ROYAL PHARMACEUTICAL SOCIETY

NHS
Health Education England

Trainee Pharmacist Foundation Programme E-Portfolio User Guide

Educational Programme Director and Educational Lead User Guide

Updated July 2022

Contents

1   Introduction

Welcome

Health Education England (HEE) have appointed the Royal Pharmaceutical Society (RPS), in collaboration with Axia Digital, to deliver the new E-portfolio system for all Trainee Pharmacists in England for the 2021/2022 Foundation Year.

The E-portfolio will assist Trainees and Designated Supervisors to record, upload, manage and review evidence to demonstrate progress against the General Pharmaceutical Council (GPhC) interim learning outcomes of the initial educational and training standards, supported by the HEE Trainee Pharmacist Foundation Year Assessment Strategy.

2   Using the E-portfolio

The E-portfolio has been designed to be flexible so that Trainee Pharmacists, can work through the elements themselves, or as instructed by their Designated Supervisor (DS) or their employer.

We will continue to update and enhance the E-portfolio to ensure that it continues to be user-friendly, intuitive, and a functional platform. Learning and development tools will also be reviewed regularly to ensure that they reflect current pharmacy practice.

This is a technical user guide that outlines the main functions of the E-portfolio for Educational Programme Directors (EPDs)/Educational Leads. Please note that it is common for an EPD/Educational Lead to also act as a DS for some Trainees. This user guide only describes the unique functions associated with the EPD/Educational Lead role, for further information about how to use the E-portfolio as a DS or Trainee, please refer to the relevant user guide on the HEE website.

Please note that the images provided in this guide have been captured from a desktop device; there may be a small difference in styling if you are using a tablet or mobile device.

TIP: For the best user experience, we advise that you use the E-portfolio on a desktop, a wider screen enables you to view all the necessary elements.

You should use this guide in conjunction with HEE E-portfolio resources and guidance; links to these documents are provided in section 13.

A glossary of terminology used in this guide can be found in section 14.

NOTE: The screen grabs do not currently reflect exactly what is on the system as we are constantly developing the E-portfolio. We will be updating the screenshots within all the user guides in due course

2.1   Help and additional information

We have included additional help information throughout the E-portfolio to explain what you need to do.

Where you see an option to "click to toggle" or a question mark symbol , select these to get more details on the section you are viewing. You will see a hint or additional information about what you should include and take into consideration.

An example of the "click to toggle" option is shown below.

2.2 Session timer

You will notice a timer in the top right-hand corner of the screen. This is a countdown of inactivity. If you are inactive for a period of 35 minutes, you will automatically be logged out of the E-portfolio.
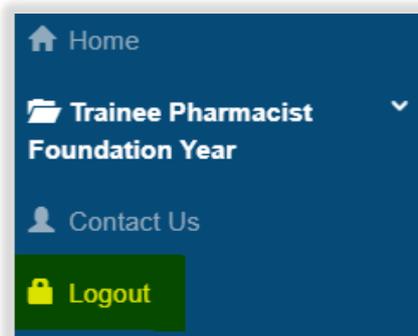

The timer resets to 35 minutes each time you interact with the E-portfolio, such as clicking a button,

NOTE: Simply moving your cursor around on the page is not considered as an interaction.

2.3 Logging out

You can find the "Log Out" button in the navigation menu on the left side of your screen. You can log out at any point.

TIP: If you are using a shared device, remember to log out to avoid other users accessing your E-portfolio.

2.4 User roles and permissions

The E-portfolio is owned and driven by the Trainee, and it will be their responsibility to keep the portfolio up to date with records of their learning and development.

Other users will also have access to the E-portfolio to complete various sections and forms and tools.

NOTE: You will not be able to view the E-portfolio unless your associated Trainees' and Designated Supervisors' have access and have started their portfolio. The E-portfolio contains several assessment tools and forms to support professional development.

The table below outlines the different assessment tools and who will have access. You can find further details about the different assessment tools and roles in the glossary at the end of this document.

Tool	Trainee	Designated Supervisor	Collaborator, e.g., Practice Supervisor	Educational Programme Director
Dashboard	✓	✓	No access	**Read-only access**
Absence Log	✓	✓	No access	**Read-only access**
Actions	✓	✓	No access	**Read-only access**
Contribution to Care Log(s)	✓	✓	Access via ticket link	**Read-only access**
Designated Supervisor Meeting	✓	✓	No access	**Read-only access**
Foundation Training Progress Report	✓	✓	No access	**Read-only access**
Learning Needs Analysis (LNA)	✓	✓	No access	**No access**
Miscellaneous Evidence Upload	✓	✓	Access via ticket link	**Read-only access**
Other Meeting	✓	✓	Access via ticket link	**Read-only access**
Outcome Matrix	✓	✓	No access	**Read-only access**

Tool	Trainee	Designated Supervisor	Collaborator, e.g., Practice Supervisor	Educational Programme Director
Personal Development Plans	✓	✓	No access	**Read-only access**
Reflective Account (RA)	✓	✓	Access via ticket link	**Read-only access**
Case based discussion (CBD)	✓	✓	Access via ticket link	**Read-only access**
Direct Observation of Practical Skills (DOPS)	✓	✓	Access via ticket link	**Read-only access**
Medication Related Consultation Framework (MRCF)	✓	✓	Access via ticket link	**Read-only access**
Mini Clinical Evaluation Exercise (Mini-CEX)	✓	✓	Access via ticket link	**Read-only access**
Patient Satisfaction Questionnaire	✓	✓	No access	**Read-only access**
Multi-source Feedback	✓	✓	Access via ticket link	**Read-only access**
Week 13, 26, 39 and week 52 Progress Reviews	✓	✓	No access	**Read- only access**

As an EPD/Educational Lead, you will need to complete a HEE survey before you are given access and linked up with your Trainees.

HEE will also have access to view the E-portfolio to monitor progress and ensure that Trainees are progressing as expected. This is an essential part of HEE's quality management role, as the statutory education body, responsible for providing national leadership for education, training and workforce development and transformation in the health sector, in England.

