

Bradford Sandwich E-portfolio FAQs

General E-portfolio FAQs

What is the Assessment Strategy? Where is more information available about the Assessment Strategy?

The NHS England Foundation Trainee Pharmacist Assessment Strategy can be found [here](#). It is designed to support the practice-based assessment component of foundation training, practice-based sign-off of the GPhC learning outcomes by the Designated Supervisor and prescribing related activities to be reviewed and signed off by the Designated Prescribing Practitioner.

The assessment strategy provides:

- A range of practice-based assessment activities for trainee pharmacists to complete and map to the GPhC learning outcomes which, as a whole, support the provision of evidence that they are demonstrating all the learning outcomes
- Assessment tools which are used to record the practice-based assessment activities and map them to the relevant learning outcomes within the NHS England Trainee Pharmacist Foundation Training Year E-portfolio for those on the Bradford Sandwich course
- A log of prescribing hours to be completed by the trainee

This process allows the Designated Supervisor to determine when each learning outcome has been satisfactorily demonstrated, supporting and assuring the final sign-off of their trainee.

More information about the Assessment Strategy will be made available in a video format soon.

Should trainees build evidence of learning in the Bradford Sandwich NHS England E-portfolio and in other existing E-portfolios?

The Bradford Sandwich NHS England Foundation Trainee Pharmacist E-portfolio has been designed to support trainee pharmacists in all sectors of pharmacy.

If trainees are currently using an E-portfolio provided by their employer or an external provider, please discuss the options with the DS.

Accessing the E-portfolio

How can the E-portfolio be accessed?

Make sure to use the correct url: 2024.pharmacistportfolio.hee.nhs.uk. For 2024-25 only, we will have two E-portfolios: the main site is for trainees working towards the

interim learning outcomes, the Bradford sandwich trainees will be working towards the full learning outcomes.

- When first logging in please copy the password directly from the access email. Do not add any spaces/additional characters, as this will result in login failure.
- You will be asked to enter in your GPhC number
- Go to My Details and change your password to something memorable and secure
- Designated Supervisors, Designated Prescribing Practitioners, Educational Programme Directors (EPDs)/Educational Leads will be linked to their trainee BUT will not be able to see their trainees portfolio until they have created and saved a new piece of evidence within the E-portfolio.

All trainees on the Bradford Sandwich course, Designated Supervisors, Designated Prescribing Practitioners, Educational Programme Directors/Educational Leads will be provided access to the system automatically by the end of August.

You will receive an automated email from <noreply@messages.axiadigital.co.uk> which will provide you with login details to access the e-portfolio.

Please check your junk/spam mail folder as automatic emails can get filtered out as spam.

Who does the final sign off?

The Designated Supervisor at the end of placement 2 will be responsible for signing their trainee off at the end of the Foundation Training Pharmacist Programme. DPPs have the responsibility of signing off any log of prescribing hours created by the trainee.

Designated Supervisor and Designated Prescribing Practitioner E-portfolio FAQs

What should a trainee do if they have a change in DS?

If you are a trainee and have a change in Designated Supervisor, you must send a completed copy of the [GPhC Change of foundation training details form](#) to prereg@pharmacyregulation.org and england.traineepharmacist@nhs.net. Within the email please confirm that you are a Bradford Sandwich course user.

What should a trainee do if they have a change in DPP?

If you are a trainee and have a change in Designated Prescribing Practitioner, email england.traineepharmacist@nhs.net

What should a trainee do if they don't have a DPP?

In the first instance please liaise with the University of Bradford.

How does a trainee inform their DS or DPP that there is an evidence awaiting their review?

Refer to the Bradford Sandwich E-portfolio User Guide for more information on how to notify the DS or DPP that an evidence is awaiting for them to review.

I am a Designated Supervisor and have access to the E-portfolio but I don't seem to be linked to my trainee, why is this?

