery panel review.](#)

Main Menu

Clicking on the link will take you to the ARCP summary. You read through this and sign it off at the bottom of the screen.

Recommended outcomes (tick required box)	
Satisfactory progress 8	<input type="checkbox"/> Achieving progress at the expected rate <input checked="" type="checkbox"/> Has gained all the required competencies for the completion of training ( <b>Final Review-ST3</b> )
UnSatisfactory progress	<input type="checkbox"/> Development of specific competences required - additional training time not required <input type="checkbox"/> Inadequate progress by the trainee - additional training time required <input type="checkbox"/> Released from training programme with or without specified competences <input type="checkbox"/> Incomplete evidence presented - additional training time may be required
Outcomes for trainees out of programme or not in run through training	<input type="checkbox"/> Out of programme experience for approved clinical experience, research or career break/maternity <input type="checkbox"/> Fixed-term specially outcome - competences achieved identified above <input type="checkbox"/> Top-up training (outcome should be indicated in one of the areas above)
<b>Signed by:</b>	
<i>I give permission for my personal details to be made available to PMETB as required for the purposes of monitoring, assessing and certifying my specialist training.</i>	
Dr BC Bchair1	----- Trainee
Chair of panel (on the day of the panel)	
Date: 22/04/2008	Date:
Date of next review	<input type="text"/>

*I give permission for my personal details to be made available to PMETB as required for the purposes of monitoring, assessing and certifying my specialist training.*

Trainee Sign-Off

**The Trainee Sign-Off of the final ARCP (ST3) will not complete your application process for CCT. You will need to use the 'apply for CCT button' under Progress to Certification.**

**Please Note:**

All reviews entered prior to Version 3 will not be marked as signed off. Your Educational Supervisor will need to sign these off and you will need to countersign them. If you have a different Educational Supervisor now, please still get them to submit it and indicate in the Notes section the name of the other Educational Supervisor who completed it for you at that earlier stage.