3 Getting Started

The Trainee Pharmacist Foundation Training Year E-portfolio can be accessed at:

https://pharmacisteportfolio.hee.nhs.uk/

You will receive an automatic email which will provide you with login details to access the HEE E-portfolio.
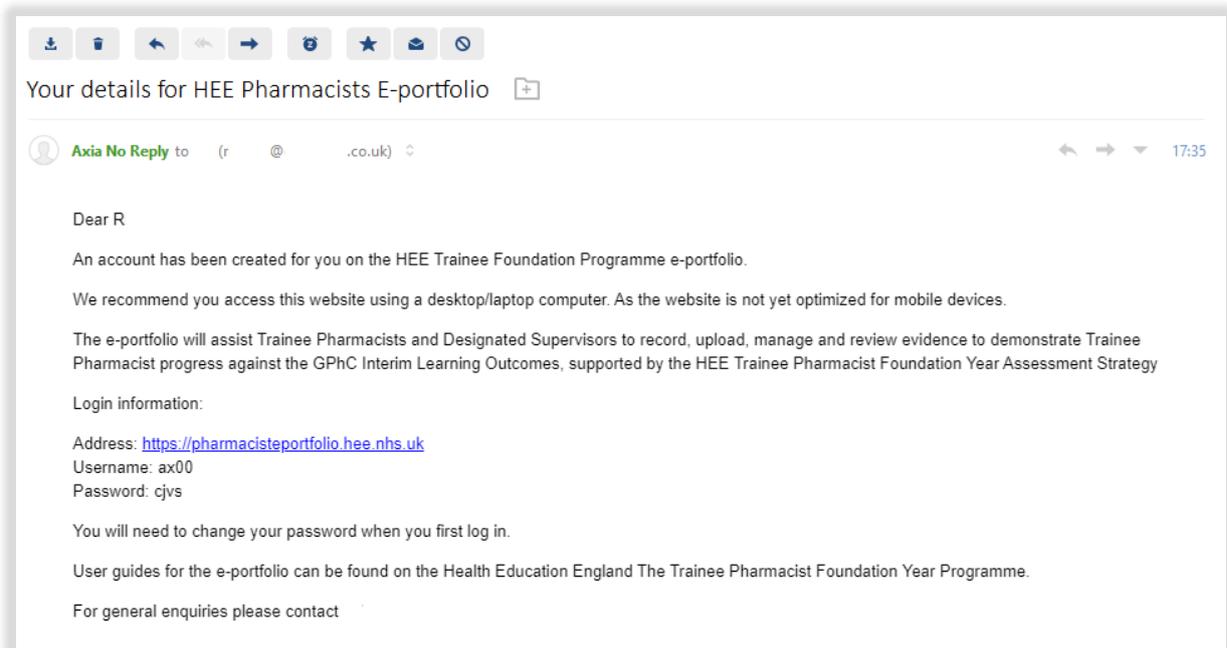
TIP: Please check your junk mail folder as the automatic emails can on occasions be filtered out as spam. The email is auto generated is from a 'no reply' account.

If you are expecting to receive an email with your login details but have not received this, then refer to the frequently asked questions on the HEE website.

If you are unable to login after trying the 'Password reset' process outlined later in this section, then please contact traineepharmacist@hee.nhs.uk.

Once you have received your login email you are ready to get started and access the E-portfolio. Using the link above will direct you to the following page. *If you do not receive the automated email from Axia No Reply, you will be able to use your GPhC number as your username and the forgotten password link to access the system.*

TIP: As you will be accessing the E-portfolio regularly, we advise you bookmark the link if you are working from your personal device.

The browser may offer to save and auto fill your password for you, so you do not have to enter this on future visits. However, we recommend that you do not save passwords if you are using shared devices, e.g., a work or public computer.

If you forget your password at any point you can reset, it by selecting "Forgotten password?".

You will be directed to a screen that enables you to reset your password.

NOTE: Your username is your GPhC number.

You will receive an automatic email with a link to create a new password. Again, check your junk mail folder as the automatic emails can on occasions be filtered out as spam.
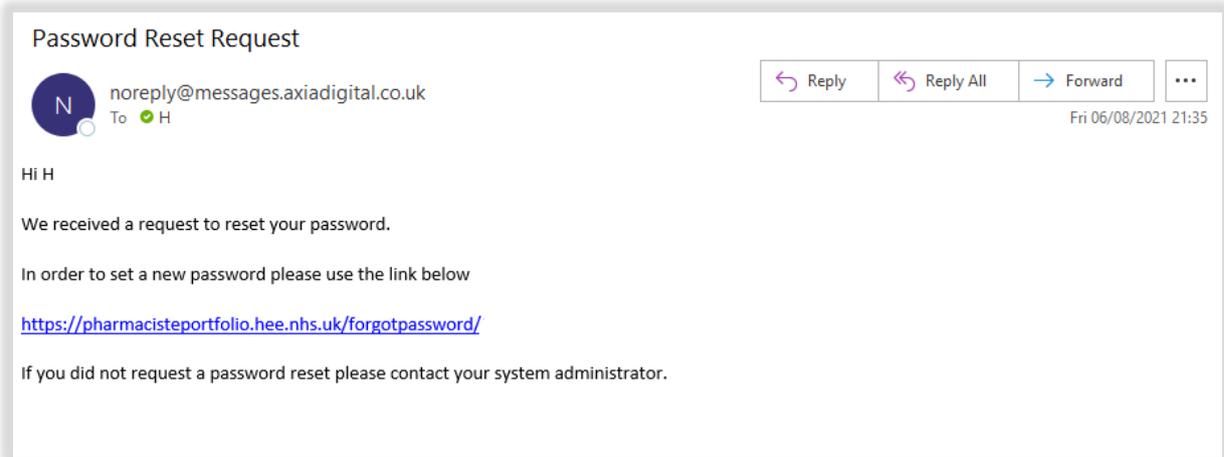
3.1 Accessing the programme