The following are the main reasons why a DS may not be able to see their trainee:

- The trainee has not logged in and/or created any evidence within their E-portfolio. NHS England can only link trainees to supervisors once the trainee and supervisor have logged into the system. The trainee must create a piece of evidence for the supervisor to see this link
- If the supervisor subsequently changes mid-programme, the trainee will need to login and create a new piece of evidence for this new supervisor to see the trainee's portfolio. At this point, they will be able to view all other evidences
- DSs should then be able to see their trainees portfolio using the "My Trainees (DS)" summary page.

If the DS has checked the points above and is still unable to see their trainee within the "My Trainees (DS)" summary page, please contact eportfolio@rpharms.com to investigate this issue further.

Can a pharmacist training to become a Designated Supervisor have access to a trainee's E-portfolio?

Only Designated Supervisors who are named on the trainee pharmacist GPhC application (or change form) will be given access to the E-portfolio. Access to a trainee pharmacist E-portfolio is linked to the Designated Supervisor information held by the GPhC.

Can a DS or Educational Programme Director for a Foundation Trainee Pharmacist on the existing E-portfolio site and on the Bradford Sandwich course, log into both E-portfolios at the same time?

If a DS or EPD would like to view both websites at the same time then a different browser will need to be used for each E-portfolio site.

If a trainee has notified their DS and/or DPP that an evidence is ready to review, but the system is not showing they have been notified, why would that be?

The system updates the E-portfolio every 5 minutes. Therefore, at times, it can take up to 5 minutes for an action to be processed and seen on screen.

Log of Prescribing Hours FAQs

How does a trainee log their prescribing hours?

Refer to section 11 of the Bradford Sandwich E-portfolio User Guide for more information on how to log prescribing hours.

What is the minimum number of prescribing hours a trainee should log?

Foundation Trainee Pharmacists should aim to log a minimum of 90 hours of prescribing over the two placements, however, it is likely that this will be exceeded in order to demonstrate competency of prescribing repeatedly and reliably. Trainees can refer to the University of Bradford for more guidance per placement.

Can evidences related to prescribing activities be signed off by the DS without the DPP?

No, the DPP will need to review any prescribing related activities before a DS can sign off an evidence. Only DPPs can sign off the Log of Prescribing Hours. DSs will have the final sign off on all evidences.

Educational Programme Director/Educational Lead FAQs

I am an Educational Programme Director/Educational Lead: What access rights do I have within the trainees E-portfolio?

Educational Programme Directors (EPDs)/Educational Leads, will be able to view their trainees' overall progress during the Foundation Training Pharmacist Programme. They will have access to a summary dashboard of all trainees within their organisation or cohort including:

- Trainee name
- Associated Designated Supervisor for each trainee
- Associated Designated Prescribing Practitioner for each trainee
- Associated cohort of each trainee
- Cumulative count of all records mapped to the NHS England assessment activities for each associated trainee
- A progress bar to show an 'at a glance' view of the progress the relevant trainee is making against the learning outcomes
- Number of days leave taken (which includes annual leave, sickness, and other leave)
- A count of the number of meeting records they have created using the Designated Supervisor meeting tool (this does not include a count of any other meeting types - i.e., progress review meetings, or Other Meetings)

- Columns indicating whether the trainee has completed their 13-weekly Foundation Training Progress Reports and the outcome.

When an EPD/Educational Lead clicks on a trainees name they can view the trainees dashboard too.

I am an Educational Programme Director/Educational Lead and have been given access to view the E-portfolio, but I can't see any of my trainees when I log in, why is this?

An EPD/Educational Lead will not be able to view the E-portfolio unless their associated trainees and Designated Supervisors have access to and have started using their E-portfolio by creating evidence. If the trainee is visible but EPD/Educational Lead can only see the Designated Supervisors' GPhC number and not their name, this means the Designated Supervisor has not yet got an account. The EPD/Educational Lead will need to liaise with their trainees and Designated Supervisors to ensure they have access and have started to use the E-portfolio.

I am an Educational Programme Director/Educational Lead and need to complete a trainee's progress report as the Designated Supervisor is absent and will not be able to complete the review on time. Can I have access to the E-portfolio?

As per GPhC requirements – progress reports should be carried out by the trainee's named Designated Supervisor. If the Educational Programme Director/Educational Lead is to carry this out, then the GPhC and NHS England need to be informed, and the change in Designated Supervisor process needs to be followed (see the question 'What should a trainee do if they have a change in DS' on how to do this).

