

Foundation Trainee Pharmacist Programme

E-Portfolio Champions – Role and Training Requirements

Introduction

The Foundation Trainee Pharmacist E-portfolio directly supports the use of the NHS England Foundation Trainee Pharmacist Programme Assessment Strategy, which together are intended to support the practice-based assessment component of the Foundation Training Programme and sign-off of the GPhC Interim Learning Outcomes by the Designated Supervisor.

With the increasing number of E-portfolio users, it has become clear that a role of 'E-portfolio Champion' within organisations will benefit users by providing local/organisationally based support.

What is the role of an E-portfolio Champion?

Examples of the role include:

- Ambassadorial - promoting the use of the E-portfolio and running local orientation sessions.
- Providing advice such as:
 - Change or new designated supervisor process.
 - Getting started with the E-portfolio.
- General troubleshooting before escalating to the RPS or NHS England
- Providing feedback and ideas to drive improvements and new functionality.

Who can become an E-portfolio Champion?

- Educational leads or equivalent with responsibilities of overseeing foundation training across an organisation or region
- Nominated individuals (by the organisation), e.g., an experienced Designated Supervisor who has used the E-portfolio recently themselves.
- Training providers

What are the benefits of becoming an E-portfolio Champion?

- Promoting increased use of the E-portfolio
- Improving accessibility to E-portfolio support for local/organisational users
- Providing help and support to E-portfolio users in a practical and timely way
- Opportunity to input into future E-portfolio developments.
- Personal development – leadership/education and training domains for advanced practice and potential career progression

E-portfolio Champion Orientation

The orientation session will provide an overview of the E-portfolio and its functionalities, as well as an understanding of the NHS England Foundation Trainee Pharmacist Programme Assessment Strategy, assessment activities and tools.

After completing the orientation, the Champion will be able to provide support to Trainee Pharmacists and Designated Supervisors within an organisation or region.

Login details for the following test accounts for the E-portfolio will be issued to the Champion:

- Trainee Pharmacist
- Designated Supervisor

These test accounts will be linked to each other.

Requirements:

Champions will be required to complete the following work prior to commencing the role as an E-portfolio Champion:

- Read relevant documents, webpages and watch relevant training videos
 - NHS England Foundation Training Year webpages and associated sub-pages
 - [The Foundation Trainee Pharmacist Programme](#)
 - [Designated Supervisor Information and Resources](#)
 - [Trainee Pharmacist Learning Resources](#)
 - [E-portfolio and downloadable resources](#)
- Be familiar with the following:

Topic	Checklist (√)
(Any reference to documentation relates to the documents found on the downloadable resources page)	
Foundation Trainee Pharmacist Assessment Strategy	
Foundation Trainee Pharmacist Assessment Activities and Tools Guide	
Foundation Trainee Pharmacist Visual mapping of the Assessment Activities	

NHS England Foundation Trainee Pharmacist E-portfolio User Guide	
NHS England Foundation Trainee Pharmacist E-portfolio: Collaborator Guide	
Introduction to Supervised Learning Events Video , as well as:	
- Mini-Clinical Evaluation Exercise (Mini-CEX) documentation	
- Direct Observation of Practical skills (DOPS) documentation	
- Case-based discussions (CBD) documentation	
- Medication Related Consultation Framework (MRCF) documentation	
Contributions to care log documentation	
Reflective account documentation	
Miscellaneous Evidence documentation	
Signing off Learning Outcomes video*	
13- and 26-week progress reviews video*	
Designated Supervisor Meeting documentation	
Absence log video*	
Delete function video*	
Multisource feedback process	
Patient satisfaction questionnaire process	
E-portfolio and downloadable resources, includes change process for new/additional Designated Supervisor and/or Education Programme Director, Frequently Asked Questions	

* Due to later developments, the screen shots within the videos may appear slightly different to your current E-portfolio, but this does not fundamentally change the functionality or guidance.

Ongoing Requirements

- Champions MUST keep their knowledge up to date by attending webinars hosted by NHS England, watch videos, recorded webinars and access resources as new functionalities are developed and updated.
- Champions are welcome to attend drop-in sessions hosted by NHS England if required.
- Champions must sign up to the IETP Update at this [link](#), as provides information and updates in relation to pharmacy trainees and the E-portfolio.
- Champions will be expected to revisit the Frequently Asked Questions which are updated regularly and refer to these before escalating issues to the RPS/ NHS England.
- Champions will be expected to run E-portfolio orientation sessions for their organisation.
- Champions will be given access to a Champion training account that will be different to their active account (if already a current user). If you have two accounts, you need to take responsibility to action any emails received from the system to both accounts accordingly.