When you first access the E-portfolio, you will need to read and accept the terms and conditions. This message will not appear again in subsequent encounters.
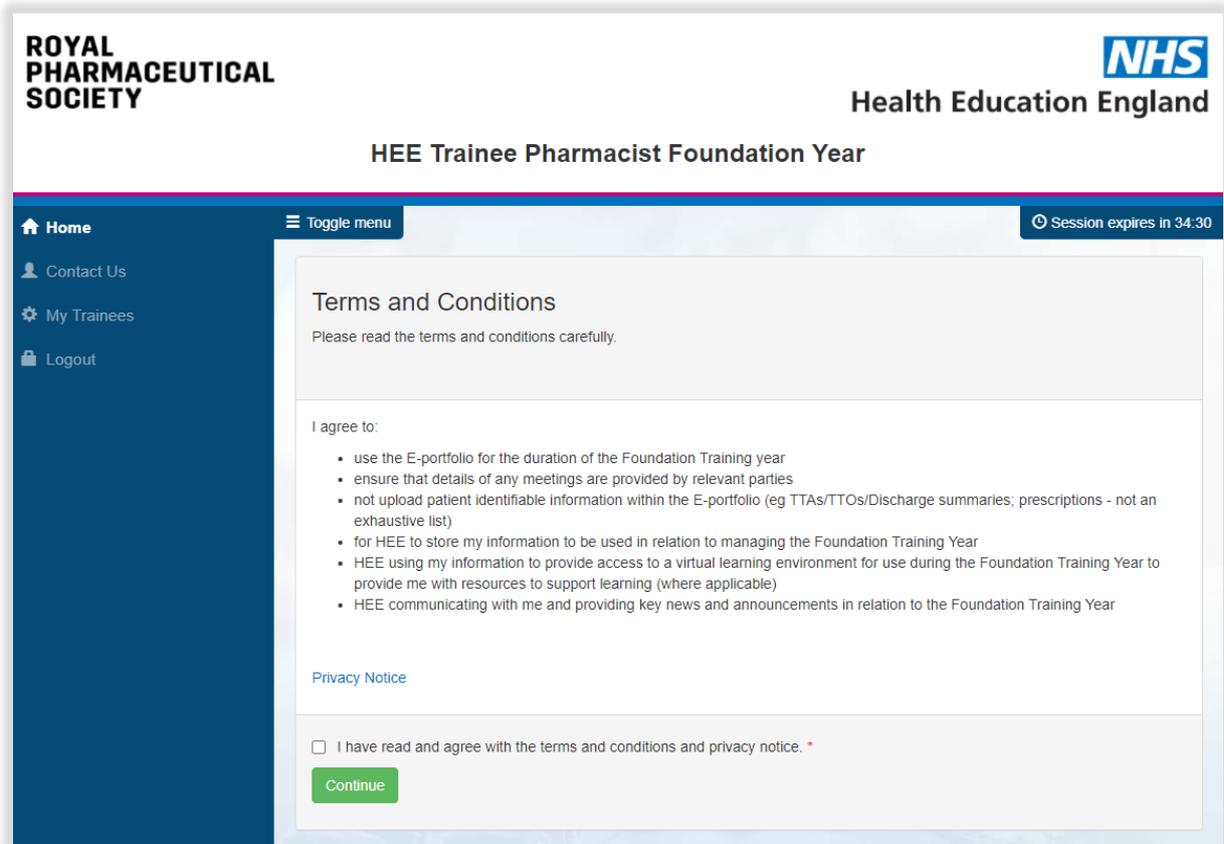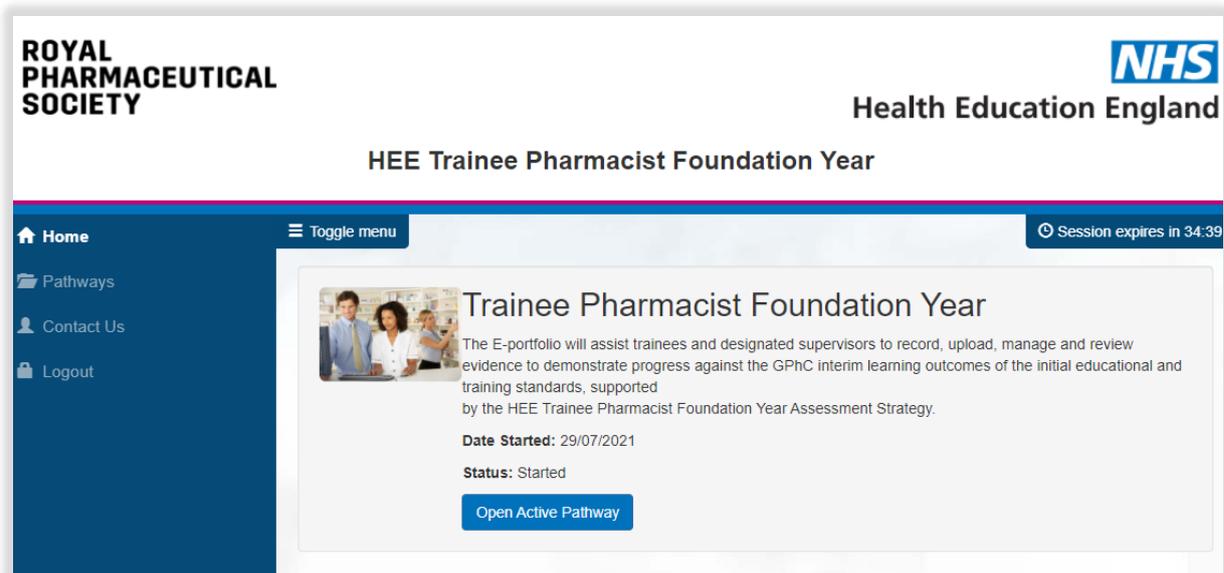
Click the check box, to accept the terms and conditions.

**NOTE**: The terms and conditions are standard for all users of the E-portfolio

After logging in to the programme, you will see the home page.

3.1.1 The navigation menu

The navigation menu gives you quick access to the various functionalities available to you and appears on the left of your screen (listed in alphabetical order).