Signing off evidence and progress reports

I am a Designated Supervisor signing off evidence that has already been reviewed by a ticketed supervisor (collaborator). Do I need to review the assessment activity and learning outcome mapping?

As a Designated Supervisor, their role is to review evidence submitted by the trainee in full, including the assessment activity and learning outcome mapping. Ultimately, the DS will be responsible for signing off the evidence submitted and learning outcomes for the trainee, so it is important that the DS reviews all evidence submitted in full, including any mapping, regardless of whether or not a collaborator has reviewed the evidence as well, before signing it off. Speaking to the trainee and ticketed supervisor (the person who supervised the activity) will facilitate this.

Why do the progress reports need to be logged within the E-portfolio?

This will allow the trainee, the Designated Supervisor, Designated Prescribing Practitioner and Educational Programme Director/Educational Lead to monitor that foundation training progress reports are conducted in a timely manner and whether

they are satisfactory or not. Please note: if any progress report is unsatisfactory, the GPhC should be notified separately.

What does the trainee have to do if their 13 or 26-week progress review is marked as unsatisfactory?

The trainee must notify the GPhC separately.

The Designated Supervisor should agree a plan of action with their trainee. A new or updated learning needs analysis (LNA) and action plan with SMART objectives should help to facilitate this.

Will trainees be working towards the interim learning outcomes or full learning outcomes?

Bradford Sandwich trainees will be working towards the full learning outcomes. These can be found on the 'outcome matrix' tab on the E-portfolio system. The language between the full learning outcomes and interim learning outcomes slightly differs as does the level at Millers Triangle the trainee is expected to demonstrate during their Foundation Training Pharmacist Programme, for example, learning outcome 38.

Collaborator role (PS/Workplace supervisor/ticketed supervisor)

How can a workplace supervisor review evidence in a trainees E-portfolio before the Designated Supervisor signs it off?

The "ticketing" processes allows a trainee to invite another pharmacy/ healthcare professional who has supervised an assessment activity to review and comment on the evidence recorded in the trainee's E-portfolio. For example, this could be a workplace supervisor, clinical supervisor, practice supervisor or collaborator. All supervisors must be trained and appropriately experienced to act as supervisors as described in the [GPhC Standards for the initial education and training of pharmacists](#). They must witness the trainee completing the activity and agree to review and authenticate the evidence as a 'ticketed supervisor' in the E-portfolio. See the Bradford Sandwich E-portfolio Collaborator Guide available on this [webpage](#) for further details.

Designated Supervisors are ultimately responsible for checking the evidence submitted, including the learning outcomes against which it has been mapped prior to signing off the evidence.

Ticketed supervisors cannot view or access a trainees full E-portfolio; they can only access the evidence that the trainee sends a ticket for. The ticketed supervisor will receive an email with a link direct to the evidence the trainee has invited them to review.

If a workplace supervisor has not reviewed evidence that a trainee has sent to them via the ticketing system in the E-portfolio, what should the trainee do?

A trainee should contact the workplace supervisor and highlight that there is evidence for them to review. The email may have gone into their junk/spam mailbox. It will be from axiadigital.co.uk. The email will have a one-time link and expire after 28 days. If it is not reviewed within this timeframe, the trainee will need to resend the link via the E-portfolio.

The trainee may also wish to discuss this with their Designated Supervisor, who could discuss reviewing evidence with the ticketed supervisor.

Can a pharmacy technician or other healthcare professional be workplace supervisors?

Yes, pharmacy technicians and other healthcare professionals, can supervise learning events (SLEs), such as MiniCEX, CBDs, DOPS or MRCF, provided this is agreed with your Designated Supervisor. All supervisors must be trained and appropriately experienced to act as supervisors as described in the [GPhC Standards for the initial education and training of pharmacists](#). They must witness the trainee completing the activity and agree to review and authenticate the evidence as a 'ticketed supervisor' in the E-portfolio. See the Bradford Sandwich E-portfolio Collaborator Guide available on this [webpage](#) for further details.