As an EPD/Educational Lead, you cannot open an E-portfolio of your own, and are therefore limited to the options shown below
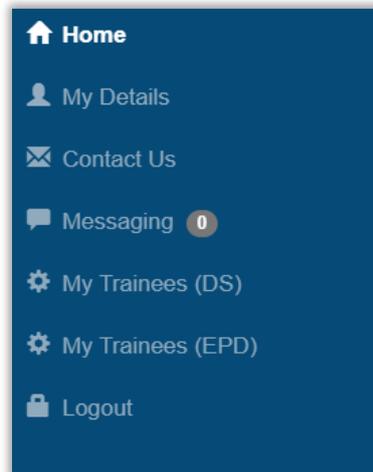
NOTE: If you are also set up as a DS, you will see additional options in your navigation menu. Please refer to the DS user guide for further information about features relating to that role.
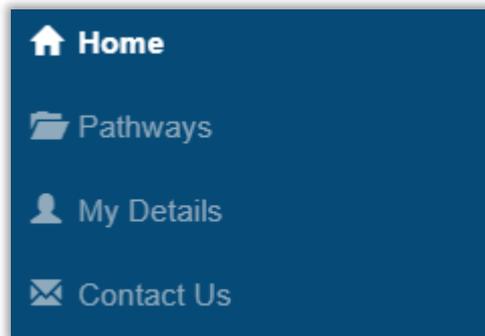
TIP: You can hide the navigation menu at any point by selecting "Toggle menu". This is useful for devices with small screens such as mobile phones and tablets.
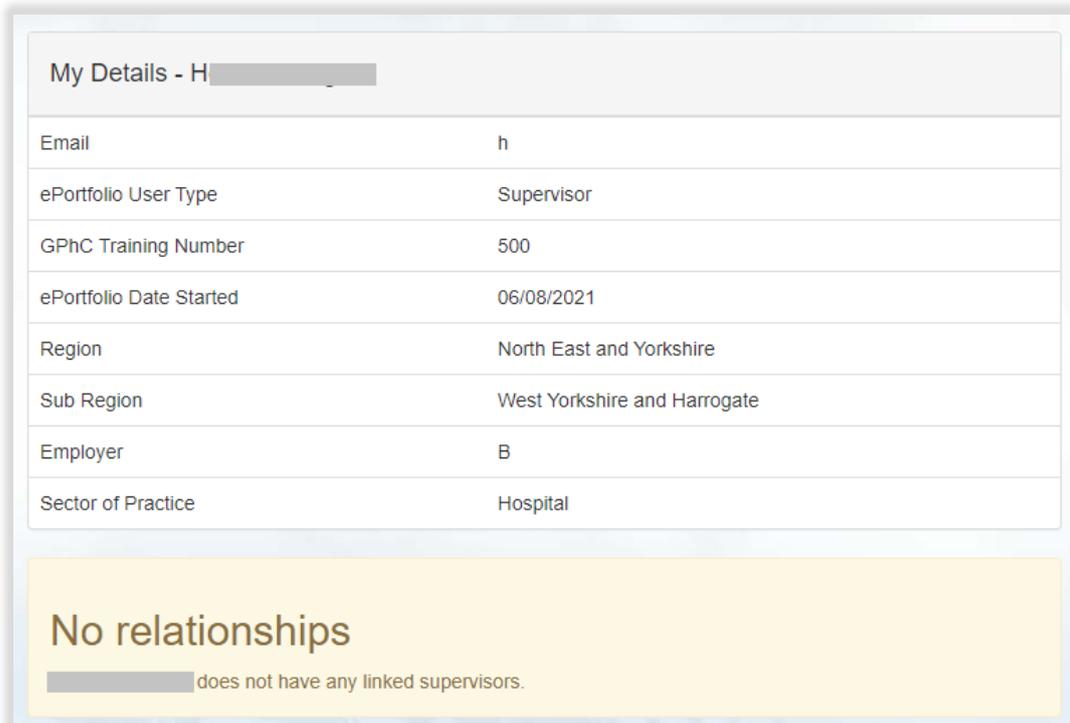
3.1.2 Checking your details

Please ensure you check that your details are correct within the E-portfolio. Should there be any incorrect details, please contact traineepharmacist@hee.nhs.uk.

NOTE: The data within the E-portfolio has been matched to the information provided on the HEE data survey.

Select "My Details" from the navigation menu.

A page with your details will appear.

3.2 Your Trainees

Your EPD/Educational Lead home page will display the Trainee(s) you are linked to. You can access this by clicking the "My Trainees (EPD)" link in the left-hand navigation menu and review your Trainees' progress at any point by using the dashboard.

The EPD/Educational Lead dashboard contains the following information presented in one table:
- Trainee Name
- Associated DS for each Trainee
- Associated Cohort of each Trainee
- Cumulative count of all records mapped to the HEE 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 GPhC 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)
- A column indicating whether the trainee has completed their 13 Week Foundation Training Progress Report and the outcome of the report
- A column indicating whether the trainee has completed their 26 Week Foundation Training Progress Report and the outcome of the report
- A column indicating whether the trainee has completed their 39 Week Foundation Training Progress Report and the outcome of the report
- A column indicating whether the trainee has completed their 52 Week Foundation Training Progress Report and the outcome of the report

For an "Unsatisfactory" progress report outcome, the following symbol will appear in the dashboard under the corresponding progress review column:

For a "Satisfactory" progress report outcome, the following symbol will appear in the dashboard under the corresponding progress review column:

Clicking on the envelope icon enables you to email your Trainee or their associated DS. Emails are not sent within the system, instead you will be prompted to send an email in your default email application.

## 3.3 Monitoring and reviewing Trainee progress

3.3.1 Trainee dashboard

To view a Trainee's portfolio simply click on their name.

NOTE: As an Educational Programme Lead/Educational Lead you will have **read-only** access to records and will not be able to edit.

Once you are viewing a Trainee's portfolio, you will see the details of your Trainee at the top of the screen. 'Logged in as…' are your details. 'Viewing the portfolio of… 'are the details of the Trainee.
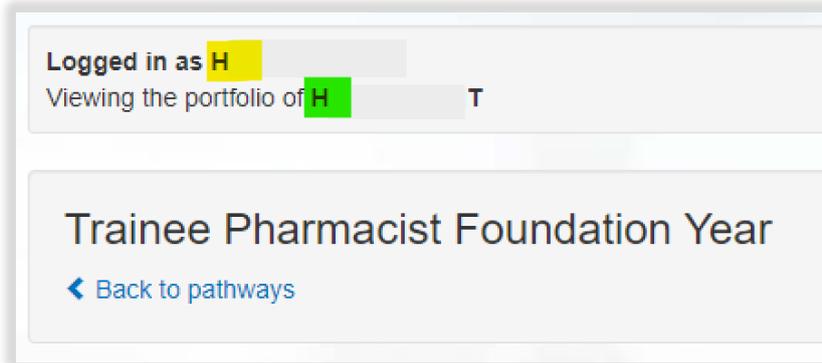
You can review a Trainee's progress at any point by using the dashboard. To access their dashboard, select "Dashboard" from the navigation menu.
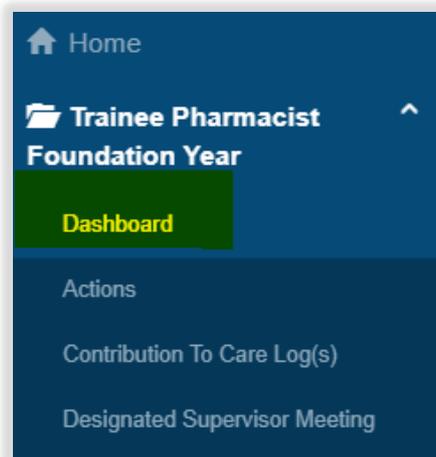
The Trainee dashboard contains the following information presented in two tables:

- Cumulative count of all records mapped to the HEE Assessment Activities
- Cumulative count of all started or completed records of each evidence type or record

Hovering over the assessment activity number provides you with a further explanation of what the activity relates to.

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The counts denote the records the trainee has started and are in progress, and the number of records completed.

The count before the '/' represents the number of records the trainee has completed.

The count after the '/' represents the number of records the trainee has started.

You can also access Supervised Learning Events (SLEs) and other records directly from the dashboard.

NOTE: More detailed information about the SLEs, records and forms can be found in the Trainee and DS user guides (https://www.hee.nhs.uk/our-work/pharmacy/initial-education-training-pharmacists-reform-programme/trainee-pharmacist-foundation-year-programme/e-portfolio-downloadable).

The counts in the orange boxes represents the number of records the Trainee has started

The counts in the green boxes represents the number of records the Trainee has completed and are signed off by their Designated Supervisor.

3.3.2 Viewing records

The process for accessing records is the same for each form, tool, and evidence. We have outlined the process for accessing the records and have used a Mini-Clinical Evaluation Exercise (Mini-CEX) as an example.
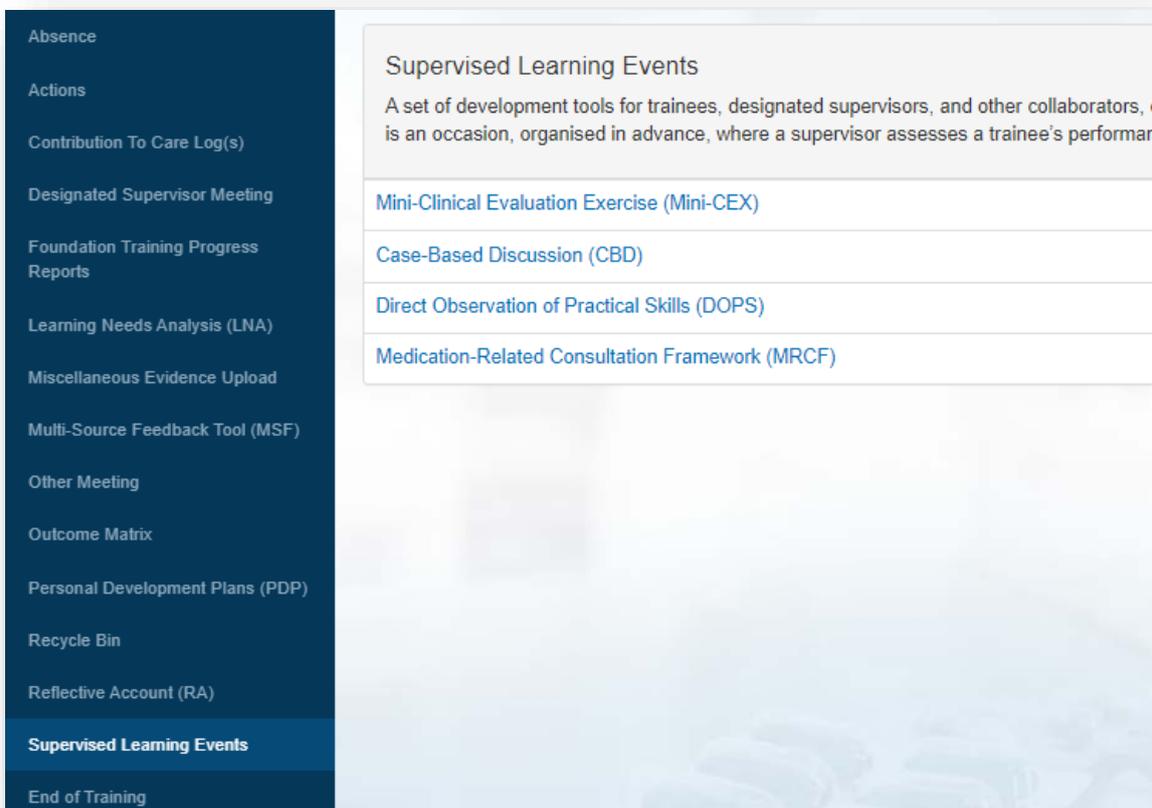
NOTE: As an Educational Programme Lead/Educational Lead you will have **read-only** access to records and will **not** be able to edit.

To access a Mini-Clinical Evaluation Exercise, click on "Mini-Clinical Evaluation Exercise".

You can also access records fromthe navigation bar on the left-hand side of the screen.

Select "View" next to the record you wish to view.

Mini-Clinical Evaluation Exercise (Mini-CEX)
A tool to assess your ability to identify, action and resolve issues effectively when providing pharmaceutical care for a patient.

‹ Back to Supervised Learning Events

Mini-CEX Title	Date of Mini-CEX	Stage of Training	Last Updated	Completed	Actions
Mini-CEX 1	19/11/2021		19/10/2021	████████ on 19/10/2021	View

Note: You will be able to view the record but not edit any fields. The fields will be shaded grey.

Delivery of patient care *Help Text*	Below expectations	Meets expectations	Above expectations	Not Applicable
1. Patient consultation * *Help text*	○	○	◉	○
2. Need for medication *	○	○	◉	○
3. Medication choice *	○	○	◉	○
4. Medicine specific issues *	○	◉	○	○
5. Provision of medicine *	○	◉	○	○
6. Medicines information and patient education *	○	◉	○	○
7. Patient-centred approach *	○	◉	○	○
8. Follow up / transfer of care *	○	◉	○	○
9. Professionalism *	○	○	◉	○

3.3.3 Outcome Matrix

You can also view the Trainee's overall progress against the HEE assessment activities and GPhC learning outcomes by selecting "Outcome Matrix" from the navigation menu.
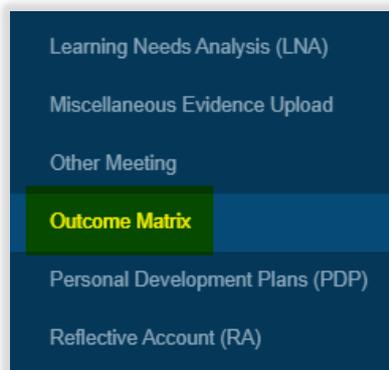
The Outcome Matrix displays a count of all records in progress and signed off by their Designated Supervisor.

Domain: Person - Centred Care and Collaboration 📂

Completed Assessment Activity and Learning Outcome Matrix		Activity																						LO Tally	Sign Off
		Group A							Group B			Group C			Group D					Group E					Week Signed off by DS
Learning Outcome	Level	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
1. Demonstrate empathy and keep the person at the centre of their approach to care at all times	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
4. Understand the variety of settings and adapt their communication accordingly	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
5. Proactively support people to make safe and effective use of their medicines and devices	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
6. Treat people as equals, with dignity and respect, and meet their own legal responsibilities under equality and human rights legislation, while respecting diversity and cultural differences	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
7. Obtain informed consent before providing care and pharmacy services	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
8. Assess and respond to the person's particular health risks, taking account of individuals' protected characteristics and background	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
9. Take responsibility for ensuring that personal values and beliefs do not compromise person-centred care	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
10. Demonstrate effective consultation skills, and in partnership with the person, decide the most appropriate course of action	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
11. Take into consideration factors that affect people's behaviours in relation to health and wellbeing	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏
12. Take an all-inclusive approach to ensure the most appropriate course of action based on clinical, legal and professional considerations	Does	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	/	✏

The numbers denote the records your Trainee has started and are in progress, and the number of records completed. Hovering over the count provides you with a further explanation.

Completed Assessment Activity and Learning Outcome Matrix		Group A					
Learning Outcome	Level	1	2	3	4	5	6
1. Demonstrate empathy and keep the person at the centre of their approach to care at all times		0 completed of the 2 started evidence mapped to both the Group outcome and Domain outcome			0/1	0/3	0/1
2. Work in partnership with people to support and empower them in shared decision-making about their health and wellbeing	Does	0/2	0/3	0/2	0/2	0/3	0/3
3. Demonstrate effective communication at all times and adapt their approach and communication style to meet the needs of the person	Does	0/2	0/2	0/4	2/4	1/5	1/4

3.3.4 Messaging

Messaging is a tool within the E-portfolio that allows all users with linked access (except a ticked collaborator) to communicate with each other within the E-portfolio.

This function is **NOT** designed to replace more established means of communication such as meetings and emails, but we recommend this be used to specifically request actions e.g., if a Trainee would like to notify their Designated Supervisor that

evidence has been completed ready for review. Similarly, a DS may leave a message for a trainee to review a record having left some feedback.

NOTE: As an Educational Programme Lead/Educational lead you will have access to the messaging tool but only to message all your linked DS's within your organisation and NOT the trainees themselves.

NOTE: If you are also set up as a DS, you will be directly linked to a Trainee and can use the messaging function to send messages to your Trainee.
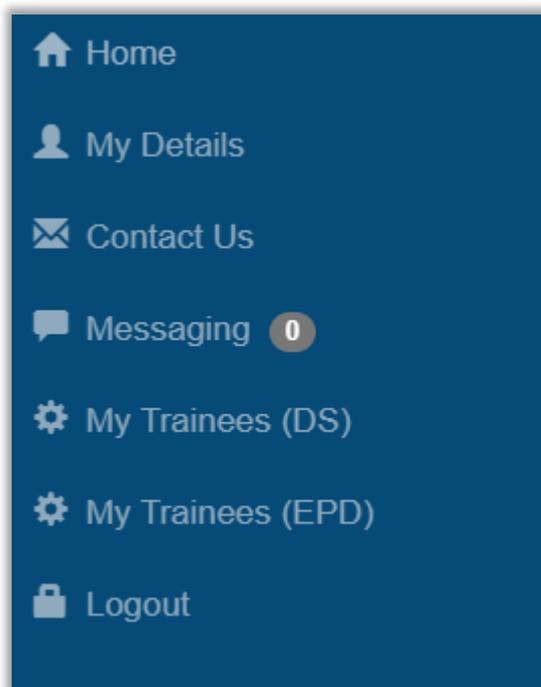
To access the Messaging tool, select 'Messaging' from the navigation menu.

You will be taken to the 'Conversations' summary page. To start a new conversation, select the 'Start New' button on the Conversations panel.
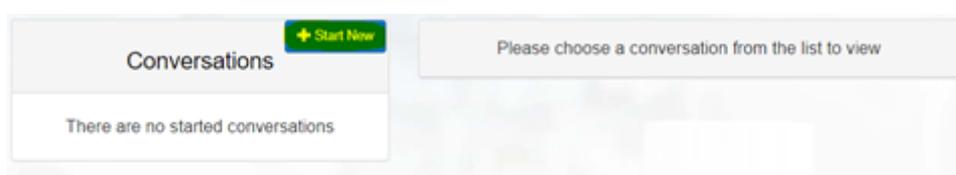
The 'New Conversation' form will appear. Complete the required fields as instructed.
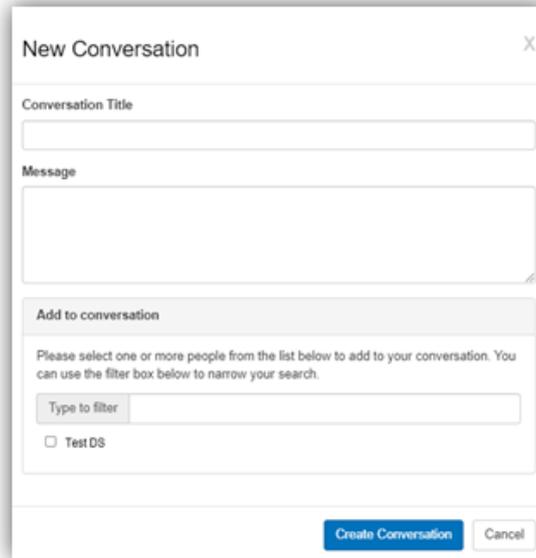
You can select who you would like to be included as part of the conversation by selecting the names that appear in the 'add to conversation' panel.

The newly created conversation will be visible on the 'Conversations' summary page for all users who are included in the conversation.
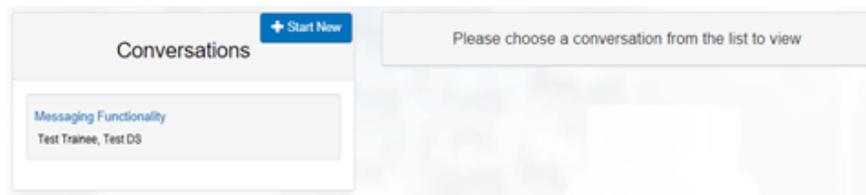
By clicking on the conversation in the 'Conversations' panel, users can see all messages that have been sent within that conversation and send new messages to other users.
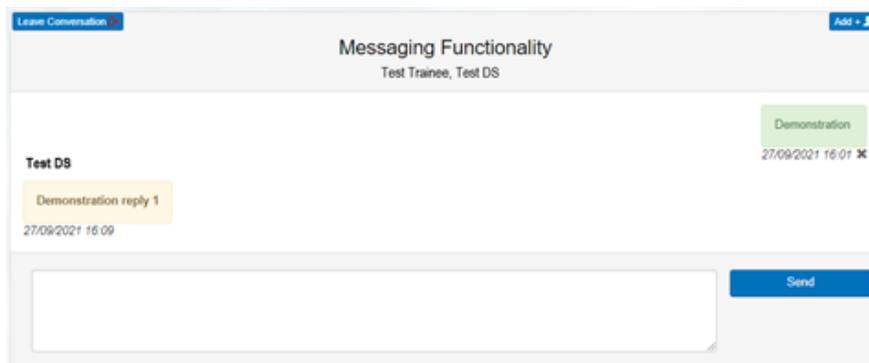
Users can add new participants into a conversation or leave a conversation using the buttons at the top of the message panel.

Users will be made aware that a message is waiting for them to read because a count of all unread messages will be shown next to the 'Messaging' link in the left-hand navigation menu.
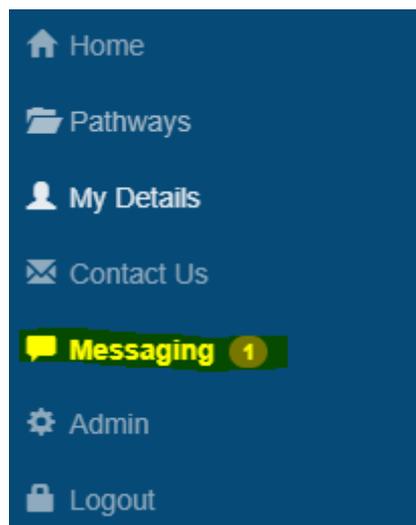
Once a user clicks into the messaging tool, any conversations containing unread messages will be highlighted in green
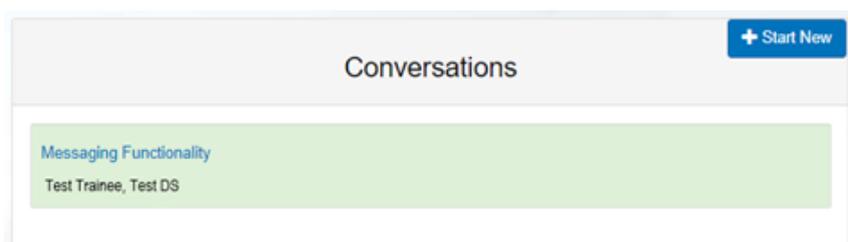
4 Contact Details

Enquiries about your training year

Visit the HEE Trainee Pharmacist Foundation Year Programme for further information about the training year.

For any questions about the requirements of the foundation training year and HEE products and services please contact our dedicated support team:

Email: traineepharmacist@hee.nhs.uk

Technical enquiries

If you experience any technical issues or have any feedback on the E-portfolio platform, please contact our technical team.

Email: eportfolio@rpharms.com

Telephone: 0207 572 2737 (9am to 5pm, Monday to Friday)

Acknowledgements

The E-Portfolio is designed by AXIA Digital.

AXIA Digital, Suite 58, Batley Business Park, Batley, West Yorkshire, WF17 6ER

5   Useful Links

Downloadable resources including assessments tools and forms as well as bite-sized training videos are available on the HEE website

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Search 🔍

Our work   Online learning   Health careers   News, blogs and events ⌄   About ⌄   Covid-19

NHS
Health Education England

Home > Our work > Pharmacy > The Trainee Pharmacist Foundation Year Programme > E-portfolio and downloadable resources

E-portfolio and downloadable resources

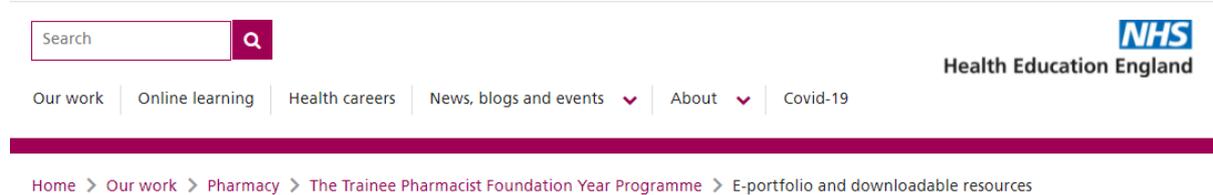We have appointed the Royal Pharmaceutical Society (RPS), in collaboration with Axia Digital, to deliver the new e-portfolio system for all trainee pharmacists in England for the 2021/2022 foundation year.

The e-portfolio will directly support the use of the HEE assessment strategy.

User testing will begin shortly with a planned launch date of late summer 2021.

Until then, trainees can start planning and recording their assessment activities by downloading the assessment forms below.

When the e-portfolio goes live, these records can be uploaded into the e-portfolio.

Assessment forms and video guides

Click on the headings below to download the forms in Word. The forms are also available at the end of this page under 'Related documents'.

Designated Supervisor Meeting - For documenting trainee progress including action plans - Watch this **short video** to find out more

Learning Needs Assessment and PDP - For assessing learning needs and establishing a personal development plan - Watch this **short video** to find out more

Contribution to Care Log - Can be used to record a range of assessment activities - Watch this **short video** to find out more

Reflective Account - For completing a reflective account on how learning outcomes are being met across one or more activities undertaken - Short video coming soon

Mini-CEX - Supervised learning event assessment tool: to record mini-clinical evaluation exercises

DOPS - Supervised learning event assessment tool: to record direct observations of practice - Short video coming soon

6 Glossary

Term	Description	Explanation
DS	Designated Supervisors	Supervises foundation trainee pharmacists during their training year. DS's sign off SLEs, conduct reviews, and monitor overall progress. They also complete 13-week progress reviews with trainees and sign them off at the end of the programme as meeting the GPhC learning outcomes – a regulatory requirement
FTP	Foundation Trainee Pharmacist	A trainee pharmacist who is completing training aligned to the General Pharmaceutical Council's Standards for the initial education and training of pharmacists – Interim learning outcomes (https://www.pharmacyregulation.org/sites/default/files/document/interim-learning-outcomes-foundation-training-year-march-2021.pdf).
GPhC	General Pharmaceutical Council	The regulator for pharmacist, pharmacist technicians and pharmacy premises. They set the standards for foundation trainee pharmacists training and administer the pharmacist registration assessment.
EPD	Educational Programme Director/ Educational Lead	EPDs and Educational Leads are responsible for the monitoring of programme development and assurance that local training and or assessment meets the criteria of the HEE quality framework. As part of this, EPDs ensure mechanisms are in place to monitor trainee progress, wellbeing, and equal opportunities.
HEE Assessment Strategy	HEE Trainee Pharmacist Foundation Year Assessment Strategy	Contains 21 activities that FTPs must be achieved as part of the HEE foundation trainee pharmacist programme. Link to strategy: https://www.hee.nhs.uk/sites/default/documents/HEE%20Trainee%20Pharmacist%20Foundation%20Year%20-%20Assessment%20Strategy.docx

Term	Description	Explanation
PDP	Personal Development Plan	A structured framework to support learning and development. For this programme the PDP will be linked to the learning needs analysis actions.
SLE	Supervised Learning Event	A set of evidence-based assessment tools to support development through formative learning. The purpose of the SLE is to: • provide immediate feedback, highlight achievement, and suggest areas for further development. • demonstrate engagement in the educational process. Examples are case based discussions, mini clinical evaluation exercise, direct observation of practical skills and medication related consultation framework
CBD	Case-based Discussion	A retrospective evaluation of a trainee's input into patient care. It assesses clinical decision-making and the application or use of pharmaceutical knowledge in the care of patients.
MRCF	Medication Related Consultation Framework	A reflective tool that can be used to support the development of consultation behaviours and skills. It provides a structured approach to reviewing a patient's medicines to identify any problems they may have, including how the patient adheres to their treatment.
DOPS	Direct Observation of Practical Skills	A tool used to demonstrate a range of procedural skills that are essential to the provision of safe and effective pharmaceutical care.
Mini-CEX	Mini Clinical Evaluation Exercise	Assesses skills, attitudes, and behaviours essential to the provision of high-quality care. It is a snapshot of practice, involving the observation and assessment of day-to-day work.
LNA	Learning Needs Analysis	A structured framework used to identify gaps in trainee's learning and development. The framework would usually align to the curriculum or learning outcomes for a specific stage of practice or programme. For foundation this is the GPhC IET learning outcomes

Term	Description	Explanation
LO	Learning Outcome	A description of skills, attributes, knowledge that a foundation trainee pharmacist must be able to demonstrate and achieve by the end of their foundation training year. There are 55 LOs in the General Pharmaceutical Council's initial education and training standards.
IFPP	Interim Foundation Pharmacist Programme	A professional development programme designed for provisionally registered pharmacists in England, aligned to the RPS interim foundation pharmacist curriculum. By completing the programme, provisionally registered pharmacists are demonstrating that they have achieved the curriculum learning outcomes.
HEE	Health Education England	Health Education England, is a statutory education body, responsible for providing national leadership for education, training and workforce development and transformation in the health sector.
RPS	Royal Pharmaceutical Society	The professional body in Great Britain for pharmacy and pharmacists, with a key role in supporting the educational and professional development of pharmacists across all career stages. The RPS is the provider of the HEE foundation trainee pharmacist e-portfolio.
Collaborator		The role of a collaborator is to authenticate and provide developmental feedback to the trainee pharmacist on specific evidence submitted. A collaborator can be any member of the pharmacy team and wider multi-disciplinary team that has been noted as a Collaborator, also knows as a witness, within the e-portfolio, by the trainee. The role of the collaborator can include Practice Supervisors, Designated Supervisors, Pharmacy Technicians, Pharmacy Support Staff, Line Managers other health care professionals